SELF ASSESSMENT REPOSRT (SAR)
POSSTGRADUATE MANAGEMENT
PROGRAMS*(PGDM/MBA)*

DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
VAGAMON
IDUKKI
KERALA - 685503

Criteria Nos.	Table No.	Contents	Page Number
Criteria-1	1.1	Vision & Mission Statements	1
	1.2	PEOs Statements	2
	1.3	Dissemination among Stakeholders	2
	1.4	Formulation Process	3
	1.5	Consistency of PEOs with the Mission	6
Criteria-2	2.1.1.1	Governing Structure	8
	2.1.1.2	Service Rules	22
	2.1.1.3	Policies	23
	2.1.1.4	Strategic Plan	25
	2.1.2	Faculty Empowerment	27
	2.1.2.2	Decentralization, Delegation of Power and Collective Decision-Making	27
	2.1.3.1	Grievance Redressal Mechanism	29
	2.1.3.2	Transparency	30
	2.1.3.3	Leadership and Faculty Selection Process	30
	2.1.3.4	Stability of Academic Leaders	30
	2.2.1	Budget Allocation, Utilization and Public Accounting at Institute Level	31
	2.2.1.1	Adequacy of budget allocation	31
	2.2.1.2	Utilization of allocated funds	33
Criteria-3	3.1	Attainment of Program Outcomes	42

	3.1.1	Assessment Tools and Process	43
	3.1.2	POSs Attainment Levels	46
	3.2	Course Outcomes	49
	3.2.2	Attainment of Course Outcomes	50
Criteria-4	4.1.1	Process for Designing the Program Curriculum	52
	4.1.2	Structure of the curriculum	55
	4.1.3	Composition of the curriculum	57
	4.2.1	Learning Processes	58
	4.2.2	Quality of continuous assessment and evaluation processes	58
	4.2.3	Quality of student reports/dissertation	59
Criteria-5	5.1	Student Intake	61
	5.2	Success Rate	62
	5.3	Academic Performance	62
	5.4	Placement Data	63-73
	5.5	Student Diversity	74
	5.6.1	Professional Activities	77
	5.6.2	Students' Publications	80

Criteria-6	6.1	Student-Faculty Ratio	81
	6.1.1	Details of Regular & Contractual Faculty	81
	6.2	Faculty Cadre	82
	6.3	Faculty Qualification	82
	6.4	Faculty Retention	82
	6.5	Faculty Initiatives on Teaching and Learning	83-86
	6.6	Faculty Performance, Appraisal and Development System	86
	6.7	Visiting Faculty/Adjunct Faculty	89
	6.8.1	Academic Research – Peer Reviewed Journals	89
	6.8.2	Conferences	92
	6.8.3	Books and Chapters by the Faculty	92
	6.8.4	Case Studies in Public Domain	94
	6.8.5	Details of those who cleared PhD	94
	6.9	Sponsored Research	94
	6.10	Preparation of teaching Cases in classrooms	95
Criteria-7	7.1.1	List of Consultancy Assignments	96
	7.1.2.	Faculty as consultant of the industries	97
	7.1.3	Initiatives related to industry interaction	97
	7.1.4	Participation of Industry Professionals in Curriculum Development, Projects, Assignments as examiners in Summer projects	101
	7.1.5	Initiatives related to industry including executive education, industry sponsored labs and industry sponsorship of student activities	102
	7.1.6	Involvement of industry professional as members of various academic bodies/board	102
	7.2.1	MoUs/partnerships and its effective implementation	103
	7.2.2	Student Exchange Programs	104

	7.2.3	Faculty Exchange Programs	104
	7.2.4	Collaborative Research Projects	104
Criteria-8	8.1.1	Classroom and Learning Facilities	105
	8.1.2	Utilization	107
	8.1.3	Initiatives to ensure students learning	108
	8.2	Library	109
	8.3	IT Infrastructure	109
	8.4	Learning Management System	110
	8.5	Hostels	110
	8.6	Sports Facility	111
	8.7	Medical Facility	112
Criteria-9	9.1	Alumni Association	113
	9.2	Involvement of Alumni	118
	9.3	Methodology to connect with Alumni and its Implementation	125
Criteria-10	10.1	Actions taken based on the results of evaluation of each of the POSs	127
	10.2	Academic Audit and actions taken thereof during the period of Assessment	131
	10.3	Improvement in Placement, Higher Studies and Entrepreneurship	134
	10.4	Improvement in the quality of students admitted to the program	134

LIST OF ANNEXURES

S No.	Annexure No. (Refers to corresponding para in the body of SAR in respective criterion)	Content
1.	2.1.1.1. (a)	Sample of BoG meeting and Action Taken Report (ATR)
2.	2.1.1.1 (b)	Composition of NAAC Committee
3.	2.1.1.2.	Service Rules
4	2.1.1.4. (a)	Strategic Plan
5.	2.1.1.4 (b)	T-shaped professional (description)
6.	2.1.3.1.	Discipline related Committees - Grievance handling committee, Internal Complaint/sexual harassment committee, Anti-ragging committee and squad, ST/ST Committee
7.	3.1.2.	POs attained
8.	3.2.2.1.	COs attained
9.	6.6.	Faculty appraisal format
10.	7.1.3.	Internship performance report
11.	7.2.2	MoUs – International Connect
12.	6	Annexure – II Details of Faculty

LIST OF TABLES & FIGURES

Criteria No.	Table No./Figure No.	Contents	Page No.
Criteria-1	Table 1.3.1	Dissemination Matrix of Vision and Mission	2
	Fig. 1.4 (a)	Vision and Mission Formulation Process	4
	Fig. 1.4 (b)	The PEO and POS Development	6
	Table 1.5	The PEO-Mission Consistency Matrix	7
Criteria-2	Figure 2.1	Decentralized Academic Administration Structure for Key Academic Decisions	10
	Table 2.1.1 (a)	The Board of Governance (BoG)	11
	Table 2.1.1 (b)	The IQAC	15
	Table 2.1.1 (c)	The NBA Committee	17
	Table 2.1.1 (d)	UN SDG Committee/Team	17
	Table 2.1.1 (e)	Research Promotion Committee	18
	Table 2.1.1 (f)	Program Assessment Committee	18
	Table 2.1.1 (g)	Examination Committee	19
	Table 2.1.1 (h)	Program Committee	20
	Table 2.1.1 (i)	Area Committee	22
	Figure 2.1.1.4	T-Shaped Strategic Plan	27
	Table 2.1.2.2	Decentralization of Financial Powers	29
	Table 2.2.1 A/B/C/D	Total income at Institute Level	32
	Table 2.2.1 (a)	Summary of Budget and the actual expenditure incurred for the Management Department of DCSMAT	32
	Table 2.2.1 (b)	Utilization as percentage of actual expenditure	32
Criteria-3	Table 3 (a)	Logic Matrix for revised POs with PEOs	35
	Table 3 (b)	Course and POS Correlation Table	36
	Figure 3.1.1(a)	POS Assessment Tools	44
	Figure 3.1.1(b)	POS Attainment Process	46
	Table 3.1.2	Course-wise POS Attainment 2021-2023 Batch	47
	Table 3.1.3	Summary of POS Attainment	48
	Figure 3.1.2 (a/b/c/d/ e/f)	Progression of POS Attainment	50-51
	Table 3.2.2 (a/b/c/d)	Computation of the CO Attainment Score 2021-2023	51-52
Criteria-4	Figure 4.1.1	Process of identifying the gap between the University-defined POSs and Own POs and Bridging Gap	52
	Table 4.1.1 (a)	Identifying the gaps in the University POs and Own POSs – Bridging Gap	52-53

	Table 4.1.1 (b)	Reinforcing Graduate Attributes and not Adequately Covered in the University Syllabus	54
	Table 4.1.2 (a)	Structure of the Curriculum (Core Courses)	55
	Table 4.1.2 (b)	Structure of the Curriculum (Electives)	56
	Table 4.1.3	Components of the curriculum	58
	Table 4.2.2	Criteria for Continual Evaluation	59
Criteria-5	Table 5.1	Student Intake	60
	Table 5.2	Success Rate	60
	Table 5.1 (a)	Enrollment Ratio (Admissions)	60
	Table 5.2 (a)	Success Rate	61
	Table 5.3	Academic Performance	61
	Table 5.4	Placement, Higher Studies and Entrepreneurship	61
	Table 5.4 (i/ii/iii)	Placement Data – 2021/2022/2023	63-73
	Table 5.5	Student Diversity	74
	Figure 5.5 (a/b/c/d/e)	Gender Diversity/ Educational Diversity	75-77
	Table 5.6	Case Study Publications	80
Criteria-6	Table 6.1	Student Faculty Ratio	81
	Table 6.1.1	Details of regular and contractual faculty	81
	Table 6.2	Faculty Cadre Ratio	82
	Table 6.3	Faculty Qualification	82
	Table 6.4	Faculty Retention	82
	Table 6.7	List of Visiting/Adjunct Faculty	89
	Table 6.8	Peer reviewed journals	90
	Table 6.8.3	Books and Book Chapters by the Faculty	92
	Table 6.8.4	Case Studies in Public Domain by the Faculty	94
	Table 6.8.5	Details of those who cleared PhD	94
	Table 6.10	List of Case Studies prepared by the Faculty	95
Criteria-7	Table 7.1.1	Consultancy	96
	Table 7.1.2	Faculty as consultant of the industries	97
	Table 7.1.3 (a)	Industrial Visits	97
	Table 7.1.3 (b)	Details of Guest Speakers	97
	Table 7.1.4	Course Workshop Details	101
Criteria-8	Table 8.1	Built Up Area	105
	Table 8.1.2	Utilization	107
	Table 8.1.3	Initiatives to ensure student learning	108

Criteria-9	Table 9.1 (a)	List of Alumni Entrepreneurs	117
	Table 9.1 (b)	Women Alumni Entrepreneurs	117
	Table 9.1 (c)	Prominent Alumni Members	117
	Table 9.2 (a)	List of alumni panels in 2020-2022 Batch Admission	118
	Table 9.2 (b)	List of alumni panels in 2021-2023 Batch Admission	119
	Table 9.2 (c)	List of alumni panels in 2022-2024 Batch Admission	120
	Table 9.2 (d)	Alumni List Helped in the Placement Activities	121
	Figure 9.2 (a) & 9.2 (b)	Alumni Involvement in the Project Evaluation	122
	Table 9.2 (e)	Alumni Interaction Student Motivation and Training	122
	Figure 9.2 (c)	Alumni Interaction Student Motivation and Training	123
	Figure 9.2 (d)	Alumni Interaction on Academic Improvement – Marketing Area	123
	Table 9.2 (f)	Visit to Institution and Interaction with students	125
	Figure 9.3.1	Alumni Registration Certificate	126
Criteria-10	Table 10.1	POs Attainment	127
	Figure 10.1 (a) & Figure 10.1 (b)	POS Attainment Progression Direct Evaluation &Overall Evaluation	130
	Table 10.2	Academic Audit and actions taken	131
	Table 10.3	Improvement in Placement, Higher Studies and Entrepreneurship	134
	Figure 10.4	Quality of students admitted to the program	134

PART A:
Institutional Information

1. **Name and Address of the Institution:**

   DC School of Management and Technology, One School Avenue, Pullikkanam PO,Vagamon, Idukki District - 685503

2. **Name and Address of the Affiliating University, if applicable:**

   Mahatma Gandhi University, Administrative Block, Priyadarsini Hills Post, UniversityCampus Rd, Athirampuzha, Kerala 686560

3. **Year of establishment of the Institution: 2002**

4. **Type of the Institution:**

Institute of National Importance	☐
University	☐
Deemed University	☐
Autonomous	☐
Affiliated Institution	☑
AICTE Approved PGDM Institutions	☐
Any other (Please specify)	☐

Provide Details:

Note: In case of Autonomous and Deemed University, mention the year of grant of status bythe authority

5. Ownership Status:

Central Government	☐
State Government	☐
Government Aided	
Self-financing	☐
Trust	☑
Society	☐
Section 8 Company	☐
Any Other (Please specify)	☐

Provide Details:

6. Vision Statement of the Institution

Carryout relevant educational practices to create professionals who can add value to industry and society

7. Mission Statements of the Institution

M1. We focus on imparting Knowledge to create and develop professionalism

M2. We focus on innovative and creative approaches in areas of education, research, and consultancy

M3. We strive for holistic development of institutional participants

M4. We focus on the all-inclusive growth of our stakeholders and betterment of society.

Based on the broader perspectives of the institutional Vision and Mission, the departmentVision and Mission of the department has been formulated.

8. Details of all the programs offered by the institution:

S. No.	Program	Year of Start	Intake at thestart of the program	Increase in intake, if any(from the start)	Year of increase	AICTE Approval	Accreditation Status*
1	Master of Business Administration	2002	60	60	2004-120 2012-180	Yes	Not Accredited ,10th to 11thJan, 2015

* Write applicable one:

- Applying first time
- Granted provisional accreditation for two/three years for the period(specify period)
- Granted accreditation for 5/6 years for the period (specify period)
- Not accredited (specify visit dates, year)
- Withdrawn (specify visit dates, year)
- Not eligible for accreditation
- Eligible but not applied

Note: Add rows as needed

9. Programs to be considered for Accreditation vide this application

S. No.	Program Name	Current Year Sanctioned Intake	Current year admitted nos.
1	Master of Business Administration	180	89*

*Admitted in AY commencing 2023. 92 admitted in AY 2022-23 (CAT).

10. Contact Information of the Head of the Institution and NBA coordinator, if designated:

i. Name: Dr. Elizabeth George
Designation: Principal, DCSMAT
Mobile No: **09846043420**
Email: principal.vgm@dcschool.net

ii. NBA coordinator, if designated
Name: Dr. Jyothi Vijayan
Designation: Assistant Professor
Mobile No: **8281891395**
Email: jyothi.vijayan.vgm@dcschool.ne

Criteria Summary

Name of the Program - Master of Business Administration

Criteria No.	Criteria	Mark/Weightage
1	Vision, Mission & Program Educational Objectives	50
2	Governance, Leadership & Financial Resources	100
3	Program Outcomes & Course Outcomes	100
4	Curriculum & Learning Process	125
5	Student Quality and Performance	100
6	Faculty Attributes and Contributions	220
7	Industry & International Connect	130
8	Infrastructure	75
9	Alumni Performance and Connect	50
10	Continuous Improvement	50
Total		**1000**

Report by Criteria

CRITERION 1	Vision, Mission & Program Educational Objectives	50

Introduction

DC School of Management and Technology (DCSMAT), Vagamon, started in 2002 as a focused 'management only' institution located in a remote area in the district of Idukki, Kerala. It was founded by the DC Kizhakemuri Foundation. The foundation was set up by Padma Bhushan DC Chacko who was a pioneering entrepreneur in publications under the name DC Books. From the beginning, the publisher, now the largest in Malayalam, focused on supporting emerging but little-known authors. In continuance of the spirit of supporting the talented but less privileged first-time authors and grooming them into outstanding authors through publishing their work, the family of DC Chacko established DCSMAT in 2002 as a fully residential management institute in a remote area with the twin purpose of developing young minds into leaders in general and business leaders in particular and to bring the light of development to the area. The founders of the school went ahead despite advice to set up the school in a more developed area, supported the students from the North East in the initial decade when management education was not developed in the North Eastern regions of India. Following this spirit, the school continues to support local entrepreneurship within the premises bear witness to the spirit of DC Chacko – enabling the endowed but less privileged to bloom. This spirit finds its way into the vision and mission of DCSMAT, Vagamon.

The legal entity that runs DCSMAT, Vagamon is DC Kizhakemuri Foundation, is a registered charitable organization No. K 249/2001 registered under the 12th Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955.

Google Map of the Campus:

https://www.google.com/maps/place/DC+School+Of+Management+And+Technology/@9.733793,76.8751402,15z/data=!4m6!3m5!1s0x3b07b42a89c65c39:0xdd97d3c0352e237d!8m2!3d9.733793!4d76.8751402!16s%2Fg%2F11c2r7jmwx?entry=ttu

1.1 Vision & Mission Statements:

The vision of DCSMAT, Vagamon is **to "Endeavour persistently to Develop Leaders and thinkers for industry and society through innovative academic practices."**

The mission components are:

M1. We focus on imparting Knowledge for stakeholders to create and develop professionalismin the business world.

M2. We focus on innovation and dynamism in academic processes for developing leadership skills and thinking processes.

M3. We facilitate the personal growth and transformation of Stakeholders.

M4. We take initiatives to imbibe qualities among our stakeholders for a better orientation to society and sustainability.

1.2 PEOs Statements (5)

The MBA program of DCSMAT is expected to result in achieving the following Program Educational Objectives (PEOs).

PEO1: To showcase the quality of global standards within its competitive environment, regardless of the endeavor in which it is engaged.

PEO2: Demonstrate team spirit and leadership capabilities to bring the right kind of momentum for the organization to succeed.

PEO3: To become better citizens by acquiring social awareness through ethical and moral practices in the work environment.

PEO4: The ability to create, innovative and strategic ideas to become successful entrepreneurs.

1.3 Dissemination among Stakeholders (10)

Dissemination among stakeholders is done through multiple media. Table 1.1 below shows the dissemination matrix.

Table 1.3 Tabulation showing Dissemination Matrix of Vision and Mission

Media / Stakeholders	Students	Corporate, other School faculty	Parents	Alumni	Faculty, Management & BoG	Staff	Public, Incumbent Students
Web site	✓	✓	✓	✓	✓	✓	✓
Social Media	✓	✓	✓	✓	✓	✓	✓
Admission Brochures			✓		✓		✓
Management fest brochures	✓				✓		✓
Posters	✓	✓	✓		✓	✓	
Induction	✓		✓				
Quiz	✓						
Placement Brochure	✓	✓			✓		
Mention in PTAs	✓		✓		✓		
Mention in Corporate talks	✓	✓			✓		
Physical presentation	✓				✓	✓	✓
Workshops		✓			✓		
MDPs		✓			✓		
FDPs		✓			✓		

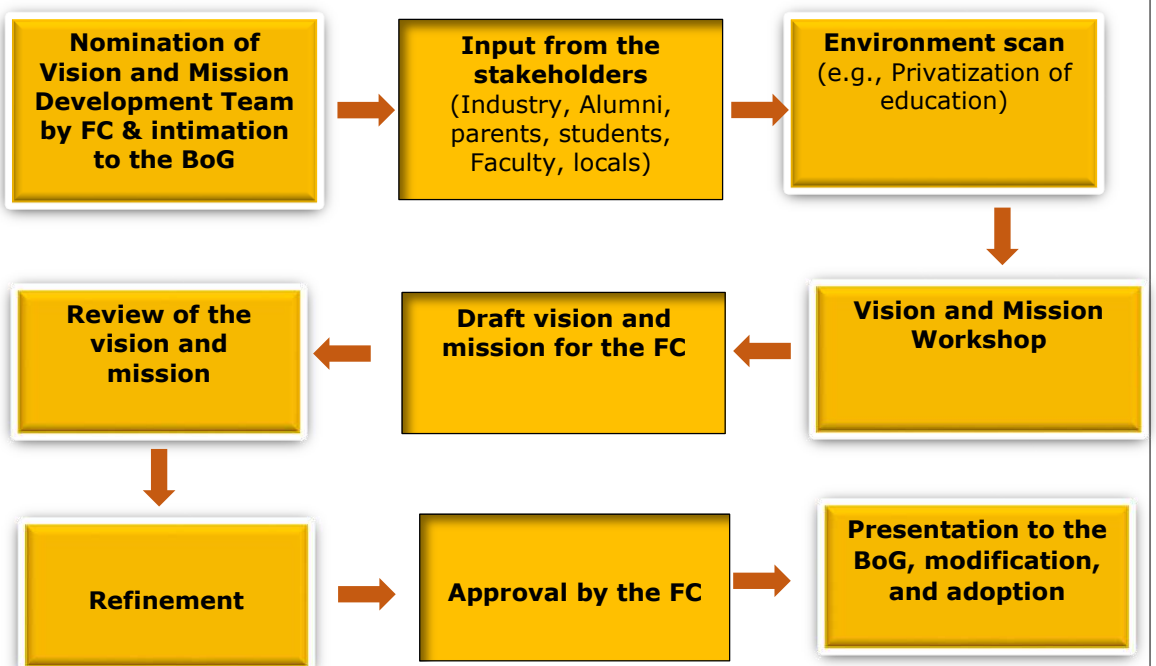
1.4 Formulation Process (15)

The stakeholders get connected to the organization through the vision and mission. Hence we acknowledge that taking into consideration the views of all stakeholders is important while creating a vision, mission, and PEOs. The rationale for establishing DCSMAT is the spirit of the founder of DC Books. The founder became a leader in publishing by supporting first-time, little-known authors. Therefore, innovation, entrepreneurship, societal values, and ethics have naturally found a place in the vision of the school.

The first step was formulating the vision. This was done by incorporating the views of the founder, the Board of Governors, the founding director, managers, educationists, and entrepreneurs. The school which started in 2002 grew rather rapidly and it was time for the school to formulate its vision and mission formally. The current vision came into existence in 2006 though not as formalized as it is now. From the beginning, the school had focused on outcome-based education leading to learner success. The founding director, the late Prof. Sreekumar, a fellow of IIM (A), had a profound influence on the conceptualization and operation of the school and following the IIM model created a collegial and decentralized structure with the Faculty Council (FC) being the center of decision-making, self-evaluation and quality.

The process of making a vision, mission, and PEOs was therefore driven by the FC. The FC nominates a team for seeking input from the stakeholders, doing a scan of the environment, arriving at the vision and mission. These were presented to the FC, followed by refinement and final presentation to the Board of Governors (BoG) followed by modification and adoption. This collegial, empowered, bottom-up model incorporating all stakeholders is a hallmark of the process in the school on matters of importance. See Figure 1.1 for the process.

FIGURE 1.4 (a) : VISION AND MISSION FORMULATION PROCESS



The PEO and PO Formulation Process

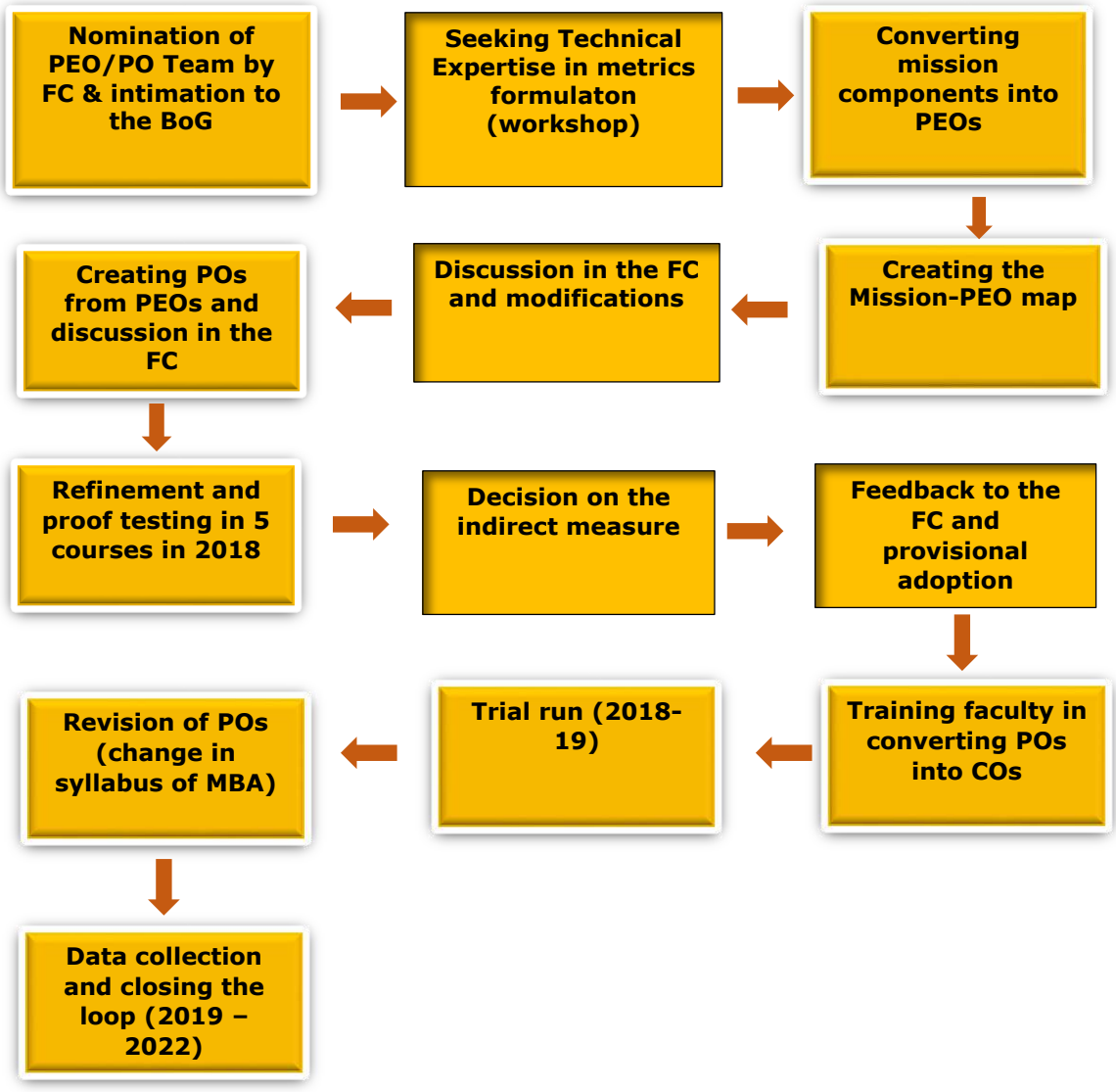
The formulation of PEOs and POs is a more technical exercise and requires some expertise in designing metrics. One of the challenges was that while the university syllabus of MG University, Kottayam defines the POs of the program and these may not be fully aligned to the mission. This demands an innovative approach to meet the requirements of outcome-based education for learner success. The university syllabus gives the Course Outcomes (COs) also. Further, the university examination marks (question-wise) would not be available, to extract the data from the university examinations thereby compelling the formulation team to find ways of measuring COs and POs using the internal assessments. It took inspiration from the stand-alone institutions that run PGDM to do this and decided to create metrics from the internal assessment.

Direct Measure. The model examination which resembles the university examination and the assignments were found to be a effective assessment events to measure COs and consequently the POs and PEOs. This is taken as a direct measurement contributing to 80% weight in the assessment.

Indirect Measure. An indirect measure for 20% weight was studied by the PO formulation team. Getting input from the exit survey was an obvious option. The second was input from the industry. However, for any supervisor to comment about the competencies indicated in the PEOs, a student who completed the

program would have to work for a while. While input from the employer was an option, it was felt that the No of inputs could be only a few. So, while these were incorporated into the measurement matrices, a third metric was hotly debated and adopted; i.e., self-report on the competencies embedded in the PO exhibited during the co-curricular activities, especially the club activities. The club activities in DCSMAT are unique. The members are selected by the senior batch, everyone is required to participate in one and only one club and the events conducted by the club involve substantial planning, negotiation, and resource mobilization. Since there are nine clubs each with two to three major events in addition to the marquee event of the school, Luminance, everyone can demonstrate team spirit, leadership, innovation, entrepreneurship, social sensitivity, ethical behavior, analytical ability, and so on; all of them are also components of our valued mission. Hence, performance in the club was adopted as a third measure for indirect assessment.

FIGURE 1.4 (b): THE PEO AND PO DEVELOPMENT PROCESS



1.5 Consistency of PEOs with the Mission (5)

The PEO-Mission consistency matrix is given in Table 1.2 below followed by the rationale for it.

Table 1.5 : The PEO-Mission consistency matrix

	Key outcome-based operating terms in Mission			
PEO Statement	**M1 – develop professionalism**	**M2 – Leadership and thinking process**	**M3- Transformation**	**M4 – Society and Sustainability**
PEO1: To showcase the quality of global standards within its competitive environmentregardless of the endeavor in which it is engaged	High	High	High	High
PEO2: Demonstrate team spirit and leadership capabilities to bring the right kind ofmomentum for the organization to succeed	High	High	High	High
PEO3: To become better citizens by acquiring social awareness through ethical and moralpractices in the work environment.	High	High	High	High
PEO4: The ability to create innovative and strategic ideas to become successful entrepreneurs.	High	High	High	High

Rationale for the Consistency Shown in the Consistency Matrix

PEO 1 - Global standards and being able to work in a competitive environment make a person professional. Hence PEO 1 to M1 link is highly consistent. Success in a globally competitive environment is achieved through innovation, dynamism, and thinking processes and hence the PEO 1 to M2 link is also strong. To achieve global standards, personal growth and transformation are inevitable and hence the consistency with M3 is high. Competitiveness should not be at the cost of society and stability and hence the consistency of PEO 1 with M4 is high.

PEO 2 - Team spirit and leadership are the hallmarks of a professional and hence consistency of PEO2 to M1 is high. Equally, innovation and dynamism can be possible only in a team context and with leadership. Hence the consistency of M2 is also high. Team spirit and leadership would result in

personal growth and transformation and hence its consistency to M3 is high. Leaders with team spirit can understand societal needs and sustainability better than individualistic people who may be guided by narrow interests and insensitivity to the larger goals of business. Hence the consistency of PEO 2 to M4 is also high.

PEO 3- This PEO is about being a **better citizen by being ethical and socially aware**. Professionals must be both ethical and socially aware and hence its consistency to M1 is high. People become better citizens when they adapt their thinking process, and show dynamism and innovation. These are necessary to navigate in a VUCA world. Hence the consistency between PEO 3 and M2 is high. When one shows ethical and social awareness, one's transformation begins and hence the consistency of PEO 3 with M3 is high. Being ethical and socially aware is also central to being sensitive to societal needs and sustainable decisions, thus making the consistency of PEO 3 to M4 high.

PEO 4 - Innovative and strategic ideas and becoming entrepreneurs is the hallmark of professionals and enables them to differentiate themselves from less professional leaders. This implies that the consistency of PEO 4 and M1 is high. Innovative and strategic ideas also lead to better dynamism. Ideas in turn influence the thinking process and vice versa. Hence the consistency of PEO 4 and M 2 is high. Being entrepreneurial leads to personal transformation. Hence the consistency of PEO 4 to M3 is high. When one becomes more innovative and entrepreneurial, society gains, and social systems become more sustainable. Hence the consistency of PEO 4 to M4 is also high.

CRITERION 2	Governance, Leadership & Financial Resources	100

2.1. Governance and Leadership (60)

2.1.1. Governance Structure and Policies (25)

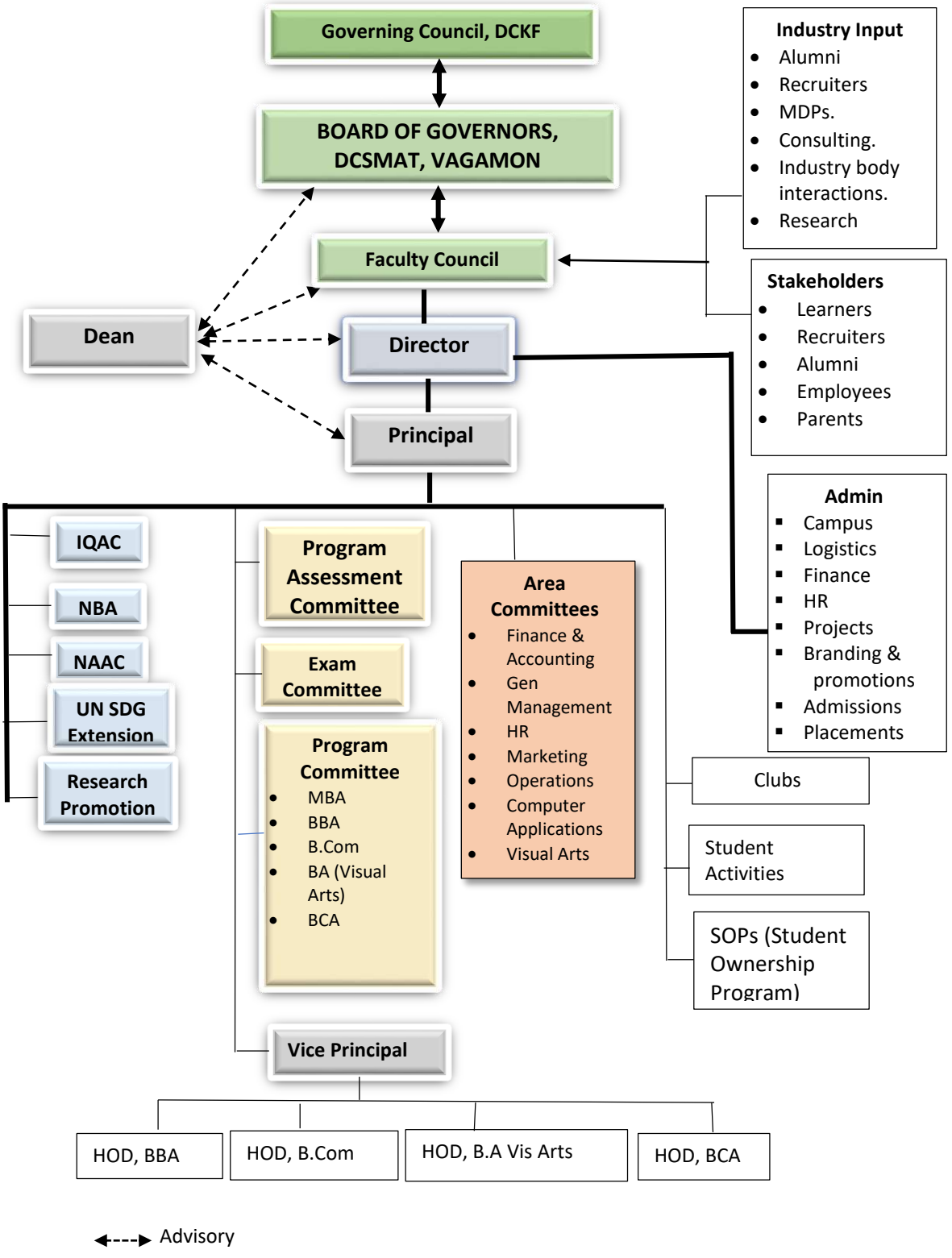
2.1.1.1. Governing Structure (10)

Overview. DCSMAT, Vagamon operates under DC Kizhakemuri Foundation (DCKF) explained under Criterion 1. DCKF has nominated a Board of Governors (BoG) for DCSMAT, Vagamon. The Faculty Council (FC) operates under the BoG. The principal and the Director facilitate the working of the FC and are part of it. The FC, principal, and the Director (if appointed) are advised by the Dean, a member of the BoG. When a Dean is not appointed formally, a member of the BoG is nominated to oversee/facilitate the school operations. The principal oversees all the academic and university-related functions while the Director oversees the administration in addition to the principal. The structure (please see Organogram given in Figure 2.1 below) is designed to enable the principal to concentrate on the academics while at the same time achieving integration of the benefits of the fully residential system with the academics to provide synergy for learner success and outcome-based learning.

Several committees or bodies operate under the FC. These are:

1. Quality and Research Related – IQAC, NAAC, NBA, UN SGD Extension and Research Promotion.
2. Program Specific – Program Assessment, Examinations and Program Committees.
3. Area committees related to functional areas - Finance & Accounting, Gen Management, HR, Marketing, Operations, Computer Applications and Visual Arts.
4. Other Statutory Committees - discipline, sexual harassment, grievances, anti-ragging, clubs etc. also have committees which are not included in the organogram.

FIGURE 2.1: DECENTRALIZED ACADEMIC ADMINISTRATION STRUCTURE FOR KEY ACADEMIC DECISIONS



Components of the Structure. DCKF is the society under which many institutions operate. DCSMAT, Vagamon is one of them and has a Board of Governors (BoG).

Board of Governors (BoG)

- **Purpose.** To govern DCSMAT, Vagamon and oversees the school which has an MBA program, and the UG programs (BBA, B.Com, B.A Visual Arts (Interior Design) and BCA. Please see an example of the BoG meeting at Annexure 2.1.1.1.
- **Composition.** 12 members. See table 2.1.1 (a) below.
- **Frequency of Meeting.** At least once in a year.
- **Quorum.** 60% presence including online presence.

Table 2.1.1 (a) The Board of Governors (BoG)

S No	Description	Position Holder
1.	Chairperson	Ravi DC (also Secretary DCKF and nominated as Chief Facilitator or CF)
2.	Nominee of the trust (educationist)	Dr. Beena George, Associate Professor at Cameron School, Department of Management
3.	Nominee of the trust	Mr. TP Srinivasan, IFS, former ambassador of India to various countries.
4.	Nominee of the trust, Administrator cum entrepreneur	Mr. Balagopal C, IAS (accomplished IAS officer of Assam Cadre and a reputed entrepreneur)
5.	Nominee of the trust, Entrepreneur	Harikrishnan R Nair, MD, Western India Cashew Ltd.
6.	Nominee of the trust and Dean DC Group of Institutions	Dr. N Ramachandran, Former Professor, IIM Kolkatta.
7.	Nominee of the trust (ex-officio)	Dr. Jayashankar Prasad, Director DC group of institutions, Trivandrum.
8.	Nominee of the trust (ex-officio)	Dr. Sivaprakash CS, Principal of DC School of Management, Trivandrum.
9.	Director	Dr. (Col) PS James
10.	Senior Faculty (Professor)	Dr. Kuppachi Srinivas
11.	Junior Faculty (Associate Professor)	Dr. Jyothi Vijayan (Assistant Secretary of Faculty Council).
12.	Secretary	Dr. Elizabeth George, Principal

- **Functions and Responsibilities**.

1. Develop the five-year strategy and review the strategic implementation.
2. Guide and monitor the execution of strategy either directly or through a nominated expert(s).
3. Evaluate the IQAR either directly or through a nominated representative.
4. Oversee the functioning of FC.
5. Oversee accreditations and ranking.
6. Assist in conceptualizing new programs to achieve the vision and mission of the school and lay down guidelines for admission.
7. Assess the performance of the Principal and Director/Dean if appointed, admission manager, and other critical appointments through a special purpose performance assessment committee/nominee.
8. Oversee budgeting and resource mobilization through audit committees.
9. Lay down guidelines for research, consulting, MDPs, and FDPs and review the performance of the school.
10. Oversee and issuance of appointment orders through delegated responsibilities.
11. Vet and approve the code of conduct and student handbook and code of conduct/handbook for the employees (staff and faculty).
12. Undertake such other responsibilities that help to achieve the vision of the school and duties nominated by DCKF.

- **Monitoring of the Performance**. By DCKF.

The Faculty Council (FC)

- **Purpose.** To decide on all matters and monitor the progress of execution. The body makes decisions on the MBA program and the UG programs (BBA, B.Com, B.A Visual Arts (Interior Design) and BCA.
- **Composition.** All faculty members including the principal and the Director even if not a teaching faculty, and select administrators on invitation (e.g., head of finance, campus manager, Chief Librarian, etc.)
- **Frequency of Meeting.** Monthly till May 2023; weekly (Thursday afternoon) after 01 June 2023. No activities are planned which require the direct presence of a faculty on Thursday afternoon. The meeting commences at 2.15 p.m. with a presentation of a research paper/a case, followed by business as per the agenda. The modified FC meeting helps to create more focus on research and is an innovation in the operation of the FC. Before adopting this model in June 2023, FPDP (Faculty Presentation Development Program) was the forum in which faculty presented either a research or a general topic.
- **Quorum.** 60% presence including online presence.
- **Functions and Responsibilities.**
    1. Act as an umbrella body for all activities of the school.
    2. Act as a strategic implementation agency.
    3. Constitute various committees and seek Action Taken Report (ATR).
    4. Seek reports from the committees.
    5. Critique the PO attainment and approve the closing of the loop.

6. Question any individual faculty on major academic lapses such as not completing internal evaluation in time and giving feedback to the students.
7. Make decisions on all matters that help learner success and outcome-based education.
8. Direct any administrative officer to explain omission and commission that impact student's welfare, rigor, or quality, and in particular the placements.
9. Direct any student clubs or activity groups to report their plans and execution and regulate the same.

Monitoring of the Performance. Through the report of the Director to the BoG.

The Director

The Director. The director (when appointed) shall be a member of the BoG and shall be an accomplished academic as far as possible to operate collegially with the principal and the FC. When not an academic, the position holder must have a deep understanding of the academic process and values with the acumen to dovetail the administration particularly the residency-related activities with the academics to ensure learner success and outcome-based education. The position holder is particularly responsible for:

1. Admission and placement activities.
2. Larger academic framework that help in learner success such as pedagogical and content interventions.
3. Teach 4 to 6 credits, if qualified to teach.
4. Mentor and undertake other activities as done by a faculty with due consideration for the administrative activities the person is required to do.
5. Support the principal in fulfilling the duties.
6. Assist faculty members to excel to ensure learner success in teaching, research, and service of the institution and society.
7. As far as possible the position holder shall be a professor with appropriate qualifications and research and seniority.
8. The position holder shall support and guide all committees and may direct the committees to meet the requirements in the spirit of the guidelines of the BoG.
9. In sum, the position holder shall juxtaposition residency characteristics, academic excellence, and outcome-based education to achieve learner success.

- **Monitoring of the Performance**. By the chairperson of the BoG and FC.

The Principal

The principal reports to the Director on all academic matters and collegially resolves all matters about academics, and university-related matters including conducting examinations. The principal shall:

1. Be a professor and teach at least 4 to 6 credits a year.
2. Oversee all academic functions.
3. Head the IQAC and PAC and such other important committees.

4. Make strategic plan in collaboration with the Director and FC and oversee its execution with particular reference to academic components of learner success and outcome-based education.
5. Act as the secretary of the BoG.
6. File all mandatory reports to the university.
7. Summon the FCM and oversee its functioning.
8. Generate annual reports to the university, and the BoG and present the extract in the passing out where students and parents are present.
9. Call for PTA meetings in collaboration with the Director and interphase with the stakeholders.
10. Address all concerns for learner success.
11. Advise, monitor, mentor, coach and support the faculty.
12. Advise the Director on academic matters and important administrative matters that affect learner success.
13. Work in collaboration with the Dean when appointed by the BoG.
14. Promote research.
15. Ensure discipline.
16. Evaluate the faculty performance along with the Director and the Dean (if appointed)
17. File all statutory documents.
18. Plan and execute the annual calendar.
19. Plan the value-added course, academic flexibility, and remedial.
20. Supervise examinations.
21. Be the custodian of all certificates and documents.
22. Lead the accreditation and quality movement.
23. In sum, run the institution in an Intrapreneurial way to include functions that are not mentioned herein, but required to be done by a person by appointment, ethics, and moral values.

Monitoring of the Performance. By the chairperson of the BoG, the Director, the FC, and the Dean.

The Dean

The dean would be appointed by the BoG and would provide expert advice on academics and related aspects such as the operation of the activities that help in learner success. He would be an ex-officio member of the BoG unless specifically exempted by the board. The dean shall work in collegiality with the Director and the Principal and shall advise them on all matters and also undertake supervisory duties assigned by the BoG. The dean may be teaching faculty if so specified by his/her appointment to take advantage of the expertise and if the appointment holder has a teaching role shall teach at least 4 to 6 credits of a regular or a value-added course.

Monitoring of the Performance. By the chairperson of the BoG.

The IQAC

- **Purpose.** Ensure learner success through quality assurance.
- **Composition.** See Table 2.2 for the current IQAC. IQAC shall be turned over every year such

that the members normally have a tenure of two years and are fully turned over in three years with the exceptions that may be approved internally by the IQAC.

Table 2.1.1 (b): THE IQAC

S No	Description	Position Holder
1.	Chairperson	Dr. Elizabeth George, Principal DCSMAT
2.	Coordinator	Dr. R. Wranton Perez, Professor DCSMAT
3.	Deputy Coordinator	Mr. Akhil B Vijayan, Assistant Professor
4.	Member (from Management)	Shri. Ravi DC (Chief Facilitator, DCSMAT)
5.	Member (from administrative office)	Mr. Benny Thomas, Group Manager (Finance)
6.	Member (Faculty)	Mr. Sanesh P Varghese, Assistant Professor
7.	Member (Faculty)	Dr. Sruthi Vijayakrishnan, Assistant Professor
8.	Member (Faculty)	Ms. Rajisha R, Assistant Professor
9.	Member (Office staff)	Ms. Anila Babu, Administrative Assistant
10.	Nominee from Alumni	Mr. Arun Prem, South Indian Bank
11.	Nominee from Employer(s)	Mr. Ravendranath Angeveetil CEO, and Co-founder, Pinmicro India Pvt. Ltd
12.	Nominee from Student	Reena Roy (Student MBA 22 Batch)

Frequency of Meeting. Quarterly.

Quorum. 60%.

Functions and Responsibilities.

1. The IQAC shall act as a single window for all quality-related matters, strategy implementation, and deviations, and shall look into administrative and resource deployment that ensures learner success and outcome-based education.
2. Develop a system to ensure consistency and performance.
3. Develop 'Best Practices' and institutionalize them.
4. Supervise and support accreditations.
5. Compile reports for ranking.
6. File AQAR and other mandatory returns.
7. Ensure timely and efficient academic performance.
8. Promote research.
9. Evaluate and upgrade technology.
10. Develop pedagogical techniques and ensure their dissemination.
11. Develop metrics for analytical functions and ensure data collection, analysis, and interpretation.
12. Create a learner-centric climate and culture of collaboration.
13. Arrange feedback from students, corporations, and alumni.
14. Document the quality process.
15. Lead the evidence-based quality assurance.
16. Develop and hold data bases, and created insight through analytics.

- **Monitoring the Performance**. By FCM, Dean, Director, and Chairman's Expert member if appointed.

The NAAC Committee/Team

- **Purpose.** To plan and execute the standards of NAAC.
- **Composition.** As constituted from time to time. The constitution will be based on the NAAC criterion with several cross-functional teams for each criterion (See Annexure for the current NAAC committee with the team structure embedded against criterion).
- **Frequency of meeting.** Once in a quarter or on a required basis.
- **Quorum.** 60%; however this being a task force, the head of NAAC may have criterion-wise sitting.
- **Functions and Responsibilities.**
    1. To collect, collate, and report data as per the NAAC format and generate the SSR.
    2. Appraise the IQAC and FC about the progress and challenges.
    3. Alert the management on any shortfall for NAAC criterion.
    4. Educate the faculty and staff and conduct an induction program for the newly joined faculty.
    5. Generate discussion in the FC.
    6. Monitor the NAAC website and have a grip on the current trends.
    7. Liaise with other institutions that have NAAC.
    8. Ensure timely submission (uploading) of data and reports.
    9. Champion the quality movement through the NAAC forum.

- **Monitoring of Performance.** Through reports to the IQAC and FC.

The NBA Committee/Team

Purpose. To plan and execute the standards of the NBA.

Composition. As constituted from time to time. The constitution will be based on NBA criteria with several cross functional teams for each criterion. The composition of the current team is given in Table 2.3 below.

Table 2.1.1 (c): The NBA Team

S No	Description	Name
1.	Chairperson (Principal ex-officio)	Dr. Elizabeth George, Principal
2.	Process owner Criterion 1 (Vision, Mission & Program Educational Objectives)	Dr. Elizabeth George and Dr. PS James (Director), Dr. Arun Vijay (Member in training)
3.	Process owner Criterion 2 (Governance, Leadership & Financial Resources)	Dr. Elizabeth George and Dr. PS James (Director), Dr. Shruthi Vijay Krishnan (Member in training)
4.	Process owner Criterion 3 (Program Outcomes & Course Outcomes)	Dr. Jyothi Vijayan, NBA coordinator and Dr. Muhammad Ashique AM, NAAC coordinator.
5.	Process owner Criterion 4 (Curriculum &	Dr. Arun Vijay, Program Chair

	Learning Process)	MBA, and Dr. Jyothi Vijayan
6.	Process Owner Criterion 5 (Student Quality and Performance)	Dr. Arun Vijay, Program Chair.
7.	Process Owner Criterion 6 (Faculty Attributes and Contributions)	Dr. Elizabeth George, Principal.
8.	Process owner Criterion 7 (Industry & International Connect)	Dr. Arun Vijay, Program Chair, and Ms. Asha Fenn, Director, Placements.
9.	Process owner Criterion 8 (Infrastructure)	Dr. PS James, Director, Mr. Benny Thomas (Head of Finance)
10.	Process owner Criterion 9 (Alumni Performance and Connect)	Dr. Joby Jose and Ms. Asha Fenn
11.	Process Owner Criterion 10 (Continuous Improvement)	Principal and IQAC Coordinator.
12.	**Secretary and Overall Process owners**	Dr. Jyothi Vijayan and Dr. PS James

- **Frequency of meeting.** Once in a quarter or on a required basis.
- **Quorum.** 60%; however this being a task force, the head of NBA may have criterion-wise sitting as often as required.
- **Functions and Responsibilities.**
  1. To collect, collate, and report data as per the NBA format.
  2. Appraise the IQAC and FC about the progress and challenges.
  3. Alert the management on any shortfall for NBA criterion.
  4. Educate the faculty and staff and conduct an induction program for the newly joined faculty members.
  5. Generate discussion in the FC.
  6. Monitor the NBA website and have a grip on the current trends.
  7. Liaise with other institutions that have NBA.
  8. Ensure timely submission (uploading) of data and reports.
  9. Generate SAR.
  10. Champion the quality movement through the NBA forum.

Monitoring of Performance. Through reports to the IQAC and FC to BoG.

UN SDG Extension Committee

- **Purpose.** To align the social responsibility activities of the school to the three select UN SDGs 3, 4, and 5 (Good Health and Well-being, Quality Education, Gender equality) and create more impact in the outreach through research, advocacy such as position papers, and activity execution through students.

- **Composition.** The committee/team is given in Table 2.1.1 (d)

Table 2.1.1 (d): UN SDG Extension Committee

S No	Position/role	Name of the Member
1.	Chairperson and Head of NSS	Dr. Muhammed Ashique AM
2.	MBA Batch coordinators	Dr. Baiju Samuel and Asst. Prof. Prajith PK
3.	Vice Principal, and Head of UG programs.	Asst Professor Akhil Vijayan
4.	Program coordinator UG	Asst Prof. Rinu Mathew
5.	Advisor, Ideation, Branding and External Communication	Asst. Prof. Sanesh P Varghese

- **Frequency of Meeting.** Monthly.
- **Quorum.** 60%.
- **Functions and Responsibilities.**
    1. Create programs and interventions with a focus on UN SDGs 3, 4, and 5.
    2. Identify opportunities for social responsibility actions in and around the campus.
    3. Liaise with local authorities to identify problems for positive social action.
    4. Conduct research and generate advocacy papers.
    5. Plan training of students to sensitize them to social responsibilities, Indian values, and ethics.

Monitoring of Performance. Self-Assessment report to the IQAC and FC and through them to BoG.

Research Promotion Committee

- **Purpose.** To promote research and ensure the currency of the faculty through research.
- **Composition.** See Table 2.1.1 (e) below

Table 2.1.1 (e) Research Promotion Committee

S No	Position/role	Name of the Member
1.	Chairperson	Head of the school's research center, Dr. Elizabeth George.
2.	Principal	Dr. Elizabeth George.
3.	Co-opted Member for expertise	Dr. PS James
4.	Co-opted external member for expertise	Dr. Mafruza Sultana, Asst. Professor, Bharathidasan Institute of Management, Tiruchirapalli.
5.	Secretary	Dr. Shruthy Vijaykrishnan, former ICSSR Ph.D. scholar and faculty DCSMAT.

- **Frequency of Meeting.** Once in a quarter.
- **Quorum.** 60%.
- **Functions and Responsibilities.**
  1. To promote research.
  2. Coordinate with the Secretary, and FC, and ensure weekly research presentations.
  3. Train faculty.
  4. Motivate faculty to register and complete Ph.D.
  5. Plan funds and their utilization.
  6. Train faculty to publish.
- **Monitoring of Performance.** Report to IQAC and FC and onward to the BoG.

The Program Assessment Committee (PAC)

- **Purpose.** To assess the effectiveness of the program.
- **Composition.** See Table below.

Table 2.1.1 (f): Program Assessment Committee

S No	Position/role	Name of the Member
1.	Chairperson	Principal, Dr. Elizabeth George.
2.	Coordinator	NBA Coordinator (Dr. Jyothi Vijayan)
3.	Dy Chair person	Vice Principal and Head of UG, Asst. Prof. Akhil Vijayan
3.	Ex-officio members	All HODs and Area chairs
4.	Secretary	NAAC Coordinator

- **Frequency of meeting.** Once in a semester.
- **Quorum.** 60%
- **Functions and Responsibilities.**
  1. To evaluate the progress of the program as per the calendar.
  2. Evaluate the attainment of POs.
  3. Collect indirect feedback on POs.
  4. Collect student feedbacks of mid and end-semester and initiate a discussion with the faculty whose feedback has been below expectation (less than 18 out of 30-point feedback scale) to include support to the faculty to improve teaching.
  5. Support the IQAC with data collection and processing.
  6. Any other activities that the group finds would help enhance the Learner's Success.

- **Monitoring of Performance**. Reports to the IQAC and through the IQAC to the BoG.

The Examination Committee

- **Purpose.** To conduct internal and external examinations.
- **Composition.** See Table 2.1.1.1 below

Table 2.1.1 (g): The Examination Committee

S No	Position/role	Name of the Member
1.	*#Chairperson	Principal
2.	#Vice Chairperson	Vice Principal
3.	Program Chair MBA	Asst. Prof. Arun Vijay
4.	Program Chair UG	Asst. Prof. Rinu Mathew
5.	*Member (MBA)	Asst. Prof. KR Jayan
6.	*Member (UG)	Ms. Kirthi Gopalakrishnan
7.	*#Secretary	Controller of Examinations, Dr. Kuppachi Srinivas.

- **Frequency of Meeting.** Quarterly.
- **Quorum.** 100%.
- **Functions and Responsibilities.**
  1. Plan the internal and model exams for all programs in consultation with the Program chairs.
  2. Collect, collate, 2 question papers and answer keys, produce, and hand over the question paper selected by the Principal, to the invigilators.
  3. Undertake all actions related to examinations.
  4. Undertake precautionary actions to ensure the sanctity and fairness of the examinations.
  5. Place demand for furniture for the conduct of the examinations.
  6. Pack, mark, and hand over the answer sheets to the university authorities in case of university examinations.
  7. Evaluate the exam process from time to time.
  8. Handle student complaints related to the examinations.
  9. Make plans to eliminate use of unfair means in examinations.

- **Monitoring of Performance.** Reporting to the Principal. FC.

Program Committee (PC)/Team

Purpose. To plan, coordinate, and execute the program. This is the hub of program execution and the success of the programs is substantially dependent on them. They keep minute-to-minute control of the program, regulate activities and dynamically manage the programs. The committee is central to learner success and outcome-based education. Though a committee, they shall show agility to coordinate and be diplomacy to muster resources for the success of the program and shall act as a team. Being central to the program, the Principal and

the Director shall render any support they require. The FC and the BoG will call into question any hindrance to their performance as the chief interphase with the learners.

Composition. Refer Table 2.1.1 (h)

Table 2.1.1 (h): Program Committee

S No	Position/role	Name of the Member
1.	Chairperson	Program Chair, MBA (Dr. Arun Vijay)
2.	Permanent Invitee	Principal, Dr. Elizabeth George.
3.	Permanent invitee	Asst. Prof. Akhil Vijayan
4.	Optional Invitee	The Director
5.	Program Chair UG programs	Asst. Prof. Rinu Mathew
6.	Director, Placements	Ms. Asha Fenn
7.	Club coordinator	Dr. Baiju Samuel

- **Frequency of Meeting.** Once a month or as required.
- **Quorum.** 100% (exemption for exceptional reason only). However, the chair may allow exemption when the agenda does not require the presence of a member.
- **Functions and Responsibilities.**
    1. To generate the annual calendar of the program.
    2. Monitor activities and adapt to the changes due to changes in the university exams and other dates.
    3. Coordinate the inter-program activities such as Fine Dining, Outbound Leadership Lab, induction program, fielding teams for external competitions, etc.).
    4. Faculty allocation for courses, workload rationalization, faculty allocation for examination supervision, university paper evaluation, and regulating the leave of the faculty to ensure undisturbed delivery of the courses.
    5. The Program chairs of MBA and UG shall coordinate closely between themselves and with the Principal, Vice Principal, Director, and campus manager to manage and position resources for the smooth conduct of classes and programs.
    6. Plan and schedule internal examinations and ensure the evaluation and feedback to the students are done by the faculty as per the norms.
    7. The committee and the chairs, in particular, shall be empathetic but firm with the faculty

and the students.

8. They shall dynamically inform the Principal and the Director of any incident or event that may mar the academic sanctity of the program and seek their action for intervention to ensure academic delivery balance. Collaboration which shall not be normally denied by any appointment holder without a discussion with the Director.
9. In the interest of Learner success, no position holder in the system shall deny this committee a resource or support and if such an eventuality arises, the position holder shall take the Director into confidence and discuss the matter with the PC.
10. Recruit, select and manage guest faculty in consultation with the Principal and the Director.
11. Allocate slots for corporate talks.
12. Manage academic space.
13. Execute Value Added Courses.
14. Recommend special leave to the students and vacation of the hostel to prevent the spread of communicable diseases such as Conjunctivitis or Chickenpox.
15. Create windows for extension, co-curricular, and extracurricular activities.
16. Any unnecessary interference with the smooth functioning of the responsibilities of the committee or its chair(s) who conduct the academic business of the institution shall be viewed very seriously.
17. Act as a champion of the program and promote the interest of the students.
18. Undertake any other activities that the committee finds would help enhance the Learner's Success.

- **Monitoring of Performance.** By the Principal and the Director.

Area Committee

- **Purpose.** To coordinate activities related to functional area efficacy and to ensure currency, appropriateness of pedagogy, support to challenged students and brilliant students, and other matters related to learner success from a functional perspective.
- **Composition**. See Table 2.1.1 (i) Below

Table 2.1.1 (i): Area Committee

S No	Position/role	Name of the Member
1.	Chairperson, Principal	Dr. Elizabeth George when joint area meetings take place; else HODs
2.	Dean (Invitee)	Dr. Ramachandran N
3.	Director (Invitee)	Dr. PS James
4.	HODs	As nominated/appointed from time to time.
5.	Director, Placements	Ms. Asha Fenn
6.	Secretary	Nominated by the Principal (Area Chair, Computer

		Applications)

- **Frequency of Meeting.** Once in a semester (at least one month before the commencement of a semester.
- **Quorum.** All area chairs or their nominees if leave of absence is permitted to a chari.
- **Functions and Responsibilities.**
  1. Evaluate the syllabus and course outline and highlight the important aspects related to the content and delivery of the courses.
  2. Take decisions on supervision of course outline preparation.
  3. Plan how to ensure the currency of the faculty.
  4. Share teaching techniques and innovations that have worked.
  5. Monitor the environment to gain insight into the best practices in teaching a course.
  6. Bring to the desk common problems in teaching in functional areas such as challenges in quantitative techniques.
  7. Assist in interdisciplinary teaching and sequencing, especially in the MBA program.
  8. Assist in curriculum workshops in consultation with the Program Chair(s).
  9. Plan support teaching and tutorials.
  10. Experiment with experiential learning techniques used and report the same for the common benefit of all.
- **Monitoring of Performance.** Reporting to the FC.

2.1.1.2 Service Rules (5)

The rules, for faculty, staff, and students are formulated in consultation with those who are affected by the rules keeping in mind the practices of the state and academic institutions.

Faculty and Staff. Service rules that cover the faculty and staff exist and are given in Annexure 2.1.1.2. The existence of the service rules and the key aspects covered therein are highlighted at the time of onboarding and from time to time. Key topics covered in the service rules are given below.

1. Recruitment and hiring. For faculty, the school endeavors to hire them as guest faculty where feasible and then convert them into permanent since many find it challenging to adhere to the norms of a residential program (it is mandatory to be located on the campus and attend several late evening activities). The selection is done by a panel that consists of the Principal, Director, Dean, and two members from the BoG. If a guest faculty service for a semester is not possible, a site visit and individual interaction with the principal, the Director, Vice Principal, HOD, and the campus manager is ensured as far as possible before a formal appointment order is given.
2. Probation, Employment, and Induction – Probation is usually one year followed by a self-appraisal report which is assessed by the Principal and the Director and confirmation granted.
3. Other Areas Covered.
   a) Promotion Policy and Process.

b) Attendance Management, Pay Roll, and Salary. There is a liberal leave policy that considers the residency nature in mind.

c) Leave.

d) Grade, Salary, and Pay scales.

e) Traveling Allowances and Daily Allowances Rules.

f) Performance Appraisal.

g) Exit.

h) Paid Consulting

i) Research promotion and incentives.

j) Promotional Policy for International Collaboration.

Rules Related to Students. These are also made in consultation with the students, faculty, staff, and alumni. These are enshrined in the Student's Handbook published every year. This is given to the students at the time of admission and explained during the induction program. A few key points are reiterated from time to time. The handbook covers the following aspects:

1. Academics in general.
2. Details specific to a program.
3. Curriculum.
4. Facilities and services.
5. Rules and regulations related to the campus, safety, students' guests, sexual harassment, holding valuables, vehicles on the campus, and regulation of the use of cellular phones, damage to property, utilities, caution deposit, and Identity cards.
6. Communication.
7. Fee and Fee Policy.
8. Standing instructions.
9. Student data sheet.
10. AICTE general rules on ragging.
11. Revised procedure for students to file online anti-ragging affidavit.
12. Students’ anti-ragging undertaking.
13. Students’ anti-ragging affidavit.

2.1.1.3 Policies (5)

Policies for Learner Success. There are several policies/guidelines for learner success. These are also made after taking the opinion of those who are affected by the policy. They cover the following areas.

1. Mandatory attendance requirement and compensatory classes to make up attendance deficiency beyond 65%.
2. Fees for dropping a semester and reattempting.
3. Scholarship policy.

4. Admission policy.
5. Policy on discontinuing a program.
6. Uniform policy.
7. Placement training policy.
8. Policy on the use of narcotics substances and navigating out of the narcotics trap.
9. Placement policy.
10. Reporting and Interaction.
11. Parent-Teacher Interaction.
12. Policy on faculty collegiality.
13. Working with the stakeholder trio – learner, faculty, and parents.
14. Clubs, co-curricular and extra-curricular activities, the DCian way.
15. Policy on competency-based education and competency building.
16. Outcome-based education and the role of the learner and the facilitator.
17. Becoming continuous learners for creating competitive advantage.
18. Examinations.
19. Evaluation.
20. Luminance, the North Star event of Management Schools.
21. Fire and abuse of fire control systems.
22. Use of elevator.
23. Late evening on the campus.
24. Out pass and leave.
25. Participation in competitions and outside college events such as management associations.
26. Learning habits and techniques.
27. Time management.

2.1.1.3 (a) Policy Related to General Maintenance

1. Capital acquisition and construction.
2. Purchase, AMC, and replacement.

2.1.1.3 (b) Quality Policy

1. ISO audit and standards. The school has adopted ISO standards since 2011 and the process continues.
2. Green Audit and standards. The school is sensitive to the environment, prevents the use of plastic, and adheres to energy-saving measures. There are major limitations to the use of solar energy since this can be effective for not more than 2 to 3 months in a year because of the excessive mist-based shade, and precipitation in the area. Wind energy has also been studied and found unsuitable. There is little or no vehicle movement on the campus and everyone walks. Beyond the Green audit which is done once in two years, the school is proactive in construction without damage to the natural rock formation, extensive fire prevention and controlling intervention to obviate and limit forest fires, water harvesting without affecting lower riparian needs, and protection of

the forestry within the school premises. The school also provides the Sewerage Treatment Plant Treated water to the neighboring Cardamom plantation and has provision to collect water and provide the same to the neighborhood.

3. Quality assurance through NBA and NAAC is also a policy of the school. It has been accredited by NAAC since 2013.

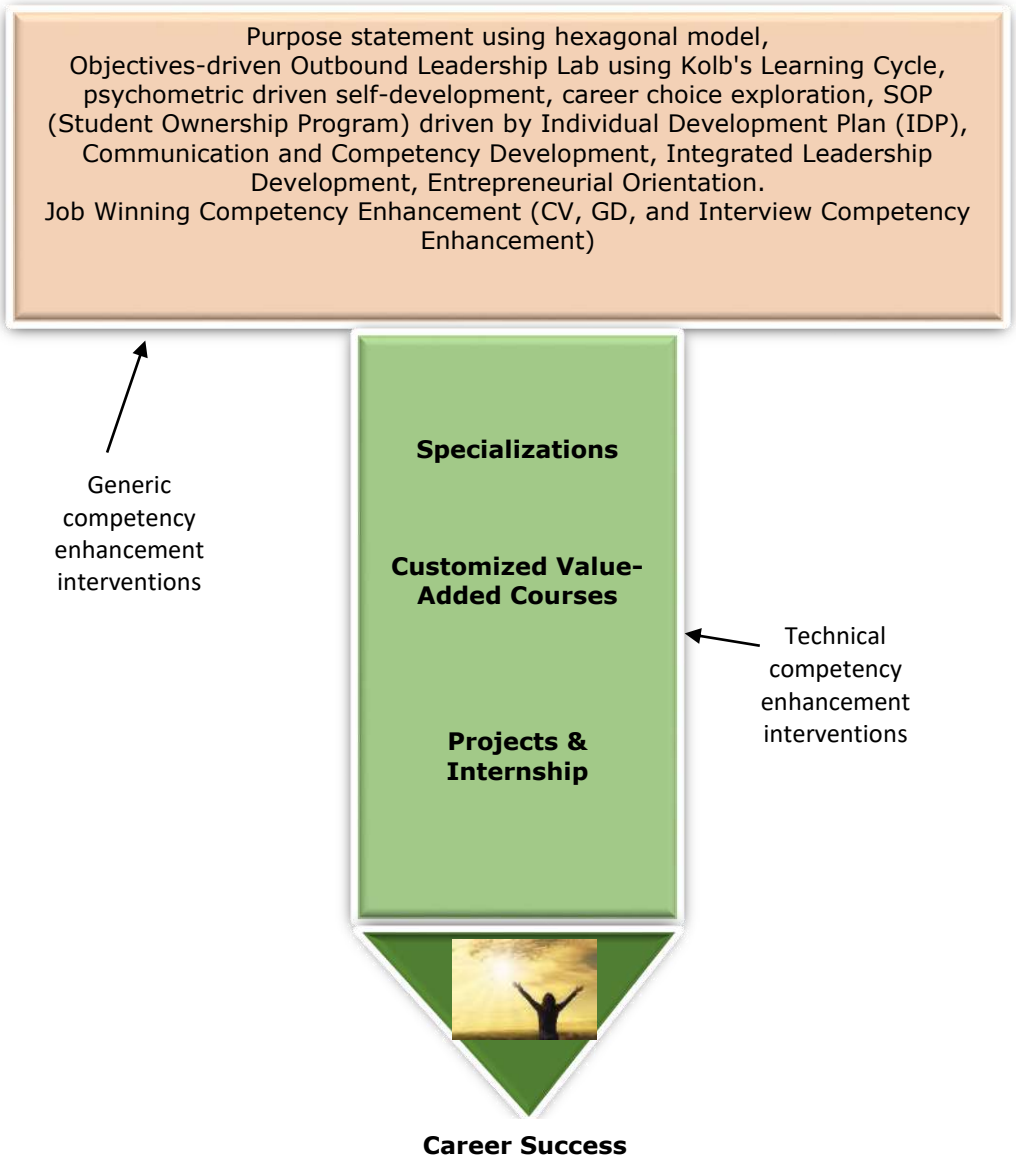
2.1.1.4 Strategic Plan

The school makes 5-year strategic plan which is reviewed for implementation every year by the IQAC and FC to identify the gaps and resolve the issues. These deliberations are intimated to the BoG for guidance and instructions. Currently, strategy plan 2022-27 is in operation. The new strategic plan is formulated sometime towards the end of the calendar year preceding the end of a strategic plan. For example, the strategic plan 2022-27 which has been put in operation in April 2023 will be made in late 2022. The existing plan (for example, 2017-22 and the ensuing plan 2022-27 will run concurrent for a few months to ensure smooth overlap and transition. The strategic plan 2022-27 is given in Annexure 2.1.1.4. The plan comes into full execution from AY 2023.

The key highlights of the current strategic plan are:

1. Operationalizing transformation through the T-shaped professional model to implement the 'professionalism' component in Mission M1; i.e., "we focus on imparting Knowledge for stakeholders to create and develop professionalism in the business world" (Refer to Figure 2.1.1.4 below on T-shaped Professional for details).
2. Defining the fully residential campus as a crucible for experimental learning that simulates the conditions in an organization and focuses on the generic competencies for learner success.
3. Career Track Focus and understanding short-term vs. long-term learner success.
4. Introduction of the hexagonal purpose statement.
5. Integrated Leadership Psychometrics.
6. Leveraging the integrated liberal professional campus.
7. Expressing the strategic imperatives in terms of goal, objectives, measures of success, and Owner.

FIGURE 2.1.1.4 THE T-SHAPED PROFESSIONAL



2.1.2. Faculty Empowerment

2.1.2.1. Faculty Development Policies (5)

The faculty development covers three aspects of a faculty – teaching, research, and service.

Teaching Competency Enhancement.

1. Teaching competency enhancement is done through a review of the mid-semester, and end-semester student feedback followed by interaction with appropriate peer mentors. The focus of this intervention is pedagogical and student-orientated changes.
2. Sharing of successful and failed practices in the FC is an important method to help faculty refine pedagogical competencies.
3. Attending short courses is another method used for knowledge and skill enhancement.
4. A long-term IIM faculty development program is also subscribed to with a focus on refining Learner-Centered Teaching (case method).

Research Competency Enhancement. Fully acknowledging the lacunas in research output, the school is making several efforts to improve the research standards. To create a research environment, the school has set up an MG university research center on the campus. The weekly FC meetings start with a research presentation. Incentives exist for research. The school has not only subscribed to the EBSCO but also inculcates the habit of research among the students by having structured session in searching the EBSCO database and assignments thereof.

Service Competency Enhancement. The school is well-known for its faculty contributing to learner success through SOP (Student Ownership Program), evening presentations, midnight presentations, and Navarathna club activities. It also has an NSS unit, NSS annual camp, annual Medical camp in collaboration with nearby hospitals, eye check, and free spectacle distribution, supporting a public library, distribution of books to the nearby economically challenged schools, visit to orphanages and senior citizen home that house the extremely poor. However, realizing that such activities need focus the school has adopted UN SDGs 3, 4, and 5 (health and well-being, quality education, and gender equality) and intends to focus the work in these areas. In the ensuing 5 years the school intends to focus on training faculty on research on these areas, advocacy, and position papers along with the students so that the outreach has an academic and research orientation and becomes areas where faculty can make unique contributions.

2.1.2.2. Decentralization, Delegation of Power, and Collective Decision-Making (10)

All major decisions are taken by the FC and all faculty members are part of the FC. This model works well for the school which is a small niche institution with all faculty living on the campus. Various committees and their roles and responsibilities are given in Criterion 1. This is intended

to ensure decentralized administration and agile and fast response for activities that ensure learner success. As a guideline, the process owners also get the powers of execution including the financial powers. The role of the Director is to ensure a smooth flow of funds.

Table 2.1.2: Decentralization of Financial Powers

Function	Responsibility	Financial power
Academic related including guest faculty and examinations	Program Chair/batch coordinators/exam head	All spending powers
Library including EBSCO, daily newspaper	Principal and Library Committee	Principal
All placement-related activities	Director, Placements	Director Placements
Batch-related and competency Enhancement of the batch such as Outbound Leadership Lab, aptitude training, Excel, Power BI training, industrial visits	Batch coordinator and Principal	Batch coordinator
All administrative aspects	Director	Director
Admission including Branding	Director and Admission team	Director
Special intervention for learner success involving budget head adjustments	Principal/vice Principal	Principal with the concurrence of the Director
Games and Sports related	Student coordinator of Sports Club	Faculty in charge of sports club
Club support	Club coordinators	Director
Faculty Development and Research	Principal and Research Promotion Committee	Principal
Campus maintenance	Campus manager and Project Engineer	Director

2.1.3 Effective Governance (20)

2.1.3.1. Grievance Redressal Mechanism (5)

The DCSMAT is a Small niche community of residents. Therefore the faculty and students share the same privileges and challenges. Though a formal grievance committee is in place, several practices minimize the need for triggering the formal grievance system. Examples are:

1. SOPs work intimately with the students through the day and often late in the evenings which gives the students unlimited access to the faculty. It is observed that grievances related to teaching reach the SOPs early and these are remedied immediately.
2. There are batch coordinators who interact with the batch closely at a batch level.
3. Both SOPs and batch coordinators monitor the students jointly. They interact with the parents on all matters related to the students. Both SOPs and batch coordinators have the phone numbers of the students and parents and vice versa for close interaction. Batch coordinators are facilitators and friends of the students and even seek fee payment delays if the student is in need.
4. Since both SOPs, batch coordinators, the principal, and the Director are teaching faculty, the students' grievances handling is dynamic and immediate.
5. Parent Teacher Meeting, conducted every semester acts as a forum for understanding and addressing the grievances.
6. Access to the heads of the institution is unlimited and students prefer to complain and make suggestions informally - on the walk ways, when in the canteen, during recess between sessions, and so on. Additionally, the phone numbers of all leaders are also available with the students.
7. Induction of the new students is smooth with the senior batch welcoming them with flowers and taking them around on familiarization tours along with their parents. The clubs are a great meeting point.
8. The senior batch drives the clubs but they cannot do so without the active participation of the junior batch. Club membership is through option cum selection. Interestingly, the culture of the place mandates that the senior batch muster all the resources required for a club activity and does it for the junior batch who is the primary beneficiary of the club activities.

However, as mandated there is an anti-ragging committee, sexual harassment committee, and grievance handling committee. Because of the fully residential nature, everyone on this campus understands that a grievance, not addressed immediately can spread like wildfire and therefore the resolution is immediate and proactive, which is the reason for not having any formal registered grievance. The formal grievance handling committee, anti-ragging committee, and sexual harassment committee are given at Annexures 2.1.3.1

2.1.3.2 Transparency (5)

Since all decisions come to the FC, the faculty is kept informed of all events and their progress and are part of the decision system. The minutes of an FC were sent immediately online and were signed by all in the subsequent meeting. The rules and policies related to students are given in the handbook given to the student each year at the time of induction. The students can seek input from SOPs and batch coordinators or for that matter from anyone on the campus including the Director. Communication takes place in the PTA meetings, in the class, in SOP meetings, and is also given on the website under 'Grievances' .

2.1.3.3 Leadership and Faculty Selection Process (5)

Leadership positions (Principal and the Director) are chosen by the management through a careful selection process. It often takes a long to negotiate and settle a selection because of the mandatory residential nature of the school. Creating the fit is a major challenge. For example, it took over a year of negotiation for the Director to come on board.

For the selection of the faculty and staff, a selection committee exists. This composition is the Director, principal/vice principal, Dean, HOD, and the Chief Facilitator, Ravi DC who is the Chief facilitator. The usual process is an interaction between the principal and/or the director over the phone. This is followed by a visit to the location and/or joining as a guest faculty and then when the mutual fit is reasonably sure, the faculty undergoes an interview by the selection committee. Yet another method is through references followed by the process. The reason for this method is once again the challenge of creating the fit. There is a formal system of advertisement for positions but this has not yielded good results and reference system has more impact. The main reason for this is the incoming faculty has to develop comfort with the benefits of the system vis-à-vis the challenges of re-locating to a remote area.

2.1.3.4. Stability of Academic Leaders (5)

The stability of the academic leaders can be a challenge in this location because of the schooling and remoteness. The reality is that some fall in love with the place, its values, the intimate faculty-student interaction and best practices such as SOPs, batch coordinators, and clubs. They continue and their numbers are sufficient to give effective stability. The data below shows the record of stability.

i. No faculty who have served 10 or more years - 02

ii. No faculty who have served 5 to 9 years - 04

iii. No faculty who have served 2 to 5 years - 05

iv. No of fault who have served less than 2 years- 08

2.2. Financial Resources (40)

2.2.1. Budget Allocation, Utilization, and Public Accounting at Institute Level (40)

The budget allocation in the school follows a fairly simple process. Input from the functionaries mentioned in Table 2.2.1. above is taken and an income estimate is made. Total income is estimated and thereafter principles of incremental budgeting are applied to most mandatory and routine expenses. Infrastructure including IT infrastructure is planned based on zero-based budgeting. Thereafter it is approved by the Chief Facilitator.

TABLE NO. 2.2.1 a. - TOTAL INCOME AT INSTITUTE LEVEL

Year	Income				Total Income
	Fee Received	Grant Received from Govt.	Grant Received from Industry	Other Sources (specify)	
CAY (2022-23)	4,61,68,000			2,69,60,093	7,31,28,093
CAYm1 (2021-22)	5,43,27,000			2,14,91,362	7,58,18,362
CAYm2 (2020-21)	4,47,75,000			60,21,612	5,07,96,612

Table no. 2.2.1 b - Summary of budget and the actual expenditure incurred for the Management department of DCSMAT

Items	FY 2022-23		FY 2021-22		FY 2020-21	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Infrastructure Built-Up	2231663	3118992	1478102	6194179	1569079	198091
Library[1]	245018	234228	342153	216228	363213	480558
Computer Labs and Software[2]	499800	724780	164234	163308	174342	3138
Teaching and non-teaching staff salary	12201154	10718360	13881569	11636117	13630647	11791058
Research[3]	581627	201193	627372	192539	466656	78517
Training and Travel	418437	136424	492701	74020	287664	222293
Placement Activities	1115832	686886	1359854	749037	929825	0
Entrepreneurship	0	0	0	0	0	0
Co-Curricular	92986	62603	109489	28433	58114	7438
Extra-Curricular	46493	0	54745	0	58114	0
Alumni Relations	69739	24269	54745	25839	60439	6857
Miscellaneous expenses[4]	0	0	0	0	0	0
Others, specify	0	0	0	0	0	0
Other Academic Expenses	14839645	12970813	16838748	11742111	6121645	5504972
Administrative Expenses	5806974	6153435	4275547	5567179	3916886	4364783
Financial Aids & Other Welfare Expenses	1964329	2489998	3572080	4027807	3307270	3126346
Total	40113697	37521981	43251339	40616796	30943893	25784053

2.2.1.1. Adequacy of budget allocation (15)

The budget allocated during assessment years was adequate. Rs. 375 Lakhs was spent against the allocated Rs. 401 Lakhs for FY 22-23, Rs. 406 Lakh spent against the allocated Rs. 433 Lakh for FY 21-22, Rs.258 Lakh spent against the allocated Rs. 309 Lakh for FY 20-21. The shortfall in expenditure is due to less intake and change in the mode of delivery during COVID.

2.2.1.2. Utilization of allocated funds (15)

Table 2.2.1 b. : Utilization as % of actual expenditure

Items	CAY (2022-23)	CAYm1 (2021-22)	CAYm2 (2020-21)
Infrastructure	8.31	15.25	0.77
Library	0.62	0.84	1.86
Computer Labs and Software	1.93	0.40	0.01
Teaching and non-teaching staff salary	28.57	34.18	45.73
Research	0.54	1.54	0.30
Training and Travel	0.36	1.21	0.86
Placement Activities	1.83	3.35	0.00
Co-Curricular	0.17	0.27	0.03
Extra-Curricular	0.00	0.13	0.00
Alumni Relations	0.06	0.13	0.03
Other Academic Expenses	34.57	41.46	21.35
Administrative Expenses	16.40	10.53	16.93
Financial Aids & Other Welfare Expenses	6.64	8.79	12.13

2.2.1.3. Availability of the audited statements on the institute's website (10)

Audited statements is available on the website.

CRITERION 3	Program Outcomes & Course Outcomes	100

DC School of Management and Technology (DCSMAT) is affiliated with Mahatma Gandhi University and has formulated six POs that are specific to achieving the mission of DCSMAT through PEOs keeping in mind the POs mentioned in the MBA syllabus of the university. Till 2019, there were 10 POs which were revised to six after the new university syllabus came into force. The then NBA team made these recommendations and the FC adopted the six POs.

The revised POs are:

1. PO 1: Apply knowledge of essential business - to analyze information to develop business strategies and make critical decisions.
2. PO2: Demonstrate the skills necessary for business, research, and intelligence using analytic and critical thinking abilities with the help of Information and Communication Technology (ICT)
3. PO3: Ability to develop Value-based Leadership ability.
4. PO4: Ability to understand, analyze, and communicate global, economic, legal, and ethical aspects of business.
5. PO5: Develop leadership and interpersonal skills to promote teamwork, business
6. PO6: Exhibit the act of humanitarian values with social justice, and responsibilities and serve as positive social change agents

The revision was done by the NBA team, presented to the FC, and was adopted. The logic for the new POs and their relationship to the PEOs and alignment to the POs mentioned in the university syllabus is shown in the PEO-PO logic matrix in Table 3.00 below.

TABLE 3 (a): Logic Matrix for Revised POs with PEOs

PEOs of DCSMAT (not ditto but Key terms only)	**POs of DCSMAT**	***POs mentioned in the university syllabus UPO)***
PEO 1: Global standards and being able to work in a competitive environment	PO 1: Apply knowledge of essential business - to analyze information to develop business strategies and make critical decisions. PO4: Ability to understand, analyze, and communicate global, economic, legal, and ethical aspects of business	*UPO1: Application-oriented Knowledge in Domain and Business Environment (AKDBE)* *UPO2: Critical Thinking, Business Analysis, Problem-Solving, and Innovative Solutions (CBPI)* *UPO5: Effective Communication (EC)* *UPO6: Global Exposure and Cross-Cultural Sensitivity (GECCS)*
PEO2: Team spirit and leadership	PO5: Develop leadership and interpersonal skills to promote teamwork,business ethics, values, and integrity.	*UPO4: Astute Leadership and Synergy (ALS)*
PEO3: Better citizen by being ethical and socially aware	PO3: Ability to develop Value-based Leadership ability. PO6: Exhibit the act of humanitarian values with social justice, and responsibilities and serve as positive social change agents.	*UPO3: Social Responsiveness and Ethical Standards (SRES)*
PEO4: Innovative and strategic ideas and becoming entrepreneurs	PO2: Demonstrate the skills necessary for business, research, and intelligence using analytic and critical thinking abilities with the help of Information and Communication Technology (ICT)	*UPO1: Application-oriented Knowledge in Domain and Business Environment (AKDBE)* *UPO2: Critical Thinking, Business Analysis, Problem-Solving and Innovative Solutions (CBPI)*

The correlation between various courses and PO is reported in Table 3 (b) below.

TABLE 3 (b): Course and PO Correlation Table

POs	Courses
PO 1: Apply knowledge of essential business - to analyze informationto develop business strategies and make critical decisions.	MB010101 Management Concepts & Organizational Behaviour (H) MB010102 Business Communication (M) MB010103 Managerial Economics (M) MB010104 Accounting for Management (M) MB010105 Quantitative Methods (M) MB010106 Legal Environment of Business (H) MB010107 Environment Management (H) MB010201 Financial Management (H) MB010202 Marketing Management (H) MB010203 Human Resources Management (H) MB010204 Operations Management (H) MB010205 Management Science (H) MB010206 Management Information Systems & Cyber Security (H) MB010207 Business Research Methods (H) MB010208 Entrepreneurship Development (H) MB010301 Big Data & Business Analytics (H) MB010302 Business Ethics & Corporate Governance (H) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (H) MB80 03/0403 Management of Banks and Financial Institutions (H) MB80 03/0407 International Finance and Forex Management (H) MB80 03/0408 Management of Financial Services (H) MB81 03/0403 Services Marketing (H) MB81 03/0404 Digital and Social Media Marketing (H) MB81 03/0405 Integrated Marketing Communication (H) MB81 03/0406 Product and Brand Management (H) MB81 03/0408 Consumer Behaviour (H) MB82 03/0401 Training and Development (H) MB82 03/0403 Organisational Change and Transformation (H) MB82 03/0407 Industrial Relations and Labour Laws (H) MB82 03/0408 Counseling Skills for Managers (H) MB83 03/0401 Supply Chain Management (H) MB83 03/0402 Total Quality Management (H) MB83 03/0407 Global Operations and Logistics Management (H) MB83 03/0409 Materials and Purchase Management (H) MB85 03/0402 International Marketing (H) MB85 03/0404 International Human Resource Management (H) MB85 03/0406 International Economic Organisations (H) MB85 03/0408 International Trade Promotion Strategies (H)
PO2: Demonstrate the skills necessary for business, research, and intelligence using analytic and critical thinking	MB010101 Management Concepts & Organizational Behaviour (L) MB010102 Business Communication (L) MB010103 Managerial Economics (L) MB010104 Accounting for Management (L) MB010105 Quantitative Methods (M) MB010106 Legal Environment of Business (L) MB010107 Environment Management (L) MB010201 Financial Management (H) MB010202 Marketing Management (H) MB010203 Human Resources Management (H) MB010204 Operations Management (H)

abilities with the help of Information and Communication Technology (ICT)	MB010205 Management Science (H) MB010206 Management Information Systems & Cyber Security (H) MB010207 Business Research Methods (H) MB010208 Entrepreneurship Development (H) MB010301 Big Data & Business Analytics (H) MB010302 Business Ethics & Corporate Governance (M) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (H) MB80 03/0403 Management of Banks and Financial Institutions (M) MB80 03/0407 International Finance and Forex Management (M) MB80 03/0408 Management of Financial Services (M) MB81 03/0403 Services Marketing (M) MB81 03/0404 Digital and Social Media Marketing (H) MB81 03/0405 Integrated Marketing Communication (M) MB81 03/0406 Product and Brand Management (M) MB81 03/0408 Consumer Behaviour (M) MB82 03/0401 Training and Development (M) MB82 03/0403 Organisational Change and Transformation (M) MB82 03/0407 Industrial Relations and Labour Laws (M) MB82 03/0408 Counseling Skills for Managers (M) MB83 03/0401 Supply Chain Management (M) MB83 03/0402 Total Quality Management (M) MB83 03/0407 Global Operations and Logistics Management (M) MB83 03/0409 Materials and Purchase Management (M) MB85 03/0402 International Marketing (M) MB85 03/0404 International Human Resource Management (M) MB85 03/0406 International Economic Organisations (M) MB85 03/0408 International Trade Promotion Strategies (M)

PO3: Ability to develop Value based Leadership ability	MB010101 Management Concepts & Organizational Behaviour (H) MB010102 Business Communication (M) MB010103 Managerial Economics (L) MB010104 Accounting for Management (M) MB010105 Quantitative Methods (L) MB010106 Legal Environment of Business (H) MB010107 Environment Management (H) MB010201 Financial Management (H) MB010202 Marketing Management (H) MB010203 Human Resources Management (H) MB010204 Operations Management (H) MB010205 Management Science (M) MB010206 Management Information Systems & Cyber Security (H) MB010207 Business Research Methods (M)
	MB010208 Entrepreneurship Development (H) MB010301 Big Data & Business Analytics (M) MB010302 Business Ethics & Corporate Governance (H) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (M) MB80 03/0403 Management of Banks and Financial Institutions (M) MB80 03/0407 International Finance and Forex Management (M) MB80 03/0408 Management of Financial Services (M) MB81 03/0403 Services Marketing (M) MB81 03/0404 Digital and Social Media Marketing (M) MB81 03/0405 Integrated Marketing Communication (M) MB81 03/0406 Product and Brand Management (M) MB81 03/0408 Consumer Behaviour (M) MB82 03/0401 Training and Development (M) MB82 03/0403 Organisational Change and Transformation (M) MB82 03/0407 Industrial Relations and Labour Laws (M) MB82 03/0408 Counseling Skills for Managers (M) MB83 03/0401 Supply Chain Management (M) MB83 03/0402 Total Quality Management (M) MB83 03/0407 Global Operations and Logistics Management (M) MB83 03/0409 Materials and Purchase Management (M) MB85 03/0402 International Marketing (M) MB85 03/0404 International Human Resource Management (M) MB85 03/0406 International Economic Organisations (M) MB85 03/0408 International Trade Promotion Strategies (M)

PO4: Ability to understand, analyze, and communicate global, economic, legal, and ethical aspects of business	MB010101 Management Concepts & Organizational Behaviour (M) MB010102 Business Communication (H) MB010103 Managerial Economics (H) MB010104 Accounting for Management (M) MB010105 Quantitative Methods (L) MB010106 Legal Environment of Business (H) MB010107 Environment Management (H) MB010201 Financial Management (H) MB010202 Marketing Management (H) MB010203 Human Resources Management (H) MB010204 Operations Management (H) MB010205 Management Science (H) MB010206 Management Information Systems & Cyber Security (H) MB010207 Business Research Methods (H)
	MB010208 Entrepreneurship Development (H)
	MB010301 Big Data & Business Analytics (H) MB010302 Business Ethics & Corporate Governance (H) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (M) MB80 03/0403 Management of Banks and Financial Institutions (M) MB80 03/0407 International Finance and Forex Management (M) MB80 03/0408 Management of Financial Services (M) MB81 03/0403 Services Marketing (M) MB81 03/0404 Digital and Social Media Marketing (M) MB81 03/0405 Integrated Marketing Communication (M) MB81 03/0406 Product and Brand Management (M) MB81 03/0408 Consumer Behaviour (M) MB82 03/0401 Training and Development (M) MB82 03/0403 Organisational Change and Transformation (M) MB82 03/0407 Industrial Relations and Labour Laws (M) MB82 03/0408 Counseling Skills for Managers (M) MB83 03/0401 Supply Chain Management (M) MB83 03/0402 Total Quality Management (M) MB83 03/0407 Global Operations and Logistics Management (M) MB83 03/0409 Materials and Purchase Management (M) MB85 03/0402 International Marketing (M) MB85 03/0404 International Human Resource Management (M) MB85 03/0406 International Economic Organisations (M) MB85 03/0408 International Trade Promotion Strategies (M)

PO5: Develop leadership and interpersonal skills to promote teamwork, business ethics, values, and integrity.	MB010101 Management Concepts & Organizational Behaviour (H) MB010102 Business Communication (M) MB010103 Managerial Economics (L) MB010104 Accounting for Management (L) MB010105 Quantitative Methods (L) MB010106 Legal Environment of Business (M) MB010107 Environment Management (M) MB010201 Financial Management (M) MB010202 Marketing Management (M) MB010203 Human Resources Management (M) MB010204 Operations Management (M) MB010205 Management Science (M) MB010206 Management Information Systems & Cyber Security (M) MB010207 Business Research Methods (M)
	MB010208 Entrepreneurship Development (M) MB010301 Big Data & Business Analytics (L) MB010302 Business Ethics & Corporate Governance (H) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (M) MB80 03/0403 Management of Banks and Financial Institutions (M) MB80 03/0407 International Finance and Forex Management (M) MB80 03/0408 Management of Financial Services (M) MB81 03/0403 Services Marketing (M) MB81 03/0404 Digital and Social Media Marketing (M) MB81 03/0405 Integrated Marketing Communication (M) MB81 03/0406 Product and Brand Management (M) MB81 03/0408 Consumer Behaviour (M) MB82 03/0401 Training and Development (M) MB82 03/0403 Organisational Change and Transformation (M) MB82 03/0407 Industrial Relations and Labour Laws (M) MB82 03/0408 Counseling Skills for Managers (M) MB83 03/0401 Supply Chain Management (M) MB83 03/0402 Total Quality Management (M) MB83 03/0407 Global Operations and Logistics Management (M) MB83 03/0409 Materials and Purchase Management (M) MB85 03/0402 International Marketing (M) MB85 03/0404 International Human Resource Management (M) MB85 03/0406 International Economic Organisations (M) MB85 03/0408 International Trade Promotion Strategies (M)

PO6: Exhibit the act of humanitarian values with social justice, and responsibilities and serve as positive social change agents.	MB010101 Management Concepts & Organizational Behaviour (H) MB010102 Business Communication (M) MB010103 Managerial Economics (L) MB010104 Accounting for Management (L) MB010105 Quantitative Methods (L) MB010106 Legal Environment of Business (H) MB010107 Environment Management (H) MB010201 Financial Management (M) MB010202 Marketing Management (M) MB010203 Human Resources Management (M) MB010204 Operations Management (M) MB010205 Management Science (M) MB010206 Management Information Systems & Cyber Security (M) MB010207 Business Research Methods (M)
	MB010208 Entrepreneurship Development (M) MB010301 Big Data & Business Analytics (M) MB010302 Business Ethics & Corporate Governance (H) MB010401 Strategic Management (H) MB80 03/0401 Security Analysis and Portfolio Management (M) MB80 03/0403 Management of Banks and Financial Institutions (M) MB80 03/0407 International Finance and Forex Management (M) MB80 03/0408 Management of Financial Services (M) MB81 03/0403 Services Marketing (M) MB81 03/0404 Digital and Social Media Marketing (M) MB81 03/0405 Integrated Marketing Communication (M) MB81 03/0406 Product and Brand Management (M) MB81 03/0408 Consumer Behaviour (M) MB82 03/0401 Training and Development (M) MB82 03/0403 Organisational Change and Transformation (M) MB82 03/0407 Industrial Relations and Labour Laws (M) MB82 03/0408 Counseling Skills for Managers (M) MB83 03/0401 Supply Chain Management (M) MB83 03/0402 Total Quality Management (M) MB83 03/0407 Global Operations and Logistics Management (M) MB83 03/0409 Materials and Purchase Management (M) MB85 03/0402 International Marketing (M) MB85 03/0404 International Human Resource Management (M) MB85 03/0406 International Economic Organisations (M) MB85 03/0408 International Trade Promotion Strategies (M)

3.1. Attainment of Program Outcomes (50)

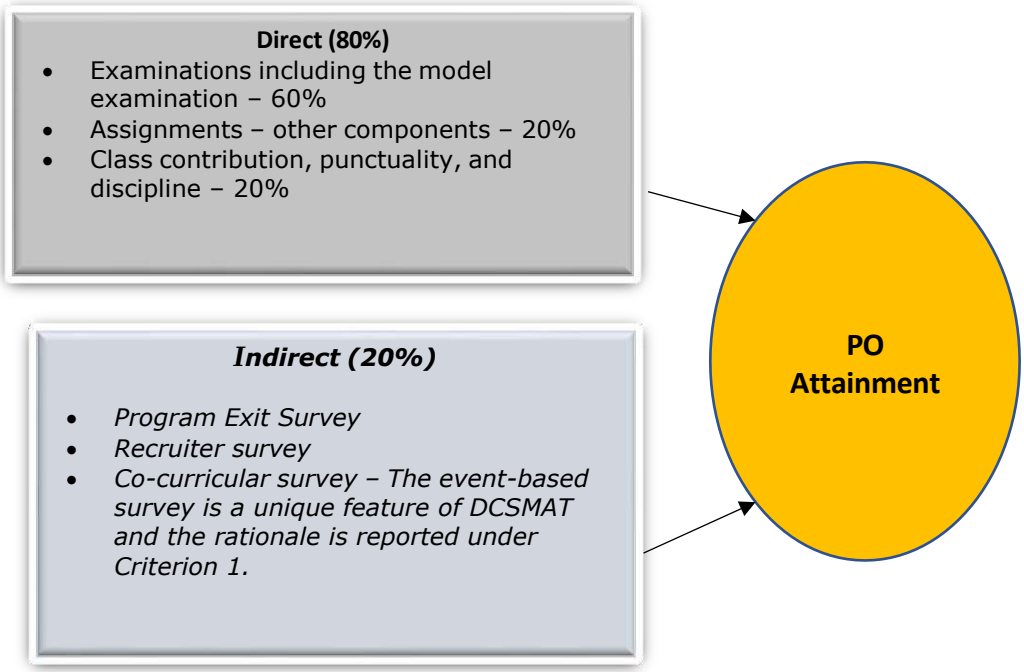
Assessment of POs and COs – Key FC Decisions of 2019

1. Assessment of POs is done through 'course-embedded assessment' for 80% (direct assessment) and perception surveys for 20% (indirect assessment). The FC made decisions and took the following actions.
2. Creating awareness among the faculty on competency movement and the link between competencies, graduate attributes and outcome-based education that leads to learner success through discussions in the FC and the Areas.
3. Though the questions in the university follow both lower and higher Bloom's taxonomy linked questions, since it is not possible to get the marks of individual answers, using the university marks may not be appropriate for the assessment of POs through Course Outcomes (COs). Hence the direct assessment is best done through the internal assessment.
4. The question papers should include POs and Bloom's Taxonomy to make the assessment more scientific and enable checks.
5. The faculty should be able to complete the PO-CO mapping and the NAC Criterion 3 owner will handle it thereafter.
6. To achieve this, a simple Excel-based automation should be developed.
7. The consolidation of PO attainment should be done both batch-wise and year-wise to get a better overview for closing the loop.
8. Though PO attainment measurement should be done in all courses to have a more holistic view. This will also train all faculty in handling the CO-PO mapping methods.
9. There must be a course workshop or course plan presentation in the FC to ensure that the faculty follows the best practices and also has the documentation appropriate for measuring PO attainment.
10. Area chairs should have discussions with the faculty on the unique features that can be included in the assessments of the courses about the area to make the PO attainment measurement more effective.
11. Criterion 3 process owner should present the outcome to the PAC and the PAC should evaluate the same and come out with closing-the-loop recommendations using two parameters: 1) Process modification, and 2) content modification. These must be presented to the FC and then to the BoG.
12. Closing the loop should be done every year in the first FCM of June.

3.1.1. Describe the assessment tools and processes used to gather the data upon which the evaluation of Program Outcome is based (15)

Tools. Direct assessment was done every semester for the respective courses. The POs were assessed using direct and indirect assessment tools. The direct assessment was done using internal examination including the model examination, assignments, and class contribution to include punctuality and discipline. The indirect assessment was done using a survey (5-point Likert scale in which the questions referred to the POs. The same is represented in Figure 3.00 below).

FIGURE 3.1.1 (a): PO ASSESSMENT TOOLS



The indirect data collection tool (in the form of a questionnaire circulated among students and employers) is given below:

Exit Survey Tool

1. I can analyze problems
2. I feel confident to make decisions and solve business problems.
3. I can research and recommend solution to a problem.
4. I can analyze a problem using appropriate tools.
5. I can identify an ethical and value-related challenge.
6. I feel confident to bring to the notice of my superiors ethical and value challenges and explain their implications for the business.
7. I can explain now a global event could have and impact on my business.
8. I will make legally sustainable decisions.
9. I work well with my team.
10. I feel comfortable to behave like an entrepreneur within my organization.
11. I understand the importance of being a person for positive change.
12. I feel confident in finding a socially just solution to problems.

Industry Survey Tool

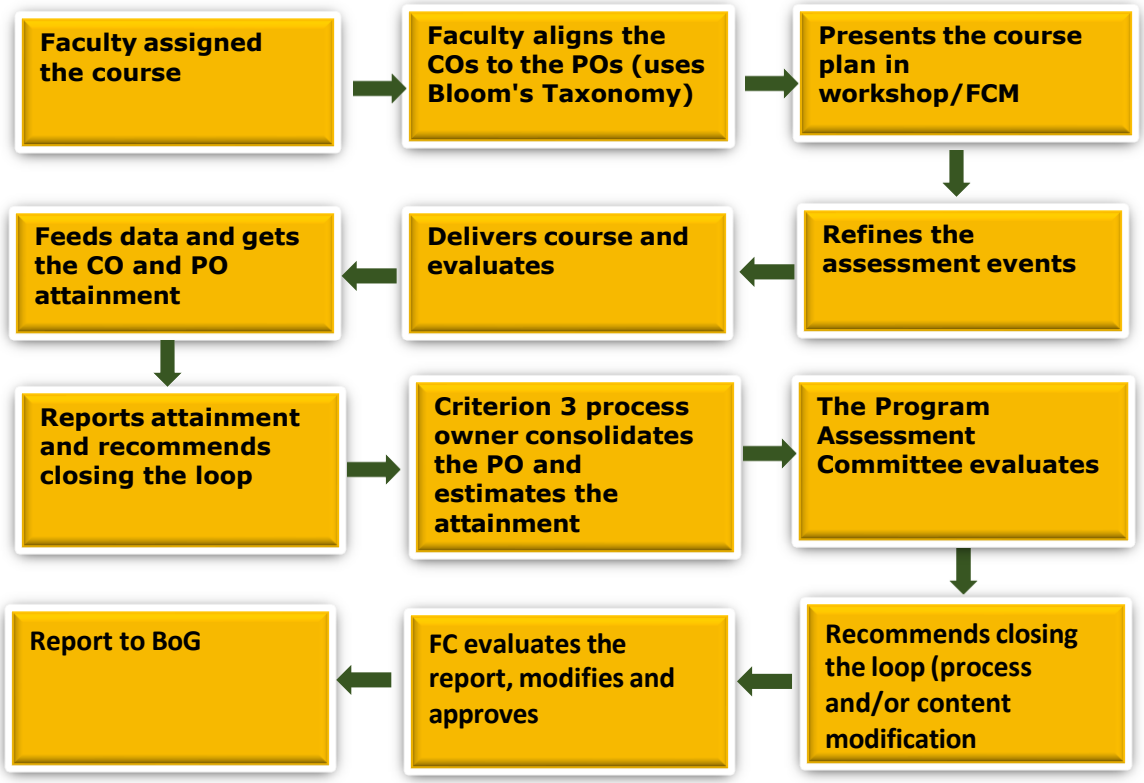
Consider the student from DCSMAT who has been working with you for a while now and kindly answer the following. The instrument is to assess how well the student has attained some objectives of the program. Your input will be handled confidentially.

1. S/he knows how to analyze the information to make critical decisions in the organization.
2. S/he can develop simple business strategies for the organization.
3. S/he has the necessary analytical and critical thinking skills for business.
4. S/he has the leadership ability required to run a business.
5. S/he can understand, analyze and communicate the various legal and ethical aspects of the business to the other employees of the organization.
6. S/he has leadership and interpersonal skills to promote teamwork in the organization.
7. S/he exhibits humanitarian values towards the other employees in the organization.
8. I believe that s/he is a positive change agent of the organization.

Co-curricular Activity Survey Tool

1. I can analyze problems in real-life situations and make proper decisions because of the co-curricular activities of DCSMAT such as Clubs, Luminance, etc.
2. I can research and recommend solutions to the problems because I have been a part of clubs and Luminance etc.
3. The co-curricular activities of DCSMAT have helped me to improve my leadership abilities.
4. I can identify ethical and value-related challenges as I have been a part of the co-curricular activities of DCSMAT.
5. Luminance and the club activities taught me to work well with my team.
6. The co-curricular activities of this institution have helped me to understand the importance of being a person for positive change.

FIGURE 3.1.1 (b): PO ATTAINMENT ASSESSMENT PROCESS



Frequency. Direct assessment was done every semester for the respective courses. Indirect was done once a year or the passing out batch.

3.1.2. POs attainment levels (35)

Computation of PO and CO. Computation of PO and CO attainment is done through a simple Excel form. Each course data is filled in a separate worksheet. Each question is traced to a CO and a PO. If it is not traced, Excel does not compute the score in the question for CO or PO. Each PO is also given a value of 1, 2 or 3 indicating low, medium or high correlation to the course. Thus PO values reported in Table 3.1.2 below is already weighted for low, medium and high correlation.

The PO attained level is reported in Table 3.1.2 below for one batch of students, i.e., 2021-23. Results for other batches are reported in Annexure 3.2.2.1.

Table 3.1.2: COURSE-WISE PO ATTAINMENT – 2021-2023 BATCH

S No	Subjects	PO1	PO2	PO3	PO4	PO5	PO6
1	MB010101	1.67	2	1.75	1.67	1.67	2
2	MB010102	1.67	2	1.75	1.67	1.67	2
3	MB010103	1	0	2	2.2	1.5	1.33
4	MB010104	1	0	2	2.2	1.5	1.33
5	MB010105	0	0	0	0	2.6	2.6
6	MB010106	2.2	1.6	1.75	2.6	2.8	2.4
7	MB010107	3	2.8	3	2.4	2.8	2.8
8	MB010201	1	1.25	1.5	2.2	2	2.5
9	MB010202	3	2.8	2.8	1.6	2.6	2.6
10	MB010203	2.6	3	1.8	2.2	2.8	2.8
11	MB010204	1	1.25	1.5	2.2	2	2.5
12	MB010205	1	1.8	0	1	0	0
13	MB010206	2	3	2	1.6	3	2.6
14	MB010207	3	0	0	1.67	2.6	2.6
15	MB010208	2.8	2.6	3	3	2.6	2.6
16	MB010301	1	1.8	0	1	0	0
17	MB010302	1	1.75	2.4	2	2.8	1.6
18	MB80 03/0401	2.5	3	2.25	3	3	3
19	MB80 03/0403	2.6	3	2.8	2.6	2.8	2.8
20	MB81 03/0402	3	2.4	2.4	2.6	2.8	2.8
21	MB81 03/0405	1.2	0.8	1	1.4	1.2	0
22	MB82 03/0401	2.6	3	1.8	2.4	2.6	2.4
23	MB82 03/0403	1.2	0.8	1	1.4	1.2	0
24	MB83 03/0401	2.25	2.25	3	3	2.75	2.75
25	MB83 03/0402	3	2	1.67	0	3	3
26	MB83 03/0407	2.2	3	2.4	2.2	2.8	2.8
27	MB83 03/0408	2.8	2.6	2.4	2.4	2.8	2.8
28	MB84 03/0408	2.8	3	3	2.4	3	3
29	MB80 04/0409	3	2.8	2.8	2.4	3	3
30	MB80 04/0407	3	1.8	2	2.8	2.8	2.8
31	MB80 04/0408	2.6	2.8	2.4	3	3	3
32	MB81 04/0407	1.25	0.75	0.67	1.5	1.25	0
33	MB81 04/0408	2.6	2.8	3	2.4	2.8	2.8
34	MB82 04/0407	2.75	2.75	3	2.75	2.75	2.75
35	MB8204/0408	1.2	0.8	1	1.4	2	2.8
36	MB8304/0407	2.6	2.6	3	3	3	3
37	MB83 04/0408	3	3	1	3	2.75	2.5
Total		77.09	73.6	69.84	76.86	86.24	82.26
Average (max=3)		2.08	1.99	1.89	2.08	2.33	2.22
In percentage		69.45	66.31	62.92	69.24	77.69	74.11

A summary of PO attained over 3 years is reported below in Table 3.1.3

Table 3.1.3 SUMMARY OF PO ATTAINMENT

	AY 2020-2021 All Subjects (%)	AY 2021-2022 All Subjects (%)	AY 2022-2023 All Subjects (%)
PO1	30.88	59.68	74.13
PO2	41.91	50.41	74.35
PO3	45.80	54.32	68.68
PO4	49.05	56.87	74.57
PO5	74.72	78.34	82.46
PO6	66.60	73.28	75.07

The progression of PO attainment is shown in the histograms below.

Fig. 3.1.2 (a)

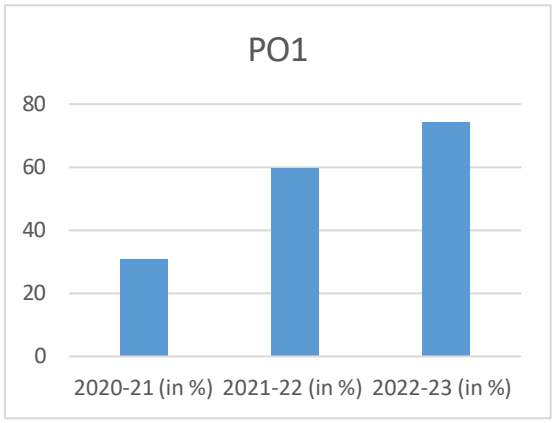


Fig. 3.1.2 (b)

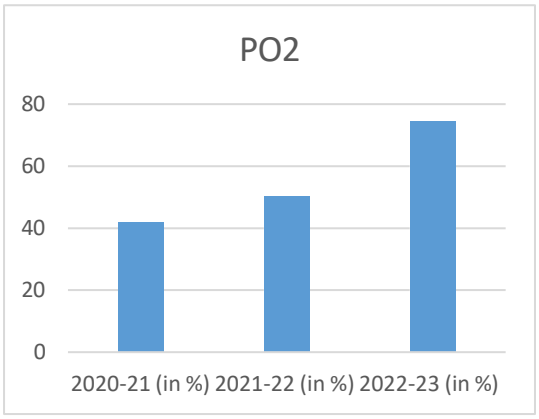


Fig. 3.1.2 (c)

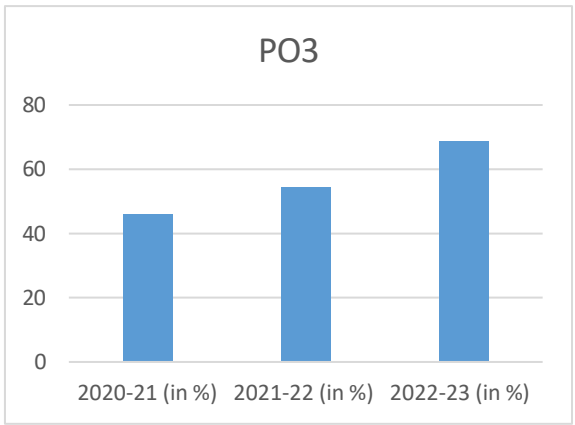


Fig. 3.1.2 (d)

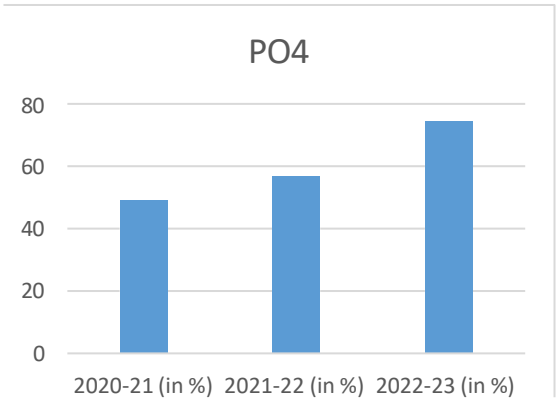


Fig. 3.1.2 (e)

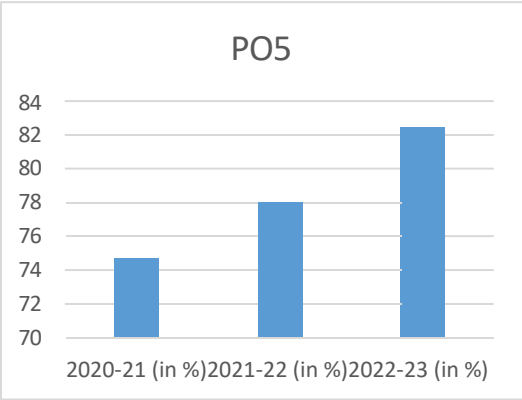
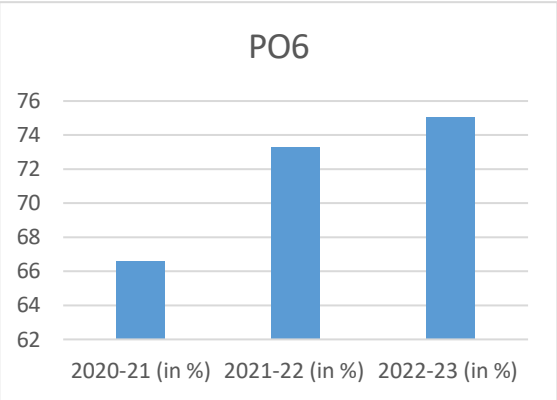


Fig. 3.1.2 (f)



3.2. Course Outcomes (50)

3.2.1 Describe the assessment tools and processes used to gather the data upon which the evaluation of Course Outcome is based (10)

The assessment tools used for measuring the COs were internal examination, model examinations, assignments, class contribution, punctuality, and discipline. All these are internal assessment components. The process of assessment is as follows:

1. The course outline is prepared.
2. The course is taught.
3. The examination question paper is prepared. Each question is mapped to Bloom's taxonomy level and CO.
4. The paper is evaluated and the marks are processed for CO attainment. The assignments are evaluated based on the parameters decided by each faulty and announced in the class. Typical assignment evaluation is given below:
    i. Quantitative Methods: Problem Solving – 5 marks; Accurate Answers – 5 marks
    ii. Marketing: Quality of content – 5 marks; Visual Presentation – 5 marks
    iii. Entrepreneurship: Quality – 3; Participation – 4; Organization – 3 marks
5. Class contribution and discipline are perception scores while punctuality is based on punctuality for the classes measured from regularity of attendance.
6. The students are given feedback on the examinations and other evaluation components.

3.2.2 Record the attainment of Course Outcomes of all courses concerning the set attainment levels (40)

The record of attainment of the CO of all courses of the 2021-23 batch is reported in Table 3.2.2.1 There are similar records for other years and are reported in Annexures 3.2.2.1. Since the university does not provide question-wise marks or other statistical indicators of the overall performance of the cohort studying in the university, except the individual mark, the attainment is estimated on the internal assessment components. The levels are based on: 3 – High, 2-Moderate, 1 – Low.

Table 3.2.2.1 (a) Computation of the CO Attainment Score for batch 2021-2023: Sem 1

	Accounting for Managers	Business Communication	Environment Management	Legal Environment Business	Managing Concepts and Organizational Behavior	Managerial Economics	Quantitative Techniques
CO1	3.00	3.00	3.00	3.00	3.00	3.00	2.22
CO2	2.53	3.00	3.00	3.00	2.99	2.99	3
CO3	2.78	3.00	3.00	2.97	2.99	3.00	3
CO4	3.00	1.90	2.75	2.97	3.00	3.00	3
CO5	3.00	2.06	2.98	3.00	3.00	3.00	3

Table 3.2.2.1 (b) Computation of the CO Attainment Score for batch 2021-2023: Sem 2

	Business Research Methods	Entrepreneurship	Financial	Human Resource	Management Information System	Marketing Management	Management Science	Operations Management
CO1	3.00	3.00	3.00	3.00	2.70	3.00	3.00	2.99
CO2	3.00	3.00	3.00	2.99	2.72	3.00	3.00	2.98
CO3	2.86	2.91	3.00	3.00	2.65	2.97	2.97	3
CO4	2.46	2.97	2.97	3.00	2.30	3.00	3.00	3
CO5	3.00	3.00	3.00	2.88	2.30	3.00	3.00	2.89

Table 3.2.2.1 (c) Computation of the CO Attainment Score for batch 2021-2023: Sem 3

	Big Data & Business Analytics	Business Ethics & Corporate Governance	Int. HRM	Intg. Mktg. Comm.	Int. Mktg	Mgt. of Banks & Financial Institutions	Org. Change & Transf.	Sec. Analysis & Portfolio Mgt.	Supply Chain Mgt.	Services Marketing	Training & Development	Total Quality Mgt.
CO1	2.22	3.60	3.00	3.00	3.00	2.20	3.00	3.00	3.00	3.00	2.88	2.97
CO2	2.72	3.60	2.97	2.97	3.00	3.00	3.00	3.00	2.97	3.00	2.97	3.00
CO3	2.65	3.59	2.27	2.90	2.99	3.00	3.00	2.72	2.73	2.25	3.00	3.00
CO4	2.30	3.52	1.45	2.73	3.00	2.97	2.72	2.73	3.00	2.90	3.00	2.90
CO5	2.30	2.77	NA	3.00	3.00	2.99	3.00	1.32	NA	2.97	3.00	2.72

Table 3.2.2.1 (d) Computation of the CO Attainment Score for batch 2021-2023: Sem 4

	Consumer Behavior	Counselling Skills for Managers	Global Operations	Int. Ec. Org	Int. Forex	Ind. Relations	Int. Trade & Promo. Stratg	Management of Financial Services	Materials & Purchase Mgt.	Product & Brand Mgt.	Strg. Mgt.
CO1	3.00	2.72	3.00	2.22	3.00	3.00	3.00	2.84	0.96	3.00	2.70
CO2	2.20	3.00	3.00	3.00	3.00	2.20	3.00	3.00	3.00	3.00	2.43
CO3	2.76	3.00	2.58	2.58	2.97	3.00	2.99	3.00	3.00	3.00	2.62
CO4	3.00	3.00	2.26	3.00	3.00	3.00	2.98	3.00	2.25	3.00	2.27
CO5	3.00	2.30	1.68	3.00	NA	3.00	NA	3.00	3.00	NA	2.30

CRITERION 4	Curriculum & Learning Process	125

4.1 Curriculum (50) (25 for affiliated institutions)

4.1.1. State the process for designing the program curriculum (10)

The university obtains input from the colleges and formulates the syllabus along with PO and issues it. The POs mentioned in the university syllabus is matched to own POs generated from the vision and mission through PEOs. This process is captured in Criterion 3. Once the school received the revised university syllabus of MBA in 2019, the FC nominated the program committee to identify the gaps to be filled and recommend how the program could be reinforced through courses/additional courses for PO and mission attainment. The Process is given in Figure 4.1.1 (a) and the identified gaps in Table 4.1.1 (b) below. The Academic Calendar is shown in Annexure 4.1.1.

Figure 4.1.1: Process of identifying the gap between the University-defined POs and Own POs and Bridging the Gap

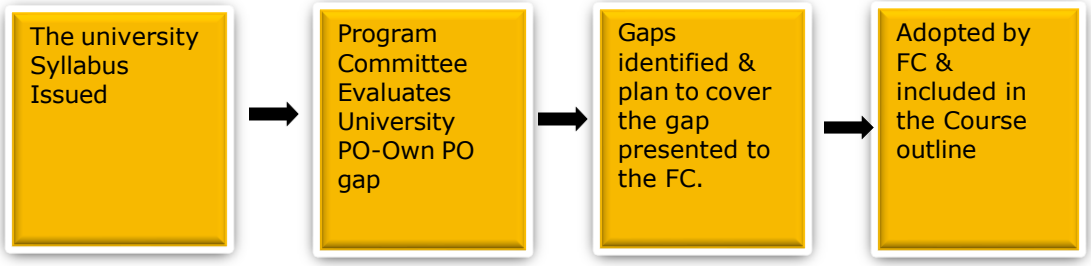


Table 4.1.1 (a): Identifying the gaps in the University POs and Own POs and Bridging the Gap

POs of DCSMAT	*POs mentioned in the university syllabus UPO)*	Gap Own vs. University and Gap covering
PO 1: Apply knowledge of essential business - to analyze information in orderto develop business strategies and make critical decisions. PO4: Ability to understand, analyze and communicate global, economic, legal, and	*UPO1: Application oriented Knowledge in Domain and Business Environment (AKDBE)* *UPO2: Critical Thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)*	The University POs does not mention the strategic competencies. Bridging: Emphasizing this aspect in the strategy course. Global exposure in the university PO which is general vs. more specific competencies of understanding, analyzing and communicating the economic, legal and ethical aspects.

ethical aspects of business	*UPO5: Effective Communication (EC)* *UPO6: Global Exposure and Cross-Cultural Sensitivity (GECCS)*	Bridging: Inclusion of these specific aspects in courses related to economics, legal environment of business, ethics.
PO5: Develop leadership and interpersonal skills to promote team work, business-ethics, values and integrity.	*UPO4: Astute Leadership and Synergy (ALS)*	A more general competency of astute leadership in the university PO vs. more specific competencies of leadership and interpersonal skills related to team work, ethics, values and integrity. Bridging: Focus on skills in MCOB, ethics and through co-curricular activities.
PO3: Ability to develop Value based Leadership ability. PO6: Exhibit the act of humanitarian values with social justice, responsibilities and to serve as positive social change agents.	*UPO3: Social Responsiveness and Ethical Standards (SRES)*	A more general university PO of social responsiveness and ethical standards vs. developing the competency of value-based leadership and focus on exhibiting humanitarian values, social justice, responsibilities and positive social change. Bridging: By making additions in MCOB in values and inclusion of justice in Business law.
PO2: Demonstrate the skills necessary for business, research, and intelligence using analytic and critical thinking abilities with the help of Information and Communication Technology (ICT)	*UPO1: Application oriented Knowledge in Domain and Business Environment (AKDBE)* *UPO2: Critical Thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI)*	Own POs have a greater focus on use of ICTs Bridging: Greater focus in MIS course and value added course of SAP and now Microsoft Excel Expert certification and Power BI Certification.

Gap Covering through Additional Training

In addition to the gap covering mentioned above, there are graduate attributes that lead to learner success which the university syllabus does not address sufficiently. These and the corresponding interventions are given in Table 4.2.

Table 4.1.1 (b): Reinforcing Graduate Attributes not Adequately Covered in the University Syllabus	
Competencies/graduate attributes	**Interventions**
Generic Competency Building. Self-awareness, identification of career tracks and objectives, preparing a CV and defending it, performing in GD and PI are important competencies because they contribute to job-winning and learner success.	• SOP (Student Ownership Program) in which cohorts of 10 to 12 were allotted a faculty to mentor. The intent was to create an Individual Development Plan for each student. • Corporate and alumni talks to determine one's career track. • Fine Dining to refine one's habits • OBT (now called OLL or Outbound Leadership Lab to identify one's strengths • Industrial visits to fine tune an understanding of the environment. • GD and PI training by experts followed by SOPs.
Communication and Self-confidence	Evening presentation and now evening and mid-night presentation and mandatory Economic Times Reading, remedial for English in the evening for identified students
Technical Competency Building. The second set are related to value added courses that give a student competitive advantage. Courses/certifications for these were identified and plans created to deliver this using external agencies	SAP certification was the intervention identified and delivered. However, from AY 2023-24, the focus is on Microsoft Excel Expert and Power BI certifications. Additionally as indicated in the T-shaped professional model mentioned in Criterion 2, learners are encouraged to pick up certifications in career track of one's choice.

4.1.2. Structure of the Curriculum

Table 4.1.2 (a): Structure of the Curriculum (Core Courses)

Course Code	Course	Sem	Lecture (L)	Tutorial (T)	Practical (P)	Total	Credits
MB010101	Management Concepts & Organizational Behaviour	1	30	30	30	60	4
MB010102	Business Communication	1	30	30	30	60	4
MB010103	Managerial Economics	1	45	20	10	60	4
MB010104	Accounting for Management	1	40	20	20	60	4
MB010105	Quantitative Methods	1	40	20	20	60	4
MB010106	Legal Environment of Business	1	45	10	20	60	4
MB010107	Environment Management	1	45	10	20	60	4
MB010108	Course Viva I	1				0	2
MB010201	Financial Management	2	30	15	15	45	3
MB010202	Marketing Management	2	30	15	15	45	3
MB010203	Human Resources Management	2	30	15	15	45	3
MB010204	Operations Management	2	30	15	15	45	3
MB010205	Management Science	2	30	30	0	45	3
MB010206	Management Information Systems & Cyber Security	2	30	15	15	45	3
MB010207	Business Research methods	2	30	20	40	60	4
MB010208	Entrepreneurship Development	2	30	10	50	60	4
MB010209	Course Viva II	2				0	2
MB010301	Big Data & Business Analytics	3	40	20	20	60	4
MB010302	Business Ethics & Corporate Governance	3	45	10	20	60	4
MB010303	Course Viva III	3				0	2
MB010401	Strategic Management	4	30	20	40	60	4
MB010402	Course Viva IV	4				0	2

Table 4.1.2 (b) : Structure of the Curriculum (Electives)

Course Code	Course	Sem	Lecture (L)	Tutorial (T)	Practical (P)	Total	Credits
MB80 03/0401	Security Analysis and Portfolio Management	3	30	15	15	45	3
MB80 03/0403	Management of Banks and Financial Institutions	3	30	15	15	45	3
MB80 03/0407	International Finance and Forex Management	4	30	15	15	45	3
MB80 03/0408	Management of Financial Services	4	30	15	15	45	3
MB81 03/0403	Services Marketing	3	30	15	15	45	3
MB81 03/0404	Digital and Social Media Marketing	3	30	15	15	45	3
MB81 03/0405	Integrated Marketing Communication	3	30	15	15	45	3
MB81 03/0406	Product and Brand Management	4	30	15	15	45	3
MB81 03/0408	Consumer Behaviour	4	30	15	15	45	3
MB82 03/0401	Training and Development	3	30	15	15	45	3
MB82 03/0403	Organisational Change and Transformation	3	30	15	15	45	3
MB82 03/0407	Industrial Relations and Labour Laws	4	30	15	15	45	3
MB82 03/0408	Counseling Skills for Managers	4	30	15	15	45	3
MB83 03/0401	Supply Chain Management	3	30	15	15	45	3
MB83 03/0402	Total Quality Management	3	30	15	15	45	3
MB83 03/0407	Global Operations and Logistics Management	4	30	15	15	45	3
MB83 03/0409	Materials and Purchase Management	4	30	15	15	45	3
MB85 03/0402	International Marketing	3	30	15	15	45	3
MB85 03/0404	International Human Resource Management	3	30	15	15	45	3
MB85 03/0406	International Economic Organisations	4	30	15	15	45	3
MB85 03/0408	International Trade Promotion Strategies	4	30	15	15	45	3

4.1.3. State the components of the curriculum (15)

Table 4.1.3 Components of the curriculum

Semester	Course Details	Total Marks for Continual Evaluation	Total Marks for University Evaluation	No. of Credits
I	Full Credit Courses –7 Course Viva – 1	280	470	30
II	Full Credit Courses – 7 Course Viva – 1	320	530	28
III	Full Credit Courses – 6 Course Viva – 1 Internship – 1	240	510	26
IV	Full Credit Courses – 5 Course Viva – 1 Research Project – 1	200	450	22
Total Marks & Credits		1040	1960	106
Grand Total of Marks		3000		
Total Credits		106		

4.1.4. Overall Quality and Level of Program Curriculum (15)

Being an affiliated institution, the curricular design to meet the POs is done by identifying the gaps in the university curriculum vis-à-vis own POs and then bridging the gap by augmenting the university syllabus within the course and by having additional interventions (certifications and training). These are reported in 4.1.1(a) and 4.1.1(b) above.

4.2. Learning Processes (75) (100 for affiliated colleges)

4.2.1. Describe Processes followed to improve quality of Teaching & Learning (20) (40)

a) Academic Calendar

The academic calendar is released 2 months before the beginning of every academic year

The program office monitors adherence of the schedules to the academic calendar. Deviations are reported to the Academic council and corrective actions are taken.

The Program Office headed by the Program Chair is the chief of academic administration formulating and overseeing the class schedules, matching of Faculty with the Courses, Internal Examination planning and execution, management of leaves and breaks and the curricular and co-curricular activities of the two- year MBA Course.

b) Pedagogical Initiatives

The Institution follows Course plans formulated based on Bloom's Taxonomy. The course delivery is doneby including pedagogical tools of Lecture, Tutorials, Presentation, Written Assignments and Group Projects. Morning sessions are dedicated for lectures and afternoon sessions are dedicated to Tutorials

and presentations. Apart from classroom presentations, there is a program called Evening Presentations (EP) from Monday to Friday. EPs are non-credit sessions to increase industry knowledge and presentation skills.

c) Quality of Class Room Teaching

Every instructor has to formulate course plans and get it approved by the Academic Council. Course workshops are conducted every year to curate the academic delivery process. Academic audits are conducted twice during a semester to suggest improvements in the teaching-learning process.

4.2.2. Quality of continuous assessment and evaluation processes (40)

Every semester has a predefined assessment scheme published in the course plan. The faculty members conduct regular internal assessments in the form of tests, presentations, written submissions and mini projects. There are two internal examinations- a midterm exam and an end term examination. Process capability of course delivery is measured through prescribed process capability matrix. Remedial measures constitute a major part in improving the low-performing students.

Each Course has Course Outcomes that match with the Program Outcomes at different and higher levels of taxonomical (Bloom's) achievement. For all questions in the Internal examinations, there are below average, average and above-average levels of achievements for the current and future improvements.

Table 4.2.2 Criteria for Continual Evaluation

Sl. No.	Component of Continual Evaluation	Marks	Percentage
1	Test Papers (Subject to a minimum of 2 tests including Model Examination for each course)	20 (5+15)	50%
2	Assignments and other components	10	25%
3	Class Participation, Punctuality and Discipline	10	25%
Total		**40**	**100%**

4.2.3. Quality of student reports/dissertation (15) (20)

Quality of the project in DCSMAT is measured in terms of the methodology, soundness of data and scientific base of analysis.

- Clarity of objectives
- Formulation of methodology
- Review of literature and citations
- Models, benchmarks, assumptions and statistical base
- Analysis of data and presentation with clarity
- Organization of the report

Summer Internship Evaluation Rubrics (Total 100 marks)

1) Overview of the Industry – 20 marks
2) Industry Analysis – 30 marks
3) SIIA Report – 10 marks
4) Overall Learning Outcome – 10 marks
5) Project Presentation & Communication Skills – 30 marks

Problem Centered Research Project (Total 200 marks)

1) Problem Formulation & Objectives – 20 marks
2) Literature Review – 10 marks
3) Methodology & Tools – 40 marks
4) Research Report – 30 marks
5) Project Presentation & Communication Skills – 100 marks

CRITERION 5	Student Quality and Performance	100

Table 5.1 - Student Intake

Year	Sanctioned Intake		No of Students Admitted							
			Within State	Outside State	Other Country	Management Stream	Other Streams	Fresher	Experienced	Total
2022-23	180	M	41	1	0	22	20	38	4	42
		F	49	1	0	22	28	50	0	50
2021-22	180	M	73	0	2	60	15	73	2	75
		F	59	1	5	55	10	64	1	65
2020-21	180	M	81	2	0	42	41	83	0	83
		F	76	1	0	39	38	77	0	77
Total No of Students Admitted										**392**

Table 5.2 – Success Rate

Year of entry	Total number of students admitted	Number of students who have completed	
		I Year	II Year
CAY (2022-23)	**92**	**Results Awaiting**	**134**
CAYm1 (2021-22)	**140**	**123**	**132**
CAYm2 (LYG) (2020-21)	**160**	**134**	**92**
CAYm3 (LYGm1) (2019-20)	**105**	**60**	**128**
CAYm3 (LYGm2) (2018-19)	**150**	**128**	**81**

5.1. Enrollment Ratio (Admissions) (20)

Table 5.1 (a) Enrollment Ratio

Year	Admitted	Sanctioned	Total admitted 3 years	Enrolment ratio/ percentage
2022-23	92	180	392	392/540*100 = **72.59%**
2021-22	140	180		
2020-21	160	180		

5.2. Success Rate (Students clearing in minimum time) (10)

Table 5.2 (a) Success Rate

Item	Last Year of Graduate, LYG	Last Year of Graduate minus 1, LYG*m*1	Last Year of Graduate minus 2, LYG*m*2
Number of students admitted	2023	2022	2021
Number of students who have graduated in minimum time	134	132	92
Success Index (SI)	0.95	0.82	0.87
Average SI	0.88		
Success rate (=10xaverager SI)	8.8		

5.3. Academic Performance (Percentage marks scored) (10)

Table 5.3 Academic Performance

Academic Performance	CAYm1 2022-23	CAYm2 2021-22	CAYm3 2020-21
Mean of CGPA or Mean Percentage of all successful students (X)	94.2%	82.5%	87.6%
Total no. of successful students (Y)	132	132	92
Total no. of students appeared in the examination (Z)	140	160	105
API = x* (Y/Z)	8.88	6.80	7.67
Average API = (AP1 + AP2 + AP3)/3	7.78		

5.4. Placement, Higher Studies and Entrepreneurship (40)

Table 5.4 Placement, Higher Studies and Entrepreneurship

Item	CAYm1 2022-23	CAYm2 2021-22	CAYm3 2020-21
No. of students placed in companies or Government Sector (x)	78	122	74
*No. of students pursuing Ph.D. / Higher Studies (y)	1	1	5

**No. of students turned entrepreneur (In the areas related to management discipline) (z)	2	2	3
x + y + z =	81	125	82
Placement Index : (x + y + z)/N	0.66	0.78	0.82
Average placement= (P1 + P2 + P3)/3	0.75		
Assessment Points = 40 x Average Placement	30.1		

*2019-20 – Meenakshi Anil, Aarcha Kamaal, Bhagyalekshmi S, Mahalekshmi S, Reneeta – Abroad Higher Studies
2020-21-Linda Jacob - Canada
2021-22- Jerrin Jacob - Germany
**2019-20 – Najeeb, K Rahul Ramesh, Anu Prasad
2020-21 – Tomcy, Nithin Paul
2021-22- Anand Thankachan, Ajmal PM

5.4. Provide the placement data in the below mentioned format with the name of the program and the assessment year:

Table 5.4 (i) MBA 2019-2021 BATCH - COURSE COMPLETED IN 2021

SL No	Name	Reg: No	Company Name	Letter No*	Date
1	Abhijith D	190031000931	HiyaMee Private Limited		28.08.2021
2	Akhil Krishna	190031000933	HTC Global Service (India) Pvt Ltd	HTCG/NTECH/FEB22/13483	17.02.2022
3	Alan Joy	190031000935	Envestnet Asset Management India Pvt Ltd	ENV-IO-HR-AO-2021-617	20.12.2021
4	Amal Prince Jose	190031000936	PhonePe Private Limited		25.01.2022
5	Amala Mary Thomas	190031000938	ESAF	HO/HR/TA/3307481	09.07.2021
6	Amrutha K S	190031000939	Concinnity Media Technologies		31.01.2022
7	Anagha Babu	190031000940	Envestnet Asset Management India Pvt Ltd		20.12.2021
8	Anegh Ramesh	190031000941	EYGBS (India) LLP		06.01.2022
9	Anjitha . T. S	190031000943	Envestnet Asset Management India Pvt Ltd		24.09.2021
10	Anto Benny	190031000944	ESAF	HO/HR/TA/4340081	16.06.2021
11	Anu C Santhosh	190031000945	HiyaMee Private Limited		06.12.2021
12	Aparna Babu	190031000946	Envestnet Asset Management India Pvt Ltd	ENV-IO-HR-AO-2021-588	24.09.2021
13	Aparna. S	190031000947	SRAV Education Pvt Ltd		02.12.2021
14	Ardra T.B	190031000948	HiyaMee Private Limited		07.12.2021
15	Arjun S	190031000950	Envestnet Asset Management India Pvt Ltd	ENV-IO-HR-AO-2021-591	01.10.2021
16	Aryalekshmi M.S	190031000951	Geojit Financial Services Ltd		28.01.2022
17	Ashik Muhammad. S	190031000952	Bajaj Finance Ltd		21.07.2021
18	Ashique Thomson	190031000953	Agappe Diagnostics Ltd	ADL/CO/HRD/143/20-21	21.04.2021
19	Ashish S.Kumar	190031000954	EYGBS (India) LLP		15.12.2021
20	Ashle Philip Varghese	190031000955	EYGBS (India) LLP		15.12.2021

21	Athira C Ramesh	190031000956	Axis Overseas Careers		04.29.2021
22	Athul C A	190031000957	United Group of Initiatives		06.10.2021
23	Binoy Babu N B	190031000960	Bajaj Finance Ltd		21.05.2021
24	Bitto S Baiju	190031000961	QUESS Corp Ltd	QS2211770	28.05.2021
25	Christin Jacob	190031000963	QUESS Corp Ltd	QS2261260	27.07.2021
26	Cyril James	190031000964	Asian Paints Ltd		15.06.2021
27	Devika Prasennakumar	190031000965	SRAV Education Pvt Ltd		02.12.2021
28	Gainson K Xavier	190031000966	United Group of Initiatives		06.10.2021
29	Gajol Anna John	190031000967	Thoughts Arena Solutions Pvt Ltd		08.04.2021
30	Gayathri P	190031000968	Sidhah (Lern Curve Innovative Master Tech Pvt Ltd		07.03.2022
31	Gopika S	190031000970	Alight Solutions (NGA Hr India Pvt Ltd)	NGA HR/Offer/2022/0044	21.02.2022
32	Harikkuttan M. N	190031000972	Muthoot Fincorp	26-JAN-WI-0044893	27.01.2022
33	Hemanth Babu	190031000973	HiyaMee Private Limited		01.09.2021
34	Irimpan Ann Maria	190031000974	Alight Solutions (NGA Hr India Pvt Ltd)	NGA HR/Offer/2022/0017	28.01.2022
35	Irine Elizabeth Kurian	190031000975	HiyaMee Private Limited		09.07.2021
36	Jiss Varkey	190031000978	EYGBS (India) LLP		03.02.2022
37	Joel Tom	190031000980	Growcoms Pvt Ltd		09.05.2021
38	Karthika P Saji	190031000981	Reliance Retail Limited	HR/MAY/21/B1/58981112/60094761/1000982529	
39	Karti Kumar	190031000982	Tata Consultancy Services	TCSL/DT20211863974	06.10.2021
40	Kiran Jagadeesh	190031000983	Agappe Diagnostics Ltd	ADL/CO/HRD/1834/20-21	29.03.2021
41	Kiran Jithendra	190031000984	Landmark Group-Max		05.01.2022
42	Lekshmi Prakash	190031000985	ESAF	HO/HR/TA/3293981	16.06.2021
43	Limiya P	190031000986	Studio Onyx Buildware		16.08.2021

44	Linda Achu Jacob	190031000987	Camosun college, Canada		01.04.2021
45	Manoj M Govind	190031000988	Orell		22.06.2021
46	Meera Anna Cherian	190031000989	HiyaMee Private Limited		10.07.2021
47	Megha Muralidharan	190031000990	Thoughts Arena Solutions Pvt Ltd		
48	Merin Binoy	190031000991	HiyaMee Private Limited		17.08.2021
49	Milsha Marria P.C	190031000994	HiyaMee Private Limited		28.08.2021
50	Mohammed Raees V A	190031000996	Gieom		01.09.2021
51	Nandana Chandran	190031000998	HiyaMee Private Limited		07.12.2021
52	Nandhu Narayanan	190031000999	Asianet Satellite Communication Pvt Ltd		06.07.2021
53	Nathul P H	190031001000	United Group of Initiatives		07.07.2021
54	Nithin Paul	190031001003	Reliance Retail Limited	HR/MAY/21/A3/59688849/60308111/1001095628	04.01.2022
55	Obin Cleetus	190031001004	TamCherry Technologies		20.09.2021
56	Pareeth T A	190031001005	Bajaj Finance Ltd		25.05.2021
57	Pooja Sankar	190031001007	HiyaMee Private Limited		07.12.2021
58	Praveen Binoy	190031001008	Innovative Retail Concepts Pvt Ltd		23.07.2021
59	Ramseena P.F.	190031001011	Ahalia Foundation	HRD/AFEH/A/34/2022	14.02.2022
60	Reshma Manikandan V V	190031001012	Vipro		19.04.2021
61	Rishikesh P	190031001013	ESAF	HO/HR/TA/4339381	16.06.2021
62	Sanjay Prakash	190031001015	Bajaj Finance Ltd		09.07.2021
63	Sanju Varghese Y	190031001016	QUESS Corp Ltd	QS2390709	18.11.2021
64	Santhosh S Kumar	190031001017	Asian Paints Ltd		28.01.2021
65	Sikha P Manoj	190031001021	HiyaMee Private Limited		07.12.2021
66	Sradha P. Anirudhan	190031001024	EYGBS (India) LLP		25.02.2022
67	Sreelakshmi . K	190031001025	ESAF	HO/HR/TA/4338381	16.06.2021
68	Sreelakshmi Manoj	190031001026	Hirex Corporate Services Provider LLC		18.12.2021

69	Surajlal Surendran	190031001028	Reliance Retail Limited	HR/JAN/22/A3/59690935/60333478/1001115667	27.01.2022
70	Vaishak K	190031001030	Fotia Zoi India		15.02.2021
71	Vineetha. V	190031001031	HiyaMee Private Limited		28.08.2021
72	Vishnu.K.A	190031001032	Grand Hypermarket		04.08.2021
73	Vishnupriya T S	190031001033	HiyaMee Private Limited		08.11.2021
74	Vrinda B Raj	190031001034	Adfinity Globel Solutions Pvt Ltd		03.09.2021

*Blanks indicate offer letter without Letter No.

Table 5.4 (ii) MBA 2020-2022 BATCH - COURSE COMPLETED IN 2022

SL No	Name	Reg: No	Company Name	Letter No*	Date
1	Aamy CP	203240010948	Jumbotail Technologies	Nil	1/31/2022
2	Abhiraj P	203240010949	Mantle Solutions	4444	4/8/2023
3	Adarsh Shaji	203240010950	Bajaj Finserv	Nil	1/30/2023
4	Afsal Edarath	203240010952	Visamaind	#3791/202	4/1/2022
5	Ahalya UV	203240010953	Marine Hydrocollodies	Nil	7/25/2022
6	Aiswarya R	203240010955	Extramarks	Nil	1/31/2022
7	Ajay S	203240010956	Mathrubhumi	Nil	8/8/2022
8	Ajesh D	203240010957	United Group Initiative	Nil	2/2/2022
9	Akhil S	203240010961	State Street HCL Services	0542b914-c3ff-47c5-aaf9-ca406d062b0a	1/10/2023
10	Akhila V	203240010963	ICICI Bank	Assistant Manager	2/9/2022
11	Akshai M	203240010964	Cera Sanitaryware Ltd	HR/LOI-S/JUN/2023-24	6/28/2023
12	Alan Cherian	203240010965	JM Life style Interior Projects Pvt.Ltd	JM/D'LIFE/HR/OL/17/2022-23	3/8/2023
13	Alanzo Davis James	203240010966	Resilience	Nil	3/16/2022
14	Aleena K Thomas	203240010967	ICICI Bank	1384185153	2/9/2022
15	Allen Raj	203240010968	Mantle Solutions	4591	7/5/2023

16	Anagha JS	203240010971	Marine Hydrocollodies	Nil	7/23/2022
17	Anagha T P	203240010972	ICICI Bank	1384196049	2/9/2022
18	Anandakrishnan S	203240010977	Marine Hydrocollodies	Nil	8/8/2022
19	Anandhakrishnan K	203240010975	Berger Paints	Nil	2/10/2022
20	Anjali A J	203240010978	ICICI Bank	1384196044	2/9/2022
21	Anjitha Vijayan	203240010982	Entiretyin Pvt Ltd.	Nill	2/12/2022
22	Aparna A Nair	203240010984	Mantle Solutions	4524	5/24/2023
23	Archana CJ	203240010985	Mathrubhumi	Nil	8/8/2022
24	Arikkatt Imelda Thomas	203240010986	Federal Bank	HR TAD/B/PR-41507/OFP-1089/2022-23	2/28/2023
25	Arjun Sreekumar	203240010987	United Group Initiative	Nil	2/2/2022
26	Arun SS	203240010988	Atomberg Technologies Pvt Ltd.	Nil	2/7/2022
27	Arya AR	203240010989	Spicejet Airlines	Nil	3/21/2022
28	Ashish Mathew	203240010990	Extramarks	Nil	1/31/2022
29	Ashly C S	203240010991	ICICI Bank	1384196042	2/9/2022
30	Ashna M Mathai	203240010993	GBH Auto Mechanics & Services LLP	Nil	10/5/2023
31	Ashwin S Nair	203240010994	Newagesys Solutions	Nil	12/9/2022
32	Asisha Merin Prince	203240010995	ICICI Bank	1384196066	2/9/2022
33	Asna S	203240010996	Extramarks	Nil	1/31/2022
34	Aswin Babu	203240010997	Lulu Mall	Nil	4/11/2022
35	Babuliyane Sushanth Jain	203240011000	Extramarks	Nil	1/31/2022
36	Beemamol Shaji	203240011001	Federal Bank	HR TAD/B/PR-41505/OFP-1087/2022-23	2/28/2023
37	Ben Paul	203240011002	Alight	Nil	3/16/2021
38	Bibi Simon	203240011005	Lulu Mall	Nil	4/28/2022
39	Bibin Vargese	203240011007	United Group Initiative	Nil	2/2/2022
40	Blessy Baby	203240011008	Innostus	Nil	3/16/2022
41	Bright Baby	203240011009	Hawaii Store	Nil	7/26/2023

42	Christo Jo Ann Reji	203240011010	Berger Paints	Nil	2/10/2022
43	Devi Sarma	203240011013	ICICI Bank	1384196041	2/9/2022
44	Devika Ajith	203240011014	United Group Initiative	Nil	2/2/2022
45	Devika Santhosh	203240011015	Mathrubhumi	Nil	8/8/2022
46	Dheeraj Kumar	203240011016	Lulu Mall	Nil	4/11/2022
47	Diya Mahesh	203240011018	Virtuoso Staffing Solution	Nil	3/7/2022
48	Feba Mariam Mathew	203240011019	Tata Teleservice Limited	Nil	7/17/2023
49	Georgis Felix John	203240011021	Bajaj Finserv	Nil	4/3/2023
50	Gerogekutty justin	203240011020	Quess Crop Limited	QS2998425	3/1/2023
51	Goutham Bimal	203240011022	Mathrubhumi	Nil	8/8/2022
52	Greashma V Paniker	203240011023	Mindsprint	Nil	10/10/2023
53	Harigovind R	203240011024	ICICI Bank	1384196059	2/9/2022
54	Harikrishnan J Nair	203240011025	Berger Paints	Nil	2/10/2022
55	Helena Jo Mathew	203240011026	Salve Mariam International	Nil	3/1/2022
56	Jackson T Varghese	203240011027	ICICI Bank	1384196065	2/9/2022
57	Jayakumar MA	203240011028	Lulu Mall	LULTVM/MALL/HR-S/2022/008	4/28/2022
58	Jeffin Antony	203240011029	Extramarks	Nil	1/31/2022
59	Jefrin Justin	203240011030	Kolleenal	Nil	5/11/2022
60	Jemi Ann Johnson	203240011031	Mindsprint	Nil	7/13/2023
61	Jithin Johnson	203240011034	Muthoot Capital	HRD/MCSL/03562/22	2/28/2022
62	Jithin P Jose	203240011035	Newagesys Solutions	Nil	12/9/2022
63	Jobin Joy	203240011036	Muthoot Capital	HRD/MCSL/03561/22	2/28/2022
64	Josin Sunny	203240011037	Hireclap	Nil	8/16/2023
65	Joyel P Kuriakose	203240011039	Extramarks	Nil	1/31/2022
66	Kavya Praveen	203240011041	Farmlogics Technology	Nil	8/1/2023
67	Kavya S	203240011040	ICICI Bank	1384196047	2/9/2022

68	Kiran M	203240011042	Nestle	BMDGsn0070 8122022	12/12/202 2
69	Kochuthresia Joseph	203240011043	United Group Initiative	Nil	2/2/2022
70	Krishnachandran	203240011044	ICICI Bank	1384196052	2/9/2022
71	Litty Thomas	203240011046	Carisma Solutions Pvt.Ltd	Nil	8/9/2023
72	Magna Swan Chacko Swan	203240011048	Jumbotail Technologies	4254F20A-EBE6-4F91-9686-018FA54115A8	1/31/2022
73	Malavika Pradeep	203240011049	Studio Infusion Cube	SIC/HR/1002	3/1/2022
74	Manju K M	203240011050	Carisma Solutions Pvt.Ltd	Nil	7/9/2022
75	Maymol Mathew	203240011051	ICICI Prudential	Nil	3/22/2022
76	Meenu Jose	203240011052	Conduent Business Services India	Nil	7/28/2022
77	Megha Raj	203240011053	ICICI Bank	1384196061	2/9/2022
78	Mekha Sajan	203240011054	Newagesys Solutions	Nil	12/9/2022
79	Muhammed Iqbal N S	203240011056	Mantle Solutions	4445	4/8/2023
80	Nandhkishore V	203240011058	Dhathri Ayurveda Pvt Ltd	Nil	5/20/2023
81	Navya T. A	203240011060	ICICI Bank	1384196040	2/9/2022
82	Neeraj M Nair	203240011061	Marine Hydrocollodies	Nil	8/1/2022
83	Neethu Babu	203240011062	Digiora Technologies Pvt.Ltd	DOEMP107	9/21/2023
84	Nithin S Nair	203240011063	Sellogs	Nil	7/9/2022
85	Nivin Thilakan	203240011064	ICICI Bank	1384196064	2/9/2022
86	Noel Christy	203240011065	Bajaj Finserv	Nil	1/15/2023
87	NR Krishnapriya	203240011057	Hyero	Nil	4/14/2022
88	Poulose George	203240011066	Eagle Security &Personel services	Nil	1/24/2023
89	Pranav V Prakash	203240011067	Mathrubhumi	Nil	8/8/2022
90	Praveena P Unnithan	203240011068	ICICI Bank	1384149471	2/9/2022
91	Prince J	203240011069	ICICI Bank	1384196062	2/9/2022
92	Priya M Baby	203240011070	Muthoot Capital	HRD/MCSL/0 3559/22	2/28/2022

93	Rahul Viswanathan	203240011071	ICICI Bank	1384196048	2/9/2022
94	Ram Raju	203240011072	Enrich Financial Solutions	EN/HR/OF/2022/0524/01	5/24/2022
95	Rejoy Ben	203240011073	Hawaii Store	Nil	7/26/2023
96	Reshma R Nair	203240011074	ICICI Bank	1384196051	2/9/2022
97	Riya Shajan	203240011076	ICICI Bank	1384196063	2/9/2022
98	Rohith Prasannan	203240011077	Course 5 Intelligence	Nil	12/16/2021
99	Rohith Ulleri Sasidharan	203240011078	Club FM	Nil	8/8/2022
100	Roshan Rasheed	203240011079	ICICI Prudential	Nil	3/22/2022
101	Sajan G	203240011082	Extramarks	Nil	1/31/2022
102	Salaz Lal S	203240011083	HDFC Life Insurance	Nil	12/24/2022
103	Sanju Mohan T	203240011084	Federal Bank	HR TAD/B/PR-41500/OFP-1082/2022-23	2/28/2023
104	Sanju Sunny	203240011085	D'Life	JM/D'LIFE/HR/OL/25/2022-23	5/2/2022
105	Sarath MP	203240011086	Extramarks	Nil	1/31/2022
106	Sarath Sreekumar	203240011087	Extramarks	Nil	1/31/2022
107	Shalima Salim	203240011088	ICICI Bank	1384196056	2/9/2022
108	Snehamol Sabu	203240011089	Taagfact Services Pvt.Ltd	Nil	3/17/2023
109	Sooraj Surendran	203240011090	XPAY Back Pvt.Ltd	Nil	1/27/2023
110	Sreelakshmi KS	203240011091	HDB Financal Services	HDBFS/22-23/HRIC310181/Appt/S91797	4/23/2023
111	Sruthi S	203240011092	Mindsprint	Nil	10/10/2023
112	Steby Mary Abraham	203240011094	Hyreo Technology Solutions Pvt.Ltd	Nil	12/16/2022
113	Stenna Varghese	203240011095	ICICI Bank	1384196046	2/9/2022
114	Steve Varghese Mathew	203240011096	Lulu Mall	LUTVM/HYP/HR-07/133	4/11/2022
115	Surya Lekshmi	203240011098	Popular Vehicles & Services	Nil	6/15/2023
116	Swarna James	203240011099	NIARC	Nil	3/1/2022

117	Swarna PD	203240011100	Jumbotail Technologies	0A72FC3F-2492-413B-B2D8-654E68F5CFDF	7/18/2022
118	Terrin George Thomas	203240011102	ICICI Bank	1384196057	2/9/2022
119	Tony Thomas	203240011103	ICICI Bank	1384196058	2/9/2022
120	Vidyalakshmi PB	203240011104	Extramarks	Nil	1/31/2022
121	Vinona Karmy	203240011106	Symega Food Ingredients Ltd, Kochi	Nil	1/25/2022
122	Visal Sasidharan	203240011107	Grampro (Esaf Bank)	HO/HR/TA/8739881	1/26/2023

*Blanks indicate offer letter without Letter No.

Table 5.4 (iii) MBA 2021-2023 BATCH - COURSE COMPLETED IN 2023

SL No	Name	Reg: No	Company Name	Letter No*	Date
1	Aalila V	213240010944	Teachnook	TN8316	1/31/2023
2	Aarcha Sreedev	213240010945	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
3	Abhirami S	213240010947	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
4	Abhishek Nair	213240010948	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
5	Adarsh T P	213240010950	MRF Limited	Nil	5/25/2023
6	Adil Ansary	213240010951	EVM	Nil	5/18/2023
7	Adil S	213240010952	ICICI Bank	1384533432	11/17/2023
8	Adwaith Anish Kumar	213240010953	ICICI Prudential	Nil	3/31/2023
9	Aiswarya Anand M	213240010954	My LELTS Partner Pvt.Ltd	Nil	8/2/2023
10	Ajay Babu	213240010956	Ahalia Health Heritage	Nil	4/11/2023
11	Ajmal P I	213240010958	ICICI Prudential	HRD/OFFERIR/ATS 251708	10/12/2023
12	Akshai Prasad	213240010961	ICICI Securities	CJ24161717	6/6/2023
13	Akshay Raju	213240010962	Berger Paints	Nil	4/14/2023
14	Akshaya A	213240010963	ICICI Securities	144006	6/6/2023
15	Amal Krishna B	213240010965	Propertypistol Realty Pvt.Ltd	Nil	3/9/2023
16	Amaya T	213240010968	ICICI Bank	1384563836	11/16/2023
17	Anandha Krishnan P A	213240010969	Real Capital Ventures LLP	Nil	2/13/2023

18	Ananthitha shaji	213240010972	Course 5 Intelligence Ltd.	Nil	5/10/2023
19	Anjali Rajeev	213240010975	Teachnook	TN8317	1/31/2023
20	Aparna Rajan	213240010979	ICICI Bank	1384565956	11/20/2023
21	Aromal V Shaji	213240010980	Linways Technologies Pvt.Ltd	Nil	3/30/2023
22	Arun Sagar V	213240010982	The Ramco Cements Limited	Nil	6/17/2023
23	Arya U	213240010983	Teachnook	TN8322	1/31/2023
24	Ashna Anilkumar	213240010985	ICICI Bank	1384565955	11/20/2023
25	Aswathy A	213240010986	My IELTS Partner	Nil	8/2/2023
26	Aswin Das P Nair	213240010988	ICICI Prudential	Nil	3/27/2023
25	Balagopal P S	213240010991	Teachnook	TN8323	1/31/2023
26	C Pooja Suresh	213240010993	Teachnook	TN8329	1/31/2023
27	Devika R	213240010997	ICICI Prudential	Nil	6/8/2023
28	Deviraj P R	213240010998	Double horse	Nil	3/31/2023
29	Dilkas K	213240010999	kent RO Systems Ltd	HR/12562	12/21/2022
30	Done Thomas	213240011000	ICICI Securities	144013	6/6/2023
31	George Sunny	213240011003	Resolute Enterprises	Nil	4/25/2023
32	George Thomas	213240011004	Bajaj Finserv	Nil	3/18/2023
33	Gopika G	213240011005	Oleevia Group	HR/20230530/L2	5/30/2023
34	Govardhan R	213240011006	MRF Limited	Nil	5/25/2023
34	Haritha	213240011007	ICICI Securities	159874	8/10/2023
35	Jelita Francis	213240011010	Randstand india Pvt.Ltd	1639133	8/17/2023
36	JohnSon Jojo	213240011012	Teachnook	TN8324	1/31/2023

37	Johul Binu	213240011013	Teachnook	TN8327	1/31/2023
38	Juby John	213240011016	Oleevia Group	HR/O/20230531/L3	5/31/2023
39	K F Allen Abraham	213240011017	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
40	Kiran K S	213240011018	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
41	Lenin Sibi	213240011020	Teachnook	TN8313	1/31/2023
42	Manjima E	213240011024	NewAgeSys Solutions Pvt.Ltd	Nil	6/10/2023
43	Mathews Babu	213240011026	Oleevia Group	HR/O/20230530/L3	5/30/2023
44	Megha Maria Sajan	213240011027	NewAgeSys Solutions Pvt.Ltd	Nil	6/10/2023
45	Midhun Raj K	213240011028	kent RO Systems Ltd	HR/12862	3/10/2023
46	Nikhil V J	213240011032	Whizard	Nil	3/24/2023
47	Nimmi Sebastian	213240011034	ICICI Bank	1384572120	11/16/2023
48	Pillai Sreya Sreekumar Lalitha	213240011035	Oleevia Group	HR/O/20230531/L1	5/31/2023
49	Preethi B	213240011036	The Zuri Kamarakom Kerala Resort &Spa	Nil	3/31/2023
50	Reshma R Nair	213240011040	ICICI Prudential,Kerala	Nil	7/8/2023
51	Reshma Santhosh	213240011041	Mahindra Home Finance	MRHFL/MAY2023/AM/HRD	5/17/2023
52	Resmi L	213240011042	ICICI Bank	1384533146	11/20/2023
53	Rijo Antony Tomychan	213240011044	Mahindra Home Finance	MRHFL/MAY2023/AM/HRD	5/18/2023
54	Rijo Jikson M	213240011045	ICICI Bank	1384578523	11/16/2023
55	Roshan KS	213240011047	Bajaj Finserv	JR00121776	7/15/2023
56	Roshni S B	213240011048	Teachnook	TN8314	1/31/2023
57	Sachin Thomas Abraham	213240011049	EVM Motors	Nil	5/22/2023
58	Salvin Sabu	213240011051	Berger Paints	Nil	
59	Sarath P	213240011056	Intellipaat Software Solutions Pvt.Ltd	Nil	7/17/2023
60	Sharukh Sherif	213240011059	Teachnook	TN8321	1/31/2023
61	Shema Prakash	213240011060	ICICI Securities	CJ24161706	7/17/2023
62	Sidharth Santhosh	213240011061	Propertypistol Realty Pvt.Ltd	Nil	2/27/2023
63	Sneha Ramesh	213240011062	Mahindra Home Finance	MRHFL/MAY2023/AM/HRD	5/17/2023
64	Solomon Thomas	213240011065	ICICI Prudential	Nil	3/31/2023

65	Soniya Carvalo	213240011066	Muthoot Microfin	HRD/MML/0/63564/23	8/11/2023
66	Sreehari P V	213240011067	ICICI Bank	1384583668	11/22/2023
67	Sreelakshmi K Nandakumar	213240011068	Oleevia Group	HR/O/20230530/LI	5/30/2023
68	Sreeram R	213240011069	Instakart services Private limited	WCFPBA1458	10/1/2023
69	Stephania Thomas	213240011071	Oleevia Group	HR/O/20230531/L2	5/31/2023
70	Subin NB	213240011072	Oleevia Group	HR/O/20230530/L4	5/30/2023
71	Sumith A	213240011073	Teachnook	TN8318	1/31/2023
72	Swetha Jacob	213240011074	Propertypistol Realty Pvt.Ltd	Nil	3/9/2023
73	Thomas Reena Reji	213240011078	Unique Exhibitions & Events	Nil	5/9/2023
74	Toby Babu	213240011079	MRF Limited	Nil	5/25/2023
75	Varsha S	213240011080	ICICI Securities	143997	6/7/2023
76	Vineeth S Panicker	213240011081	EVM Motors	Nil	5/22/2023
77	Vishnupriya T	213240011083	Double horse	Nil	3/31/2023
78	Vismaya Chandran	213240011084	Teachnook	TN8315	1/31/2023

*Blanks indicate offer letter without Letter No.

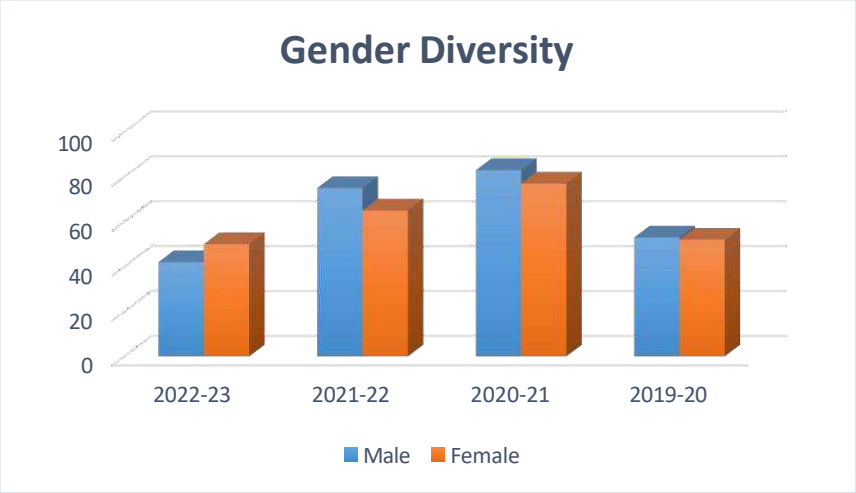
5.5. Student Diversity (5)

Table 5.5 Student Diversity

Category		2022-23	2021-22	2020-21
Experience	More than 2 years	-	-	-
	More than 1 year and less than 2 years	-	-	1
	Less than one year	1	1	0
	No experience	91	139	159
Gender	Male	42	75	83
	Female	50	65	77
Location	Within State	90	132	157
	Outside State	2	8	3
Qualification	BBA/BBM	28	60	36
	B.Com	34	55	55
	BCA	2	3	7
	BSc	20	12	35
	B.Tech/B.Arch	4	2	13
	BA	4	8	14

Gender Diversity

Fig. 5.5 (a)



Educational Diversity

Fig. 5.5 (b)

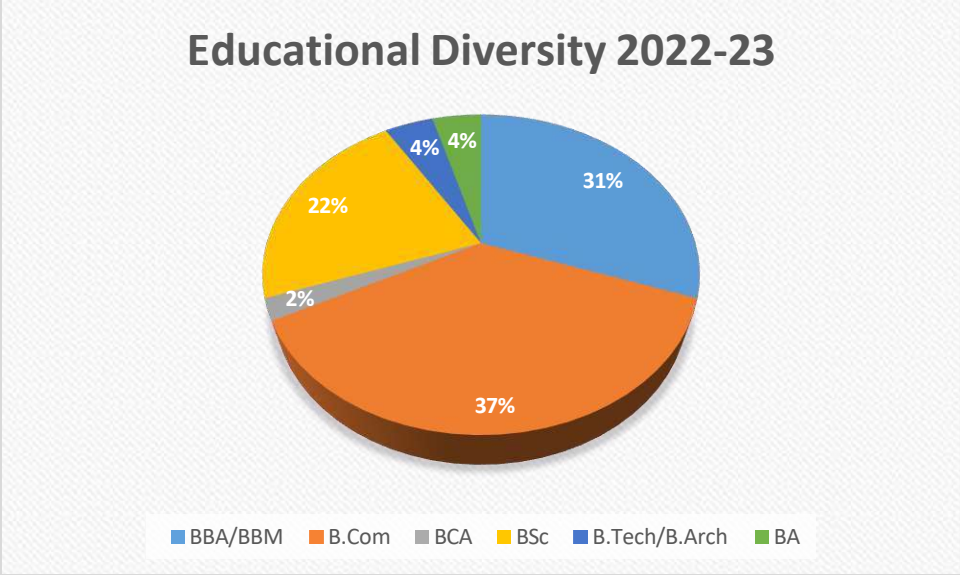


Fig. 5.5 (c)

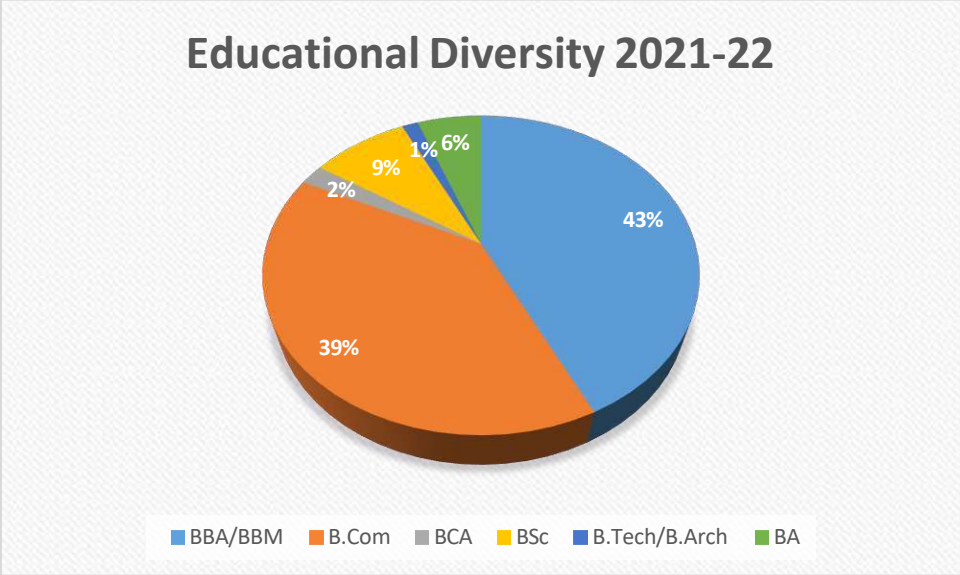


Fig. 5.5 (d)

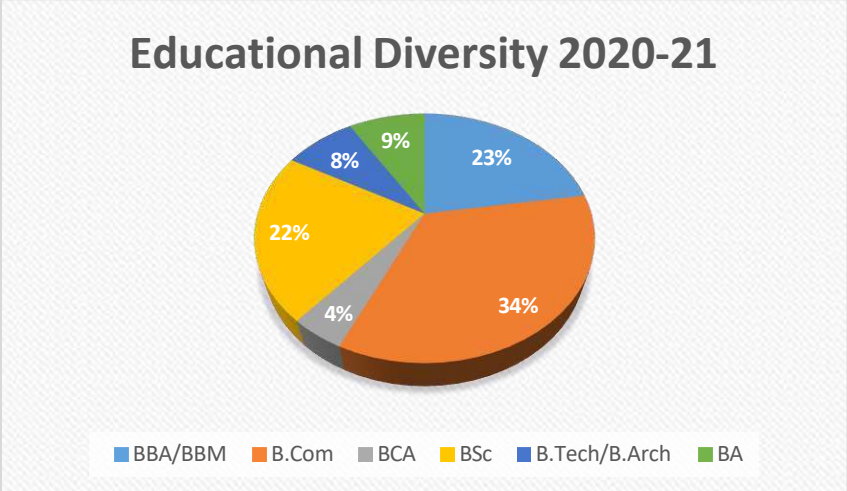
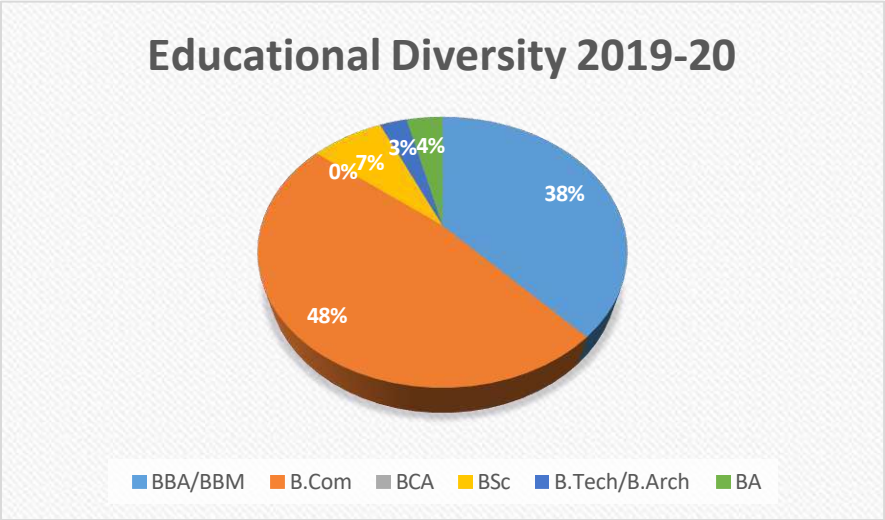


Fig. 5.5 (e)



5.6. Professional Activities (15)

To facilitate and support the all-round development of students, DCSMAT offers different opportunities through multiple academic and non-academic events where students showcase their talents and prove their managerial skills. Students are encouraged to participate in intra- and inter-college events. The events organized by the students clearly demonstrate their leadership skills, effective communication, time management, and team work. Luminance is theflagship event management and cultural fest organized annually at the national level where we invite students from other business schools, IITs, and IIMs to participate in our events. Several academic and non-academic competitions are being held to create a sportsmanship spirit amongthe students. With all the above mentioned programs, the skills of the students in organizing, leadership, networking, using technology, negotiation, time management, and crisis management are honed. All the above mentioned activities create a sense of responsibility, unityamong the students through group participation, awareness of real life business environment. Skills, knowledge, and value created by participating in various events leads towards the attainment of program outcomes of our institution.

5.6.1 Students' participation in Professional societies/chapters and organizing management events.

Management Events Attended by students

1. **Confederation of Indian Industry (CII) –** The CII explores the latest insights and developments in active and intelligent technologies and how they may be applied to add value, strengthen brands, and improve consumer appeal. The students of MBA 2019 batch attended the Vaikom Management Asssociation and the topic of discussion was 'Shaping Young Minds' which gavean opportunity to interact with the

major players involved in various sector, from brand owners to retailers, technology developers.

2. **Kerala Management Association (KMA) –** The inauguration of The Kerala Management Association (KMA) student chapter was held on 15-11-2023 at college auditorium. The inauguration also highlighted the relationship between DCSMAT and the Kerala Management Association, emphasizing the importance of industry- academia collaboration. Mr. Deepak Aswani Managing Director, Aswani Lachmandas Group, FMCG& Retail Specialists was the keynote speaker.

Management Events Organized by students

1. **The Navarathna Clubs of DCSMAT**. There are nine unique clubs in DCSMAT. They are unique in that a student can join the clubs only through a process of choice cum selection. A student can be part of only one club. The senior batch which drives the clubs are responsible for planning, resource mobilization and execution of various events. The celebration of days of national importance such as the Republic Day and important festivals such as Holi are distributed to various clubs. Mega festivals such as Onam are club independent and bring together cross functional teams. The uniqueness of the clubs lie in the spirit of its operations. The senior batch are resource mobilizers and event conductors and act as service providers. The junior batch are the customers/clients and makes use of the events and gain in self-confidence and managerial competencies. The service providers cannot survive without the active help of the clients. The spirit of the club is such that the clubs have their own informal alumni who not only monitor and guide the competitiveness of their clubs but also act as guides and mentors for placements and refer their club members for job opportunities. The clubs of the school are:

    a) CLUB VISTA is the Entrepreneurial Development Club.

    b) CLUB MIHIKA. This is the cultural activity club. They are passionate about embracing diversity through cultural activities.

    c) RADIO DC. Radio DC 90.4 MHz FM, is the pioneering private and community FM station in Kerala.

    d) DC THEATRE. From riveting theatrical productions to interactive workshops, the club provides a platform for creative expression, nurturing both artistic talents and personal growth.

    e) KLUB DE SPORTZ. This clubs keep the sports competition alive.

    f) MAC. The Marketing & Advertising Club (MAC) promotes marketing activities.

    g) CLUB AVVENTURA. Club Avventura offers an adrenaline-packed escape for students

through a variety of exhilarating adventure activities.

h) DC FINZ CLUB. DC Finz club is a career focused student organization, and our primary goal is to effectively support students pursuing careers in finance.

i) CLUB PHOENIX. Club phoenix is the festival club of DC which is providing the students an opportunity for celebrating such festivals.

2. **Luminance**. Luminance is a two day event that has grown to become one of the most popular management festivals in India. The event attracts participation from the state and neighboring states. The event has several management competitions and is equally strong in cultural activities. The depth and width of the competition and events make every student leader to stretch their imagination and managerial competencies.

3. **Medical Camp –** DCSMAT conducts a medical camp in the campus for the benefit of local population from Pullikanam, Vagamon, Moolamattom, Elappara. The camp with its free eye check and free distribution of spectacles, blood donation, talks of preventive care, specialist check up by various medical specialists attract three hospitals from Thodupuzha, a nearby town. It is the largest attended medical camp in the area. The camp is conducted in the memory of the founder DC Books, Sri. Dominic Chacko.

4. **NSS Activities –** The students of DCSMAT actively participate in the NSS activities where the students and faculty together conduct various activities such as cleaning the campus, cleaningthe nearby areas etc.

5. **SCOTRA –** MAC (Marketing and Advertising Club) of DCSMAT conducts SCOTRA – Mini Luminance where the students participate in various management fests conducted by DCSMAT.

6. **KLF – Kerala Literature Festival (KLF)–** The KLF is an annual event sponsored by DC books. It is one of the major literary festivals of India and attracts talent from India and abroad alike. The students of the school volunteers and undertakes major coordination and managerial activities. They contribute their individual expertise in areas such as photography.

7. **Spaces** – DCSMAT conducted SPACES in Trivandrum where the students helped to coordinate various events of Spaces.

8. **Latitude** -DCSMAT brought together the various eminent personalities together in the campus where the students got an opportunity to interact with the chief speakers and get insight of the various management aspects.

5.6.2. Students' publications (10)

Table 5.6 Case Study Publications

S No.	Title	Book	Authors	Publishers
1	Akay Flavours	Contemporary Case Studies in Management	Neeraj M Nair	Jaggadala Publishers
2	Amul		Kavya S	
3	Believers Church		Akhil S	
4	Hilite Builders		Ajmal P M	
5	Meriiboy		Athira M B	
6	Fruitoman's	Business Management Case Studies	Allen Raj	Jaggadala Publishers
7	Baby Memorial Hospital		Devika Ajith	
8	Olivia Educational Publication		Anand Thankachan	
9	Orion Flavours	Case Studies in Management	Nandakishore V	Jaggadala Publishers
10	Yellow Candle Media, Chennai		Rohit Prasannan	
11	Spintech Fittings India Pvt. Ltd.		Jemi Ann Johnson	
12	Symega Food Ingredients Ltd., Ernakulam		Vinona Karmy	

CRITERION 6	Faculty Attributes and Contributions	220

6.1. Student-Faculty Ratio (SFR) (10)

Table 6.1 Student Faculty Ratio (SFR)

S No.	Details of students/faculty	2022-23	2021-22	2020-21
1.	No. of UG Programs in the Management Department/ Stand-alone Management institutes (n):	0	0	0
2.	No of students in PG 1st Year (P1) sanctioned strength	180	180	180
3.	No of students in PG 2nd Year (P2) sanctioned strength	180	180	180
4.	Total No of sanctioned students in Management Dept	360	360	360
5.	Regular faculty	21	16	20
6.	Contractual faculty	0	0	0
7.	Total Faculty (Reg + contractual)	21	16	20
8.	Faculty student ratio	17.14	22.5	18
9.	Average faculty student ratio	19.21		

6.1.1. Provide the information about the regular and contractual faculty as per the format mentioned below:

Table 6.1.1: Details of regular and contractual faculty

	Total no. of regular faculty in thedepartment	Total no. of contractual faculty in thedepartment
CAY (2022-23)	21	0
CAYm1 (2021-22)	16	0
CAYm2 (2020-21)	20	0

6.2. Faculty Cadre (20)

Table 6.2 Faculty Cadre Ratio

	Professor		Associate Professors		Asst. Professors	
	Required	Available	Required	Available	Required	Available
CAY (2022-23)	2	5	4	4	12	11
CAYm1 (2021-22)	2	5	4	2	12	9
CAYm2 (2020-21)	2	6	4	3	12	11
Average No.	2	5.3	4	3	12	10.3
Cadre ratio (Available / Required)	2.65		0.75		0.85	
Cadre Ratio Marks (=10xsum of cadre ratio)	42.5					

6.3. Faculty Qualification (FQ) (15)

Table 6.3 Faculty Qualification

	Regular faculty with Ph.D. (X)	**Regular faculty with MBA (Y)**	**No of faculty required to comply with 1:20 ratio (F)**	**FQ=1.5 x [(10X +4Y)/F)]**
CAY (2022-23)	12	9	21	11.14
CAYm1 (2021-22)	9	7	16	11.06
CAYm2 (2020-21)	12	8	20	11.4
Average Assessment				11.2

6.4. Faculty Retention (15)

Table 6.4 Faculty Retention

		Annual Retention*
No. of faculty in CAYm2 (2020-2021)	21	NA
No. of Same faculty in CAYm1 2021-2022	13 out of 21	61.9 %
No of same faculty in CAY – 2022-2023	8 out of 13	61.5 %
Average Retention Percentage		61.7 %
*Retention percentage = No of same faculty in CAYm1 as in CAYm2/No of faculty in CAYm2*100. Similarly for CAY		

6.5. Faculty Initiatives on Teaching and Learning (10)

Initiative 1.

Faculty: Prof. Sanesh P. Varghese.

Nature of Initiative. Pedagogy

Problem Statement. Challenge of grasping the nuances of principles of management by students without work experience.

Overview. When a student joins MBA, after the undergraduate program, it is difficult for the person to understand the nuances of management process. Yet it fundamental to understanding about management in a business context. Having taught the course for several years and struggle with the challenge of making a student understand how planning, organizing, staffing etc. operate on ground, a this new initiative was tried out.

Brief of the Initiative Attempted. Taking advantage of long Onam holidays mandated by the university, students were asked to conduct a field study in which they interviewed managers on what they do on a typical day and on not so normal day involving some crisis management using a semi-structured questionnaire. The interviews of various student were consolidated in study groups and the students were guided to find out patterns in the work the managers do. The student cohorts were able to clearly understand the functions of management though the function of budgeting did not come out clearly. A structured feedback on the initiative from the students suggested that the initiative was effective. Feedback is filed in the course file.

Review, Impact and Replication. The initiative was peer reviewed along with the feedback and found to be an effective method to not only enhance comprehension of the vital functions of management but also a good tool to introduce them into career tracks and sector choice for their career. The initiative is easily replicable during various holidays that the students have not only in this university but also in other schools in which the students do not have work experience.

Repetition. The initiative which started in 2021 was repeated in subsequent academic years.

Publication. Published in the website of the school for open use.

Initiative No. 2

Faculty. Dr. Joby Jose

Nature of the Initiative. Pedagogy.

Problem Statement. Learner Centered approach or case method is not a strong point of university affiliated schools. The challenge is to complete the syllabus and teach in an exam oriented fashion as also dovetail the benefits of case method.

Overview. The method used was to announce the case a week in advance and ask the students to prepare the case according to a framework. The framework is important for the cohort unlike in an IIM where a framework may not be given.

Brief of the Initiative Attempted. Students were grouped into case learning cohorts. They were then asked to discuss the case and make a structured analysis of the case as per the analysis protocol developed by the faculty. The analysis was then presented in the class with the faculty facilitating the discussion. Lessons were consolidated. Differing views on an issue was encouraged with often led to animated discussion/arguments, which led to generating alternatives. Some of the cases used are:

1. Profile of Enron: The Rise and Fall
2. Corporate Governance Failure at Satyam.
3. ITC Ltd.: Towards a Triple Bottom Line Performance
4. Rajat Gupta Managing Up (A) Grace
5. ICICI Bank: Restoring Faith in Corporate Governance
6. GAIL 'Saksham' programme: Remoulding the future
7. Profile of Enron: The Rise and Fall
8. Corporate Governance Failure at Satyam.
9. ITC Ltd.: Towards a Triple Bottom Line Performance

Review, Impact and Replication. The method by default incorporates some of the insights from the flipped class rooms where the learning is driven by the students and students lead the discussion and learning. Therefore the acceptance of a new concept and generation of alternatives are more effective. The method is replicable. The challenge is to support the students and enable them to be open minded to accept views unlike that of one's own (own group view). Some of the key aspects of group dynamics such as forming, storming, and performing can be built into the exercise. The adjourning is effected by asking the students to make lessons learnt and what can be carried forward to a similar situation. The lessons from punctuated equilibrium model can also be highlighted since the duration of the exercise is short (one week) and the activities are fresh in the memory.

Repetition. The method has been repeated in several batches.

Publication. Published in the website of the school.

Initiative No. 3

Faculty. Prajith PK

Nature of the Initiative. Pedagogy

Problem Statement. Application of quantitative techniques in business remains an enigma for most MBA students. Can cases drive learning on application of quantitative techniques?

Overview. Students of MBA has a challenge of learning quantitative techniques from multiple angles. One is to pass the university examination with good results. Another is to learn its application and importance in the world of analytics today. The method that was adopted intends to bridge the gap in the minds of the students.

Brief of the Initiative Attempted. Cases were selected and given to the students. They were asked to identify the problem statement and how to solve the problem. Initially most students

gave general methods to solve the problem rather than looking at it from a quantitative perspective. On the day of the case discussion, the rationale for their (learning cohort) inferences were asked. This was followed by asking them to verify these with evidence. If a cohort had used quantitative technique, the faculty leveraged it and followed that lead. The problems framed and often reframed in the class was converted into a quantitative problem and solved using pen and paper (from the university exam point of view) and by using Excel (from corporate life point of view). The initial inferences/conclusions made by the learning cohorts were reviewed in the light of quantitative evidence giving new insights for decision making. Some of the cases used are:

1. Caselet 1: Cross-sectoral dependence – An input – Output analysis.
2. Caselet2: Forecasting method for Australian Federal Government.
3. Caselet3: Stock behaviour of a corporate conglomerate.
4. Caselet4: Competence traps in a technology driven industry.
5. Caselet5: Test of representativeness of a sample of Toronto Women.
6. Case Study: Analytics empowering agriculture: Jayalaxmi Agro tech – IIM Bangalore

Review, Impact and Replication. The method is powerful and has good feedback. The challenge is the mindset of a few students who prefer a pure examination passing approach primarily because they are less endowed in quantitative techniques. However, that they can find quantitative-based solutions using Excel encourages these students to adopt the quantitative method with less resistance.

Repetition. The method has been repeated in several batches.

Publication. Published in the website of the school.

Initiative No. 4

Faculty. Dr. Baiju Samuel.

Nature of the Initiative. Content and Pedagogy

Problem Statement. Managing change can be an abstract subject for most MBA student cohort without work experience. Cases therefore tend to less effective as they have no work experience and they have not seen an organization. How to make a student understand the nuances of change management?

Overview. Story telling is an effective way of learning management. Taking inspiration from this, book review cum story telling method was introduced in the course on organizational transformation and change.

Brief of the Initiative Attempted. The students reviewed a book such as "Who moved my Cheese?". Thereafter they were asked to narrate a story along the same line as the book but with incidents from their life. The story had to end with an analysis of the story using Kotter's 8 steps of change. By creating their own content set to a pattern in the book, the students were able to correlate real life to the book. This formed the base for further case-driven teaching of the course.

Review, Impact and Replication. The method has been replicated in several batches with positive reviews. The feedback suggests that other books such as "My Iceberg is melting" or "Animal Farm"

could be used. An add-on to this method could be a short film competition on their story of change with a summary of the key steps of Kotter used by them.

Repetition. The method has been repeated in several batches.

Publication. Published in the website of the school.

6.6. Faculty Performance, Appraisal and Development System (10)

Performance Appraisal. Currently faculty appraisal is based on self-appraisal consisting of 3 parameters, i.e., academic, research and institutional development with 40, 30 and 10 points respectively. Self-appraisal form is given at Annexure 6.6. From the current academic year, the appraisal methodology is being modified to allot 100 points to teaching (40), research (30) and institutional development (30) and there will be both self-appraisal and one level of joint supervisory appraisal (by the Principal and Director and/or Dean or a representative of the BoG).

6.6.1. Faculty Development (Program conducted by the faculty).

Program Title	**A Session on Johari Window**
Brief description	Case was given to the faculty 1 week before and then the discussion on the case was how to use Johari Window to identify the abilities & skills of Person by Col. (Dr).P James
Duration	2 hours
Resource Person	Dr. (Col.) PS James
Type of training	In-House Training
Training methodology	Exercise
Participants	All faculty attended the FDP

Program Title	**Use of Psychometrics**
Brief description	Psychometrics test on personality by Dr. (Col.) PS James
Duration	2 hours
Resource Person	Dr. (Col.) PS James
Type of training	In-House Training
Training methodology	Hands on
Participants	All faculty attended the FDP

6.6.2. Faculty Development (Program attended by the faculty within the institution).

Program Title	**A Session on Johari Window**
Brief description	Case was given to the faculty 1 week before and then the discussion on the case was how to use Johari Window to identify the abilities & skills of Person by Dr. (Col.) PS James.
Duration	2 hours
Resource Person	Dr. (Col.) PS James
Type of training	In-House Training
Training methodology	Exercise
Participants	All faculty attended the FDP

Program Title	**Use of Psychometrics**
Brief description	Psychometrics test on personality by Dr. (Col.) PS James
Duration	2 hours
Resource Person	Dr. (Col.) PS James
Type of training	In-House Training
Training methodology	Hands on
Participants	All faculty attended the FDP

Program Title	**The Key to Publishing – Gap Identification and Presenting.**
Brief description	The art of gap identification and reporting knowledge gap and incremental contribution.
Duration	3 hours
Resource Person	Dr. (Col) PS James and Dr. Elizabeth George
Type of Training	In-house
Training Methodology	Discussion cum demonstration using papers
Participants	All faculty present

Program Title	**Hexagonal model of Purpose Statement**
Brief description	How to write a purpose statement using the Hexagonal Model covering Career, health, finance, family, society and spiritual and how to train the students to do so
Duration	3 hours
Resource Person	Dr. Baiju Samuel and Dr. (Col) PS James
Type of Training	In-house
Training Methodology	Discussion cum demonstration using papers
Participants	Faculty who are nominated as SOPs

Program Title	**Insight into OLL using Reflection Diary**
Brief description	Use of games and reflection diary.
Duration	3 hours
Resource Person	Asst. Prof. KR Jayan and Dr. Baiju Samuel
Type of Training	In-house
Training Methodology	Experiential
Participants	All faculty

6.7. Visiting / Adjunct Faculty (10)

Table 6.7 List of Visiting/Adjunct Faculty

SL.No	Name of the Guest Faculty	Qualification	Rationale and expected impact (industry expertise, subject expertise, research)	Hours of teaching
1	Prof.P J Mathews	CMILT, PGDH IR & LW, 28 years' experience in Corporate and Senior management in Logistics Management Over 15 years of On-the- Job Training/Corporate Training in International Associations such as CILT & NAFL, Over 14 years Academic Teaching experience in reputed universities & Institutions in UAE	Operations& Supply Chain Management	40
2	Mr.Sathish Tampi	PGDM,BE.Ag,33+years of experience in Industry,3+years of experience in Teaching	Retail Business Management	30
3	Dr.Raman Nair	Ph.D,MBA,40+ years of experience in Teaching	Business Ethics & Corporate Governance	30
4	Dr.Raman Nair	Ph.D,MBA,40+ years of experience in Teaching	Managerial Economics	40
5	Dr.Raman Nair	Ph.D,MBA,40+ years of experience in Teaching	Environment Management	40
6	Ms.Subitha N	Ph.D- Management (Pursuing) M.Phil. MBA (Financial Management and Human Resource Management) M.Com 20+ years of experience in Teaching.	International Finance & Forex Management	30
Total Hours				**210**

6.8. Academic Research (75)

Patent Title : MIS System using block chain technology in e commerce enterprise

Dr M Murugan

Application No.: 202241025600 A

Publication Date: 13/05/22

Table 6.8 Peer reviewed Journals (CAY to CAYM2).

Sl. No.	Name of the faculty	Publication in APA style
1	Dr. PS James	Bollimbala, A., James, P. S., & Ganguli, S. (2023). The impact of physical activity intervention on creativity: Role of flexibility vs persistence pathways. *Thinking Skills and Creativity*, *49*, 101313. ABDC 'A'
2	Dr. PS James	Singh, M., James, P. S., Paul, H., & Bolar, K. (2022). Impact of cognitive-behavioral motivation on student engagement. *Heliyon*, *8*(7).
3	Dr. PS James	Bollimbala, A., James, P. S., & Ganguli, S. (2022). Grooving, moving, and stretching out of the box! The role of recovery experiences in the relation between physical activity and creativity. *Personality and Individual Differences*, *196*, 111757.
4	Dr. PS James	Bollimbala, A., James, P. S., & Ganguli, S. (2020). The effect of Hatha yoga intervention on students' creative ability. *Acta Psychologica*, *209*, 103121.
5	Prof. Sanesh PV	Antecedents of attitudes towards advertising in the new paradigm: an empirical study. Accepted for publishing in ABDC Scopus Index Journal – Micro & Macro Marketing
6	Prof. Sanesh PV & Dr. Jyothi Vijayan	Sanesh P V, Jyothi Vijayan (2022) Kotler version of purchasing behaviour-Amazon. International Journal of Mechanical Engineering, ISSN: 0974-5823, Vol. 7 No. 2 February, 2022.
7	Prof. Sanesh Varghese	Sanesh, P. V. (2022). Measuring attitude towards advertisements: A comprehensive model in the new. International Journal of Health Sciences, 6(S4), 2211–2226. https://doi.org/10.53730/ijhs.v6nS4.6714
8	Dr. Jaims K J	Badri T N, K J Jaims (2022) Determining the Best Set of Molecular Descriptors for a Toxicity Classification Problem. RAIRO Operations Research.
9	Prof. Prajith PK	Prajith PK (2021) An empirical evaluation of the impact of organizational commitment on job satisfaction of IT companies in Chennai, published in the Turkish Online Journal of Qualitative Inquiry e-ISSN: 1309-6591
10	Dr. Deepthi Sankar	Deepthi Sankar(2021) Pandemic and Consumer Behaviour in Automobile Market", in Journal of Education: Rabindra Bharati University, Vol. *XXIV* No-6 2020-2021, ISSN: 0972-7175

11	Prof. Sanil Kumar	Sanil Kumar (2021) Role of Micro Finance Bank in Promoting Business Growth to Micro Enterprises – A Study in Chennai"(2021)NIU International Jounal of Human Rights ISSN:2394-0298 volume 8(III),2021 December UGC Approval Listed Journal
12	Prof. Prajith PK	Prajith P K (2020) Assessment of expectation and actual service quality at Amana Toyota, Published in MuktShabd Journal, ISSN No: 2347-3150, Volume 1X, ISSUE VII, JULY 2020.
13	Dr. Baiju P Samuel	Baiju Samuel (2021) "The Relationship between Perceived Leadership Style of Superior and Subordinate Self-Leadership": A Study with Special Reference to it Employees in Tamil Nadu, Sardar Patel Institute of Economic and Social Research -Vol.51No.01 (XI)Anvesak a bi-annual journal UGC Care Group 1 ISSN: 0378 - 4568 January - June 2021
14	Dr. Jyothi Vijayan	Jyothi Vijayan (2021) Consumer Behavior: Impact of COVID- 19, International Journal of Science, Engineering and Management, Volume 6 Issue, January 2021, ISSN (online)2456- 1304, Indexed Journal
15	Prof. Sanil Kumar& Dr. Baiju P Samuel	Sanil Kumar, Baiju Samuel (2021) Effectiveness of Online Teaching in Management Education": Teacher Perspective. WesleynJounrnal of Research Vol 14, No.2(February 2021)ISSN No.0975-1386 UGC Approved care listed journal
16	Prof. Prajith PK	Prajith P K (2020) Human Resource Management Practices: An analysis of impact on employee job satisfaction and job retention, Published in Shodh Sanchar Bulletin, UGC approved care listed journal with ISSN No: 2229-3620, Volume 10, Issue 40, October to December 2020.
17	Prof. Prajith P K	Prajith PK (2020) Structural Equation Modeling: Organisational commitment and turnover intentions, Published in Shodh Sarita, UGC approved care listed journal with ISSN No: 2348-2397, Volume7, Issue 28

6.8.2. Conferences.

DC School of Management and Technology organised an International Conference on Sustainable Business on 19-20 December 2022. The conference featured guest speakers including Shri A PM Mohammed Hanish and Ms Arbela Graca Espina.

6.8.3. Books and book chapters.

Table 6.8.3 Books and Book Chapters by the Faculty

Sl. No.	Name of the faculty	Title of the chapters in API style	Publisher
1	Dr. Jyothi Vijayan	Contemporary Case Studies in Management	Jagaddala Academic Press
2	Dr.Elizabeth George & Dr. Jyothi Vijayan	Business Management Case Studies	Jagaddala Academic Press
3	Dr. Baiju P Samuel & Dr. Jyothi Vijayan	Case Studies in Management	Jagaddala Academic Press
4	Dr. Jyothi Vijayan	E book on Brand Loyalty towards cosmetics products January 2021, ISBN e-book 978-93-5390-655-9 and ISBN978-93-5390-654-2.	Jagaddala Academic Press
5	Dr. Jaims KJ	Experiential Branding and Customer Engagement Management: A Comparative Case Study of Veegaland (Wonderla) Theme Park and Flipkart.com Jagaddala Academic Press, Paperback:ISBN Paperback 978-93-5390-656-6	Jagaddala Academic Press
6	Dr. Jaims KJ	Entertainment 3.0:Data-Driven Decision Cases on Amazon Prime Data, Netflix Data- rich media and Volleyball Analytics, Jagaddala Academic Press, ISBN Paperback:978-93- 5390-658-0	Jagaddala Academic Press

7	Dr. Krishnakumar	Papers on Management Approaches and Practices in Apparel Industry", Jagaddala Academic Press, 2020. ISBN: 978-93-5390-653-5 (ebook); ISBN :978-93-5390-652-8 (paper back	Jagaddala Academic Press
8	Dr. Krishnakumar	Apparel Buying Intention: Mediating Effect of Past Buying Behaviour and Past Buying Experience", Jagaddala Academic Press, 2020. ISBN: 978-93-5390-649-8 (ebook); ISBN: 978-93-5390-648-1 (paper back)	Jagaddala Academic Press
9	Dr. Krishnakumar	Strategy, Retail Branding and Modern Marketing Approaches", Jagaddala Academic Press, 2020. ISBN: 978-93-5390-651-1 (ebook), ISBN: 978-93-5390-650-4 (paper book)	Jagaddala Academic Press

6.8.4. Case studies in public domain.

Table 6.8.4 Case Studies in Public Domain by the Faculty

Sl. No.	Name of the faculty	Title of the case in APA style	Details of the clearing house/book/website
1	Dr. Jyothi Vijayan & Dr. Deepthi Sankar	Babu Chettan's Chayakada – A strategic Approach	Sage Business Cases
2	Dr Kuppachi Sreenivas	Managing Non Performing Assets	International Journal of Advanced Research in Commerce, Management & Social Science (IJARCMSS)
3	Dr Kuppachi Sreenivas	Strategic Approach for Improving Market Share in Micro, Small and Medium Enterprises Lending.	South Asian Journal of Marketing & Management Research (SAJMMR)

6.8.5. Details of those who have cleared Ph.D.

Table 6.8.5. Details of those who have cleared Ph.D.

Sl. No.	Name of the faculty	Title of the thesis in API style	Supervisor	Awarding University
1	Dr.Sruthi Vijayakrishnan	Women Participation in IT Sector: A Study of Kerala	Dr.Gugulothu Srinu	Central University of Kerala, Kasargod
2	Dr. Baiju P Samuel	Perception of Corporate Social Responsibility (CSR) activities among the Human Resource Professionals with reference to the companies functioning at Chennai region.	Dr. T Vetrivel	Bharathiar University, Coimbatore

6.9. Sponsored Research (25) NIL

6.10. Preparation of teaching Cases (30)

Table 6.10 List of Case Studies used in classrooms

Sl. No.	Name of the faculty	Title of the case	Course in which used
1	Dr Baiju P Samuel	*Managers we are Katti with you* A Narrative About Union –Management Conflict at Percision Parts Ltd	Industrial Relations
2	Dr Baiju P Samuel	Southwest Airlines – You Are Now Free to Move About the Country	Strategic Management
3	Prof. Prajith P K	Analytics Empowering Agriculture: Jayalaxmi Agro Tech	Quantitative Methods
4	Dr Baiju P Samuel	Formation of Contracts Gibson Vs Manchester city Council	Legal Environment Business
5	Dr. Kuppachi Sreenivas	Managing Non-Performing Assets	Management of Banks and Financial Institutions
6	Dr. Kuppachi Sreenivas	Strategic Approach for Improving Market Share in Micro, Small and Medium Enterprises Lending.	Management of Banks and Financial Institutions
7	Dr. Jyothi Vijayan/ Prof. Prajith P K	Analytics Empowering Agriculture: Jayalaxmi Agro Tech	Quantitative Methods
8	Dr. Joby Jose	A.P. Moller - Maersk Group:Evaluating Strategic Talent Management Initiatives	Training and Development
9	Prof Sanil Kumar V K	Alibaba's IPO Dilemma: Hong Kong or New York? Emir Hrnjic	Security Analysis & Portfolio Management
10	Dr Baiju P Samuel	Delhi Metro Rail Corporation Founding a Great Organization	Organizational Change and Transformation

CRITERION 7	Industry & International Connect	130

1.1. Industry Connect (90)

7.1.1 Consultancy from Industry

The school actively scouts opportunity for consulting so that the faculty can retain currency in managerial issues. Consulting Initiatives related to

Table 7.1.1 Consultancy

S No.	Project	Funding Agency	Amount	Duration
1	Competency Assessment and development of senior leaders of Kerala State Road Transport Corporation (KSRTC) with particular reference to Leading Change	KSRTC	₹3,37,000	2022-2023
2	A study on the market research and feasibility study on getting into the Audio book Industry with special referenceto Kerala	DC Books	₹8,80582*	2020-2022
3	Strategy for market development of Vanasree Hill Range Tribal Development Society, Kannampady, Idukki (continuation)	KDisc, Government of Kerala	₹5,50,000**	2021-2023
4	Strategy for market development of Vanasree Hill Range Tribal Development Society, Kannampady, Idukki	KDisc, Government of Kerala		

*₹78350 credited to the account of the Faculty of DCSMAT in the year 2022, ₹346000 credited to the account of the Faculty of DCSMAT in the year 2021, ₹104000 credited to the account of the Faculty of DCSMAT in the year 2020

** part payment of ₹96000 received from the Government

7.1.2 Faculty as consultant of the industries (15)

Table 7.1.2 Faculty as consultant of the industries

S No.	Faculty	Project	Funding Agency	Amount	Duration
1	a) Dr. Elizabeth George b) Prof. Sanesh Varghese c) Dr. Jyothi Vijayan d) Dr. Joby Jose e) Dr. Baiju P Samuel	Competency Assessment and development of senior leaders of Kerala State Road Transport Corporation (KSRTC) with particular reference to Leading Change	KSRTC	₹3,37,000	2022-2023
2	a) Dr. Elizabeth George b) Prof. Sanesh Varghese c) Dr. Jyothi Vijayan d) Dr. Joby Jose e) Dr. Baiju P Samuel f) Prof. Jayan KR	One Local Body One Idea	Kerala Govt.	₹28,00000	2022-2024

7.1.3. Initiatives related to industry interaction including industry internship / summer training/study tour/guest lectures (15)

Internships. DCSMAT has considerable focus on industry interaction as tool to ensure that the faculty and students are grounded and develop managerial competencies. All students do two months industry internship. The format for internship performance report is given in the Annexure 7.1.3.

Industrial Visits. Details of industrial visits is given in Table 7.1.3 below. Students write a report on the industrial visit after each visit.

Table 7.1.3 (a): Industrial Visits

S No.	Date	Year of study	Industry visited
1.	28/12/2020	MBA 20 (A)	Joonktollee Tea and Industries Ltd. Pullikanam
2	11/02/2021	MBA 20 (B)	Joonktollee Tea and Industries Ltd. Pullikanam
3	13/02/2022	MBA 21(A)	Joonktollee Tea and Industries Ltd. Pullikanam
4	14/02/2022	MBA 21(B)	Joonktollee Tea and Industries Ltd. Pullikanam

5	02/06/2022	MBA 21(A)	Kamco, Angamaly
6	07/06/2022	MBA 21(B)	Kamco, Angamaly
7	07/06/2022	MBA 21(C)	Kamco, Angamaly
8	23/08/2022	MBA 22	Masco Tea Factory, Vagamon
9	25/08/2022	MBA 22	Lunar Rubbers
10	09/03/2023	MBA 22	Modern Food Enterprises
11	22/06/2023	MBA 23	Masco Tea Factory, Vagamon
12	12/09/2023	MBA 22	KEL
13	12/09/2023	MBA 22	Traco Cable Ltd.

Guest Lectures. The school organizes frequent guest lectures. Details of guest lectures conducted is given in Table 7.1.3 (b) below. On completion of the talk, students make a synopsis.

Table 7.1.3 (b): Details of Guest Speakers

S No	Date	Topic	Guest Speaker
1.	18/7/2020	Changing Face of Business: Industry 4.0	Abilash R [Manager Technical Keltron India Ltd
2.	15/09/20	Realty Sector Challenges and opportunities Developments	Gishnu Senior Manager Kayaria Tiles Kochi
3.	10/10/2020	Managing Diversity	Cyril C Jose [Sr. Manager K Board ply ltd, Perumbavoor, Aluva]
4.	04/11/2020	Pharmaceutical Industry: New Product Development	Dr. Vimal [Manager Drugs Control India]
5.	16/03/2021	Awareness on Ragging and its consequences	Vagamon Police
6.	20/03/2021	Guest Interaction on career	Mr Rohit Nodia, CIMA Representative
7.	02/06/2021	YOU 2.0 Scripting Your Future	Giri Balasubramanian, Founder and CEO of Greycaps knowledge tribe
8.	04/06/2021	Revive & Thrive In Challenging Times	Siji Varghese, TEDx & Global professional speaker

9.	11/06/2021	Making the best use of professional studies	NinanThariyan, CEO of DT Next, Print Media Evangelist
10.	12/06/2021	We belong to the 21st century	Mohammed Hanish (IAS)
11.	15/06/2021	Interactive Q&A session	Navas Meeran, CEO of the Eastern Condiments Pvt. Ltd.
12.	18/06/2021	Interactive Q&A session	Nishantin Rajamanikyam , District Police Chief, Pathanamthitta
13.	22/06/2021	Interactive Q&A session	K. Jayakumar, Director, Institute of
			Management in Government
14.	25/06/2021	Interactive Q&A session	Lakshmi Menon, Designer turned Social entrepreneur
15.	29/06/2021	Entrepreneurial Mindset & Skill Set	Anisha Cherian, Founder Director-Chemmanur Academy & Systems PVT.LTD
16	12/04/2022	Brace Yourself to more power	Siji Varghese, TEDx & Global Professional Speaker, Director ROI Institute, India
17	23/04/2022	Social Selling	Binu Jose, Sr. Vice President, Plintron Ltd.
18	18/07/2022	How to take Business Decisions?	Mrs. Mini Sajan Varghese (CEO, SAJ Hotels)
19	08-10-20.22	Building your career, a step by step process	Mr. Vinod Chedayath, Vice President VI
20	09-10-2022	My entrepreneurial journey	Mr. Shylesh, Entrepreneur, Resort in Kashmir
21	10-10-2022	Learning & Career Growth	Mr. Srivatsan R, Senior Area Manager, 3M
22	11-10-2022	Growth of Event Management sector and opportunities.	Mr. Jose Tony, Event Planner, God's Grace (Event Management Company).
23	12-10-2022	HR for Industry 4.0	Mrs. Aswathi Das, Head, HR, Marriot
24	13-10-2022	Future Growth in Business growth, Indicators from Star Hotel Occupancy	Mrs. Suganthi Vipin, HR Director, Holiday Inn

25	14-10-2022	Indian Economy and core industrial production	Mr. Ramesh P V, Vice President, Malabar Cement.
26	15-10-2022	Governance in Public and private health systems	Mr. Ratheesh Kumar, Accounts Manager, Mabadla Health , UAE.
27	16-10-2022	Breaking into Banking as a career.	Mr. Arun Prem, Center Head, South Indian Bank.
28	17-10-2022	Customer orientation in new Age Banks	Mr. Varun Jyothi K P, Associate Vice President, Federal Bank
29	18-10-2022	Growth of Jio	Mr. Narendran K C, Senior Vice President and Kerala Head, Reliance Jio

7.1.4. Participation of Industry Professionals in curriculum development, projects, assignments as examiners, in summer projects (10)

There are two major areas in which industry professionals participate. These are course workshop and summer internship report evaluation.

The course workshop of the school is an innovative practice in which the faculty presents the course outline to a body (workshop facilitators) consisting of peers, expert faculty from outside the school and industry experts in the area. The input from the workshop facilitators are factored into the course outline by the faculty. The details of such workshops is given in Table 7.1.4.1 below.

Table 7.1.4 Course Workshop Details

Date	AY for which workshop is being conducted	Facilitator's Name	Area of Expertise	Facilitator's designation
2019	2020-21	Prof. N Ramachandran	Finance	Former Professor, IIM (C)
		Dr. (Col) PS James	OB, HR and Leadership	Director, ASB, Trivandrum and Professor of OB, HR and Leadership. Author of Organizational Behavior text book for MBA published by Pearson.
		Suchitra Krishnakumar	Marketing	Vice President & Branch Head-HSBC
		Saji Abraham	Marketing & Business Law	Consultant & Trainer
		Sreenath Vishnu	Operations	Executive Director Brahmins FoodsIndia Pvt Ltd

2020	2021-22	Dr. (Col) PS James	OB, HR and Leadership	Professor of OB, HR and Leadership at Jagdish Sheth School of Management, Bangalore. Co-author with Robbins and Judge on Organizational Behavior text book for MBA published by Pearson.
		Riju Antony	Operations	Asst. VP & Head HR- Retail Operations at Reliance Fashion and Lifestyle Business
		Saji Abraham	Marketing & Business Law	Consultant & Trainer
2021	2022-23	Dr. (Col) PS James	OB, HR and Leadership	Professor of OB, HR and Leadership at Jagdish Sheth School of Management, Bangalore. Co-author with Robbins and Judge on Organizational Behavior text book for MBA published by Pearson.
		Prof. Dr. B. Hareendran	Marketing	Director, Bharat Matha Institute of Management
		Saji Abraham	Marketing & Business Law	Consultant & Trainer

7.1.5. Initiatives related to industry including executive education, industry sponsored labs and industry sponsorship of student activities (15)

1. The school has undertaken executive education of senior managers of Kerala State Road Transport Corporation.
2. DCSMAT is providing SAP certification courses to MBA students in collaboration with SAP labs.
3. To meet the industry requirement, we have Industrial visits.
4. Outbound Leadership Lab conducted intends to create leadership qualities that are valuable to the students.
5. Industry has sponsored Luminance, a Major Management Fest in parts.

7.1.6. Involvement of industry professional as members of various academic bodies/board (10)

In order to keep up with the pace of changing industrial practices, DCSMAT has invited industrial veterans in the BoG. Being a small school, the member of the BoG keep close relationship with the FC and helps to giving suggestions on what Value Added Course we need to include and what additional pedagogy we could do in order enrich the university curriculum. The team that advises on this is:

1. Dr. Beena George, fourth Dean of fourth Dean of Cameron School of Business, New University of St Thomas in Houston (US).
2. Mr. Ajay Jacob – Jacob Constructions USA
3. Mr. Balagopal C, former IAS officer and Director, Federal Bank Ltd, Director Enter Technologies Pvt Ltd.
4. Mr. T.P. Sreenivasan former IFS officer and Former Ambassador active with Higher Ecucation.
5. Mr. Chandra P Shekhar, Chairman, I max Technologies
6. Mr. Harikrishnan R Nair, MD, Western India Cashew Company

7.2 International Connect (40)

7.2.1. MoUs/partnerships and its effective implementation (10)

1. DCSMAT has signed up a MoU with the **University of Valladolid, Spain**. As per the MoU, both the institutions have agreed to exchange students and faculty members for mutual benefits. Further discussions are underway to arrive at further operational arrangements of the same.
2. DCSMAT has also signed up a MoU with **Blue Crest University, Liberia** for exchange of students and faculty members for mutual benefits.
3. Dr. Elizabeth George is the member of the Editorial Board of the **Kelaniya Journal of Human Resource Management (KJHRM)**, University of Kelaniya

7.2.2. Student Exchange Programs (10). Under the MoU with the University of Valladolid, Spain, and Blue Crest University, Liberia, student exchange would be undertaken. MoUs attached in Annexure 7.2.2

7.2.3. Faculty Exchange Programs (10). Under both MoUs, faculty exchange program would also be undertaken. One faculty from Liberia had visited and taught classed in school.

7.2.4 Collaborative Research Projects (10)

1. Dr. KJ Jamis collaborated with Dr. Das Kallol, Mudra Institute of communication and Research, Ahmedabad / Dr. Aarti Saini, Sardar Bhagath Singh College, Delhi University on a study on Unravelling the social innovation companies with the Synergistic Constituents carried in RAIRO Operational Research Journal.
2. Dr. K J Jaims collaborated with Dr. Badri Toppur, Rajalakshmi School of Business, Chennai on Determining the best set of molecular descriptors for a toxicity classification Problem which was carried by RAIRO Operations Research Journal.
3. Dr. PS James collaborated with Dr. Ashis Bollimbala of IIT Mandi and S Ganguli of IMI, Bhuvaneshwar on an Random Control Experimental study on the impact of physical activity intervention on creativity: Role of flexibility vs persistence pathways which was carried by Thinking Skills and Creativity, 49, An ABDC 'A' journal.

CRITERION 8	Infrastructure	75

The school has enviable infrastructure (please refer to Table 8.1 below) for a 180 sanctioned strength school. The highlights are:

1. Six class rooms with a total space of 650 sq m against the requirement of 396 sq m.
2. Three theater class rooms (out of the six) to facilitate better contact and interaction.
3. Library spanning over two floors and covering a space of 532 sq m.
4. A seminar hall with a space of 398 sq m against the requirement of 132 sq m.
5. It has all other specified and desired spaces such as 100% hostel facilities, three cafeterias in addition to the canteen, sick hold, 24x7 ambulance, 30 lakh litres water harvesting, as state of the art Sewerage treatment plant, waste disposal through local agencies, 7 guest rooms, full time power back up, open air class rooms for discussions, multi-stage treated water, and play fields.
6. Universal access exists to two class rooms (one theatre and one flat floor), examination hall, and washrooms.

8.1. Classrooms & Learning facilities (10)

Table 8.1 Built Up Areas

S No	Requirements	Required as per norms	Total Available
	Administrative Area	**430**	**883**
1	Principal's Office	30	35
2	Board Room	20	30
3	Director		30
4	Office all inclusive	150	253
5	Department Office/HOD	20	30
6	Faculty Rooms (16 rooms x 5 sqm)	80	271
7	Central Stores	30	61
8	Maintenance Room	10	20
9	Security Cabin	10	13
10	Housekeeping	10	10
11	Pantry for staff	10	15
12	Examination Control Office	30	60
13	Placement Office	30	54
	Instructional Area	**844**	**1,877**
14	Lecture Hall-MBA 1	66	100
15	Lecture Hall-MBA 2	66	100

16	Lecture Hall-MBA 3	66	100
17	Lecture Hall-MBA 4	66	100
18	Lecture Hall-MBA 5	66	125
19	Lecture Hall-MBA 6	66	125
20	Tutorial Room-1	33	45
21	Tutorial Room-2	33	45
22	Computer Centre	150	206
23	Library & Reading Room	100	532
24	Seminar Hall	132	398
	Amenities Area	470	14,033
25	Toilets (Ladies & Gents) and universal access	150	153
26	Boys Common Room	75	121
27	Girls Common Room	75	195
28	Cafeteria	150	849
29	Stationery Store & Reprography	10	18
30	First aid cum Sick room	10	31
31	Principal quarter		160
32	Guest House		211
33	Sports Club/Gymnasium		120
34	Auditorium/Amphitheater		0
35	Boys Hostel		3,772
36	Girls Hostel		5,187
37	Faculty/Staff Quarters		3,217
	Circulation & Other Area	436	916
38	Common walk ways		145
39	Staircases		85
40	Entrance lobby		55
41	Activity Centre		166
42	Research Centre		74
43	Laundry		90
44	Staff Club		110
45	Electrical Sub Station		64
46	Other Area		127
	Total Requirement	2180	17,708

8.1.1 Learning Facilities

1. Laptop is the primary source that leverages ICT for learning.
2. Theatre class rooms to enable better interaction between the learning community.
3. The class rooms are normally open till 9.30 p.m. and later if students require it.
4. The class rooms have the following learning infrastructure.
5. PCs
6. Audio and LCD.
7. White boards.
8. Laptop friendly tables.
9. Biometric access class rooms.
10. LMS.
11. Wifi enabled class rooms.
12. Software (discussed under IT infrastructure).

8.1.2. Utilization.

Campus 7, LMS is used by all for all academic purposes such as scheduling, attendance, course outlines, select assignments and other academic functions, faculty attendance using biometrics and such functions.

Computers are used for accessing EBSCO and there is a structured session once a week to familiarize students with using EBSCO. Students do their own search as also focused search; e.g., find out the articles related to Big 5 personality and buying behavior and write a synopsis on it.

Table 8.1.2 Utilization

S No.	Item(s)	Utilization
1.	Software	MS office and in particular MS Excel is the main software that is used by the students. PPT is also used for presentation.
2.	Theatre class rooms and white boards	White boards and theatre class rooms have a special place in DCSMAT which has considerable focus on Learner Centered pedagogy (cases). The board use is at the heart of running a case teaching and this is where the white boards matter. We do not usually transfer the material on the board to the students except that they can dynamically make their own notes as the case discussion progresses. This is to ensure that the students of the subsequent batch apply their mind to the case rather than copy something from their preceding batche(s).
3.	Computers (Laptops & PCs), LCD and Audio along with Wi-fi Enabled Class rooms	• Laptops and Computers are used for accessing EBSCO and there is a structured session once a week to familiarize students with using EBSCO. Students do their own search as also focused search; e.g., find out the articles related to Big 5 personality and buying behavior and write a synopsis on it. • Computers are used for auto calculated Psychometric tests which makes scoring easier.

		• U-tube videos are often used in marketing classes, in HR classes for motivation. • LCD is used for PPT and also for using films such as 12 Angry Men in OB. • Computers are used for searching for information and for online value added courses such as Swayam. • Assignments are made using Microsoft office and other tools. However, because of the written university examinations, there is emphasis on hand written work also by some faculty members.
4.	Biometric access	Biometric access is used. However there is emphasis on calling the attendance using the traditional attendance register. This helps to make a faculty familiar with names and faces of the students and also get a picture of irregularity in the class at the time of calling the attendance.
5.	LMS	Campus 7, LMS is used by all for all academic purposes such as scheduling, attendance, course outlines, select assignments and other academic functions, faculty attendance using biometrics and such functions.

8.1.3. Initiatives to ensure students learning.

Table 8.1.3 Initiatives to ensure students learning

Computers for students in the lab	63
Computers for faculty (including library)	31
Printers	9
Scanners	5
Wi-Fi access points including hostel	58
Security cameras	72
Biometric identification machines	10
Servers	1
Software paid and open sources	Microsoft windows, Office suit, Autodesk products students licence
Firewall	SOPHOS XGS 3300
Dedicated Internet	500 MBPS ILL From Jio Infocom
Back up Internet (if any)	BSNL FTTH

8.2. Library (10)

Housed in a 500 plus square meter independent building, the school has excellent library facilities. The library has a ground level reading and book display with is primarily meant to enable universal access. First and second floors house the book issue, reception, book display, student project display, journal magazine reading section. The key highlights are:

1. Automation using KOHA (Version 21.11), an open source integrated Library Management Software Package, with all modules.
2. Online Public Access Catalogue (OPAC) and Bar-coding system for Books.
3. 24184 titles and 33451 volumes.
4. 57 physical journals and 1,497,419 electronic journals.
5. EBSCO Elite MANAGEMENT with remote access.
6. Structured EBSCO reading hours to induct the students into research culture.
7. Access from 9 a.m. to 9.30 p.m.
8. Usage tracking and best user award is given every year.
9. Borrowing limit for students – 5 books; retention period – 15 days.
10. Seating – 130 seats.
11. Exclusive server.
12. Computers, WIFI, laser printer, scanner, biometric punching.
13. Annual budget Rs 6.70 lakh

8.3. IT Infrastructure (15)

The school has excellent IT infrastructure. These are:

1. **Computers**. The schools has 63 computers in the computer lab. There are additional 31 computers in the library, for faculty, and for staff function, totaling to 94 computers. The students usually use their laptops, possession of which is strongly encouraged.
2. **Wi-Fi.** The school has dedicated Wi-Fi. These are through dedicated Internet 500 MBPS ILL from Jio Infocom and back up Internet (if any) BSNL FTTH. 58 access points enable trouble free distribution of the Wi-Fi resources.
3. **Server and Network**. All computes and most printers are networked with the help of one server. There is additional server for security cameras.
4. **Software and Firewall**. Microsoft windows, Office suit, Autodesk products students licence and SOPHOS XGS 3300 firewall.
5. **Security Cameras**. 72 security cameras help to monitor the campus.
6. **Biometric Identification.** There are 10 biometric identification systems for attendance in the class and for the faculty and staff.
7. **Peripherals**. 9 printers and 5 scanners are used in the school. Besides there are many other peripherals such as external drives, and pen drives.

8.4. Learning Management System (10)

Campus 7. Campus 7, is an integrated application software akin to an ERP. It has the following functions.

1. As a Student Management System it is used for students' database, leave, record of marks, passed out student details etc.
2. As an LMS it is used for attendance management, marks management, scheduling faculty and classes, quizzes, submission of assignments, passed out student details etc.
3. As a Staff management System it is used for staff database, staff attendance, and staff leave management. Salary is handled separately by the Accounts office using Tally though the input for absence goes from the LMS.

Software for Administration. KOHO for the library and Tally for accounting are the major software systems used for administration. Additionally, payment gateway enables a student to pay fees and other charges online. Data collection is done using Google forms and/or LMS.

E-learning. E-learning resources are introduced during the induction program. The students who come for the MBA program are usually well-versed with the use of e-learning techniques. Therefore the focus of training is on various platforms such as SWAYAM, Coursera and the relative merits of these.

Plagiarism Check. Students and faculty are encouraged to use plagiarism check software such as Grammarly.

Spelling and Grammar Checks. Students and faculty are encouraged to use software to check spellings and Grammar. The most popular application used is Grammarly.

Online Database use. EBSCO and Google Scholar are popular online databases used by the students and faculty alike. The school subscribes to EBSCO Elite.

AI Tools for CV. The students are familiarized with popular AI tools for CV building. They use these with appropriate discretion.

Training on Chatgpt. The students and faculty are familiarized in use of Chatgpt with discretion.

Other Online Resources. There are several other resources such a Google drive which enables networked writing and editing, Any desk which enables sharing of data dynamically, several online communication tools such as Zoom which are used for interacting between the faculty and students.

8.5. Hostel (10)

1. Fully and mandatory residential for students, faculty and staff. Student capacity request is restricted by the hostel rooms available.
2. The school and residence is managed with the assistance of over 50 staff.
3. Hostel rooms are triple occupancy using bunk beds.

4. Has heated bathing facility, multi-stage purified drinking water and warm drinking water dispensers, electric sanitary napkin incinerator, waste bins with segregation. Curtains, mattresses and furniture are provided.
5. Separate safe passage across from the academic area and the hostel through skywalk for women and underpass for men.
6. 243x7 Wi-Fi enabled.
7. Cameras in select areas.
8. Full fire control system as in the campus.
9. Canteen which caters for bed coffee, 3 meals (7 day non-veg) and evening tea and snacks.
10. Shopping center.
11. 3 additional food outlets which serve mutually exclusive menus employing local entrepreneurship. Set up cost is borne by the school. Running cost is met by the entrepreneur.
12. 2 buses for transportation for activities, leisure etc.
13. Student managed entertainment two to three times a month.

8.6. Sports Facility (10)

The design of the location of the hostel and the canteen and the walkways coupled with amphitheaters spread in multiple locations is intended to provide natural physical activity as one goes about one's daily chores.

8.6.1. Indoor Games/Physical Activity

1. Yoga at 6 a.m. conducted by BBA II year lady student who is a certified yoga trainer.
2. Gym.
3. Table Tennis.
4. Carom
5. Chess.
6. Ludo

8.6.2. Outdoor Sports Facilities (5)

1. Basketball courts
2. 5 side foot ball
3. Volley ball cum Cricket
4. 6 badminton courts including one each in women and men hostels.

8.7. Medical Facility (10)

1. 24x7 own ambulance.
2. OTG medicines with the wardens.
3. Sick room in hostel.
4. Isolation rooms in hostel.
5. Pullikanam medical center (2.5 km from the school) for primary medical care.
6. Bishop Vayalil Medical Center and Govt. Hospital, approximately 30 minutes away for secondary and select tertiary care.
7. Super specialties in Thodupuzha approximately 1 hour from the school.
8. In college temporary hold for short medical recovery.

CRITERION 9	Alumni Performance and Connect	50

9.1. Alumni association (10)

DCSMAT maintains a dynamic relationship among its alumni members. Approximately 1600 students have registered in alumni connect website Vaave connect. Various Chapters are operation in India and abroad. Alumni meets are conducted regularly. Alumni are invited for participating in academic improvements, Student interactions and campus improvement activities.

DCSMAT Alumni Association

Constitution: Register No.IDK/TC/673/2013

Bank Account Number: 10230100129098

a) Title: DC School of Management and Technology, Alumni Association

Article I

Name of the Association shall be DC School of Management and Technology Alumni Association. Its title in short shall be DCSMAT Alumni. Registered Office of Association shall be DCSMAT Vagamon Campus. DCSMAT Emblem shall be the official emblem of Alumni Association.

b) Objectives

Article II

Section 2.1	Section 2.2
Establish a mutually beneficial relationship between DCSMAT and its alumni. Work towards the welfare of DCSMAT and support its mission	To encourage alumni participation in reunions and increase engagement of alumni with the institute.
Section 2.3	Section 2.4

To enhance and consolidate the relations h i p and cooperation between the students and the Alumni of DCSMAT	To tighten the relationship between members of alumni, so that the Alumni Association can be the Common a platform for strengthening their relationship.
Section 2.5	Section 2.6
To seek advice and interference from the Alumina for the overall development of DCSMAT	To facilitate partnerships with corporate, academia, state, and other institutions to create learning opportunities for faculty and students.
Section 2.7	Section 2.8
To carry out activities for the welfare of the society for their prosperity and legal rights	To distribute scholarships and other help for the students within DCSMAT as well as the surrounding Society
Section 2.9	Section 2.10
To give away prices and awards for important project works research papers and other Professional activities of the staff and students	To undertake, recognize, and encourage the social activities undertaken by Alumni and students
Section 2.11	Section 2.12
To create awareness for the improvement of society and the ecology	Coordinate case writing, promote entrepreneurship activities, and check the possibilities of new add-on courses
Section 2.13	Section 2.14
Bring alumni members inside the campus to mentor the current students	Any other activities which would ensure the progress and well-being of the association and the College

c) Membership

Article III

Section 3.1	Section 3.2.

Any person who has participated in the programs conducted by DCSMAT shall be eligible for the Alumni membership.	They have to submit an application in the prescribed format (Annexure I) or register on the College website (Alma Connect)
Section 3.3.	Section 3.4.
All the members have to adhere to the rules and regulations laid down by the Alumni Association	The governing council has the authority to accept, reject, or suspend the membership
Section 3. 5.	Section 3.6
Each member has to pay a membership fee (One-time Payment) and subscription. Amount every year. Such fees will be administered by the Governing council	All members shall have the right to vote, propose, or be a candidate for any office of association

d) Structure

Article IV

Section 4.1	Section 4.2
Two tire structure; Apex Alumni counsel and Alumni Chapter committees	The President and Vice president of the apex body shall be selected from the apex committee. The chapter committee also consists of the President and Vice President. An election can be conducted by the chapters for the selection and the same shall inform the Apex council.
Apex Alumni Council consists of 20 Members a. Up to Five prominent alumni nominated by the institute through the Director b. Each chapter President c. Two members nominated by the Chapter President d. Ex-officio members from the institute, Chief Facilitator, Director, Director of Placement and Alumni Affairs, and Alumni Coordinator	
Section4.3	Section 4.5
The Apex Alumni counsel shall meet physically at once a year preferably at the beginning of the academic year.	Chapter committee also shall meet immediately after the Apex Alumni counsel and minutes shall be forwarded to the President of the Apex Alumni Council

Section 4.5	Section 4.6
Apex Alumni counsel can frame and amend the rules and regulations prevalent from time to time.	For the apex alumni Counsel meeting 6 members shall from the quorum
Section 4.7	Section 4.8
Apex Alumni Counsel shall have the authority to direct utilization of the funds of the DCSMAT alumni association.	In the event the office of the President is vacated, the Vice President shall assume the duties of the President until the next annual election

e) Finance

Article V

Section 5.1	Section 5.2
Initial funding to the DCSMAT Alumni Association shall be raised by the Institute. Contributions and donations may be solicited from the Alumni	All the funds of DCSMAT Alumni Association shall be exclusively used for DCSMAT Alumni Associations. There will be a separate ledger account on the books of accounts of DCSMAT
Section5.3	Section 5.4
All the financial expenditures of the Alumni Association will follow the rules and regulations of the Apex alumni Counsel	Chapters may institute their own structure and funding mechanisms in the form of Membership fees and subscription fee.

f) Audit and Annual Report

Article VI

At the end of every financial year, the Secretary shall prepare financial statements of income and expenditure duly audited by a Chartered Accountant. The audited statements of account shall be circulated amongst members.

Table 9.1 (a) List of Alumni Entrepreneurs		
Sl.No.	**Name**	**Organization**
1	Sreejith K.P	Managing Partner Sreedhareeyam Ayurveda Hospital Muvattupuzh
2	Sailesh	Managing Director, Hotel "Khardongla", LehLadak
3	Sabin Thomas	Managing Director, "KALAM"3D Pots using 3D printing Technology
4	Vineesh Kumar V	Managing Director, Module 5 Interiors
5.	Sandeep	Managing Director Green Ads Global
6.	AkhileshPaniker	Managing Partner Meetha Pan Advertising agency
7.	Faique Harris M P	Managing Director Blisondoor Gardening

Table 9.1 (b) Women Alumni Entrepreneurs		
Sl.No	**Name**	**Organization**
1	Dhanya Jose	Managing Partner, Wealth Plus Financial Solutions, Trivandrum
2	Deepa Jose	Managing Partner, DE Designs (Online fashion store), Bangalore
3	DhanyaUshas	Actress and Model
4	DeepaVimal	Managing Partner, Peacock Collections is an online HandmadeJewelry Store, Kochi
5.	Sara Abraham	Managing Partner, Pathickal Auto Stores
6.	AnusreePillai	Managing Partner, Artistry Media Labs, Kochi

Table 9.1 (c) Prominent Alumni Members		
Sl.No	**Name**	**Organization**
1	Treesa Teresa	H.R Manager, TCS
2	Sreejith N P	Managing Partner Sreedhareeyam Eye Hospital
3	Shambu S R	Vice President EY
4	George Thomas	Senior Director, Course 5 Intelligence, Bangalore

5.	Rohit Nair	General Manager, Solution Design at DHL Supply Chain, Shah, Alm,Selngor, Malaysia
6.	John Zachariah	H R Manager Synthite Industries
7	Sandeep	Managing Director Green Ads Global
8	Salish	Managing Director, Khardongla, Hotel in Leh-Ladak

9.2. Involvement of alumni (25)

The DCSMAT Alumni Association organizes the Annual Alumni Meet, and other chapter meets in India. and abroad, facilitates networking of the Alumni via the online portal, and invites Alumni to participate in other special events on campus. Alumni are actively involved in the following areas;

a) Admission Activities

b) Placement

c) Academic Quality improvement

a) Involvement of Alumni in Admissions

Table 9.2 (a) List of alumni Panel in 2020-22 Batch admission

Sl. No	Name	Batch
1.	Tony Koshy Abraham	2015
2	Jeena Ann Sebastian	2015
3	Midhun.S	2015
4	CerinRajan	2015
5	Sooraj S	2016
6	Nikhil M N	2013
7	Lakshmi Raj	2013
8	Gokul S Babu	2014
9	Arun Kumar	2015
10	Ayana Varghese	2015
11	Abin Paul	2005
12	VarshaReghunath	2006
13	Jackson A	2008

14	Manoj Kumar	2009
15	Rajit Kumar	2009

Table 9.2 (b) List of alumni Panel in 2021-23 Batch admission

Sl No	**Name**	**Batch**
1.	Gokul K N	2015
2.	Akhil Tom	2016
3	Deepak George Mathew	2017
4	JerinLuckose	2017
5	VishnuVelappan	2017
6	Akhil O T	2016
7	Amal Mohan	2016
8	CherianEapen	2016
9	Haritha K	2016
10	Eldhose Johnson	2016
11	Ajish D	2005
12	VarunHari	2006

Table 9.2 (c) List of alumni Panel in 2022-24 Batch admission		
Sl.No	**Name**	**Batch**
1	Mr.Deepu Thomas	2011
2	Mr.Aswin Kumar S	2016
3	Mr.Mathew Joseph	2016
4	Mr.Prasanth P	2016
5	Mr.RamshajRazak	2016
6	Mr.AlexCleetus	2017
7	Mr. Jinu George	2017
8	Mr. Justin Mathew	2017
9	Mr. TinkuMamen George	2016
10	Mr. FaizelAhmmed	2017
11	Ananth B	2005
12	VarunHari	2006
13	Einsteen Sebastian	2008

b) Involvement of Alumni in Placement

Alumni are the face of the institute in the market who have proved themselves. Based on the alumni, people judge the college. They are the ones who make their institute proud and the current students look up to them as mentors for a successful career.

Every alumnus is connected with the college through faculty and placement cells.
DC School of Management and Technology School has a huge active alumni network who are associated with the institute through various programs like

- They mentor students on an individual basis.
- They are some of the top guest facilities.
- They take regular interactive sessions to share their corporate experience.
- They actively participate in facilitating student placements.

Alumni have been praised time and again for their active role in successful placements. Not only alumni have created a positive image of the institute in the market but they proved to be a great help in terms of convincing their companies and HR department to run a recruitment spree on the campus. College keeps a complete track of alumni job profile and their rank in the company.

Table 9.2 (d) Alumni List Helped in the Placement activities		
SL. No	**Name**	**Organization**
1.	Arun Salim	Indian Express
2.	Alex Cleetus	Berger Paints
3.	Sarath S L	E.Y
4.	Harikrishanan H	Zuri Hotels
5.	Akhilesh Panikar	MeethaPaan

Involvement of Alumni in Academic Quality improvement

Maintaining affinity with alumni after graduation can provide invaluable, lifelong support to higher education institutions. Engaged alumni will support their university both financially and in other meaningful ways. Students are at college for a (relatively) short period and are alumni for their entire lives, so the foundation of their relationship with the university is built well before they become alumni. It's relatively easy for students to lose their affinity for their college, but it's difficult for it to develop after they have left if they didn't enjoy their experience. Build lifelong relationships by making current students feel valued, and make it clear the journey doesn't end as soon as they graduate.

c) ✔ Alumni can support in: -

d) ✔ Donating money

e) ✔ Volunteering on committees and boards

f) ✔ Attending on-campus events to give back to the university community

g) ✔ Mentoring current students

h) ✔ Supporting recent graduates as they start their career

i) ✔ Giving back to the alumni community

j) The alumni relationship with their alma mater should not be one way. Effective alumni outreach should include offers of professional and personal support such as professional networking events and career services, continuing education opportunities, and use of campus facilities.

Figure 9.2 (a) & Figure 9.2 (b) Alumni Involvement in the Project Evaluation

d) Alumni Interaction for Academic Improvement – Faculty Interaction

Mr. Azhar M.Y is an Alumna of 2015 Batch. Currently, he is working as Manager of Operations at Samaritan Heart Institute, Pazhangand, and Ernakulam. He interacted with DCSMAT faculty on 19th February 2022.

Discussion points

1. Job Opportunities in the Hospitality
2. Including add on course in Hospitality in the MBA Curriculum

Members Attended

1. Dr. Baiju Samuel
2. Dr. Deepthi Shankar
3. Dr. KuppachiSreenivas
4. Mr. Sanil Kumar V K

e) Student Motivation and Training

Table 9.2 (e) Alumni Interaction Student Motivation and Training	
Participants	**Discussion points**
1. Ms.Treesa George 2004 Batch	1. Including more case study in the Curriculum
2. Mr.Bibin Mathews, 2004 Batch	2. More alumni interaction
3. Mr.John Sacharia 2006	3. Increase the number of industrial Visit
4. Mr.Akhilesh Panikar	4. Industry official's interaction
5. Dr. Udayakumar, Former Faculty member	

Figure 9.2 (c) Alumni Interaction Student Motivation and Training

Figure 9.2 (d) Alumni Interaction on Academic Improvement - Marketing Area

Alumni Participated

1. Dhanya V Managing Partner, Wealth plus Solutions
2. Varun Jyothi K P, Senior Manager Federal Bank
3. Gautham Shenoy, Business head, Shenoy enterprises
4. Cenil C Jose, Area Manager k Board Ply Aluva

Discussion points

1. Current Trends in the Marketing
2. Technology in Marking
3. Use of Social Media in Marketing
4. Marketing of Financial Products

Table 9.2 (f) Visit to Institution and interaction with students				
Sl. No	**Date**	**Alumni**	**Topic**	**Batch**
1	15.7.2020	Mr.Eldhose Johnsons	Management Students and Industry Expectations	2016
2.	8.12.2020	Mr.Tinku Mammon	Importance of soft skills	2016
3.	4.4.2021	Mr. Alex Cleetus	How to choose a specialization	2017
4.	6.9.2021	Ms.Ann Maria Sebastian	Challenges in HR Job	2017
5.	6.6.2022	Nikhil Philip	Online Marketing	2018
6.	8.9.2022	Arun Johnson	Importance of acquiring additional skillsets in business or corporate field	2018
7	10.10.2022	Don Mathew	Career Development	2006
8	25.10.2022	Gopakumar K R	Challenges in HR during the pandemic	2007
9	12.12.2022	Sarath S.L	Digital Marketing	2007
10	10.01.2023	Nishanth K.S.	How to start a business	2003

9.3. Methodology to connect with Alumni and its implementation (15)

Current Process

a) Alma Connect Portal

DCSMAT Alma Connect is an interpersonal organization dependent on private graduated class systems concentrated on helping an alum/understudy get confided in help from his/her graduated class arrange. Help extending from landing referrals for positions, guidance for professions, proposals for administrations, presentations, and raising money to simply inquiring as to whether anybody is heading out from New York to Delhi in the following week and can convey a little bundle.

b) Monthly News Letter

Month to month bulletin and week after week update messages go about as a hotspot for graduated class to remain refreshed with such occurring at their school and regularly bring out wistfulness and a feeling of pride. DCSMAT Alumni pamphlet is distributed month to month and highlights energizing and most recent news from grounds, workforce research, and forthcoming graduated class occasions and openings.

C) Alumni Portal on the Website of DCSMAT.

DCSMAT has a graduated class system, formal or not, and they're utilized for a wide scope of things. Graduated class can build up business associations, compose reunions, and fill in as brilliant illustrations of the sort of individuals that their foundation produces.

d) Database:

DCSMAT is currently in touch with around 2500 alumni even though more than 3000 students have passed out of
DCSMAT. Before the Alumni Portal was put in place the database was recorded only in the form of excel sheets and consolidated a few years ago with around 2500 alumni listed. It has since doubled after the online portal and social media platforms were put in place.

Faculty in Charge:

Ms. Asha Thomas Fenn and Dr. Joby Jose are Coordinators - Alumni Affairs of DCSMAT. He has over 12 years of experience as Assistant professor in Finance and related subject.

Figure 9.3.1. Alumni Registration Certificate - This registration certificate was issued in the year 2012 by as per the Society's Ac

സംഘങ്ങൾ രജിസ്റ്റർ ചെയ്യുന്നതു സംബന്ധിച്ച
സർട്ടിഫിക്കറ്റ്

1955-ലെ 12-ാമത് തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ
രജിസ്ട്രാക്കരൾ ആക്ട്

ക്രമ നമ്പർ IDK/TC/673/2013 വർഷം 2013

1955-ലെ 12-ാമത് തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ രജിസ്ട്രാക്കരൾ
ആക്ട് അനുസരിച്ച് DCSMAT Alumni Association ഇന്നേ ദിവസം രജിസ്റ്റർ
ചെയ്തതായി ഞാൻ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

രണ്ടായിരത്തി 2013 വർഷം December മാസം 11 ാം
തീയതിയായ ഇന്ന് ഞാൻ കൈയൊപ്പു വച്ചു നൽകിയിരിക്കുന്നു.

THE REGISTRAR OF SOCIETIES IDUKKI

സംഘം രജിസ്ട്രാർ

CRITERION 10	Continuous Improvement	50

The institution places a great deal of importance on the monitoring and reformulation of the process of continuous improvement. It uses two measures: 1) quantitative and 2) qualitative. The quantitative metrics used is CO attainment and PO attainment (direct measures). The qualitative metrics used are indirect PO attainment and audit feedbacks.

The PO attainment target was decided as follows:

1. Exceeds Expectation (EE) – 70% and above which works out to a score of 56 and above for direct and 14 and above for indirect assessment given the 80:20 ration in which the table 10.1 above is computed.

2. Meets Expectation (ME) - 60 to 69% which works out to a score of 48 to 55 for direct and 12 to 13 for indirect assessment given the 80:20 ration in which the table 10.1 above is computed.

3. Below Expectation (BE) – Below 60% which works out to a score 47 and below for direct assessment and 11 and below for indirect assessment given the 80:20 ration in which the table 10.1 above is computed.

Though there were some concern in the FC that the below expectation standard is too tough or rigorous, the school decided to adopt it and strive to achieve and surpass it.

10.1 Actions taken based on the results of evaluation of each of the POs (20)

Table 10.1 below gives the PO attainment.

Table 10.1: PO Attainment

PO	CAYm2 (2020-21)			CAYm1 (2021-22)			CAY (2022-23)		
	Direct (80%)	Indirect (20%)	Overall (100%)	Direct (80%)	Indirect (20%)	Overall (100%)	Direct (80%)	Indirect (20%)	Overall (100%)
PO1: Analyse and make decisions	**21.35**	14.9	36	**43.12**	13.82	57	**54.80**	16.39	71.19
PO2: Use of ICT	**30.48**	15.1	46	**41.08**	14.36	55	**52.91**	16.64	69.55
PO3: Value-based leadership	**30.32**	14.9	45	**43.86**	14.35	58	**50.70**	16.43	67.13
PO4: Economic, legal and ethical	**32.19**	15.0	58	**46.15**	14.38	61	**55.90**	16.52	72.42
PO5: Teamwork, ethics, value and integrity	**50.44**	15.3	66	**65.89**	15.08	81	**62.49**	17.38	79.87
PO6: Social responsibility and change	**44.26**	15.6	60	**61.29**	15.33	77	**59.27**	17.28	76.55

General Inferences of PO Attainment.

Indirect measure shows that no PO attainment is below expectation, however, direct measurement shows that 5 POs are below expectation in CAYm2, 4 in CAYm1 and none in CAY showing continuous improvement. Therefore, the key lies in focusing on direct assessment.

Summary of Action Taken after Diagnosis – PO wise Analysis and Action Taken

PO1: Analyse and make decisions.

Action and Result till CAY. Competency to analyze and take decision is a key competency of a manager. This spans all courses. Hence all faculty were directed to focus more on the analytical aspects. The challenge in CAYm2 was handling courses online due to COVID. However, the teaching focused on asking students to define a problem, identify the factors that affect solving the problem, identify the critical factors, then arrive at a minimum of 3 options to solve the problem followed by recommending a viable solution after considering the advantages and disadvantages of these. This shift has given good dividends (see the PO attainment progression chart below).

The way Beyond CAY. In CAY, this PO is just below exceeds expectation level score of 56. Since this was only 21.25 in CAYm2, the method adopted has shown result and therefore the same should be continued with additional focus on those who are weak in analysis and decision making. Since the intake score has improved in CAY, it is expected that the increase in the intake quality with focus on those who are weak will help the school achieve 'exceeds expectation' standards in the ensuing years.

PO2: Use of ICT

Action and Result till CAY. The school recognizes the importance of ICT and has taken important measures to address the lacunas that emerged in the PO attainment analysis. The school introduced ICT based analysis in the class. Most importantly, it started SAP certification to give the students an ICT acumen. The score improved from 30.48 in CAYm2 to 52.91 in CAY. However, student feedback indicated that while all the students attended the SAP program, only a few (17 students) felt confident to handle SAP certification.

The way Beyond CAY. The school acknowledges that since most students are from the BBA/B.Com stream, up scaling ICT is a challenge though it is the most important competency in the contemporary business scenario. From the current year the school has introduced Microsoft Excel Expert Certification which is a more generic ICT tool and has granted scholarship for the same. It

has also introduced Power BI certification. Going ahead, it is expected that the school will be able to achieve 'exceed expectation standards'.

PO3: Value Based Leadership.

Action and Result till CAY. The measure in CAYm2 was an eye opener. Though the indirect measure indicated 14.9 which is in the category of EE, the direct measure shows a different input. Direct measure of value based leadership is difficult. However, in a case situation, the student can identify the value conflicts and take more value-based decision. The way of measuring it was refined and the effort was to identify if a student can identify the value related challenges in the case situation and recommend solutions. This has helped to improve the score from 30.42 in CAYm2 to 50.70 in CAY.

The way Beyond CAY. Going ahead, there would an effort to have small group and SOP based discussion on values. The school has adopted UN SDGs, 3, 4 and 5 for its extension action. The effort would to encourage students to evaluate every extension project including the NSS in the light of values. Rather than the values somewhat vague, the school proposes to define it core values and take actions such as discussions forums, street plays, poster competitions that propagate the core values. Creating a few value champions is also on the anvil.

PO4: Economic, Legal and Ethical Aspects

Action and Result till CAY. The score of 32.19 in CAYm2 improved to 55.90 in CAY. This is largely due to the evening presentation that included these topics. Greater focus on the course on Business law and Industrial Relations has helped to achieve this improvement. Case studies introduced in the course on business law has also helped.

The way Beyond CAY. Going ahead, the school has introduced a period for reading Economic Times. The school hopes that the student will develop his/her competency for considering economic, legal and ethical aspects.

PO5: Teamwork, ethics, value and integrity

Action and Result till CAY. This PO attained ME in CAYm2 and shown an improvement in CAYm1 but has shown a minor dip in CAY. One of the reasons for this could be the reliability of the metrics. The school has decided to go along with the current metrics of measuring it in the courses till the end of 2023-24 and then re-evaluate the result to understand the efficacy of the measuring tool. *The way Beyond CAY.* The school will re-evaluate the situation after it gets the score at the end of AY 2023-24 and then make changes if necessary.

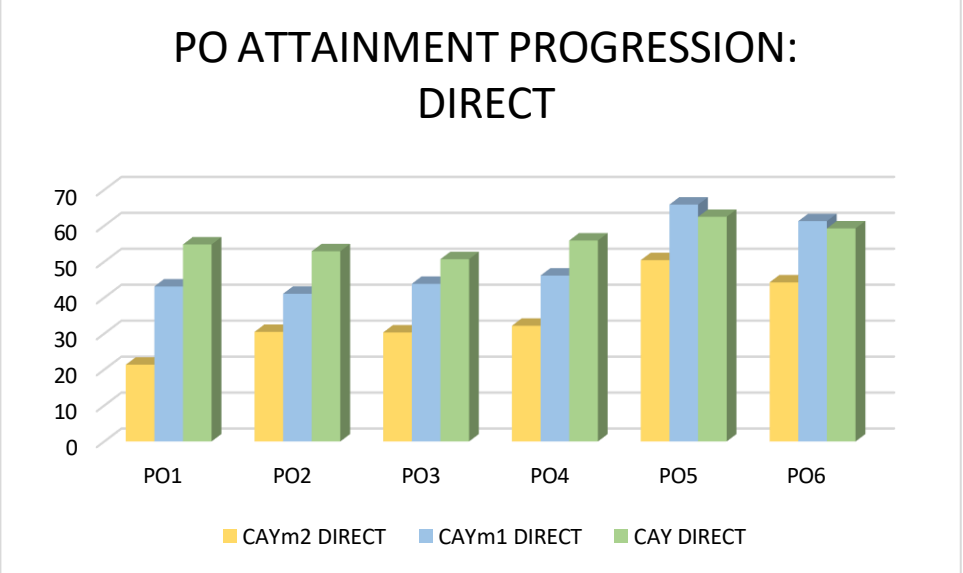
PO6: Social responsibility and change

Action and Result till CAY. Social responsibility and change. After being in the BE, in CAYm2 and improving to EE in 2021-22, the score has shown a dip to 59.27. Though still in EE, the trend is a cause for concern. One of the reasons for this could be the reliability of the metrics. The school has decided to go along with the current metrics of measuring it in the courses till the end of 2023- 24 and then re-evaluate the result to understand the efficacy of the measuring tool.

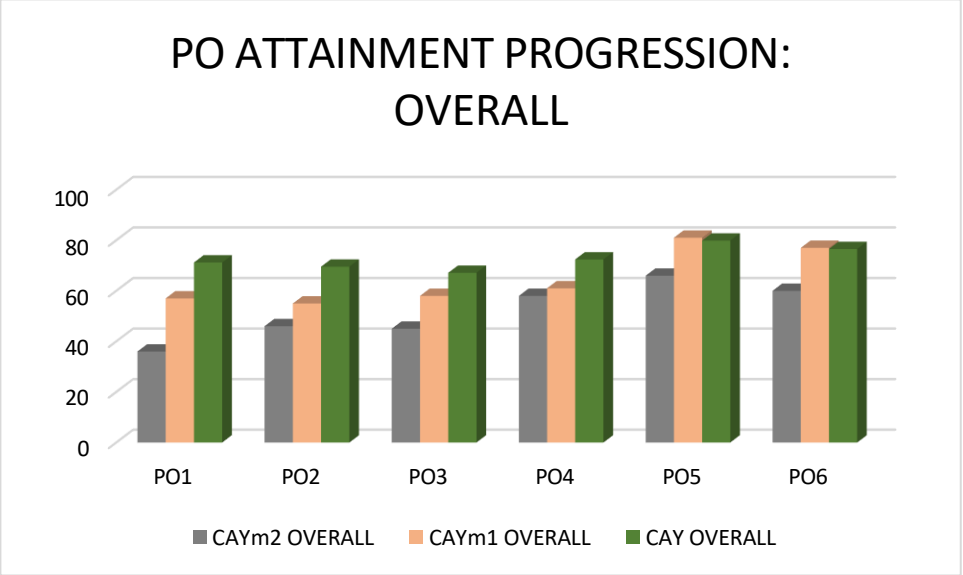
The way Beyond CAY. The school will re-evaluate the situation after it gets the score at the end of AY 2023-24 and then make changes if necessary.

Overall, the interventions carried out by the school has helped in progressing the PO attainment (see figures 10.1a and 10.1 b).

Figure 10.1 (a) & Figure 10.1 (b)



The chart below shows overall PO attainment.



10.2. Academic Audit and actions taken thereof during the period of Assessment (10)

Table 10.2 Academic Audit and actions taken

Audit Point	Action Taken
Competency enhancement to improve placements should be addressed	The school introduced training by Lifechefs for VC writing, GD and PI in the second year of training. Training by SAP labs has been tried out though it did not have a salutary effect. The program has been revamped completely from the current academic year after evaluating the effect of the above training. These initiatives are: Using the T-shaped professional model, a cohesive rationale and matching interventions have been included for generic and technical competency enhancement. This includes identifying one's purpose, and strengths using psychometrics and mapping these to job roles. Generic competency enhancement includes creating Individual Development Plan and executing it with the assistance of SOPs, Outbound Leadership Lab using Kolb's learning cycle and an adapted reflection diary, Microsoft Excel Expert certification and Power BI certification for all with scholarship for the Excel Expert and free training for Power BI, CV preparation intervention in the first year of study followed by GD and PI training in the first year of study, aptitude test training from the first year and continuing till the end of III semester, and refinement training to include communication, grooming, and one on one PI with assistance from the corporate. The technical competency enhancement for the first job role includes enhancing the number of electives to increase options, targeted talks and discussion for the career track, and doing at least two online courses and getting certification in the career track chosen by the student. The school promotes career tracks in Capital

	Market, Banking, Digital HR and HR Analytics, Sales and Distribution, Digital Marketing, and Logistics.
University Performance needs definite improvement and effort should be made to create a mark in the university. Tutorials to address the weak students which is in existence alone is not sufficient.	Concentrated effort was made to raise the level of students at two levels. One, greater success of those endowed with better academic acumen. This has shown initial signs of success with two rank holders among the top 10 university ranks in CAY. Identifying potential low performers and coaching them (more importantly motivating them with achievement orientation) has increased success in terms of increase in the pass percentage by 74.6%. The introduction of Parent-Teacher Meetings once in a semester (Semesters I to III) has been introduced and is expected to have a complimentary effect.
The OBT which is done every year should be more meaningful	The OBT has been renamed as Outbound Leadership lab with 7 objectives [1) Taking Initiative, 2) Handling Ambiguity, 3) Facilitating Team Cohesion, 4) Being Empathetic, 5) Self-confidence, 6) Supporting Others, and 7) Ability to accept feedback & criticism) and matching dairying system using the concept of Kolb's Learning cycle. The OBT has been now divided into two parts; one by an external trainer and the second by in-house trainers (currently Prof. Jayan and Dr. Baiju Samuel). This was done because the external trainers are often are wary of using advanced scientific tools such as dairying using Kolb's learning cycle.
Extension work – the school should have a focus area for extension work and it should note that the extension work should also have an intellectual contribution.	The FC has adopted UN SDGs 3, 4 and 5 for extension work and focus on these areas. Rather than confine to a mere action, the school has asked faculty to work on advocacy paper and point of view papers which can help the community in general. For example, analysis of the clientele in the medical camp should lead to creating a strategic plan to address this issue.

Introduction of cases in the classes	All faculty members have agreed to introduce cases in the courses.
Creating practical experience is a part of experiential learning. The school should focus more on this area.	Corporate talks and projects are an important way of gaining practical experience. These have been followed for a while now. From the ensuing academic year, it is proposed to include application exercises as part of the curriculum. For example, doing a stock market exercise, doing a study on the performance of banks, Johari Window etc.
Feedback of the students should be addressed	The school addresses the feedback of the students with focus and urgency. In addition to the mid-semester student feedback on focused action taken place, the school has introduced informal interaction with the student cohort to gain some insight. Though open feedback from the student community (feedback with the names of the feedback giver) can be very valuable, many students are not likely to be uncomfortable with this mode. Hence, the current system of anonymous feedback should continue but qualitative feedback on a conversation basis has been now included.

10.3 Improvement in Placement, Higher Studies and Entrepreneurship (10)

Table 10.3 Improvement in Placement, Higher Studies and Entrepreneurship

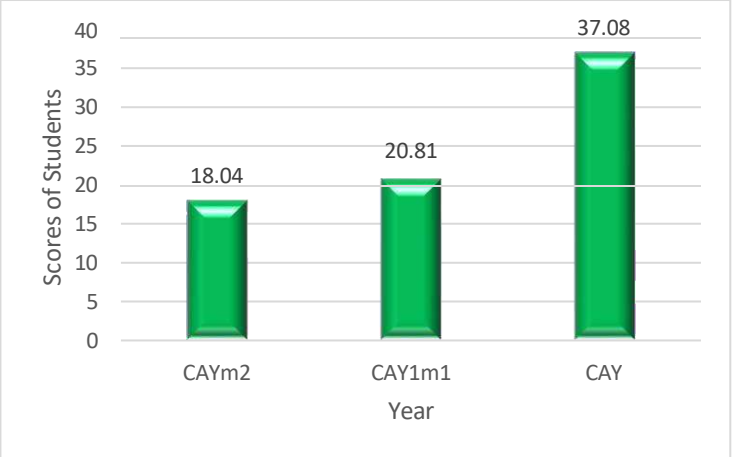
Item	CAY 2022-23	CAYm1 2021-22	CAYm2 2020-21
No of student placed (as a percentage of intake)	65%*	78%	74%
Average CTC in Lakhs per annum	5.4	4.8	3.72
Highest Pay in Lakhs per annum	10.2	8.4	8.4
Lowest Pay in Lakhs per annum	2.64	2.64	2..64

*CAY 2022-23 students opted for placements were 121 of 140. Hence percentage of placement calculated accordingly.

10.4 Improvement in Quality of Students admitted to the program.

The intake score computed based on the percentage submitted to the Admission Supervisory Committee has improved as given in the figure below.

Figure 10.4 Quality of students admitted to the program



Annexures to
DCSMAT, Vagamon SAR 2023

Sample Minutes of the BoG and Action Taken Report

(Refers to 2.1.1.1 (a)

MINUTES OF MEETING

BOARD OF GOVERNORS HELD ON 22-04-2022

In Attendance

1. Dr. Beena George, Dean, Cameroon School of Business - Chairperson
2. Shri. TP Sreenivasan,IFS Retd. Former Ambassador
3. Shri. Balagopal C, Chairman Federal Bank, Ex IAS
4. Dr. N. Ramachandran, Dean DCSMAT, Prof. IIM Kolkatta
5. Shri. Ajay Jacob, Director Jacobs Constructions USA
6. Shri. Ravi Deecee, Chief facilitator DCSMAT & CEO DC Books
7. Shri. Chandra P Shaker , Chairman Imax technologies
8. Dr Jayasankar Prasad C, Campus Director , DCSMAT Trivandrum
9.
10. Dr. Siva Prakash C S, Prof and Head, DCSMAT Trivandrum
11. Col. Jose KP Registrar , DC Group of Institutions
12. Dr Jyothi Vijayan Asso.Prof, DCSMAT Vgm
13. Dr. Sreekanth S V, Director , DCSMAT Vagamon **Secretary, Outgoing**
14. Dr. Elizabeth George , Principal DCCSMAT Vagamon – **Secretary, Incoming**

Leave of Absence

1. Shri. Harikrishnan R Nair, MD, Western India Cashew Company

The meeting started at 7 pm and after call to order, Dr. Beena, Chairperson, BoG, DCSMAT, Vagamon, thanked the members for their consent and participation to the board meeting.

Shri Ravi DC, Secretary DCKF, introduced the Members to the meeting. The Dr N Ramachandran, Dean DCSMAT set out the broad outlines for the advisory board in terms of advice on 1. The academic programs, 2. International collaborations and 3. The vision of Autonomy and Deemed university

Further a detailed presentation on the Agenda points was made and the floor opened to the members for deliberations and suggestions. The specific items like, consolidation of all programs under DC Group of Institutions under one university to gather sufficient credentials to claim the status of autonomous institution and further Deemed University status were discussed.

Chairperson appreciated the school for the conduct of the meeting and highlighted the following areas for consideration and discussion.

1. Change of Policies in Government (New Education Policy) throws up opportunities for growth and advancements and how we can leverage the same
2. Pandemic effects has been successfully overcome at the institutional level but its impact of the incoming students could continue for a while. Chairperson appreciated the fact that the school could successfully navigate the pandemic period.

Shri. TP.Sreenivas, former IFS officder, commented on the areas of his expertise where he could contribute and support the institution viz,

1. Introduction of international relations – Academic program to be augmented, added with a course on international relations as it is an integral part of Business today. No decision was taken on it though it was discussed.
2. Reg the vision of DC U, as a deemed university initiative, Shri TPS commented that the new educational policy suggests multi-disciplinary universities and there are also provision for Private Universities. The procedures for becoming a private University might be much faster compared to being a Deemed University and the differences if any between Deemed and Private are to be studied.
3. He suggested that DC puts in an application straight away and that h could offer his assistance and help in this regard as he was involved in the drafting of the policy.

C. Balagopal

1. Shri Balagopal pointed out that the expectations from the new Educational policy need to be looked at in the backdrop of the Crisis in Higher Education. He pointed out the lack of any scientific rationale for the insistence on 4-year graduation etc.
2. He touched upon the evolution of the concept of Liberal education, and that the essence of education is not job. He indicated that the current metrices for measuring educational institutions vis-à-vis placements , salaries etc. are not the right measure of education.
3. Shri Balagopal touched upon the powers of the governance bodies and indicated the need of a proper governance mechanism and structure so that the time spent by various experts are effectively utilised. He indicated that there should be clear guidelines on the periodicity of meetings, governance involvement and follow up on directions given by the committee.

Chandra P Shaker

1. Chandra appreciated the efforts of the school and mentioned the surge in Entrepreneurship among graduates as a post COVID trend, He indicated that his experience in the subject could be available for the institute through workshops/ sessions etc.

Ajay

1. Ajay reiterated the point on Governance to ensure advice to action.
2. He further brought out a critical deficiency in students from the state viz., Communication and soft skills. He highlighted the need to emphasise on these skills for a good placement and career. He indicated that Leadership skills, entrepreneurships skills are also required to be built into their curriculum.
3. He highlighted the need of 'Lifelong learning' and possibilities of people to do short terms courses on specific skill areas.

Shri Ravi DC informed the Board that there has been breaks/delays in the Advisory board meetings and this shall be addressed now with the periodicity of the Advisory Board being fixed as half yearly .

Dr. Beena enquired if the institute had any specific tasks to the board to which the following points were highlighted

1. Possibility of Additional academic programs.
2. faculty capacity improvement through Institutional collaboration with foreign universities.

Dr Beena pointed out that there are tools which could help track and report the status of decisions taken and gave an example of the Electronic goal tracking board – Goal scape. She cautioned the school that before launching new programs including Research and Doctoral programs a proper Market research be done and need established. The faculty development options in terms of consortium with international universities were very much possible and the same could be worked out in detail.

The Board authorised the CF to take necessary steps to realise the vision through the resolution proposed. A Quick summary of the directions by the committee are

Sl NO	Agenda Item	Description	Decision/Action plan
1	Vision DCU	Vision for Deemed University and the road map set	1. DC to work with TP Srinivasan for submitting an application for private university. 2. Continue the current action plan presented. 3. Create a detailed strategy Map for discussion in subsequent meetings.

2	Resolution	Authorisation of CF	The Board authorises CF to take appropriate decisions to implement action plan and realise the vision
3	Periodicity	Schedule of Meetings	The Board to meet once in 6 months if possible, until the process are set in motion Quarterly meetings may be arranged as per convenience of the members
4	Follow up	Suggestions by Members	The school to follow up with the members regarding their suggestions and offer to support and create concrete plans to be put before the sub committees and Board of Advisors

The Meeting concluded at 8 : 15 pm IST with a vote of thanks to all participants .

Annexure 2

CERTIFIED TRUE COPY OF RESOLUTION PASSED IN THE MEETING OF THE BOARD OF ADVISORS OF M/s DC GROUP OF INSTITUTIONS, HAVING ITS REGISTERED OFFICE AT KOTTAYAM, HELD ON 22 DAY OF APRIL 2022 AT 7 PM IST

RESOLVED THAT Shri Ravi Deecee, Chief facilitator , DC group of Institutions be and is/are hereby authorized to plan , execute and submit such applications, undertakings, agreements, Power of Attorney and other requisite documents, writing and deeds as may be deemed necessary or expedient to achieve the vision and goals set by the Advisory Board and give effect to this resolution.

For the BoG

Chairman , BoG

Certified true by:

22/04/23

Dr. Elizabeth George

Secretary Incoming

ACTION TAKEN RERPORT ON MINUTES OF MEETING

BOARD OF GOVERNORS HELD ON 22-04-2022

FILED BY DR. ELIZABETH GEORGE TO THE BoG THROUGH SECRETARY, DCKF AND THE SOICETY'S REPRESENTATIVE TO THE BoG ON 30.7.2022

Key Points Raised in the BoG meeting dated 22.4.2022

S. NO	Agenda Item	Description	Decision/Action plan
1	Vision DCU	Vision for Deemed University and the road map set	1. DC to work with TP Srinivasan for submitting an application for private university. 2. Continue the current action plan presented. 3. Create a detailed strategy Map for discussion in subsequent meetings.
2	Resolution	Authorisation of CF	The Board authorises CF to take appropriate decisions to implement action plan and realise the vision
3	Periodicity	Schedule of Meetings	The Board to meet once in 6 months if possible, until the process are set in motion Quarterly meetings may be arranged as per convenience of the members
4	Follow up	Suggestions by Members	The school to follow up with the members regarding their suggestions and offer to support and create concrete plans to be put before the sub committees and Board of Advisors

Action Taken on Key Points Raised in the BoG meeting dated 22.4.2022

Vision of Deemed University. The Govt. is still mulling the modalities of both 4 year UG programs and implementation of NEP. The state Govt. is slow in permitting the Deemed University status and prefers private universities in the state though no formal decision has been taken on this. Research and investigation indicated that the school should first focus on NBA and NAAC and enhance its accreditation as a prelude to seeking a university status. The issue will continue to receive the attention of the school.

Authorization of CF. No action required by the school. However, the school commenced its work to submit the documents to submit the SAR for NBA and work on NAAC re-accreditation, III cycle.

Schedule of Meeting. The schools is making effort to conduct meetings every six months.

Follow up the Suggestions by Members.

1. Change in Policies. This is being monitored though its progress of implementation would have to wait. The actions taken by the MG University is crucial before we take any decisions.

2. The effect of the pandemic continues on the student's academic culture. Student Ownership Program (SOPs) were directed to address this issue.

3. The introduction of International Relations was considered and it was felt that is an apt suggestion when we attain the university status.

4. Governance. Currently the school has a decentralized structure with the FC being at the center of the decision making, monitoring and execution. This has yielded good results. The BoG may appoint suitable supervisors to monitor this process though the FC reports regularly to the CF, Ravi DC through informal and formal channels.

5. Entrepreneurship. The school agreed to explore how this aspect can be energized further.

6. The challenge of communication and soft skills was acknowledged. The school explored this and came out with the T-shaped professional model which is highlighted in the Strategic plan. The ides to have a series of intervention directed at the generic competencies which form the horizontal portion of the T and technical competencies which form the vertical portion of T.

7. The school has introduced online course that are customized to students' interest area much like a course of independent study. This should bring in the basics of lifelong learning.

Dr. Elizabeth George

Secretary to the BoG

NAAC COMMITTEE

(Refers to 2.1.1.1 (B)

NAAC COMMITTEE

NAAC Criteria 1

NAAC CR No.	NAAC Particulars	Owner(s)
1.1	**Curricular Planning and Implementation**	Dr. Elizabeth George Dr. James Dr. Arun Vijay Prof. Rinu Mathew
1.1.1	The Institution ensures effective curriculum delivery through a wellplanned and documented process	
1.1.2	The institution adheres to the academic calendar including for theconduct of Continuous Internal Evaluation (CIE)	
1.1.3	Teachers of the Institution participate in following activities related tocurriculum development and assessment of the affiliating University	
1.2	**Academic Flexibility**	Dr. Elizabeth George Dr. James Dr. Arun Vijay Prof. Rinu Mathew
1.2.1	Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented	
1.2.1.1	Number of Programmes in which CBCS/ Elective course system implemented	
1.2.2	Number of Add on /Certificate programs offered during the year	
1.2.2.1	How many Add on /Certificate programs are added during the year.Data requirement for year: (As per Data Template)	
1.3	**Curriculum Enrichment**	Dr. Elizabeth George Dr. James
1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
1.3.2	Number of courses that include experiential learning through projectwork/field work/internship during the year	
1.3.3	Number of students undertaking project work/field work/ internships	
1.4	**Feedback System**	Dr. Arun Vijay Prof. Rinu Mathew Ms.Anila Dr. Jyothi Vijayan
1.4.1	Institution obtains feedback on the syllabus and its transaction at theinstitution from the following stakeholders Students Teachers Employers Alumni	
1.4.2	Feedback process of the Institution may be classified as follows	

NAAC Criterion 2

NAAC CR No.	NAAC Particulars	Owner(s)
	TEACHING LEARNING AND EVALUATION	
2.1	**Student Enrolment and Profile**	Prof. Jayan Prof. Rajisha R Ms.Anila Mr. Sreekanth
2.1.1	Enrolment Number, Number of students admitted during the year	
2.1.1.1	Number of students admitted during the year	
2.1.2	Number of seats filled against seats reserved for various categories(SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1	Number of actual students admitted from the reserved categories during the year	
2.2	**Catering to Student Diversity**	
2.2.1	The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
2.2.2	Student - Full time teacher ratio (Data for the latest completed academic year	
2.3	**Teaching - Learning Process**	
2.3.1	Student centric methods, such as experiential learning, participativelearning and problem solving methodologies are used for enhancing learning experiences	
2.3.2	Teachers use ICT enabled tools for effective teaching-learning process.Write description in maximum of 200 words	
2.3.3	Ratio of mentor to students for academic and other related issues(Data for the latest completed academic year)	
2.3.3.1	Number of mentors-Mentor-mentee ratio	
2.4	**Teacher Profile and Quality**	
2.4.1	Number of full time teachers against sanctioned posts during the year -HEI authenticated Data list	
2.4.2	Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Super speciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1	Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
2.4.3	Number of years of teaching experience of full time teachers in thesame institution (Data for the latest completed academic year)	

2.4.3.1	Total experience of full-time teachers	
2.5	**Evaluation Process and Reforms**	
2.6	**Student Performance and Learning Outcomes**	Dr. Jyothi Vijayan Prof. Rajisha R Prof. Reenu Jacob Mr. Joy
2.6.1	Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.	
2.6.2	Attainment of Programme outcomes and course outcomes areevaluated by the institution	
2.6.1	Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.	
2.6.2	Attainment of Programme outcomes and course outcomes areevaluated by the institution	
2.6.3	Pass percentage of Students during the year	Dr. Jyothi Vijayan Prof. Rajisha R Prof. Keerthi Prof. Anjitha Arun
2.6.3.1	Total number of final year students who passed the universityexamination during the year	
2.7	**Student Satisfaction Survey**	Dr. Jyothi Vijayan Prof. Akhil B Vijayan
2.7.1	Student Satisfaction Survey (SSS) on overall institutional performance(Institution may design its own questionnaire) (results and details need to be provided as a weblink)	

NAAC Criterion 3

NAAC CR No.	NAAC Particulars	Owner(s)
	RESEARCH, INNOVATIONS AND EXTENSION	
3.1	**Resource Mobilization for Research**	Prof. Rani Augustine Dr. Muhammed Ashiq Dr. Jyothi Vijayan
3.1.1	Grants received from Government and non-governmental agencies forresearch projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1	Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INRin Lakhs)	
3.1.2	Number of teachers recognized as research guides (latest completed	

	academic year)	
3.1.2.1	Number of teachers recognized as research guides	
3.1.3	Number of departments having Research projects funded bygovernment and non government agencies during the year	
3.1.3.1	Number of departments having Research projects funded bygovernment and nongovernment agencies during the year	
3.2	**Innovation Ecosystem**	Prof. Rani Augustine Dr. Muhammed Ashiq Dr. Jyothi Vijayan
3.2.1	Institution has created an ecosystem for innovations and hasinitiatives for creation and transfer of knowledge	
3.2.2	Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year	
3.2.2.1	Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year	
3.3	**Research Publications and Awards**	Prof. Rani Augustine
3.3.1	Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1	How many Ph.Ds registered per eligible teacher within the year	
3.3.2	Number of research papers per teachers in the Journals notified onUGC website during the year	
3.3.2.1	Number of research papers in the Journals notified on UGC websiteduring the year	
3.3.3	Number of books and chapters in edited volumes/books publishedand papers published in national/ international conference proceedings per teacher during the year	
3.3.3.1	Total number of books and chapters in edited volumes/books published and papers in national/ international conferenceproceedings year wise during year	

3.4	**Extension Activities**	
3.4.1	Extension activities are carried out in the neighbourhood community,sensitizing students to social issues, for their holistic development, and impact thereof during the year	
3.4.2	Number of awards and recognitions received for extension activitiesfrom government / government recognized bodies during the year	
3.4.2.1	Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year	Prof. Rani Augustine Dr. Muhammed Ashiq
3.4.3	Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.4.3.1	Number of extension and outreach Programs conducted in collaboration with industry, community and Non-Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
3.4.4	Number of students participating in extension activities at 3.4.3. above during year	
3.4.4.1	Total number of Students participating in extension activities conducted in collaboration with industry, community and Non-Government Organizations such as Swachh Bharat, AIDs awareness,Gender issue etc. year wise during year	
3.5	**Collaboration**	
3.5.1	Number of Collaborative activities for research, Faculty exchange,Student exchange/ internship during the year	
3.5.1.1	Number of Collaborative activities for research,	

	Faculty exchange,Student exchange/ internship year wise during the year	Prof. Rani Augustine Dr. Muhammed Ashiq
3.5.2	Number of functional MoUs with institutions, other universities,industries, corporate houses etc. during the year	
3.5.2.1	Number of functional MoUs with Institutions of national, internationalimportance, other universities, industries, corporate houses etc. year wise during the year	

NAAC Criterion 4

NAAC CR No.	NAAC Particulars	Owner(s)
4	**INFRASTRUCTURE AND LEARNING FACILITIES**	
4.1	**Physical Facilities**	
4.1.1	The Institution has adequate infrastructure and physical facilities forteaching- learning. viz., classrooms, laboratories, computing equipment etc.	Mr.Ram Sundar Mr. Benny Mr. Sebastian
4.1.2	The Institution has adequate facilities for cultural activities, sports,games (indoor, outdoor), gymnasium, yoga centre etc.	
4.1.3	Number of classrooms and seminar halls with ICT-enabled facilitiessuch as smart class, LMS, etc.	
4.1.4	Expenditure, excluding salary for infrastructure augmentation duringthe year (INR in Lakhs)	
4.1.5	Expenditure for infrastructure augmentation, excluding salary duringthe year (INR in lakhs)	
4.2	**Library as a Learning Resource**	Mr. Benny Mr.Ram Sundar Mr. Sebastian
4.2.1	Library is automated using Integrated Library Management System (ILMS)	
4.2.2	The institution has subscription for the following e-resources e- journals eShodhSindhu Shodhganga Membership ebooks DatabasesRemote access to e-resources	
4.2.3	Expenditure for purchase of books/e-books and subscription tojournals/e- journals during the year (INR in Lakhs)	
4.2.3.1	Annual expenditure of purchase of books/e-books and subscription tojournals/ejournals during the year (INR in	

	Lakhs)	
4.2.4	Number per day usage of library by teachers and students (foot fallsand login data for online access) (Data for the latest completed academic year)	
4.2.4.1	Number of teachers and students using library per day over last one year	
4.3	**IT Infrastructure**	Mr. Sebastian. Mr. Benny Thomasm, Mr.Ram Sundar Prof. Prajith PK
4.3.1	Institution frequently updates its IT facilities including WiFi	
4.3.2	Number of Computers	
4.3.3	Bandwidth of internet connection in the Institution	
4.4	Maintenance of Campus Infrastructure	
4.4.1	Expenditure incurred on maintenance of infrastructure (physical andacademic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1	Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary componentduring the year (INR in lakhs)	
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library,sports complex, computers, classrooms etc.	

NAAC Criterion 5

NAAC CR No.	**NAAC Particulars**	**Owner(s)**
	STUDENT SUPPORT AND PROGRESSION	
5.1	**Student Support**	
5.1.1	Number of students benefited by scholarships and free ships provided bythe Government during the year	
5.1.1.1	Number of students benefited by scholarships and free ships provided bythe Government during the year	
5.1.2	Number of students benefitted by scholarships, free ships etc. providedby the institution / non- government	

	agencies during the year	Dr. Muhammed Ashiq Prof. Reenu Jacob Ms.Asha Fenn Dr. Baiju PSamuel Mr. Benny
5.1.2.1	Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
5.1.3	Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communicationskills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	
5.1.3	Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communicationskills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	
5.1.4	Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution during theyear	
5.1.4.1	Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
5.1.5	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zerotolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate Committees	
5.2	**Student Progression**	Dr. Muhammed AshiqProf. Prajith PK Prof. Sanesh PV
5.2.1	Number of placement of outgoing students during the year	
5.2.1.1	Number of outgoing students placed during the year	
5.2.2	Number of students progressing to higher education during the year	
5.2.2.1	Number of outgoing student progression to higher education	
5.2.3	Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/TOEFL/ Civil Services/State government examinations)	

5.2.3.1	Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/Civil Services/ State government examinations) during the year	
5.3	**Student Participation and Activities**	Dr. Muhammed Ashiq Prof. Reenu Jacob Prof. Prajith PK Prof. Sanesh PVDr. Baiju P Samuel
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level(award for a team event should be counted as one) during the year	
5.3.1.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level(award for a team event should be counted as one) during the year.	
5.3.2	Institution facilitates students' representation and engagement in various administrative, cocurricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
5.3.3	Number of sports and cultural events/competitions in which students ofthe Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1	Number of sports and cultural events/competitions in which students ofthe Institution participated during the year	
5.4	**Alumni Engagement**	Dr. Joby Jose Prof. Neeraj Unnithan Prof. Akhil B Vijayan
5.4.1	There is a registered Alumni Association that contributes significantly tothe development of the institution through financial and/or other support services	
5.4.2	Alumni contribution in Lakhs (INR)	

NAAC Criterion 6

NAAC CR No.	NAAC Particulars	Owner(s)
	GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1	**Institutional Vision and Leadership**	
6.1.1	The governance of the institution is reflective of and in tune with thevision and mission of the institution	
6.1.2	The effective leadership is visible in various institutional	

	practices such asdecentralization and participative management.	Dr. Sruthi Vijayakrishnan Dr. Elizabeth George Dr. James
6.2	**Strategy Development and Deployment**	
6.2.1	The institutional Strategic/ perspective plan is effectively deployed	
6.2.2	The functioning of the institutional bodies is effective and efficient asvisible from policies, administrative setup, appointment and service rules, procedures, etc.	
6.2.3	Implementation of e-governance in areas of operation AdministrationFinance and Accounts Student Admission and Support Examination	
6.3	**Faculty Empowerment Strategies**	
6.3.1	The institution has effective welfare measures for teaching and non-teaching staff	
6.3.2	Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1	Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professionalbodies during the year	
6.3.3	Number of professional development /administrative training programsorganized by the institution for teaching and non-teaching staff during the year	
6.3.3.1	Total number of professional development /administrative training Programmes organized by the institution for teaching and non-teachingstaff during the year	
6.3.4	Number of teachers undergoing online/face-to - face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1	Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course,Short Term Course during the year	
6.3.5	Institutions Performance Appraisal System for teaching and non-teaching staff	

6.4	**Financial Management and Resource Mobilization**	Mr. Benny Dr. James
6.4.1	Institution conducts internal and external financial audits regularly Enumerate the various Page 47/124 27 2023 11:33:17 Self Study Reportof DC SCHOOL OF MANAGEMENT AND TECHNOLOGY internal and external financial audits carried out during the year with the mechanismfor settling audit objections within a maximum of 200 words-2	
6.4.2	Funds / Grants received from non-government bodies, individuals,philanthropers during the year (not covered in Criterion III)	
6.4.2.1	Total Grants received from non-government bodies, individuals,Philanthropers during the year (INR in Lakhs)	
6.4.3	Institutional strategies for mobilization of funds and the optimalutilization of resources	
6.5	**Internal Quality Assurance System**	Dr. Wranton Perez R Dr. James
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly forinstitutionalizing the quality assurance strategies and processes	
6.5.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervalsthrough IQAC set up as per norms and recorded the incremental improvement in various activities	

NAAC Criterion 7

NAAC CR No.	NAAC Particulars	Owner(s)
	INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1	**Institutional Values and Social Responsibilities**	
7.1.1	Measures initiated by the Institution for the promotion of gender equityduring the year	
7.1.2	The Institution has facilities for alternate sources of energy and energyconservation measures Solar energy Biogas plant Wheeling to the Grid Sensorbased energy conservation Use of LED bulbs/ power efficientequipment	
7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non-waste management Waste recycling system	

	Hazardous chemicals and radioactive waste management -degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management	Dr. Wranton Perez R Dr. James Dr. Elizabeth George Dr. Kuppachi Sreenivas
7.1.4	Water conservation facilities available in the Institution: Rain waterharvesting Bore well /Open well recharge Construction of tanks andbunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
7.1.5	Green campus initiatives include	
7.1.5.1	The institutional initiatives for greening the campus are as follows:	
	1.Restricted entry of automobiles	
	2.Use of bicycles/ Battery powered vehicles	
	3.Pedestrian friendly pathways	
	4.Ban on use of plastic	
7.1.6	Quality audits on environment and energy are regularly undertaken by the institution	
7.1.7	The Institution has disabled-friendly washrooms Signage including tactilepath, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screenreading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of readingmaterial, screen reading-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled	
7.1.8	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
7.1.9	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in thisregard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code A. All of the above Page 62/124 27-2023 11:33:17 Self Study Report of DC SCHOOL OF MANAGEMENT AND TECHNOLOGY of Conduct Institution organizes professional ethics programmes for students, teachers,	

	administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized-2	
7.1.11	Institution celebrates / organizes national and internationalcommemorative days, events and festivals	
7.2	**Best Practices**	Dr. Wranton Perez R Dr. Kuppachi Sreenivas Dr. James Dr. Elizabeth George
7.2.1	Describe two best practices successfully implemented by the Institutionas per NAAC format	
7.3	**Institutional Distinctiveness**	
7.3.1	Portray the performance of the Institution in one area distinctive to itspriority and thrust within 200 words	
7.3.2	Plan of action for the next academic year	

SERVICE RULES

(Refers to 2.1.1.2

DCSMAT INSTITUTIONS

Manual for Staff

(Updated August 2012)

Prepared by :

DC KIZHAKEMURI FOUNDATION

D C Kizhakemuri Edam, Good Shepherd Street, Kottayam 686 001, Kerala

Phone : 0481-2563114, 2301614

DCSMAT/CO/ADM/R 014

Contents

Genuine Teachers have great passion 6

1. DCSMAT Is a great place to build your brand 7

2. About DCSMAT Institutions 8

3. Facilities and Services 10
   - 3.1 Our Campuses 10
   - 3.2 Accommodation 10
   - 3.3 Library & related facilities 11
   - 3.4 Telephone and Internet 11
   - 3.5 Cafeteria 11
   - 3.6 Room Service 12
   - 3.7 Vehicles 12
   - 3.8 Energy Conservation & Environment 12
   - 3.9 Laundry Service 12
   - 3.10 Guest House 12
   - 3.11 Security 13
   - 3.12 Accidental Insurance 13
   - 3.13 Kiosk 13
   - 3.14 Coffee Shop 13
   - 3.15 ATM 13
   - 3.16 Recreation & Staff Club 13

4. Conduct and Responsibilities 14
   - 4.1 Conduct & Discipline 14
   - 4.2 Dress Code 14
   - 4.3 Responsibilities 15
   - 4.4 Academics 15
   - 4.5 Co-curricular/Extra Curricular Activities 17
   - 4.6 Club Activities. 17
   - 4.7 Students Ownership Programme (SOP) 17
   - 4.8 Students Placement Cell 18

4.9 Project Work 19
4.10 Library & Research 19

5. Rules and Regulations 20
5.1 Appointments 20
5.2 Performance Appraisal 21
5.3 Leave Rules 24
5.4 Public Holidays 25
5.5 Procedure for availing Leave/CO/WO/OD etc (Teaching Staff) 25
5.6 Procedure for availing Leave/CO/WO/OD etc (Non Teaching Staff) 25
5.7 General Rules-Leave/Absences 26
5.8 Pay Roll 29
5.9 Rules for Compensatory Off/Weekly Off 29
5.10 Rules for Paid Consulting 29
5.11 Attendance 30
5.12 Absence regularization 31
5.13 Office Hours 31
5.14 Policy Matters 31
5.15 Identity Cards 31
5.16 Issue of Certificates 32
5.17 Salary 32
5.18 Resignation 33
5.19 Reimbursement TA/D.A/Vehicle expenses for official purposes. 33
5.20 Rules for Nominating Teachers for FDP, Seminars, Workshops etc 34
5.21 Curriculum, PGP Rules, Students Assessments etc. 36
5.22 Common Rules 36

6 Communications 37
6.1 Staff meetings 37
6.2 E-Mail 37
6.3 E Mail Etiquette 37

7 Staff Data Sheet 40

8 Declaration 43

9 Joining Report 44

Foreword

This Handbook has been designed to give you, an overview of the Institution and essential information. It also shares with you the institution's guidelines on conduct and individual responsibilities.

Rules and regulations are formulated to make your life comfortable and enjoyable at DCSMAT.

It is the mission of DCSMAT to create leaders out of teachers. Leadership is based mainly on discipline, dedication, decision making, direction, daring, discovering, continues learning, hard work, being proactive, boldness, creativity, mentoring etc. All rules and regulations of DCSMAT given in this book are aimed at giving opportunities for all to develop these qualities.

"Passion is the key to realize the impossible". Let us drive forward and stretch ourselves to make DCSMAT a great Institution.

Warm regards,

Ravi Deecee
Secretary
DC Kizhakemuri Foundation

Genuine teachers have great passion

They:

- Take pride in work and show a personal commitment to quality.
- Reach out for responsibility
- Anticipate, and don't wait to be told what to do
- Show initiative
- Do whatever it takes to get the job done
- Get involved fully and don't just stick to their assigned role
- Are always looking for ways to make things easier for those they serve.
- Are eager to learn as much as they can about everything they do
- Really listen to the needs of those they serve
- Learn to understand and think about the problems of students and evolve the right solutions.
- Are excellent team players and can be trusted with confidence.
- Are honest, trustworthy and loyal
- Are always open to constructive critiques on how to improve

Professionalism is predominantly a harmonies combination of "right attitude" and "set of competencies"

DCSMAT *expects all the teachers to develop these qualities.*

1

DCSMAT IS A GREAT PLACE TO BUILD YOUR BRAND

- Be a great teammate and a supportive colleague.
- Be passionate about your work and make others know that you are excellent in your particular task/job.
- Finish the task assigned to you on time with exceptional quality.
- Be proactive and discuss your views on improving things with your peers and seniors.
- Bring in innovations into your teaching/projects/tasks to make it more efficient.
- Be a good reader of books, journals and business newspapers.
- Be a good role model for all the students.
- Love your work and enjoy every moment of it.
- Love your students and take care of them and make them good human beings.

"Ask not what DCSMAT can do for you
Ask what you can do for DCSMAT"

Adaptation from President Kennedy's speech

2

ABOUT DCSMAT INSTITUTIONS

2.1 DC School of Management and Technology Institutions, promoted by DC Books and DC Kizhakemuri Foundation, are pioneering institutions in the field of Management/Media / Printing Technology.

2.2 The DC Kizhakemuri Foundation is a tribute to DC Kizhakemuri, an ardent freedom fighter, social activist, writer, teacher and a publisher. He was awarded Padmabhushan by the Government of India in 1999. The Foundation aims to emulate what DC Kizhakemuri did in his lifetime - enrich the world of letters and foster socio-economic growth. The Foundation is in the process of setting up a deemed university, which will co-ordinate all its activities and open new centers of academic excellence.

2.3 At present DC Kizhakemuri Foundation has five schools under its umbrella which are as follows:-

S No	Name & Address of the Institute	Courses Offered	Approved by
1	DC School of Management and Technology, One School Avenue, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	MBA	AICTE, Affiliated to Mahatma Gandhi University
2	DCSMAT Media School, KINFRA Film and Video Park, Sainik School P.O, Kazhakuttam, Trivandrum-695585, Kerala	PGDM	AICTE

3	DCSMAT Business School, DC County, Pullikkanam P.O, Vagamon, Idukki-685503, Kerala	PGDM	AICTE
4	DCSMAT Printing School, DC Kizhakemuri Edam, Good Shepherd Street, Kottayam-686001, Kerala	Certificate Course in Printing Technology	KGTE (Kerala Government Technical Examinations)
5	DC School of Management and Technology, KINFRA Film and Video Park, Sainik School P.O, Kazhakuttam, Trivandrum-695585, Kerala	MBA	AICTE, Affiliated to University of Kerala

3

FACILITIES AND SERVICES

3.1 Our Campuses

3.1.1 Vagamon Campus

Vagamon is a wonderful little hamlet surprisingly resembling the Scottish countryside; dotted with Tea and Spice plantations and an immensely successful Indo-Swiss Dairy project at Kurisumala (hill with the cross) its biggest pride and joy! The nearest International Airport is just 75 Kilometres away at Kochi – the commercial capital of Kerala.

3.1.2 Trivandrum Campus

The Trivandrum campus is located in the KINFRA Film and Video Park at Kazhakkoottam. The Film and Video Park, which is first of its kind in India, It is the right environment for a B-School to function. The sprawling campus located sufficiently away from the hustle and bustle of the city will provide a serene atmosphere for academic and intellectual development.

3.2 Accommodation

3.2.1 DCSMAT will try to accommodate all its staff under their housing programme during their tenure with DCSMAT. The accommodation facilities are only available at DCSMAT Pullikkanam at present. All staff members are required to stay on campus so that they can make themselves available in case any official work demands their presence.

3.2.2 Available apartments as well as studio apartments will be given to the staff on the discretion of the Management. Family accommodation will be provided to those who really bring their family. For apartments, unfurnished accommodation is offered. In case of necessity staff members are required to accept shared accommodation. Staff members are required to bring all the

furnitures & equipments like cot, table, chair, fan, Television etc. Also the additional facilities, if any shall be at the expense of the staff themselves.

3.2.3 Staff will have to pay utility charges as specified by the Management from time to time. A subsidized rent and furnishing charges, as decided by the Management, will be levied for the new apartment block next to C Block. Staff members are free to appoint servants for House Keeping, Kitchen etc.

3.3 Library & related facilities

3.3.1 The DCSMAT library has a variety of sizeable collection of books and adds a large collection of books annually. Apart from these, we also subscribe to all leading journals/magazines, e-journals, leading newspapers etc.

3.3.2 Members of the families of DCSMAT can also make use of the library. They can also borrow books as per the Library rules. Members can borrow 15 books in a month from the Library. A fine of Rs.5/- per day will be charged after the due date.

3.3.3 Periodical publications and newspapers are not issued from the library.

3.4 Telephone and Internet

3.4.1 The campus has excellent communication facilities with a dedicated BSNL Tower, Reliance Tower and Idea Tower for mobile connectivity. Also the staff members can apply for the BSNL & Reliance landline connections. The bills will be at the cost of the concerned staff members. Staff members are not permitted to make personal calls from official phones. If the facility is used in emergency cases, a fixed rate will be applicable.

3.4.2 The campus is a Wi-Fi campus. This can be fully utilized and there is internet connectivity even in the apartments.

3.5 Cafeteria

3.5.1 The campus cafeteria offers excellent vegetarian and non-vegetarian food in a variety of cuisines. Since we have a self-

service system, food and other items will not be provided in the apartments. Restaurant facility is also available in the cafeteria as per the allotted timings. Food expenses are to be met by the staff members as per the rate applicable.

3.6 Room Service

In extreme emergencies and in special cases food will be made available to the faculty for a certain period. The minimum amount charged for the same will be Rs.500/- per month per person (Two meals a day)

3.7 Vehicles

The College vehicles are available for official purposes. Vehicles, if free, will be available for private use in emergencies and it will be charged as per the market rates of taxi. Any other expenses including driver's bata will be extra.

3.8 Energy Conservation & Environment

In order to ensure the judicious use of natural resources like water, the staff members are expected to take care that no water taps etc are left open unnecessarily in the apartments/office and also check for wastage of water and electricity. The Campus is to be kept as a plastic free zone by not throwing around plastic covers and other plastic materials.

3.9 Laundry Service

Laundry Service is provided at an affordable price to all. Laundry Service Counter at the Kiosk will be the delivery and pick-up point for Laundry. Washing machines for self-wash is kept separately. The facility can be availed by paying a nominal amount.

3.10 Guest House

Guest Rooms are available for the relatives of staff. Rate tariff is available at the Corporate Office. Prior reservation has to be made with the Estate Department for availing the guest rooms. In case an official guest will have to be accommodated, the pre-reservation will be withdrawn.

3.11 Security

DCSMAT has appointed well-trained security personnel for the safety of the institution, students and staff. The security staff maintains a movement register in which all those who seek permission to enter the campus or go out of the campus are required to make an entry. Keep your rooms locked and make sure that external doors to residential areas are locked.

3.12 Accidental Insurance

Staff and students will be covered under accidental insurance schemes.

3.13 Kiosk

KIOSK, the mini market place offers an extensive collection of stationery, gift, souvenirs and other articles for the DCSMAT community. KIOSK also has a haircut and dressing salon, photocopying facility and spiral binding facility.

3.14 Coffee Shop

An exclusive coffee shop for students and staff is functioning inside the campus. Coffee, Snacks, Fruits etc are served at the shop.

3.15 ATM

DCSMAT has a State Bank of India ATM at the campus. All staff and students can make use of this facility.

3.16 Recreation & Staff Club

The campus provides facilities for basketball, volleyball, badminton, table tennis etc. The campus has a staff club managed by a staff coordinator. A nominal amount will be deducted from the salary for staff club. This amount will be used for celebrating the birthdays, other informal gatherings, pleasure trips and other club activities by the Staff Club.

4

CONDUCT AND RESPONSIBILITIES

4.1 Conduct & Discipline

4.1.1 Every staff of DCSMAT is expected to conduct himself/herself in a manner that enhances the Institution's reputation and name. DCSMAT values fairness, integrity, dignity, discipline and courtesy in each person's behavior.

4.1.2 Each staff is personally responsible for adherence to the laws in his/her range of work. Failure to do so will invite disciplinary actions.

4.1.3 All staff must behave in a professional manner to superiors, colleagues and students while in campus & outside. All matters pertaining to DCSMAT is kept totally confidential. No papers, details or communication of DCSMAT should be given outside without prior consent of the concerned authority.

4.1.4 No staff member (teaching/non teaching) is allowed to involve in any anti establishment activities (Through any mode of communication). If this happens the person or persons involved will face disciplinary action.

4.2 Dress Code

4.2.1 Staff members are required to wear formal dresses while on duty. The following dress code is to be adopted. This is to bring in more professionalism and decency in appearance, which is very important in corporate life. Teachers should be role models for the students.

Monday to Friday	**For Men**	Formal dress with tie & formal shoes
	For Women:	Formal dress (Saree/Salwar Kameez (with duppatta)
Saturday	**For All**	Decent Semi Formals

4.3 Responsibilities

4.3.1 All teaching staff members are required to carry out administrative duties in addition to regular academic work assigned from time to time.

4.3.2 Any staff may be assigned work related to admission process/ examination process/placement process or process related to AICTE/NBA/NAAC/any other accreditation or grading agencies or any other relevant area. The assigned work should be taken up by the individuals and the allotted work should be completed on or before the prescribed date.

4.3.3 If any member of the staff refuses to take up any duty (academic/ administrative) assigned to him/her without any substantial reason, he/she will attract disciplinary action.

4.4 Academics

4.4.1 Every faculty member is required to adhere to the academic calendar, issued at the beginning of the academic year. The Activity Integration and Monitoring Center (AIM) will be responsible for fixing timetable, inviting guest faculty and arranging classes as per schedule. The AIM Centre will give in writing the work schedule to every faculty member counter signed by the Director. Any change in the schedule, if necessary can be done only in consultation with the AIM Centre. Every coordinator should submit a brief report of the activities of the students both at the general level and SOP level every Monday morning, in the prescribed format to the Director.

4.4.2 The coordinator should ensure that the SOP owners prepare the progress (academic and extracurricular) of their wards and sent to the parents by the end of every trimester (the date will be decided in the staff meeting which will be held just before the end of the trimester)

4.4.3 The class coordinator should ensure that the batch under him/ her is effectively trained with the support of the team DCians. Special credits will be awarded to the coordinators of the batches for their performance, which will reflect in their salary revision.

Parameters will be decided by the Managing Committee at the time of performance appraisal every year.

4.4.5 As and when required the faculty members will have to take classes in other DCSMAT institutions. Travel and accommodation expenses incurred if any, will be reimbursed.

4.4.6 As it is necessary to regulate the academic environment of DCSMAT, every teaching staff is required to be present in the campus (Cabin/Class rooms/Library) from 9.30 AM to 5.30 PM with a lunch break of one hour from 1.00 PM to 2.00 PM.

4.4.7 Every teacher should handle two papers in every semester. If a teacher is assigned only one paper (for some technical reasons) he/she will be assigned some meaningful work, which should be finished within the stipulated time. This work could be academic or administrative in nature. The management has got the right to ask any teacher to engage more number of hours/subjects in case of necessity considering the work pattern/schedule in every semester.

4.4.8 The management has the right to videograph/record the teaching sessions with an intention to effect corrective measures and also to evaluate on a case-by-case basis.

4.4.9 Every teacher is expected to permit his/her colleagues or external educational specialists to sit in his/her class. This will help in peer evaluation and also help to boost the confidence of the teachers.

4.4.10 All faculty members have to attend the evening sessions and should actively participate in the discussions. This is to encourage the students and also to guide them in the presentation techniques.

4.4.11 Faculty presentations should be done on every Tuesday without fail. All the faculty members should be present during the presentation. The schedule for this should be fixed by the staff coordinator for every month.

4.4.12 There will be a staff council to discuss important matters pertaining to the courses. This will consist of Director, Dean, Senior Professors and the Coordinators.

4.4.13 ll faculty members are expected to actively cooperate in enforcing discipline. This includes prevention of ragging, alcoholic consumption and misbehavior of any kind by the students.

4.5 Co-curricular/Extra Curricular Activities

4.5.1 At least a total of four MDP's/FDP's/Seminars should be conducted by the teachers of the four streams (Marketing, Finance, HR & Systems) or any other specific relevant area. The Director is empowered to coordinate the faculty of these departments to conduct this every academic year.

4.5.2 Every faculty member should assume leadership roles in extracurricular activities like clubs, cultural activities etc. No faculty member/staff can refuse to take up any academic/ administrative work that is assigned to him/her without any substantial reason. Any refusal like this will be taken as a disciplinary issue.

4.6 Club Activities.

Every faculty members will have to be part of one of the campus clubs as faculty coordinator/coordinator and should ensure that the clubs are active and vibrant. A record should be kept about the activities, which will be reviewed every 45 days in a staff meeting. Further, it is the joint responsibility of faculty members to conduct Luminance, DCQC, Convocation or any other general functions or celebrations organized by the College.

4.7 Students Ownership Programme (SOP)

4.7.1 This is a unique programme, which gives freedom and power to every teacher to guide, to groom, and to contribute to all the students in the group and it will be a great value addition not only to the students but also to the teachers. In fact, the Management of DCSMAT (which is a fully residential institute) considers SOP as the most important unit in the whole process of academics and extracurricular activities of the Institute.

4.7.2 Every teacher will be assigned a number students (ranging from 10 to 15) in the first year itself for the SOP programme. The concerned teacher will be fully responsible for the successful completion of the course of every student in their group. The academic and administrative system of DCSMAT will fully support the SOP owner to accomplish this.

4.7.3 The SOP owner is also expected to keep in touch with the parents of the students on a regular basis. Every teacher is expected to keep a complete record of the performance of every student in their group. Every teacher should continuously monitor the attendance, performance in examinations and tests, extra curricular activities, discipline and overall improvement. All these should be recorded in separate file given to the SOP owner.

4.7.4 The performance and the accomplishments of students in each group will be considered during the performance appraisal of the teacher.

4.7.5 SOP is given much importance in the whole academic process and the teacher is expected to take full charge of all the activities of the students, right from the beginning till he gets placement.

4.7.6 Student ownership programme is unique and offers great opportunity for every committed teacher to groom 10 or 15 students to become excellent professionals and excellent human beings. Make them love you and earn their respect by giving them whatever you can in terms of advice, motivation, ideas and career counseling. All support in this regard will be given to the teacher by the management.

4.7.7 The coordinator should convene a meeting of SOP owners every 15 days in the presence of the Head of the Institution to review the progress achieved. Separate minutes should be kept about the meetings and the minutes should be forwarded within 2 days to the Head of the Institution.

4.7.8 The best SOP owner and his/her group will be honored based upon the performance (academics and extracurricular), which will be assessed by an appointed committee.

4.8 Students Placement Cell

4.8.1 The coordinator, SOP owners and the placement officer (placement cell) should work together in all respects to make the placement process effective and successful.

4.8.2 The coordinators and the SOP owners should motivate and guide the students in the placement process along with the placement officer.

4.8.3 The faculty members who are in the placement committee should attend all meetings concerned with placements so that

the process becomes effective. The minutes of every placement committee meetings should be signed and recorded.

4.8.4 The Manager (Corporate Relations) who is in charge of placement should ensure that mails regarding the number of placements (with the name of the companies) are sent to all DCians on a regular basis. This is to ensure that the whole institution is updated with the information regarding placement.

4.8.5 The Manager (Corporate Relations) can depute any member of the staff who has been nominated to the Placement Cell for any placement related work with the prior permission from the Director/Head of the Institution.

4.9 Project Work

4.9.1 When the students go for any project work, the project guide should brief them about what to do in the project and also guide the students to equip themselves with sufficient knowledge of the company where they are going for the project.

4.9.2 The project guide in coordination with the coordinator of the course should be continuously in touch with the students whom they guide.

4.9.3 The coordinator of the course is empowered to allot certain number of students to all the teachers in the respective discipline for the project work.

4.10 Library & Research

4.10.1 All teachers should try to publish articles in Journals (Both National and International) every year. Those who publish articles in accepted and referred journals will be given cash incentives.

4.10.2 Every teacher should present at least two articles to research committee for peer evaluation. One is on or before 31st December and other one is on or before 31st May every year. The best paper will be considered for commendation and incentive.

4.10.3 Every faculty member should ensure that the students are given regular meaningful assignments to use e-journals, books etc.

5

Rules and Regulations

5.1 Appointments

5.1.1 The employment status of each person working with DCKF/ DCSMAT can be any of the following- a Trainee, Contract employee, probationer or a confirmed employee. Minimum one year training/ contract employment is required before a person is taken as a probationer. Before confirmation, completion of two years of successful probation is needed. However, for those with more than 10 years experience, the one year training/ contract employment is not applicable.

5.1.2 All appointments of teaching and non-teaching staff are done by H R Department at the Head Office of DC Kizhakemuri Foundation on the recommendations of the staff selection committee.

5.1.2 All appointments shall be subject to transfer to other institutes of DCKF.

5.1.3 Staff members are required to submit the following documents to the administrative office at the time of arrival at DCSMAT Campus for joining.

1. Original Appointment Order.
2. One page bio data with passport size photograph.
3. Three Passport size photographs.
4. Originals of the following certificates (certificates will be returned after verification):-
   - ♦ SSLC/Equivalent (For address proof)
   - ♦ Original Degree Certificates & Mark lists.
   - ♦ Proof of P.G and other higher qualifications.
   - ♦ Proof of Experience, if any
5. Attested (by a gazatted officer) photocopies of the above mentioned certificates.

6. Data sheet of Staff Hand Book should be signed for having read and understood..
7. Joining Report (Format is attached)
8. Relieving order from the previous employer
9. Salary Certificate from the previous employer with the details of last drawn salary.
10. Medical fitness certificate from an authorized physician.

5.2 Performance Appraisal

5.2.1 DCSMAT believes in providing a balance between "Pay for Seniority" and "Pay for Performance". DCSMAT "pays for performance" by rewarding individual work accomplishments. This recognizes that all employees in a given job profile do not always work as hard or perform equally. Those employees who perform better will receive a larger increase in pay than those who do not. Seniority alone does not guarantee any positive impact on the individual's pay revision.

5.2.2 The Institute expects every employee to bring out their best and add value to themselves as well as to the institute. Any significant or innovative work which, adds tangible value to the students or to the system, will be considered during performance appraisal (Seniority does not count here). Any innovative and new ideas for improvement of the institute will be greatly appreciated.

5.2.3 For teaching staff, performance appraisals are conducted in December and June every year by the Director, Dean and Chief Facilitator.

5.2.4 For non teaching staff, performance appraisals are conducted in December and June every year by the immediate supervisor, Director and Chief Facilitator.

5.2.4 Before confirmations, promotions, contract renewals, increments/ pay hike etc, performance appraisals will be conducted compulsorily. Specific formats will be used for each category of staff.

5.2.5 In normal circumstances performance appraisal and feedback will be given at the end of the academic year. Assessment of the work of every teacher will be done in the month of June and pay revision if any will be implemented from the month of July. Revision will be effected as mentioned above only on the performance of the concerned teacher both in academic and extracurricular activities.

5.2.6 In case of necessity the management will take the appraisal at any time during the academic year and if any teacher is found deficient in performance he/she will be issued with a letter asking him/her to improve the performance within the stipulated time. The duration of the time will be fixed by the management. His/her continuance in service depends entirely upon his/her performance during this period.

5.2.7 Those who have done long duration FDP in IIM, M. Phil or PhD will have to produce documentary evidence by the end of June to highlight the specific contribution made to the Institute due to such certification they have. The continuation of any allowance against this will be based on the extent of contribution made (An example would be a funded research project brought in by the teacher).

5.2.8 Continuation of any teaching performance based allowance will be dependent on the teacher securing more than mid-point average feedback rating in all the subjects handled by the particular teacher during the year including mentoring work.

5.2.9 Any allowance due to larger responsibilities shouldered by the teacher beyond subject teaching / mentoring etc will be based on documentary evidence on such responsibilities submitted by the teacher.

5.2.10 Parameters for Performance Appraisal

a. Student Evaluation
b. Evaluation by the Head of the Institution
c. SOP activities and overall development of the student members in SOP
d. Academic performance of the students

e. Extracurricular and Club activities guided by the teacher

f. Research/Consultancies/Case writing/Publishing articles in referred journals

g. Commitment, attitude and Quality

h. Feed back of SOP students about the SOP owners (Mentoring, interaction and emotional support). This should be collected every semester.

i. Adherence to the rules of the Institute.

j. Innovative Practices in Teaching and Learning.

k. Other parameters decided by the Management from time to time.

5.2.11 The above Performance Appraisal Parameters are meant to bring out excellent performance from the teacher and the taught.

5.2.12 Every teacher should submit a detailed report of their activities and achievements in detail to the Head of the Institution on or before 31st of May every year. Before writing the appraisal, ask yourself:

a. Did I make a difference to a.) The life of the students b.) The community, which I live in?

b. Did I make any significant impact in some area related to my profession about which I am very passionate?

c. Did I really contribute to the best of my ability in all areas during the last academic year?

d. Did I show up as a leader who set the agenda? Or did I act as a "people pleaser"?

e. Did I drive an impossible future by taking calculated risk and being creative or did I stick to my comfort zone?

f. Did I radiate positive energy or low energy and cynicism?

g. Did I really deliver 100% or did I go through only the motion?

h. Did I stretch my strength towards a winning strategy?

i. Did I take full responsibility for the mistake I committed? (if any)

5.3 Leave Rules

Summary of Leave

TEACHING STAFF		
Type of leave	Permanent	Probation
Vacation	26 days (Pooja 5 days, Xmas, Onam & Summer 7 days each)	Same
Casual Leave	7 days	7 days
Sick Leave	6 days	5 days
Earned Leave	21 days	12 days
Total	**60 days**	**50 days**
NON-TEACHING STAFF		
Casual Leave	5 days	6 days
Sick Leave	5 days	6 days
Earned Leave	20 days	
Total	**30 days**	**12 days**

Notes:-

1. Sick Leave and Casual Leave can be combined.
2. Earned leave cannot be combined with Sick or Casual Leave.
3. The Comp. Off must be availed as per standing rules. Compensatory off has to be availed first and then proceed to Sick Leave or Casual Leave or Earned Leave.
4. Suffixing and prefixing of holidays are allowed along with EL.
5. Only the unavailed EL is to be carried forward to the next year.
6. The total number of EL that can be accumulated at a given time is 120 days.
7. Monthly leave should be calculated on a pro-rata basis (Total leave/12 months). Total leave beyond this limit will be considered as loss of pay. Intervening holidays including Sundays, Second Saturdays, Public holidays, & vacation shall be included in the leave.

5.4 Public Holidays

Public holidays declared by the Government of Kerala will be holidays for teaching and non-teaching staff members. Public Holidays will be announced in advance (on or before 1st January) every year. Once the public holidays are declared, there will not be any change or additions under any circumstances.

5.5 Procedure for availing Leave/Compensatory off Weekly off/On Duty/Duty Leave/Early exit/Late Arrival/Permission to leave station (By members of the Teaching Staff).

Prior sanction should be obtained for all the above purposes. The application for the same should be submitted to the Director, **electronically (by e-mail)** in the prescribed format. Late submission will not be entertained under any circumstances.

The Director will forward the approved requests to the Office at Vagamon & Trivandrum campuses **by e-mail**. A Copy of the approvals will be sent to accounts@dcschool.net for processing the pay roll.

On duty requests of the staff must be supported by a mail/written intimation/any other documents from the concerned authority, justifying the request.

Those who are working on Sundays/Public Holidays are required to punch as a proof of attendance. Also prior sanction should be obtained for this purpose. Weekly off must be availed in the immediate week and Compensatory off must be availed within 90 days. If unavailed it lapses, and cannot be carried forwarded.

5.6 Procedure for availing Leave/Compensatory off Weekly off/On Duty/Duty Leave/Early exit/Late Arrival/Permission to leave station (By Non Teaching Staff).

5.6.1 Non-teaching staff should submit the form routed through his/her reporting officer.

5.6.2 Prior sanction should be obtained for all the above purposes. Staff from Accounts, Library and System Departments may

please submit the application for the same to the respective Head of the Departments electronically (by e-mail) in the prescribed format.

5.6.3 The HODs may approve or reject the applications directly, keeping in mind the requirements of the organization. The approved requests should be sent to accounts@dcschool.net by e-mail with a copy to the applicant.

5.6.4 Staff from Estate Department may submit the hard copy of the application to the Estate Manager and get the approval directly. The approved applications should be forwarded to the Accounts Department at Vagamon for record purpose.

5.6.5 The above procedures are applicable to the following categories:-

a. Accounts: Accounts Executives, Assistants and Office Attendant.
b. Library: Assistant Librarians, Library Assistants and Library Trainees.
c. Estate: Supervisors, Technicians, Electricians, Plumbers, Guest House/House Keeping Assistants, Drivers.
d. Systems: System/Hardware Technicians and Assistants.

5.6.6 In case of Trivandrum campus, system personnel will obtain approval from the Assistant Estate Manager.

5.6.7 On Duty approvals of non teaching staff to be accorded by the Director.

5.7 General Rules-Leave/Absences

5.7.1 Members should provide their contact details in their leave application for the purpose of contacting/recalling them, if required. In case the leave is for a longer period (absence of over eight days), then the member has to submit the application 15 (fifteen) days before proceeding on such leave. Members have to inform other staff members of their leave.

5.7.2 Brief details of the leave should be mentioned in the forwarding mail (Covering note). An example is illustrated below:-

a. Leave - 01 and 02 Jul 10.
b. Permission to prefix 30 Jun being Sunday.

c. Permission to suffix 03 Jul being holiday.

d. Permission for early exit on 29 Jun.

e. (For faculty members and faculty assistants only) I do not have any classes, gallop training, SOP meeting or evening presentations scheduled on above days. (If any event is scheduled, please state alternate arrangements that have been tied up).

5.7.3 All leave applications must also be complete, including the type of leave. Also, staff members are required to complete the movement register; stating clearly all the entries/ columns. Members shall return to the campus on the completion of leave; extension of leave shall be permitted by the Head of the Institution/In-charge solely based on specific reasons as well as the requirements of work.

5.7.4 Applications should be submitted minimum 2 days in advance.

5.7.5 Member should ensure that the leave has been sanctioned before proceeding on leave. In case no reply has been received, please take confirmation on mobile before proceeding on leave. Do not assume that leave will be automatically sanctioned. Absence without authorization will be accounted as loss of pay.

5.7.6 Where due to unplanned contingencies, if one is unable to apply 2 days in advance, a verbal concurrence must be taken before applying formally.

5.7.7 In case of emergencies, sanctioning authority must be directly spoken to in person or on mobile. The Institution will be considerate enough to sanction leave orally and accept the formal application later in such cases.

5.7.8 The total absence should not exceed 15 days, except specially granted by the approving authority as a special case.

5.7.9 Leave is not a matter of right. The authority can require of the member to alter, amend or even decline sanctioning the leave. Member may also be recalled from leave. Unauthorized absence shall invite disciplinary action and the absence will be treated as Loss of pay leave.

5.7.10 Members shall not be permitted to carry a leave balance of over 120 days (for teaching) / 60 days (for non-teaching) in an academic year; all balances over and above these days will lapse automatically.

5.7.11 Member shall not sacrifice classes. In an extreme emergency situation faculty should necessarily swap classes with other faculty members to ensure that classes are running on schedule.

5.7.12 In case of emergency, every staff member is expected to work on the public holidays also. Whoever works on public holidays either for engaging classes or for other official work may claim weekly off for those specified days. The weekly off credited against any individual should be availed within the specified time and it cannot be carried over. Prior written intimation regarding the work to be done should be given to the Office through the Head of the Institution before the duty day.

5.7.13 During working days, when students are in the campus, [Monday to Saturday (except Second Saturday)], not more than six teaching members would be permitted to be away {either on leave or duty leave or on duty}. In case of any dire necessity/ requirement like Admissions, official engagements etc the Principal/ Campus-in-charge can consider additional requests.

5.7.14 During Sundays, Second Saturdays, holidays declared by the State Government, when academic sessions are in progress at least four teaching members would be present in the campus.

5.7.15 During Vacation if academic sessions are in progress concerned faculty members, like the Course Coordinator shall be present in the campus.

5.7.16 During Vacation or otherwise if members are required for admission related work like making presentations, exhibitions, GD and PIs they shall be available.

5.7.17 Lady Wardens, including Faculty Lady Wardens shall ensure that at least two lady members are present in the campus when lady students are staying in the campus.

5.7.18 Leave rules may be modified, amended and altered by the Authority from time to time.

5.8 Pay Roll

System print out along with the absence authorizations where granted, will accompany the pay roll.

5.9 Rules for Compensatory Off/Weekly Off

5.9.1 Teaching/Non Teaching staff members who have to work on holidays (other than the four National Holidays), are required to get prior permission from the Director before the duty day.

5.9.2 In case the staff members are required to work on Sundays; they must predetermine their weekly off after taking into account their office responsibilities. They should inform the Head of the Institution/ in charge of their decision and should get the approval.

5.9.3 Compensatory/Weekly off should not be clubbed with casual leave (C. Off/Weekly off should be availed first and then proceed to CL)

5.9.4 Compensatory offs have to be exhausted within 90 days of their being earned.

5.9.5 Weekly off must be availed in the immediate week itself. If unavailed it lapses, and cannot be carried forward.

5.9.6 The four National Holidays are: 26th Jan, 1st May, 15th Aug & 2nd Oct. NO CLASSES ARE TO BE CONDUCTED ON THESE DAYS.

5.10 Rules for Paid Consulting

5.10.1 The teaching staff members are welcome to undertake consulting work which includes actual consulting, teaching, training, coaching, etc. which will fetch pecuniary gains. These assignments should not conflict with the role responsibilities in the Institute. Further, necessary approval must be sought from the Authority. The income arising from such assignments should be shared with the Institute in the ratio of 60:40.

5.10.2 Faculty members are permitted to take classes/training programmes only in DCSMAT approved Institutions/

Organizations. Prior permission of the management should be obtained in writing before undertaking such assignments.

5.10.3 The resource material generated in such assignments must be made available to the Institute and a copy to be given to the institution/ library.

5.10.4 Wherever teaching assignments are involved, the teaching staff members shall as far as possible offer the same/ identical courses that they anchor at the Institute at that point of time.

5.10.5 The Institute has the right to amend/ alter/ modify the said Rules.

5.11 Attendance

5.11.1 The Biometric system will serve as an automatic attendance system.

5.11.2 All personnel in the Campus from CF (when in Campus) downwards will be required to mark the attendance on a daily basis.

5.11.3 The time slot for bio-marking the attendance of the staff has been fixed as follows:

♦ **Vagamon:** Morning from 6.30 am to 9.30 am and in the evening from 5.30 pm to 9.00 pm. All movements in and out of the Campus will also be swiped.

♦ **Trivandrum**: Morning 8.30 AM and evening 4.30 PM & Morning 9.30 AM and evening 5.30 PM (Two shifts). System is so configured as to accept the timings of 8 to 8.30 AM and 4.00 to 6.00 PM as the accepted 'time in' and 'time out'. In addition, time out for lunch and time-in after lunch will also be punched twice any time between 1.30 PM and 2.30 PM.

5.11.4 System is so configured as to accept the duty hours from 9.30 AM to 5.30 PM (Vagamon) and 8.00 AM to 6.00 PM (Trivandrum). Hence the system will treat the person as 'Full Day Leave' if his/ her duty hours less than 4 hours and 'Half Day Leave' if the duty hours are between 4 hours and 8 hours during this time period.

5.11.5 The system will accept full day attendance only if both swipes / punching is made within the specified time periods. Incorrect/ irregular punching will also be treated as absence.

5.11.6 The members are permitted on request to leave the campus or join duty two hours early or late twice (total 4 times) in a month in Vagamon Campus & once in a month in the case of Trivandrum campus.

5.12 Absence regularization

5.12.1 Since the attendance reports are prepared on a daily basis, all members are required to submit the request for absence regularization if any, on the day or next day itself.

5.12.2 Total number of absence regularization should not exceed more than 5 times in a month.

5.12.3 All staff/faculty members should check the daily attendance from the System Dept so that irregularities if any can be regularized within 24 hours. If this is not done, those affected may lose their attendance/salary.

5.13 Office Hours

DCSMAT Campuses are working on 8 to 8 (8 AM to 8 PM) basis. For attendance purpose, office hours in the campus are from 9.30 am to 5.30 pm, Monday to Saturday. The only exception to this is on holidays. Staff members are required to be present in their office during office hours. Members are not permitted to go to their quarters (Vagamon campus) during office hours unless it is an emergency. Prior permission is required for all the movements out side the campus as well as to the staff quarters during working hours.

5.14 Policy Matters

If anybody wants to discuss about any policy decision of the institute, it can be done through a direct interaction with the Head of the Institution. Every employee of the institution will have access to the Chief Facilitator only through the Director.

5.15 Identity Cards

Every staff shall be issued the ID Cards immediately upon date of joining. All staff members have to wear the ID Cards compulsorily while on duty. Identity card is the property of DCSMAT and staff must return it on demand.

5.16 Issue of Certificates

A staff, past or present, desiring to obtain a certificate (Experience, Salary, Residence Proof for opening bank account etc) shall submit the application in the prescribed format. Normally a notice of 7 working days are required for the issue of Experience/Salary certificates and 2 days for other certificates.

5.17 Salary

5.17.1 The monthly salary would be under TDS at the applicable rates under Income Tax Act.

5.17.2 TDS shall be deducted from salary every month for those to whom it is applicable. All potential tax payers of the institute are required to submit their anticipated income tax computation statement along with their break up of the savings on or before 20th April every year so as to enable the Accounts Department to deduct the proportionate amount of tax from the salary as applicable. Final Income Tax Computation Statement and Proof of the Savings are to be submitted on or before 20th of March every year. Incase the statement is not furnished, the tax will be computed on the basis of salary income and monthly TDS will be recovered from the salary.

5.17.3 Value of the accommodation and furnitures, if provided will be determined as per the IT rule and added to the salary as perquisites while calculating the TDS.

5.17.4 All staff members are required to open a bank account with State Bank of Travancore or any other banks asked by DCSMAT from time to time.

5.17.5 Salary will be transferred to the Bank accounts usually on or before 2nd of every month. If this happens to be a holiday, the salary is given on the next working day. Incase of delay due to some technical reasons the staff will be informed sufficiently early.

5.17.6 Monthly pay slip has to be collected from the Accounts Department on or before 10th of every month.

5.18 Resignation

15.18.1 Staff members are required to give the necessary notice, which is given in the appointment letter or notice pay in case of resignation.

25.18.1 Upon a staff's resignation, the following steps are required to be taken before he/ she is relieved:

5.17.2 The resignation letter should be submitted to the Director.

5.17.3 All pending works/duties (Completion of the Syllabus, Paper valuation, submission of internal marks & attendance etc) should be cleared.

5.17.4 No objection certificate to be obtained from Department Head/ Superior, Library, Finance, Administration, Estate Departments and other concerned departments.

5.17.5 ID Cards, Visiting Cards and all properties of DCSMAT to be surrendered to the Office on the date of relieving.

5.17.6 Details regarding Statement showing full and final settlement of accounts will be prepared and forwarded to the H.O for approval.

5.17.7 The H.O will issue the relieving order on the basis of the approval of the Secretary, DC Kizhakemuri Foundation.

5.19 Reimbursement Traveling Expenses/D.A/Vehicle expenses for official purposes.

5.19.1 The rates for reimbursement of Traveling Expenses/D.A/Vehicle expenses for official purposes are as follows:-

(a) T.A/DA

Grade	T.A	D.A (Maximum)
Director/ Principal	Rail-**Third AC/Chair Car** Road-**Luxury Buses**	**Rs 300/-**
Professors	Rail-**Second Non AC Sleeper or 3rd AC Sleeper** Road-**Luxury Buses**	**Rs.275/-**

Asst. Professors	Rail-**Second Class Sleeper Non AC** Road-**Luxury Buses**	**Rs.225/-**
Lecturers/ HODs	Rail-**Second Class Sleeper Non AC** Road-**KSRTC/Private Buses**	**Rs.185/-**
Teaching Assistants/ Other Staff	-do-	**Rs.135/**

(b) Reimbursement for Own Vehicles

If own car is used : Reimbursement @ Rs.7/km

If two wheeler is used : Reimbursement @ Rs.3.5/km

(c) Prior permission should be taken for the use of own car for official purposes. Normally such permission will be granted for the use by two or more persons in order to optimize the use of vehicles by combining trips. Similarly, college transport will be provided for use by two or more persons only and depending on the availability.

(d) Actual expenses or DA allowed whichever is lower can be claimed. All the claims should be supported with proper bills/ vouchers.

(e) For all official travels, prior approval from the Director is required. Advance for travel will be given only in exceptional cases. Staff members should submit the details of travel, such as purpose of travel, date, place, duration and details of expenses in the prescribed format within 7 days after the completion of the travel/trip and settle the accounts. Delayed submission will invite penalty. This is applicable to all including placements, admissions, FDP/Training Programmes etc

5.20 Rules for Nominating Teachers for Faculty Development Programmes, Seminars, Workshops etc.

5.20.1 All teaching staff will be normally nominated to attend a minimum of two events of a national / international stature in a year; year being 1 July to 30 June. One such event shall necessarily

be an industry event and one academic in nature. [If there is a request for nomination / deputation for more than two events, such request shall be dealt with on the merits of the program / need of the applicant / need of the institute, by the Director/ Dean].

5.20.2 All such requests will be presented in the Faculty Council to make sure that participants for the same event get nominated together.

5.20.3 Information relating to such events will normally be widely circulated (say, by email) to members.

5.20.4 Members desirous of attending the event shall submit a request in the prescribed format in writing to the Director/Dean stating the value addition that she / he is likely to derive upon attending the event and the benefit to the Institute, normally 10 days in advance.

5.20.5 Normally, if the said event is of value, two members may be nominated from Vagamon campus and one from Trivandrum campus.

5.20.6 The registration fee, travel, boarding, lodging expenses actually incurred shall be borne by the DCSMAT unless they are met by the organizers. The request has to be submitted sufficiently early (Atleast 10 days in advance). The existing rules regarding travel advance [up to 75% shall apply].

5.20.7 Teachers are required to give a presentation and submit a report on the subject to claim the balance 25% of the expenses. (All such presentations and reports will be uploaded in the CMS such as Moodle).

5.20.8 The report will clearly specify the specific deliverable the teacher is promising based on the event attended.

5.20.9 The total expenses per event per member shall not normally exceed Rs.3,000/- [Rupees Three Thousand only].

5.20.10 The member shall ensure that a copy of the resource material / hard / soft shall be made available to the library / uploaded on return from the event.

5.20.11 For a programme which exceed Rs.3000/-, an undertaking will be given by the teacher stating that he / she will not leave the Institution for a period of six months. In the event of leaving, the teacher will have to refund the expenses incurred.

5.20.12 For any such event outside Kerala, an undertaking will be given by the teacher as mentioned above.

5.20.13 The member shall in addition agree to comply with any additional conditions for nomination/ deputation which the management may lay down from time to time.

5.20.14 The eligibility for attending FDP at IIM will be as follows:-

(a) Minimum 24 months service in DCSMAT for those who are not having a total experience of 5 years.

(b) Minimum 18 months service in DCSMAT for those who are having a total experience of 5 years or above.

(c) The applicant should meet the eligibility criteria at the time of giving the application for FDP.

(d) Number of members attending FDP at IIM in a year from DCSMAT Institutions is fixed as two.

(e) An indemnity bond should be executed by the applicant as per the rules of the Institution.

5.20.15 The management can modify the norms for nomination.

5.21 Curriculum, PGP Rules, Students Assessments etc.

Please refer student hand book.

5.22 Common Rules

5.21.1 Use of tobacco, liquor, illegal drugs etc are prohibited in the campus.

15.18.1 Members are requested to maintain the fixtures and supplies given to them in their quarters.

25.18.1 Water and electricity should be consumed judiciously and wastage should be avoided.

35.18.1 Wearing of lungi and shorts are not allowed outside the quarters.

6

COMMUNICATIONS

6.1 Staff meetings

The Director/Head of the Institution will convene staff meetings to discuss all aspects. Staff meeting shall be conducted on a regular basis. All the important matters, policy decisions etc will be communicated through these meetings. No one is allowed to stay away from the staff meeting with out substantial reason in writing. Every staff should come to the meeting on time. If any staff refuses to attend staff meetings without substantial reason in writing he/she will attract disciplinary action.

6.2 E-Mail

Staff members will be provided a DCSMAT e-mail ID (Web mail) for official purpose during their tenure at DCSMAT. All the academic and non-academic matters, important decisions etc will be communicated through e-mail also. Staff members are requested to get the official ID from the System Department and open the mails regularly as the authorities may send the official notices via e-mail.

6.3 E Mail Etiquette

6.2.1 **Title**

Clearly summarize your message in the subject line. Properly titled messages help people organize and prioritize their e-mail.

6.2.2 **Contents**

Do not combine multiple issues in one e-mail. Split the e-mail for each subject accordingly.

6.2.3 **Use of 'CC'**

Don't use the CC (Carbon Copy) function to copy your message to everyone. This is particularly true at work. These days everyone receives too much e-mail. Unnecessary messages are annoying. If only a few people really need to receive your message, only direct

it to them. Even in DCSMAT, people spend a substantial amount of time deleting unnecessary mails without even opening them.

6.2.4 **Don't use 'Reply to All' Indiscriminately**
Similarly, when responding to e-mail, do not respond to all recipients. Select only those addresses who really need to know your response. Do not flood others' inboxes; by doing so the really important mails will get ignored.

6.2.5 **Use of Group Mail IDs/Addresses**
Similarly do not misuse the group e- mail id facility of the institution. In many cases it has become a matter of drill to insert the group ids in the 'to' or 'cc' columns.

6.2.6 **Use of 'BCC' (Blind Carbon Copies)**
Avoid unless absolutely necessary. By using BCC, each recipient sees only two addresses - theirs and yours. And within own organization, there is really no need to hide to whom all you have endorsed copies. The real purpose of BCC function is different.

6.2.7 **Keep your messages short and focused**
Few people enjoy reading on their computer screens; fewer still on the small smart phone screens and other mobile devices. Recipients tend to ignore long messages.

6.2.8 **Avoid using all capital letters**
IT MAKES IT LOOK LIKE YOU'RE SHOUTING! IT'S ALSO MORE DIFFICULT TO READ.

6.2.9 **Don't write anything you wouldn't say in public**
Anyone can easily forward your message, even accidentally. This could leave you in an embarrassing position if you divulged confidential information, made a nasty comment about someone or circulated an off-colour joke.

6.2.10 **Check Your Spelling and Grammar**
Do not send e-mail in haste. Re-read, correct and then only send. Slang should be avoided, as also the text (SMS) message abbreviations many use nowadays. It's best to be clear and concise and use simple language.

6.2.11 **Avoid sending e-mail to large number of people**
Unless you have a legitimate reason to do it, avoid sending e-mail

to large number of people. E-mail sent to many recipients may be considered spam.

Avoid Nasty e-mail. **If you're angry, remember that an email sent in haste can't be recalled. So do not be hasty nor nasty in your e mails. An Email, Once Sent, Can Never Be Unsent.**

6.2.12 **Avoid Involving Students in Internal Communications**
This needs to be avoided at all costs. Internal differences of opinions amongst the staff/faculty, if any, should not be carried over to the students.

"Change is nature's law"

The management reserves the right to effect any change at any time in the Staff Manual.

7

STAFF DATA SHEET			
Name	:	Business Unit	:
Department	:	Designation	:
Type of Employment	:	Employee No	:
Religion	:	Caste	:
Gender	:	Mother Tongue	:
Married/ Unmarried	:	Date of Birth	:
E-mail (Personal)	:	E-mail (Official)	:
Ph No (Res)	:	Ph No (Mob)	:
Do you wear Spectacles	: Yes/No	If yes Specify Power	:
Driving License No	:	Validity	:
Passport No	:	Issue Date	:
Place of Issue	:	Date of Expiry	:
Type of Vehicle	:	Registration No	:
Employee ESI No	:	Employee PF No	:
Name of Nominee with relationship	:	Employee PAN No	:
Bank A/c No	:	Bank	:

PHYSIOLOGICAL INFORMATION			
Blood Group	:	Height in Cms	:
Allergies if any	:	Physically Challenged	: Yes/NoDetails

FAMILY BACKGROUND			
Full Name	Date of Birth	Gender	Relationship

ADDRESS DETAILS	
Permanent	Present
Any relatives employed in the Organization: If yes, furnish details	

EDUCATIONAL QUALIFICATIONS			
Particulars	**Institution/University**	**Year of passing**	**Class/Grade/ Percentage**
SSLC			
PDC/ISC/AISSE			
Diploma/Trade			
Graduation			
Post Graduation			
Doctorate			

ADDITIONAL QUALIFICATION			

ENGAGEMENT WITH EXTERNAL ENVIRONMENT	
Details of Membership/Offices held with Professional/Social Service/Religious organizations.	

EMPLOYEE PROFESSIONAL INFORMATION/EXPERIENCE				
Organization	Designation	From	To	Reason for leaving

CURRENT CAREER DETAILS			
Business Unit	:	Position	:
Location	:	Department	:
Date of Joining	:	Date of Confirmation	:
			Signature of the Employee

DCSMAT/CO/ADM/F 001

8

DECLARATION

I have read and understood the rules and regulations of DC School of Management and Technology and hereby declare that I agree to confirm to the rules and regulations stated in this manual (Ref No. DCSMAT/CO/ADM/R 014). I understand that as long as I am a staff of DC School of Management and Technology, I will do nothing either inside or outside the institution that will interfere with its discipline, administration and reputation. I'm also aware that DCSMAT has the right to amend, alter or change the rules at anytime without prior notice.

Place :

Date : Signature of the Staff

For Office Use

9

JOINING REPORT

Date:

From Address

To

Secretary
DC Kizhakemuri Foundation
Kottayam

Sir,

Sub: Joining Report

With reference to my appointment order dated .....…….....

As(Designation)……...…….inDCKizhakemuri

Foundation, I am joining for duty today (Date)……

Sincerely,

(Name and Signature)

For Office Use
DCSMAT/CO/ADM/F 002

STRATEGIC PLAN

(Refers to 2.1.1.4

DCSMAT, VAGAMON STRATEGIC PLAN 2022-27

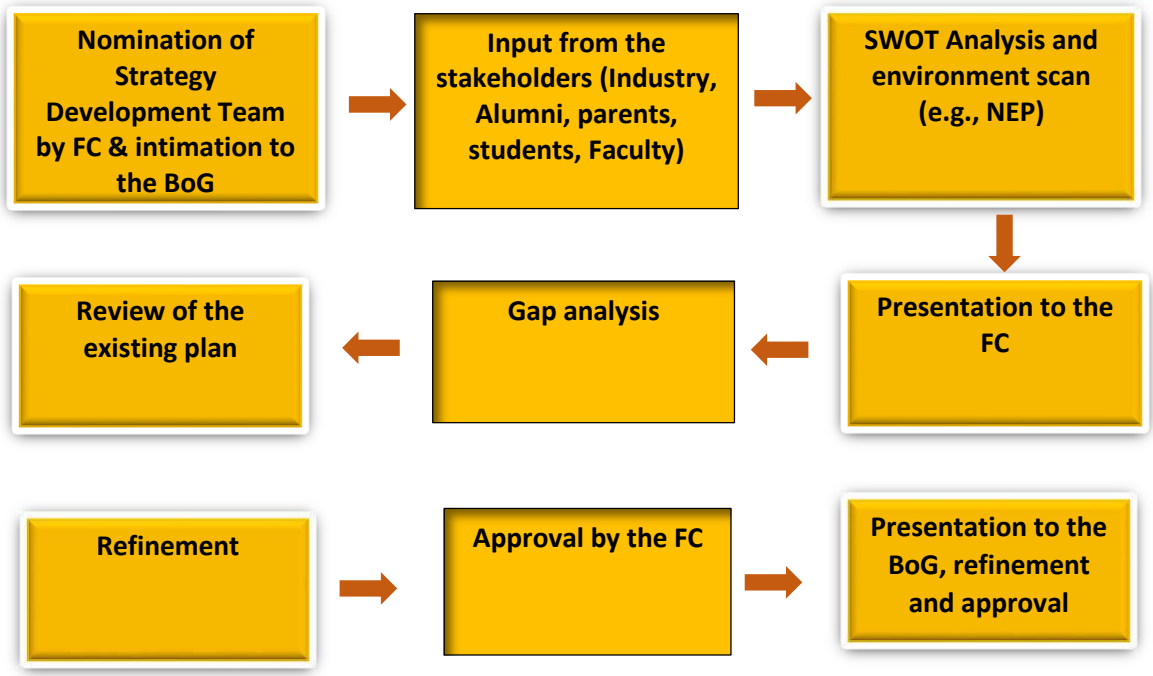
Introduction

DCSMAT follows a rolling strategic plan with a 5 year span. Strategic plan based on which this SAR is generated is for the period 2017-22 and Strategic Plan 2022-27 (current operational plan)

Strategy Formulation Process

The commencement of making a strategic plan or revision begins with the first FCM in January each year. The FC nominates a strategic planning committee which evaluates the implementation completed till December of the previous year and then modifies (annual process) or formulates (five year process) a plan. Input from the stake holders (industry, alumni, parents, students and faculty are taken). The committee does a SWOT analysis and an environmental scan to identify major changes on the anvil. Thereafter a plan is generated which is placed before the FC, which approves the same after refinement. The plan is thereafter presented to the BoG by the Director and adopted. The planning process is given in Figure 1 below.

FIGURE 1: STRATEGY DEVELOPMENT PROCESS



SWOT Analysis

Strengths	**Opportunities**
• Highly committed leadership and foundation with a truly decentralized system. • Exceptional empathy and focus on social and environmental responsibility by the promoters. • Kerala's (and perhaps) India's only truly residential school where 100% students, faculty and staff live together mandatorily. • Brand trust of DC Books which has orchestrated the school. • Ample time, access and guidance for self-development. • Organizational architecture suited for a liberal professional education with exceptional bandwidth. • Well experienced faculty with average teaching experience of 20 years. • Intimate mentoring support because of co-living of faculty and students.	• Learner focus and outcome can be created and leveraged. • Capability to expand into autonomous system leveraging NEP 20. • Good place for faculty growth. • Capability to introduce multiple programs. • Ample opportunity conducting for value added courses to augment the university system.

• Access to a very well stocked library with long open hours and substantial electronic resources. • Substantial infrastructure space far more than mandated by regulations and mini-township facility. • Ample campus with expansion feasibility. • Aesthetic environment with temperate climate which facilitates long hours of work without fatigue. • Pollution free green environment with no stress and time consumption in travel.	
Weaknesses • Relatively remote location which makes logistics challenging. • Weather that demands constant infrastructure maintenance. • Location can create student boredom unless they are given challenging tasks continuously.	**Threat** • Slow response of the university system to the learner needs. • Need for committed faculty who are willing to adopt the residential system. • Entry of foreign schools.

Vision and Mission

The vision of DCSMAT, Vagamon is **"Endeavour persistently to Develop Leaders and thinkers for industry and society through innovative academic practices."**

The mission components are:

- **M1.** We focus on imparting Knowledge for stake holders to create and develop professionalismin business world.
- **M2.** We focus on innovation and dynamism in academic processes for developing leadership skills and thinking processes.
- **M3.** We facilitate personal growth and transformation of Stakeholders.
- **M4.** We take initiatives to imbibe qualities among our stake holders for a better orientation tosociety and sustainability.

Competency and Outcome Based Education for Learner Success

Learner success can be defined in the short term as getting an entry level job in the chosen career track of the individual subject to the market realities. This implies that the student may not get job in the chosen sector or career track at times due to the market condition but would have the competencies which can help a learner veer to the chosen career track in due course, with appropriate competency enhancement. For example, one may have the career goal for a job in an investment bank or an analytical firm but may not be able to get it immediately after

the MBA program but has a career start that would help the person move towards that as one progresses in the career.

Long term learner success is defined as being happy by achieving ones SMART goals in career, health, financial stability, and family, social and spiritual aspects.

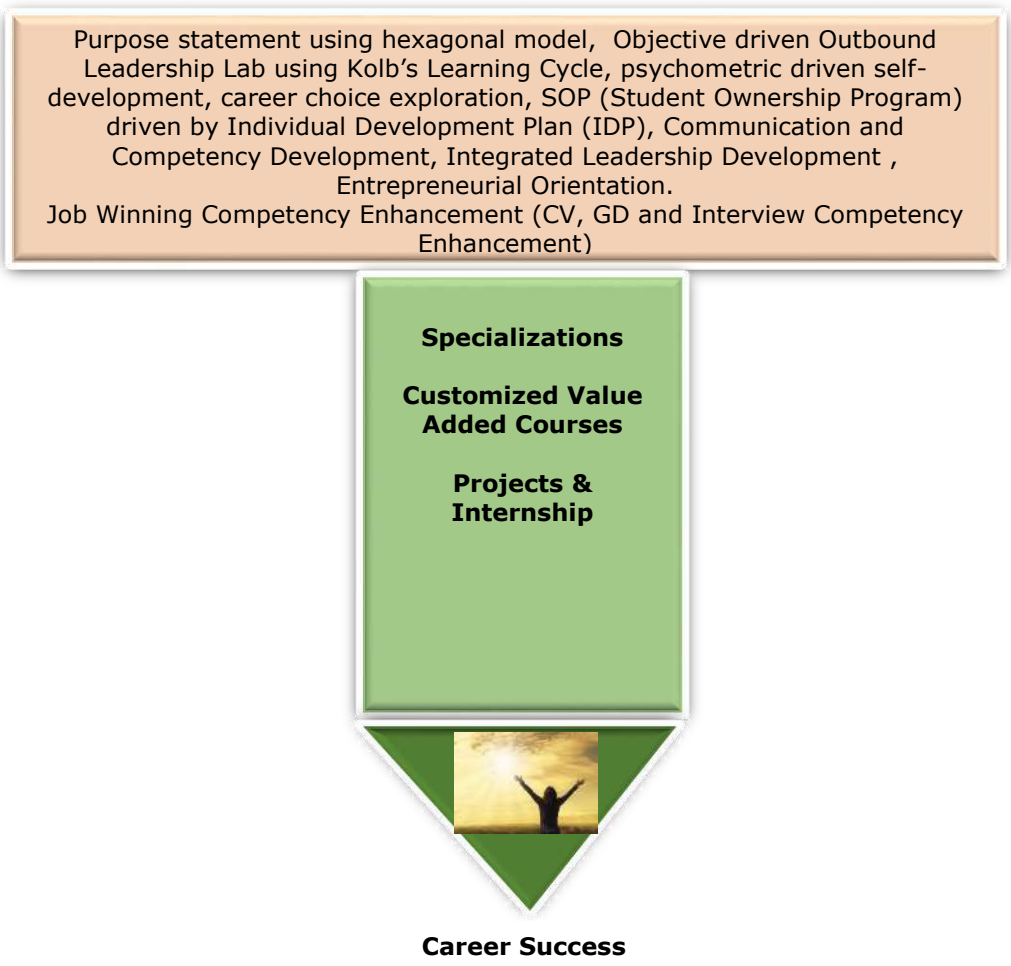
Outcome based education in our context is defined as attaining the competencies or graduate tributes that enable mission accomplishment, with competency level appropriate for a fresh graduate.

Key Differentiations

DCSMAT differentiates itself on the following aspects:

1. **Transformation.** The school focuses on transformation of the learners through holistic development, attitude change, communication and competency developments, life and career track focus. To achieve transformation we follow the T-shaped professional model adapted to our environment. T-shaped professionals are those with a broad understanding of management and a deep knowledge of the career track which makes them efficient in execution (See Figure 2). A full description of the T-shaped professional is given at Appendix to the strategic plan.

FIGURE 2. T-SHAPED PROFESSIONAL



2. **Fully Residential Campus.** A fully residential campus that emulates a 'gurukul' with all learners, faculty, staff and resources co-located in a 32 acre integrated mini-township that facilitates the transformation. A residential campus is differentiated from a school with a hostel. In a residential campus the faculty, staff and students live alongside in a dynamic interaction context. The campus has many activities beyond the traditional academic hours where people interact intimately and execute projects. The students form groups for these activities themselves, set goals, generate resources, confront the reality of workplace politics, face intense interpersonal and task conflicts, learn to resolve conflicts, practice work-life balance, monitor and regulate oneself, compete and collaborate in a 24x7 crucible and learn to live and work with people unlike themselves,

which is an effective model of workplace reality. This is the uniqueness of a residential campus.

3. **Holistic Development**
   - Purpose statement development that enables a learner to create goals covering various aspects of life.
   - Focus on a healthy mind in a healthy body through recreational facilities, and cultural activities on a 24x7 basis.
   - Design of the school that gives reasonable physical activity through daily routine.

4. **Enhanced Learner Success**
   - Fully residential design which enables unlimited 24x7 learner-learning facilitator interaction.
   - Matching learning resources – library, digital and physical resources.
   - Unmatched support for transition from campus to corporate through placement focused training.
   - Opportunity to explore beyond traditional academics.

5. **Career Track Focus.** Early guidance to explore and decide on career tracks.
   - Purposing.
   - Career specialization and career track focus creation and follow through.

6. **Unique Pedagogy**
   - Focus on case-based pedagogy to enhance analytical and critical thinking.
   - Learning by doing through projects.
   - Support for university exams.

7. **Advanced Self-development and Leadership Interventions**
   - Self-development for all through purposing, communication sessions, newspaper reading, corporate talks, Outbound Training and intense club activities.

   - Unique facility of Integrated Transformational Leadership Lab using multiple psychometric tools that cover self, interpersonal and leadership factors eventually leading to creating and Individual Development Plan and focusing on Individual Development through Student Ownership Program (SOP).

8. **Liberal Professional Integrated Environment.** Design of the programs that enables interaction of specialists in management, computer technology, liberal arts, architecture and so on.

Strategic Goals and Objectives

Goal 1 – Academic Success. To enhance learner success so that the student who join us achieve and exponential growth no matter what is their endowment when they join the school and achieve career success.

- *Objective 1.* Achieve high degree of learner-faculty contact hours by focusing on regular attendance in classes.

    - Measure of Success. At least 80% attendance by the entire cohort with at least 20% of the cohort achieving more than 90% attendance.
    - Owner. Respective teaching faculty.

- *Objective 2*. Achieve exceptional result in the university exams.

    - Measure of success. At least 90% pass in all university exams.
    - Owner. Respective teaching faculty.

Goal 2 – Career Success. Achieve excellent placement and internship which proves the impact of the school and acceptable of on industry.

- *Objective 1* – Explore own potential assisted by SOP (Student Ownership Program) mentor and determine Individual Development Plan (IDP).
    - Measure of Success. 80% of the students are able to create an IDP and at least 70% achieves follow through.
    - Owners. SOPs.

- *Objective 2*. Attain appropriate internship placement.
    - Measure of Success. Achieve at least 50% paid internship with a stipend of INR 15,000 for the two months assignment.
    - Owner. SOPs and Placement head.

- *Objective 3* – Achieve high functional area employment satisfaction.
    - Measure of Success. Achieve 60% placement in functional area choice of the learner.
    - Owner. SOP and Placement Head.

- *Objective 4*- Achieve a good placement from CTC perspective.
    - Measure of Success. Achieve an average salary of not less than INR 5 LPA, a top salary of INR 12 LPA and a salary not less than 3.5 LPA at the lowest level.

- Owner. SOP and Placement Head.

Goal 3 - Pedagogy. To enhance analytical and critical thinking.

- *Objective 1.* Be able to analyze a simple and short case and come out with viable solution in a group in the first and second year of the Undergraduate Program.
  - Measure of Success. In a case context, be able to conceive and present analysis and innovative and viable solution by 40% of the learners.
  - Owners. Respective teaching faculty.

- *Objective 2.* Be able to analyze a moderately complex (typically a brief Harvard case) with viable solution independently by the students in the MBA program.
  - Measure of Success. In a case context, be able to conceive and present analysis and an innovative & viable solution by 60% of the learners.
  - Owners. Respective teaching faculty.

Goal 4 - Value Addition. Ensure at least two focused Value Added Courses that enhance competencies for work-life through a career-track approach.

- *Objective 1*. Enable a learner to explore and decide the career track that one wants to pursue and facilitate transformation in general keeping the career track in mind.
  - Measure of Success. 60% of the learners are able to generate a clear purpose statement on a hexagonal model (career, health, family, finance, social, spiritual) with at least 80% being able to set a clear career track goal.
  - Owners. Student Ownership Program (SOP) mentors.

- *Objective 2.* Pursue at least two value added courses related to the career track decision through reputed Course Era courses augmented by faculty support.

  - Measure of Success. 70% of the students completing a reputed online course related to their career and getting certified.
  - Owners. SOP mentors, learners, Batch coordinators.

Goal 5 - Faculty Recruitment, Faculty Development and Faculty Success. To make DCSMAT a place of choice for faculty who espouse the value of residential education exponential learner success.

- *Objective 1*. Select and onboard faculty with a mix of experience in teaching, research and industry with a belief and commitment to the DCSMAT model of residential education.
  - Measure of Success. Having an average teaching experience of 10 years and average industry experience of 5 years.
  - Owner. Principal and Director.

- *Objective 2*. Facilitate faculty currency through research and intellectual discussion.
  - Measure of Success. Faculty to publish at least one peer-reviewed journal publication or case in moderately reputed case clearing house such as Case Center with at least 20% of faculty publishing in SCOPUS indexed journals and the Google reference goes up by 10% each year.
  - Owners. Respective faculty and head of research.

- *Objective 3*. Facilitate and ensure all non-doctorate faculty to register and complete their Ph.D work.
  - Measure of Success. 100% faculty completing PhD within 5 years of joining the school.
  - Owners. Respective faculty, Principal and Director.

- *Objective 4*. Present papers in conferences.
  - Measure of Success. At least 1 faculty member presenting paper in a reputed international conference such of AOM (Academy of Management) annual conference, 10% presenting in national level conference every year and the remaining presenting in state level conferences.
  - Owner. Respective faculty and head of research.

- *Objective 5.* Achieve reputation as an excellent teaching cohort.
  - Measure of Success. At least 80% of the faculty achieving an 8 point teacher evaluation report from the learners and 60% of the faculty achieving a 7 point peer evaluation.
  - Owners. Respective faculty and Principal, Director and Dean.

Goal 6 - Research and Consulting.

- *Objective 1*. Commence research center of the MG University to encourage research.
  - Measures of Success.
    - Establish a research center approved by MG University by end of 2023.
    - Enhance qualified guides to 4 by end of 2024.
    - Attract 4 students to register for PhD in the research center by the end of academic year 2024.
  - Owners. Principal and Head of Research Center.

- *Objective 2*. Do consultation to ensure the currency of the faculty and industry interaction of the school.

- Measure of Success. Achieve a consulting revenue of INR 10 lakhs per year by the end of AY 2024.
- Owner. Principal, Dr. Jayan.

Goal 7 - Accreditation, Branding and Admission. Achieve respectable accreditation to enable branding and follow a pull strategy for admission.

- *Objective 1*. Enhance the NAAC and NBA and at least one international accreditation.
  - Measure of success. Achieve NAAC A+ and NBA by end of AY 2023-24b and one international accreditation by end of end of Y 2027.
  - Owners. Director, Dean and Principal.

- *Objective 2*. Achieve Brand recall of DC, Vagamon as a preferred residential multi-disciplinary destination for learning.
  - Measure of Success.
    - A brand recall of 60% in a survey.
    - Achieve at least 100 External Colleges one day placement/self-development training and 50 school level interaction.
    - Achieve a qualitative measure of what the peer faculty from other schools talk of us.
  - Owner. Faculty admission coordinator, Student admission team, Principal, Director, SOPs.

Objective 3. Achieve substantial pull based admission.

- Measure of Success.
  - At least 20 percent of admission done through reference.
  - At least 40% of the admission done from initial inward enquiry.
- Owner. Admission office, admission coordinating faculty, Principal, Director, Student Admission Team.

Goal 8 - Industry and Alumni Interaction. The school become known for corporate and alumni interaction.

- *Objective 1*. Achieve high corporate interaction.
  - Measure of Success.
    - Achieve at least 25 corporate talks per year.
    - Ensure 4 CEO/CXO visits per year to the campus.
    - All students participate in Breakfast with CEO program.
  - Owner. SOP and Placement head

- *Objective 2*. Procure alumni support to achieve organizational mission and learner success.
  - Measure of Success.

        - 5 alumni interaction per year.
        - 10 alumni willing to mentor student cohort along with SOPs
    - Owner. SOPs and Placement head.

Goal 9 - Knowledge Resource and Knowledge Usage Strategy. Create physical and digital resources to enhancement of learner success.

- *Objective 1*. Leverage EBSCO subscription by creating weekly assignments on EBSCO driven learning for the learners.
    - Measure of Success. At least 60% of the students are able to generate a satisfactory summary of the EBSCO reading of the week.
    - Owners. SOPs and Librarian.

- *Objective 2*. Collaborate with other libraries such as DELNET to enhance the availability of knowledge resources.
    - Measure of Success. Increase of 10% in DELNET resource use.
    - Owner. Principal, Chief Librarian.

Goal 10 - Infrastructure Development and Maintenance Strategy. Upgrade the infrastructure to world class standards to facilitate learner success.

- *Objective 1*. Convert at least 4 class rooms to Theatre style to facilitate interactive teaching and two large flat class rooms for interactive group learning and create reasonably comfortable class rooms.
    - Measure of Success. Creation of the above assets by end of Financial Year (FY) 2023.
    - Owner. Director, Campus Project Head.

- *Objective 2*. Ensure continuous maintenance to mitigate the COVID time and weather-linked deterioration of infrastructure through systematic inspection and repairs.
    - Measure of Success. Conversion of the class rooms and reducing infrastructure-related complaints by 20%.
    - Owner. Director and Project Head.

- *Objective 3* – Enhance IT infrastructure and its Usage.
    - Measure of Success.
        - Increase in the bandwidth to cover the students in campus and in the hostel to 500 GBPS and have matching firewalls.
        - Increase one software per academic year.
    - Owner. Principal and Head of System.

Goal 11 – Stabilization, Growth, Autonomy and Internationalization – Stabilize the current programs and the plan for expansion.

- *Objective 1* – Stabilize the current programs of MBA, BBA, B.Com, BCA and BA (Visual Arts).
  - Measure of Success. Achieve 90% of the authorized enrolment by the end of AY 2024-25 in all programs.
  - Owners. Principal, Vice Principal and Admission office.

- *Objective 2* – Commence one new programs to better interdisciplinary nature of the school.
  - Measure of Success. Commence one new program every two years from the AY 2025-26.
  - Owner. Principal, Vice-principal.

- *Objective 3*. Grow to become an autonomous with a view to further the mission.
  - Measure of Success. Achieve autonomous status for the school by the end of AY 2027.
  - Owner. Board, Director, Dean, Principal.

- *Objective 5.* Internationalization. Create international collaborations for learner success.
  - Measure of Success. Establish two MoUs with international universities and accreditation agencies for academic collaboration by the end of AY 2024-25 and have a cohort of 10 students attend exchange program by the end of AY 2024-25.
  - Owner. Director, Principal and Dean.

Goal 12 – Extension or Social Impact. Enhance the sensitivity of the learners to select UN SDGs while solving problems.

- *Objective 1*. Undertake planning and execution of activities related to UN SDG 3 (Good Health and Well-being: Ensure healthy lives and promote well-being for all at all ages) with particular reference to health in Tribal villages.

  - Measure of Success.
    - Establish linkages with 3-5 Not profit organizations or 5 anganwadis and undertake impact studies on good health and well-being.
    - Use advocacy and procure funds for enhancing the UN SDGs in the select anganwadis/villages.
  - Owner. NSS coordinator.

- *Objective 2*. Undertake computer learning, conversational English and personality development in 5 neighborhood schools (aligned to UN SDC 4-Quality Education: Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all)

- Measure of Success. 20% increase in computer literacy and ability to make a 2 minutes speech in English with no more than 5 mistakes.
- Owner. Batch co-coordinator of senior batch for extension.

- *Objective 3.* Promote gender equality in the neighborhood.

  - Measure of Success. Adopt 5 village communities or schools in the neighborhood and have 6 interactions a year on gender equality.
  - Owner. Batch co-coordinator BBA for extension.

Goal 13 - Financial Strategy. Manage finance and generate resources to make the school sustainable and sufficient for strategy implementation.

- *Objective 1*. Achieve financial sustainability by covering all expenses and achieving a 15% surplus for development by the end of FY 2025 without compromising learner success.
  - Measure of Success. Target achievement as mentioned above.
  - Owner. Director, Head of Finance.

- *Objective 2.* Achieve 90% fee collection in time.
  - Measure of Success. Target achievement as mentioned above.
  - Owner. Director, Head of Finance and Batch Coordinators.

Conclusion

This strategic plan is intended to create competitive advantage for DCSMAT, Vagamon. The focus on this strategic plan is learner success though outcome based holistic education. The plan needs to be reviewed every year and actions refined to make the plan a success.

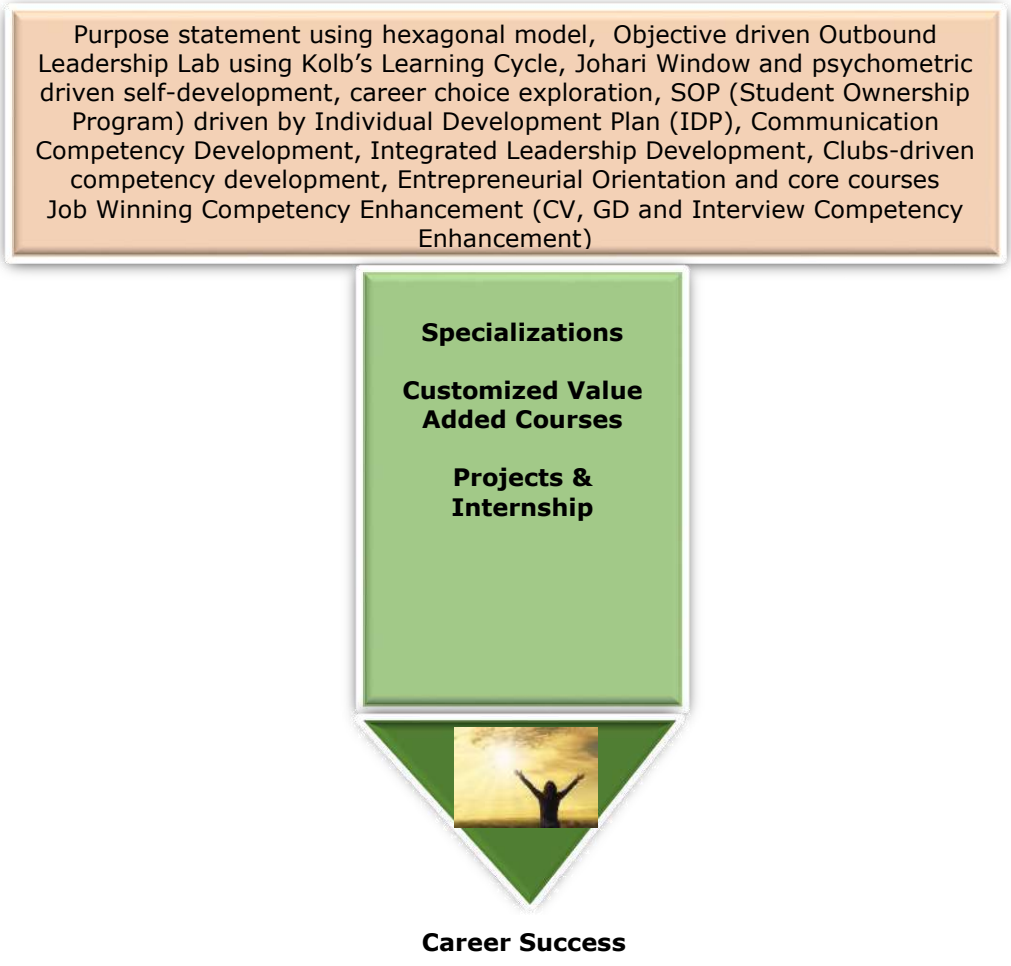
T-SHAPED PROFESSIONAL: DETAILS OF

(Refers to 2.1.1.4)

THE T-SHAPED PROFESSIONAL

Mission component 1 (or M1) of DCSMAT, Vagamon states "we focuses on imparting Knowledge for stake holders to create and develop professionalismin business world". Hence creating a professional for business world is one of the most important tasks the school has to undertake. The school's intent is to create a T-shaped professional. Refer to the Figure below.

FIGURE: T-SHAPED PROFESSIONAL



The horizontal portion of the T focus on creating a professional with competencies for life and career. These competencies are career agnostic and would be required no matter in what career track one embraces. In more formal terms, these are generic competencies that that are portable for sector to sector and job profile to job profile. From a curricular perspective, the core courses help develop

these competencies. From a co-curricular perspective, there are many interventions that help in developing these competencies. These interventions are discussed below.

S No	Intervention	Competency
1	Purpose statement using hexagonal model	Self-awareness competency with insight into one's career, health, financial, family, social, spiritual. Involves SMART goal setting in these areas.
2	Objective driven Outbound Leadership Lab (OLL) using Kolb's Learning Cycle	Learning competency using concrete experience, refection, generalization and adoption in a new context. DCSMAT's has developed a Reflection diary to help develop this competency. The diary can be used in all contexts, though introducing it happens in the OLL.
3	Johari Window and Psychometric driven self-development	Competency to make scientific choice on critical matters depends on identifying one's strengths. The purpose of Johari Window is to enhance awareness of one's competencies and the purpose of the psychometrics is to enhance the self-awareness beyond the obvious. When these are put together, one gets a better picture of true-self vis-à-vis the perceived self. Identification of the gap helps to create an Individual Development Plan (IDP) to achieve the purpose identified.
4	Career choice exploration	This intervention consist of corporate talks, Breakfast with the CEO, Fine dining, and sector study and develops the competency to understand one's career SMART goals vis-à-vis the market realities.
5	SOP (Student Ownership Program) driven by Individual Development Plan (IDP)	SOP is akin to mentoring. But SOP is different from mentoring because the intent of the SOP is to arrive at an IDP scientifically and then work with the mentor to execute the plan. It is a highly focused intervention.
6	Communication Competency Development	This is done through newspaper reading (reading and comprehension competency), and evening and mid-night presentation series besides GD training (conversation competency differentiated from presentation competency)

7	News-paper reading	The purpose of dedicated newspaper (Economic Times) reading session is not only to enhance the reading and comprehension competency but also the competency for understanding the global events and analytical ability by reading the analysis of events in the paper.
8	Microsoft Excel Expert and Power BI	These are the ICT interventions for job readiness. These are career track and sector agnostic competencies that are foundational to enable analytics, pattern finding, critical thinking, and consequently creative thinking competencies.
9	Integrated Leadership Development	This is a psychometric driven intervention that integrates psychometric inputs on self (Big 5 personality test, Self-efficacy, Locus of Control, and Emotional Intelligence), interpersonal orientation and leadership. The differences is that there is an integrating protocol which given new insight different from the individual insight which each of these instruments give.
10	Clubs-driven competency development	The 9 clubs of DC are unique because they conceive, muster resources and conduct major events for others. These clubs are not a conglomeration of like-minded people, but are selected through a rigorous selection process and intent of the club is to organize the events for others (junior batch). The events are not for themselves. Managing and organizing for others is akin to creating product and services for customers and selling it. For example, if a debate event is planned for the junior batch or other schools and is not subscribed, it would be akin to a product failure. Thus the clubs become forums that replicate real-world managerial context.
11	Entrepreneurial Orientation	Entrepreneurial orientation is developed through the core course and the Innovation and Entrepreneurship Development Centres (IEDC) under Kerala Start Up mission. The focus on clubs and the marquee event, Luminance of DCSMAT is also entrepreneurial in nature.
12	Core courses	The core courses, of course, develop several competencies that are generic and transportable.
13	Job Winning Competency	The is a cluster of interventions to include discussion on career track, CV writing and refining, GD, Interview skills, personal

	Enhancement (CV, GD and Interview Competency Enhancement)	grooming, and simulated one on one interview training with feedback. In the simulated interview, a student is required to apply for a job using a JD and face the interview by a team of interviewers. Oral and written feedback is given after the interview.
14	Specializations	Currently the university permits only dual specialization in which the students have to complete 4 courses (12 credits) each in the two specializations they choose. For example, 4 courses in Marketing and HR. The student does not have a choice of doing more credits than 12 credits in any specialization. Though this gives some flexibility to the students to face the job market, most companies look for graduates with a sharp focus. Hence the vertical component of the T is designed to augment the university specified credits with credits that meet the career track goals. Hence, the students are encouraged to take value added courses that are customized to one's career goals. For example, a person may take a course in use of AI for recruitment and selection or SEO in digital marketing to augment one's competencies for a career. Being customized for the career track, the choice is left to the students who make take it from any online source such as Coursera, Swayam etc.
15	Internship and Projects	Students are encouraged to do internship and projects that can augment their career track goals. For example a project on analysis of banks' performance using CAMEL model could be done by someone with a career track goal in banking using skills gained from Excel Expert certification or using Power BI or someone with a career track goal in digital marketing could do a project for a company that s/he may solicit.

DISCIPLINE AND AFFIRMATIVE ACTION RELATED COMMITEES

(Refers to 2.1.3.1)

1. **Grievance Redressal Committee.**
2. **Internal Complaint Committee (sexual Harassment).**
3. **Anti-ragging committee.**
4. **Anti-ragging squad.**
5. **SC/ST Committee.**

Connected as a single PDF file in the same sequence as given in

DCSMAT
D C School of Management and Technology
One School Avenue
Pullikkanam PO, Vagamon,
Idukki - 685 503, kerala, India
Phone: (91-4869) 297030
Fax: (91-481) 2564758
Web: www.dcsmat.com
E-mail: info@dcschool.net

DC School of Management and Technology
(Vagamon Campus)

Office Order No.01/2023

Sub: Re-constitution of Grievance Redressal Committee

1. In compliance of the regulations of statutory authorities, it has been decided to re-constitute the Grievance Redressal as under with immediate effect:

Chairman	Dr. Elizabeth George, Principal
Member	Dr. R.Wranton Perez ,Professor
Member	Dr. Joby Jose ,Associate Professor
Member	Dr. Jyothi Vijayan, Associate Professor
Member	Dr. Baiju P Samuel, Associate Professor
Member	Mr. Saneesh P V, Asst. Professor
Member	Mr. Akhil Vijayan, Asst. Professor
Member	Student Representative, MBA 1st Year
Member	Student Representative, MBA 2nd Year

2. The committee shall be responsible for the compliance as per the regulations of statutory authorities

3. All the members and Chairman shall familiarize themselves with their duties and responsibilities and act in accordance with the regulations of the above notification.

4. The tenure of the officials of the committee shall be co-terminal with their appointment in DCSMAT or otherwise changed by the issue of a subsequent order.

5. All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman

For and on behalf of DC School of Management and Technology

Principal

12 April 2023

Circulation

1) All students and staff
2) All Members of the Committee
3) Stock File
4) CF

DCSMAT
D C School of Management and Technology
One School Avenue
Pullikkanam PO, Vagamon,
Idukki - 685 503, kerala, India
Phone: (91-4869) 297030
Fax: (91-481) 2564758
Web: www.dcsmat.com
E-mail: info@dcschool.net

DC School of Management and Technology
(Vagamon Campus)

Office Order No.04/2023

Sub: Re-Constitution of Internal Complaint Committee (ICC)

Ref: Section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

1. In compliance of the above act, it has been decided to re-constitute the Internal Complaint Committee (ICC) as under with immediate effect:

Chairman/Presiding Officer	: Dr.Jyothi Vijayan, Associate Professor
Member	: Mr. KR Jayan, Associate Professor
Member	: Mr. Sanesh P V, Assistant Professor
Member	: Ms. Sona Sebastian, Assistant Professor
Member	: Ms. Anila Babu, Administrative Assistant
Member	: Ms. Prasanna Kumari, Warden
Member	: Student Representative, MBA 2nd year
Member	: Student Representative, MBA 1st year

2. The committee shall be responsible for the compliance as per the above regulations.

3. All the members and Chairman shall familiarize themselves with their duties and responsibilities and act in accordance with the regulations of the above notification.

4. The tenure of the officials of the committee shall be co-terminal with their appointment in DCSMAT or otherwise changed by the issue of a subsequent order.

5. All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman

For and on behalf of DC School of Management and Technology

Principal

DC School of Management and Technology
Pulikkanam, Idukki-685 503

12 April 2023

DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
IDUKKI
PIN : 685 503

Circulation

1) All students and staff
2) All Members of the Committee
3) Stock File
4) CF

DCSMAT
D C School of Management and Technology
One School Avenue
Pullikkanam PO, Vagamon,
Idukki - 685 503, kerala, India
Phone: (91-4869) 297030
Fax: (91-481) 2564758
Web: www.dcsmat.com
E-mail: info@dcschool.net

DC School of Management and Technology
(Vagamon Campus)
Office Order No.02/2023

Sub: Re-constitution of Anti Ragging Committee.

Ref: UGC/AICTE regulation for prevention and prohibition of ragging in higher educational institutions.

1. In compliance of the regulations of UGC/AICTE, it has been decided to re-constitute the Anti Ragging Committee as under with immediate effect:

1.	Designation	Name	Phone No.
2.	Chairman	Dr. Elizabeth George, Principal	9745302813
3.	Convener	Dr. Kuppachi Sreenivas, Professor	9995318525
5.	Member	Dr. R.Wranton Perez, Professor	9443110311
4.	Member	Dr.Baiju P Samuel, Associate Professor	8086012392
5.	Member	Dr.Jyothi Vijayan, Associate Professor	9447197674
6.	Member	Mr.Jayan Associate Professor	9995120123
7.	Member	Mr. Neeraj Unnnithan Asst. Professor	9961676599
8.	Member	Mr.Prajith P.K, Asst. Professor	9446680621
8.	Member	Mr. Akhil B Vijayan, Asst. Professor	9656593034
9.	Member	Boy's Hostel warden-Sajeevan	9446197277
10	Member	Ladies Hostel warden- Prasanna	6235700487
11.	Member	Parent representative- MBA 1st year Ms. Estheramma, M/o Reena Roy	9946797365
12.	Member	Parent representative- MBA 2nd year, , Biju N R, F/o Subin N B	7510442849
13	Member	Student representative- MBA 1st year ,Reena Roy	9746572939

14.	Member	Student representative- MBA 2nd year, Aromal V Shaji	9744445160
15	Member	Mrs.Mariamma Thomas-Panchayat Member	9383444757
16	Member	Supdt. of Police Idukki Dist.	9497996981
17.	Member	CI of Police, Vagamon	9497947298
18.	Member	SI of Police, Vagamon	9497975359

2. The committee shall be responsible for the compliance as per the above regulations of UGC/AICTE.

3. All the members and Chairman shall familiarize themselves with their duties and responsibilities and act in accordance with the regulations of the above notification.

4. The tenure of the officials of the committee shall be co-terminal with their appointment in DCSMAT or otherwise changed by the issue of a subsequent order.

5. All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman.

For and on behalf of DC School of Management and Technology

DC SCHOOL OF MANAGEMENT AND TECHNOLOGY IDUKKI PIN : 685 503

Principal 12/4/23

DC School of ... Pullikkanam, Idukki-685 503

12 April 2023

Circulation

1) All students and staff 2)All Members of the Committee 3) Stock File 4)CF

DCSMAT
D C School of Management and Technology
One School Avenue
Pullikkanam PO, Vagamon,
Idukki - 685 503, kerala, India
Phone: (91-4869) 297030
Fax: (91-481) 2564758
Web: www.dcsmat.com
E-mail: info@dcschool.net

DC School of Management and Technology
(Vagamon Campus)

Office Order No.05/2023

Sub: Re-constitution of Anti-ragging squad

Ref: UGC regulation for prevention and prohibition of ragging in higher educational institutions.

1. In compliance of the regulations of UGC, It has been decided to re-constitute the Anti-ragging squad to prevent and take precautionary measures, to control and eliminate ragging in the campus. Following are the members:-

S No.	Designation	Name
1	Chairman	Prof. Akhil Vijayan, Asst. Professor
2	Member	Dr.Jyothi Vijayan, Associate Professor
3	Member	Dr. Joby Jose, Associate Professor
4	Member	Dr.Arun Vijay, Asst. Professor
5	Member	Mr.Sanesh P V, Asst. Professor
6	Member	Mr.Sreekanth Mohan, Executive Student Affairs
7	Member	Mr. Jose K J Boy's ,Hostel warden
8	Member	Ms.Remani S Pillai ,Ladies Hostel warden

2. The Squad will have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

3. All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman.

For and on behalf of DC School of Management and Technology

DC SCHOOL OF MANAGEMENT AND TECHNOLOGY IDUKKI PIN : 685 503

Principal

12 April 2023

Circulation

1) All students and staff 2)All Members of the Committee 3) Stock File 4) CF

DCSMAT
D C School of Management and Technology
One School Avenue
Pullikkanam PO, Vagamon,
Idukki - 685 503, kerala, India
Phone: (91-4869) 297030
Fax: (91-481) 2564758
Web: www.dcsmat.com
E-mail: info@dcschool.net

DC School of Management and Technology
(Vagamon Campus)

Office Order No.03/2023

Sub: Re-Constitution of Committee for SC/ST.

Ref: 1) Constitution of SC/ST monitoring Committee and intimation to MG University vide letter No.DCS/D01/5622/2010, dt.29.04.2010
2) Scheduled Castes and Scheduled Tribes (prevention of Atrocities) act, 1989, No.33 of 1989, dt.11.09.1989

1. In compliance of the above act, it has been decided to re-constitute the Committee for SC/ST as under with immediate effect:

Chairman	:	Ms. Renjitha R, Assistant Professor
Secretary	:	Mr. Akhil B Vijayan, , Assistant Professor
Member	:	Mr. Jayan, Associate Professor
Member	:	Mr. Prajith P.K, Assistant Professor
Member	:	Ms .Mariyamma Thomas, , Ward member of Elappara Grama Panchayath

2. The committee shall be responsible for the compliance as per the above (Ref 3) regulations.

3. All the members and Chairman shall familiarize themselves with their duties and responsibilities and act in accordance with the regulations of the above notification.

4. The tenure of the officials of the committee shall be co-terminal with their appointment in DCSMAT or otherwise changed by the issue of a subsequent order.

5. All files and correspondence in relation to the proceedings of the Committee shall be maintained by the Chairman

For and on behalf of DC School of Management and Technology

Principal

April 12, 2023

DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
IDUKKI
PIN : 685 503

PRINCIPAL
DC School of Management and Technology
Pulimanthra, Vagamon
Idukki District

Circulation

1) All students and staff
2) All Members of the Committee
3) Stock File
4) CF

POs ATTAINED

(Refers to 3.1.2)

Annexure 3.1.2 PO Attainment 2019-2021 Batch

Subjects		PO1	PO2	PO3	PO4	PO5	PO6
1	AFM	1.20	1.75	1.00	1.60	0.80	0.00
2	BC	0.17	0.00	0.20	0.67	0.50	0.33
3	EM	1.00	2.00	2.00	2.00	2.00	2.20
4	LEB	2.00	2.80	2.60	2.40	2.40	2.20
5	MCOB	0.00	0.00	0.00	0.00	2.83	2.67
6	ME	2.00	2.80	2.60	2.40	2.40	2.20
7	QT	2.00	2.80	2.60	2.40	2.40	2.20
8	BRM	1.00	1.25	1.50	2.20	2.00	2.50
9	ED	2.00	2.67	1.00	1.00	1.33	1.50
10	FM	1.00	1.25	1.50	2.20	2.00	2.50
11	HRM	1.00	1.25	1.50	2.20	2.00	2.50
12	MIS	1.25	2.00	2.00	1.33	2.00	1.60
13	MM	2.40	1.80	2.00	1.75	1.67	1.80
14	MS	0.00	0.00	0.00	0.00	3.00	2.67
15	OM	1.50	1.80	0.33	1.50	1.50	0.50
16	BDBA	0.00	0.00	2.40	2.00	2.80	1.60
17	BECG	0.00	0.00	2.40	2.00	2.80	1.60
18	MBFI	0.00	0.00	0.00	0.00	2.75	2.75
19	OCT	1.20	0.80	1.40	1.40	0.80	0.00
20	RBM	2.00	2.33	1.75	2.00	2.67	1.60
21	SAPM	0.80	1.40	1.00	1.20	1.00	0.00
22	SCM	0.00	1.50	0.00	1.67	2.75	2.75
23	T&D	2.00	2.33	1.75	2.00	2.67	1.60
24	TQM	0.00	0.00	0.00	0.00	2.80	2.80
25	ABRM	1.00	1.00	2.00	1.00	1.50	1.75
26	CB	1.00	1.00	2.00	1.00	1.50	1.67
27	CSM	0.80	1.21	1.13	1.14	2.04	1.76
28	GOLM	0.00	0.00	0.00	0.00	2.80	2.80
29	IFFM	0.75	1.25	1.25	1.25	1.00	0.00
30	IRLL	0.00	1.33	0.00	1.75	1.25	1.00
31	MFS	0.67	1.17	0.83	1.00	0.83	0.00
32	MPM	0.00	0.00	0.00	0.00	2.80	2.80
33	STR. MGT	0.00	1.00	2.00	0.00	2.50	3.00
	Total	**28.73**	**40.49**	**40.74**	**43.06**	**66.09**	**56.84**
	Attainment	**29%**	**41%**	**41%**	**43%**	**67%**	**57%**

PO Attainment 2020-2022 Batch

Subjects		PO1	PO2	PO3	PO4	PO5	PO6
1	AFM	1.75	2	1.75	1.67	1.67	2
2	BC	1	0	2	2.2	1.5	1.33
3	EM	1	2	2.33	2.2	1.75	1.33
4	LEB	0	0	0	0	2.6	2.6
5	MCOB	2	1.67	1.25	1.33	2.6	2.6
6	ME	2	3	1	1.75	2.6	2.6
7	QT	2	3	3	3	3	2.2
8	BRM	0	0	0	0	2.8	2.8
9	ED	2	3	3	3	3	2.8
10	FM	1.8	3	2	3	3	3
11	HRM	1	1.25	1.5	2.2	2	2.5
12	MIS	2.8	2	3	2	2.8	2.8
13	MM	2	3	1.8	1.6	2.6	2.6
14	MS	0	0	1.3	3	2.8	2.8
15	OM	1	1.25	1.5	2.2	2	2.5
16	BDBA	2.5	2.25	2.75	3	3	2
17	BECG	0	0	2.4	2	2.8	1.6
18	DSMM	0	0	0	0	2.8	2.8
19	IHRM	0	0	0	0	2.75	2.75
20	IMC	3	2	2	1.6	2.6	2.6
21	Int. Mktg	3	2	1.6	3	2.8	2.8
22	MBFI	2	1.75	1.75	1.25	1.5	1.25
23	OCT	2	2.33	1.75	2	2.67	1.6
24	SAPM	2	1.75	1.75	1.25	1.5	1.25
25	SCM	3	3	0	0	2.75	2.75
26	T&D	2	2.33	1.75	2	2.67	1.6
27	TQM	3	1.6	1.6	3	2.6	2.6
28	CB	2.2	1.6	3	2	2.8	2.8
29	CSM	2	1.67	1.75	2	2	2
30	GOLM	2.6	2	3	1.2	2.8	2.8
31	IEO	2.8	2	1.6	2.4	3	3
32	IFFM	2	1.67	1.67	1.67	1.33	1.33
33	IRLL	2	1.67	1.75	2	2	2
34	ITPS	0	0	0	0	2.75	2.75
35	MFS	2	1.75	1.75	1.25	1.5	1.25
36	MPM	3	2	2.8	3	3	3
37	PBD	0	0	0	0	2.75	2.75
38	SM	0	0	2.4	2	2.8	1.6
	Total	**61.45**	**58.54**	**62.50**	**65.77**	**93.89**	**87.34**
	Attainment	**53.90%**	**51.35%**	**54.82%**	**57.69%**	**82.36%**	**76.61%**

COs ATTAINED

(Refers to 3.2.2.1)

Annexure 3.2.2.1 CO Attainment 2019-2021 & 2020-2022 Batches

MBA 2019-2021 Batch

SEM-I

	AFM	BC	EM	LEB	MCOB	ME	QT
CO1	2.91	2.89	3.00	2.89	2.22	2.22	3.00
CO2	2.88	2.91	3.00	2.91	0.78	2.76	3
CO3	2.88	2.88	2.75	2.88	2.76	2.76	2.75
CO4	2.78	2.78	2.76	2.78	3.00	3.00	2.76
CO5	2.98	2.98	2.75	2.98	1.68	1.68	2.75

SEM-II

	BRM	ED	FM	HRM	MIS & CS	MM	MS	OM
CO1	2.04	2.04	2.64	2.64	3.00	2.91	1.10	2.88
CO2	1.68	1.68	2.46	2.46	3.00	3.00	2.26	3.00
CO3	3.00	3.00	2.37	2.37	2.90	2.99	2.00	3.00
CO4	3.00	3.00	2.19	2.19	3.00	3.00	3.00	2.68
CO5	0.96	0.96	2.19	2.19	2.73	3.00	2.22	2.96

SEM-III

	Big Data & Business Analytics	Business Ethics & Corporate Governance	RBM	Intg. Mktg. Comm.	Mgt. of Banks & Financial Institutions	Org. Change & Transf.	Sec. Analysis & Portfolio Mgt.	Supply Chain Mgt.	Training & Development	Total Quality Mgt.
CO1	2.22	2.58	2.40	2.76	2.22	3.00	1.68	2.76	3.00	2.22
CO2	2.22	2.76	2.76	2.40	1.50	2.73	2.04	1.86	2.73	0.78
CO3	1.50	2.58	2.76	2.76	0.78	2.46	0.60	2.58	2.46	2.58
CO4	1.32	2.40	1.86	2.75	0.60	2.28	0.60	2.75	2.28	1.14
CO5	2.04	2.04	1.50	2.04	1.32	2.46	0.60	2.58	2.46	1.68

SEM-IV

	ABRM	CB	CSM	GOLM	IFFM	IRLL	MFS	MPM	Strg. Mgt.
CO1	3.00	2.99	3.00	2.22	2.76	2.91	3.00	3.00	3.00
CO2	3.00	3.00	2.99	0.78	2.75	3.00	3.00	3.00	3.00
CO3	2.82	2.99	3.00	2.58	2.75	2.64	3.00	2.75	2.86
CO4	3.00	3.00	3.00	1.14	2.72	2.73	3.00	2.86	3.00
CO5	3.00	3.00	3.00	1.68	NA	2.73	3.00	3.00	3.00

MBA 2020-2022 Batch

SEM-I

	AFM	BC	EM	LEB	MCOB	ME	QT
CO1	3.00	3.00	3.00	3.00	3.00	2.97	3.00
CO2	1.86	3.00	3.00	3.00	3.00	2.97	3
CO3	0.78	2.97	2.97	2.76	2.97	2.58	2.97
CO4	3.00	2.98	2.99	2.76	2.98	3.00	2.98
CO5	3.00	3.00	3.00	1.68	1.68	3.00	1.68

SEM-II

	BRM	ED	FM	HRM	MIS & CS	MM	MS	OM
CO1	3.00	2.40	3.00	3.00	3.00	2.98	3.00	3.00
CO2	2.94	2.98	3.00	3.00	3.00	2.99	2.98	3.00
CO3	2.76	2.76	2.98	2.99	2.98	2.81	3.00	3.00
CO4	2.74	3.00	2.98	3.00	3.00	3.00	3.00	2.98
CO5	2.94	3.00	3.00	3.00	3.00	3.00	3.00	2.68

SEM-III

	Big Data & Business Analytics	Business Ethics & Corporate Governance	Int. HRM	Intg. Mktg. Comm.	Int. Mktg	Mgt. of Banks & Financial Institutions	Org. Change & Transf.	Sec. Analysis & Portfolio Mgt.	Supply Chain Mgt.	Digital & Social Media Marketing	Training & Development	Total Quality Mgt.
CO1	3.00	3.00	3.00	2.96	3.00	3.00	2.99	3.00	3.00	3.00	3.00	3.00
CO2	2.06	3.00	3.00	3.00	2.25	3.00	3.00	2.20	2.97	3.00	3.00	3.00
CO3	2.97	2.99	2.97	3.00	2.97	2.94	3.00	2.17	2.99	3.00	2.36	2.98
CO4	3.00	2.94	2.92	3.00	2.99	2.97	2.98	3.00	3.00	2.97	3.00	2.99
CO5	NA	2.99	NA	2.25	3.00	3.00	3.00	3.00	NA	2.96	3.00	3.00

SEM-IV

	CB	CSM	GOLM	IEO	IFFM	IRLL	ITPS	MFS	MPM	PBD	Strg. Mgt.
CO1	3.00	3.00	2.20	3.00	3.00	3.00	2.98	3.00	3.00	3.00	3.00
CO2	2.96	3.00	1.44	3.00	2.99	3.00	2.99	3.00	3.00	3.00	3.00
CO3	2.99	2.98	2.97	2.25	2.98	2.98	3.00	2.98	2.25	2.76	2.97
CO4	2.72	2.98	3.00	2.99	2.25	2.95	3.00	3.00	1.44	2.25	2.99
CO5	3.00	3.00	3.00	2.25	NA	3.00	NA	3.00	3.00	NA	3.00

ACADEMIC CALENDER (CAYm2, CAYm1, CAY)

(Refers to 4.2.1)

DCSMAT. VAGAMON

Academic Calendar for the Academic Year 2020-21

Date	Day	Important dates and Events	WD : MBA 19	MBA 19	WD : MBA 20	MBA 20
1-Jul-20	Wednesday			Academic Workshop-Online		Academic Workshop-Online
2-Jul-20	Thursday			Academic Workshop-Online		Academic Workshop-Online
3-Jul-20	Friday			Sem-3 Re-registration		NA
4-Jul-20	Saturday	American Independence day; International Day of Cooperatives				NA
5-Jul-20	Sunday					NA
6-Jul-20	Monday	World Zoonoses Day	Work Day-1	Online Classes		NA
7-Jul-20	Tuesday		2	Online Classes		NA
8-Jul-20	Wednesday		3	Online Classes		NA
9-Jul-20	Thursday		4	Online Classes		NA
10-Jul-20	Friday		5	Online Classes		NA
11-Jul-20	Saturday	World Population Day	6	Online Classes		NA
12-Jul-20	Sunday	World Malala day				NA
13-Jul-20	Monday		7	Online Classes		NA
14-Jul-20	Tuesday		8	Online Classes		NA
15-Jul-20	Wednesday		9	Online Classes		Webex Online Platform Training
16-Jul-20	Thursday		10	Online Classes		

17-Jul-20	Friday	World Day for International Justice	11	Online Classes		
18-Jul-20	Saturday	Nelson Mandela International Day		Guest Talk-Webinar		
19-Jul-20	Sunday					
20-Jul-20	Monday	Karkidakavavu				Official Inaguration of MBA20 Batch
21-Jul-20	Tuesday		12	Online Classes		Orienatation Programme
22-Jul-20	Wednesday		13	Online Classes		Orienatation Programme
23-Jul-20	Thursday		14	Online Classes		Orienatation Programme
24-Jul-20	Friday		15	Online Classes		Orienatation Programme
25-Jul-20	Saturday			Placement Talk-Online		Orienatation Programme
26-Jul-20	Sunday					
27-Jul-20	Monday		16	Online Classes		Bridge Courses
28-Jul-20	Tuesday	World Nature conservation day	17	Online Classes		Bridge Courses
29-Jul-20	Wednesday	International Tiger Day	18	Online Classes		Bridge Courses
30-Jul-20	Thursday		19	Online Classes		Bridge Courses
31-Jul-20	Friday	Bakrid				
1-Aug-20	Saturday			Psychometric Test		Bridge Courses
2-Aug-20	Sunday	International Friendship Day				
3-Aug-20	Monday		20	Online Classes		Bridge Courses
4-Aug-20	Tuesday		21	Online Classes		Bridge Courses

5-Aug-20	Wednesday		22	Online Classes		Bridge Courses
6-Aug-20	Thursday	Hiroshima Day	23	Online Classes		Bridge Courses
7-Aug-20	Friday		24	Online Classes- Publication of Attendance -		Bridge Courses
8-Aug-20	Saturday			Corporate Talk-Online		Psychometric Test
9-Aug-20	Sunday	Quit India Day, Nagasaki Day, International day of World's indigenous people				
10-Aug-20	Monday		25	Internal Examination- Online Test	Work Day-1	Online Classes
11-Aug-20	Tuesday		26	Internal Examination- Online Test	2	Online Classes
12-Aug-20	Wednesday	International Youth day	27	Internal Examination- Online Test	3	Online Classes
13-Aug-20	Thursday		28	Internal Examination- Online Test	4	Online Classes
14-Aug-20	Friday	Independence Day of Pakistan	29	Internal Examination- Online Test	5	Online Classes
15-Aug-20	Saturday	Independence Day of India				
16-Aug-20	Sunday					
17-Aug-20	Monday		30	Online Classes	6	Online Classes
18-Aug-20	Tuesday		31	Online Classes	7	Online Classes
19-Aug-20	Wednesday	World Photography day	32	Online Classes	8	Online Classes
20-Aug-20	Thursday	Sadbhavna Diwas	33	Online Classes	9	Online Classes
21-Aug-20	Friday		34	Online Classes	10	Online Classes
22-Aug-20	Saturday			Corporate Talk-Online		Corporate Talk-Online
23-Aug-20	Sunday	International Day for the remembrance of Slave trade and its abolition				

24-Aug-20	Monday		35	Online Classes	11	Online Classes
25-Aug-20	Tuesday		36	Online Classes	12	Online Classes
26-Aug-20	Wednesday		37	Online Classes	13	Online Classes
27-Aug-20	Thursday			Onam Vacation		Onam Vacation
28-Aug-20	Friday	Ayyankali Jayanthi		Onam Vacation		Onam Vacation
29-Aug-20	Saturday	National Sports Day,Onam		Onam Vacation		Onam Vacation
30-Aug-20	Sunday	Small Industry Day,Onam		Onam Vacation		Onam Vacation
31-Aug-20	Monday	Onam		Onam Vacation		Onam Vacation
1-Sep-20	Tuesday	Onam		Onam Vacation		Onam Vacation
2-Sep-20	Wednesday	Onam		Onam Vacation		Onam Vacation
3-Sep-20	Thursday			Onam Vacation		Onam Vacation
4-Sep-20	Friday			Onam Vacation		Onam Vacation
5-Sep-20	Saturday	Teachers' Day (Dr. Radhakrishnan's birthday), Forgiveness day		Onam Vacation		Onam Vacation
6-Sep-20	Sunday			Onam Vacation		Onam Vacation
7-Sep-20	Monday		38	Online Classes	14	Online Classes
8-Sep-20	Tuesday	World Literacy Day	39	Online Classes	15	Online Classes
9-Sep-20	Wednesday		40	Online Classes	16	Online Classes
10-Sep-20	Thursday	Sreekrishna Jayanthi				
11-Sep-20	Friday		41	Online Classes	17	Online Classes

12-Sep-20	Saturday			Guest Talk-Webinar		Guest Talk-Webinar
13-Sep-20	Sunday					
14-Sep-20	Monday	Hindi day, World First Air Day	42	Online Classes	18	Online Classes
15-Sep-20	Tuesday	Engineer's day in India	43	Online Classes	19	Online Classes
16-Sep-20	Wednesday	World Ozone Day	44	Online Classes	20	Online Classes
17-Sep-20	Thursday		45	Online Classes	21	Online Classes
18-Sep-20	Friday		46	Online Classes	22	Online Classes
19-Sep-20	Saturday			Guest Talk-Webinar		Guest Talk-Webinar
20-Sep-20	Sunday					
21-Sep-20	Monday	Alzheimer's Day, International day of peace, Sreenarayana Guru Samadhi				
22-Sep-20	Tuesday		47	Online Classes	23	Online Classes
23-Sep-20	Wednesday		48	Online Classes	24	Online Classes
24-Sep-20	Thursday		49	Online Classes	25	Online Classes
25-Sep-20	Friday	Social justice day	50	Online Classes	26	Online Classes
26-Sep-20	Saturday	Day of the Deaf		Alumni Talk-Online		Alumni Talk-Online
27-Sep-20	Sunday	World Tourism Day				
28-Sep-20	Monday		51	Online Classes	27	Online Classes
29-Sep-20	Tuesday		52	Online Classes	28	Online Classes
30-Sep-20	Wednesday		53	Online Classes	29	Online Classes-Publication of Online Class

1-Oct-20	Thursday	International day of the Older person	54	Online Classes	30	Online Classes
2-Oct-20	Friday	Mahatma Gandhi birthday, International Day of Non-violence				
3-Oct-20	Saturday	World Habitat Day, World nature day		Corporate Talk-O	31	
4-Oct-20	Sunday	World Animal Welfare Day				
5-Oct-20	Monday	World Teacher's day	55	Online Classes	32	Online Internal Test
6-Oct-20	Tuesday	World Wildlife day, World Food Security day	56	Online Classes	33	Online Internal Test
7-Oct-20	Wednesday		57	Online Classes	34	Online Internal Test
8-Oct-20	Thursday	Indian Air Force Day	58	Online Classes	35	Online Internal Test
9-Oct-20	Friday	World Post Office day	59	Online Classes	36	Online Internal Test
10-Oct-20	Saturday	National Post Day		Guest Talk-Webir	37	Online Internal Test
11-Oct-20	Sunday	International girl child day				
12-Oct-20	Monday	World Arthritis day	60	Online Classes	38	Online Classes
13-Oct-20	Tuesday	UN International Day for National disaster reduction	61	Online Classes	39	Online Classes
14-Oct-20	Wednesday	World Standards Day	62	Online Classes	40	Online Classes
15-Oct-20	Thursday	World White Cane Day (guiding the Blind)	63	Online Classes	41	Online Classes
16-Oct-20	Friday	World Food Day	64	Online Classes	42	Online Classes
17-Oct-20	Saturday	International day for the eradication of poverty		Corporate Talk-Online		Corporate Talk-Online
18-Oct-20	Sunday					
19-Oct-20	Monday		65	Online Classes	43	Online Classes

20-Oct-20	Tuesday	World statistics day	66	Online Classes	44	Online Classes
21-Oct-20	Wednesday		67	Online Classes	45	Online Classes
22-Oct-20	Thursday		68	Online Classes	46	Online Classes
23-Oct-20	Friday		69	Online Classes- Publication of Attendance -	47	Online Classes- Publication of Attendance -
24-Oct-20	Saturday	UN Day, World development information Day, Mahanavami		Pooja Holidays		Pooja Holidays
25-Oct-20	Sunday			Pooja Holidays		Pooja Holidays
26-Oct-20	Monday	Vijayadasami		Pooja Holidays		Pooja Holidays
27-Oct-20	Tuesday		70		48	Online Classes
28-Oct-20	Wednesday		71		49	Online Classes
29-Oct-20	Thursday	Mahatma Gandhi birthday, International Day of Non-violence, Milad E Sheriff				
30-Oct-20	Friday	World Thrift Day	72	Online Classes	50	Online Classes
31-Oct-20	Saturday		73	Online Classes	51	Online Classes
1-Nov-20	Sunday	World vegan day				
2-Nov-20	Monday		74	Online Classes	52	Online Classes
3-Nov-20	Tuesday		75	Online Classes	53	Online Classes
4-Nov-20	Wednesday		76	Online Classes	54	Online Classes
5-Nov-20	Thursday	World Radiography day	77	Online Classes	55	Online Classes
6-Nov-20	Friday		78	Online Classes	56	Online Classes
7-Nov-20	Saturday	Infant Protection day; World cancer Awareness Day				

8-Nov-20	Sunday					
9-Nov-20	Monday		79	Online Classes	57	Online Classes
10-Nov-20	Tuesday		80	Online Classes	58	Online Classes
11-Nov-20	Wednesday		81	Online Classes	59	Online Classes
12-Nov-20	Thursday		82	Online Classes	60	Online Classes
13-Nov-20	Friday		83	Online Classes- Publication of Attendance -		Online Classes- Publication of Attendance -
14-Nov-20	Saturday	Children's Day in India; Jawaharlal Nehru Birthday		Revision Classes- Second Semester		Guest Talk- Webinar
15-Nov-20	Sunday					
16-Nov-20	Monday	International day for Endurance		Revision Classes- Second Semester	62	Online Classes
17-Nov-20	Tuesday	World Student day; National Journalism Day		Revision Classes- Second Semester	63	Online Classes
18-Nov-20	Wednesday	World Adult day		Revision Classes- Second Semester	64	Online Classes
19-Nov-20	Thursday	World Citizen day		Revision Classes- Second Semester	65	Online Classes
20-Nov-20	Friday	Universal children day; Africa Industrialization Day		Revision Classes- Second Semester	66	Online Classes
21-Nov-20	Saturday	World Television day; World Fisheries Day		Revision Classes- Second Semester		Alumni Talk- Webinar
22-Nov-20	Sunday					
23-Nov-20	Monday			Study Break	67	Online Classes
24-Nov-20	Tuesday			Study Break	68	Online Classes
25-Nov-20	Wednesday	World Non-veg day		University Exams	69	Online Classes
26-Nov-20	Thursday	Law day		University Exams	70	Online Classes

27-Nov-20	Friday			University Exams	71	Online Classes
28-Nov-20	Saturday			University Exams		Alumni Talk-Online
29-Nov-20	Sunday	International Day of Solidarity with Palestinian People				
30-Nov-20	Monday	Flag day		University Exams	72	Online Classes
1-Dec-20	Tuesday	World Aids Day		University Exams	73	Regular Class
2-Dec-20	Wednesday	World Computer literacy day; International Day of abolition of slavery		University Exams	74	Regular Class
3-Dec-20	Thursday	International Day of People with disabilities; World conservation day		University Exams	75	Regular Class
4-Dec-20	Friday	Navy Day		University Exams		Regular Class
5-Dec-20	Saturday	International volunteer day for economic and social development		University Exams		Guest Talk-Webinar
6-Dec-20	Sunday					
7-Dec-20	Monday	Armed Forces Flag Day; International day of civil aviation		University Exams	76	Regular Class
8-Dec-20	Tuesday			University Exams	77	Regular Class
9-Dec-20	Wednesday	The International day against corruption		University Exams	78	Regular Class
10-Dec-20	Thursday	Human Right Day		University Exams	79	Regular Class
11-Dec-20	Friday	International Mountain day		University Exams	80	Regular Class
12-Dec-20	Saturday					
13-Dec-20	Sunday					
14-Dec-20	Monday	International Energy day	84	Regular Class	81	Regular Class
15-Dec-20	Tuesday		85	Regular Class	82	Regular Class

16-Dec-20	Wednesday		86	Regular Class	83	Regular Class
17-Dec-20	Thursday		87	Regular Class	84	Regular Class
18-Dec-20	Friday	International Migrants day	88	Regular Class	85	Regular Class
19-Dec-20	Saturday	Goa's liberation day				
20-Dec-20	Sunday	International Human solidarity				
21-Dec-20	Monday		89	Regular Class	86	Regular Class
22-Dec-20	Tuesday		90	Regular Class	87	Regular Class
23-Dec-20	Wednesday	Kisan Divas (Farmer's Day)		Christmas Vacation		Christmas Vacation
24-Dec-20	Thursday			Christmas Vacation		Christmas Vacation
25-Dec-20	Friday	Christmas		Christmas Vacation		Christmas Vacation
26-Dec-20	Saturday			Christmas Vacation		Christmas Vacation
27-Dec-20	Sunday			Christmas Vacation		Christmas Vacation
28-Dec-20	Monday			Christmas Vacation		Christmas Vacation
29-Dec-20	Tuesday	International Bio-diversity day		Christmas Vacation		Christmas Vacation
30-Dec-20	Wednesday			Christmas Vacation		Christmas Vacation
31-Dec-20	Thursday			Christmas Vacation		Christmas Vacation
1-Jan-21	Friday			Christmas Vacation		Christmas Vacation
2-Jan-21	Saturday	Mannam Jayanthi		Christmas Vacation		Christmas Vacation
3-Jan-21	Sunday					

4-Jan-21	Monday	World Braille Day	91	Regular Class	88	Regular Class
5-Jan-21	Tuesday		92	Regular Class	89	Regular Class
6-Jan-21	Wednesday	World War Orphans Day	93	Regular Class	90	Regular Class
7-Jan-21	Thursday		94	Regular Class	91	Regular Class
8-Jan-21	Friday	African National Congress Foundation Day	95	Regular Class	92	Regular Class
9-Jan-21	Saturday	Pravasi Bharatiya Divas NRI Day		Break		Corporate Talk-Online
10-Jan-21	Sunday	World Hindi Day				
11-Jan-21	Monday	Death anniversary of Lal Bahadur Shastri	96	Model Examinati	93	Regular Class
12-Jan-21	Tuesday	National Youth Day (Birth Day of Swami Vivekanand)	97	Model Examinati	94	Regular Class
13-Jan-21	Wednesday		98	Model Examinati	95	Regular Class
14-Jan-21	Thursday		99	Model Examinati	96	Regular Class
15-Jan-21	Friday	Army Day	100	Model Examinati	97	Regular Class
16-Jan-21	Saturday		101	Model Examinati	98	Guest Talk-Webinar
17-Jan-21	Sunday					
18-Jan-21	Monday			Study Break	99	Model Examination
19-Jan-21	Tuesday			Study Break	100	Model Examination
20-Jan-21	Wednesday			University Exams	101	Model Examination
21-Jan-21	Thursday			University Exams	102	Model Examination
22-Jan-21	Friday			University Exams	103	Model Examination

23-Jan-21	Saturday	Netaji Subhash Chandra bose birthday		University Exams	104	Model Examination
24-Jan-21	Sunday	National Girl Child day of India				
25-Jan-21	Monday	India Tourism Day, National voters day		University Exams		Second Semester Re-Registration
26-Jan-21	Tuesday	Republic Day of India and International Customs day				
27-Jan-21	Wednesday	International Holocaust Day (The largest Nazi death; International day of commemoration		University Exams	Work Day-1	Regular Class
28-Jan-21	Thursday	Birth Anniversary of Lala Lajpat Rai; Data protection day		University Exams	2	Regular Class
29-Jan-21	Friday			University Exams	3	Regular Class
30-Jan-21	Saturday	Mahatma Gandhi's Martyrdom Day (Martyr's day); World Leprosy Eradication Day		University Exams		Alumni Talk
31-Jan-21	Sunday					
1-Feb-21	Monday	Indian Coast Guard Day		University Exams	4	Regular Class
2-Feb-21	Tuesday	World Wetlands Day		University Exams	5	Regular Class
3-Feb-21	Wednesday			University Exams	6	Regular Class
4-Feb-21	Thursday	World Cancer Day; National day of Sri Lanka		University Exams	7	Regular Class
5-Feb-21	Friday			University Exams	8	Regular Class
6-Feb-21	Saturday	International day against female genital mutilation				Guest Talk-Wbinar
7-Feb-21	Sunday	International Development Week				
8-Feb-21	Monday			Re-registration-S	9	Regular Class
9-Feb-21	Tuesday		Work Day-1	Regular Class	10	Regular Class
10-Feb-21	Wednesday		2	Regular Class	11	Regular Class

11-Feb-21	Thursday	World Day of the Sick	3	Regular Class	12	Regular Class
12-Feb-21	Friday	Darwin Day; Abraham Lincoln's Birthday	4	Regular Class	13	Regular Class
13-Feb-21	Saturday	Sarojini Naidu's Birth Anniversary		Alumni Talk-Online		Alumni Talk-Online
14-Feb-21	Sunday	Saint Valentine's Day; World Marriage Day				
15-Feb-21	Monday		5	Regular Class	14	Regular Class
16-Feb-21	Tuesday		6	Regular Class	15	Regular Class
17-Feb-21	Wednesday		7	Regular Class	16	Regular Class
18-Feb-21	Thursday	Taj Mahotsav	8	Regular Class	17	Regular Class
19-Feb-21	Friday		9	Regular Class		Study Break
20-Feb-21	Saturday	World Day of Social Justice	10	Regular Class		Study Break
21-Feb-21	Sunday	International Mother Language Day				
22-Feb-21	Monday	World Scout Day	11			University Exams
23-Feb-21	Tuesday	World peace and understanding day	12			University Exams
24-Feb-21	Wednesday	Central Excise Day	13			University Exams
25-Feb-21	Thursday		14			University Exams
26-Feb-21	Friday		15			University Exams
27-Feb-21	Saturday	World Sustainable Energy Day		Corporate Talk-Online		University Exams
28-Feb-21	Sunday	National Science Day				
1-Mar-21	Monday	Zero Discrimination Day; World Civil Defence Day	16	Regular Class		University Exams

2-Mar-21	Tuesday		17	Regular Class		University Exams
3-Mar-21	Wednesday	World Wildlife Day; World Hearing Day	18	Regular Class		University Exams
4-Mar-21	Thursday	National Safety Day	19	Regular Class		University Exams
5-Mar-21	Friday		20	Regular Class- Publication of Attendance		University Exams
6-Mar-21	Saturday			Guest Talk-Webinar		University Exams
7-Mar-21	Sunday					University Exams
8-Mar-21	Monday	International Women's Day	21	Regular Class		University Exams
9-Mar-21	Tuesday		22	Regular Class		University Exams
10-Mar-21	Wednesday	CISF Raising Day, No Smoking Day	23	Regular Class		Break
11-Mar-21	Thursday	Sivarathri				OBT
12-Mar-21	Friday		24	Regular Class		OBT
13-Mar-21	Saturday					OBT
14-Mar-21	Sunday	International Day of Action for Rivers				
15-Mar-21	Monday	World Consumer Rights Day	25	Internal Examinat	18	Regular Class
16-Mar-21	Tuesday	National Vaccination Day	26	Internal Examinat	19	Regular Class
17-Mar-21	Wednesday		27	Internal Examinat	20	Regular Class
18-Mar-21	Thursday	Ordnance Factories Day (India)	28	Internal Examinat	21	Regular Class
19-Mar-21	Friday		29	Internal Examinat	22	Regular Class
20-Mar-21	Saturday	International Day of Happiness; World Sparrow Day	30	Internal Examination		Alumini Talk

21-Mar-21	Sunday	World Forestry Day; World Down Syndrome day; World Poetery Day				
22-Mar-21	Monday		31	Regular Class	23	Regular Class
23-Mar-21	Tuesday		32	Regular Class	24	Regular Class
24-Mar-21	Wednesday	World Tuberculosis (TB) Day	33	Regular Class	25	Regular Class
25-Mar-21	Thursday		34	Regular Class		Add On Courses
26-Mar-21	Friday		35	Regular Class		Add On Courses
27-Mar-21	Saturday	World Theatre Day	36	Regular Class		Add On Courses
28-Mar-21	Sunday					
29-Mar-21	Monday		37	Regular Class	26	Regular Class
30-Mar-21	Tuesday		38	Regular Class	27	Regular Class
31-Mar-21	Wednesday		39	Regular Class	28	Regular Class
1-Apr-21	Thursday	Maundy Thursday				
2-Apr-21	Friday	World Autism Awareness Day, Good Friday				
3-Apr-21	Saturday			Break	29	Regular Class
4-Apr-21	Sunday	International Day for Mine Awareness				
5-Apr-21	Monday	National Maritime Day	40	Regular Class	30	Regular Class
6-Apr-21	Tuesday		41	Regular Class	31	Internal Examination
7-Apr-21	Wednesday	World Health Day	42	Regular Class	32	Internal Examination
8-Apr-21	Thursday		43	Regular Class	33	Internal Examination

9-Apr-21	Friday		44	Regular Class	34	Internal Examination
10-Apr-21	Saturday	World Homeopathy Day			35	Internal Examination
11-Apr-21	Sunday	National Safe Motherhood Day, National Pet Day				
12-Apr-21	Monday		45	Regular Class	36	Regular Class
13-Apr-21	Tuesday	Jallianwallah Bagh Massacre Day (1919)	46	Regular Class	37	Regular Class
14-Apr-21	Wednesday	Vishu				
15-Apr-21	Thursday		47	Regular Class	38	Regular Class
16-Apr-21	Friday		48	Regular Class	39	Regular Class
17-Apr-21	Saturday	World Haemophilia Day	49	Regular Class	40	Regular Class
18-Apr-21	Sunday	World Heritage Day				
19-Apr-21	Monday		50	Regular Class	41	Regular Class
20-Apr-21	Tuesday		51	Regular Class	42	Regular Class
21-Apr-21	Wednesday	National Civil Service Day, Secretaries's Day	52	Regular Class	43	Regular Class
22-Apr-21	Thursday	World Earth Day	53	Regular Class	44	Regular Class
23-Apr-21	Friday	World Book and Copyright Day	54	Regular Class	45	Regular Class
24-Apr-21	Saturday	National Panchayati Day		Placement Talk-Online		Placement Talk-Online
25-Apr-21	Sunday	World Malaria Day				
26-Apr-21	Monday	World Intellectual Property Day	55	Regular Class	46	Regular Class
27-Apr-21	Tuesday		56	Regular Class	47	Regular Class

28-Apr-21	Wednesday	World Day for Safety and Health at Work, World Veterinary Day	57	Regular Class	48	Regular Class
29-Apr-21	Thursday		58	Regular Class	49	Regular Class
30-Apr-21	Friday			Placement Drive		
1-May-21	Saturday	International Labour Day				
2-May-21	Sunday					
3-May-21	Monday	Press Freedom Day	59	Regular Class	50	Regular Class
4-May-21	Tuesday	Coal miner's day	60	Regular Class	51	Regular Class
5-May-21	Wednesday		61	Regular Class	52	Regular Class
6-May-21	Thursday		62	Model Examinati	53	Regular Class
7-May-21	Friday		63	Model Examinati	54	Regular Class
8-May-21	Saturday	World Red Cross Day	64	Model Examinati	55	Regular Class
9-May-21	Sunday	Victory day; Mother's Day				
10-May-21	Monday		65	Model Examinati	56	Regular Class
11-May-21	Tuesday	National Technology Day	66	Model Examinati	57	Regular Class
12-May-21	Wednesday	International Nurses day	67	Model Examinati	58	Regular Class
13-May-21	Thursday	Eid-ul-Fitr		Holiday		Holiday
14-May-21	Friday	World Migratory day		Project	59	Regular Class
15-May-21	Saturday	International Day of the Family		Project		Placement Drive
16-May-21	Sunday					

17-May-21	Monday	World Telecommunication Day (Information Society Day)		Project -Covid Second Wave	60	Online Classes-Covid Second Wave
18-May-21	Tuesday			Project -Covid Second Wave	61	Online Classes
19-May-21	Wednesday			Project -Covid Second Wave	62	Online Classes
20-May-21	Thursday			Project -Covid Second Wave	63	Online Classes
21-May-21	Friday	Anti-terrorism day		Project -Covid Second Wave	64	Online Classes
22-May-21	Saturday			Project -Covid Second Wave		Placement Talk-Online
23-May-21	Sunday			Project -Covid Second Wave		
24-May-21	Monday	Commonwealth Day		Project -Covid Second Wave	65	Online Classes
25-May-21	Tuesday			Project -Covid Second Wave	66	Online Classes
26-May-21	Wednesday			Project -Covid Second Wave	67	Online Classes
27-May-21	Thursday			Project -Covid Second Wave	68	Online Classes
28-May-21	Friday			Project -Covid Second Wave	69	Online Classes
29-May-21	Saturday			Project -Covid Second Wave	70	Online Classes
30-May-21	Sunday			Project -Covid Second Wave		
31-May-21	Monday	Anti-Tobacco Day		Project -Covid Second Wave	71	Online Classes
1-Jun-21	Tuesday	Global Parents Day; World Milk Day		Project -Covid Second Wave	72	Online Classes
2-Jun-21	Wednesday	International Sex Workers Day		Project -Covid Second Wave	73	Online Classes
3-Jun-21	Thursday	World Bicycle Day		Project -Covid Second Wave	74	Online Classes
4-Jun-21	Friday	International Day of Innocent (Children victim of aggression)		Project -Covid Second Wave	75	Online Classes

5-Jun-21	Saturday	World Environment Day		Project -Covid Second Wave		Placement Talk-Online
6-Jun-21	Sunday			Project -Covid Second Wave		
7-Jun-21	Monday	World Food Safety Day		Project -Covid Second Wave	76	Online Classes
8-Jun-21	Tuesday	World Oceans Day; World Tbrain Tumour Day		Project -Covid Second Wave	77	Online Classes
9-Jun-21	Wednesday			Project -Covid Second Wave	78	Online Classes
10-Jun-21	Thursday			Project -Covid Second Wave	79	Online Classes
11-Jun-21	Friday			Project -Covid Second Wave	80	Online Classes
12-Jun-21	Saturday	World Day Against Child Labour				
13-Jun-21	Sunday	Fatherws' Day				
14-Jun-21	Monday	World Blood Donor Day		Project	81	Model Examination
15-Jun-21	Tuesday	World Elder Abuse Awareness Day; Global Wind Day		Project	82	Model Examination
16-Jun-21	Wednesday			Project	83	Model Examination
17-Jun-21	Thursday	World Day to Combat Desertification and Draught		Project	84	Model Examination
18-Jun-21	Friday	Autistic Pride Day		Project	85	Model Examination
19-Jun-21	Saturday	World Sickle Cell Awareness Day		Project	86	Model Examination
20-Jun-21	Sunday	World Refugee Day		Project		
21-Jun-21	Monday	International Yoga Day; World Music Day; World Hydrography Day		Project		University Examination
22-Jun-21	Tuesday			Project		University Examination
23-Jun-21	Wednesday	International Olympic Day; United Nations Public Service Day; International Widow' Day		Project		University Examination

24-Jun-21	Thursday			Project		University Examination
25-Jun-21	Friday			Project		University Examination
26-Jun-21	Saturday	International Day against drug abuse and Illicit Trafficking		Project		University Examination
27-Jun-21	Sunday	World Diabetes Day		Project		University Examination
28-Jun-21	Monday			Project		University Examination
29-Jun-21	Tuesday			Project		University Examination
30-Jun-21	Wednesday	World Asteroid Day		Project		University Examination

DCSMAT, VAGAMON

Academic Calender 2021-22

Date	Day	Important dates and Events	WD : MBA 20	MBA 20	WD : MBA 21	MBA 21
Date	Day		WD : MBA 20	MBA 20	WD : MBA 21	MBA 21
1-Jul-21	THURSDAY	Doctors Day		Intership		
2-Jul-21	FRIDAY			Intership		
3-Jul-21	SATURDAY			Intership		
4-Jul-21	SUNDAY			Intership	Registration - MBA 21-23 Batch	
5-Jul-21	MONDAY			Intership	1	Oreintation Programme
6-Jul-21	TUESDAY	World Zooneses Day		Intership	2	Oreintation Programme
7-Jul-21	WEDNESDAY			Intership	3	Oreintation Programme
8-Jul-21	THURSDAY			Intership	4	Oreintation Programme
9-Jul-21	FRIDAY			Intership	5	Oreintation Programme
10-Jul-21	**SATURDAY**			Intership	6	Oreintation Programme
11-Jul-21	SUNDAY	World Population Day		Intership		
12-Jul-21	MONDAY			Intership	7	Bridge Course
13-Jul-21	TUESDAY			Intership	8	Bridge Course
14-Jul-21	WEDNESDAY			Intership	9	Bridge Course

15-Jul-21	THURSDAY			Intership	10	Bridge Course
16-Jul-21	FRIDAY			Intership	11	Bridge Course
17-Jul-21	SATURDAY	World Day for International Justice		Intership	12	Bridge Course
18-Jul-21	SUNDAY	Nelson Mandela Day		Intership		Bridge Course
19-Jul-21	MONDAY			Intership	13	Bridge Course
20-Jul-21	TUESDAY			Intership		Idul- Asha
21-Jul-21	WEDNESDAY			Intership	14	Bridge Course
22-Jul-21	THURSDAY			Intership	15	
23-Jul-21	FRIDAY			Intership	16	
24-Jul-21	SATURDAY			Intership	17	
25-Jul-21	SUNDAY			Intership		
26-Jul-21	MONDAY			Intership	18	Bridge Course
27-Jul-21	TUESDAY			Intership	19	Bridge Course
28-Jul-21	WEDNESDAY	World Hepatitis Day		Intership	20	Bridge Course
29-Jul-21	THURSDAY			Intership	21	Bridge Course
30-Jul-21	FRIDAY			Intership	22	Bridge Course
31-Jul-21	SATURDAY			Intership		Break
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date	Day					

1-Aug-21	SUNDAY			Intership		Break
2-Aug-21	MONDAY		Ist Opted Date for Specilasation Survey	Intership	23	Cimmencement of First Semester
3-Aug-21	TUESDAY			Intership	24	Classes -1st Sem
4-Aug-21	WEDNESDAY			Intership	25	Classes -1st Sem
5-Aug-21	THURSDAY	**Teachers' Day**		Intership	26	Classes -1st Sem
6-Aug-21	FRIDAY	Hiroshima day		Intership	27	Classes -1st Sem
7-Aug-21	SATURDAY			Intership		**CLUB ACTIVITY/OTHER EXTRA**
8-Aug-21	SUNDAY	International Friendship Day		Intership		
9-Aug-21	MONDAY	Quit India Day		Intership	28	Classes -1st Sem
10-Aug-21	TUESDAY			Intership	29	Classes -1st Sem
11-Aug-21	WEDNESDAY			Intership	30	Classes -1st Sem
12-Aug-21	THURSDAY	International Youth day		Intership	31	Classes -1st Sem
13-Aug-21	FRIDAY			Intership	32	Classes -1st Sem
14-Aug-21	**SATURDAY**		Final Opted Date for Specilasation Survey	Intership		**CLUB ACTIVITY/OTHER EXTRA**
15-Aug-21	SUNDAY	Independance Day		Intership		Independance Day
16-Aug-21	MONDAY			Intership	33	Classes -1st Sem
17-Aug-21	TUESDAY			Intership	34	Classes -1st Sem
18-Aug-21	WEDNESDAY			Intership		Onam Celebration
19-Aug-21	THURSDAY	Muharam		Intership		Onam Vacation

20-Aug-21	FRIDAY	1st Onnam		Intership		Onam Vacation
21-Aug-21	SATURDAY	Tiruvonam		Intership		Onam Vacation
22-Aug-21	SUNDAY	3rd onam		Intership		Onam Vacation
23-Aug-21	MONDAY	Sreenarayanguru Jayanthi		Intership		Onam Vacation
24-Aug-21	TUESDAY			Intership		Onam Vacation
25-Aug-21	WEDNESDAY			Intership		Onam Vacation
26-Aug-21	THURSDAY			Intership		Onam Vacation
27-Aug-21	FRIDAY			Intership		Onam Vacation
28-Aug-21	SATURDAY	Ayankali Jayanthi		Intership		Onam Vacation
29-Aug-21	SUNDAY	National Sports Day /		Intership		Onam Vacation
30-Aug-21	MONDAY	SreeKrishna Jayanthi		Intership		Onam Vacation
31-Aug-21	TUESDAY			Intership	35	Classes -1st Sem
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-Sep-21	WEDNESDAY		1	**Commencement of Third Semster Classes**	36	Classes -1st Sem
2-Sep-21	THURSDAY		2	Calsses-3rd Sem	37	Classes -1st Sem
3-Sep-21	FRIDAY		3	Calsses-3rd Sem	38	Classes -1st Sem
4-Sep-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
5-Sep-21	SUNDAY					

6-Sep-21	MONDAY		4	Calsses-3rd Sem	39	Classes -1st Sem
7-Sep-21	TUESDAY		5	Calsses-3rd Sem	40	Classes -1st Sem
8-Sep-21	WEDNESDAY	Internatioanal Literacy Day	6	Calsses-3rd Sem	41	Classes -1st Sem
9-Sep-21	THURSDAY		7	Calsses-3rd Sem	42	Classes -1st Sem
10-Sep-21	FRIDAY		8	Calsses-3rd Sem	43	Classes -1st Sem
11-Sep-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
12-Sep-21	SUNDAY					
13-Sep-21	MONDAY		9	Calsses-3rd Sem	45	Internal Examination
14-Sep-21	TUESDAY		10	Calsses-3rd Sem	46	Internal Examination
15-Sep-21	WEDNESDAY	International Day of Democracy	11	Calsses-3rd Sem	47	Internal Examination
16-Sep-21	THURSDAY	World Ozone Day	12	Calsses-3rd Sem	48	Internal Examination
17-Sep-21	FRIDAY		13	Calsses-3rd Sem	49	Internal Examination
18-Sep-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		Internal Examination
19-Sep-21	SUNDAY					
20-Sep-21	MONDAY		14	Calsses-3rd Sem	50	Classes -1st Sem
21-Sep-21	TUESDAY	**Sree Narayanguru Samathi**				
22-Sep-21	WEDNESDAY	Rose Day	15	Calsses-3rd Sem	51	Classes -1st Sem
23-Sep-21	THURSDAY		16	Calsses-3rd Sem	52	Classes -1st Sem
24-Sep-21	FRIDAY		17	Calsses-3rd Sem	53	Classes -1st Sem

25-Sep-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**	Result Pubictaion -Internal Exam	**CLUB ACTIVITY/OTHER EXTRA**
26-Sep-21	SUNDAY					
27-Sep-21	MONDAY	World Torisam Day	18	Calsses-3rd Sem	54	Classes -1st Sem
28-Sep-21	TUESDAY		19	Calsses-3rd Sem	55	Classes -1st Sem
29-Sep-21	WEDNESDAY	World Heart Day	20	Calsses-3rd Sem	56	Classes -1st Sem
30-Sep-21	THURSDAY		21	Calsses-3rd Sem	57	Classes -1st Sem
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-Oct-21	FRIDAY		22	Calsses-3rd Sem	58	Classes -1st Sem
2-Oct-21	SATURDAY	Gandhi Jayanthi				
3-Oct-21	SUNDAY					
4-Oct-21	MONDAY	World Habital Day	23	Calsses-3rd Sem	59	Classes -1st Sem
5-Oct-21	TUESDAY		24	Internal Examination for Third Semester	60	Classes -1st Sem
6-Oct-21	WEDNESDAY		25		61	Classes -1st Sem
7-Oct-21	THURSDAY		26		62	Classes -1st Sem
8-Oct-21	FRIDAY	Indian Airforce Day	27		63	Classes -1st Sem
9-Oct-21	**SATURDAY**	Posst Office Day	28			**CLUB ACTIVITY/OTHER EXTRA**
10-Oct-21	SUNDAY	World Mental Health Day				
11-Oct-21	MONDAY	**National Girl Child Day**	**29**	Calsses-3rd Sem	**64**	Classes -1st Sem

12-Oct-21	TUESDAY	World Standard Day	30	Calsses-3rd Sem	**65**	Classes -1st Sem
13-Oct-21	WEDNESDAY			Pooja Vacation		Pooja Vacation
14-Oct-21	THURSDAY	Maha Navsmi		Pooja Vacation		Pooja Vacation
15-Oct-21	FRIDAY	World Students Day /Vijaya Dashami		Pooja Vacation		Pooja Vacation
16-Oct-21	SATURDAY	World Food Day		Pooja Vacation		Pooja Vacation
17-Oct-21	SUNDAY			Pooja Vacation		Pooja Vacation
18-Oct-21	MONDAY			Pooja Vacation		Pooja Vacation
19-Oct-21	TUESDAY	Eid e Milad		Pooja Vacation		Pooja Vacation
20-Oct-21	WEDNESDAY		31	Calsses-3rd Sem/ Result Pubictaion - Internal Exam	66	Classes -1st Sem
21-Oct-21	THURSDAY		32	Calsses-3rd Sem	67	Classes -1st Sem
22-Oct-21	FRIDAY		33	Calsses-3rd Sem	68	Classes -1st Sem
23-Oct-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
24-Oct-21	SUNDAY					
25-Oct-21	MONDAY		34	Calsses-3rd Sem	69	Classes -1st Sem
26-Oct-21	TUESDAY		35	Calsses-3rd Sem	70	Classes -1st Sem
27-Oct-21	WEDNESDAY		36	Calsses-3rd Sem	71	Classes -1st Sem
28-Oct-21	THURSDAY		37	Calsses-3rd Sem	72	Classes -1st Sem
29-Oct-21	FRIDAY		38	Calsses-3rd Sem	73	Classes -1st Sem
30-Oct-21	SATURDAY	World Thrift Day		**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**

31-Oct-21	SUNDAY	National Unity Day				
Date			WD : MBA 20	MBA 20	WD : MBA 21	MBA 21
1-Nov-21	MONDAY		39	Calsses-3rd Sem	74	Classes -1st Sem
2-Nov-21	TUESDAY		40	Calsses-3rd Sem	75	Classes -1st Sem
3-Nov-21	WEDNESDAY		41	Calsses-3rd Sem	76	Classes -1st Sem
4-Nov-21	THURSDAY		Deepavali			
5-Nov-21	FRIDAY	World Tsunami Day	42	Calsses-3rd Sem	77	Classes -1st Sem
6-Nov-21	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
7-Nov-21	SUNDAY	National Cancer Awareness Day				
8-Nov-21	MONDAY		43	Calsses-3rd Sem	78	Model Examination First Semester
9-Nov-21	TUESDAY	Legal Service Day	44	Calsses-3rd Sem	79	
10-Nov-21	WEDNESDAY		45	Calsses-3rd Sem	80	
11-Nov-21	THURSDAY		46	Calsses-3rd Sem	81	
12-Nov-21	FRIDAY		47	Calsses-3rd Sem	82	
13-Nov-21	**SATURDAY**			**CLUB ACTIVITY/OTHER EXTRA**	83	
14-Nov-21	SUNDAY	Children Day				
15-Nov-21	MONDAY		48		84	Remmedial classes
16-Nov-21	TUESDAY		49		85	

17-Nov-21	WEDNESDAY	National Epilepsy Day	50	Model Examination for Third Sem	86	Remmedial classes
18-Nov-21	THURSDAY		51		Result Publication - Model	
19-Nov-21	FRIDAY		52		No Of Working Days In Third Sem -87 Days//	End Of First Semster
20-Nov-21	SATURDAY		53			First Formal Placement Training
21-Nov-21	SUNDAY	Television Day				
22-Nov-21	MONDAY		54	Remmedial Classes		
23-Nov-21	TUESDAY		55			
24-Nov-21	WEDNESDAY		56		1	Commencement of Second Semster
25-Nov-21	THURSDAY		57		2	Classes -2nd Sem
26-Nov-21	FRIDAY		Result Publication for Model Exam		3	Classes -2nd Sem
27-Nov-21	SATURDAY		59			**CLUB ACTIVITY/OTHER EXTRA**
28-Nov-21	SUNDAY					
29-Nov-21	MONDAY		60	Remmedial Classes	4	Classes -2nd Sem
30-Nov-21	TUESDAY		No Of Working Days In Third Sem - 60 Days// No Of	End Of Third Semester	5	Classes -2nd Sem
Date			**WD : MBA 20**	**MBA 20**	**WD : MBA 21**	**MBA 21**
1-Dec-21	WEDNESDAY	World AIDS DAY		Semester Break	6	Classes -2nd Sem
2-Dec-21	THURSDAY	Natioanl Pollution Control Day			7	Classes -2nd Sem
3-Dec-21	FRIDAY				8	Classes -2nd Sem

4-Dec-21	SATURDAY	Indian Navy Day				**CLUB ACTIVITY/OTHER EXTRA**
5-Dec-21	SUNDAY					
6-Dec-21	MONDAY		1	Commencement of Fourth Sem	9	Classes -2nd Sem
7-Dec-21	TUESDAY	Indian Armed Forces Flag Day	2	Classes- 4th Sem	10	Classes -2nd Sem
8-Dec-21	WEDNESDAY		3	Classes- 4th Sem	11	Classes -2nd Sem
9-Dec-21	THURSDAY		4	Classes- 4th Sem	12	Classes -2nd Sem
10-Dec-21	FRIDAY	Human Rights Day	5	Classes- 4th Sem	13	Classes -2nd Sem
11-Dec-21	**SATURDAY**	International Mountain Day		**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
12-Dec-21	SUNDAY					
13-Dec-21	MONDAY		6	Classes- 4th Sem	14	Classes -2nd Sem
14-Dec-21	TUESDAY	World Energy conssevation Day	7	Classes- 4th Sem	15	Classes -2nd Sem
15-Dec-21	WEDNESDAY		8	Classes- 4th Sem	16	Classes -2nd Sem
16-Dec-21	THURSDAY		9	Classes- 4th Sem	17	Classes -2nd Sem
17-Dec-21	FRIDAY		10	Classes- 4th Sem	18	Classes -2nd Sem
18-Dec-21	SATURDAY	Minorities Right Day		**CLUB ACTIVITY/OTHER**		**CLUB ACTIVITY/OTHER EXTRA**
19-Dec-21	SUNDAY					
20-Dec-21	MONDAY		11	Classes- 4th Sem	19	Classes -2nd Sem
21-Dec-21	TUESDAY		12	Classes- 4th Sem	20	Classes -2nd Sem
22-Dec-21	WEDNESDAY	National Mathematics Day	13	Classes- 4th Sem	21	Classes -2nd Sem

23-Dec-21	THURSDAY	Farmers Day	**Xmas Celebration**			
24-Dec-21	FRIDAY	National Consumers Day		XMAS Vacation		XMAS Vacation
25-Dec-21	SATURDAY	Chirstmas Day				
26-Dec-21	SUNDAY					
27-Dec-21	MONDAY					
28-Dec-21	TUESDAY					
29-Dec-21	WEDNESDAY					
30-Dec-21	THURSDAY					
31-Dec-21	FRIDAY					
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-Jan-22	SATURDAY			**XMAS Vacation**		**XMAS Vacation**
2-Jan-22	SUNDAY					
3-Jan-22	MONDAY		14	Classes- 4th Sem / Placement Training	22	Classes -2nd Sem
4-Jan-22	TUESDAY		15	Classes- 4th Sem / Placement Training	23	Classes -2nd Sem
5-Jan-22	WEDNESDAY		16	Classes- 4th Sem / Placement Training	24	Classes -2nd Sem
6-Jan-22	THURSDAY	Natioanl Technology Day	17	Classes- 4th Sem / Placement Training	25	Classes -2nd Sem
7-Jan-22	FRIDAY		18	Classes- 4th Sem / Placement Training	26	Classes -2nd Sem
8-Jan-22	**SATURDAY**			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**

9-Jan-22	SUNDAY					
10-Jan-22	MONDAY	World lagher Day	19	Internal Examination- Fourth Sem	27	Internal Examination- Second Semster
11-Jan-22	TUESDAY		20		28	
12-Jan-22	WEDNESDAY	**D. C. Kizhakemuri Birthdate**	21		29	
13-Jan-22	THURSDAY		22		30	
14-Jan-22	FRIDAY		23		31	
15-Jan-22	SATURDAY	World Army Day	24		32	
16-Jan-22	SUNDAY					
17-Jan-22	MONDAY		25	Classes- 4th Sem / Placement Training	33	Classes -2nd Sem
18-Jan-22	TUESDAY		26	Classes- 4th Sem / Placement Training	34	Classes -2nd Sem
19-Jan-22	WEDNESDAY		27	Classes- 4th Sem / Placement Training	35	Classes -2nd Sem
20-Jan-22	THURSDAY		28	Classes- 4th Sem / Placement Training	36	Classes -2nd Sem
21-Jan-22	FRIDAY		29	Classes- 4th Sem / Placement Training	37	Classes -2nd Sem
22-Jan-22	SATURDAY		Result Publication for Internal Examination	**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
23-Jan-22	SUNDAY					
24-Jan-22	MONDAY		30	Classes- 4th Sem / Placement Training	38	Classes -2nd Sem
25-Jan-22	TUESDAY		31	Classes- 4th Sem / Placement Training	39.Result Publication for Internal	Classes -2nd Sem
26-Jan-22	WEDNESDAY	Republic Day /D. C. Kizhakemuri Death Date	Republic Day			
27-Jan-22	THURSDAY		32	Classes- 4th Sem / Placement Training	40	Classes -2nd Sem

28-Jan-22	FRIDAY		33	Classes- 4th Sem / Placement Training	41	Classes -2nd Sem
29-Jan-22	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
30-Jan-22	SUNDAY					
31-Jan-22	MONDAY		35	Classes- 4th Sem / Placement Training	42	Classes -2nd Sem
Date			**WD : MBA 20**	**MBA 20**	**WD : MBA 21**	**MBA 21**
1-Feb-22	TUESDAY		36	Classes- 4th Sem / Placement Training	43	Classes -2nd Sem
2-Feb-22	WEDNESDAY		37	Classes- 4th Sem / Placement Training	44	Classes -2nd Sem
3-Feb-22	THURSDAY		38	Classes- 4th Sem / Placement Training	45	Classes -2nd Sem
4-Feb-22	FRIDAY	World Cancer Day	39	Classes- 4th Sem / Placement Training	46	Classes -2nd Sem
5-Feb-22	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
6-Feb-22	SUNDAY					
7-Feb-22	MONDAY		40	Classes- 4th Sem / Placement Training	47	Classes -2nd Sem
8-Feb-22	TUESDAY		41	Classes- 4th Sem / Placement Training	48	Classes -2nd Sem
9-Feb-22	WEDNESDAY		42	Classes- 4th Sem / Placement Training	49	Classes -2nd Sem
10-Feb-22	THURSDAY	Darwin Day	43	Classes- 4th Sem / Placement Training	50	Classes -2nd Sem
11-Feb-22	FRIDAY		44	Classes- 4th Sem / Placement Training	51	Classes -2nd Sem
12-Feb-22	**SATURDAY**			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
13-Feb-22	SUNDAY					

14-Feb-22	MONDAY		45	Classes- 4th Sem / Placement Training	52	Classes -2nd Sem
15-Feb-22	TUESDAY		46	Classes- 4th Sem / Placement Training	53	Classes -2nd Sem
16-Feb-22	WEDNESDAY		47	Classes- 4th Sem / Placement Training	54	Classes -2nd Sem
17-Feb-22	THURSDAY		48	Classes- 4th Sem / Placement Training	55	Classes -2nd Sem
18-Feb-22	FRIDAY		49	Classes- 4th Sem / Placement Training	56	Classes -2nd Sem
19-Feb-22	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
20-Feb-22	SUNDAY	World Day of Social Justice				
21-Feb-22	MONDAY		50	Classes- 4th Sem / Placement Training	57	Classes -2nd Sem
22-Feb-22	TUESDAY		51	Classes- 4th Sem / Placement Training	58	Classes -2nd Sem
23-Feb-22	WEDNESDAY		52	Classes- 4th Sem / Placement Training	59	Classes -2nd Sem
24-Feb-22	THURSDAY		53	Classes- 4th Sem / Placement Training	60	Classes -2nd Sem
25-Feb-22	FRIDAY		54	Classes- 4th Sem / Placement Training	61	Classes -2nd Sem
26-Feb-22	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
27-Feb-22	SUNDAY					
28-Feb-22	MONDAY	Natioanl Science Day	55	Classes- 4th Sem / Placement Training	62	Classes -2nd Sem
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-Mar-22	TUESDAY	World Civil Defence Day	**Sivarathri**			
2-Mar-22	WEDNESDAY	World Hearing Day	56	Classes- 4th Sem / Placement Training	63	Classes -2nd Sem

3-Mar-22	THURSDAY		57	Classes- 4th Sem / Placement Training	64	Classes -2nd Sem
4-Mar-22	FRIDAY	National Safety Day	58	Classes- 4th Sem / Placement Training	65	Classes -2nd Sem
5-Mar-22	**SATURDAY**			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
6-Mar-22	SUNDAY					
7-Mar-22	MONDAY		59	Classes- 4th Sem / Placement Training	66	Classes -2nd Sem
8-Mar-22	TUESDAY	**International Women's Day.**	60	Classes- 4th Sem / Placement Training	67	Classes -2nd Sem
9-Mar-22	WEDNESDAY		61	Classes- 4th Sem / Placement Training	68	Classes -2nd Sem
10-Mar-22	THURSDAY		62	Classes- 4th Sem / Placement Training	69	Classes -2nd Sem
11-Mar-22	FRIDAY	No Smoking Day	63	Classes- 4th Sem / Placement Training	70	Classes -2nd Sem
12-Mar-22	SATURDAY			**CLUB ACTIVITY/OTHER EXTRA**		**CLUB ACTIVITY/OTHER EXTRA**
13-Mar-22	SUNDAY					
14-Mar-22	MONDAY	International Dasy for Action for Rivers	64	Model Examination - Fouth Semester	71	Model Examination - Second Semester
15-Mar-22	TUESDAY	World Consumer Right Day	65		72	
16-Mar-22	WEDNESDAY		66		73	
17-Mar-22	THURSDAY		67		74	
18-Mar-22	FRIDAY		68		75	
19-Mar-22	SATURDAY		69		76	
20-Mar-22	SUNDAY	World Sparrow Day				
21-Mar-22	MONDAY	World forestry Day	70		77	

22-Mar-22	TUESDAY	World Water Day	71	Remmedial Classes for Fourth semester	78	Remmedial Classes for Second semester
23-Mar-22	WEDNESDAY		72		79	
24-Mar-22	THURSDAY		73		80	
25-Mar-22	FRIDAY		74.Result Publication for Model Exam		81.Result Publication for Model Exam	
26-Mar-22	SATURDAY		75		82	
27-Mar-22	SUNDAY	World Theatre Day				
28-Mar-22	MONDAY		76	Remmedial Classes for Fourth semester	83	Remmedial Classes for Second semester
29-Mar-22	TUESDAY		77		84	
30-Mar-22	WEDNESDAY		78		85	
31-Mar-22	THURSDAY		No Of Working Days In Third Sem - 78 Days// No Of	End of Fouth Semster	No Of Working Days In Third Sem - 85 Days//	End of Fouth Semster
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-Apr-22	FRIDAY	World Autism Awareness Day	Study Leave	Final Project		Internship
2-Apr-22	SATURDAY		Study Leave	Final Project		Internship
3-Apr-22	SUNDAY			Final Project		Internship
4-Apr-22	MONDAY	International Day for Mine Awareness	University Exams	Final Project		Internship
5-Apr-22	TUESDAY	National Maritine Day	University Exams	Final Project		Internship
6-Apr-22	WEDNESDAY		University Exams	Final Project		Internship

7-Apr-22	THURSDAY	World Health Day	University Exams	Final Project		Internship
8-Apr-22	FRIDAY		University Exams	Final Project		Internship
9-Apr-22	**SATURDAY**			Final Project		Internship
10-Apr-22	SUNDAY			Final Project		Internship
11-Apr-22	MONDAY		University Exams	Final Project		Internship
12-Apr-22	TUESDAY		University Exams	Final Project		Internship
13-Apr-22	WEDNESDAY		University Exams	Final Project		Internship
14-Apr-22	THURSDAY	BR Ambedhakar Rememberance Day/Mounty Thursday		Final Project		Internship
15-Apr-22	FRIDAY	Vishu/Good Friday		Final Project		Internship
16-Apr-22	SATURDAY			Final Project		Internship
17-Apr-22	SUNDAY	World Haemophilia Day		Final Project		Internship
18-Apr-22	MONDAY		University Exams	Final Project		Internship
19-Apr-22	TUESDAY		University Exams	Final Project		Internship
20-Apr-22	WEDNESDAY		University Exams	Final Project		Internship
21-Apr-22	THURSDAY	National Civil Service Day	University Exams	Final Project		Internship
22-Apr-22	FRIDAY	**Earth Day**	University Exams	Final Project		Internship
23-Apr-22	SATURDAY	World Book and copy right Day	University Exams	Final Project		Internship
24-Apr-22	SUNDAY	National Punchayath Day		Final Project		Internship
25-Apr-22	MONDAY	World malaria Day	University Exams	Final Project		Internship

26-Apr-22	TUESDAY	World Intellectual Property Day	University Exams	Final Project		Internship
27-Apr-22	WEDNESDAY		University Exams	Final Project		Internship
28-Apr-22	THURSDAY		University Exams	Final Project		Internship
29-Apr-22	FRIDAY		University Exams	Final Project		Internship
30-Apr-22	SATURDAY		University Exams	Final Project		Internship
			WD : MBA 20	**MBA 20**	**WD : MBA 21**	**MBA 21**
Date						
1-May-22	SUNDAY	Internationl Labors Day		Final Project		Internship
2-May-22	MONDAY			Final Project		Internship
3-May-22	TUESDAY	Idul Fter		Final Project		Internship
4-May-22	WEDNESDAY			Final Project		Internship
5-May-22	THURSDAY			Final Project		Internship
6-May-22	FRIDAY			Final Project		Internship
7-May-22	SATURDAY	World Athletic Day		Final Project		Internship
8-May-22	SUNDAY	World Thalassaemia Day / Mothers Day		Final Project		Internship
9-May-22	MONDAY			Final Project		Internship
10-May-22	TUESDAY			Final Project		Internship
11-May-22	WEDNESDAY	National Technology Day.		Final Project		Internship

12-May-22	THURSDAY	International Nurses Day		Final Project		Internship
13-May-22	FRIDAY			Final Project		Internship
14-May-22	SATURDAY			Final Project		Internship
15-May-22	**SUNDAY**			Final Project		Internship
16-May-22	MONDAY			Final Project		Internship
17-May-22	TUESDAY	World Telecommunication Day		Final Project		Internship
18-May-22	WEDNESDAY			Final Project		Internship
19-May-22	THURSDAY			Final Project		Internship
20-May-22	FRIDAY			Final Project		Internship
21-May-22	SATURDAY	National Terrorism Day		Final Project		Internship
22-May-22	**SUNDAY**			Final Project		Internship
23-May-22	MONDAY			Final Project		Internship
24-May-22	TUESDAY	Common wealth Day		Final Project		Internship
25-May-22	WEDNESDAY			Final Project		Internship
26-May-22	THURSDAY			Final Project		Internship
27-May-22	FRIDAY			Final Project		Internship
28-May-22	SATURDAY			Final Project		Internship
29-May-22	**SUNDAY**			Final Project		Internship
30-May-22	MONDAY			Final Project		Internship

31-May-22	Tuesday	Anti Tobacco Day		Final Project		Internship
1-Jun-22	Wednesday			Final Project		Back to Campus
2-Jun-22	Thursday			Final Project		Model Examination
3-Jun-22	Friday			Final Project		Model Examination
4-Jun-22	Saturday			Final Project		Model Examination
5-Jun-22	Sunday			Final Project		
6-Jun-22	Monday			Final Project		Model Examination
7-Jun-22	Tuesday			Final Project		Model Examination
8-Jun-22	Wednesday			Final Project		Model Examination
9-Jun-22	Thursday			Final Project		Model Examination
10-Jun-22	Friday			Final Project		Study Leave
11-Jun-22	Saturday			Final Project		Study Leave
12-Jun-22	Sunday			Final Project		
13-Jun-22	Monday			Final Project		University Exams
14-Jun-22	Tuesday			Final Project		University Exams
15-Jun-22	Wednesday			Final Project		University Exams
16-Jun-22	Thursday			Final Project		University Exams
17-Jun-22	Friday			Final Project		University Exams
18-Jun-22	Saturday			Final Project		University Exams

19-Jun-22	Sunday			Final Project		
20-Jun-22	Monday			Final Project		University Exams
21-Jun-22	Tuesday			Final Project		University Exams
22-Jun-22	Wednesday			Final Project		University Exams
23-Jun-22	Thursday			Final Project		University Exams
24-Jun-22	Friday			Final Project		University Exams
25-Jun-22	Saturday			Final Project		
26-Jun-22	Sunday			Final Project		
27-Jun-22	Monday			Final Project		University Exams
28-Jun-22	Tuesday			Final Project		Break
29-Jun-22	Wednesday			Final Project		Break
30-Jun-22	Thursday			Final Project		Break

DCSMAT, VAGAMON

Academic Calendar for the Academic Year 2022-23

Date	Day	Important dates and Events	WD : MBA 21	MBA 21	WD : MBA 22	MBA 22
1-Jul-22	Friday			Academic Workshop		Induction Programme
2-Jul-22	Saturday			Academic Workshop		Induction Programme
3-Jul-22	Sunday					
4-Jul-22	Monday	American Independence day	Work Day-1	Regular Class		Bridge Courses
5-Jul-22	Tuesday		2	Regular Class		Bridge Courses
6-Jul-22	Wednesday	World Zoonoses Day	3	Regular Class		Bridge Courses
7-Jul-22	Thursday		4	Regular Class		Bridge Courses
8-Jul-22	Friday		5	Regular Class		Bridge Courses
9-Jul-22	Saturday			Internship Presentation		
10-Jul-22	Sunday					Bridge Courses
11-Jul-22	Monday	World Population Day	6	Regular Class		Bridge Courses
12-Jul-22	Tuesday	World Malala day	7	Regular Class		Bridge Courses
13-Jul-22	Wednesday		8	Regular Class		Bridge Courses
14-Jul-22	Thursday		9	Regular Class		Bridge Courses
15-Jul-22	Friday		10	Regular Class		Bridge Courses
16-Jul-22	Saturday			Guest Talk		Guest Talk
17-Jul-22	Sunday	World Day for Internationa	11	Regular Class		
18-Jul-22	Monday	Nelson Mandela Internatior	12	Regular Class	Work Day-1	Regular Class
19-Jul-22	Tuesday		13	Regular Class	2	Regular Class
20-Jul-22	Wednesday		14	Regular Class	3	Regular Class
21-Jul-22	Thursday		15	Regular Class	4	Regular Class
22-Jul-22	Friday		16	Regular Class	5	Regular Class
23-Jul-22	Saturday		Industrial Visit			Alumni Interaction
24-Jul-22	Sunday					
25-Jul-22	Monday		17	Regular Class	6	Regular Class
26-Jul-22	Tuesday		18	Regular Class	7	Regular Class
27-Jul-22	Wednesday		19	Regular Class	8	Regular Class
28-Jul-22	Thursday	World Nature conservation day, Karkidakavavu				
29-Jul-22	Friday	International Tiger Day	20	Regular Class- Publication of Monthly Attendance	9	Regular Class
30-Jul-22	Saturday		Industrial Visit			
31-Jul-22	Sunday	Bakrid				
1-Aug-22	Monday		21	Regular Class	10	Regular Class
2-Aug-22	Tuesday	International Friendship Da	22	Regular Class	11	Regular Class
3-Aug-22	Wednesday		23	Regular Class	12	Regular Class
4-Aug-22	Thursday		24	Regular Class	13	Regular Class
5-Aug-22	Friday		25	Regular Class	14	Regular Class
6-Aug-22	Saturday	Hiroshima Day		Alumni Talk		Alumni Talk
7-Aug-22	Sunday					
8-Aug-22	Monday		26	Regular Class	15	Regular Class
9-Aug-22	Tuesday	Quit India Day, Nagasaki D	27	Regular Class	16	Regular Class

10-Aug-22	Wednesday		28	Regular Class	17	Regular Class
11-Aug-22	Thursday		29	Regular Class	18	Regular Class
12-Aug-22	Friday	International Youth day		Placement Training	19	Regular Class
13-Aug-22	Saturday			Placement Training		
14-Aug-22	Sunday	Independence Day of Pakistan				
15-Aug-22	Monday	Independence Day of India				
16-Aug-22	Tuesday		30	Internal Examination	20	Regular Class
17-Aug-22	Wednesday		31	Internal Examination	21	Regular Class
18-Aug-22	Thursday	Sreekrishna Jayanthi				
19-Aug-22	Friday	World Photography day	32	Internal Examination	22	Regular Class
20-Aug-22	Saturday	Sadbhavna Diwas	33	Internal Examination	23	Regular Class
21-Aug-22	Sunday					
22-Aug-22	Monday		34	Regular Class	24	Regular Class
23-Aug-22	Tuesday	International Day for the re	35	Regular Class	25	Regular Class
24-Aug-22	Wednesday		36	Regular Class	26	Regular Class
25-Aug-22	Thursday		37	Regular Class	27	Regular Class
26-Aug-22	Friday		38	Regular Class	28	Regular Class
27-Aug-22	Saturday			Alumni Talk		Alumni Talk
28-Aug-22	Sunday	Ayyankali Jayanthi				
29-Aug-22	Monday	National Sports Day,Onam	39	Regular Class	29	Internal Examination
30-Aug-22	Tuesday	Small Industry Day,Onam	40	Regular Class	30	Internal Examination
31-Aug-22	Wednesday		41	Regular Class	31	Internal Examination
1-Sep-22	Thursday		42	Regular Class	32	Internal Examination
2-Sep-22	Friday			Onam Celebration		Onam Celebration
3-Sep-22	Saturday			Onam Vacation		Onam Vacation
4-Sep-22	Sunday					
5-Sep-22	Monday	Teachers' Day (Dr. Radhakrishnan's birthday), Forg		Onam Vacation		Onam Vacation
6-Sep-22	Tuesday			Onam Vacation		Onam Vacation
7-Sep-22	Wednesday	Onam		Onam Vacation		Onam Vacation
8-Sep-22	Thursday	World Literacy Day, Onam		Onam Vacation		Onam Vacation
9-Sep-22	Friday	Onam		Onam Vacation		Onam Vacation
10-Sep-22	Saturday	Sreenarayana Guru Samadhi		Onam Vacation		Onam Vacation
11-Sep-22	Sunday			Onam Vacation		Onam Vacation
12-Sep-22	Monday			Onam Vacation		Onam Vacation
13-Sep-22	Tuesday		43	Regular Class	33	Regular Class
14-Sep-22	Wednesday	Hindi day, World First Air	44	Regular Class	34	Regular Class

15-Sep-22	Thursday	Engineer's day in India	45	Regular Class	35	Regular Class
16-Sep-22	Friday	World Ozone Day	46	Regular Class	36	Regular Class
17-Sep-22	Saturday			Guest Talk		Guest Talk
18-Sep-22	Sunday					
19-Sep-22	Monday		47	Regular Class	37	Regular Class
20-Sep-22	Tuesday		48	Regular Class	38	Regular Class
21-Sep-22	Wednesday	Alzheimer's Day, International day of peace				
22-Sep-22	Thursday		49	Regular Class	39	Regular Class
23-Sep-22	Friday		50	Regular Class	40	Regular Class
24-Sep-22	Saturday			Fine Dining		Industrial Visit
25-Sep-22	Sunday	Social justice day				
26-Sep-22	Monday	Day of the Deaf	51	Regular Class	41	
27-Sep-22	Tuesday	World Tourism Day	52	Regular Class	42	
28-Sep-22	Wednesday		53	Regular Class	43	
29-Sep-22	Thursday		54	Regular Class	44	
30-Sep-22	Friday		55	Regular Class- Publication of Monthly Attendance	45	
1-Oct-22	Saturday	International day of the Older person		Fine Dining		Industrial Visit
2-Oct-22	Sunday	Mahatma Gandhi birthday, International Day of Non		Holiday		Holiday
3-Oct-22	Monday	World Habitat Day, World nature day		Pooja Holidays		Pooja Holidays
4-Oct-22	Tuesday	World Animal Welfare Day, Mahanavami		Pooja Holidays		Pooja Holidays
5-Oct-22	Wednesday	World Teacher's day, Vijayadasami		Pooja Holidays		Pooja Holidays
6-Oct-22	Thursday	World Wildlife day, World Food Security day		Pooja Holidays		Pooja Holidays
7-Oct-22	Friday			Pooja Holidays		Pooja Holidays
8-Oct-22	Saturday	Indian Air Force Day				
9-Oct-22	Sunday	World Post Office day				
10-Oct-22	Monday	National Post Day	56	Regular Class	46	Regular Class
11-Oct-22	Tuesday	International girl child day	57	Regular Class	47	Regular Class
12-Oct-22	Wednesday	World Arthritis day	58	Regular Class	48	Regular Class
13-Oct-22	Thursday	UN International Day for N	59	Regular Class	49	Regular Class
14-Oct-22	Friday	World Standards Day	60	Regular Class	50	Regular Class
15-Oct-22	Saturday	World White Cane Day (guiding the Blind)		Placement Training		Guest Talk
16-Oct-22	Sunday	World Food Day		Placement Training		
17-Oct-22	Monday	International day for the era	61	Regular Class	51	Regular Class
18-Oct-22	Tuesday		62	Regular Class	52	Regular Class
19-Oct-22	Wednesday		63	Regular Class	53	Regular Class
20-Oct-22	Thursday	World statistics day	64	Regular Class	54	Regular Class
21-Oct-22	Friday		65	Regular Class	55	Regular Class
22-Oct-22	Saturday			Placement Talk		Placement Talk
23-Oct-22	Sunday					
24-Oct-22	Monday	UN Day, World developme	66	Regular Class	54	Regular Class
25-Oct-22	Tuesday		67	Regular Class	55	Regular Class
26-Oct-22	Wednesday		68	Regular Class	56	Regular Class
27-Oct-22	Thursday		69	Regular Class	57	Regular Class
28-Oct-22	Friday		70	Regular Class	58	Regular Class

29-Oct-22	Saturday	Mahatma Gandhi birthday, International Day of Nor		Remedial Class		Remedial Class
30-Oct-22	Sunday	World Thrift Day				
31-Oct-22	Monday		71	Regular Class-Publication of Monthly Attendance	59	Regular Class-Publication of Monthly Attendance
1-Nov-22	Tuesday	World vegan day	72	Regular Class	60	Regular Class
2-Nov-22	Wednesday		73	Regular Class	61	Regular Class
3-Nov-22	Thursday		74	Regular Class	62	Regular Class
4-Nov-22	Friday		75	Regular Class	63	Regular Class
5-Nov-22	Saturday	World Radiography day		Study Break		Placement Training
6-Nov-22	Sunday					Placement Training
7-Nov-22	Monday	Infant Protection day; Worl	76	Model Examination	64	Regular Class
8-Nov-22	Tuesday		77	Model Examination	65	Regular Class
9-Nov-22	Wednesday		78	Model Examination	66	Regular Class
10-Nov-22	Thursday		79	Model Examination	67	Regular Class
11-Nov-22	Friday		80	Model Examination	68	Regular Class
12-Nov-22	Saturday		81	Model Examination	69	Regular Class
13-Nov-22	Sunday					
14-Nov-22	Monday	Children's Day in India; Jawaharlal Nehru Birthday		Study Break	70	Regular Class
15-Nov-22	Tuesday			Study Break	71	Regular Class
16-Nov-22	Wednesday	International day for Endurance		Study Break	72	Regular Class
17-Nov-22	Thursday	World Student day; National Journalism Day		Study Break	73	Regular Class
18-Nov-22	Friday	World Adult day		Study Break	74	Regular Class
19-Nov-22	Saturday	World Citizen day		Study Break		
20-Nov-22	Sunday	Universal children day; Africa Industrialization Day				
21-Nov-22	Monday	World Television day; World Fisheries Day		University Exams	75	Regular Class
22-Nov-22	Tuesday			University Exams	76	Regular Class
23-Nov-22	Wednesday			University Exams	77	Regular Class
24-Nov-22	Thursday	Deepavali				
25-Nov-22	Friday	World Non-veg day		University Exams	78	Regular Class
26-Nov-22	Saturday	Law day		University Exams		Alumni Talk
27-Nov-22	Sunday					
28-Nov-22	Monday			University Exams	79	Regular Class
29-Nov-22	Tuesday	International Day of Solidarity with Palestinian Peop		University Exams	80	Regular Class
30-Nov-22	Wednesday	Flag day		University Exams	81	Regular Class

1-Dec-22	Thursday	World Aids Day		University Exams	82	Regular Class- Publication of Monthly Attendance
2-Dec-22	Friday	World Computer literacy day; International Day of a		University Exams	83	Regular Class
3-Dec-22	Saturday	International Day of People with disabilities; World		University Exams		Guest Talk
4-Dec-22	Sunday	Navy Day				
5-Dec-22	Monday	International volunteer day for economic and social		University Exams	84	Regular Class
6-Dec-22	Tuesday			University Exams	85	Regular Class
7-Dec-22	Wednesday	Armed Forces Flag Day; International day of civil av		University Exams	86	Regular Class
8-Dec-22	Thursday			University Exams	87	Regular Class
9-Dec-22	Friday	The International day against corruption		University Exams	88	Regular Class
10-Dec-22	Saturday	Human Right Day				Corporate Talk
11-Dec-22	Sunday	International Mountain day				
12-Dec-22	Monday			University Exams	89	Regular Class
13-Dec-22	Tuesday			University Exams	90	Regular Class
14-Dec-22	Wednesday	International Energy day		University Exams	91	Model Examination
15-Dec-22	Thursday			University Exams	92	Model Examination
16-Dec-22	Friday			University Exams	93	Model Examination
17-Dec-22	Saturday			University Exams	94	Model Examination
18-Dec-22	Sunday	International Migrants day				
19-Dec-22	Monday	Goa's liberation day		Add On Courses	95	Model Examination
20-Dec-22	Tuesday	International Human solidarity		Add On Courses	96	Model Examination
21-Dec-22	Wednesday			Add On Courses	97	Model Examination
22-Dec-22	Thursday			Christmas Celebration		Christmas Celebration
23-Dec-22	Friday	Kisan Divas (Farmer's Day)		Christmas Vacation		Christmas Vacation
24-Dec-22	Saturday			Christmas Vacation		Christmas Vacation
25-Dec-22	Sunday	Christmas		Christmas Vacation		Christmas Vacation
26-Dec-22	Monday			Christmas Vacation/NSS Camp		Christmas Celebration
27-Dec-22	Tuesday			Christmas Vacation/NSS Camp		Christmas Vacation

28-Dec-22	Wednesday			Christmas Vacation/NSS Camp		Christmas Vacation
29-Dec-22	Thursday	International Bio-diversity day		Christmas Vacation/NSS Camp		Christmas Vacation
30-Dec-22	Friday			Christmas Vacation/NSS Camp		Christmas Celebration
31-Dec-22	Saturday			Christmas Vacation/NSS Camp		Christmas Vacation
1-Jan-23	Sunday			Christmas Vacation		Christmas Vacation
2-Jan-23	Monday	Mannam Jayanthi		Christmas Vacation		Christmas Vacation
3-Jan-23	Tuesday			Semester-4 Re-registration		Reporting Back to Campus
4-Jan-23	Wednesday	World Braille Day	Work Day-1	Regular Class		Revision Classes
5-Jan-23	Thursday		2	Regular Class		Revision Classes
6-Jan-23	Friday	World War Orphans Day	3	Regular Class		Revision Classes
7-Jan-23	Saturday			Alumni Talk		Study Break
8-Jan-23	Sunday	African National Congress Foundation Day				
9-Jan-23	Monday	Pravasi Bharatiya Divas NF	4	Regular Class		University Examination
10-Jan-23	Tuesday	World Hindi Day	5	Regular Class		University Examination
11-Jan-23	Wednesday	Death anniversary of Lal Ba	6	Regular Class		University Examination
12-Jan-23	Thursday	National Youth Day (Birth	7	Regular Class		University Examination
13-Jan-23	Friday		8	Regular Class		University Examination
14-Jan-23	Saturday	Eid-ul-Fitr				
15-Jan-23	Sunday	Army Day				
16-Jan-23	Monday		9	Regular Class		University Examination
17-Jan-23	Tuesday		10	Regular Class		University Examination
18-Jan-23	Wednesday		11	Regular Class		University Examination
19-Jan-23	Thursday		12	Regular Class		University Examination
20-Jan-23	Friday		13	Regular Class		University Examination
21-Jan-23	Saturday			Breakfast with CEO		University Examination
22-Jan-23	Sunday					
23-Jan-23	Monday	Netaji Subhash Chandra bo	14	Regular Class		University Examination
24-Jan-23	Tuesday	National Girl Child day of I	15	Regular Class		University Examination
25-Jan-23	Wednesday	India Tourism Day, Nationa	16	Regular Class		University Examination
26-Jan-23	Thursday	Republic Day of India and International Customs day				

27-Jan-23	Friday	International Holocaust Day	16	Regular Class		University Examination
28-Jan-23	Saturday	Birth Anniversary of Lala Lajpat Rai; Data protectio		Placement drive		University Examination
29-Jan-23	Sunday					
30-Jan-23	Monday	Mahatma Gandhi's Martyrd	17	Regular Class		University Examination
31-Jan-23	Tuesday		18	Regular Class- Publication of Monthly Attendance		University Examination
1-Feb-23	Wednesday	Indian Coast Guard Day	19	Regular Class		University Examination
2-Feb-23	Thursday	World Wetlands Day	20	Regular Class		University Examination
3-Feb-23	Friday		21	Regular Class		University Examination
4-Feb-23	Saturday	World Cancer Day; National day of Sri Lanka		Breakfast with CEO		Break
5-Feb-23	Sunday					
6-Feb-23	Monday	International day against fe	22	Regular Class		Break
7-Feb-23	Tuesday	International Development	23	Regular Class		Break
8-Feb-23	Wednesday			Break		Break
9-Feb-23	Thursday			Break		Break
10-Feb-23	Friday			Luminance		Luminance
11-Feb-23	Saturday	World Day of the Sick		Luminance		Luminance
12-Feb-23	Sunday	Darwin Day; Abraham Lincoln's Birthday		Luminance		Luminance
13-Feb-23	Monday	Sarojini Naidu's Birth Anniversary		Break		Break
14-Feb-23	Tuesday	Saint Valentine's Day; Wor	24	Regular Class		Sem-2 Re-registration
15-Feb-23	Wednesday		25	Regular Class	Work Day-1	Regular Class
16-Feb-23	Thursday		26	Regular Class	2	Regular Class
17-Feb-23	Friday		27	Regular Class	3	Regular Class
18-Feb-23	Saturday	Taj Mahotsav, Sivarathri				
19-Feb-23	Sunday					
20-Feb-23	Monday	World Day of Social Justice	28	Internal Examination	4	Regular Class
21-Feb-23	Tuesday	International Mother Langu	29	Internal Examination	5	Regular Class
22-Feb-23	Wednesday	World Scout Day	30	Internal Examination	6	Regular Class
23-Feb-23	Thursday	World peace and understan	31	Internal Examination	7	Regular Class
24-Feb-23	Friday	Central Excise Day	32	Regular Class	8	Regular Class
25-Feb-23	Saturday			Placement Training	9	Regular Class
26-Feb-23	Sunday					
27-Feb-23	Monday	World Sustainable Energy I	33	Regular Class	10	Regular Class
28-Feb-23	Tuesday	National Science Day	34	Regular Class	11	Regular Class
1-Mar-23	Wednesday	Zero Discrimination Day; V	35	Regular Class	12	Regular Class
2-Mar-23	Thursday		36	Regular Class	13	Regular Class
3-Mar-23	Friday	World Wildlife Day; World	37	Regular Class	14	Regular Class
4-Mar-23	Saturday	National Safety Day		Corporate Talk	15	Corporate Talk
5-Mar-23	Sunday					
6-Mar-23	Monday		38	Regular Class	16	Regular Class

7-Mar-23	Tuesday		39	Regular Class	17	Regular Class
8-Mar-23	Wednesday	International Women's Day	40	Regular Class	18	Regular Class
9-Mar-23	Thursday		41	Regular Class	19	Regular Class
10-Mar-23	Friday	CISF Raising Day, No Smo	42	Regular Class	20	Regular Class
11-Mar-23	Saturday	Sivarathri				
12-Mar-23	Sunday					
13-Mar-23	Monday		43	Regular Class	21	Regular Class
14-Mar-23	Tuesday	International Day of Action	44	Regular Class	22	Regular Class
15-Mar-23	Wednesday	World Consumer Rights Da	45	Regular Class	23	Regular Class
16-Mar-23	Thursday	National Vaccination Day	46	Regular Class	24	Regular Class
17-Mar-23	Friday		47	Regular Class	25	Regular Class
18-Mar-23	Saturday	Ordnance Factories Day (India)		Corporate Talk		Corporate Talk
19-Mar-23	Sunday					
20-Mar-23	Monday	International Day of Happir	48	Regular Class	26	Internal Examination
21-Mar-23	Tuesday	World Forestry Day; World	49	Regular Class	27	Internal Examination
22-Mar-23	Wednesday		50	Regular Class	28	Internal Examination
23-Mar-23	Thursday		51	Regular Class	29	Internal Examination
24-Mar-23	Friday	World Tuberculosis (TB) D	52	Regular Class	30	Regular Class
25-Mar-23	Saturday			Guest Talk		Guest Talk
26-Mar-23	Sunday					
27-Mar-23	Monday	World Theatre Day	53	Regular Class	31	Regular Class
28-Mar-23	Tuesday		54	Regular Class	32	Regular Class
29-Mar-23	Wednesday		55	Regular Class	33	Regular Class
30-Mar-23	Thursday		56	Model Examination	34	Regular Class
31-Mar-23	Friday		57	Model Examination		Break
1-Apr-23	Saturday		58	Model Examination		Internship
2-Apr-23	Sunday	World Autism Awareness Day,				Internship
3-Apr-23	Monday		59	Model Examination		Internship
4-Apr-23	Tuesday	International Day for Mine	60	Model Examination		Internship
5-Apr-23	Wednesday	National Maritime Day	61	Model Examination		Internship
6-Apr-23	Thursday	Maundy Thursday				Internship
7-Apr-23	Friday	World Health Day, Good Friday				Internship
8-Apr-23	Saturday					Internship
9-Apr-23	Sunday	Easter				Internship
10-Apr-23	Monday	World Homeopathy Day		Project		Internship
11-Apr-23	Tuesday	National Safe Motherhood Day, National Pet Day		Project		Internship
12-Apr-23	Wednesday			Project		Internship
13-Apr-23	Thursday	Jallianwallah Bagh Massacre Day (1919)		Project		Internship
14-Apr-23	Friday	B R Amdekar Birth Date		Project		Internship
15-Apr-23	Saturday	Vishu		Project		Internship
16-Apr-23	Sunday			Project		Internship
17-Apr-23	Monday	World Haemophilia Day		Project		Internship
18-Apr-23	Tuesday	World Heritage Day		Project		Internship
19-Apr-23	Wednesday			Project		Internship
20-Apr-23	Thursday			Project		Internship

21-Apr-23	Friday	National Civil Service Day, Secretaries's Day, Ramz		Project		Internship
22-Apr-23	Saturday	World Earth Day		Project		Internship
23-Apr-23	Sunday	World Book and Copyright Day		Project		Internship
24-Apr-23	Monday	National Panchayati Day		Project		Internship
25-Apr-23	Tuesday	World Malaria Day		Project		Internship
26-Apr-23	Wednesday	World Intellectual Property Day		Project		Internship
27-Apr-23	Thursday			Project		Internship
28-Apr-23	Friday	World Day for Safety and Health at Work, World V		Project		Internship
29-Apr-23	Saturday			Project		Internship
30-Apr-23	Sunday			Project		Internship
1-May-23	Monday	International Labour Day		Project		Internship
2-May-23	Tuesday			Project		Internship
3-May-23	Wednesday	Press Freedom Day		Project		Internship
4-May-23	Thursday	Coal miner’s day		Project		Internship
5-May-23	Friday			Project		Internship
6-May-23	Saturday			Project		Internship
7-May-23	Sunday			Project		Internship
8-May-23	Monday	World Red Cross Day		Project		Internship
9-May-23	Tuesday	Victory day; Mother's Day		Project		Internship
10-May-23	Wednesday			Project		Internship
11-May-23	Thursday	National Technology Day		Project		Internship
12-May-23	Friday	International Nurses day		Project		Internship
13-May-23	Saturday			Project		Internship
14-May-23	Sunday	World Migratory day		Project		Internship
15-May-23	Monday	International Day of the Family		Project		Internship
16-May-23	Tuesday			Project		Internship
17-May-23	Wednesday	World Telecommunication Day (Information Society		Project		Internship
18-May-23	Thursday			Project		Internship
19-May-23	Friday			Project		Internship
20-May-23	Saturday			Project		Internship
21-May-23	Sunday	Anti-terrorism day		Project		Internship
22-May-23	Monday			Project		Internship
23-May-23	Tuesday			Project		Internship
24-May-23	Wednesday	Commonwealth Day		Project		Internship
25-May-23	Thursday			Project		Internship
26-May-23	Friday			Project		Internship
27-May-23	Saturday			Project		Internship
28-May-23	Sunday			Project		Internship
29-May-23	Monday			Project		Internship
30-May-23	Tuesday			Project		Internship
31-May-23	Wednesday	Anti-Tobacco Day		Project		Internship
1-Jun-23	Thursday	Global Parents Day; World Milk Day		Project		Break
2-Jun-23	Friday	International Sex Workers Day		Project		Break
3-Jun-23	Saturday	World Bicycle Day		Project		Break
4-Jun-23	Sunday	International Day of Innocent (Children victim of aggression)		Project		
5-Jun-23	Monday	World Environment Day		Project	35	Regular Class
6-Jun-23	Tuesday			Project	36	Regular Class
7-Jun-23	Wednesday	World Food Safety Day		Project	37	Regular Class
8-Jun-23	Thursday	World Oceans Day; World Tbrain Tumour Day		Project	38	Regular Class
9-Jun-23	Friday			Project	39	Regular Class

10-Jun-23	Saturday					Corporate Talk
11-Jun-23	Sunday					
12-Jun-23	Monday	World Day Against Child Labour		Study Break	40	Regular Class
13-Jun-23	Tuesday	Fatherws' Day		Study Break	41	Regular Class
14-Jun-23	Wednesday	World Blood Donor Day		University Exam	42	Regular Class
15-Jun-23	Thursday	World Elder Abuse Awareness Day; Global Wind Day		University Exam	43	Regular Class
16-Jun-23	Friday			University Exam	44	Regular Class
17-Jun-23	Saturday	World Day to Combat Desertification and Draught		University Exam		Internship Presentation
18-Jun-23	Sunday	Autistic Pride Day				
19-Jun-23	Monday	World Sickle Cell Awareness Day		University Exam	45	Regular Class
20-Jun-23	Tuesday	World Refugee Day		University Exam	46	Regular Class
21-Jun-23	Wednesday	International Yoga Day; World Music Day; World Hydrography Day		University Exam	47	Regular Class
22-Jun-23	Thursday			University Exam	48	Regular Class
23-Jun-23	Friday	International Olympic Day; United Nations Public Service Day; International Widow' Day		University Exam	49	Regular Class
24-Jun-23	Saturday			University Exam		Industrial Visit
25-Jun-23	Sunday					
26-Jun-23	Monday	International Day against drug abuse and Illicit Trafficking		University Exam	50	Regular Class
27-Jun-23	Tuesday	World Diabetes Day		University Exam	51	Regular Class
28-Jun-23	Wednesday	Bakrid				
29-Jun-23	Thursday			University Exam	52	Regular Class
30-Jun-23	Friday	World Asteroid Day		University Exam	53	Regular Class

FACULTY APPRAISAL FORMAT

(Refers to 6.6)

DC School of Management and Technology
Affiliated to MG University (Kottayam)
Re-accredited by NAAC and an ISO certified Institution
Vagamon, Kerala – 685503.

Faculty Appraisal Document

This appraisal will form the primary basis for determining the performance level that merits continued employment, promotion, annual increment, etc. The document will serve as a reflection of the faculty performance and facilitate means for continuous improvement in their career.

Each year, every faculty member will undergo evaluation to identify and assess his/her strengths and weaknesses in work performance.

Faculty Details

Name of the faculty Member	**SANESH P V**	**Academic Year**	
Designation	Asst.Professor	**Date of joining DCSMAT**	14/07/21
Department	Department of Management Studies	**Date of previous promotion:**	

Faculty Performance Index (FPI)

	Wtg	API	A	Wtg	RCI	B	Wtg	IDI	C	Total=A+B+C (100)	Grade
Asst. Professor	**5**	**8.25**	**41.25**	**3**	**4.67**	**14.01**	**2**	**8**	**16**	**71.26**	
Associate Professor/ Professor	**3**			**5**			**2**				

Note:

Asst. Professor - 5* API + 3* RCI + 2* IDI
Associate Professor/ Professor - 3* API + 5* RCI + 2* IDI

- *Academic performance Index- (API)*
- *Research contribution Index - (RCI)*
- *Institutional Development Index- (IDI)*

It gives a number out of 100. A grade (Excellent/good/fair/poor) can be given based on this.

Signature _____
Program Assessment Committee (PAC)Chair

A) Academic Performance Index (API)

SN	CRITERIA	MAX POINTS	POINTS SCORED	EVALUATION STRATEGY						
1	Result(% of Pass)	10	10	Odd Semester			Even Semester			
				Subj.1 MC&OB	Subj.2 Integrated Mktg Mgt	Lab.1	Subj.1 Marketing Management	Subj.2 (Strategic Management	Labj.2	Average
				10	10		10	10		10
				95 – 100 = 10pts 90 – 94 = 8 pts 85 – 90 = 6 pts 80 – 84 = 4 pts 75 - 79 = 2 pts						
2	Good Practices	7	7	✓ Learning materials developed ✓ Course notes with evidence of updating /modification with every version ✓ Steps to Encourage self-learning ✓ Additional topics covered beyond syllabus ✓ Quality of question papers ✓ Steps taken to Encourage bright students/Assist weak students ✓ Case studies/ real life examples show cased in the course ✓ Any other relevant item involving pedagogical initiatives. Field Surveys						
3.	Innovation In Teaching (Write A One Page Report)	3	3	• Methodology followed • Difficulty faced • New methods identified • Improvement in Results • (at least one instance to be showcased)						
4	Web Resources	3	3	• Usage of ICT techniques in the classroom; Videos/PPTs/simulations/models/ course web page etc						
5	Engagement With Outside World	2		• Resource person for FDPs, Coordinator of FDPs, Conferences, Conference Chair, Invited Talks etc						
6	Training Programs Participated	5		☐ More than 1 week – 5 points ☐ 3 days – 3 points						

				☐ One day- 1 point
7	Student Feedback	5	5	☐ >=90 - 5 points ☐ 80-89 - 4 points ☐ 70- 79 – 3 points
8	HOD Appraisal	5	5	Based on self-appraisal/contribution to departmental development activities/ model initiatives etc.
Total		40	33	
Total(scaled to 10)		10	**8.25**	

B) Research Contribution Index (RCI)

SN	CRITERIA	MAX POINTS	POINTS SCORED	EVALUATION CRITERIA
1	JOURNAL PUBLICATION/ book publication/ conference	10		☐ SCI/SCIE Indexed journals- 5 pts ☐ Scopus indexed publication- 3 pts ☐ Other publications- 1 point
2	Funded projects	5	5	☐ <2 Lakh = **4** pts ☐ >2Lakh= **5** pts
3	Conferences/ workshop organized/ reviewer	5	5	✓ Organizing chair- 5 points [KSRTC MDP] ☐ Chair in committee- 3points ☐ Member of committee- 1 point ☐ Reviewer PhD thesis- 3 points ☐ Reviewer SCI/SCIE indexed journal- 1 point
4	Professional activities	5		☐ Office bearer /Membership – 5 points(>= 2 bodies) ☐ -2 points(>=1 body)
5	Research progress	5	4	☐ Course work completed ☐ Comprehensive evaluation completed ✓ Advanced stage with publications ☐ Post PhD publications
Total		30	14	
Total(scaled to 10)		10	**4.67**	

C)Institutional Development Index (IDI)

SN	CRITERIA	MAX POINTS	POINTS SCORED	Roles and contribution to be clearly specified
1.	COMPLETION OF ASSIGNED WORK	5	4	☐ Time-Table Co-coordinator ☐ Library – in-charge ☐I Yr. Co-ordinator ✓ MBA 21 Batch Coordinator ✓ Project in-charge ☐Alumni Co-ordinator ☐ NBA Co-ordinator ☐Placement Co-ordinator ✓ Group Tutorship/ Mentoring responsibilities ☐ Seminar in-charge ✓ Disciplinary/Welfare/ Committee Member ✓ Accompanying Industrial Visits ☐ Other responsibilities such as Exam Cell Coordinator/member, Chief Examiner etc., ☐ Any other responsibility given by HODs/Deans/Principal
2.	CO AND EXTRA CURRICULUAR ACTIVITIES	5	4	Taking responsibilities **(office bearer)** in ✓ **Clubs – Vista Entrepreneur** ☐ Professional Societies ☐ Event Managers of cultural programmes ☐ Hostel Warden / Dy. Warden, etc ☐ Student Union activities
TOTAL		10	8	

Self-Appraisal Report - Faculty Development Plan

Name of Faculty member	Dept.	Designation	Date of joining DCSMAT	Date of last promotion	Contact numbers
SANESH P V	DMS	Asst. Professor	14 July 2021		9400504488

This document should concisely capture your goals and action plan for the academic year under the categories listed below:

1. Teaching effectiveness Enhancement – Steps taken

- **Field Survey for MC & OB Course. Students have to interview 3 Managers and understand the job of managers. They submit a report as assignment and give a presentation**

2. Scholarly Activities --Research, funded projects, publications, attending STTPs etc.

- **Final Stage of PhD**

3. Service--Dept., College, and Community (student counselling, clubs, administrative/documentation support, organizing events, training programmes, public relations and any other voluntary service)

1. **Batch Coordinator MBA 21 -23**
2. **Club Vista Club,**
3. **SOP mentor**
4. **NBA criteria , Disciplinary Committee**

4. Any other notable contribution/achievement

1. **MDP Coordination – KSRTC**
2. **Consultancy – KDISC**
3. **Rank Oriented Methodology for MBA 21 batch**

Signature of faculty Member/ Date: ***Signature of HOD/Date:***

INTERNSHIP PERFORMANCE REPORT FORMAT

(Refers to 7.1.3)

Annexure 7.1.3 Internship Performance Format

Name:			Job Title:		
Organization Name:			Phone Number:		
Email Address:					
Internship Information					
Student Name:					
Starting Date (DD/MM/YYY):			Completion Date (DD/MM/YYY):		
About the Intern					
Please evaluate this student intern on the following items by checking the appropriate rating	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory
Arrived at work on-time					
Behaved in a professional manner					
Effectively performed assignments					
Oral Communication skills					
Written Communication skills					
Computer skills					
Ability to work with others					
Ability to adapt to a variety oftasks					
Decision-making, setting priorities					

MoU – International Connect

(Refers to Criteria 7.2.1)

Universidad de Valladolid

DC KIZHAKEMURI FOUNDATION

GENERAL COOPERATION AGREEMENT BETWEEN THE UNIVERSITY OF VALLADOLID (SPAIN) AND DC KIZHAKKEMURI FOUNDATION (INDIA)

PRESENT

On the one part, the UNIVERSITY OF VALLADOLID (hereinafter UVa) with fiscal identity number C.I.F. Q4718001C, located in Valladolid, Plaza de Santa Cruz nº 8, and acting on its behalf and representing it, Mr. Antonio Largo Cabrerizo as Rector of the University of Valladolid, appointed by Agreement 30/2022 dated 7 April, of the Regional Government of Castilla y León (regional gazette no. 69, dated 8 April), whose capacity to sign and enter into agreements derives from the provisions set out under articles 85 and 88.i of the Statutes of the University of Valladolid, approved by Agreement 111/2020 dated 30 December, of the Regional Government of Castilla y León (regional gazette no. 269, dated 31 December).

And, on the other part, DC KIZHAKKEMURI FOUNDATION (hereinafter DCKF) with fiscal identity Income Tax Permanent Account Number AAATD3840M (a society registered as Trust No.K249 on 21st March 2001) and located in DC Kizhakkemuri Edam, Good Shepherd Street, Kottayam, Kerala, India, PIN-686001, and acting on its behalf and representing it, Mr. Ravi Deecee, in the position of Secretary, DCKF and Chief Facilitator, DC School of Architecture and Design, who holds the power to sign agreements by virtue of internal agreement.

The intervening parties hereby state and recognise each other's legal capacity and the validity of their power to enter into the present cooperation agreement and to that effect,

HEREBY DECLARE

I.- That the UVa is an institution governed by public law, with its own legal personality, whose responsibility it is to manage the public service of higher education by engaging in activities related to teaching, study and research. Its aims include supporting mobility and exchange of teaching staff and students as well as administrative and service staff, with other Spanish and overseas universities, thus promoting cooperation for the progress of society (art. 6.2.a) of its Statutes).

II.- That DCKF operates four colleges, namely DC School of Management and Technology (Vagamon), DC School of Management and Technology (Trivandrum), DC School of Architecture and Design (Vagamon) and DC School of Architecture and Design (Trivandrum), and its mains activities include inter-alia promotion of quality higher education in the field of Management, Commerce and Architecture and catering to the requirements of aspirants and thereby contribute to the process of nation building.

III.- That the two parties share common and/or complementary goals as well as the competence to justify their action through the present agreement and that, therefore, it is their wish to engage in cooperation which, in an ongoing manner, will help them to undertake their functions better. In addition, and as a result, it is the desire of the two parties to enter into the present cooperation agreement so as to establish a legal and institutional framework that will regulate and set out in detail their respective commitments.

Pursuant to the above, the two parties hereby give their consent and agree to sign the present cooperation agreement, which shall be governed by the following:

CLAUSES

FIRST.- PURPOSE OF THE AGREEMENT.

The present agreement aims to facilitate interuniversity cooperation, or cooperation with other higher education institutions, through the following activities:

- Exchanging researchers, teaching staff, administrative staff and students, within the framework of the provisions established between the two countries.
- Organising coordinated teaching activities.
- Carrying out research and/or innovation projects in accordance with the available budget in any of the areas of interest common to both institutions.
- Jointly engaging in historical, language or any other type of publication which may respond to the common interest of both institutions.
- Organising international congresses and conferences.

TWO.- CONDITIONS FOR EXCHANGE STUDENTS.

With regard to the exchange of students between the two institutions, a maximum of two (2) students may be sent or received to undertake a stay lasting a full academic year, or four (4) students to undertake a stay lasting only one term/semester.

Exchange students pay the academic fees at their home university and not at the host university, provided that the courses included in the studies contract form part of official curricula. Nevertheless, said students must pay, for both institutions, the amount corresponding to any administrative charges which may result from the exchange.

THIRD.- CONTROL AND FOLLOW-UP COMMITTEE.

It is hereby agreed that each party shall appoint two people to be in charge of follow-up and control so as to ensure that all the stipulations set out under the present agreement are complied with until such time as said agreement expires.

The UVa shall appoint the vice-rector competent in the area, or the person delegated by him/her as well as the person in charge of the International Relations Service.

On behalf of DCKF, Mr. Ravi Deecee, Secretary, DCKF and Chief Facilitator, DC School of Architecture and Design and Ar. Shankar S. Kandhadai, Academic Coordinator are appointed.

The people designated shall form part of a Mixed Follow-up and Control Committee set up ad hoc pursuant to the present agreement.

FOURTH.- INTELLECTUAL PROPERTY.

The intellectual property rights of teaching staff or researchers who take part in the activities foreseen in the present agreement shall be owned by the institutions involved, in accordance with their contributions and, in all instances, as established in the corresponding specific agreement, in which the ownership and use of the results shall be determined.

In the case of students, intellectual property rights shall be those which correspond to them in accordance with the applicable legislation.

FIFTH.- DATA PROTECTION.

The parties agree to abide by current legislation in the matter of data protection of personal details established for said purpose in each country, for the sole purpose of this agreement.

SIXTH.- DISSEMINATION AND ADVERTISING.

The parties agree to include their respective logos in any and every medium, platform or document which makes reference to their joint activities.

Signing the present agreement provides both institutions with permission to use the other party's logo and/or brand, for the sole purpose of this agreement.

SEVENTH.- VALIDITY.

This agreement shall come into force on the last date it is signed by both parties and shall remain in force for a period of four (4) years.

At any moment prior to the conclusion of the period foreseen in the previous section, the signatories of the agreement may unanimously and expressly agree to an extension thereof for a period of up to a further four years or may agree to its termination.

EIGHTH.- MODIFICATION, EXTINCTION, EFFECTS AND TERMINATION.

Any amendment to the content of the agreement shall require the signatories to agree unanimously thereto.

The agreement shall be deemed concluded as a result of the actions for which it was drawn up having been completed or due to any of the causes foreseen for the termination thereof. Said causes of termination are those established for said purpose in the applicable legislation of the two countries.

Completion or termination of the agreement shall give rise to the dissolution thereof so as to determine the obligations and commitments of each of the parties. As regards any ongoing action, at the proposal of the Mixed Follow-up Committee, the parties may agree to the continuance or termination thereof, and establish a non-extendable period for the conclusion thereof, after which period said activities must be discontinued.

Failure to fulfil the obligations and commitments undertaken by both parties shall entail the termination of the agreement, notwithstanding any consequences which the applicable legislation might give rise to in each country. However, said termination will not affect the ongoing activities undertaken under the present agreement.

NINTH.- LEGISLATION APPLICABLE TO THE AGREEMENT AND SETTLEMENT OF DISPUTES.

The present agreement is administrative in nature and its interpretation and application shall be subject to the legal provisions applicable to each of the signatory institutions, in particular with regard to the rules specifically governing this type of action.

Both parties agree to seek to resolve amicably and within the Mixed Follow-up Committee any issues which may emerge concerning the interpretation of the present agreement. Should any disputes arise concerning the interpretation or implementation of the present agreement, and depending on the nature of the dispute and its place of origin, both parties agree to submit to the procedural law specifically applicable.

Universidad de Valladolid

DC KIZHAKEMURI FOUNDATION

TENTH.- GENDER EQUALITY.

Consistent with the values of gender equality assumed by both universities, any names which appear in the masculine in this agreement, when they have not been replaced by generic terms, shall also be understood as referring indistinctly to the feminine.

And IN WITNESS THEREOF, the parties hereby sign the present agreement in triplicate *(DCFK will require two copies and the UVa will require one)*, and in two versions (Spanish and English), both of equal validity and for this sole purpose, at the place and on the date indicated below

In Valladolid, on 14 MAR. 2023

FOR THE UNIVERSITY OF VALLADOLID

Signed: Antonio Largo Cabrerizo

Rector of the UVa

In KOTTAYAM, on 18.01.2023

FOR DC KIZHAKKEMURI FOUNDATION

Signed: Mr. Ravi Deecee

Secretary, DCKF

and

Chief Facilitator, DC School of Architecture and design

DC KIZHAKKEMURI FOUNDATION REG. No. K-249/2001 KOTTAYAM

D C Kizhakemuri Foundation

FRAMEWORK COOPERATION AGREEMENT BETWEEN THE BLUECREST UNIVERSITY (LIBERIA) AND DC KIZHAKKEMURI FOUNDATION (INDIA)

PRESENT

On the one part, the BlueCrest University with fiscal identity number 051321804, located in Monrovia, Liberia-1000, on its behalf and representing it, **Dr Umesh Neelakantan**, President BlueCrest University, whose capacity to sign and enter into agreements derives from the provisions set out under articles 500142366 of the Statutes of the BlueCrest University, approved by Agreement Liberia Business Registry of the Regional Government of Liberia.

And, on the other part DC Kizhakkemuri Foundation, with fiscal identity Income Tax Permanent Account Number AMTD384OM, (a society registered as Trust No. K249 on 21st March, 2001 and located in DC Kizhakkemuri Edam, Good Shepherd Street, Kottayam, Kerala. lndia, P1N,686001, and acting on its behalf and representing it, **Prof. (Dr.) N Ramachandran**, Dean, DCSMAT, Vagamon, ldukki District, Kerala, India, PIN-685003, authorised to sign by virtue of internal agreement.

The intervening parties do hereby state and recognise each other's legal capacity and the validity of their power to enter into the present cooperation agreement and to that effect,

DO HEREBY DECLARE

l. - That the BlueCrest University is an institution governed by public law, with its own legal personality, whose responsibility it is to manage the public service of higher education by engaging in activities related to teaching, study and research. lts aims include supporting mobility and exchange of teaching staff and students as well as administrative and service staff, with other universities, thus promoting cooperation for the progress of society of its Statutes.

II.- That the main activities of DC Kizhakemuri Foundation operates four colleges, namely DC School of Management and Technology (Vagamon), DC School of Management and

BLUECREST UNIVERSITY COLLEGE LIBERIA INC.

Technology (Trivandrum), DC School of Architecture and Design (Vagamon), DC School of Architecture and Design (Trivandrum) and its mains activities include inter-alia promotion of quality higher education in the field of Management, Commerce and Architecture and catering to the requirements of aspirants and thereby contribute to the process of nation building.

lll- That the two parties share common and/or complementary goals as well as the competence to justify their action through the present agreement and that, therefore, it is their wish to engage in cooperation which, in an ongoing manner, will help them to undertake them functions better. In addition, and as a result, it is the desire of the two parties to enter into the present cooperation agreement so as to establish a legal and institutional framework that will regulate and set out in detail their respective commitment. Pursuant to the above, the two parties do hereby give their consent and agree to sign the present cooperation agreement, which shall be governed by the following:

CLAUSES

FIRST. - PURPOSE OF THE AGREEMENT.

The present agreement aims to facilitate inter institutional cooperation through the following activities:

- Exchanging researchers, teaching staff and students, within the framework of the provisions established between the two countries.
- Organising coordinated teaching activities.
- Carrying out research and/or innovation projects in accordance with the available budget in any of the areas of interest common to both universities.
- Jointly conducting historical, language or any other type of publication which may respond to the common interest of both universities.
- Organising international congresses and conferences.

BLUECREST UNIVERSITY
COLLEGE LIBERIA INC.

D C Kizhakemuri Foundation

SECOND. - PAYMENT OF FEES BY EXCHANGE STUDENTS AND FACULTY

Students under exchange programme shall pay the enrolment fees at their home university and will be exempt from paying the registration fees for courses that are part of the official curriculum at the host university, provided there is no specific clause stating otherwise in the corresponding particular agreement. Exchange students must, however, pay whatever administrative fees, should there be any, which may be applicable at both universities such as Exchange students will also bear all entire costs other than registration fee, like travel costs, visa and immigration charges.

For Faculty Exchange between two universities travel costs, visa and immigration charges should be borne by respective University. Food, local travel, accommodation will be borne by the host University.

THIRD. - CONTROL AND FOLLOW-UP MECHANISMS.

The BlueCrest University shall appoint **Dr. Asadi Srinivasulu** competent in the area of internationalization and also holding competent as **Head - Research** in academic matters, or **any other persons delegated by the President of BlueCrest University** as the signing authority.

On behalf of DC Kizhakkemuri Foundation, the person appointed is Prof. (Dr.) N Ramachandran, Dean, DCSMAT, Vagamon, Idukki District, Kerala, India, Pin -685503 as the signing authority.

The person designated shall form part of a Mixed Follow-up and Control Commission set up ad hoc pursuant to the present agreement.

It is hereby agreed that each part shall appoint three persons to be in charge of follow-up and control so as to ensure that all the stipulations set out under the present agreement are complied with until such time as said agreement expires to carry out routine operations.

BLUECREST UNIVERSITY
COLLEGE LIBERIA INC.

FOURTH. - INTELLECTUAL PROPERTY

The intellectual property rights, in which the persons participating in the exchange appear as inventors or authors, shall be the property of the universities involved in accordance - with the contributions made and, in all instances, in accordance with the stipulations set forth in the corresponding specific agreement in which ownership and exploitation of the results shall be determined.

FIFTH. - DATA PROTECTION

The parts agree to abide by current legislation in the matter of protection of data of a personal nature established for said purpose in each country.

SIXTH. - DISSEMINATION AND ADVERTISING

The parts agree to include their respective logos in any and every medium, platform or document which makes reference to their joint activities. Signing the present agreement serves as authorisation from the President for use of BlueCrest University logo.

SEVENTH. -VALIDITY.

This agreement shall come into force after it is signed by both parties and shall remain in force for a period of 03 (Three) Years.

At any moment prior to the conclusion of the period foreseen in the previous section, the signatories of the agreement may unanimously and expressly agree to an extension thereof for a period of up to a further 03 (Three) years or may agree to its termination.

EIGHT. - MODIFICATION, EXTINCTION, EFFECTS AND TERMINATION

Any amendment to the content of the agreement shall require the signatories to agree unanimously thereto.

The agreement shall be deemed concluded as a result of the actions for which it was drawn up having been completed or due to any of the causes foreseen for the termination thereof. Said causes of termination are those established for said purpose in the applicable legislation

of the two countries. Completion or termination of the agreement shall give rise to the dissolution thereof so as to determine the obligations and commitments of each of the parties. As regards any ongoing action, at the proposal of the Mixed Follow-up Commission, the parties may agree to the continuance or termination thereof, and establish a non-extendable period for the conclusion thereof, after which period said activities must be discontinued.

NINTH. - LEGISLATION APPLICABLE TO THE AGREEMENT AND SETTLEMENT OF DISPUTES

The present agreement is administrative in nature and its interpretation and application shall be subject to the legal provisions applicable to each of the signatory institutions, in particular with regard to the rules specifically governing this type of action.

Both parties agree to seek to resolve amicably and within the Mixed Follow-up Commission any issues which may emerge concerning the interpretation of the present agreement. Should any disputes arise concerning the interpretation or implementation of the present agreement, and depending on the nature of the dispute and its place of origin, both parties agree to submit to the procedural law specifically applicable. And in witness thereof, the parties do hereby sign the present agreement in duplicate both of equal validity and for this sole purpose, at the place and on the date indicated below.

In Monrovia, on 04/03/2022

ON BEHALF OF BLUECREST UNIVERSITY

BLUECREST UNIVERSITY COLLEGE LIBERIA INC.

ON BEHALF OF DC KIZHAKKEMURI FOUNDATION

DC KIZHAKEMURI FOUNDATION Reg. No. K 249 / 2001 KOTTAYAM

ANNEXURE – II FACULTY DETAILS

(Refers to Criteria 6)

ANNEXURE II: FACULTY DETAILS (Refers to Criterion 6)

S No	Name of the faculty member	Qualification			Association with the Institution	Designation	Date on which Designated as Professor/ Associate Professor	Department	Specialization	Academic Research			Currently Associated (Y/N). Date of Leaving (In case Currently Associated is ("No")	Nature of Association (Regular/Contract)
		Degree (highest degree)	University	Year of attaining higher qualification						Research Paper Publications (All published included)	Ph.D. Guidance	Faculty Receiving Ph.D. during the Assessment Years		
1.	N Ramachandran	Ph.D	Fellow, IIM-C	1983	08.07.20	Prof.	08.07.20	MBA	Fin	14	Y		Y	Reg
2.	PS James	P.hD	Devi Ahilya University	2006	10.03.23	Prof	10.04.23	MBA	HR	27	Y		Y	Reg
3.	Elizabeth George	Ph.D	CUSAT	2013	03.02.22	Prof.	03.02.22	MBA	HR	16			Y	Reg
4.	Kuppachi Sreenivas	Ph.D	Sri Venkateshwara universiity	1996	03.06.13	Prof.	03.06.13	MBA	Fin	7	Y		Y	Reg
5.	Rudolf Wranton Perez	Ph.D	Pondicherry University	2010	08.05.2019	Prof.	08.05.19	MBA	Ops, IT	4			Y	Reg
6.	Baiju P Samuel	Ph.D	Bharathiar	2021	06.05.2011	Asso.	10.02.21	MBA	HR	2		Y	Y	Reg

						Prof.								
7.	Joby Jose	Ph.D	Bharathiar University	2015	31.07.2017	Asso. Prof.	01.10.18	MBA	OB, HR	10	Y		Y	Reg
8.	Jyothi Vijayan	Ph.D	Bharathiar University	2020	01.12.2015	Asso. Prof.	03.03.21	MBA	Mktg	23			Y	Reg
9.	Akhil B Vijayan	MBA	Kannur University	2009	01.06.2012	Asst. Prof.	NA	MBA	HR	0			Y	Reg
10.	Arun Vijay	Ph.D	Karpagam Deemed	2021	01.06.21	Asst. Prof.	NA	MBA	Mktg	6			Y	Reg
11.	M Murugan	MBA	Pondicherry University	2020	03.03.2020	Asst. Prof.	NA	MBA	Ops	4			Y	Reg
12.	Rinu Mathew	M.Com	MG University	2017	19.12.2019	Asst. Prof.	NA	MBA	Fin	0			Y	Reg
13.	Prajith PK	MBA	Kannur University	2008	07.08.2017	Asst. Prof.	NA	MBA	Mktg	4			Y	Reg
14.	Sanesh PV	MBA, UGC NET	Bharathiar University	1999	14.07.2021	Asst. Prof.	NA	MBA	Mktg	3			Y	Reg
15.	Sruthi Vijayakrishnan	P.hD	Central University of Kerala	2022	13.7.22	Asst. Prof	NA	MBA	HR	5			Y	Reg
16.	Sona Sebastian	MBA	Kerala University		30.1.2023	Asst. Prof.	NA	MBA	HR	0			Y	Reg
17.	Sheena BS	MBA	Maduari Kamaraj University	2014	22.9.22	Asst. Prof.	NA	MBA	Fin, Eco	0			N 4.8.23	Reg
18.	Sindhu S Pillai	MBA	Kerala University	2007	14.02.22	Asst. Prof.	NA	MBA	Mktg	0			N 23.02.23	Reg

19.	Lincy Johnson	MBA	Anna University	2015	01.11.22	Asst. Prof.	NA	MBA	Fin	0			N 10.10. 23	Reg
20.	Deepthi Sankar	Ph.D	Bharathiar University	2010	11.06.2012	Asso. Prof.	01.10.18	MBA	Mktg	8			N 15.10. 22	Reg
21.	Ravitha Menon	MBA	APJ Abdul Kalam University	2018	02.08.2021	Asst. Prof.	NA	MBA	Fin & Ops	0			N 07.03. 22	Reg
22.	Renuka R	PhD	MG University	2020	02.08.2021	Asst. Prof.	NA	MBA	Eco	5			N 28.05. 22	Reg
23.	Sanil Kumar V.K	MBA, UGC NET	MG University	2006	11.05.2007	Asst. Prof.	NA	MBA	Fin	2			N 04.06. 22	Reg
24.	Sonia E Mathew	MBA	MG University	2009	13.12.21	Asst. Prof.	NA	MBA	HR	0			N 31.08. 22	Reg
25.	Agnus Baby	PGD M	XIME, Bangalore	2018	13.06.22	Asst. Prof.	NA	MBA	HR	0			N 13.09. 22	Reg