

Mandatory Disclosure

1	AICTE File No.	07/06/KER/MBA/2002/038 DATED 27.05.2002
	Date & Period of last approval	4/4/2018 – 2018-2019
2	Name of the Institution	DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
	Address of the Institution	ONE SCHOOL AVENUE
		PULLIKKANAM
		VAGAMON
	City & Pin Code	VAGAMON-685503
	State / UT	KERALA
	Phone number with STD code	0486-9297030
	FAX number with STD code	0481-2564758
	Office hours at the Institution	9.00 AM TO 5.00 PM
	Academic hours at the Institution	8.15 AM TO 4 PM
	Email	info@dcschool.net
	Website	www.dcsmatvagamon.edu.in
	Nearest Railway Station (dist. in Km)	Kottayam, 80 KM
	Nearest Airport (dist in Km)	Nedumbassery, 86.7 KM
3	Type of Institution	Private-Self Financed
	Category (1) of the Institution	Non-Minority
	Category (2) of the Institution	Co-Ed
4	Name of the organization running the Institution	DC Kizhakemuri Foundation
	Type of the organization	Society
	Address of the organization	DC Kizhakemuri Foundation
		Good Shepherd Street, Kottayam
	Registered with	Registrar of Societies, Kerala
	Registration date	21-03-2001
	Website of the organization	www.dcsmatvagamon.edu.in
5	Name of the affiliating University	MG University
	Address	Priyadarsini Hills P.O, Kottayam – 686 560



Website	https://www.mgu.ac.in/
Latest affiliation period	2018-19
6 Name of Principal	Dr. Elizabeth George
Exact Designation	Principal
Phone number with STD code	04869 297030
FAX number with STD code	04812 564758
Email	principal.vgm@dcschool.net
Highest Degree	Ph.D
Field of specialization	Human Resources Management & Organizational Behavior

7 Governing Board Members

1	Chairman	Shri. Ravi DeeCee (Head of DCKF)
2	Nominee of the Trust(educationalist)	Dr. Beena George, Associate Professor in Cameron School, Department of Management
3	Nominee of the Trust	T P Sreenivasan IFS, Former Ambassador of India to Various Countries.
4	Nominee of the Trust, Administrator com Entrepreneur.	Balagopal C, IAS (accomplished IAS office of Assam cadre and reputed entrepreneur)
5	Nominee of the Trust, Entrepreneur	Harikrishnan R Nair, Managing Director, Western India Cashew Ltd.
6	Nominee of the Trust, Dean of DC Group of Institutions	Dr. N. Ramachandran (Fellow in Management (PhD): Indian Institute of Management, Kolkata
7	Nominee of the Trust (ex-officio)	Dr. Jayashankar Prasad, Director DC Group of Institutions, Trivadrur
8	Nominee of the Trust (ex-officio)	Dr. SivaPrakash C S, Principal DC School of Management, Trivadrur
5	Director, Dc School of Technology, Vagamon	Dr. (Col) P S James
6	Senior Faculty (Professor)	Dr. Kuppachi Sreenivas
7	Junior Faculty (Professor)	Dr. Jyothi Vijayan

Frequency of meetings: 1

date of last meeting – 11/09/2023

Academic
Advisory
Body

**DC School of Management & Technology
Academic Advisory Council**

S.NO.	CATEGORY	Name	DESIGNATION
	<i>Chairman</i>	<i>Dr. Beena George, MBA (Indian Institute of Management Calcutta, PhD (University of Houston))</i>	<i>Dean, Cameroon School of Business (University of St. Thomas, Houston)</i>
	<i>Member</i>	<i>Dr. N. Ramachandran (Fellow in Management (PhD): Indian Institute of Management, Kolkata</i>	<i>Management Consultant: Management Advisory Services, Kochi and Chairperson JRS Consultants Private Limited, Kochi, India Professor: School of Management, AIT, Bangkok, Thailand Professor: IIM Kolkata</i>
	<i>Member</i>	<i>Ajay Jacob</i>	<i>Jacobs Constructions USA</i>
	<i>Member</i>	<i>Balagoopal CMA, Ex IAS</i>	<i>Director, Federal Bank Ltd, Director Enter Technologies Pvt Ltd</i>
	<i>Member</i>	<i>T P Sreenivasanex IFS</i>	<i>Former Ambassador</i>
	<i>Ravi Deecee</i>	<i>CEO, DC Books, Kottayam & Chief Facilitator, DCSMAT Institutions</i>	<i>Ravi Deecee</i>
	<i>Member</i>	<i>Chandra P Shanker</i>	<i>Chairman, Max Global Venture PVT LTD, Bangalore</i>

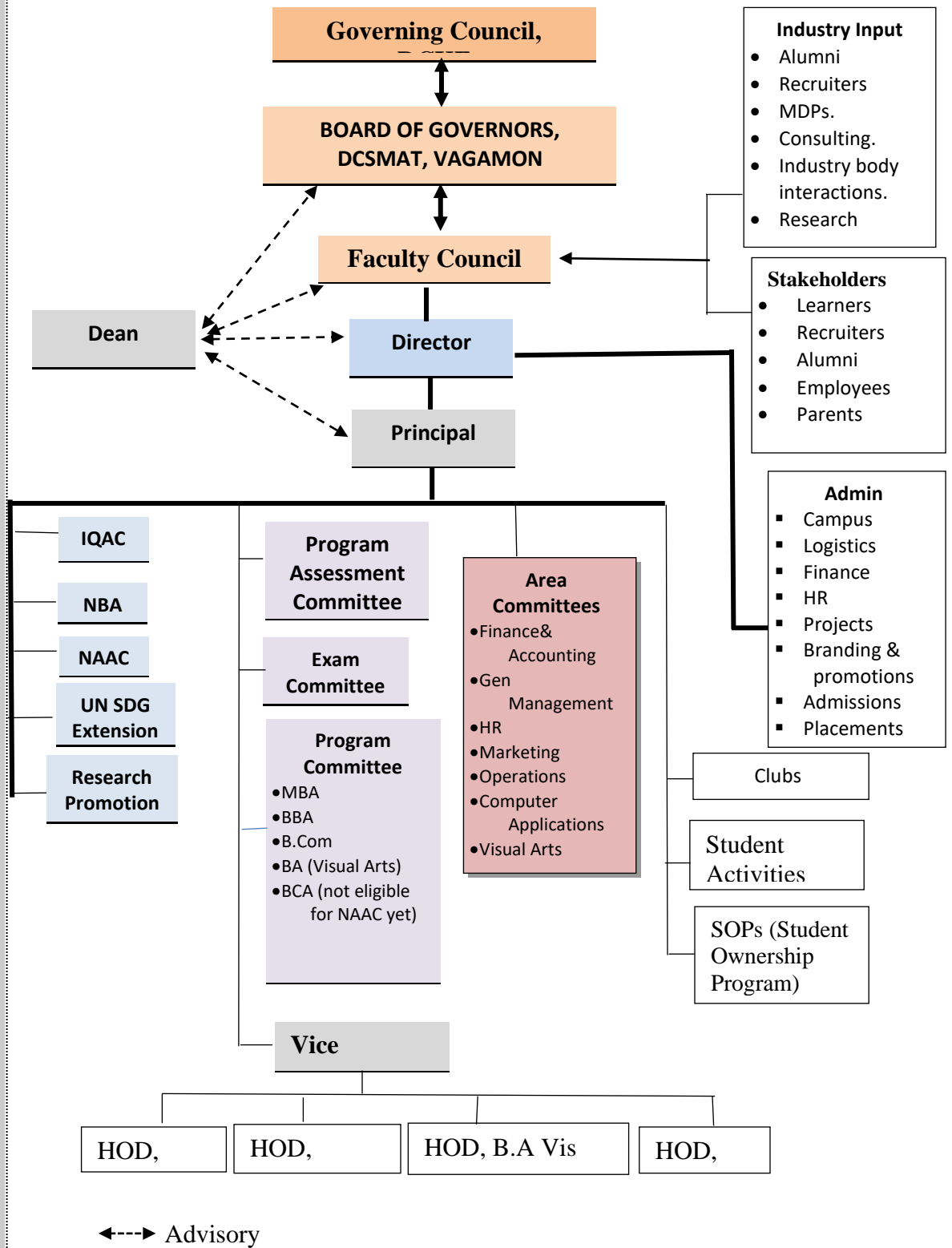
	<i>Member</i>	<i>Dr.ElizabethGeorge</i>	<i>Principal,DCSMATVagamon</i>
	<i>Member</i>	<i>Dr. Jayasankar Prasad C</i>	<i>Director, DCSMAT Institutions& Campus Head, Trivandrum</i>
	<i>Member</i>	<i>Dr. Jyothi Vijayan</i>	<i>Associate Professor, DCSMAT Vagamon</i>
	<i>Member</i>	<i>Dr. Jayasankar Prasad C</i>	<i>Director, DCSMAT Institutions& Campus Head, Trivandrum</i>

Frequency of meetings & date of last meeting

Date of last meeting: 11/09/2023

Frequency of meetings: 1

FIGURE 2.1: DECENTRALIZED ACADEMIC ADMINISTRATION STRUCTURE FOR KEY ACADEMIC



Feedback from Students:

Online Faculty feedback for each faculty is taken from Learning Management System (LMS) Moodle.
Outgoing students provide feedback by using an exit survey system in the college.

Regular feedbacks are also obtained by the SOP owners and passed on to the Principal and Group Director.

We also have suggestion boxes at various places so that the students can give their suggestions to the Principal.

Office of the Principal is always open to the students and faculty so that they can give the feedback/suggestions for improving the growth and development of the Institution.

In the middle and in the end of the semester feedback is taken in a structured format consisting of 10 major parameters pertaining to teaching- learning process.

This feedback is taken online in an anonymous manner.

The responses are subject to Data Processing and the results are analyzed by the HoDs and the Principal, and the feedback is communicated to the faculty members concerned wherever necessary, for any remedial action and improvement.

Students' feedback on value added programmes conducted (for example guest lectures, seminars, employability camp, etc.) is obtained at the end of the programme.

Feedback from Alumni:

Director Corporate Relations and Alumni Affairs (CR & AA0 who also heads the Placement & Training Cell in co-ordination with the batch coordinator collects feedback from alumni.

Director CR & AA, alongwith Faculty Coordinator for Alumni Affairs coordinates the annual alumni meet and alumni association related activities. On the Graduation Day also feedback on the attainment of Programme Educational Objectives and Programme Outcomes is collected from the graduates.

Employers' Feedback:

The Director, CR & AA is continuously in contact with the organizations in which students are placed. The feedback is obtained through the telephonic conversation and personal discussion with the HR Personnel and other senior officials of the organization and also through collection of details by sending a structured questionnaire. Feedback is also obtained by the alumni from their employers and sent to the departments.

Community Feedback:

The NSS Unit of the college has been actively involved in rendering services such as conducting awareness programmes in Environmental Protection, Health, First Aid and General Safety. Further, blood donation camps, literacy camps and teaching computer fundamentals to rural

children are some of the other activities.

The students collect the feedback of the people who make use of such services regarding the help availed by them, suggestion for improvement and scope for expansion. This feedback helps to improve the quality of service in the future camps.

Feedback from Parents.:

During PTA meetings, feedbacks on various aspects including curricular aspects are collected from the parents which will be discussed in the faculty council to improve course delivery

Feedback from Academic Peers and Industry:

The college development council members who are reputed academicians and industrialists give their feedback on the development and quality sustenance of the institution whenever they visit the campus and during GC meetings. Feedback is also obtained from industry experts who visit the college to give Guest Lectures, conduct Training Programmes, Workshops etc.

Feedback from Industries:

The Placement coordinator collects the feedback from the employers of students. Before the beginning of the course the concerned faculty for each course will make a presentation about the curriculum and course plan in front of an academician from a premier institute / a reputed figure from the industry and obtain his opinions and suggestions

Feedback from Academic Peers:

Occasions of formal and informal contacts among the academic peers are utilized for exchange of ideas about the relevance and success of the curriculum.

The Academic Council

The Academic Council which consists of the faculty and other external members will examine in detail the suggestions received from the various stakeholders. This Council aggregates and analyzes the feedback and thereafter will represent it to the university, so that the university can consider them during the revision of the syllabi.

The Council gives formal approval for the curriculum of add-on courses and in certain cases gives recommendations for changes in the curriculum of University

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Grievance redressal mechanism for faculty, staff and students

Grievance Redressal Mechanism

1. The institute's grievance redressal mechanism addresses grievances of teaching, non-teaching staff and students.
2. Following mechanisms exist: -
 - (a) Suggestion Box
 - (b) Student Ownership Program

- (c) Verbal feedback/suggestions through Batch Coordinators
- (d) Establishment of Committees such as Grievance Redressal Cell, Women Harassment Cell, SC/ST Cell
- (e) Counsellor
- (f) Online Complaint Management System. This online system has different tabs for different types of complaints such as Grievances, Maintenance of Hostels, Residences, Classes, Canteen, AIM Centre for scheduling related complaints, Accounts, Library, Systems and Wi-Fi support etc. The complaints are registered online and a registration number is automatically recorded. Automatically, mails are initiated to the concerned Depts and the complaints need to be addressed within set time limits. The system was developed in-house. URL: <http://cms.dcschool.net/Support/upload/>
- (g) . Open Forums, as and when required.
- (h) . Above all this, the Principal himself maintains a free flow of communication with all the teaching and non-teaching staff of the institute.

3. **Mechanism to Analyze the Nature of Grievances.**

The grievances are reviewed periodically by the Group Director and the Management. In fact, a copy of all grievances raised in the Complaint manager is sent to the Group Director and the Management. This is reviewed on a monthly basis.

12	Name of the Department*	Master of Business Administration		
	Course	MBA		
	Level	PG		
	1 st Year of approval by the Council	2002		
	Year wise Sanctioned Intake	180 (2023-25)	180 (2022-24)	180 (2021-23)
	Year wise Actual Admissions	87	91	147
	Cut off marks – General quota	50%	50%	50%
	% Students passed with Distinction	Result not declared	8%	7%
	% Students passed with First Class	Result not declared	80%	62%
	Students Placed	On Going	96%	79%
	Average Pay package, Rs./Year	On Going	4 Lakhs	3.5 Lakhs

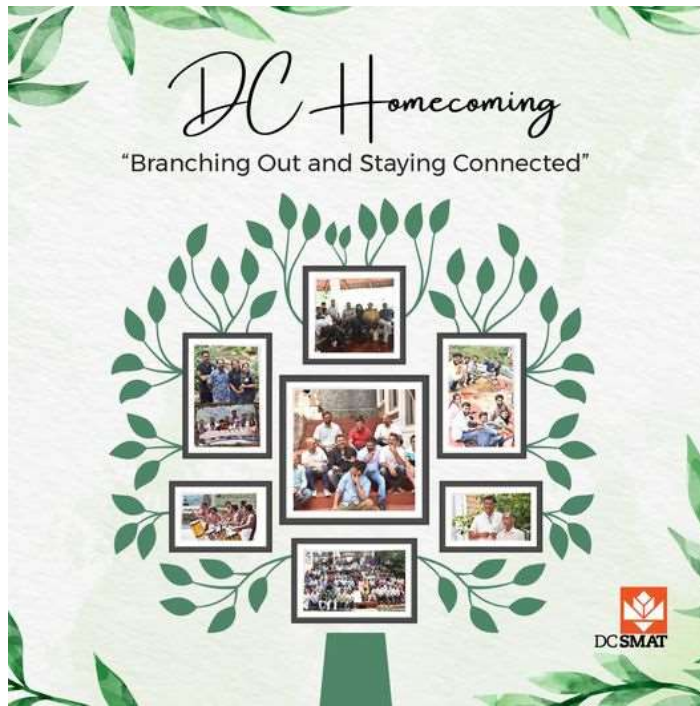
Students opted for Higher Studies	NA	NA	NA
Accreditation Status of the course	NAAC B+	NAAC B+	NAAC B+
Doctoral Courses	Nil		
Foreign Collaborations, if any	University of Valladolid		
Professional Society Memberships	Indian Green Building Council, Kerala Management Association, Confederation of Indian Industry, National Institute of Personnel Management, AIMS, The Cochin Chamber of Commerce & Industry, National Safety Council, Kerala State Productivity Council		
Professional activities			
Consultancy activities			
Grants fetched			

Departmental Achievements	
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Distinguished Alumni

Alumni meet -'DCians Home Coming', held as a part of 20th-year celebrations at DCSMAT, Vagamon Campus on the 15th of April 2023




From Graduate to Entrepreneur

Our MBA 08 batch Alumni, Vineeth launches his Entrepreneurial Venture in Dubai.

Vocca, a paradise for chocolate enthusiasts.

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www.dcschool.net



ALUMNI TALK

SPEAKER:
VARUN JYOTHI K P

Associate VP of Federal Bank
Worked for companies like ICICI
Lombard, Aditya Birla Money, HSBC,
& Deloitte with over 13 years of Exp.

Join us for an electrifying Alumni talk event featuring our outstanding Alumni From PGDM 07 Batch.

#BACKTOTHEROOTS

DCSMAT
INSTITUTIONS
VADAMON

9946 109 616 | 9846 869 231
www.dcschool.net

Name of Teaching Staff*	Dr. N .Ramachandran
Designation	Dean Management Studies
Department	MBA
Date of Joining the Institution	08-07-2020



Qualifications with Class/Grade	B.COM	M.COM	Ph.D
Total Experience in Years	Teaching 49	Industry	Research
Papers Published	National		International
Papers Presented in Conferences	National		International
PhD Guide? Give field & University	Field		University
PhDs / Projects Guided	PhDs		Projects at Masters level
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			

Name of Teaching Staff*	Dr.Elizabeth George		
Designation	Principal		
Department	MBA		
Date of Joining the Institution	03/02/2022		
Qualifications with Class/Grade	BA	MBA	FDP (IIM-A)
Total Experience in Years	Teaching 24	Industry	Research 6
Papers Published	National 9		International 17
Papers Presented in Conferences	National 6		International 9
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents	3		
Professional Memberships	NIPM,ISTD(Life Member)		
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			



13 Name of Teaching Staff*	Dr. Kuppachi Srinivas		
Designation	Professor		
Department	MBA		
Date of Joining the Institution	2013		
Qualifications with Class/Grade	B.COM	M.Com	PhD
Total Experience in Years	Teaching 27	Industry	Research 5
Papers Published	National 3		International 0
Papers Presented in Conferences	National 5		International 1



Name of Teaching Staff*	Baiju P Samuel		
Designation	Associate Professor		
Department	MBA		
Date of Joining the Institution	06/05/2011		
Qualifications with Class/Grade	BLM	MBA, MLM, FDP (IIM-A)	
Total Experience in Years	Teaching 12	Industry 6	Research 6
Papers Published	National 1	International 1	
Papers Presented in Conferences	National	International 1	
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			



Name of Teaching Staff*	Akhil B Vijayan		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	1/6/2012		
Qualifications with Class/Grade	BBA	MBA	





Total Experience in Years	Teaching 12	Industry 1	Research
Papers Published	National		International
Papers Presented in Conferences	National		International
PhD Guide? Give field & University	Field		University
PhDs / Projects Guided	PhDs		Projects at Masters level
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			

Name of Teaching Staff*	Dr. Joby Jose		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	1/2/2019		
Qualifications with Class/Grade	BA	MBA, M.Phil, MSW, PGDHA, ADHRM	
Total Experience in Years	Teaching 7	Industry 9	Research 6
Papers Published	National 2		International 7
Papers Presented in Conferences	National 3		International
PhD Guide? Give field & University	Field		University
PhDs / Projects Guided	PhDs		Projects at Masters level
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			




Awards	
Grants fetched	
Interaction with Professional Institutions	

Name of Teaching Staff*	Dr.Jyothi Vijayan			
Designation	Assistant Professor			
Department	MBA			
Date of Joining the Institution	2015			
Qualifications with Class/Grade	B.Sc	MBA		
Total Experience in Years	Teaching 14	Industry 1	Research 4	
Papers Published	National 8	International		
Papers Presented in Conferences	National 7	International		
PhD Guide? Give field & University	Field	University		

Name of Teaching Staff*	Dr.Arun Vijay			
Designation	Assistant Professor			
Department	MBA			
Date of Joining the Institution	17/01/2022			
Qualifications with Class/Grade	B.SC	MBA,M.Sc	Ph.d	
Total Experience in Years	Teaching 1	Industry 15.5	Research	
Papers Published	National 1	International 6		
Papers Presented in Conferences	National 7	International		

PhD Guide? Give field & University	Field	University
PhDs / Projects Guided	PhDs	Projects at Masters level
Books Published / IPRs/ Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants fetched		
Interaction with Professional Institutions		

Name of Teaching Staff*	Dr.Muhammed Ashiq A M			
Designation	Assistant Professor			
Department	MBA			
Date of Joining the Institution	06-10-2022			
Qualifications with Class/Grade	BCOM	MCOM	Ph.D	
Total Experience in Years	Teaching 3	Industry	Research 5	
Papers Published	National	International	4	
Papers Presented in Conferences	National	International	3	
PhD Guide? Give field & University	Field	University		
PhDs / Projects Guided	PhDs	Projects at Masters level		
Books Published / IPRs/ Patents				
Professional Memberships				

Consultancy Activities	
Awards	
Grants fetched	
Interaction with Professional Institutions	

Name of Teaching Staff*	Dr. Sruthy Vijayakrishnan			
Designation	Assistant Professor			
Department	MBA			
Date of Joining the Institution	13-07-2022			
Qualifications with Class/Grade	BBA	MBA, UGC Net	Ph.D	
Total Experience in Years	Teaching 6	Industry	Research	
Papers Published	National		International	
Papers Presented in Conferences	National		International	
PhD Guide? Give field & University	Field		University	
PhDs / Projects Guided	PhDs		Projects at Masters level	
Books Published / IPRs/ Patents				
Professional Memberships				
Consultancy Activities				
Awards				
Grants fetched				
Interaction with Professional Institutions				

Name of Teaching Staff*	Mr.Jayan K R		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	01-03-2023		
Qualifications with Class/Grade	BBA MBA, UGC NET		
Total Experience in Years	Teaching	Industry	Research
Papers Published	National		International
Papers Presented in Conferences	National		International
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			



Name of Teaching Staff*	Sanesh P Varghese		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	14/07/2021		
Qualifications with Class/Grade	MBA		
Total Experience in Years	Teaching 18	Industry 7	Research 1
Papers Published	National		International 3
Papers Presented in Conferences	National		International 3
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents			



Professional Memberships
Consultancy Activities
Awards
Grants fetched
Interaction with Professional Institutions

Name of Teaching Staff*	Sindhu S Pillai		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	14-02-2022		
Qualifications with Class/Grade	B.Sc	MBA,M.Phill	Ph.D
Total Experience in Years	Teaching 4	Industry 7	Research
Papers Published	National 3	International	3
Papers Presented in Conferences	National 6	International	1
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			



Name of Teaching Staff*	Dr.Murugan M		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	07-03-2022		
Qualifications with Class/Grade	BCOM	MBA,	Ph.D
Total Experience in Years	Teaching 2.8	Industry 3	Research



Papers Published	National	International 6
Papers Presented in Conferences	National	International
PhD Guide? Give field & University	Field	University
PhDs / Projects Guided	PhDs	Projects at Masters level
Books Published / IPRs/ Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants fetched		
Interaction with Professional Institutions		

Name of Teaching Staff*	Ms.Sheena B S
Designation	Assistant Professor
Department	MBA
Date of Joining the Institution	22-09-2022



Qualifications with Class/Grade	BA Economics	MA Economics, MBA, Mphil, UGC Net
Total Experience in Years	Teaching 10	Industry Research
Papers Published	National	International
Papers Presented in Conferences	National	International
PhD Guide? Give field & University	Field	University
PhDs / Projects Guided	PhDs	Projects at Masters level
Books Published / IPRs/ Patents		
Professional Memberships		
Consultancy Activities		

Awards
Grants fetched
Interaction with Professional Institutions

Name of Teaching Staff*	Ms.Sona Sebastian
Designation	Assistant Professor
Department	MBA
Date of Joining the Institution	30/07/2023



Qualifications with Class/Grade	BBA	MBA Finance & HR	
Total Experience in Years	Teaching	Industry	Research
Papers Published	National	International	
Papers Presented in Conferences	National	International	
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs	Projects at Masters level	
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			

Name of Teaching Staff*	Neeraj Unnithan		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	14/10/2016		
Qualifications with Class/Grade	B.Sc	M.Sc, M.Phil	
Total Experience in Years	Teaching 6	Industry 2	Research 4



Name of Teaching Staff*	Rinu Mathew		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	11/12/2019		
Qualifications with Class/Grade	B.Com	M.Com	
Total Experience in Years	Teaching 5	Industry	Research
Papers Published	National 1	International 5	
Papers Presented in Conferences	National		International
PhD Guide? Give field & University	Field	University	
PhDs / Projects Guided	PhDs		Projects at Masters level
Books Published / IPRs/ Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants fetched			
Interaction with Professional Institutions			




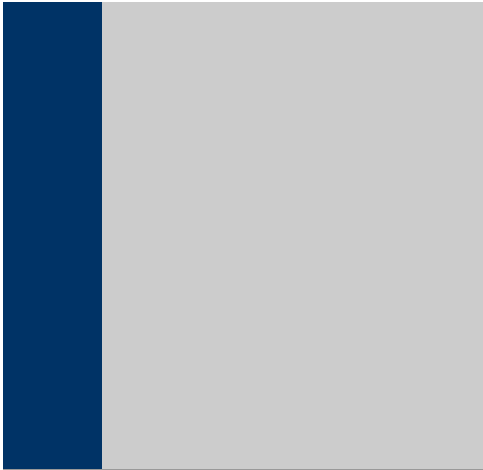
Name of Teaching Staff*	Renjitha R		
Designation	Assistant Professor		
Department	MBA		
Date of Joining the Institution	15/5/2016		
Qualifications with Class/Grade	BCA	MCA	
Total Experience in Years	Teaching 6	Industry 3	Research
Papers Published	National 1	International 5	
Papers Presented in Conferences	National		International
PhD Guide? Give field & University	Field	University	



PhDs / Projects Guided	PhDs	Projects at Masters level
Books Published / IPRs/ Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants fetched		
Interaction with Professional Institutions		

14	Admission quota#	50% Merit Quota, 50% Reservation Quota		
	Entrance test / admission criteria	CMAT/CAT/KMAT		
	Cut off / last candidate admitted	15% for General Category , 10% for OBC, 7.5% for SC/ST	15% for General Category , 10% for OBC, 7.5% for SC/ST	15% for General Category , 10% for OBC, 7.5% for SC/ST
	Fees in rupees	Rs.99500/ per semester	Rs.99500/ per semester	Rs.99500/ per semester
	Number of Fee Waivers offered			
	Admission Calendar	June to June		
	PIO quota	No		

15	Infrastructural information^	
	Classroom/Tutorial Room facilities	



Library facilities



Auditorium / Seminar Halls / Amphi





Photo

Cafeteria



Outdoor Sports facilities



to

Gymnasium facilities





Girls Hostel



Medical & other Facilities at Hostel



Photo

17 Academic Sessions

Examination system, Year / Sem

Semester wise

Period of declaration of results

Semester wise

18 Counseling / Mentoring

Available

Career Counseling

Available

Medical facilities

Available

	Student Insurance	Available
19	Students Activity Body	Available
	Cultural activities	Available
	Sports activities	Available
	Literary activities	Available
	Magazine / Newsletter	Available
	Technical activities / TechFest	Available
	Industrial Visits / Tours	Available
	Alumni activities	Available
20	Name of the Information Officer for RTI	Dr. Elizabeth George
	Designation	Principal
	Phone number with STD code	04869 297030
	FAX number with STD code	04812 564758
	Email	info@dcschool.net

CAY=Current Academic Year

*Repeat this template for each department / staff.

#Repeat this template for additional quota, if any.

^Add photographs