

MANDATORY DISCLOSURE

I. AICTE File No.: F.No. South-West/1-9317729046/2021/EOA

Date and Period of last approval: Date: 10-Jul-2021 for the academic year 2021-22

II. Name and Address of the Institution:

SCMS COCHIN SCHOOL OF BUSINESS,

SCMS Campus, Prathap Nagar, Muttom, Aluva, Cochin - 683 106.

City & Pin Code Ernakulam - 683 106.

State/UT – Kerala Phone : 0484 2623803 / 2623804 Fax: 0484 -2623855

Email: scms@scmsgroup.org

Website: www.scms.edu.in

Longitude 76° 15E, Latitude 10° 00'N

Office hours: 9.00 AM to 5.00 PM.

Academic hours: 9.15 AM to 4.45 PM.

Nearest Railway Station: Aluva - 8 km

Nearest Airport - Nedumbassery - 14 km

Type of institution: Private-Self financed,
Non-Minority and Co-Ed

III. Organization running the Institution:

Prathap Foundation for Education and Training
Management House, South Kalamassery, Cochin,
Kerala - 682 033 www.scmsgroup.org Trust
Registered with Sub Registrar, Ernakulam, on
10/27/1989

IV. Name of the Principal / Director:

Dr. Radha Thevannoor, M.Com, MBA, Ph.D.

Director, +91 484 2623803/4, 2628000, 98460 44713

E.mail: radha@scmsgroup.org

Field of specialisation: HR Management

V. GOVERNANCE BOARD OF GOVERNORS (w.e.f. 1.04.2020)

SCMS COCHIN SCHOOL OF BUSINESS BOARD OF GOVERNORS (w.e.f. April 1, 2020)				
	Name	Position	Qualification	Current organization and Positions held
1	Dr.Subramanian Swamy	Member of Parliament - Chairman	Ph.D.	Formerly Union Minister for Commerce, Law & Justice & Professor, Harvard University
2	Mr.P.C.Chacko	Public Representative - Member	Graduate	Ex-MP., Formerly Minister for Industry, Govt. of Kerala
3	Dr. G.P.C.Nayar	Chairman and Founder, SCMS Group - Member	B.Sc., B.JIm, PGDBM, MBA, Ph.D. (USA)	Chairman, SCMS Group of Educational Institutions
4	Prof.Pramod P.Thevannoor	Vice Chairman, SCMS Group	B.Com, MBA	Vice Chairman, SCMS Group
5	Mr.T.P.Sreenivasan IFS	Ex-Ambassador & Educationist - Member	IFS	Former Chairman, Higher Education Council and Director, NSS Academy of Civil Services, Director General, Kerala International Centre
6	Dr.U.Ramesh	Regional Officer (Addl. Charge) & Director, AICTE - Member		Regional Officer (Addl. Charge) & Director, AICTE
7	Prof.N.C.George	AICTE nominated industry expert - Member	MA & DTFT (UK)	Management Consultant
8	Nominee of the State Government -	Nomination Awaited		
9	Nominee of the State Government (Outside expert from the Region)	Nomination Awaited		
10	Mr.A.K.Nair	Management expert from Industry - Member	B.Tech., MBA	Ex - Managing Director, KSIDC & KCPL

11	Prof.K.J.Paulose	Professor & Dean – Management Studies, SCMS - Member	B.Sc. (Engg.), PGDM (IIM-C)	Professor & Dean – Management Studies, SCMS
12	Ms.Jisha J.	Asst. Professor, SCMS - Member	B.Tech., MBA	Asst. Professor, SCMS
13	Mr.T.A.Ashok	Alumni Representative - Member	B.Tech, PGDM	TCS
14	Mr.Shibu Balakrishnan	Industry Expert- Member	MBA	Cognizant Technologies
15	Dr.Filomina P.George	Educationist - Member	MBA, FCMA (UK), DPM (UK), Ph.D.	Director - Academic Compliances – Business Schools, SCMS Group
16	Dr. Radha Thevannoor	Director – SCMS Group and Director- SCMS – Member Secretary	MBA, Ph.D.	Director – SCMS Group and Director- SCMS

Board of Management

Dr.G.P.C.Nayar, Chairman and Founder, SCMS Group of Educational Institutions

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group of Educational Institutions

Dr.Indu Nair, Director in Charge of Infrastructure, Admissions and Compliances

Dr.Radha Thevannoor, Registrar, in charge of PGDM & Academic Administration

Prof. S .Gopakumar, Director in charge of HR for SCMS Group

Prof. Baiju Radhakrishnan, Director in Charge of Strategic Planning and Development and General Administration

ACADEMIC ADVISORY BOARD
SCMS COCHIN SCHOOL OF BUSINESS (w.e.f. April 1, 2020)

Name	Current Organisation and Role	Qualification	Positions held
Mr.T.P.Sreenivasan IFS	Former Ambassador and Former Vice Chairman, Higher Education Council, Kerala - Chairperson	IFS	Ex-Ambassador & Educationist
Prof.Pramod P.Thevannoor	Vice Chairman, SCMS – Vice Chairperson	B.Com, MBA	Vice Chairman, SCMS
Mr.Shibu Balakrishnan	Cognizant Technology - Member	MBA	Vice President - Recruiter
Dr.K.N.Ajit	Head – HR, MYTHRA Infrastructure - Member	MBA, Ph.D.	
Mr.Deepak Aswani	Principal Distributor – Raymonds, ITC - Member	MBA	
Ms.Sindu Pandalai	Entrepreneur, New Delhi - Member	MBA	
Mr.Rajesh Nair	Regional Head, Ernst & Young Consulting - Member	MBA	
Mr.Ashok T.A.	TCS - Member	MBA	Consultant- Alumni
Dr.Filomina P.George	Director- Compliances, SCMS - Member	MBA, FCMA (UK), DPM (UK), Ph.D.	Director- Compliances, SCMS
Prof.K.J.Paulose	Professor & Dean – Management Studies, SCMS Cochin School of Business - Member	B.Sc. (Engg.), PGDM (IIM-C)	Professor & Dean – Management Studies, SCMS Cochin School of Business
Dr.Radha Thevannoor	Director – SCMS Cochin School of Business – Member Secretary	B.Com., M.Com., MBA, Ph.D.	Director – SCMS Cochin School of Business
Dr.Anilkumar K.	Chairperson – PGDM, SCMS Cochin School of Business - Member	M.S.W., Ph.D.	Chairperson – PGDM, SCMS Cochin School of Business

FREQUENCY OF THE BOARD MEETINGS AND ACADEMIC ADVISORY BODY

- Governing Board meetings are held once in six months.
- Academic Advisory Body meets once in six months. Nature and extent of involvement of faculty and students IN ACADEMIC AFFAIRS/IMPROVEMENTS At SCMS COCHIN SCHOOL OF BUSINESS the management, faculty and students work as a team for elevating the institution to world-class standards. Continuous upgradation of syllabus in consultation with the industry is a round-the-year process. Faculty members take active participation in upgrading the syllabus in their area of specialisation. They are actively involved in several research and consultancy projects. Students get individual attention for their overall improvement through mentor group activities. The faculty members act as mentors to the SCMS student community. Faculty members are involved right from the selection of students to their placement and graduation. The students give feedback on the overall performance of the institution and the faculty in particular. Their suggestions and feedback are given due weightage while decisions are taken. They also act as ambassadors of the institution. Even after graduation they come back to the institution with suggestions for improvement, inputs regarding expectations from the industry, etc.

VI. PROGRAMMES

Name of Programme (Full Time) approved by the AICTE.

- POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM) – 120 Seats
- FELLOW PROGRAMME IN MANAGEMENT (FPM) – 20 Seats

VII. FACULTY

Number of faculty members:

- Permanent faculty : 30
- Visiting faculty : 28
- Foreign faculty : 10
- Guest faculty : 10

Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned: Given elsewhere in the website in detail.

Number of faculty employed and left during the last two years: 6

Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute concerned:

Dr. Radha Thevannoor

Dr. Radha Thevannoor is the Director of SCMS Group of Educational Institutions / SCMS Cochin School of Business, Cochin. She has a Masters in Commerce from Department of Commerce, University of Kerala, and Masters in Business Administration from Bangalore University. Her area of specialization is Human Resource Management and she has a doctorate in management from Cochin University of Science and Technology. A social researcher, her area of interest is Gerontology. Dr. Radha is a visiting faculty at University of St. Gallen, Switzerland. She has presented papers at World Demographic and Aging Congress, Switzerland, Oxford School of Aging, Seoul National University, Korea, and Indian Institute of Management, Ahmedabad. She is an alumna of Oxford School of Aging, UK.

Whether student assessment of faculty is in force?

Yes. Student assessment of faculty is obtained on completion of each trimester. The feedback is discussed with the faculty so as to enable them to make improvements, if required.

VIII. FEE

- Details of fee, as approved by State Fee Committee, for the Institution: Rs. 1,25,000/- per trimester.
- Time schedule for payment of fee for the entire programme: Tuition Fee is to be paid at the beginning of every trimester. Exact date of remittance will be intimated in the Manual of Policy distributed to students at the time of starting the classes.
- Fee waivers granted with amount and name of students: NIL
- Number of scholarships offered by the institute with the name of students, duration and amount:
 0. **Meera R Menon** Rs. 150000
 1. **Praveen Kumar C K** Rs. 150000
 2. **Anjana Nair J** Rs. 150000
 3. **Nikhil D Johnson** Rs 100000

- Criteria for fee waivers/scholarships: Candidates with experience of more than 2 years are eligible to apply for merit scholarship to the extent of 40% of their tuition fee.
- Estimated cost of boarding and lodging in Hostels: Rs. 7000/- approx. per month.

IX. ADMISSION

- Number of seats sanctioned with the year of approval:
180 - PGDM (Full Time Programme) 2021-22
20 – Fellow Programme in Management 2021-22
- Number of students admitted under various categories each year in the last two years:

GENERAL:

PGDM 2020 - 95

PGDM 2019 - 80

SC/ST/OBC:

PGDM 2020 - 30

PGDM 2019 - 33

- Number of applications received during last two years:
2020 – 7378
2019 – 8006

X. ADMISSION PROCEDURE

Mention the admission test being followed, name and address of the Test Agency and its URL (website):

CAT by IIMs, CMAT by AICTE, MAT by All India Management Association, Management House, Lodhi Road, New Delhi -110003. U

RL: <http://www.aimaind.org/aima/cms/Mat/matgeneral.htm>

ATMA by the Association of Indian Management Schools, D.No.6-3-668/10/76, First Floor, Near Sri Kalyana Venkateshwara Temple, Durga Nagar Colony, Punjagutta, Hyderabad – 500 082. URL: <http://registration.sifytest.com/atma/>

KMAT supervised by Admission Supervisory Committee, DPI, Vazhuthacaud,

Thiruvananthapuram, Kerala 695014 URL: <http://www.cce-kerala.org/index.php/mba/mba2020>

XAT conducted by XLRI Rivers Meet Road, Circuit House Area, East, Jamshedpur, Jharkhand 831001 URL: www.xatonline.in

Calendar:

- Last date for request for applications:
20 days from the date of entrance test
- Last date for submission of application:
25 days from the date of publication of result of entrance test
- Date for group discussion (GD)/interview:
25 days from the date of receipt of application
- Dates for announcing final results:
3rd day after the GD and PI
- Release of admission list (main list and waiting list should be announced on the same day):
3rd day after the GD and PI
- Date for acceptance by the candidate: 15 days from announcement of results of GD &PI
- Last date for closing of admission: As announced by AICTE
- Starting of the academic session: As announced by AICTE

The policy of refund of the fee, in case of withdrawal: As per AICTE norms

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION:

- Describe each criterion with its respective weightages i.e. Admission Test, GD, Interview etc.:
Graduation 20%,
Admission Test 35%
, Group Discussion 20%,
Personal Interview 20%
Other criteria 5%
Mention the minimum level of acceptance, if any, for any criteria: PGDM:
Graduation 50%
Entrance Test: : Valid scores
- Mention the cut-off levels of percentage & percentile scores (section-wise and/or total case may be) of the candidates in the admission test who are called for GD/ Interview CAT / XAT 60 percentile
CMAT 100/400
KMAT (Kerala) 108/720
MAT / ATMA 400/800

Anti-Ragging Committee

Sl.No	Name	Position	Email. Id	Phone
1	Dr. Radha P Thevanoor	Head of the Institution	radha@scmsgroup.org	9846044713
2	Mr. S S Jayasankar	Representatives from NGO, civil and police administration	jay@oorjja.org	9061232333
3	Dr. Anil Kumar K	Faculty representative	anilkumark@scmsgroup.org	9447666247
4	Nikhil D Johnson	Student representative of Batch 28	fk-3321@scmsgroup.org	8129876092, 8289898092
5	Minu Salila	Student representative of Batch 29	fk-3556@scmsgroup.org	7902278456
6	Ms. Girija Madhu Pillai	Representative of parents	girijamadhupillai@gmail.com	7736236436
7	Ms. Shyla Krishnakumar	Representative of non-teaching staff	shyla@scmsgrou.org	9447255173

Anti-Ragging Squad

Anti-Ragging Squad 2021-22				
Sl.No	Name	Position	Email. Id	Phone
1	Dr. Radha Thevanoor	Head of the Institution	radha@scmsgroup.org	9846044713

2	Prof. Cherian Varghese	Faculty representative	cherianvarghese@scmsgroup.org	9445394181
3	Mr Sudheer Sudhakaran	Faculty representative	sudheer@scmsgroup.org	9388741880
4	Ashima Sivar	Student representative of Batch 29	fk-3528@scmsgroup.org	9207192983
5	MR. AMAL SHAH.S	Student representative of Batch 30	fk-3674@scmsgroup.org	9446524658
6	Ms. Sujatha	Representative of non-teaching staff	sujatha@scmsgroup.org	9037333668

Internal Compliance Committee

Internal Compliances Committee 2021-22					
Sl.No	Name	Category	Position	Email. Id	Phone
1	Dr. Poornima Naarayan	Faculty representative committed in social work	Chair Person	poornima@scmsgroup.org	9961216142
2	Dr. Anil Kumar K	Faculty representative	Member	anilkumark@scmsgroup.org	9447666247
3	Balagopal T K	Manager Administration(with legal knowledge)	Member	balagopal@scmsgroup.org	9562482272
4	Ms Jisha J	Faculty	Member	jisha@scmsgroup.org	9447043028
5	Mr. S S Jayasankar	Representatives from NGO, civil and police administration	Member	jay@oorjja.org	9061232333
6	Ms. Beena Joy	Representative of parents	Member	Joybeena202@gmail.com	9491725526

7	Ms. Shyla Krishnakumar	Representative of non-teaching staff	Member	shyla@scmsgrou.org	9447255173
8	Ashima Sivan	Student representative of Batch 29	Member	fk-3528@scmsgroup.org	9207192983
9	Minu Salila	Student representative of Batch 29	Member	fk-3556@scmsgroup.org	7902278456
10	Lekha P R	Student representative of Batch 30	Member	fk-3672@scmsgroup.org	8921547376

Prevention of Sexual Harassment Committee
Dr. Radha Thevannoor - Registrar and Group Director
Mr. Paulose K J - Dean
Ms. Shyla Krishnakumar - Manager,HR
Ms. Mini Kuzhuvilil - Faculty
Mr. Akhil Das - Student

Class Coordinators 2021-22				
Batch		Name	Phone No	email id
29	A	Mr.KEVIN JOHNS RAJU	9496605340	fk-3535@scmsgroup.org
		Ms. ESHA SHEHZADI N.A.	9496424002	fk-3449@scmsgroup.org
	B	Mr.SELVIN SEBASTIAN	7356405426	fk-3598@scmsgroup.org
		Ms.CATHARINE ANNA MATHEW	7356787200	fk-3593@scmsgroup.org
	C	Mr.ABISHEK M.K.	8086916686	fk-3539@scmsgroup.org
		Ms.DHANU M. FRANCIS	9447718994	fk-3452@scmsgroup.org
30		MR. AMAL SHAH.S	9446524658	fk-3674@scmsgroup.org
		Ms. ELEENA ACHU REIGNOLD	9447148201, 9447410100	fk-3670@scmsgroup.org