

# MANDATORY DISCLOSURE

- I. AICTE File No: F.No.South-West/1-36559957980/2023/EOA  
Date and Period of last approval:  
10th June 2023 for the academic year 2023-24
- 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  
0484 2623803 / 2623804 Fax: 0484 -2623855  
Email: [scms@scmsgroup.org](mailto:scms@scmsgroup.org)  
Website: [www.scms.edu.in](http://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](http://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](mailto:radha@scmsgroup.org)  
Field of specialisation: HR Management
- V. GOVERNANCE  
BOARD OF GOVERNORS (w.e.f. 23.06.2022)

## CHAIRMAN

- Dr. SUBRAMANIAN SWAMY  
Member of Parliament, Govt. of India; Former Union  
Minister for Commerce, Law & Justice; Former  
Professor, Harvard University

## MEMBERS

- Mr. P. C. CHACKO,  
Public Representative, Ex – MP, Former Minister for  
Industries, Govt. of Kerala
- Dr. G. P. C. NAYAR  
Chairman & Founder,  
SCMS Group of Educational Institutions
- PROF. PRAMOD P. THEVANNOOR  
Vice Chairman, SCMS Group of Educational  
Institutions
- Mr. T. P. SREENIVASAN IFS  
Former Ambassador & Educationist
- Dr. U. RAMESH  
Regional Officer (Addl. Charge) & Director, AICTE
- Prof. N. C. GEORGE  
Management Consultant
- Mr. A. K. NAIR  
Management expert from Industry,  
Ex - Managing Director, KSIDC & KCPL
- Prof. K. J. PAULOSE  
Professor Emeritus, SCMS
- Mr. T. A. ASHOK  
Alumni Representative
- Mr. SHIBU BALAKRISHNAN  
Industry Expert
- Dr. FILOMINA P. GEORGE  
Director - Academic Compliances – Business  
Schools, SCMS Group
- Dr. RADHA THEVANNOOR,  
Director, SCMS Group and Director, SCMS (Member  
Secretary)

## GOVERNING COUNCIL

- 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. RADHA THEVANNOOR,  
Registrar, in charge of PGDM & Academic  
Administration
- Dr. INDU NAIR,  
Director in Charge of Infrastructure,  
Admissions and Compliances
- Dr. BAIJU RADHAKRISHNAN,  
Director in Charge of Strategic Planning and  
Development and General Administration
- Mr. PRATHIK NAYAR,  
Deputy Director,  
SCMS Group of Educational Institutions

## ACADEMIC ADVISORY BOARD

### CHAIRPERSON

- Mr. T. P. SREENIVASAN  
Former Ambassador and Former Vice Chairman,  
Higher Education Council, Kerala

#### VICE CHAIRPERSON

- Prof. PRAMOD THEVANNOOR  
Vice Chairman, SCMS Group

#### MEMBERS

- Mr. SHIBU BALAKRISHNAN  
Vice President, Cognizant Technology
- Dr. K. N. AJIT  
Head – HR, Mythra Infrastructure
- Mr. DEEPAK ASWANI  
Principal Distributor – Raymonds, ITC
- Ms. SINDU PANDALAI  
Entrepreneur, New Delhi
- Mr. RAJESH NAIR  
Regional Head, Ernst & Young Consulting
- Mr. ASHOK T. A.  
Consultant, Tata Consultancy Services
- Dr. Filomina P. George, Director- Compliances, SCMS
- Prof. K.J. PAULOSE  
Professor Emeritus, SCMS Cochin School of Business
- Dr. RADHA THEVANNOOR  
Director, 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)
- FELLOWSHIP PROGRAMME IN MANAGEMENT

#### VII. FACULTY

Number of faculty members:

- Permanent faculty : 24
- Visiting faculty : 20
- 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 prospectus 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 specialisation 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 alumnus 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, for the PGDM programme  
Rs. 1,32,500/- 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:

1	Anjima G	Batch 30	3,75,000
2	M Archana Mohan	Batch 31	1,59,000
3	Shvetha S Menon	Batch 31	1,59,000



- 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. Merit based scholarships of Rs 1,00,000 each & Rs 50,000 each offered to meritorious candidates who satisfy the requisite criteria.
- Estimated cost of boarding and lodging in Hostels: Rs. 8000/- approx. per month.

#### IX. ADMISSION

- Number of seats sanctioned with the year of approval:  
120 - PGDM (Full Time Programme) 2023  
20 - Fellowship Programme in Management 2023
- Number of students admitted under various categories each year in the last two years:

#### GENERAL:

PGDM 2023 - 72

PGDM 2022 - 59

#### SC/ST/OBC:

PGDM 2023 - 48

PGDM 2022 - 23

- Number of applications received during last two years:  
2023 - 1292  
2022 - 1857

#### 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.  
URL: <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: <https://www.cee.kerala.gov.in/kmat2023/>  
XAT conducted by XLRI  
Rivers Meet Road, Circuit House Area, East, Jamshedpur, Jharkhand 831001  
URL: [www.xatonline.in](http://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 criteria 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 in CAT/XAT/CMAT/MAT/KMAT/ATMA

## RAGGING STRICTLY PROHIBITED

Ragging in any form is a serious crime under the Indian Laws. Any case of ragging or other related offence will be reported to the police for taking appropriate action. The culprits will also be summarily dismissed from the College.