

# DC SCHOOL OF MANAGEMENT AND TECHNOLOGY VAGAMON

## PROACTIVE DISCLOSURE UNDER SECTION 4(1) ( B) OF THE RTI ACT, 2005

### Manual - 1:

1. **Objective/ Purpose of the Institute.** Major Objectives of the College are as follows:
  - (1) **Wisdom and knowledge.** Education is both a training of minds and training of souls, and therefore the college aims to inculcate both wisdom and knowledge, primarily in the fields of commerce and management.
  - (2) **Aims of the social order.** The College also aims to achieve the aims of social order in its teaching and learning process by preserving the values of democracy, justice, liberty, equality and fraternity.
  - (3) **Love for higher values of life.** The College aims to impart a holistic education, emphasising also the higher values of life thought for the poor and sufferings, regards and respect for women, faith in brotherhood regardless of race, colour, religion etc.
  - (4) **Training for leadership.** We also aim to incorporate training for leadership in the profession and public life, as it is an important function of Higher Education College to train men and women for wise leadership.
2. **Mission/ Vision Statement of the Institute**
  - (a) **Vision.** “Our vision is to create a world class centre of excellence in research-oriented and industry-driven management education with distinct DCian characteristics of all round development and self-reliance.”
  - (b) **Mission.**
    - (i) We shall strive to create a paradigm of physical infrastructure and academic ambience that propel students and faculty to excellence in every area of academics and research as well as personal growth.
    - (ii) In the emerging scenario of unprecedented global changes and e-learning, DCSMAT imparts management education through the latest in Information Technology to evolve into a dynamic centre for producing a pool of skilled and innovative minds with personal integrity, professional ingenuity and social commitment.
3. **Brief History of the institute and the context of its formation.**
  - (a) DCSMAT is promoted by DC Kizhakemuri Foundation and co-promoted by DC Books. The institution was set up in September 2002 at Vagamon, Idukki, Kerala. The institute is presently running the following programmes: -

- (i) MBA
- (ii) B Com
- (iii) BBA

(b) While creating the Institute, particular care was taken to select a suitable location, where students could imbibe the academic inputs, skills and attitudes, values of life and leadership skills in a serene atmosphere away from the clamour of city life. Vagamon hill station is an ideal spot where students could spend the important years of their academic lives in a campus set amidst breath-taking landscapes. Vagamon is fast growing into a favoured destination for weekend getaways among Keralites and feature prominently in the list of must see hill-stations of Kerala. The campus is situated near Pullikkanam tea estate and offers fantastic sceneries along with top class infrastructural facilities at par with global b-schools to support business academics in an area of 5-acre land with well-planned layout in pollution free lush green landscapes.

4. **Duties of the institute.** To engage in teaching and research according to the norms and regulations which are laid down by the higher authorities of the Mahatma Gandhi University based on recommendations of UGC.

5. **Main Activities/ Functions of the institute:** Teaching and other extension activities.

6. **List of services being provided by the institute with a brief write up on them.**

(a) The major services being provided are as follows: -

- (i) Teaching and Learning
- (ii) Library Services
- (iii) IT Services
- (iv) Life skills training
- (v) Hostel services
- (vi) Canteen services
- (vii) Provision of electricity, water supply and other allied services.

(b) **Teaching & Learning.** This is the primary function of the Institute. The College has a faculty strength of 24 teachers and nearly 30 supporting staff. The learning process in DCSMAT is student-centric. The thrust on the teachers is to move away from just class room lectures and power point presentations towards interactive sessions, then on to collaborative learning and where possible even independent learning. Besides academic learning, DCSMAT lays a lot of stress on imparting life skills, knowledge management skills and lifelong learning, which are also excellent means to incorporate interactive learning, collaborative learning and independent learning. Some aspects of these learning methodologies are highlighted below: -

(c) **Library Services.** Ours is one of the best Management libraries in Kerala. The resources coupled with technological practices in place, provide a good base for research. The library is fully automated. It has got a campus wide OPAC facility. Users can access the OPAC from all the places inside the campus through the LAN / wi-fi network. The catalogue terminals are available in the library. It functions from 8.00 am till 11.00 pm for the benefit of the students and staff.

(d) **IT Services.** The entire campus is Wi-Fi enabled. The students can access internet and other E- resources from anywhere in the campus and hostel. All modern aids including computers, audio-visuals and multi-media are being used for an enriching and effective learning experience. All the classrooms are fitted with LCD, sound system and computers/laptops. The courses are monitored through a Course Management System called 'Moodle'. All the materials required for any class including the course plan, recommended and prescribed books, additional reading material, assignments, news forum (with automatic e-mails to all students and concerned faculty) etc. are accessible through Moodle.

(e) **Life Skill Training.** Communication, analytical, logical and decision-making skills, and personality development are the graduate attributes as per demands from job market which are identified well in advance and process is designed in such a way to select students those students who are really promising. After admission, the College ensures attainment of these by the students through following in house programmes:

- (i) Gallop.
- (ii) Student Ownership Programme (SOP).
- (iii) Applied Business Studies (ABS).
- (iv) Placement Training.
- (v) Evening Presentation etc

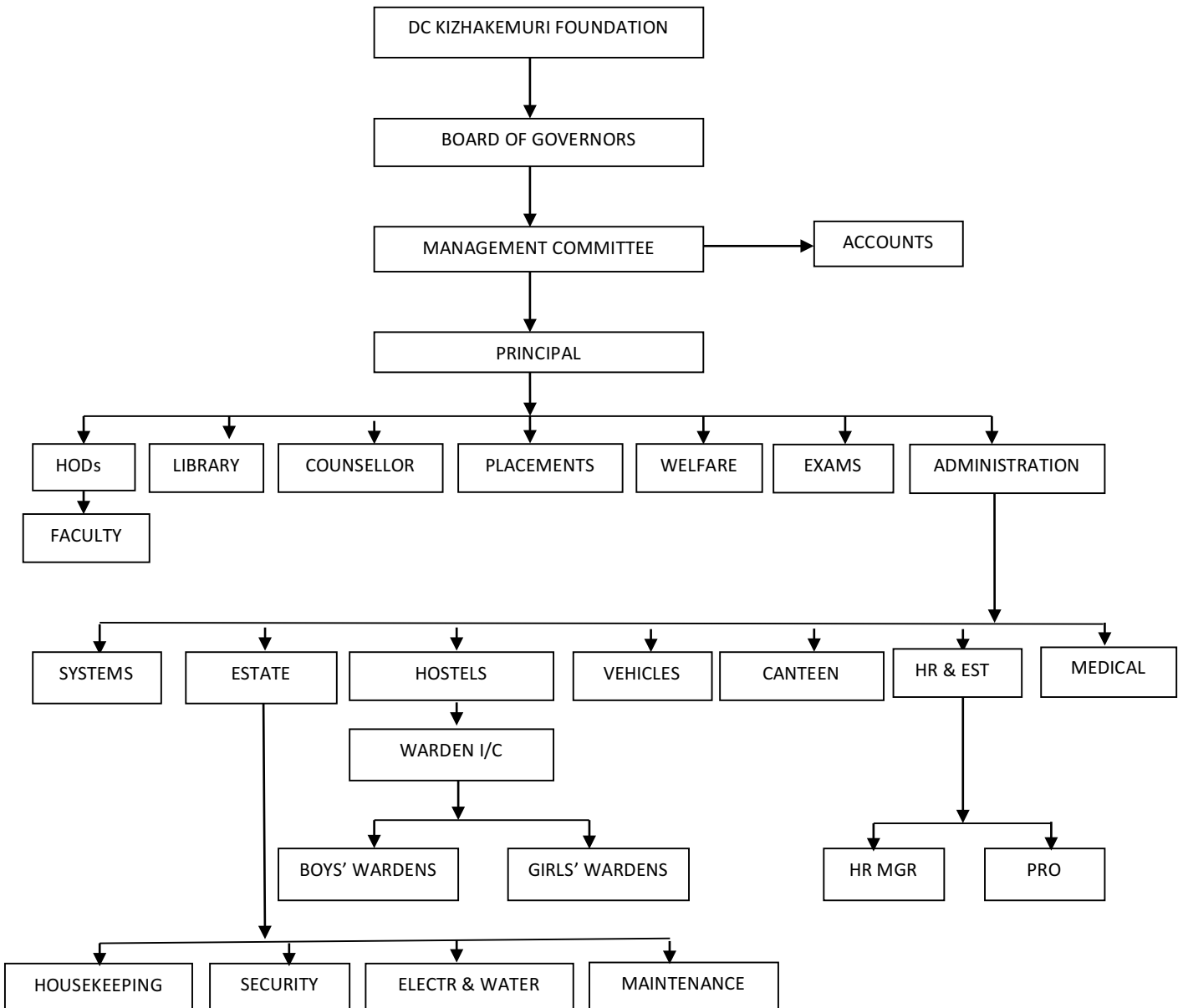
(f) **Hostel Services.** The College has a provision for accommodating up to 800 students. The campus is fully residential. Separate hostels exist for boys and girls, There are three male wardens and three lady wardens. The hostel is administered by a Hostel Committee.

(g) **Canteen Services.** The College has a full-fledged canteen capable of accommodating upto 400 students at one time. It has a well-equipped modern kitchen. Catering is entrusted to a catering service provider M/s Eaatz Dietary. The canteen is administered by a committee consisting of faculty, staff, students and representative of M/s Eaatz Dietary.

(h) **Provision of electricity, water supply and other allied services.** There is a full-fledged Facility Department headed by a Manger Facilities and consisting of technicians, systems personnel, drivers, guest house assistants, housekeeping and security

personnel. The college has a 125 KV backup generator and has a 24 x 7 water supply set up. The college has its own fleet of vehicles.

### 7. Organization of the institute:



8. **Expectation of the institute from the public for enhancing its effectiveness and Efficiencies.** Suggestions are welcomed from parents, alumni and students. The expectation of the Institute is that the parents and alumni should actively participate in the growth and improvement of the Institute for the maximum benefit of the students.

9. **Arrangements and methods made for seeking public Participation/ contribution:**

(a) DCSMAT encourages faculty as well as students to attend meetings organized and conducted by professional bodies like TiE (The IndUS Entrepreneurs), Kerala Management Association (KMA), CII (Confederation of Indian Industries), NIPM (National Institute of Personnel Management) etc. which actually helps us to socialize with corporate houses and other organizations.

(b) The Student Driven Clubs of DCSMAT organizes free blood check-up camps and Free Eye Testing/Check-up camp for the local communities. The clubs also take initiatives to clean the roads nearby from litters of plastics and other wastes. Such activities make students aware of the corporate social responsibility and also make them aware of the environmental concerns, both of which form part of their academic curricula.

10. **Mechanism available for monitoring the service delay and public grievance resolution:**

As per University Guidelines and Rules

11. **Address:**

DC School of Management and Technology  
One School Avenue, Pullikkanam  
Vagamon, Idukki District  
Kerala State  
Pin Code : 685503

12. **Working hours:**

Monday to Saturday: During 9:30 am to 5:30 pm

**Manual - 2:****The Powers and Duties of Officers and Employees: -**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Duties</b>
1.	Brig. (Retd) M C Ashok Kumar	Group Director and Dean Operations	DCSMAT Bylaws MG University Rules
2.	Dr Umesh Neelakantan,	Principal - MBA	DCSMAT Bylaws MG University Rules
3.	Prof. Thomas V George	Director Corporate relations & Alumni Affairs	DCSMAT Bylaws MG University Rules
4	Dr Kuppachi Srinivas	Examinations in Charge	DCSMAT Bylaws MG University Rules
5	Concerned Faculty Member	Batch Coordinators (each batch a dedicated Batch Coordinator)	DCSMAT Bylaws MG University Rules

**Manual – 3****(1) The Procedure followed for decision making process, including channels of supervision and accountability.**

13. The important decisions are taken according to rules and regulations of the university acts and statutes which are public documents. The day-to-day matters of running the institute are decided by the Group Director and Dean Operations having consultation with the colleagues. The Student Hand Book, Staff Manual, Bylaws of the College and various SOPs and policy leers lay down the procedure followed for decision making process, including channels of supervision and accountability

**(2) What are the arrangements to communicate the decision to the public?**

14. Following are the arrangements: -

15. Direct classroom communication

- (a) Institute Notice Boards
- (b) Institute Website: [www.dcsmat.ac.in](http://www.dcsmat.ac.in)
- (c) Very important announcements are also done through news-paper
- (d) In-house Moodle.
- (e) Newsletters
- (f) E Mail

(g) Bulk SMS

**(3) Who are the officers at various levels whose opinions are sought for the process of decision making?**

- (a) Group Director and Dean Operations,
- (b) Principal – MBA,
- (c) Director Corporate relations & Alumni Affairs
- (d) Members of the College bodies like Academic Advisory Board, Board of Governors from the side of the institute
- (e) Board of Studies, Academic Council and Syndicate from the side of the university.

**(4) Who is the final authority that vets the decision?**

- (a) Group Director and Dean Operations – for the matters related to day-to-day functioning of the institute.
- (b) Registrar and Vice Chancellor < MG University

**(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

N.A.

**Manual – 4:**

**The Norms set by it for the discharge of its functions: -**

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document	Student Hand Book
Type of Document	Various rules and regulations for P.G. programs
From where one can get a copy of rules, regulations, instruction, manual and record (If any)	Institute website and Office
Fee Charges by the department for rules regulations, instruction, manual and record (If any)	Free

**Manual – 5:**

**The Rules, Regulations, Instructions, Manuals and Records, held by it or under its Control or used by its Employees for discharging its Functions:**

16. Following are the manuals and records: -

- (a) Enrolled students record
- (b) University provided information
- (c) Staff Manual
- (d) Students Handbook
- (e) College Bylaws
- (f) SOPs and policy letters of the College
- (g) Furniture and fixtures record
- (h) Stock register

**Manual – 6:**

**A Statement of the Categories of Documents that are held by it or under its control:**

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing "Others").

Sr. No	Category of the Document	Name of the Documents and its introduction in online	Procedure to obtain the Document	Held by/ under control of Director of the school
1	Admission form	N.A.	As Per institutional policies	College Office
2	Enrolment List	N.A.	As Per institutional policies	College Office
3	Petty Cash Book	N.A.	As Per institutional policies	College Office
4	Stock Register	N.A.	As Per institutional policies	College Office
5	Student handbook	N.A.	As Per institutional policies	College Office
6	Scholarship	N.A.	As Per institutional policies	College Office

**Manual – 7:**

**The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:**

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (yes / no)	Arrangements for seeking public participation.
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	Not Applicable
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17. The institution involves all its stakeholders in planning, implementation and evaluation of the academic programmes. A few aspects in this regard are as mentioned below: -

- (a) The Governing Body meets to plans, analyses, implements and evaluates the entire academic programmes of the institution.
- (b) The Academic Council Academic retreat of the teaching staff for annual planning of activities.
- (c) Annual plans and teaching plans are discussed in the class and suggestions are incorporated.
- (d) Regular staff meetings to evaluate the services and to ensure feedbacks.
- (e) **PTA meetings.** PTA meeting are conducted batch wise. In these meetings, they are made aware of the institutional activities and invites suggestions for continuous improvement.
- (f) Feedback from stake holders including parents, alumni, employers and students.
- (g) Exit survey from outgoing students and the alumni for feedback.

**Manual – 8:**

**A Statement of the Boards, Councils, Committees and other Bodies Consisting of Two or more Persons constituted as its part those Boards, Councils, Committees and other Bodies are open Minutes of such Meetings are Accessible for Public:**

18. Not Applicable

**Manual – 9:**

**A Directory of its Officers and Employees.**

19. Information available on the institute Website

**Manual - 10:**

**20. The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:**

21. Information available at the institute office

**Manual - 11:**

**The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:**

22. Information available with the college office.

**Manual - 12:**

**The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:**

23. Scholarships are awarded to them under various schemes. The College offers 100 percent tuition fee waiver for children of ex-servicemen of Armed Forces and Para Military Forces and Tibetan refugees.

**Manual - 13:**

**Particulars of recipients of concessions, Permits or Authorizations granted by it.**

24. Available in Office.

**Manual - 14:**

**Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:**

www.dcsmat.ac.in

**Manual - 15:**

**The Particulars of Facilities available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, if Maintained for Public use.**

Not Applicable

**Manual - 16:**

Sr. No.	Department / Organization	Name	Designation	Telephone No.	Fax No.	E-mail
1.	DCSMAT	Brig. (Retd) M C Ashok Kumar	Group Director and Dean Operations	9946757820	04812564758	mcashok@dcschool.net
2.	DCSMAT	Dr Umesh Neelakantan,	Principal - MBA	9745302813	-	principal.mba@dcschool.net

**The Names, Designations and Other Particulars of the Public Information Officers:**

25. Dr Umesh Neelakantan

Principal DCSMAT.

**Manual - 17:**

**Such Other Information as may be prescribed; and thereafter update these Publications every year:**

Not Applicable