



# KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution  
Affiliated to M.G. University, Kottayam  
Approved by AICTE, New Delhi

## POLICY ON QUALITY

### 1. Policy Statement

Kristu Jyoti College of Management and Technology (KJCMT) has chalked out a policy on quality to ensure that entire system of the college functions on a set of standards for overall development in all spheres related to academics and administration.

### 2. Policy Domains

#### 2.1. Internal Quality Assurance Cell (IQAC)

IQAC oversees streamlining curricular, co-curricular and extra-curricular initiatives and activities of the college. This Cell acts as the pivotal agency for meticulous documentation of all activities. IQAC has two coordinators nominated by the Principal from among teaching staff. It has a dedicated office and staff which manages all processes and procedures associated with accreditation by NAAC. IQAC has been vested with the responsibility of internal audit of NAAC related documents and prepare for an external audit.

#### 2.2. Teaching and Learning Methodologies

The fundamental responsibility of a college is to ensure that teaching and learning methodologies are put in the right track. The teaching learning environment is so designed to provide quality teaching and apt learning materials. Semester wise feedback on teachers' performance and curriculum is obtained from each student and assessed. Heads of various



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department periodically conduct staff meeting and evaluate performance of each teacher. Necessary corrective instructions are given to teachers.

## 2.3. Monitoring Agency

Quality of curriculum delivered in the college is monitored by a two-tier system namely the Governing Council and Academic Council. Governing Council comprise of Provincial of Carmelites of Mary Immaculate (CMI) congregation (President), Manager of Kristu Jyoti Group (Vice President), Principal of KJCMT (Secretary), Education Counselor of CMI congregation (Member) and Director of Kristu Jyoti Group (Member). Academic Council consist of Principal, Vice Principal and Heads of all Departments of the college. These two bodies monitor all administrative, academic and non-academic proceedings in the college.

## 2.4. Academic Quality

The college strives to keep a high bench mark on academic quality through several steps. Medium of instruction followed is English. Two internal assessment tests and a model examination is conducted in each semester. Marks scored by each student is entered in respective progress cards. Class wise meeting of teachers and parents are conducted in each semester. Parents and students can interact with class tutor and teachers and assess the performance based on their progress card. Seminar/assignment is given to individual or small group of students. Assignments are to be submitted within or before stipulated day. Seminars are to be presented in class room in English with the help of a power point presentation.

Quality of teaching is monitored by a well-knit mechanism. Teacher-wise, course-wise feedback is collected from each student and assessed. Department staff meeting chaired by the Principal is held at least once in a semester where Principal gives necessary instructions and guidelines to improve quality of teaching. Principal interacts in person with teachers whose



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feedback score is low and gives corrective instructions. Overall academic quality of the college is monitored by Academic Council.

## 2.5. Support to Students for Quality Performance

This college has instituted a scheme for fee concession and scholarship known as Saint Chavara Scholarship to encourage and promote the education of academically proficient students. Support under this scheme motivate students to achieve and maintain high standard of learning.

## 2.6. Administrative Quality

Administrative Quality is directly monitored by the Principal, who ensures hassle-free processing of routine of his matters and requirements of students and teachers. Financial audit is done by central administrative system common to Kristu Jyoti group of institutions.

## 2.7. Infrastructural quality

College has a streamlined infrastructural quality procedure. A team of dedicated staff ensure that the building and college premises are kept neat and tidy. The staff report at 8.00 am and open staffroom and classroom ready for the day's work. Staff rooms and common tiled areas are swept and mopped each day. All classrooms are swept and desks and benches are dusted each day. Waste bins in staffrooms and classrooms are cleared each day. Toilets are kept spick and span. These are cleaned and flushed thrice a day (after tea break, after lunch break and close of academic session). College premises are broom-swept each morning.

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