



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 INFRASTRUCTURE, UTILISATION AND MAINTENANCE

1. Policy on Infrastructure

Kristu Jyoti College of Management and Technology (KJCMT) possesses an aesthetically appealing campus, designed to deliver the best to its stakeholders. The college is situated in a lush green campus sprawling over 5 acres of land. Infrastructure facilities of the college include building, special infrastructure, shared infrastructure and parking ground. This policy applies to all infrastructure in the college, including building and its premises. It pertains to proper utilization and maintenance of classrooms and associated facilities within and outside the building. It is the policy of the management to keep all rooms, open areas, common rooms and college premises neat and tidy and presentable to all its stakeholders. A dedicated team of staff is assigned the responsibility of performing this task. The Financial Administrator (Bursar) is in administrative charge of these staff and ensures that they perform duty as assigned. A committed wing for maintenance of electrical and plumbing installations is functional as a common facility to all institutions under Kristu Jyoti Group. Issues relating to repair/maintenance of these should be reported by the Head of the Department directly to the technician in charge of this unit. This unit now functions on first floor of Administrative Block within the campus.



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2. Infrastructural Domains

2.1. Building

The college has a four-storeyed, L-shaped building. This building has two blocks namely, Main Block and Chavara Block. All academic facilities of the college are housed in these two blocks. Each block has staff rooms, classrooms, open areas and common areas. Principal's chamber, Vice Principal's chamber, College Office, MCA Director's room, Examination Cell, Conference Hall, Board Room, Library and laboratories (Chemistry, Psychology and Computer), counselling room, guest dining room and sick rooms, portico, reception and lounge are located in Main Block. IQAC room, Geology Laboratory, Examination Hall and Seminar Hall are located in Chavara Block. All floors are provided with separate washrooms for girls and boys and water cooler facilities.

Classrooms and staffrooms are well ventilated and adequately furnished. All classrooms are provided with LCD projectors. Staffrooms are located close to classrooms as far as possible.

2.2 Shared Infrastructure

Shared infrastructure has facilities namely, Kristu Jyoti Auditorium (with green room), Chavara Indoor Stadium 1 and 2, playgrounds (including indoor and outdoor courts), cafeteria & snacks bar, girls' hostel, college bus, bank counter and ATM. All these except bank counter and ATM are under administrative control of the Financial Administrator (Bursar) of Kristu Jyoti Group.



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Kristu Jyoti Auditorium and Chavara Indoor Stadium are common facilities, shared by all institutions under Kristu Jyoti Group. Occasions such as College Day, Arts Day, Graduation Day and similar events are conducted here. The playground facilities of KJCMT comprise of conveniences within the campus and also those shared with sister institutes of Kristu Jyoti Group. These include playground in front of the Department of Geology, cricket ground and volley ball court of Placid Vidya Vihar Senior Secondary School, badminton court of Kristu Jyoti Kindergarten and Playschool, basketball court within Chavara Indoor Court 1 and football court of Kristu Jyoti Vidya Niketan. Kristu Jyoti Group runs a girl's hostel in a separate campus located about 500 meters away. In addition to these, 380 KWA, diesel powered turbo generator with a dual option of manual/automatic mode has been installed in the campus. This can cater to the needs of all institutions of Kristu Jyoti Group. The generator is managed by technical wing of the Group.

Cafeteria & Snacks bar, open from 8.45 am to 4.45 pm, is directly managed by the Central Administrative Office. It offers coffee, tea, hot chocolate, soft drinks, and light snacks. It is open to all stakeholders of the college and other institutions. Adequate seating arrangement has been provided here.

2.3 Special Infrastructure

In addition to these, the college has special infrastructure amenities namely, smart class rooms, Innovation and Entrepreneurship Development Cell (Inovus lab), Geology Museum, gymnasium, yoga center, art's room, sport's room, reading corners, wheel chair, lift and ramp for differently abled persons, disabled-friendly wash room, butterfly garden, rain water harvesting unit, waste disposal plant, buggy car, solar panel and firefighting installation.

2.4 Parking Ground



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KJCMT has adequate parking to accommodate ~100 four wheelers and ~200 two wheelers. A security staff is appointed exclusively to manage entry/exit of vehicles and parking. On days of major events (e.g. Opening Day, Graduation Day) parking facility of other institutions also will be used to accommodate more vehicles.

3. Policy on Utilization of Infrastructure

- Classrooms are exclusively used for academic purpose only. No celebration or unauthorized gathering will be permitted there.
- Staff rooms are hub of preparation for teaching learning process and research activities.
- Open areas where all stakeholders move about should not be blocked or any hindrance to free movement should not be encouraged.
- Code of conduct and safety precautions should be strictly followed in laboratories.
- Computer should be properly switched on and shut down. Entry in register is mandatory prior to starting work.
- Foot wear is not allowed in computer laboratories.
- Apron is mandatory in chemistry laboratory. Special care should be taken while handling equipment, glassware and chemicals.
- Strict silence is to be maintained during laboratory work.



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- Library will be open on all working days from 8.30 am to 4.45 pm. Identity card is mandatory for entry to the library.
- Students are not permitted to gather in portico or block the main entrance.
- Parking will be permitted only in space earmarked for the purpose.
- Rash driving will not be tolerated. Such students will be barred from bringing vehicles inside campus.
- In counselling room, students can seek the service of counselor as and when required. A counselling room provides good ambience for students to speak privately to the counselor.
- Students intending to use shared playground/court, should obtain permission of Principal of that institution through the Principal, KJCMT.

3. Policy on Maintenance of Infrastructure

The management is very particular that all the infrastructure facilities are efficiently utilized and at the same time well maintained. Maintenance is scheduled on daily, weekly, monthly and annual basis. This is applicable to girls' hostel also.



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4.1 Daily Maintenance

- College has a streamlined infrastructural maintenance procedure. A team of dedicated staff ensures that the building and college premises are kept neat and tidy.
- This staff reports at 8.00 am and open staff rooms and classrooms.
- Staff rooms and common tiled areas within the building are swept and mopped each morning.
- All classrooms are swept and desks and benches dusted after class is over.
- Waste bins in staffrooms, classrooms and cafeteria 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.
- Lawns and flower pots are watered daily.
- Any urgent repair/maintenance work related to plumbing or electrical fittings are to be directly reported by concerned Head of the Department to the technical wing functioning at the first floor of Administrative Office.

4.2. Weekly Maintenance



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- Class rooms are swept and mopped on Saturdays
- Spider webs are cleared on Saturdays
- Library and laboratories are mopped on Saturdays.

Aforesaid works are monitored by the Financial Administrator (Bursar) attached to the Central Administrative Office

4.3. Monthly Maintenance

- Lawns are mowed and fertilizer applied.
- Potted plants are trimmed and/or repotted and fertilizer applied as the case may be.

4.4 Annual Maintenance

Annual maintenance includes painting and repair of furniture. This is done during summer vacation (in April/May).
