



KRISTU JYOTI COLLEGE

OF MANAGEMENT AND TECHNOLOGY ,

Affiliated to M.G University, Kottayam

Recognised by UGC 2(f) & Approved by AICTE , New Delhi

An ISO 9001-2015 Certified Educational Institution

IQAC Initiatives and Practices

2021-2022

Faculty Development Programme (FDP)

Initiative:

The teaching role of faculty members reflects their centrality in addressing the educational mission among the students. As faculty members teach, they disseminate and impart basic or applied knowledge to students and assist them with the learning process. In order to enhance the skills and practical knowledge it was suggested to conduct FDP for the academic year for both Teaching and Non- Teaching staff.

Outcome:

- 5 Faculty Development Programmes for Teaching Staff.
- 1 Faculty Development Programmes for Non-Teaching Staff.

Add on Programmes

Initiative:

It makes the students feel important because we show them that we are interested in not only their overall development but also in their future. IQAC has proposed departments to introduce new add on program to equip the students with the need of the hour and for the better placements.

Outcome:

- Department of Commerce completed 6 courses namely, Fundamentals of Accounting, Tally ERP 9, Current Affairs and Numerical Ability, Certified Personal Finance, Conversational English for Career and Digital Marketing.
- Department of Computer Application completed 2 courses namely, Introduction to MS Office and Internet and Advanced Concepts of MS Office.
- Department of Geology completed 2 courses namely, Surveying for Geological Mapping and Soft Skills and Communicative English.
- Department of English completed 2 courses namely, Fundamentals of English and English for Career Prospects.



INTERNAL QUALITY ASSURANCE CELL

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MOOC Courses

Initiative:

IQAC has proposed departments to introduce new MOOC courses to equip the students with the need of the hour and for the better placements.

Outcome:

- Department of Commerce completed 23 courses.
- Department of Computer Application completed 27 courses.
- Department of Psychology completed 3 courses.

Introduction of new clubs and associations

Initiative:

To give more scope for students to opt for and expertise in their area of interest more clubs and association need to be introduced.

Outcome:

In the academic year 2021-2022, 5 new Clubs/Cells namely Women Cell, Anti-Narcotic Cell, Cyber Cell, Research and IPR Cell and KJCMT Dreams Chapter were introduced.

Encouraging faculty members to Pursue Ph.D.

Initiatives:

IQAC proposed for a step to be taken in the direction of increasing the number of Ph.D pursuing faculties.

Outcome:

As a result, 10 faculties are pursuing Ph.D.

Quality academic Audits

Initiative:

Evaluation plays an important role in smooth running of an organisation. It helps the employees to evaluate their work objectively and work on the shortcomings, if any. Hence, IQAC advised the departments and clubs to take up internal audits twice in an academic year.



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Outcome:

As a part of improving the academic and performance of the institution, IQAC conducted internal quality academic audit of all departments, clubs and associations at the end of both the semesters of the academic year to evaluate the performances.

NPTEL enrolment

Initiative:

As many faculties were found the MOOC courses to be pricey, IQAC proposed that the faculty members go for NPTEL courses as they are reasonable price and encouraged all the faculties to enrol for the same.

Outcome:

As the result of the encouragement from the IQAC, 28 faculty members enrolled for the NPTEL courses and all the faculties cleared the course exams.

Academic and Administrative Audit

Initiative:

IQAC Initiated Academic and Administrative Audit.

Outcome:

The academic and administrative audit was conducted by Prof. Harry Cleets, Former Principal, St. Albert's College and. The outcome of NAAC Audit was Assurance of Quality in Education, timely updating and Maintenance of NAAC related data, Checks and Balances for ethical practices. Also, the audit process guided each faculty for the upcoming peer team visit preparation.

Workshops for Teachers and Students

Initiative:

IQAC proposed all the departments to conduct Workshop for the students as it is a great way to learn about subjects and methods in order to better themselves. By organizing such workshops, students can achieve success in their academic environment by putting these skills into practice.



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Outcome:

- Department of Commerce on 19th June 2021, conducted Workshop on Career and Placement Orientation.
- Department of Commerce on 28th June 2021, conducted National Workshop on Intellectual Property Right.
- Department of Commerce on 30th August 2021, conducted National Workshop on Patent Filing and Prosecution Procedure in India.
- Department of Computer Application on 28th & 29th of August 2021 and on 8th January 2022 conducted Angular Hands on Workshop.

Internal Audits

Initiative:

Evaluation plays an important role in smooth running of an organisation. It helps the employees to evaluate their work objectively and work on the shortcomings, if any. Hence, IQAC advised the departments and clubs to take up internal audits twice in an academic year.

Outcome:

As a part of improving the academic and performance of the institution, IQAC conducted internal audit of all the departments, clubs and associations at the end of both the semesters of the academic year to evaluate the performances.

Skill enhancement program (SEP)

Initiative:

SEP classes were conducted for first and second-year students in order to help students to make matured decisions, communicate effectively and develop coping with self-management skills that help them to lead a healthy and productive life. These social and emotional skills helped our students to mould themselves from childhood to adulthood.

Outcome:

SEP classes were conducted in odd and even semesters of this academic year for both PG and UG students to bridge the gap between Pre-University and Under Graduate learning covering topics like personal grooming, social etiquettes, intercultural sensitivity, goal setting, media influence, need to forgive, handling jealousy, maintaining good relationships.



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Seminars for Teachers and Students

Initiative:

IQAC proposed all the departments to conduct Workshop for the students as it is a great way to learn about particular subjects and methods in order to better themselves. By organising such workshops, students can achieve success in their academic environment by putting these skills into practice.

Outcome:

All the departments took keen interest in organising various workshops to enhance the learning skills and updating the knowledge of Faculties and students.

Sessions for faculty enhancement

Initiative:

The teaching role of faculty members reflects their centrality in addressing the educational mission among the students. As faculty members teach, they disseminate and impart basic or applied knowledge to students and assist them with the learning process. In order to enhance the skills and practical knowledge it was suggested to conduct two days FDP for the academic year.

Outcome:

- Faculty Development Programme - Online Portal Development Using Open Technologies
- Five Days National Level Faculty Development Programme on Recent Trends in Accounting and Taxation
- Training Programme on NAAC Accreditation
- Faculty Development Programme on National Education Policy
- Training Programme on Basic IT Skills
- One Day Seminar on Outcome Based Education & Bloom's Taxonomy

Forum for students' presentation skill development

Initiative:

It was proposed by IQAC to conduct sessions for students wherein they can work on their presentation skills for all the departments to enable students to acquire understanding and application skills by meeting likeminded students from other colleges.



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Outcome:

Programmes intercollegiate, conference, College Fest were all conducted as part of skill development for students.

Preparation of Course Plan

Initiative:

A Course plan is a step-by-step guide that provides a structure for an effective learning. Before planning a lesson, it is essential to classify the learning outcomes for the class. Hence IQAC proposed for a session to be conducted for the faculty members to be familiarised with the process of preparation of a course plan.

Outcome:

All the departments prepared a course plan for the year and presented in front of everybody.

Increase in Number of Collaborations, Linkages and MOU's

Initiative:

IQAC felt the need of increasing the number of collaborations, linkages and MoUs for the better development of the institution and therefore the students.

Outcome:

7 MoUs were signed during the year 2021-2022:

- Naipunnya School of Management, Cherthala, Alappuzha, Kerala (Faculty Exchange Programme)
- St.Thomas College, Bhilai (Student Exchange Programme)
- ANSA Infotech (Sister Concern of Cosmiq Invotech Pvt Ltd, Trivandrum) (Internship and Workshop on IPR)
- Hedge School of Applied Economics, Palarivattom, Cochin (Certificate Course)
- ICT Academy, Chennai, Tamil Nadu (Entrepreneurship Cluster Development Program)
- Triumphant Institute of Management Education Pvt Ltd Kottayam (Career Orientation)
- Smart Bridge Educational Services Pvt Ltd, Hyderabad (Value Added Course)



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Student Orientation Program

Initiative:

Orientation for new students joining during this academic year has to be conducted to make them aware of the Vision, Mission, Core Values of the College and to know more about the clubs and associations, roles and responsibilities, class room management, mentoring, etc. so as to enable them to know about the culture of the institution.

Outcome:

On 25/09/2021 Orientation program for newly joined students were conducted covering the following topics:

- Vision, Mission and Core values
- Introduction about various Clubs and Associations
- Grooming and Responsibilities
- Class Room Behaviour
- Mentor-mentee relationship
- Examination regulation

New Faculty orientation program

Initiative:

Orientation for new faculties joining during this academic year has to be conducted to make them aware of the Vision, Mission, Core Values of the College and to know more about the clubs and associations, roles and responsibilities, class room management, mentoring, etc. so as to enable them to know about the culture of the institution and work confidently.

Outcome:

On 09/08/2021, Orientation program for newly joined faculty and staff members were conducted covering the following topics:

- Vision, Mission and Core values
- Introduction about various Clubs and Associations
- Grooming and Responsibilities of coordinators
- Class Room Management
- Mentoring
- Practices during examinations
- Office procedures



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- Formation of CO statements and CO attainment calculations

More Programmes by Institution's Innovation Council

Initiative:

Ministry of Education (MoE), Govt. of India has established 'MoE's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are in formative years.

Outcome:

Kristu Jyoti College established Institution's Innovation Council to promote innovation and entrepreneurship in the Institution through multitudinous modes leading to an innovation promotion ecosystem in the campuses. Under Institution's Innovation Council, several programs were conducted such as Ideation workshop, Entrepreneurship training program, sessions on IP and etc.

NPTEL Local Chapter

Initiative:

NPTEL (National Program on Technology Enhanced Learning), is a joint venture of the IITs and IISc, funded by the Ministry of Education (MoE) Government of India. Initially started as a project to take quality education to all corners of the country.

Outcome:

Kristu Jyoti College of Management and Technology has been signed with IIT Madras to facilitate the NPTEL platform for faculty and students.

UG Induction Program

Initiative:

The college began the new academic for the first-year students from 25/09/2021 with an orientation program. The program was conducted on online mode. The objective was to orient the fresher's about the culture of the institution and induct them into the KJ family.

Outcome:

The sessions were attended by more than 500 first year students across the stream on Zoom platform. The program was addressed by the respective departments. Different sessions on

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Campus Culture Directives, Institutional Core Values, Parents Orientation, Motivational Session, Club & Association Orientation.

PG Induction Program

Initiative:

The One-Week PG Student Orientation was conducted from 23/11/2021 in the Online mode on Zoom platform. The Program was coordinated by respective departments, and orientation was attended by all the newly joined students of M. Com, MCA, MHRM and MSc. Psychology.

Outcome:

Different sessions on Campus Culture Directives, Institutional Core Values, Parents Orientation, Motivational Session, Club & Association Orientation.

Journal Publication

Initiative:

The importance of journals in academic life goes beyond providing a means of communication and a permanent record. Journal articles are the final output of most research, and a researcher's performance and productivity are judged largely on the number of publications as well as where they appear. In this regard Kristu Jyoti College has been steadily focusing on publishing papers in the Journals notified on UGC website during the last five years. This was done to ensure the papers contribute to the research base and the society at large.

Outcome:

There were 10 Publications by the faculty in reputed journals.



Dr. Anu Antony

IQAC Director/ Coordinator



Rev. Dr. Joshy Cheeramkuzhy CMI

Principal