



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

2022-2023

Library Orientation Program

Initiative:

Library provides healthy environment for learning in a student's life as it promotes the progress of knowledge and love for reading. IQAC suggested to organize Library Orientation for the first-year students to get an understanding of how to make effective use of available resources.

Outcome:

Library orientation program for UG and PG students was conducted on 21/10/2022 to familiarize with the library software, library etiquettes, book borrowing procedures and other facilities offered.

Upgradation of CCTV in classroom

Initiative:

IQAC proposed to upgrade CCTV camera in classrooms as a measure to prevent thievery and make students feel safe.

Outcome

CCTV cameras were upgraded inside classrooms in the year 2022.

Upgradation of Projectors in Classrooms

Initiative:

IQAC proposed for the upgradation of projectors in classrooms in order to make classrooms more ICT friendly.

Outcome:

In an attempt to make classrooms more ICT friendly, projectors were upgraded in all the classrooms. It greatly facilitated learning and made lessons a fun experience for the students.



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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:

- 13 Faculty Development Programmes for Teaching Staff.
- 13 Faculty Development Programmes for 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 Psychology completed 4 courses namely, Psychology of Exceptional Children, Certificate Course on First Aid and Elementary Emergency Care, Gender Issues in Education and Changing Attitudes in Mental Health
- Department of English completed 3 courses namely, Reflections on Ecocentrism, Global Perspectives on Human Rights, and English for Professional Success.
- Department of Commerce completed 6 courses namely, Fundamentals of Accounting, Tally Prime, General Aptitude Course, Certificate Course in MS Office, Communication in Hindi and Certificate Course on Financial Service.
- Department of Computer Application completed 3 courses namely, Angular JS, Employability Skill Enhancement Programme and Mini Project using Angular JS.
- Department of Management Studies completed 2 courses namely, Fundamentals of Digital Marketing and Basics of Quantitative Aptitudes.
- Department of Geology completed 2 courses namely, Introduction to Geological Field Mapping and Professional Etiquettes and Soft Skills.



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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 1 course.
- Department of Computer Application completed 6 courses.
- Department of Psychology completed 10 courses.
- Department of English completed 1 course.
- Department of Geology completed 3 courses.

Financial support for faculty attending Conference, Workshops

Initiative:

Effective teachers are open to students' ways of being imaginative and also utilize many approaches to learning. Students appreciate and are personally motivated when teachers design lessons that consider their interests, skills, and needs. It is proposed to provide financial assistance to encourage faculty to attend conferences and workshops.

Outcome:

A total of 30 faculties attended conferences and workshops during the academic year taking financial support for reimbursing the amount from the institution spent by the faculty.

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 2022-2023, 7 new clubs namely Quiz Club, Film Club, Ethnic Club, Electoral Literacy Club, Speak Out Club, Yoga Club and Nature Club were introduced.



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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, 5 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.

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.

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 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:



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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.

Outcome:

Various workshops for both students and teachers were conducted from each department.

- Department of Commerce on 18th November 2022, conducted Workshop on Systematic Literature Review and Bibliometric Analysis.
- Department of Commerce on 9th January 2023, conducted Workshop on Resume Writing for batch 3FT1.
- Department of Commerce on 13th January 2023, conducted Workshop on Communicative Hindi for 1FT1 Batch.
- Department of Commerce on 18th January 2023, conducted Workshop on Home Décor for 2FT1, 4CA2 & 6CA1 Batch.
- Department of Computer Application on 10th February 2023, conducted Arduino Workshop.
- Department of Psychology on 4th January 2023, conducted Workshop on “Research methodology” by Mr. Tijo Mathews.
- Department of Geology on 16th November 2022, conducted Workshop on Resume Writing and Interview Skills.

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



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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 1st and 2nd year 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.

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:

A total of 13 FDP were conducted in the year for faculty enhancement.

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:

Intercollegiate Programmes, Conference, College Fest were all conducted for skill development of 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:

23 MoUs/ Collaboration were signed during the year 2022-2023:

- Capital Infotech, Thiruvalla, Pathanamthitta (3 MoU's)
- RS Research Academy, Coimbatore, Tamil Nadu
- Institute of Banking & Financial Studies, Changanassery, Kottayam
- Smart Bridge Educational Services Pvt Ltd, Hyderabad
- ICT Academy, Trivandrum, Kerala
- Marian College Kuttikkanam (Autonomous), Peermade, Idukki
- Sree Sabareesa College, Murukumvayal, Mundakkayam
- Srishti Innovative Computer System Pvt Ltd, Techno Park Campus, Kazhakkaoottam, Trivandrum
- Mar Sleeva Medicity , Palai, Kottayam
- St. Thomas College of Nursing, Chethipuzha, Changanacherry
- St. Berchmans College (Autonomous) Changanassery
- Mar Thoma College, Tiruvalla, Pathanamthitta
- Assumption College, Changanacherry, Kottayam



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- Apex Academy, Kochi, Kerala
- Kerala State Council for Science, Technology and Environment
- Tally Education Private Limited (TEPL)
- Marygiri College of Arts and Science, Kothattukulam
- Bishop Moore College, Alappuzha
- MSH E-Waste Collection
- International Skill Development Corporation (ISDC), UK
- Institute of Banking & Financial Studies, Changanassery, Kottayam

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 03/09/2023, 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.



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Outcome:

On 03/08/2022, 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
- Formation of CO statements and CO attainment calculations

More Programmes by Institution's Innovation Council

Initiative:

To encourage Inovus Labs to participate in more programmes or to come up with new ideas for the society.

Outcome:

Programmes were conducted as workshops and also came up with ideas such as Obstacle Detecting Blind Stick, Room Automation (RFID Door Lock) and Bluetooth Controlled Car.

UG Induction Program

Initiative:

The college began the new academic for the first-year students from 03/09/2022 with an orientation program. The program was conducted on offline 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 550 first year students across the stream on Zoom platform. The last two days of the program were addressed by the respective departments. Different sessions on Campus Culture Directives, Institutional Core Values, Parents Orientation, Motivational Session, Club & Association Orientation.



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PG Induction Program

Initiative:

The One-Week PG Student Orientation was conducted from 28/09/2022 in the offline mode in different venues. The Program was coordinated respective departments, and the 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.

Career counselling programmes

Initiative:

IQAC proposed very department to conduct career counselling programmes for the both UG and PG students. It helps them understand the career options that they have, and how to pursue them.

Outcome:

As a result, 26 Career Counselling programmes were held and it helped students to understand their own strengths and weaknesses with regard to their present course or profession, and lets them know what career they would be suited for.



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Skill enhancement programmes

Initiative:

Classes need to be conducted for students to help them to make informed decisions, communicate effectively and develop coping and self-management skills that help them to lead a healthy and productive life. These social and emotional skills will help our students to mold themselves.

Outcome:

Classes were conducted to bridge the gap between Pre-University and Undergraduate learning covering topics like personal grooming, social etiquettes, intercultural sensitivity, goal setting, media influence, need to forgive, handling jealousy, maintaining good relationships.

ICT/ Computing Skills – 21

Language and Communication Skills – 17

Life Skills – 25

Soft Skills - 38

International Teacher's Day

Initiative:

Internal Quality Assurance Cell of Kristu Jyoti College of Management and Technology, Changanassery in association with Criteria II, V & VII, proposed to organise International Teachers Day on 6th October 2022, at the KJ Auditorium.

Outcome:

IQAC as proposed organized International Teachers Day on 6th October 2022 and Dr. Anitha Jose (Associate Professor & Principal Assumption College Changanassery) was the Chief Guest. Total of 820 Students took part the Function. The Principal Presented Memento to the Chief Guest & after that Token of Appreciation to all Teachers of the college with their experience in KCMT.

Dr. Anu Antony

IQAC Director/ Coordinator



Rev. Dr. Joshy Cheeramkuzhy CMI

Principal