

KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY



ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)

2023 - 2024

PREFACE

The Council of Principals of Colleges in Kerala (popularly known as the Kerala Principals' Council) is the official forum of the Heads of aided colleges in Kerala with a penchant for quality enhancement in the higher education sector in the State. The Council has played a pivotal role in strengthening the higher education sector in Kerala during its existence for the last 53 years.

In consonance with its aims and objectives, the Council is now taking a step forward in helping the Higher Education Institutions (HEIs) to ensure proper documentation of its records and achievements and their verification and validation. The process is called 'Academic and Administrative Auditing' (AAA) of HEIs in aided and unaided sectors. It will definitely go a long way in stimulating a quality culture in our institutions.

The Council has taken up this initiative in the backdrop of the New Education Policy (NEP) 2020 which envisages a total change in the field of higher education. It clearly identifies the challenges in the higher education system and suggests measures for HEIs with the aim to develop good human beings capable of rational thinking and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It further states that the quality enhancement and its sustenance is the need of the hour. This enhances the role of National Assessment and Accreditation Council (NAAC), National Institutional Ranking Framework (NIRF) and other accreditation agencies.

NAAC accreditation is one of the prime methods widely used for performance assessment of HEIs to transform themselves as knowledge hubs. The UGC has mandated every HEI to get NAAC accreditation with a minimum score of 2.5 by 2022. In this respect, it is quite timely that the Principals' Council has come up with the idea of conducting AAA at HEIs. The Council has constituted a panel of experts in the field of institutional assessments to verify and validate the quality claims of HEIs. This service of the Council will, no doubt, be a great opportunity for HEIs in equipping themselves for better assessment and accreditation.

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1. **BRIEF PROFILE OF THE INSTITUTION**

Kristu Jyoti College of Management and Technology (KJCMT) is a NAAC accredited institution (A Grade-and CGPA of 3.17) and recognised by UGC 2(f), was established in 2002 at Chethipuzha, Kottayam, Kerala, India, is affiliated to Mahatma Gandhi University and also does have the approval of All India Council for Technical Education, New Delhi (AICTE). KJCMT is situated in a lush green campus sprawling over 5 acres of land. The College offers 4 PG programmes such as MCA, M.Com Finance and Taxation, M.A.HRM and M.Sc. Psychology and 7 UG programmes BBA, BCA,BSc Cyber Forensics,B.Com (Computer Application), B.Com(Finance and Taxation), B.Sc. Psychology, B.Sc. Geology and B.A. English.

The College is located in the midst of an educational hub and its infrastructure facilities include a four-storeyed, L-shaped building. This building has two blocks namely, Main Block and Chavara Block and all academic facilities are housed in these two blocks. The college has adequate infrastructure facilities to support teaching-learning process which includes staff rooms, classrooms, laboratories, open areas and common areas. It also has a sophisticated and well-advanced computer laboratory, a well-structured chemistry lab, a fine-tuned psychological lab, a computer empowered library, spacious classrooms, a bank extension counter, canteen facility, a well-equipped seminar hall, two examination halls,a boardroom,an incubation centre,an Innovas lab,a yoga hall,cell,club,forum and association rooms and a conference hall.

The College has recorded remarkable progress in its aims and objectives in the past years which include significant achievements in co-curricular spheres. The college is renowned for conducting curricular and extracurricular activities of manifold nature such as business fest, literary fest, national seminars, inter collegiate competitions, publication of ISBN oriented books, socially relevant awareness campaigns, humanitarian deeds,skill enchantment activities, outbound training programmes,outreach programmes, internship and research initiatives. At present Kristu Jyoti College does have 1727 students, 85 teaching staff and 24 non-teaching staff. The college is always at the forefront of creating an innovative environment within its structure so as to ignite a student's spirit of service to their society in particular and nation in general.

1. AUDIT REPORTS OF THE

DEPARTMENTSDepartment of

English

- Out of 9 faculty members 2 are doing Ph.D.
- The Department has been giving utmost importance to the aesthetic, artistic and literary developments of the students.
- Well-defined POs, PSOs and COs
- Student-centric approaches include interactive chart preparation, concept mapping, role play, movie simulation, public speaking sessions, learning through discourse and learning through experimentation.
- Mega Literary Fest titled Litartz 2017- an intercollegiate literary competition has been organized by the Department.
- Enactment of dramas Othello, Macbeth, The Tempest and King Lear is one of the best practices of the Department.
- Dr. V.C. Harris memorial lectures.
- Seventh rank at the MG University level for B.A. English Language and Literature.
- The students of the Department are given training with respect to poetry writing and then the poems delineated by them are published in the internationally and nationally acclaimed poetry books.
- The publication of the Anthology of Poetry titled 'The Myriad Genres of English Literature' by the Department.
- 7 Add on certificate programmes have been introduced.
- 2 MoUs have been signed.
- Guidance should be given to progression to higher studies.
- Bridge course and remedial courses are given.
- Regular PTA and alumni meetings are conducted.

Department of Management Studies

- Offering UG and PG programmes.

- Pass percentage is good and students are getting University ranks.
- Department conducted Arshavir 2K19 – Intercollegiate Management Fest with more than 1200 participants from various colleges and it is conducted with meticulous planning and organisation.
- Department has 3 MoUs.
- Out of 9 faculty members, 1 member is pursuing Ph.D.
- Well experienced faculty members with significant industry experience.
- Offering 3 Add on / Certificate Courses.
- Remedial classes are conducted.
- POs,PSOs and COs are implemented in a stark manner.
- Departmental Alumni Association is up and running.
- A total of 21 events related to workshop,seminar,FDP,invited talks,training programmes and skill enhancement have been conducted.
- Recommended to make collaborations and linkages.
- 1 research publication by a faculty member.
- Department organized 8 programmes including career guidance, counselling class, soft skill training and awareness programmes.
- Out Bound Training and road safety awareness programme in association with MotorVehicles Department are the two best practices of the Department.
- Faculty and student exchange programmes are in place.
- The Department did undertake internship on a regular basis.
- The Department functioned as per a meticulous action plan.
- 9 students of the department secured Chavara Scholarship instituted by the college for the academically bright students of the college.

Department of Computer Applications

- The Department plays a crucial role in terms of powering the technological know-how and digital filing activities of the institute.
- Students of BCA power the Innovation Entrepreneurial Development Centre of the college.
- Signed MoU with ICT Chennai, ICT Kerala,Smart Bridge Educational Services,Bangalore and several others

- Signed MoUs for faculty exchange program with Mary Giri College, Kuthattukulam
- Research Hub formed.
- Organized International Conference International Conference on Modern Computing Trends and Technology (ICMCTT – II).
- Out of 13 faculty members, 7 are pursuing Ph.D.
- Good results with University ranks.
- 3 Add on courses/Certificate courses.
- Constituted Industry integrated certificate/short term courses.
- Programmes meant for advanced learners and slow learners are in place.
- Pass percentage is well and truly in an upswing.
- Bridge courses and remedial courses have been conducted.
- Alumni meetings have been conducted periodically.
- Number of NET/SET qualifiers to be improved.
- UGC NET/ JRF coaching can be introduced.
- Department organized 11 programmes including Seminars, Workshops, FDP etc.
- 4 extension/ out-reach programmes have been organised.
- Students should be motivated to enroll for MOOC Courses.
- 3 industrial visits and one study tour have been engaged in by the department.
- Student Centric Methods such as Experiential Learning, Participative Learning and Problem Solving Learning have been actively promoted by the Department.
- Chavara Scholarship secured by 29 students in total.
- PTA meetings numbering 3 have been conducted by the department.
- The Department undertook placement and recruitment drive with the help of prestigious companies.
- The Department organised 11 events belonging to seminars,workshop,skill enhancement programme and invited talk.
- 5 publications by faculty members in different research journals.
- 118 publications by students of the department.
- One research oriented book was published by the department.
- Faculty members in this Department acted as invited speakers and resource persons.
- 6 career guidance,counselling class,soft skill training and awareness programmes offered by the faculty members of this department.
- The two best practices of the Department concerned are Padhayam(a humanitarian oriented activity) and IEDC.
- This Department earnestly took feedbacks from all the stakeholders of the college

and did extensive feedback analysis on them.

Department of Psychology

- Offering UG and PG Programmes
- 3 Add on courses are offered.
- Out of 11 faculty members one awarded Ph.D., two are pursuing Ph.D. and one NET qualified.
- Students and teachers are enrolled in MOOC, and SWAYAM, other online courses.
- Active Department alumni.
- Recommended for NET/SET coaching.
- 2 MoUs are signed with a child development centre and a hospital this academic year.
- Good number of paper publications and paper presentations by teachers and students.
- Teachers are using ICT and LMS.
- Need more participation of students in sports.
- Mental health awareness classes and charity visits are organised regularly as best practices.
- This department does have sophisticated lab with all equipments for carrying out various psychological experiments.
- Good results with University ranks.
- Some faculty members are invited as speakers and resource persons.
- Innovative teaching methods and evaluation methods are introduced.
- Class PTA meetings are periodically conducted.
- Placement activities should be established.
- 36 programmes including seminars, workshops, skill enhancement events, invited talks and training programmes are organized.
- Eleven extension/ out-reach programmes have been organised
- Slow learners and advanced learners have been identified.
- Teachers and students are enrolled in MOOC, SWAYAM and other online courses.
- Tutorial system is implemented and remedial classes are conducted.
- POs, PSOs and COs are implemented by the department in a meticulous manner.
- 6 extension and outreach programmes have been carried out.
- 5 publications by the faculty members.
- 5 publications by the students.

- 5 students received awards and recognitions.
- 6 career guidance, counselling class, soft skill training and awareness programmes offered by the faculty members of this department.
- 2 Faculty members in this Department acted as invited speakers and resource persons.
- The Department conducted an Environment Drive programme for the promotion of plastic free campus as part of the implementation of cross-cutting issues.
- This Department accomplished all the plans laid down by the action plan of this academic year.
- This Department conducted gender equity programmes and entrepreneurship programmes.
- This Department also conducted research methodology programme.
- This Department also carried out skills development programmes.
- This Department conducted programmes connected with cross-cutting issues.
- This Department inducted into it Student Centric Methods in relation to teaching-learning process.
- Peer-Group teaching has been actively promoted.
- A well-contrived feedback and analysis framework.
- A full proof mechanism to deal with the needs and requirements of the slow and the advanced learners.

Department of Commerce

- Offering 2 UG and 1 PG programmes.
- Offering 10 Add on courses.
- Out of 24 faculty members 6 are NET qualified, 5 are having Ph.D. degree, 9 are pursuing Ph.D., 1 faculty is pursuing Post-Doctoral Fellowship.
- 1 faculty member is an International University research guide.
- The Department has 8 ISBN edited books.
- Department has 7 MoUs with various organizations.
- Excellent University results.
- Industry-Academic collaborations.
- Career orientation programmes are conducted.
- Inter and Intra Department Fests are conducted.
- Bridge courses and remedial classes are conducted.

- Programmes arranged for slow learners and advanced learners.
- Good number of students and faculty.
- Members are enrolled into MOOC and SWAYAM courses.
- Various student centric and innovative teaching methods are practiced.
- Class PTA and alumni are conducted.
- Good number of students going for higher studies.
- Number of NET/SET qualifiers to be improved.
- Organised large number of seminars, workshops, FDP and training programmes
- Good number of students' achievements in sports competitions.
- Active role in initiatives of Innovation Ecosystem.
- Student feedback mechanism is in place for further improvement.
- Large number of students from this department secured various kinds of Chavara Scholarship.
- 4 PTA meetings were carried out this year.
- 2 Outbound Training programmes were conducted this year.
- 3 study tours were undertaken this year.
- 5 charity visits were executed.
- This Department published one ISBN oriented book.
- This Department also conducted life skill, soft skill, language skill and ICT skill development programmes.
- This Department also conducted personality development programmes.

Department of Geology

- The Department offers UG programmes and 2 Add on Courses.
- Out of 8 faculty members, 2 are having Ph.D. degree and one is doing Ph.D.
- Excellent track record in results at the University-level examinations.
- Consecutively securing university ranks (1 to 3) and up to 10th rank.
- A capacity-building initiative of Geoforum – a skill enhancement programme in the Department improves communication skills through interactive sessions.
- The Geoalumni Book Bank is the collection of Geology textbooks contributed by the alumni of Department of Geology.
- Geology museum with an appreciable collection of rocks, minerals, gemstones and fossils.

- Study tour – cum - geological field work is an integral part of curriculum.
- Periodical Parent Teacher meetings.
- Well-equipped Geology laboratory.
- Remedial classes are conducted.
- Teachers and students are enrolled in MOOC, SWAYAM and other online courses.
- Alumni meetings are conducted annually.
- The Department has a three-tier feedback system collected from Alumni, Teachers and Students.
- Department organized 9 programmes including invited talks, training courses and workshops this academic year.
- Extension/ out-reach programmes are also organized.
- Well-structured student assessment through internal and model examinations.
- Students involvement in sports and other extra-curricular activities is extensive.
- Bridge course is recommended.
- Publication of journals and books by faculty and students are to be encouraged.
- Introduce internship as part of the curriculum.
- MoUs, collaborations and linkages with industries and academic institutions must be established.
- The green initiative of GeoAqua for Innovation Ecosystem.
- Effective use of LMS and ICT must be established.
- Placement and Progression to higher studies need special attention.
- Peer-group teaching has been done by this department.
- One study tour conducted.
- Student Centric Methods have been incorporated arduously.
- 3 PTA meetings were conducted this year.
- The students of the Department passed competitive exams.
- 9 programmes including seminars, workshops, skill enhancement events, invited talks and training programmes are organized.
- 4 extension and outreach programmes have been organised this year.
- 8 career guidance, counselling class, soft skill training and awareness programmes offered by the faculty members of this department.
- A well-versed feedback and analysis mechanism.

2. AUDIT REPORT OF THE ADMINISTRATIVE OFFICE

- Record keeping and retrieving is well maintained.
- Excellent infrastructural resources.
- Periodic audits are performed for keeping records up to date.
- Spatial rearrangement and sectional informative boards should be provided.
- A full-fledged digital enquiry facility is suggested.
- Most of the registers are up to date in postings.
- An electronic information display board can be installed at the entrance of the campus.
- Orientation and motivation programmes are to be organized for administrative staff.
- Office shall be fully automated.

3. AUDIT REPORT OF THE LIBRARY

- Adequate facilities are provided in the library
- The overall ambience of the college library is appreciable and provides a better atmosphere for reading.
- Digital remote access with digital repositories can be introduced to cater to the needs of online references.
- The implementation of library policy should be monitored.
- Usage of library by the faculty members and students can be improved.
- The library centered activities like observation of library week and the individual awards instituted for the best library user among staff and students may be implemented.
- An information display system can be set up in front of the library.
- The good support from the library staff was remarkable.
- Exhibitions of books should be conducted.
- Purchase more e-books and subscription of more journals are recommended.
- Plagiarism software should be purchased.

SWOC Analysis

Strength

1. The College has a well-developed campus with state-of-the-art infrastructure and learning resources.
2. Visionary Management is appreciable.

3. Sufficient number of spacious class rooms with ICT facilities and well equipped laboratories.
4. Academic staff with significant industry experience.
5. Excellent track records in results of the university-level examinations.
6. The institution encourages active participation of the students in cultural and sport activities.
7. The College conducts several add on courses, skill development and vocational programmes to enhance employable and entrepreneurial skills of students.
8. Several extension and outreach programs are conducted.
9. Green campus and enough land for future developments.
10. Highly motivated and committed faculty members.

Weakness

1. The College does not have industry collaboration and consultancy services.
2. Lack of national and international students and faculty.
3. Less number of MoUs, research paper publications and projects.
4. Relatively less number of students clearing SET/NET and other competitive Examinations.
5. PTA and alumni involvement and support needs to be strengthened.
6. Innovation Ecosystem and E-resources should be improved.

Opportunities

1. Initiating more need based and job oriented PG programmes.
2. Upgrading existing PG Departments to Research Departments.
3. Introduction of a suitable LMS in the college.
4. To undertake innovative and incubation centres for entrepreneurship.
5. Set up a Research Forum- a platform to encourage and undertake more multi-disciplinary and collaborative research projects.
6. More certificate, diploma and add on courses can be implemented.

Challenges

1. To maximize opportunities for campus placement of the students.
2. Effective implementation of NEP-2020 and creating an enabling ecosystem to realise the benefits of this policy.
3. Lack of Government funding for research activities.
4. Foreign students, scholars and collaborations.
5. Institutionalization of internships.

11. RECOMMENDATIONS FOR IMPROVEMENT

1. The institutional development plan can be amended to meet the requirements for implementing NEP.
2. There should be an overall enhancement of quality in administration and student outcome.
3. IQAC should devise standard formats for student attendance, continuous evaluation, and outcome analysis.
4. A Board of Studies shall be constituted to monitor and finalise the syllabus of Add On courses, Bridge courses and Certificate Courses
5. Ensure insurance coverage for all students.
6. Specific training programmes should be arranged for faculty members on implementing OBE and familiarising ICT tools.
7. The approach to remedial/tutorial/bridge classes should be well defined.
8. Strengthen Innovation Ecosystem.
9. Publication and research must be invariably taken up by all the faculty members.
10. Due importance should be given to patent.
11. Introduce more student centric innovative teaching methods.
12. Strengthen the tutorial system/remedial and mentoring.
13. PTA and Alumni Associations need to be strengthened.
14. More interdisciplinary programmes need to be introduced.
15. Increase participation in MOOC, SWAYAM, NPTEL and other online courses.
16. Functional MoUs, collaborations and consultancy with industries have to be strengthened.

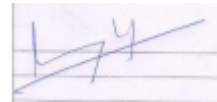
17. Creating Research & Development Department to facilitate international collaborations and Linkages.
18. Career guidance and placement activities need to be strengthened.
19. Slow learners' and advanced learners' data should be categorized and arrange programmes for them.
20. All faculties are recommended to use ICT and LMS effectively.

11. AUDIT COMMITTEE MEMBERS

1. Prof. Harry Cleetus

Former Principal

St.Albert's College Ernakulam, Cochin



2. Dr Anu Antony

IQAC Coordinator

Kristu Jyoti College of Management and Technology



3. Mr.Cijo Joseph

Assistant Professor

Kristu Jyoti College of Management and Technology

