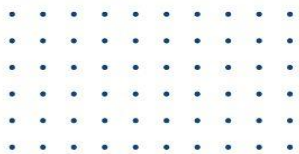
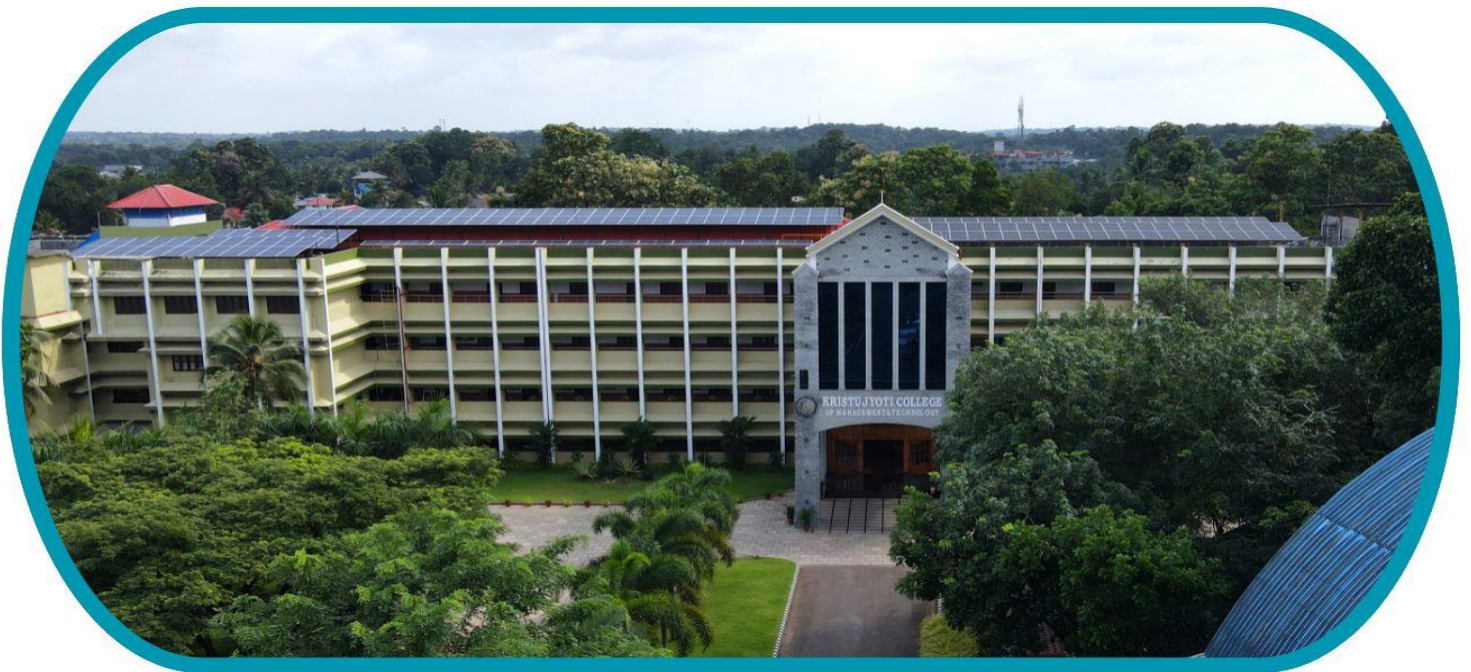


KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY



HANDBOOK



2024-2025

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Vice Principal : Dr Joseph Sam

IQAC Coordinator : Dr Anu Antony

This handbook encompasses concisely and unambiguously the objectives, policies, guidelines, rules and regulations which the college follows in its administration. This is a ready document for consultation for all the stakeholders.

TABLE OF CONTENTS

- **VISION**
- **MISSION**
- **COLLEGE MOTTO**
- **PROFILE OF THE INSTITUTION**
- **MANAGEMENT**
- **QUALITY POLICY**
- **ADMINISTRATION**
- **INTERNAL QUALITY ASSURANCE CELL**
- **MAJOR MILESTONES**
- **ADMINISTRATIVE OFFICE BEARERS**
- **CLUBS AND CELLS**
- **OTHER COMMITTEES**
- **RESOURCES AND SERVICES**
- **STUDENTS SERVICE, SUPPORT SCHEME AND SCHOLARSHIPS**
- **ACADEMIC PROGRAMS AND FACULTY MEMBERS**
- **ACADEMIC REGULATIONS UNDER CREDIT AND SEMESTER
SYSTEM AS PER UNIVERSITY SYLLABUS AND SCHEME**

VISION AND MISSION

VISION

Empowering students to meet needs of the society by focusing on academic, technological and professional excellence.

MISSION

To provide quality education through an effective teaching-learning process, skill development, and integrated personal progression.

THE COLLEGE MOTTO



Lighted for Life

The emblem of Kristu Jyoti College of Management and Technology (KJCMT) symbolises the great vision of this institution. The globe indicates universal dimension of education leading to development, progress and prosperity through learning process. The yellow flame in the emblem indicates knowledge, innovation, excellence and optimistic outlook that continue to kindle one's life. Computer specifies information technology that enable a person to be citizen of the modern digital world. Open book is symbolic of time tested values of educational wisdom and passing of knowledge from generation to generation. Red grid in emblem signifies energy, leadership, determination and motivation to act in life. Black panels on which the globe rest stands for professionalism, prestige and elegance which forms foundational goals of the institution. The motto 'Lighted for Life' implies resolve to radiate true wisdom, enlightenment, optimism and kindness in all facets of life.

PROFILE OF THE INSTITUTION

A CMI (CARMELITES OF MARY IMMACULATE)

SELF FINANCING COLLEGE

The Monastic Council of CMI Fathers of Chethipuzha laid down the foundation of Kristu Jyoti School linked to Sacred Heart monastery under the stewardship of Rev. Fr. James Kozhimattom CMI, in the year 1982. The newly constituted Kristu Jyoti English Medium School emerged as a force to reckon with by catering to the educational needs of the children of the locality by the grace of God in the same year itself. The year 1988 marked the establishment of Placid Vidya Vihar Senior Secondary School attached to CBSE streams of education. The year 2002 witnessed the commencement of Kristu Jyoti College of Management and Technology followed by Kristu Jyoti Kindergarten and play school. The Kristu Jyoti Vidya Niketan, the ICSE oriented school sprouted up in the academic year 2005-06. Today, the Kristu Jyoti Group has expanded its cultural outreach programmes through the cultural centre, Sargakshetra bringing succour and comfort to the needy people in the society.

Kristu Jyoti College of Management and Technology is NAAC Accredited with A Grade (CGPA 3.17) in First Cycle 2024. It has UGC Recognized 2(f) and

An ISO 9001-2015 Certified Educational Institution, Affiliated to Mahatma Gandhi University and Approved by All India Council for Technical Education, New Delhi (AICTE) does have an array of courses lined up including post graduate programmes in Computer Application and Commerce disciplines. The College that came into existence in the year 2002 today does have courses such as MCA, M Com (Finance and Taxation) (Two Batches), MSc Psychology, MSW, BBA, BCA (Two Batches), B Com (Computer Application) (Two Batches), B Com (Finance and Taxation) (Two Batches), B. Sc. Psychology (Two Batches), B Sc. (Geology) B.Sc. Cyber Forensics and BSW

The College was started in the year 2002 with MCA Course. The foundation stone of the Administrative Block was laid by His Grace Geevarghese Mar Themothios, Bishop of Thiruvalla Diocese; Inauguration of the academics of the College was done by His Grace Mar Joseph Powathil on 3rd December 2002.

Today, the college does have a strength of about 1706 students and 83 teaching staff with well-maintained greenish infrastructure. Kristu Jyoti College of Management and Technology stands as a beacon of hope for thousands upon thousands of students for meeting their requirement for acquisition of innovative education.

MANAGEMENT

The Kristu Jyoti Group is one of the group of educational institutions owned by the Carmelites of Mary Immaculate (CMI) congregation of the St. Joseph's Province Thiruvananthapuram. The Carmelites of Mary Immaculate, the first indigenous religious congregation in the Catholic Church of India has done pioneering job in the field of education, without any distinction of caste or creed ever since its inception in 1831. The founder of the congregation, Saint Kuriakose Elias Chavara started the first Sanskrit catholic college in Kerala in 1846 and the first primary college in 1864. Now this has grown into a network of 300 Schools, 20 Arts & Science colleges and 4 Engineering colleges, 1 Medical College, one Deemed University and a number of vocational training centres.

The immediate Management of Kristu Jyoti Group of CMI Educational Institution is the S.H. Monastery, Chethipuzha. The Prior of S.H. Monastery, Rev. Dr Thomas Kallukalam CMI is the Manager of the group and Rev. Fr Tomy Elavunkal CMI is the Director of the Kristu Jyoti Group of CMI Educational Institutions. Rev. Dr Joshy Cheeramkuzhy CMI is the Principal and Rev. Fr Akhil Thomas is the Bursar of the Group and Dr Joseph Sam is the Vice Principal.

QUALITY POLICY

1. Policy Statement

Kristu Jyoti College of Management and Technology (KJCMT) has chalked out a policy on quality to ensure that the 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 one coordinator nominated by the principal among faculties. 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 preparing 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 designed to provide quality teaching and apt learning materials. Semester wise feedback on teacher's performance and curriculum is obtained from each student and assessed. Heads of various departments periodically conduct staff meetings and evaluate the 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 benchmark 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 are entered in respective progress cards. Class wise meetings 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 groups of students. Assignments are to be submitted within or before stipulated day. Seminars are to be presented in class rooms in English with the help of a PowerPoint 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 meetings chaired by the Principal are held at least once in a semester where the Principal gives necessary instructions and guidelines to improve quality of teaching. Principal interacts

in person with teachers whose feedback score is low and gives corrective instructions.

Overall academic quality of the college is monitored by the 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 motivates students to achieve and maintain a 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 a 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 the staff room 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 staff rooms 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.

ADMINISTRATION

The administration of the college comes under the stewardship of the Kristu Jyoti Group of educational institutions operated by the Carmelites of Mary Immaculate (CMI) congregation of the St. Joseph's Province, Thiruvananthapuram. Ever since its inception in the year 1831, the CMI religious congregation has been rendering its educational services to the people of Kerala and further afield irrespective of their caste, creed, gender and other identities. The congregation also played a pivotal role in the spread and propagation of modern education on the soil of Kerala. The CMI congregation was put in place by Saint Kuriakose Elias Chavara. He was the one who commenced the first Sanskrit Catholic College in Kerala in 1846. Since then the CMI congregation had built up an array of formidable educational institutions which went on to bring about sea changes into the educational domain of Kerala and beyond.

The Governing body of Kristu Jyoti College of Management & Technology consists of

Rev. Fr Antony Elamthottam CMI (*Provincial*)

Rev. Dr Thomas Kallukalam CMI (*Manager, Kristu Jyoti Group*)

Rev. Dr Joshy Cheeramkuzhy CMI (*Principal, Kristu Jyoti College of Management & Technology*)

Rev. Dr James Mullasserry CMI (*Educational Counsellor*)

Rev Fr Thomas Elavunkal CMI (*Director, Kristu Jyoti Group*)

Rev. Fr Akhil Karikkathara CMI (*Bursar, Kristu Jyoti Group*)

Rev.Fr.Scaria Ethirett(*Principi,Palcid Vidhya Vidya Vihar*)

Rev.Fr.Philipose Thundualichira CMI(*Principal,KJVN*)

Dr.Cyriac Thomas(*Former Vice Chancellor, MG University Kottayam*)

Prof. Harry Cleetus (*Former Principal, St Albert's College Ernakulam*)

Prof. Dr. Jose James (*Former Registrar, MG University*)

Dr. Varghese K Cherian (*Principal, MACFAST*)

The Governing body of Kristu Jyoti College of Management & Technology consists of

Dr Joseph Sam (*Vice Principal, Kristu Jyoti College of Management and Technology*)Member

Dr Anu Antony (*IQAC Co-ordinator, Kristu Jyoti College of Management and Technology*)Member

Dr. Benno Joseph (*HoD, Geology Dept, Kristu Jyoti College of Management & Technology*)

Dr.Bastin KS(*Director MCA, Kristu Jyoti College of Management and Technology,*)Member

Mr.Thomaskutty MO (*HoD, Dept.of Commerce ,Kristu Jyoti College of Management and Technology,*)Member

Mr.Roji Thomas (*HoD, Dept.of Computer Application ,Kristu Jyoti College of Management and Technology,*)Member

Prof.Thomas Mathew (*HoD, Dept.of Management Studies, Kristu Jyoti College of Management and Technology,*)Member

Mr.Cijo Joseph (*HoD, Dept.of Psychology, Kristu Jyoti College of Management and Technology,*)Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

For securing NAAC accreditation, Kristu Jyoti College of Management & Technology does accord ample importance to IQAC driven activities. The primary aim of IQAC in the college is to take the multiple layers of functioning of the college to a level of competency and efficiency. Owing to the active and vibrant involvement of IQAC in the activities of the college, the entire NAAC accreditation process in the college goes on unabated like a well-oiled machine.

For the proper evaluation and assessment of a college, NAAC accreditation is essential and mandatory. IQAC is a system that is to be inbuilt into a college which goes for NAAC accreditation. IQAC does streamline the variegated aspects of the college to the domain of standardization and adequate management. So, the setting up of IQAC is an essential ingredient for a college aspiring for NAAC accreditation.

IQAC in Kristu Jyoti College of Management & Technology is in the forefront of coordinating all activities of the college to steer it towards the goal of NAAC accreditation. As part of this initiative, the academic matters are fine-tuned and put into a top notch level. From 2018 onwards, IQAC of the college engages in multiple innovative and humanitarian undertakings such as visits to Old Age Homes, Blood Donation Programme, the development of Entrepreneurial Spirit in students through

Inovus Labs IEDC and also the periodical collection of provisions from the students to help the needy and the dispossessed in the society.

IQAC of the college strives hard to bring all the stakeholders of the college under one umbrella in order to make sure that all the members of different committees, cells and clubs pursue the right procedures, policies, rules and regulations laid down by it.

With the comprehensive development of the college in mind, IQAC does promote placement drives so that the employability of our students goes up in leaps and bounds. After this novel initiative of the IQAC, the placement rate of our students had reached drastic surge. IQAC in the college has also introduced remedial teaching and peer teaching to help the average performing students to attain their optimum level in the academic arena. The installation of IQAC in the campus has adduced among faculty members and students a new vigour to do things in a flawless manner and with cooperative mentality. The IQAC endeavours in the college have also resulted in different stakeholders of the college realising their inherent potentialities through explorations and experimentations.

Since 2018-2019 academic year onwards, all files within the administrative parameters of the college are formulated in a systematic manner because of the prompt, timely and persuasive intervention of the IQAC of the college.

KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

Major Milestones

Affiliated to Mahatma Gandhi University Kottayam	2002
Starting of MCA Programme	2002
Starting of MSc Bioinformatics	2004
Starting of B Com Computer Application Model II	2004
KJCMT recognized as a Christian Minority Educational Institution covered under Article 30 of the Constitution of India by the National Commission for Minority Educational Institutions, Government of Kerala	2008
First University Rank	2009
Starting of BCA Programme	2010
Starting of BBA Programme	2010
Starting of B Com (Finance & Taxation) Model II	2011
Starting of M Com Finance and Taxation	2011
The first ISBN number availed from ministry of HRD, GOI for an edited book titled Emerging Horizons in Finance	2013
Starting of BSc Psychology Model 1 Programme	2014
Starting of M Com Finance and Taxation Second Batch	2014
Starting of B A English Language and Literature Model I	2015
Starting of BSc Geology Model I	2015

Starting of B Com (Finance & Taxation) Model II Second Batch	2015
Starting of MCA Lateral	2016
Member - UN Academic Impact Programme	2016
Starting of BSc Psychology - (Second batch)	2017
Kerala Startup Mission Nodal Center	2017
Starting of MA HRM	2020
Starting of MSc Psychology	2020
Starting of MSc Psychology Second Batch	2021
College became a Local Chapter of SWAYAM NPTEL	2021
College became a partner Coursera for Campus basic plan	2021
Partner Institute with ICT Academy, Kerala and Tamilnadu	2021
All students in the college were covered by Group Insurance Scheme	2021
Starting of BCA (Additional Batch)	2022
The College is recognized as approved center of Kerala Knowledge Mission	2023
Received ISO Certification and College becomes an ISO Certified Institution	2023
College become fully covered by Solar Energy	2023
Starting of B.Sc. Cyber Forensics	2023
Recognized as a College under section 2(f) of the UGC Act,1956	2023
Accredited by NAAC with A Grade CGPA of 3.17 (First Cycle)	2024

ADMINISTRATIVE OFFICE BEARERS

Manager	Rev. Dr Thomas Kallukalam CMI
Principal	Rev. Dr Joshy Cheeramkuzhy CMI
Vice Principal	Dr Joseph Sam
Finance Director	Rev. Fr Akhil Karikkathara CMI
Hostel Director	Rev. Fr Akhil Karikkathara CMI
IQAC Coordinator	Dr Anu Antony
MGU UG Course Coordinator	Mr Thomaskutty M O
PG Course Coordinator	Dr Anu Antony
Staff Secretary	Mr Christin Mathew
Staff Advisors	Rev. Dr Joshy Cheeramkuzhy CMI Dr Joseph Sam
Alumni Association Coordinator	Ms.Anu Eappen
Anti-Ragging Committee Convener	Ms Aby Rose Varghese
NSS Programme Officers	Mr Akash A Nair
Placement Cell Coordinator	Mr Christin Mathew
Internal Complaints Committee	Ms Irene Joseph
Students' Grievance Redressal Committee	Rev.Dr. Joshy Cheeramkuzhy CMI
SC/ST Monitoring Cell	Ms Merlin Thomas
Discipline Committee	Dr Joseph Sam
Examination Cell	Mr. Shihabudeen M

CLUBS AND CELLS

Anti Ragging Cell	Ms. Aby Rose Varghese
Ethics Cell	Mr. Cijo Joseph
Grievance Redressal Cell	Dr Joseph Sam
Women Cell	Ms. Dhannya J
Nature Club	Ms. Gayathri Devi J S
Ethnic Club	Ms. Malu Varghese
Career Counselling & Placement Cell	Mr. Christin Mathew
Film Club	Ms. Jeremy Jain Babu
UNAI	Dr Sobha Merina George
Quiz Club	Ms. Meenu Susan Jacob
Cyber Cell	Ms. Soumya Koshy
IEDC	Mr. Roji Thomas
Anti-Narcotic Cell	Mr Vishnu ES
NSS	Mr. Akash A Nair
Research and IPR Cell	Ms Thushara Sojan
TEDx KCMT	Ms.Cina Mathew
Yoga Club	Ms. Shincy K Kurian
KCMT Dreams Chapter	Ms. Meethu Mary George
Arts Club	Ms.Archana S

Sports Club	Mr. Dileep Viswan
Red Cross	Mr. Titto Mathew
Speak out Club	Ms. Liya Titto
Electoral Literacy Club	Ms. Tintu Varghese
UBA Cell	Ms.Cini Joseph (Convenor)
Business Incubation Cell	Ms.Sreeja Anand(Convenor)

OTHER COMMITTEES

Opening Day	Dr Susheel George Joseph & Ms.Gigi Joseph
Onam Celebration	Ms.Luna Johny & Ms.Gopika Sali
Christmas Celebration	Ms.Soumya Koshy & Ms.Anu Joseph
Graduation Day	Mr. Vishnu ES & Ms.Sruthymol Joseph
College Day	Ms.Liya Titto & Mr.Ronnie Mathew Idicula
Talent Day	Ms.Renju Alex & Ms.Jeremy Jain Babu
News Letter	Ms.Jeremy Jain Babu
Internal Exam Squad	All Heads of the Department & Department Course Coordinator
College Website	Mr. Roji Thomas
Birthday Celebration	Ms. Tintu Varghese & Ms.Krishnapriya P

COMMITTEES

Mandatory Committees

- 1. Anti – Ragging Cell**
- 2. Code of Conduct or Ethics Cell**
- 3. Equal Opportunities Cell**
- 4. Grievance Redressal Cell**
- 5. Women Cell**
- 6. Internal Complaints Committee**

1. Anti – Ragging Cell

The Anti-ragging cell functions in the college with the following objectives:

- To propagate awareness among the students about the negative repercussions arising out of ragging.
- To put a viable strategy in place in the college campus so as to prevent the occurrence of ragging.
- To nip in the bud, the acts of teasing, roughing up and rude handling of a fresher or any other student by the seniors or the junior students of the college.
- To initiate immediate and war-footing action against issues concerning ragging in the college campus advised by the committee.

2. Code of Conduct or Ethics Cell

The ethics cell of the college functions with the following objectives:

- To delineate the code of conduct to be followed by the top to bottom stakeholders of the college especially Principal to the non-teaching staff.
- To make sure that the college does its business under the umbrella of certain laid down rules and regulations.
- To focus upon the prevalence of orderly and smooth administration of the college.
- To provide the college with a solid framework so that it surges ahead overcoming all glitches and anomalies.
- To act as a barometer regarding the various functional aspects of the college.
- To give the college a foundational base, from which it can draw strength and vitality.
- To remain as a final arbiter when it comes to the management of the college.
- To lend a helping hand for the stationing of the college in a steady and unwavering mode in terms of its very existence.
- To accelerate the operational efficiency and effectiveness of the college.

3. Equal Opportunities Cell

- **SC/ ST CELL**

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has established to support and to bring students from such communities into the main stream.

- **MINORITY CELL**

Minority Cell also provides several skill development programmes, personality development programmes, counselling sessions, orientation programmes, and special employability trainings for the students that come from minority communities.

- **OBC CELL**

OBC Cell resolves all the related faced by the OBC Students of the college and works towards empowering them in all spheres.

- **DIVYANGJAN'S CELL**

Divyangjan's Cell aims at the welfare of disabled students in the college. The cell supports and motivates them in all academic and non-academic activities. In particular, the cell helps the students to arrange scribes to write university examinations.

4. Grievance Redressal Cell

The Grievance Redressal Cell of the college functions with the following objectives:

- To put to an end to all the complaints emerging out of the part of the students.
- To initiate requisite actions to redress the grievances of the students.
- To provide apt and adequate backing to students who are aggrieved.
- To act upon immediately to find out the reason behind the generation of grievances in the part of the students.
- To be alert towards the potential chance of the occurrences of grievances and the robust intervention to nip them in the buds.
- To be sensitive towards the grievances of multiple nature coming out of the students and their timely and prompt disposal.
- To show utmost care and consideration in dealing with the grievances put forward by the students.
- To deal with in an unbiased manner all the grievance sprouting out of the student community in a systematic manner.

5. Women Cell

Kristu Jyoti College has an efficient women cell with the following objectives

- To empower the Women Community to initiate, execute and sustain on innovative Projects.
- To eliminate the gender disparity among the college community.
- To capacitate girl students by giving defence training by collaborating with the civil police office.
- To educate the women community on decision making and practices on matters concerning their life.
- To execute structural and functional changes in the campus, promoting women centric programs.

6. Internal Complaints Committee

The Internal Complaints Committee (ICC) is constituted as per the UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015. The above Regulations are based on the Government of India's Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Everybody has their own right to be safe in their environment. Sexual harassment is a violation of an individual's right to work and live with dignity, Kristu Jyoti College of Management and Technology is a place where both students and faculties can be in their responsibility without any kind of Sexual harassments. Instances of any kind of sexual harassment will be taken seriously and disciplinary action will be taken by the management according to the nature and gravity of the reported case. In compliance with the UGC statutes regarding measures for ensuring the safety of women and Programmes for Gender Sensitization in the institution

Non-Mandatory Committees

- 1. Nature Club**
- 2. Ethnic Club**
- 3. Career Counselling and Placement Cell**
- 4. Film Club**
- 5. UNAI**
- 6. Quiz Club**
- 7. Cyber Cell**
- 8. IEDC (Entrepreneurship Cell)**
- 9. Anti-Narcotic Cell**
- 10. NSS**
- 11. Research and IPR Cell**
- 12. Alumni Association**
- 13. Examination Cell**
- 14. TED x KCMT**
- 15. Yoga Club**
- 16. Counselling Cell**
- 17. KCMT Dreams Chapter**
- 18. Arts Club**
- 19. Sports Club**
- 20. Red Cross**
- 21. Speakout Club**
- 22. Electoral Literacy Club**
- 23. UBA**
- 24. Business Incubation Cell**
- 25. PTA**
- 26. IIC**

1. Nature Club

1. NATURE CLUB

The Nature Club of the college functions with the following objectives:

- To create awareness among students about the environment and related issues.
- To motivate and educate the student community about the importance of conservation of environment.
- To encourage the efforts of students to create a green campus.
- To provide various activities to promote protection and environment conservation.
- To promote the idea of eco-friendly campus.

2. ETHNIC CLUB

The Ethnic Club of the college functions with the following objectives:

- To create love and respect among various cultures here in India.
- To create communal harmony among the students.
- To bring better understanding of who you are.

3. CAREER COUNSELLING AND PLACEMENT CELL

The Career counselling and placement cell of the college functions with the following objectives:

- To help the students in building up a prosperous career.
- To provide suitable training and orientation programmes that can build up employability and professional skills of the students.
- To organize placement drives and facilities for the students.

4. FILM CLUB

The Film Club of the college functions with the following objectives:

- Promotion of good films and related programmes through screenings and retrospectives.
- Organizing debates, discussion forums, seminars and workshops on various subjects relating to film and television.
- Creating awareness about responsible film production and responsive film criticism.
- To promote shared appreciation of film and to create opportunities to participate in something artistic and entertaining.
- To expose social issues and realities of the world through films in different languages.

5. UNAI

The UNAI of the college functions with the following objectives:

- To realise and contribute to the United nations goals.
- To achieve the sustainable development goals focusing on the relationship between education and sustainable development.
- To ensure that the international community harnesses the energy and innovation of young people.
- To align with higher education scholarship and research with the United Nations and with each other.

6. QUIZ CLUB

The quiz club of the institution functions with the following objectives:

- To enable the students to occupy general awareness and knowledge, preventing them from confining to their academic syllabus.
- To conduct various levels of quiz competition within the institution to serve the prime objective.
- To organize various inter-collegiate quiz competitions.

7. CYBER CELL

The Cyber Cell of the college functions with the following objectives:

- To lay out the effects of cyber-attacks and to create awareness among students and parents.
- To initiate training sessions which include the exposure of victims of the Cyber attacks and how they had overcome it, in the schools and colleges.
- To hold awareness programmes for around 33 schools in Changanacherry, Kottayam.
- To encourage students to take up cybersecurity courses by enlisting the advantage of it.

8. IEDC (Entrepreneurship Cell)

The entrepreneurship cell functions with the following objectives:

- To serve as a platform for nurturing entrepreneurship skills among the students.
- To welcome student ideas and to divert them to the most productive one.
- To encourage innovations and start-ups from the part of students.

9. ANTI-NARCOTIC CELL

The anti-narcotic cell functions with the following objectives:

- To ensure a drug free campus.
- To engage the students in anti-narcotic activities.
- To motivate students to become volunteers of anti-narcotic activities in their life.
- To motivate the students' community to actively participate in awareness programmes conducted by the cell.

10. NSS UNIT

The National Service Scheme unit no: 105 functions to serve the following purposes:

- To serve the common objective of NSS-'Not me,But You".
- To inculcate various leadership and volunteership qualities among the students.

- To work as a team to foster mutual harmony and social welfare.
- To build a future generation that can voluntarily address the various social crisis.

11. RESEARCH AND IPR CELL

The research cell functions with the following objectives:

- To boost up research initiatives and activities of the institution.
- To organise seminars and workshops on matters concerning research and research methodology.
- To organise seminars and discussions on diversified matters of different disciplines

12. ALUMNI ASSOCIATION

The alumni association of the college functions with the following objectives:

- To maintain a friendly and lasting relation with the alumni.
- To organise various alumni meetups and programs to bring mutual relations among the students.

13. EXAMINATION CELL

The examination cell of the college is constituted with the following objectives:

- To conduct various internal evaluation as well as external university examinations in an orderly and efficient manner.
- To establish a uniform pattern of conducting examination among department well as college level.
- To address the various grievances of students in relation to examination.

14 TED x KCMT

TED x KCMT functions with the following goals:

- To boost up leadership and volunteership skills among students.

- To strive for organising TEDx platforms to share views and opinions of experts in various fields
- To serve as a platform for encouraging the student initiatives.

15. YOGA CLUB

The Yoga Club functions with the following objectives:

- To enable the student to have good health.
- To attain a student's emotional stability.
- To integrate the body, mind and thoughts, so as to work for good ends.
- To practice mental health.
- To attain a higher level of consciousness.
- To foster harmony in body, mind and environment.
- To ease stress and anxiety levels.

16. COUNSELLING CELL

The counselling cell of the college functions with the following objectives:

- To help students to facilitate positive behaviour changes.
- To motivate students to establish and maintain relationships socially.
- To help students to promote their decision-making process.
- To create awareness about issues and problems related to mental health of students.
- To encourage students to understand their own potential and cope effectively with the problems they face.
- To motivate faculty as well as students in counselling activities.

17. KCMT DREAMS CHAPTER

DREAMS Chapter has the following objectives:

- To impart leadership and volunteership competencies among the students.
- To make the students as a part of social progression.

- To serve as a platform that builds up a community of leadership and guidance among the students.

18. ARTS CLUB

The arts club of the institution functions with the following objectives:

- To organise various competitions to boost up artistic talents among students.
- To provide various platforms for students to exhibit their diversified artistic talents.
- To organise various cultural exchange programs to honour the diversified arts and cultural forms.

19. SPORTS CLUB

Sports club of the college functions vibrantly with the following objectives:

- To focus on the physical health and mental well-being of the students.
- To organise sports day and other competitions to encourage the capabilities of students.
- To build up capable teams for representing various sports items.
- To encourage the students to participate in various inter-collegiate competitions.

20. RED CROSS

Red Cross in the institution functions with the following objectives:

- To boost up volunteership skills among the students.
- To offer platform to the students to undertake various social welfare efforts.

21. SPEAK OUT CLUB

The following are the functions of Speak Out Club:

- To create space and build confidence to express and share ideas and experiences through public speaking.

- To connect the student community to share ideas and encourage creativity and imagination.
- To influence, engage and educate the minds of listeners.

22. ELECTORAL LITERACY CLUB

The electoral literacy club of the college functions with the following objectives: .

- To make the students aware about their democratic rights.
- To implement the various policies formulated by the Election commission in relation to colleges.
- To enable the students to avail the facility of Electoral id card and to exercise the right of citizenship.

23. UBA

The conceptualization of Unnat Bharat Abhiyan started with the initiative of a group of dedicated faculty members of Indian Institute of Technology (IIT) Delhi working for long in the area of rural development and appropriate technology. The concept was nurtured through wide consultation with the representatives of a number of technical institutions, Rural Technology Action Group (RuTAG) coordinators, voluntary organizations and government agencies, actively involved in rural development work, during a National workshop held at IIT Delhi in September, 2014. The workshop was sponsored by Council for Advancement of People's Action and Rural Technology (CAPART), Ministry of Rural Development, Govt. of India. The program was formally launched by the Ministry of Education (MoE) (formerly Ministry Human Resource Development (MHRD)) in presence of The President of India on 11th November, 2014.

24 Business Incubation Cell

In the dynamic landscape of higher education, colleges are increasingly recognizing the importance of fostering entrepreneurship and innovation among their students. Central to this endeavors are incubation cells specialized units within colleges dedicated to nurturing and supporting student startups. The integration of incubation cell into college ecosystems reflects a paradigm shift in the way institution's approach to entrepreneurship education. As the demand for practical hands-on

learning experience grows, our college is leveraging our resources to provide students with the tools and support needed to transform their ideas into viable ventures. Incubation cells serve as catalyst for innovation, bridging the gap between academic learning and real – world entrepreneurship.

25 PTA

The Parent Teacher Association (P.T.A.) of Kristu Jyoti College of Management and Technology is a formal platform composed of parents and teachers that is intended to facilitate parental participation in an institution. Periodic parent-teacher interaction and dialogue are essential to monitor and guide the learning process of our students. It is a mandatory association for affiliated higher education institutions. Parents are periodically informed of the academic and behavioural status of their wards. The institution gives much importance in conducting the periodic review meeting. Both general as well as departmental PTA meetings are conducted every year. The principal is the president of the association. And the vice president and secretary is selected from among the parent community and the teaching fraternity respectively.

26 IIC

Ministry of Human Resource Development (MHRD), Govt. of India has established ‘MHRD’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 informative years. MIC has encouraged creation of ‘Institution’s Innovation Council (IICs)’ across selected HEIs to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses. Our Institute has been selected for establishing Institution Innovation Council (IIC) (2022) at our premises as per the norms and directions of Innovation Cell, Ministry of HRD, Govt. of India.

RESOURCES AND FACILITIES

1. Library

A Library with state of the art facilities for the student for direct academic transactions and associated amenities which smooth teaching-learning demands. The department libraries are also storehouses of easy accessible information.

2. Lab Facilities

The following laboratories are very much in demand as they fulfil the academic needs of the student body namely Computer labs, network lab, Chemistry Lab, Geology Lab, Psychology Lab.

3. Geology Museum

The Geology Museum is an amazing provision which contains the collection of rocks, minerals, ores, industrial minerals, semi- precious stones and fossils.

4. Exam Cell

An efficient exam cell to handle the examination related activities helps to conduct the internal and university examinations in a well-organized manner.

5. Free Wi-Fi Campus

Free internet facility is available for the staff and students. The campus is Wi-Fi enabled.

6. Seminar Hall, Two Exam Halls and Conference Hall

Seminar Hall, two Exam Halls and Conference Hall are used optimally for meetings, gatherings, short term club activities, college programs, parent teacher meetings and various other events. They are provided with LCD facilities, are used as ICT Enabled lecture halls also and are regularly used for discussions, meetings and presentations. Board Room for conducting discussions, interviews, administrative level meetings etc.

7. Inovus Labs IEDC

Inovus Labs (IEDC) in the campus helps the students to develop new ideas, innovations and helps to motivate entrepreneurship.

8. Lift and Wheel Chair facility

Lift and Wheel Chair facility is for physically challenged students.

9. Counselling Room

The workspace needed to be comfortable and practical for the therapist.

10. Waiting Launch

Waiting Launch for the visitors is in the main building.

11. Cafeteria and Snacks bar

The campus includes a cafeteria and snacks bar for the refreshment for the students and the staff.

12. Infrastructural facilities

Kristu Jyoti Group has its infrastructural facilities like the Auditorium, two Indoor Courts, Football Court, Volleyball Court, Basketball Court, Badminton Court, and Cricket Stadium, Sports Ground to facilitate the arts and sports activities of the students. All of these facilities are shared among the institutions under the trust.

13. Arts Room

Arts room is a provision to keep an environment for the smooth functioning of Arts Club.

14. Sports Room

Sports room is to keep the sports and games equipment.

STUDENT SERVICES, SUPPORT SCHEMES AND SCHOLARSHIPS

Kristu Jyoti College of Management and Technology (KJCMT) 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 provides financial backing to deserving and meritorious students. The management considers it as its duty to extend support to brilliant students so that they come up in life and turn out to be assets to the society.

1.Saint Chavara Scholarship includes:

1.1 Fee Concession

Fee concession is offered to lesser privileged and needy students in all departments. The college has a standardized procedure to identify deserving students.

- Students who need a fee concession must submit a request jointly signed by student and parent to the concerned Head of the Department.
- Head of the Department should verify the financial background of the student and if found deserving, forward duly recommended application along with a mark list to the Principal.
- Principal will scrutinize the application and present it before the Management Council. Decisions will be based on the student's academic performance and financial background.

2.Scholarship

The college provides Merit Scholarships to academically proficient students at the time of admission and in subsequent semesters to undergraduate (UG) and postgraduate (PG) students based on marks scored at Higher Secondary level (Plus Two) or degree level as the case may be.

2.1. Scholarship offered at the Time of Admission for UG Programmes

SCHEME 1: If marks scored at Higher Secondary level is 90-95%, half the fees is granted as scholarship.

SCHEME 2: If the mark scored is more than 95%, the student needs to pay only Rs. 7500.00 towards fees and the remainder is awarded as scholarship.

2.1.1 Continuation of Scholarship for UG Programmes

- To continue in scheme 1 scholarship, the student should score a minimum of 85% in first internal, second internal and model examinations.
- To continue in scheme 2 scholarship, the student should score a minimum of 95% in first internal, second internal and model examinations.
- In case students under scheme 1 and 2 could not score a minimum of 85% or 95% as the case may be in the internal examinations, but could score A+/S grade in external examination, scholarship amount for that semester is limited to Rs. 5000.00.
- In case the student fails to score a minimum of 85% in internal examination or A+/S in external examination, scholarship will be discontinued.
- If any student not eligible under scheme 1 or 2 at the time of admission, scores A+ grade in external examination, Rs. 5000.00 is awarded as scholarship in that semester; if the score is S grade, the student needs to pay only Rs. 7500.00 towards fees and the remainder is awarded as scholarship.

2.2. Scholarship Offered at the Time of Admission for PG Programmes

SCHEME 1: if marks scored at degree level is 85% or above, half the fees is granted as scholarship.

SCHEME 2: If the mark scored is more than 95%, the student needs to pay only Rs. 7500.00 towards fees and the remainder is awarded as scholarship.

2.2.1 Continuation of Scholarship for PG Programmes

All terms and conditions stipulated in Section 2.1.1 is applicable here also

3.Guidelines

- The students receiving the scholarship should strictly adhere to the rules and regulations of the college.
- The Principal has the right to block the scholarship of a student if he/she does not follow the instructions of the college authorities or violate the code of discipline of the college.
- Fees for Add-on/Certificate Course if any, should be remitted by the student.
- If the student discontinues or obtain transfer to another institute, the entire amount received as scholarship as on date should be reimbursed lump sum.

ACADEMIC PROGRAMMES AND FACULTY MEMBERS

POST GRADUATE DEPARTMENT OF COMMERCE	
Programmes Offered: M.Com (Finance and Taxation) B.Com Honours Degree	
FACULTY MEMBERS	
1. Mr. Thomaskutty M. O	M.Com, M.Phil, MBA
2. Dr Joseph Sam	M.Com, MBA (Edn, AUS) BA LLB, Ph.D
3. Dr. Mathew Emmanuel	M.Com, MA, M.Phil, DMM, PGDIBO, Ph.D
4. Dr. Anu Antony	M.Com, MBA, MA, PGDFT, PGDIB, Ph.D, (PDF)
5. Dr. R. Jayakumar	M.Com, MBA, M.Phil, Ph.D
6. Mr. Shihabudeen M	M.Com, MBA
7. Ms. Anu Eappen	M.Com, MBA, B.Ed
8. Ms. Anu Mercy Zachariah	M.Com, SET
9. Mr. Titto Mathew	MBA. MSc Psychology

10. Ms. Thushara Sojan	MBA, M.Com, UGC NET, (Ph.D)
11. Ms. Rosmy Joseph	M.Com, UGC NET, (Ph.D)
12. Ms. Shincy K Kurian	MCA
13. Mr. Vivek V Vijayan	M.Com, UGC NET
14. Ms. Krishnapriya P	M.Com, (Ph.D)
15. Mr. Deepu C Vijay	M.Com
16. Ms. Sruthymol Joseph	M.Com, UGC NET
17. Ms. Archana S	MCA
18. Ms. Sreeja Anand	M.Com, UGC NET, SET
19. Ms. Sinu Mary Devasia	M.Com, SET
20. Ms. Jisna Mathew	M.Com, UGC NET
21. Ms. Renuka K.S	M.Com
22. Ms. Salvy Mathew	M.Com, (Ph.D)
23. Mr. Vishnu ES	M.Com, MB, (Ph.D)
24. Ms.Meenu Susan Jacob	M.Com, NET
25. Ms.Jeremy Jain Babu	MA English (Ph.D)
26. Ms. Asha Elizabeth Kurian	MBA, (Ph.D)

POST GRADUATE DEPARTMENT OF COMPUTER APPLICATION

Programmes Offered: MCA

BCA (Hons)

B.Sc. Cyber Forensics (Hons)

FACULTY MEMBERS

1. Mr. Roji Thomas	MBA-IT
2. Dr. Bastian K.S	M.Sc Mathematics, M.Phil, Ph.D
3. Dr. Susheel George Joseph	MCA, M.Tech, M.Phil., UGC NET, Ph.D
4. Ms. Soumya Koshy	MCA
5. Ms. Cini Joseph	MCA
6. Ms. Binny S	MCA, PGDCA, M.Tech
7. Ms. Dhannya J	MCA
8. Ms. Cina Mathew	M.Sc, M.Tech
9. Ms. Aby Rose Varghese	MCA
10. Ms. Tintu Varghese	MCA

11. Ms. Merlin Thomas	M.Sc Mathematics, UGC NET
12. Ms. Anu Joseph	M.Tech, UGC NET
13. Ms. Gigi Joseph	MCA, UGC NET
14. Ms.Malu Varghese	M.Sc Mathematics, B.Ed (M.Ed)
15. Ms.Bibin Joseph	MCA
16. Mr.Martin Jacob	MCA
17. Ms.Arya P Unnikrishnan	M. Tech
18. Ms.Saritha N Pillai	MCA

POST GRADUATE DEPARTMENT OF PSYCHOLOGY

Programmes Offered: M.Sc Psychology & B.Sc Psychology (Hons)

FACULTY MEMBERS

1. Mr. Cijo Joseph	MA, B.Ed
2. Ms. Krupa Dinah Mathews	M.Sc Psychology, (Ph.D)
3. Ms. Divya S Nair	M.Sc Psychology
4. Ms. Nandana V S	M.Sc Psychology
5. Ms. Irene Joseph	M.Sc Psychology
6. Ms.Gayathri Devi J S	M.Sc Psychology
7. Ms.Jilu Mary Luke	M.Sc Psychology
8. Dr.Sobha Merina George	Ph.D
9. Ms. Jebimol Jegimon	M.Sc Mathematics, B.Ed
10. Ms. Meethu Mary George	MA, B.Ed
11. Mr.Amal Asokkumar	M.Sc Psychology
12. Ms. Nejma Sherif	M.Sc Psychology

13. Ms. Meryll Susan Saji	M.Sc Honours
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POST GRADUATE DEPARTMENT OF MANAGEMENT STUDIES

Programmes Offered: MHRM & BBA (Hons)

FACULTY MEMBERS

1. Prof. Thomas Mathew	M.Com
2. Mr. Christin Mathew	M.Com , UGC NET
3. Ms. Sachumol Joy	M.Com, SET
4. Ms. Aswathy R Nair	M.Com
5. Mr. Dileep V Viswan	MBA, M.Phil, M.A, MHRM, PDGBA
6. Mr. Dileep P.V	M.Com, UGC NET, DCA
7. Ms. Renju Alex	MA, B.Ed
8. Mr.Ronnie Mathew Idicula	BE Computer Science, MBA
9. Ms.Liya Titto	PGDM
10. Ms.Kesiya Mariam Benoy	MHRM

DEPARTMENT OF GEOLOGY

Programmes Offered: BSc Geology (Hons)

FACULTY MEMBERS

1. Dr. Benno Joseph	M.Sc Marine Geology, Ph.D, UGC-JRF
2. Dr. Twinkle Jacob	M.Sc Applied Geology, Ph.D
3. Mr. Akash A Nair	M.Sc Geology
4. Ms. Gopika Sali	M.Sc Chemistry
5. Ms.Mariya John	M.Sc Geology

6. Ms. Anjali S	M.Sc Mathematics, B.Ed
7. Ms. Luna Johny	MA English

DEPARTMENT OF LANGUAGE

FACULTY MEMBERS

1. Ms. Saaji Sudhir	MA, B.Ed
2. Ms. Smitha Retnan	MA, B.Ed
3. Dr.Arathy A	MA, Ph.D

POST GRADUATE DEPARTMENT OF SOCIAL WORK

Programmes Offered: MSW & BSW (Hons)

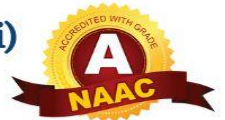
FACULTY MEMBERS

1. Ms.Surya Krishna	MSW, M.Phil, (Ph.D)
2. Ms.Riya Tomy	MSW
3. Ms. Treesa Delight	MSW

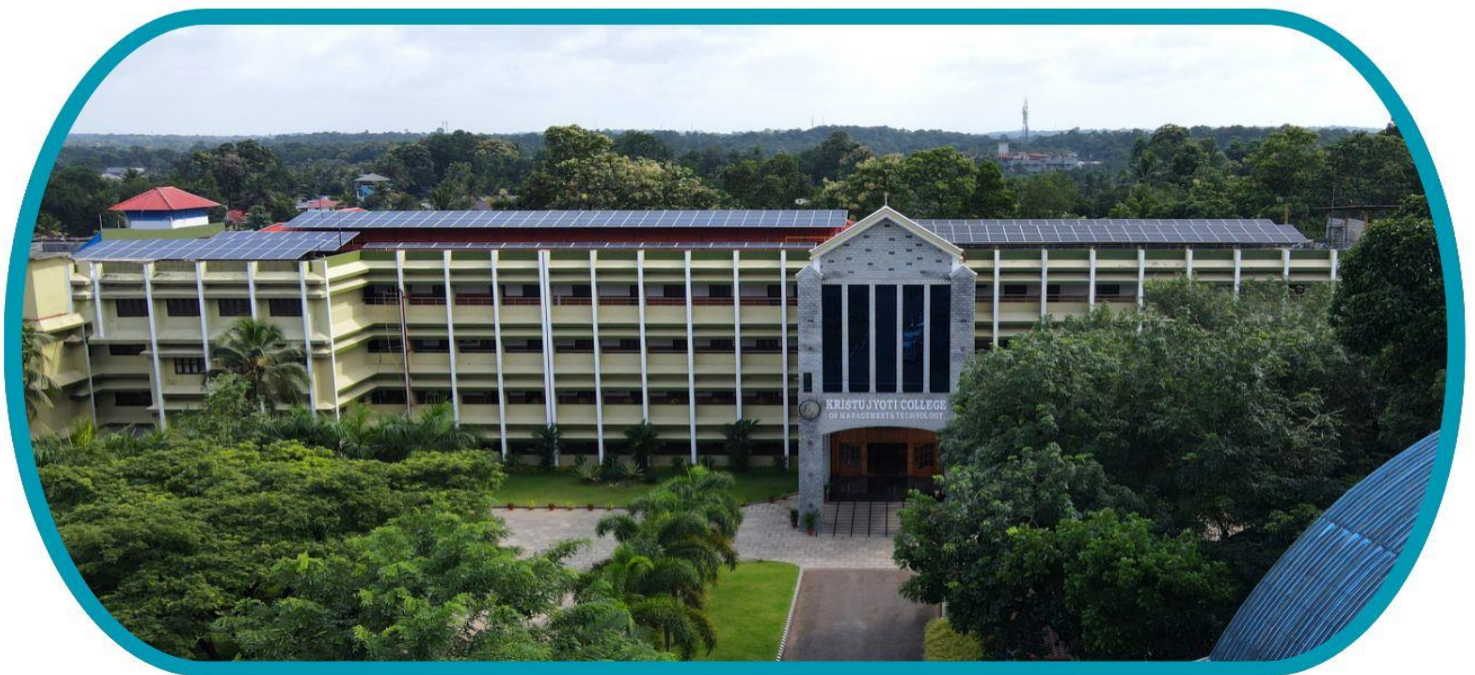
KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

(Affiliated to Mahatma Gandhi University, Kottayam,
Recognized by UGC 2(f) & Approved by AICTE, New Delhi)

(An ISO 9001-2015 Certified Educational Institution)



NAAC ACCREDITED A GRADE
CGPA OF 3.17



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