

COMPENDIUM OF INSTITUTIONAL POLICIES



Kristu Jayanti College, Autonomous
Bengaluru
2021

Compendium of Institutional Policies

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Kristu Jayanti College

A U T O N O M O U S **Bengaluru**

Reaccredited 'A' Grade by NAAC | Affiliated to Bengaluru North University

1. Third Perspective Plan (2018-2028)

1.1 Introduction

Kristu Jayanti College, Autonomous, Bengaluru envisions the educational charism of the Carmelites of Mary Immaculate (CMI). The institution is driven by a quest for excellence articulated in the vision, mission, goals and core values. The Internal Quality Assurance Cell (IQAC) spearheads the quality assurance and quality enhancement of the educational processes at the institution. The international quality parameters, goals of higher education in India, guidelines of NAAC and UGC enable the institution to set benchmarks and devise strategies to achieve them. The IQAC presents the Institutional Perspective Plan 2018 to 2028, the third plan of the institution which commenced its academic journey in 1999.

The third perspective plan encompasses ten thrust areas which include curriculum development, student capability enhancement, faculty and staff development, research, collaborations and linkages, extension services, infrastructure, resource mobilisation and utilisation, environmental concern through sustainable green initiatives and quality assurance and quality enhancement for the overall development of the institution.

1.2 Perspective Plan Committee

Sl No	Committee Members
1	Principal & Chairman
2	Vice Principal & Vice-chairman
3	Financial Administrator
4	Director, Library & Information Centre & Infrastructure Development
5	Director, Kristu Jayanti College of Law
6	Deans of Faculty
7	Coordinator, IQAC
8	Controller of Examinations
9	Nominated Heads of Department
10	Nominated Directors of Centre
11	Librarian
12	Nominated Faculty Members
13	Superintendent, Administrative Office

1.3 Perspective Plan for Curriculum Development

A futuristic curriculum incorporating the developments in the domains of knowledge and industry is the need of the hour. The expectations of the students, industry requirements, society directives, local concerns and guidelines of UGC have been considered while proposing the following plan for curriculum development at the institution:

- 1.3.1 Introduction of new and innovative programmes at the graduate and postgraduate levels reflecting the changes in science and technology to meet the challenges of industry and society.
- 1.3.2 All the programmes offered by the institution shall necessarily integrate skill development component to enhance employability and inculcate entrepreneurial spirit.
- 1.3.3 The curriculum of the programmes shall conscientise students by integrating components of Sustainable Development Goals, environmental sustainability, gender, human values and ethics.

- 1.3.4 Curriculum enrichment through value-added and certificate courses has to be explored by all departments.
- 1.3.5 Minimum Course Curriculum under CBCS in accordance with UGC guidelines shall be adopted.
- 1.3.6 A well-structured and phased out outcome-based education spanning curriculum design, teaching-learning and assessment have to be implemented for the existing and new programmes in the pipeline.
- 1.3.7 Develop a learning management platform for the creation of open educational resources and online learning.
- 1.3.8 Explore avenues for the introduction of vocational and technical courses that benefit the neighbourhood community.

1.4 Student Capability Enhancement

A constant growth in student preference to pursue higher education in the institution is witnessed. The expectations of the students and their families coupled with the demands of the industry and society added emphasis on the career orientation and capability enhancement provided by the institution. Reviewing the activities of student development in the previous perspective plans, new trends and avenues have to be explored.

- 1.4.1 Increased emphasis needs to be given to foster an innovative ecosystem for the students to develop their entrepreneurial skills.
- 1.4.2 An exclusive incubation centre with mentoring support from entrepreneurs has to be established to facilitate start-ups in the campus.
- 1.4.3 Opportunity for training to be provided for all aspiring students for professional and competitive examinations.
- 1.4.4 Experiential learning components have to be enhanced in the teaching pedagogy of all courses.
- 1.4.5 Student creativity and innovation have to be encouraged through a conducive ecosystem. Institution Innovation Council and Software Development Cell may be set up for this purpose.
- 1.4.6 Multiple intelligences of the students have to be tapped through specialised training in sports, music, dance, theatre and creative arts. This will enable youngsters to excel in any field of interest.

1.4.7 Vertical, horizontal and interdisciplinary mobilities of students have to be explored.

1.4.8 The institution shall make pathways to become a community of international students.

1.5 Faculty and Staff Development

Committed, qualified, competent, humane and creative faculty and staff are pivotal for the success of the institution. The human resource plan shall clearly charter the requirements of faculty and staff in consonance with the prospects of the future. There shall be faculty and staff empowerment strategies to meet the future needs of stakeholders and society. A dynamic, progressive and phased out development has to be implemented in an incremental manner.

1.5.1 The human resource plan has to be revised to meet the changes in academia and industry.

1.5.2 The institution shall attract competent faculty with national/international experience, research accomplishments and societal concerns.

1.5.3 Support shall be provided for faculty to seek additional qualifications and research and consultancy.

1.5.4 Staff welfare measures shall be instituted to ensure retention and institutional loyalty.

1.5.5 Professional development of staff and faculty shall be advocated through training, orientation, faculty exchange, and retreat.

1.5.6 Avenues for national and international fellowships need to be explored.

1.5.7 A career advancement scheme shall be implemented for the professional progression of faculty members. The management is responsible for regular revision and implementation of the performance-based appraisal system.

1.5.8 Kristu Jayanti Human Resource Development Center (KJHRDC) shall be set up to develop and update the skills of the faculty and staff.

1.6 Research

Research and innovation serve as the measures of an institution's progress. The rapid changes in various spheres necessitate concurrent research prowess in the institution to equip the faculty and students for the future. Planned impetus has to be given for research and innovation to benefit the society.

- 1.6.1 The research policy has to be revised to incorporate the latest developments in the academic field, science, technology and industry. The guidelines of Government and authoritative bodies of research have to be upheld.
- 1.6.2 Ethics in research has to be mandatorily upheld through administrative and academic mechanisms.
- 1.6.3 The IPR Cell actively engages in patenting of research by the faculty members.
- 1.6.4 Research Advisory Committee and the Centre for Research shall plan, coordinate and monitor research initiatives at the institution.
- 1.6.5 Specialised centres have to be established by research departments to pursue cutting edge research.
- 1.6.6 All postgraduate departments have to obtain the status of research centres.
- 1.6.7 Financial schemes and seed money have to be provided to encourage research in the campus.
- 1.6.8 Institutional journals and in-house publications have to be undertaken annually.
- 1.6.9 The Centre for Research shall guide the departments to submit research proposals for funding by central and state government agencies, NGOs and international funding agencies.
- 1.6.10 Collaborative research with industry and academic institutions shall be carried out. The skills of the faculty members and staff have to be utilised for consultancy and corporate training.
- 1.6.11 A Central Instrumentation Facility shall be established.

1.7 Collaborations and linkages

The aspiration of the institution to attain global competency and excellence has to be strategically materialised. Collaboration with industry and other institutions enriches the academic processes and skill development of the students and faculty. The mutual benefits of collaborative endeavours cannot be undermined. The perspective plan reiterates the complementary role of academic collaboration and linkages.

- 1.7.1 Memorandum of Understanding/linkage has to be established with institutes of national and international calibre for student capability enhancement, training, internship, placement, field experience, faculty enrichment and research.

1.7.2 Opportunities for international student and faculty exchange have to be further explored.

1.7.3 Collaborations with Industries for research & extension have to be established through CSR schemes.

1.7.4 Collaboration and linkages with NGOs have to be furthered for Jayantian Extension Services.

1.7.5 Actively engage in the promotion of UN SDG goals for ensuring inclusive and equitable quality education.

1.7.6 Collaboration with national and state government-initiated programmes for the welfare of the community and nation-building.

1.8 Extension Services

The institution bears the yeomen responsibility of catering to the needs of the community. True growth of the institution percolates to the community promoting social transformation and development. Self-sustenance is a reflection of the outreach to the society.

1.8.1 Vocational training and skill development programmes can be extended to the youth to orient them for a successful career.

1.8.2 The waste management practices of the institution can be started in the neighbouring villages to conserve the environment.

1.8.3 Environmental conservation initiatives like the protection of water bodies and biodiversity have to be executed in collaboration with the local community.

1.8.4 Support and guidance besides educational scholarship can be provided to the school children in order to reduce the drop-out rate.

1.8.5 Rehabilitation and support can be provided for socially disadvantaged and *Divyangjan*.

1.8.6 Governmental schemes pertaining to village development need to be initiated to benefit the local community.

1.8.7 The autonomous institution can provide diploma and degree programmes for neighbourhood communities, especially women, to enhance their employability and entrepreneurial skills.

1.9 Infrastructure

The right infrastructure with necessary physical facilities creates the right ambience for holistic development. The plan prioritises the augmentation of infrastructure to suit the growing needs of the student and staff community. The classroom experiences, curricular activities, recreation and leisure are enhanced through suitable infrastructure. The health and well-being of the members are paramount in designing and implementing the infrastructure of the institution.

- 1.9.1 The laboratories, research equipment, learning resources and facilities need to be increased to accommodate the incremental growth of new programmes and student admissions.
- 1.9.2 The incremental growth of student admissions, staff community and physical infrastructure have to be commensurated with the latest IT infrastructure.
- 1.9.3 All departments shall have exclusive libraries and smart classrooms with relevant maintenance and IT support.
- 1.9.4 Domain-specific knowledge resources have to be created through departmental libraries.
- 1.9.5 An inclusive infrastructure has to be ensured for the convenience of *Divyangjan*.
- 1.9.6 E-content development centres have to be established to enable blended learning and provide MOOCs.
- 1.9.7 Facilities have to be created to enable online access of library resources for staff and the student community.
- 1.9.8 The institution has to make significant media production and contribute to public opinion and awareness through print and electronic media publications.
- 1.9.9 An exclusive centre for learning English and foreign languages through technology has to be set up and made available for the academic community.
- 1.9.10 Conducive spaces for artistic creation and expression, self-exploration, group dynamics, physical fitness, mental well-being and holistic growth of the academic community have to be developed through scientific and structured planning. Expansion of the administrative and examination office, additional auditoria, new cafeteria, utility block and jogging track have to be constructed.

1.9.11 In its path towards complete transparency, accountability and compliance, all administrative processes shall move towards e-governance through automation.

1.9.12 Institution shall explore the possibility to procure additional land for expansion and establishment of additional campuses.

1.10 Resource Mobilisation and utilisation

The institution shall mobilise funds and allocate sufficient budgetary provision for the creation of infrastructural facilities and conduct various academic activities to fulfill the institution's mission. The institution relies on student fees for its financial resources. Avenues of other sources of funds have to be sought to replenish the funds.

1.10.1 The expertise available in diverse domains of the college may lend itself as consultancy and training to generate additional revenue.

1.10.2 Certificate and training programmes, and vocational courses may be offered to general public and students for a subscription.

1.10.3 Expand revenue generation avenues existing in the institution including software and website development, learning management services creation, media production for other organisations.

1.10.4 The facilities of the institution can generate rent additionally. There is a provision for regular rent through the guest house, bank extension counter, emporium, renting sports and cultural facilities, ATM room and outlets. The classroom and facilities can be rented for the conduct of services examinations. The sports, recreation and cultural facilities can also be let out for rent.

1.10.5 The biofertilizer and vermicompost produced in the campus can be scaled up and made available for commercial purposes.

1.10.6 The surplus has to be retained to enhance the corpus fund of the institution.

1.10.7 Mobilise funds and resources for student scholarship, curricular and cultural events, extension programmes, institutional social responsibility initiatives.

1.10.8 Institute a community library and recreation centre to generate revenue through subscription and membership fees.

1.10.9 Alumni membership and donation serve as the contribution from the alumni association.

- 1.10.10 Cost-saving mechanisms in various spheres of the organisation have to be implemented: installation of energy-efficient equipment, solar energy harvesting and paperless office.
- 1.10.11 Central instrumentation, research and other facilities have to be created and made available to faculty members in order to facilitate the mobilisation of external research grants from the government, NGOs and industry.
- 1.10.12 The finance committee of the college has to explore and devise mechanisms to avail college development funds available through government schemes.

1.11 Environmental Concern through Sustainable Green Initiatives

Promoting environmental concern and ensuring a secure future through sustainability initiatives is the need of the hour. The institution has to strategically plan green initiatives in every aspect of the academic process to protect and preserve the environment. The equal role of every member in spearheading synchronized environment protection practices cannot be undermined.

- 1.11.1 An MoU has to be signed with an environmental audit authority for streamlining green practices in the institution and obtaining Green Certification.
- 1.11.2 Annual Green, Energy and Environment Audits have to be conducted based on national benchmarks and action-taken reports have to be filed.
- 1.11.3 There should be a strenuous endeavour towards a zero waste campus. A systematic mechanism has to be implemented for the reduction, reuse and recycling of waste.
- 1.11.4 The institution shall ensure 100% clean energy capability by tapping renewable energy sources, solar and bioenergy.
- 1.11.5 The campus should aim at 100% green cover with rich flora. An exclusive herbal garden for the benefit of the community is essential.
- 1.11.6 A multi-pronged mechanism shall be instituted for conservating water resources, recycling water, maintenance of water bodies, recharging of water reserves and ensure zero wastage of water.
- 1.11.7 Significant care has to be taken to estimate the carbon footprint of the institution annually and install mechanisms to reduce it.
- 1.11.8 Environmental consciousness and conservation may be pursued as a career by providing full-fledged degree or diploma programmes.

- 1.11.9 Efforts have to be made with adequate infrastructure, paving the way for the creation of a nodal centre for the promotion of organic agricultural practices.
- 1.11.10 Coordinated efforts at all levels have to be made for engaging and monitoring environmental sustainability activities– observance of no vehicle day, usage of e-vehicles, bicycles, public transportation, campaigns, partnering in government schemes.
- 1.11.11 Eco-friendly green energy projects have to be implemented in the campus and gradually extended to the adopted villages.
- 1.11.12 The green initiatives and energy conservation practices of the institution can be shared as a consultancy to other organisations.
- 1.11.13 The finance committee can explore the following avenues of green investment:
- a. Invest in green infrastructure and technology
 - b. Research and development of green technology
 - c. Incentives for green innovations
 - d. Shodh Pravartan research grant for green projects
 - e. Incubate green start-ups and social entrepreneurship

1.12 Quality Assurance and Quality Enhancement

The fulcrum of the entire academic process is the quality assurance system in the institution. The effectiveness of implementing the institutional perspective plan will be evident with a monitoring mechanism in place. A conscious thrust for quality assurance and quality enhancement is pivotal for a successful academic journey. The plan lays great emphasis on the quest for quality which is imperative for the institution's core values and excellence.

- 1.12.1 The process of renewal of autonomous status has to be undertaken within a time-bound framework in adherence to the norms of UGC.
- 1.12.2 As a measure of strengthening the academic programmes, the departments shall be elevated as Schools.
- 1.12.3 NAAC has awarded A in the previous two cycles. The IQAC has to devise a criteria-wise strategy to attain A⁺⁺ in the third cycle. NBA accreditation has to be attained for AICTE recognised programmes at the institution.
- 1.12.4 As a quality sustenance initiative, participation in NIRF is paramount. There shall be efforts to be ranked one among the top hundred colleges in India.

- 1.12.5 As a healthy practice, Academic and Administrative Audit (AAA) shall be conducted by an external committee.
- 1.12.6 The academic and administrative processes have to be standardized through e-governance for greater efficiency and transparency.
- 1.12.7 The institution shall keep abreast of trends in international education by offering diverse online programmes and introduce an online assessment and evaluation system.
- 1.12.8 The quality manuals guiding the institution and departments shall be revised to incorporate the latest changes and monitored through quality circles.
- 1.12.9 A niche can be created by introducing programmes and research on higher education and educational technology.
- 1.12.10 FDPs and leadership programmes may be designed and offered to HEIs in the country to disseminate quality enhancement and sustenance practices.
- 1.12.11 International and national collaborations for quality enhancement have to be probed.
- 1.12.12 The institution has to strive to attain international benchmarks of quality by seeking international accreditation.
- 1.12.13 The institution shall explore to participate in International Ranking Framework.
- 1.12.14 The College shall strive to become a Degree Awarding Institution in accordance with policies of the Government.
- 1.12.15 The institution shall strive to become a University in its quality journey.

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