

Quality Policy

For us at MKJC

Quality is the Mantra, The driving force

To develop our latent talents

Quality is a continuum

A way of life, a culture, an endless march

Ensuring utmost satisfaction

Especially to the

teacher and the taught

Guided by a

Quality Management System.

PRINCIPAL

Rev. 0, dated 01-07-2009

This Policy is reviewed and modified for its continual suitability in MRC. It is communicated throughout the College and is known to each staff of the College, the intent of the policy is understood by everyone in the College. The trained and qualified internal auditors shall audit the Quality System in order to assess the suitability and effectiveness of the quality management system.



Title: Management Responsibility**Section: 5/ISO Clause: 5.0****Quality objectives:****Management of the College**

Sl. No.	Objective	Verifiable Indicator
1	To develop 40,000 sq.ft infrastructure to accommodate new courses of study within December 2009	Completion Certificate by Site Engineer
2	To build a separate library block within July 2010	Completion Certificate by Site Engineer
3	To create a students Aid Fund to help deserving poor students up to 10 lakhs within July 2009	Declaration from the management
4	To construct a seminar hall with a seating capacity of 500 students	Completion Certificate by Site Engineer

Principal

Sl. No.	Objective	Verifiable indicator
1	Get affiliation for two new programme at UG level up to 2011	Affiliation Certificate from the University
2	Get affiliation for two / one programme at PG level up to 2011	Affiliation Certificate from the University
3	Offer two PG diploma programme (concurrent to the degree course) up to 2011	Affiliation Certificate from the University
4	Offer two certificate courses (concurrent to the degree course) up to 2011	Affiliation Certificate from the University
5	Tap the student's innate talents in different curricular, co-curricular and extra-curricular skills and make at least 5 students bring laurels to the college at the State / National level in the academic year 2009-2010	Student Participation Certificate
6	Organize state level IQAC seminar in the academic year 2009-2010	Program Certificate



HOD OF ENGLISH

Sl. No.	Objective	Verifiable Indicator
1	To organize inter-collegiate oratorical and essay-writing competition (2009-2010)	Program Report
2	To aim for at least Two-University Ranks in the batch (2009-2010)	Result Analysis

HOD OF TAMIL

Sl. No.	Objective	Verifiable Indicator
1	To maintain 100% passing result in part-1 Tamil in academic year 2009-2010	Result Analysis
2	To enroll 5% of the students to take part in co-curricular activities like essay, poem, oratory (2009-2010)	Program Certificate/Report

HOD OF MATHEMATICS

Sl. No.	Objective	Verifiable Indicator
1	To achieve 88% result in the academic year 2009-2010	Result Analysis
2	To conduct special meeting and seminar in the academic year 2009-2010	Program /Seminar Report
3	To conduct a special program to improve the communication skill among the students (2009-2010)	Program /Seminar Report
4	To motivate 10 students to present papers on various topics(2009-2010)	Program Report

HOD OF COMPUTER SCIENCE

Sl. No.	Objective	Verifiable Indicator
1	To create awareness about the current trends in IT field by conducting various special meeting by inviting eminent personality once in two months	Program Report
2	To reduce percentage of failure by 10% over last year	Result Analysis

HOD OF PHYSICS

Sl. No.	Objective	Verifiable Indicator
1	To produce 90% result in over all pass percentage for the outgoing students (2009-2010)	Result Analysis
2	To enrich the subject knowledge of students by conducting at least two or three special meetings	Program Report



HOD OF BIO-TECHNOLOGY

Sl. No.	Objective	Verifiable Indicator
1	To produce 87% result in the academic year 2009-2010	Result Analysis
2	To make at least 20% of the students to participate/attend seminars and conferences (2009-2010)	Program Certificate
3	To take the students for an one Industrial visit (2009-2010)	Event Report

HOD OF BIOCHEMISTRY

Sl. No.	Objective	Verifiable Indicator
1	To produce 92% of results in final year for the academic year 2009-2010	Result Analysis
2	To conduct at least one workshop and seminar in the academic year 2009-2010	Program Report

HOD OF INTERIOR DESIGN AND DÉCOR

Sl. No.	Objective	Verifiable Indicator
1	To maintain cent percent result in university exam (2009-2010)	Result Analysis
2	To show the talents/skills learnt by students by organizing exhibition at the end of the academic year	Program Report

HOD OF COMPUTER APPLICATIONS

Sl. No.	Objective	Verifiable Indicator
1	To offer an awareness programme on "Latest trends in Multimedia" by an eminent IT person (2009-2010)	Program Report
2	To motivate the staff to prepare study Materials for student's reference to be placed in the MCA library (CSS, HTML, Javascript, PHOTOSHOP, Flash, SQL, ASP.Net) (2009-2010)	Program course material



Title: Management Responsibility

Section: 5/ISO Clause: 5.0

HOD OF COMMERCE

Sl. No.	Objective	Verifiable Indicator
1	To achieve 100% result in the academic year 2009-2010	Result Analysis
2	To provide remedial class for the arrear students (2009-2010)	Result Analysis
3	To offer five employment related programmes like TALLY and Bank testing (2009-2010)	Program Report/ Certificate

HOD OF BUSINESS ADMINISTRATION

Sl. No.	Objective	Verifiable Indicator
1	To achieve 100% result in the academic year 2009-2010	Result Analysis
2	To reduce percentage of failure by 10% over last year	Result Analysis
3	To conduct National level seminar by eminent personalities both in academics and industry (2009-2010)	Program Report

Public Relationship Officer

Sl. No.	Objective	Verifiable Indicator
1	To organize ten campus interviews for final year students	Campus Interview Record
2	To equip students with knowledge, skill & abilities to face campus interviews by arranging training in Aptitude tests, Group discussions, preparing for technical & HR interviews (2009-2010)	Training Record
3	To arrange three Industrial visits, In-plant training & final semester projects for students (2009-2010)	Visit Report
4	To achieve arrange five Industry Institute Interface	Record
5	To promote career counseling by organizing three guidance lectures by senior corporate personnel	Record
6	To provide soft skill training and to conscientiously impart it in a phased manner	Training Record
7	To achieve arrange two Industry Institute Interface	Record
8	To promote career counseling by organizing three guidance lectures by senior corporate personnel	Record
9	To provide soft skill training and to conscientiously impart it in a phased manner	Training Record



Class Teacher

Sl. No.	Objective	Verifiable Indicator
1	To motivate 10% students to achieve distinction in the academic year 2009-2010	Result Analysis
2	To encourage at least 10% of the students to participate in extra & co-curricular activities year 2009-2010	Program Certificate

Subject Teacher

Sl. No.	Objective	Verifiable Indicator
1	To produce 80% passing result in the concerned subject in the academic year 2009-2010	Result Analysis
2	To insist the students on preparing assignments and maintain a question bank for each subject taught to them year 2009-2010	Material and Question bank

Web Master

Sl. No.	Objective	Verifiable Indicator
1	Within 24Hrs the given information will be uploaded in the college website	Hard copy of the given information
2	Maintain the website with zero complaints	Web Master

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