



INTERNAL QUALITY ASSURANCE CELL

KRISTU JYOTI COLLEGE
OF MANAGEMENT AND TECHNOLOGY ,
Affiliated to M.G University, Kottayam
An ISO 9001-2015 Certified Educational Institution
Approved by AICTE , New Delhi

IQAC/M/10/2023

MINUTES OF IQAC MEETING HELD ON 10TH MARCH 2023

Venue: Conference Hall

Time: 3.00 pm

AGENDA

Welcome speech: Dr. Anu Antony (IQAC Coordinator)

1. Presenting Previous meeting minutes and action taken report
2. OBE Mapping
3. Criteria wise discussion
4. Internal mark assessment
5. Department wise documentation
6. Internal audit
7. IIQA submission
8. SSR Preparation
9. Action plan for next academic year (Mandatory and Non- Mandatory committees and departments)

Vote of thanks: Mr. T S Tomichen (Administrative Representative)

MEMBERS PRESENT

1. Fr. Thomas Choolaparampil CMI (Manager)
2. Fr. Joshy Cheeramkuzhy CMI (Chair)
3. Dr. Anu Antony (IQAC Coordinator)
4. Dr. Varghese Antony
5. Dr. Benno Joseph
6. Mr. Cijo Joseph
7. Mr. Roji Thomas
8. Prof. Thomas Mathew
9. Mr. T S Tomichen (Administrative Representative)
10. Mr. Dhanup Radhakrishnan (Student Representative)
11. Mr. Arjun Krishna (Alumni Representative)
12. Adv. Job Michael (Local Representative)
13. Prof. Harry Cleetus (Academic Expert)



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HIGHLIGHTS OF THE MEETING

Agenda 1: Presenting Previous meeting minutes and action taken report

Previous meeting minutes and the action taken report of the meeting has been presented and its submitted for the approval of the chair.

Agenda 2: OBE Mapping

As per the New education policy, outcome-based education system was introduced in 2021. As per the discussions all teachers were instructed to frame up the question paper and the teaching patterns in the OBE model. It also ensures the proper execution of prescribed syllabus in such a manner that all the outcomes mentioned for the subjects must be delivered to the students.

Agenda 3: Matrix wise discussion

All IQAC members made a thorough investigation of various criteria matrices to create awareness on time period required for its completion. And its directed to complete filing of all matrixes by the end of the academic year which would help the college to submit the IIQA by the beginning of June 2023.

Agenda 4: Internal mark assessment

The internal mark of the students to be uploaded to the university website is to be prepared with due diligence. It is very important to do the mark classifications with backup data, ie, marks of internal exams, model exams, assignment, seminar presentations etc.

Agenda 5: Department wise documentation

During the meeting, all teachers were instructed to complete their file documentation without any defaults.

Agenda 6: Internal audit

It was decided to conduct internal audits in each department, during which the auditors would authenticate and validate each document kept there. Its decided to conduct the Internal audit at the earliest.

Agenda 7: IIQA Submission

It was decided to submit IIQA on first week of June 2023 in the IQAC meeting. All the teachers were requested to complete their assigned duties beforehand.

Agenda 8: SSR Preparations

A core committee team was developed for the preparation of SSR. All teachers are entrusted with matrices that is to be completed. For the preparation of SSR all the members can access their required data from the department files. These core committee members were requested to stay back in college for few extra hours to complete the work at the earliest.



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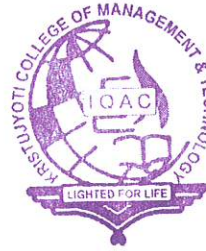
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Agenda 9: Action plan for next academic year (Mandatory and Non- Mandatory committees)

For the next academic year mandatory and non-mandatory committees has been framed and proper guidelines had been given to propose new initiatives to be conducted in the next academic year.

Rev. Fr. Joshy Cheeramkuzhy CMI

Principal
Fr. Joshy Cheeramkuzhy CMI
Principal
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Dr. Anu Antony
IQAC Coordinator