



# 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/04/2021**

**MINUTES OF IQAC MEETING HELD ON 10<sup>TH</sup> SEPTEMBER 2021**

**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. NAAC orientation programme by Dr. Harry Cleetus
3. Open House for below average students
4. Faculty Development Programme on Intellectual Property Right
5. Result evaluation of university examinations
6. Discussions on file documentation

Vote of thanks: Dr. Benno Joseph (Faculty Representative)

### **MEMBERS PRESENT**

1. Fr. Thomas Choolaparampil CMI (Manager)
2. Fr. Joshy Cheeramkuzhy CMI (Principal)
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. Retto P Chacko (Student Representative)
11. Ms. Namitha Suresh (Alumni Representative)
12. Ms. Lalimma Tomy (Local Representative)
13. Dr. Jose James (Academic Expert)



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### HIGHLIGHTS OF THE MEETING

#### **Agenda 1: Presenting previous meeting minutes and Action Taken Report**

The previous meeting minutes and the Action Taken Report of has been presented and approved by the chair. And also feedback has been asked to the committee members regarding the actions that have been implemented after the previous meetings.

#### **Agenda 2: NAAC orientation programme by Dr. Harry Cleetus**

Training programme has been conducted by Dr. Harry Cleetus (Former Principal, St. Alberts college, Ernakulum) on NAAC related files and documents that have to be maintained by the institute for the accreditation purpose.

#### **Agenda 3: Open House for below average students**

Its decided to conduct Open house meeting for all students who have got an average mark less than fifty percent. The students are to be selected based on their performance in the internal and model examination.

#### **Agenda 4: Faculty Development Programme on Intellectual Property Right.**

Its decided to conduct Faculty Development Programme on Intellectual Property Right for the faculty members.

#### **Agenda 5: Result evaluation of university examinations**

Result evaluation and current status of the university level examination for the students are conducted and based on the evaluation the scholarship has been initiated by the college for the students for the upcoming semester.

#### **Agenda 6: Discussions on file documentation**

Discussions are made on various files and documents that are required for the proper filing of the data that are required for the accreditation purpose. All file in charges are requested to brief the current status of all the files and also the time required to complete the pending files.

Fr. Rev. Fr. Joshy Cheera CMI  
Principal  
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Dr. Anu Antony  
IQAC Coordinator