



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/03/2021

MINUTES OF IQAC MEETING HELD ON 11TH JUNE 2021

Venue: Conference Hall

Time: 3.00 pm

AGENDA

Welcome Address: Dr. Anu Antony (IQAC Coordinator)

1. Presenting previous meeting minutes and action taking report
2. Reconstitution of IQAC
3. Entry level examinations
4. Evaluation of new initiatives by teaching community
5. New Add on courses for students
6. Department filing for the new academic year
7. Format discussions for department documentation
8. Syllabus discussion and course planning
9. Suggestions by IQAC
10. General discussions.

Vote of Thanks: Dr. Varghese Antony (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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Agenda 1: Presenting previous meeting minutes and action taking report

The minutes as well as the action taken report of the previous meeting were discussed. This helped the management and staff to get an update regarding all the activities carried out since the last meeting.

Agenda 2: Reconstitution of IQAC

It was decided to reconstitute the IQAC Committee. Mr. Retto P Chacko of MCom Final year, had been appointed as the student representative.

Agenda 3: Entry level examinations

It was decided to conduct an entry level examination for all the first year post graduation and under graduation students, which would help the teachers to identify the advance learners and slow learners.

Agenda 4: Evaluation of new initiatives by teaching community

Teachers briefly introduced the various activities decided to be carried out throughout the new academic year following the suggestion of including both academic and extracurricular activities.

Agenda 5: New Add on courses for students

It was decided to conduct Add on courses for all the under graduate students related to their curriculum which would help them to have more knowledge in the field of their interest.

Agenda 6: Department filing for the new academic year

All teachers were requested to have a proper filing of the documents entrusted to them. This would help in the proper compilation of work at the end of the academic year.

Agenda 7: Format discussions for department documentation

Teachers were requested to follow the format given by IQAC for filing and documentation purposes in order to ease their compilation works.

Agenda 8: Syllabus discussion and course planning

It was necessary to create a suitable syllabus and course planning for the upcoming academic year. Teachers were asked to make an academic plan that will help in the timely completion of the correct portions of the syllabus.

Agenda 9: Suggestions by IQAC

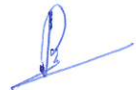


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The IQAC coordinator requested the teachers to complete the file documentation on time and to take extra effort to stay back for few hours for the timely completion of the files.

Fr. Joshy Cheeramkuzhy CMI
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Rev. Fr. Joshy Cheeramkuzhy CMI
Principal


Dr. Anu Antony
IQAC Coordinator

