



# 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/02/2021**

**MINUTES OF IQAC MEETING HELD ON 18<sup>TH</sup> MARCH 2021**

**Time: 3.00 pm to 4.00 pm**

**Venue: Conference Hall**

## **AGENDA**

Welcome Address: Dr. Anu Antony, (IQAC Coordinator)

1. Presenting Previous meeting minutes and Action Taken Report
2. Talk by External Expert (Dr. Jose James, Former registrar MG University)
3. Minutes of previous minutes and Action taken Report
4. Policy Discussions
5. Initiatives of clubs and cells
6. Mentoring
7. Feedback Assessment of teachers
8. Performance based Assessment of non-teaching staff

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. Jestin Joseph (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: Minutes of previous minutes and Action taken Report**

The minutes and action taken report of the previous IQAC meeting was presented by the IQAC Coordinator and discussions were made on the same.

### **Agenda 2: Talk by External Expert (Dr. Jose James, Former registrar MG University)**

An orientation on NAAC Accreditation procedure given by Dr. Jose James, Registrar of MG University. The session clearly addressed all the seven criteria and the focal point matrices. The key indicators in each criterion have been highlighted.

### **Agenda 3: Feedback session on Filing of department documentation**

The teachers in charge of the various files were requested to remain updated with documentation. The IQAC team had discussion with the individual handling of the files in order to fully understand the situation. The progress of department wise file documentation was analysed. The challenges and hindrances in relation to documentation were discussed.

### **Agenda 4: Policy Discussions**

As part of the IQAC initiatives it was decided to frame various policy documents for the institute including Human Resource Policy, Finance Policy, Policies for Clubs and cells etc.

### **Agenda 5: Initiatives of clubs and cells**

New clubs were formed during the meeting. Teacher in charges were assigned for each club and cell to conduct various programmes in the banner of the same.

### **Agenda 6: Mentoring**

As per the discussions, mentorship sessions were allotted to each teacher with their assigned students. The actions and remarks were to be recorded in the log book.

### **Agenda 7: Feedback Assessment of teachers**

It was decided to collect and analyse the feedback assessment of the teachers from the students. Separate feedback form is designed for each batch which include the name, subject name and analysing criteria. Its distributed among all the students decided to collect the feedback, for which analysis has to be done.

### **Agenda 8: Performance based Assessment of non-teaching staff**





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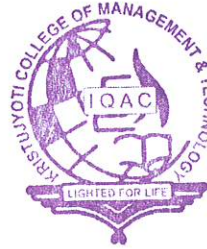
Performance appraisal of the non-teaching community has to be conducted at the earliest and to give adequate feedback to the non-teaching staff.

## Agenda 9: General Discussions

There was a general discussion by the Principal with the committee members in relation to NAAC Accreditation as well as other academic significances. Various staff assignments for the next academic year were allotted.

Rev. Fr. Joshy Cheeramkuzhy CMI

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