



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/01/2021

MINUTES OF IQAC MEETING HELD ON 19TH JANUARY 2021

Time: 3.00 pm to 4.00 pm

Venue: Conference Hall

AGENDA

Welcome Address: Dr. Varghese Antony (Vice Principal, KJCMT)

1. Introducing IQAC and its Constitution in college
2. Objectives of IQAC Cell
3. Core Team for NAAC Compilation
4. Orientation for faculty members regarding NAAC Documentation
5. Department wise file documentation
6. Faculty Resource Team
7. MoU's
8. General Discussion

Vote of Thanks: Mr. Roji Thomas (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: Introducing IQAC and its Constitution in college

The meeting held on 19th January 2021 presided over by the Principal Fr. Joshy Cheeramkuzhy CMI introduced IQAC to the faculty members and the necessity for having NAAC Accreditation for the college. Dr. Anu Antony (Associate Professor, post graduate Department of Commerce and PG Course Coordinator) was appointed as the IQAC head.

Agenda 2: Objectives of IQAC Cell

The IQAC Coordinator Dr. Anu Antony made a detailed presentation of the IQAC composition and its objectives. She spoke about the aims and the initiatives to be adopted for the first cycle submission of NAAC.

Agenda 3: Core Team for NAAC Compilation

A core team of seven teachers have been selected for the Data Compilation for NAAC Accreditation purpose.

Agenda 4: Orientation for faculty members regarding NAAC Documentation

The IQAC Committee presented NAAC orientation to the faculty members. All the seven criteria were explained in general.

Agenda 5: Department wise file documentation

The IQAC team of the institution decided to direct the HODs and faculty members of all the departments to initiate the file documentations from 2018 onwards as per the given guidelines. The committee planned to meet once in every three months to assess the academic and administrative activities of each department.

Agenda 6: Faculty Resource Team

The Faculty Resource team decided to start its functioning for sessions in the campus for students. Rev. Fr. Joshy Cheeramkuzhy CMI will oversee this venture and arrange resource persons from team to various sessions requested by the departments for in house orientations.

Agenda 7: Memorandum of Understanding

Fr. Joshy Cheeramkuzhy CMI (Principal, KJCMT) initiated signing of more MoU's to give a better learning experience for the students.



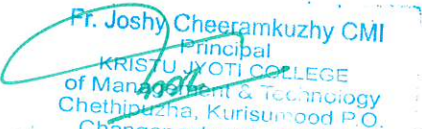
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Agenda 8: General Discussions on academic performance and upcoming events

After the discussion on the National Assessment and Accreditation Council (NAAC), Rev. Fr. Joshy Cheeramkuzhy CMI, Principal, reviewed the academic performance and upcoming events with the HODs.

The performance status of various clubs and committees till the date was revised. The areas to be improved was clearly identified and explained.

Vote of Thanks was proposed by Ms. Sruthymol Joseph (Assistant Professor, Post Graduate Department of Commerce)


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


Dr. Anu Antony
IQAC Coordinator

