



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

MINUTES OF IQAC MEETING HELD ON 27th JUNE 2022

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. Conduct FDP's on Outcome Based Education
3. Teachers profile Updation
4. Review of Clubs and cells
5. Criteria wise presentation and evaluation
6. Introducing Peer teaching
7. Orientation programme for teachers
8. Outcome Based education
9. Syllabus and Course planning
10. General discussion

Vote of Thanks: Mr. Cijo Joseph (Faculty 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

The minutes of the previous meeting minutes and action taken report has been presented and an evaluation of the actions that are mentioned in the minutes has been evaluated by the chair.

Agenda 2: Conduct FDP's on Outcome Based Education

Decided to conduct Faculty Development programmes based on the Outcome based education for all the faculty members of the college to have a proper knowledge on teaching practises and question paper settings based on OBE. The FDP also include discussion of preparing OBE manual, Mapping of PO, PSO and CO.

Agenda 3: Teachers profile Updation

All teachers were requested to complete their profile at the earliest for AAA audit documentation. The profile include academic details, work experience, Publications, Presentations, Academic memberships, awards, editorial membership etc.

Agenda 4: Review of Clubs and cells

The performance of clubs and cells were reviewed in light of action plan submitted as per the decision taken in the previous meeting. The cells and clubs were also instructed to update their activities in the website without any fail.

Agenda 5: Criteria wise presentation and evaluation

It was decided to conduct criteria wise presentations and evaluations of the various criteria heads. The matrices completed by each criterion were presented.

Agenda 6: Introducing Peer teaching

All teachers were instructed to maintain a log book regarding all the details of peer teaching. The log book must include the following details: name of the students, programme and course, number of hours taken, time period, signature of the student.

Agenda 7: Orientation programme for teachers

As it was the beginning of the new academic year, all teachers were requested to attend the orientation programme organised by the college.

Agenda 8: Outcome Based education

All teachers were requested to complete the preparation of PO, PSO and CO of all the subjects as the mapping was planned to be done at the earliest.



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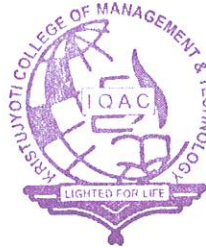
Agenda 9: Syllabus and Course planning

Syllabus and course planning was to be done before hand to help the teachers to plan their academic profile in advance to complete the portions on time.

Agenda 10: General Discussion

General Discussions were done on the various matters which include discipline of students, career enrichment programme for the teachers, placement activities for final year students etc.

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



Dr. Anu Antony
IQAC Coordinator