



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/09/2023

MINUTES OF IQAC MEETING HELD ON 4th JANUARY 2023

Venue: Conference Hall

Time: 3.00 pm

AGENDA

Welcome Speech: Dr. Anu Antony (IQAC Coordinator)

1. Presenting previous year minutes and action taken report
2. Career development for teaching faculty
3. Orientation programmes for non-teaching community
4. Criteria wise compilation
5. Peer teaching: review
6. Reviews of clubs and cells
7. Reviews on advance learners and slow learners
8. Open house

Vote of Thanks: Dr. Benno 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)

Thanking You

Dr. Anu Antony

(IQAC Coordinator)



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HIGHLIGHTS OF THE MEETING

1. Presenting Previous meeting minutes and action taken report

Minutes of the previous year meeting and the action taken report of had been presented in the meeting and its approved by the chairman and the members.

2. Career development for teaching faculty

All teachers were encouraged to participate in career-oriented programmes which enhanced both the institution's and their own upliftment.

3. Orientation programmes for non-teaching community

An orientation workshop was decided to be conducted for the non-teaching employees which will help in their motivation and self-confidence growth, and also aid in making them feel at home.

4. Criteria wise compilation

The core team for the criteria-wise compilation presents an update on the compilation's current status and the period of time required to register for NAAC.

5. Peer teaching: review

The peer teaching session was implemented in the post graduate departments. The PG students were entrusted to engage the classes in UG programmes.

6. Reviews of clubs and cells

All the teacher in charges of the various clubs and cells were given the responsibility to organize various programmes related to their respective cells and clubs. All the in charges of the mandatory clubs were requested to complete their duties by the weekend.

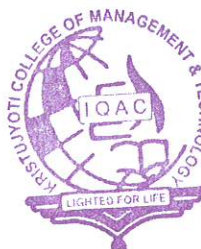
7. Reviews on advance learners and slow learners

As per the entry level examinations conducted in UG and PG programmes, all the teachers were instructed to categorise their students into 2 criteria: Advance learners and Slow learners.

8. Open house

It was decided to conducted PTA meetings for all students once in every semester to get feedbacks on the students and their performances.

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



Dr. Anu Antony
IQAC Coordinator