



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/6/2022

MINUTES OF IQAC MEETING HELD ON 4TH MARCH 2022

Venue: Conference Hall

Time: 3.00 pm

AGENDA

Welcome speech: Dr. Anu Antony (IQAC coordinator)

1. Actions taken on Entry level examinations
2. Department wise documentation
3. Mentoring
4. Memorandum of Understanding
5. Academic retreat for teaching community
6. New action plans for non-teaching staff members
7. Recognition for students who excel in different fields other than academic

Vote of thanks: Mr. Cijo 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. Retto P Chacko (Student Representative)
11. Ms. Namitha Suresh (Alumni Representative)
12. Ms. Lalimma Tomy (Local Representative)
13. Dr. Jose James (Academic Expert)

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

HIGHLIGHTS OF THE MEETING

Actions taken on Entry level examinations

As per the entry level examinations conducted, all the first year PG and UG students are divided into advance learners and slow learners. Three set question papers are circulated among the students and based on the examinations all first year students are divided on the basis of their performance.

Department wise documentation

Teachers were requested to complete the entrusted files and submit them at the earliest. All the files must be updated and must be supported with ample backup documents.

Mentoring

All teachers were entrusted with a definite number of students for mentoring activities and the remarks were recorded in the mentoring log book. The mentoring log book must include details of the mentee, date and time of mentoring, next scheduled meeting, remarks if any etc.

Memorandum of Understanding

Teachers were requested to take initiative to sign Memorandum of Understanding with premium institutes and corporates which will help students to excel academically. With these initiatives, it will be easy for the institute to arrange seminars, workshops, orientation programmes, placements drive etc. for the students.

Academic retreat for teaching community

It was decided to conduct an academic retreat for teachers to help them to have good positive attitudes. The programme is mainly concentrate on academic orientation, positive attitude, understanding students behaviour, handling students with low academic performance etc.

New action plans for non-teaching staff members

It was decided to conduct orientation and motivation programmes for the non-teaching community to help them to feel at home. Orientation and motivational programmes for non-teaching community has to be conducted which help them to perform more with high engagement level and morale.

Recognition for students who excel in different fields other than academic

It was decided to recognize the students who excel in different fields like yoga, sports, arts etc. its decided to appreciate Ms. Ansu Mary Saji, who have secured Guinness world record for yoga. This will help her to be more motivated and focussed.



Rev. Fr. Joshy Cheeramkuzhy CMI

Principal
KRISTU JYOTI COLLEGE
of Management & Technology
Chethipuzha, Kurisumood P.O.
Changanacherry - 686 104



Dr. Anu Antony
IQAC Coordinator

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/ATR/6/2022

ACTION TAKEN REPORT FOR THE MEETING HELD ON 4TH MARCH 2022

Sl. No	Agenda	Decisions Made	Action Taken
1	Action taken on Entry level examinations	To divide the students based on the entry level examinations.	All the first-year students were categorised into slow learners and advance learners based on the entry level examinations.
2	Department wise documentation	Teachers were instructed to complete the department documentation at the earliest.	All the teachers completed and submitted the files entrusted to them
3	Mentoring	Definite number of students were allotted to teachers for mentoring activity.	All the teachers completed their mentoring activity and recorded the details of the mentee in the mentoring log book.
4	MoU's	To sign MoU's with premium institutions and corporates.	In the month of April and May MoU's were signed with premium institutions and corporates.
5	Academic retreat for teaching community	To conduct academic retreat for the teaching community.	Academic retreat was conducted for the teaching community in the month of June.
6	New action plans for non-teaching staff members	To conduct orientation programmes for the non-teaching community.	Orientation and motivation programmes were conducted in the month of April and May for non-teaching community
7	Recognition for students who excel in different fields other than academic	To recognize the students who excelled in various fields other than academic.	The students with excellence in various fields were appreciated by Principal.



Rev. Fr. Joshy Cheeramkuzhy CMI
 Principal
 KRISTU JYOTI COLLEGE
 of Management & Technology
 Chethipuzha, Kurisumood P.O.
 Changanacherry - 686 104




Dr. Anu Antony
 IQAC Coordinator