



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/05/2021

MINUTES OF IQAC MEETING HELD ON JANUARY 7th 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. Evaluation of department documentation
3. Activities on Research Methodology and Intellectual Property Right
4. Assessment of activities of clubs and cells
5. Progress evaluation of criteria
6. Framing up of new policies
7. Academic evaluation
8. Career wise evaluation of teachers

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. Retto P Chacko (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: Presenting Previous meeting minutes and Action Taken Report

The previous meeting minutes and the action taken report has been presented and discussed. Chair collected the feedback on the performance of the activities that are given in the action taken report.

Agenda 2: Evaluation of department documentation

Decided to conduct the evaluation of department documentation on 17th January 2022. All teachers are requested to completed the allotted files within the stipulated time period.

Agenda 3: Activities on Research Methodology and Intellectual Property Right

It was decided to conduct workshops on Research Methodology and Intellectual Property Right in the coming month.

Agenda 4: Assessment of activities of clubs and cells

Decided to assess all the activities of various clubs and cells based on the benchmark given by IQAC. Its decided to give proper guidelines to all the in charges of club and cells to conduct programmes that are beneficial for the students.

Agenda 5: Progress evaluation of matrix

All the teachers who are entrusted with various matrixes of the NAAC accreditation programme has to be presented to disclose their current status.

Agenda 6: Framing up of new policies

Decided to have academic council once in a while for framing up of policies. The academic council of the college has been joined to frame up policies for the institute that has to be communicated to all staff members to ensure proper administration.

Agenda 7: Academic evaluation

Academic performance of the students was decided to conduct based on the marks of internal exams, model exams, presentations, assignment etc. The overall activities of the college-both academic and extracurricular were reviewed. The shortfalls were identified and corrective measures were indicated with the help of IQAC

Agenda 8: Career wise evaluation of teachers

Career wise evaluation of the teachers was decided to conduct based on the self-assessment of the teachers. All teachers are requested to submit an analysis statement which include all the academic oriented activities that they are conducted for the last six months.



Rev. Fr. Joshy Cheeramkuzhy CMI
Principal



Dr. Anu Antony
IQAC Coordinator