



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/11/2023

MINUTES OF IQAC MEETING HELD ON 29TH JUNE 2023

Time: 3.00 pm to 4.00 pm

Venue: Board Room

AGENDA

Welcome Speech: Dr. Anu Antony (IQAC Coordinator)

1. Presenting Previous meeting minutes and action taken report
2. Reconstitution of IQAC
3. SSR Submission
4. Preparation for Peer Team Visit
5. Department Wise Documentation and Presentation
6. Outcome Based Education
7. Faculty Training Programme

Vote of Thanks: Ms. Thushara Sojan (Faculty Representative)

MEMBERS PRESENT

1. Rev. Dr. Joshy Cheeramkuzhy CMI (Chair)
2. Dr. Anu Antony (IQAC Coordinator)
3. Rev. Dr. Thomas kallukalam (Management Representative)
4. Dr. Varghese Antony (Vice Principal)
5. Dr. Benno Joseph (Faculty Representative)
6. Mr. Cijo Joseph (Faculty Representative)
7. Ms. Thushara Sojan (Faculty Representative)
8. Dr. Twinkle Jacob (Faculty Representative)
9. Ms. Divya S Nair (Faculty Representative)
10. Ms. Tincy George (Administrative Representative)
11. Mr. Jithu George (Student Representative)
12. Ms. Reenu Maria Binoy (Alumni Representative)
13. Adv. Job Michael (MLA) (Local Representative)
14. Prof. Harry Cleetus (Academic Expert)



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HIGHLIGHTS OF THE MEETING

Agenda 1. Presenting Previous meeting minutes and action taken report

Minutes of the previous meeting held on March 2023 and its Action Taken Report had been presented and its approved by the chair. The chair insisted to have thorough follow up for the proper implementation of the programs planned.

Agenda 2. Reconstitution of IQAC

IQAC had been reconstituted with new members for the academic year 2023-2024. The members Include:

- 1.Rev.Dr. Joshy Cheeramkuzhy CMI(Chair)
- 2.Dr. Anu Antony (IQAC Coordinator)
- 3.Rev.Dr. Thomas kallukalam (Management Representative)
- 4.Dr. Varghese Antony (Vice Principal)
- 5.Dr. Benno Joseph (Faculty Representative)
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Agenda 3.SSR Submission

The IQAC coordinator Dr. Anu Antony insisted to submit the SSR for the first cycle in the 2nd week of July. And also she added to have great care during the Student Satisfaction Survey that will be conducted by the NAAC team immediately after the SSR submission followed by the peer team visit in the coming month.

Agenda 4. Preparation for Peer Team Visit

The IQAC coordinator Dr. Anu Antony, gave a brief outline about the Peer team visit that will be, most probably in the month of October or November. She shares her concern about the proper presentation of our institute before the Peer team and remind the chair to make prior preparations for the same.

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Agenda 5. Department Wise Documentation and Presentation

The Chair insisted to have proper updations for the department files as its very important to be proper and well-arranged at the time of department presentation during peer team visit.

Agenda 6. Outcome Based Education

Proper Implementation of OBE is very necessary and it's also important to have proper awareness for all teachers to have proper completion of their syllabus based on Outcomes insisted by each programmes and prepare question papers for Internal and Mode examinations based on the same.

Agenda 7. Faculty Training Programme

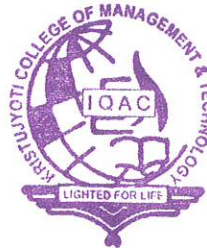
Its decided to conduct Faculty Training Programmes regarding the peer team visit to have proper awareness about the do's and don'ts during the visit.



Rev. Fr. Joshy Cheeramkuzhy CMI

Principal

Fr. Joshy Cheeramkuzhy CMI
Principal
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Dr. Anu Antony

IQAC Coordinator
M Com, MBA, MA, PGDFT, PGDIB, & Ph.D
Associate Professor, IQAC Co-ordinator and PG
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