



# INTERNAL QUALITY ASSURANCE CELL

## KRISTU JYOTI COLLEGE

OF MANAGEMENT AND TECHNOLOGY

Affiliated to M.G University, Kottayam

Recognised by UGC 2(f) & Approved by AICTE, New Delhi

An ISO 9001-2015 Certified Educational Institution

### MINUTES OF IQAC MEETING HELD ON 29<sup>TH</sup> SEPTEMBER 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. Preparation for Peer Team Visit
3. Department Wise Documentation and Presentation
4. Faculty Training Programme for NEP Preparedness

Vote of Thanks: Ms. Divya S Nair (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. Aksa Ann Santhosh (Student Representative)
13. Ms. Reenu Maria Binoy (Alumni Representative)
14. Adv. Job Michael (MLA) (Local Representative)
15. 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 June 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. Preparation for Peer Team Visit**

Systematic preparation for the well execution of the peer team visit is insisted by the chair. Different committees that has to be framed for the execution of the visit and also the teams for exhibition, cultural programmes etc. has also been constituted.

#### **Agenda 3. Department Wise Documentation and Presentation**

The files for all the departments are well prepared and arranged and the audit for the same has been insisted by the chair to check for the accuracy and content. The department presentations that is to be made by the department heads during peer team visit must be completed and proper preparations has to be made for its proper delivery.

#### **Agenda 4. Faculty Training Programme for NEP Preparedness**

Its decided to conduct Faculty Training Programmes for NEP which include the preparations that is to be made by the faculty members for the proper implementation of the NEP.

Rev. Fr. Joshy Cheeramkuzhy CMI

Principal

Dr. Anu Antony

IQAC Coordinator

