



# 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



NAAC ACCREDITED A GRADE  
CGPA OF 3.17 (FIRST CYCLE)

### MINUTES OF IQAC MEETING HELD ON 26<sup>th</sup> MARCH 2024

**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. Discussion of AQAR 2023-2024
3. Faculty orientation and Training Programme in April 2024
4. Academic Administrative Audit
5. Discussion of Quality Initiatives
6. Any other matter

Vote of Thanks: Dr. Twinkle Jacob (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 (Alumni Representative)
13. Adv. Job Michael (MLA) (Local Representative)
14. Prof. Harry Cleetus (Academic Expert)
15. Mr. Jeswin Jose (Industry Expert)



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### MINUTES

IQAC/M/14/2024

DATE: 26<sup>TH</sup> MARCH 2024

#### Agenda 1: Presenting Previous meeting minutes and action taken report

Minutes of the previous meeting held on September 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: Discussion of AQAR 2023-2024

Annual Quality Assurance Report has been decided to submit before 31<sup>ST</sup> December 2024. The preparations for the same has been in progress.

#### Agenda 3: Faculty orientation and Training Programme in April 2024

The following Faculty orientation and Training Programme has been decided to conduct in the month of April

1. FDP on FYUGP on 16<sup>th</sup> April 2024
2. FDP on grooming Professional educational Leaders on 18<sup>th</sup> april 2024, 10.00 am
3. Professional development Programme on Personal and Professional effectiveness on 18<sup>th</sup> April 2024, 12.15 pm
4. Workshop on OBE and Innovative Pedagogy on 23<sup>rd</sup> April 2024

#### Agenda 4: Academic Administrative Audit

Its decided to conduct the Academic Administrative Audit on April 30<sup>th</sup> 2024.

#### Agenda 5: Discussion of Quality Initiatives

Its decided to conduct Internal audit of all the departments in the month of April. The Feedback on Teachers and also the Institutional Feedback and its analysis has been decided to complete by the end of April, 2024.

Rev. Dr. Joshy Cheeramkuzhy CMI

Principal

Rev. Dr. JOSHY CHEERAMKUZHY CMI  
PRINCIPAL  
KRISTU JYOTI COLLEGE  
of Management and Technology  
Chethipuzha, Kurisumood PO  
Changanacherry 686 104

Dr. Anu Antony

IQAC Coordinator

