INTERNAL QUALITY ASSURANCE CELL

KRISTU JYOTI COLLEGE
OF MANAGEMENT AND TECHNOLOGY
Affiliated to M.G University,Kottayam
NAAC Accredited A Grade with CGPA of 3.17
Recognised by UGC 2(f) & Approved by AICTE ,New Delhi
An ISO 9001-2015 Certified Educational Institution

MINUTES OF IQAC MEETING HELD ON 11th MARCH 2025

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 of action plan for next academic year

   - action plan for clubs and cells
   - Action plan for all departments

3. Preparation of the AAA schedule
4. File documentation submission
5. IQAC quality Initiatives

Vote of Thanks: Mr. Cijo Joseph (Faculty Representative)

MEMBERS PRESENT

Rev.Dr. Joshy George (Chair) (Principal)

1. Dr. Anu Antony (IQAC Coordinator)
2. Rev.Dr. Thomas kallukalam (Manager)
3. Dr. Joseph Sam (Vice Principal)
4. Dr. Benno Joseph (Faculty Representative)
5. Mr. Cijo Joseph (Faculty Representative)
6. Ms. Thushara Sojan (Faculty Representative)
7. Dr. Twinkle Jacob (Faculty Representative)
8. Ms. Divya S Nair (Faculty Representative)
9. Roji Thomas (HOD, Department of Computer Application)
10. Ms. Joice Joseph (Administrative Representative)
11. Ms. Riya Regi (Student Representative)
12. Ms.Aksa Ann Santhosh(Alumni Representative)
13. Adv.Job Michael(MLA) (Local Representative)
14. Mr.Jeswin Jose (Nominee from Industrialist/Stakeholders/employers)

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MINUTES

IQAC/M/17/2025   **DATE: 11TH MARCH 2025**

Agenda 1. Presenting Previous Meeting Minutes and Action Taken Report

The minutes and action taken report of the previous IQAC meeting were presented for review. All members went through the report and confirmed the completion of previously discussed tasks. The report was approved unanimously without any amendments.

Agenda 2. Preparation of Action Plan for Next Academic Year

The committee discussed the institutional action plan for the upcoming academic year 2025–2026. Departments, clubs, and cells were asked to submit their annual action plans aligned with academic and co-curricular objectives. IQAC will consolidate and monitor the implementation of these plans throughout the year.

Agenda 3. Preparation of the AAA Schedule

It was resolved to conduct the Academic and Administrative Audit (AAA) during the first quarter of the academic year. IQAC will develop the audit framework, finalize dates, and share the schedule with all departments. An orientation session will be organized to brief the faculty and heads on the process and documentation required.

Audit Schedule :
March 8th, 19th and 20th : - Post Graduate Department of Commerce,
March 20th, 21st :- Post Graduate department of Management Studies
March 25th, 26th – Department of Geology
March 26th afternoon, 27th, 28th :- Post graduate Department of Psychology
March 24th , April 7th and 8th:- Post graduate Department of Computer Applicatio
Computer Lab11th April

Agenda 4. File Documentation Submission

The importance of timely and accurate documentation was emphasized for audit, accreditation, and ranking purposes. Departments and functional units were directed to submit their updated files with supporting evidence in both physical and digital formats. IQAC will begin verification of files in the upcoming review cycle.

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