



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 24th JANUARY 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. Discussion on Internal audit (Department, clubs and cells)
3. AAA audit
4. Faculty training programmes
5. Discussion on quality initiatives for departments

Vote of Thanks: Ms Aksa Ann Santhosh (Alumni Representative)

MEMBERS PRESENT

1. Rev.Dr Joshy George (Chair) (Principal)
2. Dr Anu Antony (IQAC Coordinator)
3. Rev.Dr Thomas kallukalam (Manager)
4. Dr Joseph Sam (Vice Principal)
5. Dr Benno Joseph (Faculty Representative)
6. Ms Thushara Sojan (Faculty Representative)
7. Dr Twinkle Jacob (Faculty Representative)
8. Ms Divya S Nair (Faculty Representative)
9. Mr 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/16/2025

DATE: 24TH JANUARY 2025

Agenda 1. Presenting Previous Meeting Minutes and Action Taken Report

The previous meeting minutes and corresponding action taken report were presented for review and approval. All members examined the details and confirmed satisfactory completion of most listed actions. The report was accepted without objections or amendments.

Agenda 2. Discussion on Internal Audit (Departments, Clubs, and Cells)

The committee discussed the schedule and scope of the internal audit for departments, clubs, and cells. It was decided that internal audits will be conducted in a phased manner with standard guidelines. IQAC will coordinate with respective units to ensure compliance and documentation readiness. It was also decided to conduct the Audit for Library, Examination cell, Computer Lab as well as the administrative office.

Agenda 3. AAA (Academic and Administrative Audit)

The need for conducting the Academic and Administrative Audit (AAA) was discussed in detail. It was agreed that the AAA will be conducted annually to assess departmental performance and governance. IQAC will circulate the audit criteria and initiate the process with an external peer team.

Agenda 4. Faculty Training Programmes

The importance of continuous faculty development was highlighted during the discussion. It was resolved to organize regular training programmes focusing on pedagogical innovation, research methodology, and ICT tools. Departments will collaborate with IQAC to propose and schedule relevant training sessions.

Agenda 5. Discussion on Quality Initiatives for Departments

The committee encouraged each department to take ownership of internal quality enhancement. Departments were asked to implement initiatives such as peer teaching, academic audits, and mentoring systems. IQAC will evaluate the effectiveness of these initiatives through periodic reviews and feedback mechanisms.



IQAC KJCMT