



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

IQAC/M/21/2026

MINUTES OF IQAC MEETING HELD ON 27th MARCH 2026

Venue: Board Room

Time : 03.00 PM


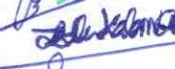



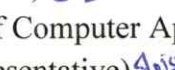
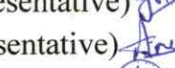


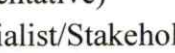

AGENDA

Welcome Speech: Dr Anu Antony (IQAC Coordinator)

1. Presenting Previous meeting minutes and action taken report
2. Second Internal Academic Administrative Audit
3. External Academic Administrative Audit
4. Faculty Development Programme

Vote of Thanks: Roji Thomas (HOD, Department of Computer Application)

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. Angelo Susan Anil (Student Representative) 
12. Ms. Aksha Ann Santhosh (Alumni Representative) 
13. Adv. Job Michael (MLA) (Local Representative)
14. Mr. Jeswin Jose (Nominee from Industrialist/Stakeholders/employers)



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HIGHLIGHTS OF THE MEETING

Agenda 1: Internal Academic Administrative Audit

The committee resolved to conduct the internal audit from April 13 onwards. The audit will cover all departments, clubs, and cells to ensure compliance with quality standards and proper documentation.

Agenda 2: External Academic Administrative Audit

The committee discussed the schedule for the external audit. It was decided to conduct the external audit in the month of May. IQAC will coordinate with external auditors and ensure all necessary arrangements and documentation are in place.

Agenda 3: Faculty Development Programme (FDP)

The committee decided to organize a Faculty Development Programme (FDP) in May. The FDP will focus on enhancing teaching methodologies, research skills, and the use of ICT tools. IQAC will coordinate the planning and execution of the programme.

Rev. Dr. Joshy George

Principal

Dr. Anu Antony

IQAC Coordinator

