



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/19/2025

MINUTES OF IQAC MEETING HELD ON 19th SEPTEMBER 2025

Venue: Board Room

Time : 03.00 PM





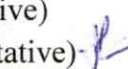
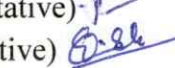
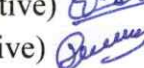
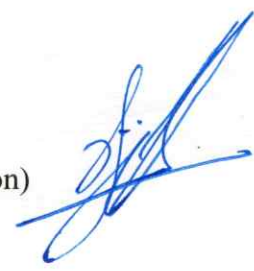
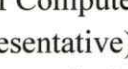
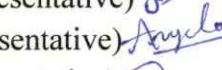
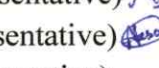
AGENDA

Welcome Speech : Dr. Anu Antony (IQAC Coordinator)

1. Presentation of Previous Meeting Minutes and Action Taken Report
2. Discussion on Submission of Annual Quality Assurance Report (AQAR)
3. Preparation for NIRF, KIRF, and India Today Rankings
4. Discussion on Internal Audit
5. Faculty Development Programme

Vote of Thanks : Ms. Divya S Nair (Faculty 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. 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: Presentation of Previous Meeting Minutes and Action Taken Report

The minutes of the previous meeting along with the action taken report were presented before the committee. Members reviewed the report and approved it without any modifications.

Agenda 2: Submission of Annual Quality Assurance Report (AQAR)

The committee discussed the timeline for submitting the Annual Quality Assurance Report. It was decided that the AQAR will be prepared and submitted in the month of December. All departments are instructed to compile and submit required data to IQAC within the stipulated time.

Agenda 3: Preparation for NIRF, KIRF, and India Today Rankings

The committee resolved to initiate preparations for NIRF, KIRF, and India Today Rankings. Departments were instructed to begin data collection, documentation, and verification processes. IQAC will coordinate and monitor the progress to ensure timely completion.

Agenda 4: Internal Audit

The committee discussed conducting the internal audit for departments, clubs, and cells. It was decided that the internal audit will be conducted in the month of November. Further, it was resolved that documents from the period June to October will be verified during the audit process. All concerned units are instructed to ensure proper documentation and readiness.

Agenda 5: Faculty Development Programme (FDP) for Teachers

The committee discussed the importance of continuous professional development for faculty members to enhance teaching quality and research capabilities. It was resolved to organize **Faculty Development Programmes (FDPs)** focusing on emerging teaching methodologies, research skills, ICT-enabled teaching, and outcome-based education.

Departments were encouraged to identify training needs and suggest relevant areas for FDPs. IQAC will take the responsibility of planning, coordinating, and organizing these programmes in collaboration with external experts and institutions.


Rev. Dr Joshy George

Principal




Dr Anu Antony

IQAC Coordinator