



Kristu Jayanti College

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Bengaluru

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Internal Quality Assurance Cell (IQAC)

Meeting Minutes

2024 - 2025



Kristu Jayanti College

A U T O N O M O U S **B e n g a l u r u**

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Internal Quality Assurance Cell (IQAC)

Meeting Details

2024 – 2025

Meeting No.	Date	Agenda
1.	18/07/2024	- Follow-up and Suggestions for the Academic Year 2023–2024 - Functions of the Department Quality Assurance Cell (DQAC) - IQAC Schedule for the Academic Year 2024–2025
2.	26/08/2024	- Approval of Minutes of Previous Meeting - Review of Quality Initiatives of IQAC - Submission of AQAR - Scheduled Programmes of IQAC - Any Other
3.	23/10/2024	- Progress Update from Each Criterion Sub-Committee - AQAR 2023–2024 Submission - DQAC and Mentoring Process
4.	02/01/2025	- Bi-Annual Academic Audit - AQAR Preparation
5.	19/02/2025	IQAC Conference
6.	08/04/2025	Annual Report Discussion

Dr. Aloysius Edward Director IQAC



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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_01

Date: 16/07/2024

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 18/07/2024, Wednesday at 03:00 pm in Panel Room P1, PG Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

1. Follow-up and Suggestions for the Academic Year 2023–2024
2. Functions of the Department Quality Assurance Cell (DQAC)
3. IQAC Schedule for the Academic Year 2024–2025
4. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC)

Academic Year 2024 - 2025

Minutes of the Meeting

Meeting No. 1

Date: 18/07/2024

Venue: Panel Room P1

Time: 03.00 PM

The first meeting of the Internal Quality Assurance Cell for the academic year 2024 – 2025 was held on July 18, 2024. The meeting was chaired by Dr. Aloysius Edward J, Director, IQAC.

Presentation of the agenda of the meeting

Dr. Aloysius Edward J, Director of IQAC presented the agenda of the meeting

Agenda – 1

Follow-up and Suggestions for the Academic Year 2023–2024

Dr. Aloysius Edward J shared a summary of the key quality enhancement activities undertaken during the academic year 2023–2024. He emphasized the importance of consistent departmental engagement and encouraged departments to analyze their progress and propose actionable suggestions for the current academic year. Constructive feedback was welcomed on areas including documentation quality, stakeholder involvement, and innovation in academic practices.

Agenda – 2

Functions of the Department Quality Assurance Cell (DQAC)

The Director elaborated on the structure and operational framework of DQAC. He reiterated that the DQAC would consist of Heads of Departments, documentation managers, and relevant faculty members. The DQAC is expected to:

- Conduct Quality Circle meetings regularly
- Organize Departmental Quality Improvement Sessions
- Monitor student progression, scholarship tracking, and mentoring records
- Ensure the timely submission of departmental reports to IQAC

Departments were advised to integrate DQAC functions with their regular academic review processes.

Agenda – 3

IQAC Schedule for the Academic Year 2024–2025

The tentative IQAC activity calendar for the academic year 2024–2025 was presented. It includes timelines for AQAR data collection, DQAC meetings, student feedback cycles, documentation audits,



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and quality enhancement workshops. Members were encouraged to adhere to the proposed schedule for smoother coordination and timely execution of tasks..

ATR / Compliance Report

- The Department-level Quality Assurance Cells (DQACs) have been successfully constituted and are actively functioning.
- The IQAC schedule for 2024–2025 has been drafted and shared with all departments.

Minutes approved by:

Dr. Aloysius Edward J

Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 18/07/2024

Venue: Panel Room P1

Time: 03.00 PM

Members Present
Chairperson
1. Fr. Dr. Augustine George , Principal
External Experts
2. Prof. A. H. Rajasab , Former Vice Chancellor, Tumkur University
3. Mr. Jayas Damodaran , Senior Director, Sales Force
4. Mr. Ivin George , Alumni Member, Assistant Student Welfare Officer, Christ (Deemed to be University)
Internal Members
5. Fr. Dr. Lijo P Thomas , Management Representative, Vice Principal & CFO
6. Fr. Jais V Thomas , Management Representative, Financial Administrator
7. Dr. Aloysius Edward J , Director, IQAC & Dean, Commerce & Management
8. Ms. Ramya B , Associate Director, IQAC
9. Mr. Jeo Joy A , Controller of Examinations - Ex-Officio
10. Dr. Calistus Jude A L , Dean, Faculty of Sciences
11. Dr. Gopakumar A V , Dean, Faculty of Humanities
12. Dr. Justin Nelson Michael , Director, Centre for Research
13. Dr. Priya Josson Akkara , Member, IQAC
14. Dr. Mary Jacob , Member, IQAC
15. Dr. Manikandan K , Member, IQAC
16. Ms. Minu A , Secretary, IQAC
17. Dr. Arockia Stalin G , Member, IQAC
18. Ms. Rupashree R , Member, IQAC
19. Ms. Jalit Toms , Office Superintendent
20. Dr. Mary Raymer , Member, IQAC
21. Dr. Gokilavani S , Member, IQAC
22. Dr. Soya Mathew , Member, IQAC
23. Dr. Sini M George , Member, IQAC
24. Dr. Pushpa A , Member, IQAC
25. Mr. Biju M , Member, IQAC
Student Representatives
26. Mr. Munish Ram H (Management Studies PG-23MIFC10) Student Council President
27. Ms. Priyanka Ganesh (Commerce UG-22CMP452) Student Council Vice President



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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_02

Date: 24/08/2024

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 26/08/2024, Wednesday at 03:00 pm in the Senate Hall, Admin Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

1. Approval of Minutes of Previous Meeting
2. Review of Quality Initiatives of IQAC
3. Submission of AQAR
4. Scheduled Programmes of IQAC
5. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Academic Year 2024 - 2025

MINUTES OF THE MEETING

Date: 26/08/2024

Time: 03:00 PM

Venue: Senate Hall, Administrative Block

Members Present: 27

Type: IQAC Meeting

The meeting of the Internal Quality Assurance Cell with the external members for the academic year 2024 - 2025 was held on 26th August 2024. The meeting was held in Senate Hall, Administrative Block. The meeting was chaired by the Principal, Fr. Dr. Augustine George. The Chairperson extended a welcome to everyone and acknowledged and expressed gratitude to all members for their guidance and support that has contributed to the institution's development.

Presentation of the agenda of the meeting

Dr. Aloysius Edward J, the Director of IQAC, presented the agenda for the meeting.

Agenda – 1

Approval of the meeting minutes held on 17th November 2023

Ms. Minu A, presented the minutes of the meeting held on 17th November, 2023 and the summary highlights of the Action Taken Report. The minutes of the meeting and the action taken report were approved without any modifications.

Agenda – 2

Review of Quality Initiatives of IQAC

Dr. Aloysius Edward, Director of IQAC and Dean, Faculty of Commerce & Management, presented the quality initiatives of IQAC.

Infrastructure Development

- In alignment with the increased intake of students across various programs, the college has undertaken significant steps to enhance infrastructure.
- A new Humanities Block has been constructed and fully equipped with facilities including Psychology and Computer laboratories, and auditoriums.
- A new campus has been established on Airport Road, with academic and student support facilities now operational.
- A Sports Arena is being developed within the current campus to support the growing demand for sports and physical education.

Faculty and Institutional Development through HRDC



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- The Human Resource Development Centre (HRDC) continues to conduct regular training sessions for both in-house faculty and teachers from various external institutions.
- These programs aim at enhancing academic quality across the institution and contributing to the professional growth of educators regionally.

Institutional Benchmarking and Outreach

- Over 80 higher education institutions visited Kristu Jayanti College in the past academic year to study its quality assurance mechanisms.
- IQAC members actively engaged with each visiting team, identifying gaps and offering suggestions to improve their institutional processes.
- The IQAC also gained insights from these exchanges and has incorporated best practices observed during reciprocal visits to premier institutions.

Establishment of Department Quality Assurance Cells (DQAC)

- To decentralize quality assurance efforts, Department Quality Assurance Cells (DQACs) were constituted across all departments.
- Each DQAC has a designated coordinator who works closely with IQAC mentors to enhance department-level quality benchmarks, documentation, and processes.
- Regular meetings are conducted to assess challenges and implement improvements.

Outcome-Based Framework for Activities

- The IQAC has introduced an outcome-based model for all institutional activities, ensuring each initiative is assessed not only by inputs and processes but also by its tangible outcomes.
- Departments are now required to document the outcomes of events such as conferences, workshops, and seminars.

Academic and Leadership Engagements

- The college has hosted several eminent personalities and leaders as part of its academic engagement programs.
- A new initiative, *Interaction with Academic Leaders*, was launched, wherein Vice Chancellors and senior academic leaders interact with students, particularly aligned to their respective academic domains.
- *Interaction with Visionaries* included a special session with the Hon'ble Governor of Uttar Pradesh.



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Collaborative Knowledge Enrichment Programs

- Kristu Jayanti College signed academic collaborations with Karnataka State Sanskrit University and Transdisciplinary University, Bengaluru, to offer a certificate course in Indian Knowledge Systems to all second-year undergraduate students.

National Recognition and NEP Implementation

- Two students were nominated by the Ministry of Higher Education as NEP Sarathi Ambassadors to represent Kristu Jayanti College at the national level.
- IQAC continues to drive awareness and implementation of NEP-related academic reforms through various initiatives.

IQAC Academic Activities

- An annual conference and strategic planning session were organized and inaugurated by Prof. Anil D. Sahasrabudhe, Chairman of the National Education Policy Committee.
- The College Educators' Meet was also conducted, bringing together principals and academic leaders from schools to engage in quality discussions.

Dr. Aloysius Edward concluded the presentation by reaffirming the IQAC's commitment to continuous quality improvement and collaborative academic excellence. The initiatives undertaken reflect the institution's dedication to holistic growth, stakeholder engagement, and national-level educational transformation.

Agenda – 3

Submission of AQAR 2023 - 2024

Prof. Ramya B, Associate Director, addressed the meeting regarding the status of AQAR (Annual Quality Assurance Report) submissions and related preparations. She began by expressing her gratitude for the opportunity to be a part of the institution's annual quality assurance process, stating it as both a pleasure and a privilege.

She informed the members that:

1. AQAR Submissions for Previous Years

- The AQARs for the academic years 2021–2022 and 2022–2023 have been completed.
- The AQAR for 2022–2023 was formally submitted to the Governing Body for their review and suggestions on May 17, 2024.

2. Preparation of AQAR for 2023–2024

- The AQAR for the academic year 2023–2024 is currently under preparation.



- The team is working with a goal to submit the final report by December 2024.

3. Revision of Documentation Formats

- In view of the revised binary accreditation system, documentation formats have been updated to align with the latest requirements applicable from 2024–2025.
- The revised documentation formats have been developed and finalized after mentoring and consultation.
- Orientation sessions were conducted for all IQAC officers and departments to ensure clarity and smooth implementation.

Agenda – 4

Scheduled programmes of IQAC

Dr. Gopakumar A V, Dean, Faculty of Humanities, presented the scheduled programmes of IQAC. The 16th National IQAC Conference (I-Con) on Role of Higher Educational Institutions in Viksit Bharat 2047: Strategies, Opportunities and Challenges is scheduled on March 28 & 29, 2025, and the 10th All India Educators' Meet will be conducted on 9-11 May 2025, focusing on the theme Vidya Vikas: Empowering School Leaders with Indian Ethos and Excellence. Additionally, the Annual Academic and Administrative Audits for the year 2024–2025 are scheduled for May, involving coordination with external auditors. These initiatives are in addition to the institution's regular academic calendar.

Agenda – 5

Achievements and Recognitions

Dr. Calistus Jude A L, Dean, Faculty of Life Sciences, presented the achievements and recognitions of the institution.

- The college achieved a 60th rank in the NIRF 2024 Rankings, positioning it among the top 100 colleges in India.
- The United Nations recognition for serving as a hub for the implementation of the Christian, Liberal, Development and Global One programme has been extended for an additional term.
- The Centre for Education and Social Studies awarded the college as the Best Institution for NEP 2020 Implementation, one of only two institutions in Karnataka to receive this recognition.
- The college secured first place at the national level in Arts and Science institutions for the highest enrolments and successful completions in NPTEL examinations.
- In the India Today NPRA survey, the college was ranked among the best emerging colleges of the century, achieving:
 - 1st in Commerce, Science, and Arts
 - 2nd in Social Work
 - Top 10 in Bangalore
 - 4th in the BCA Programme at the national level
- The Institution Innovation Council received a 4-star rating for the 5th consecutive year by the Ministry of Education and Innovation Cell.



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- A UN SDG initiative from the college, promoting awareness of the right to potable water, was featured in the United Nations Academic Impact Newsletter.
- The Youth Red Cross Wing received commendation from Sanjeevani Blood Centre for its planning, staff coordination, hospitality, and motivation of student donors.
- All postgraduate students are publishing research articles, with several featured in Springer journals.
- Two student groups received research project grants from the Karnataka State Council for Science and Technology.
- The college won the university-level literary and cultural championship trophy for the 15th consecutive year.
- In sports, the institution achieved:
 - 16 overall championships
 - 13 major trophies
 - 219 gold, 128 silver, and 70 bronze medals
 - 22 students represented the university, 4 at the international level, and 5 at the national level.
- Mr. Dhanush Kumar (NCC Cadet) represented India in an International Youth Exchange Programme held in Russia.
- The NCC band won first prize at Manekshaw Grounds (Republic Day) and repeated the win on Independence Day.
- 9 faculty members received the Best Mentor Award from NPTEL.
- Alumni Achievements:
 - Ms. Towa Kali received the Outstanding Performer Award for Women-Owned Enterprises from the President of India.
 - Ms. Nileena Atholi received the Kerala State Government Jury Award.

Agenda – 6

Suggestions and comments

Prof. A H Rajasab, Former Vice Chancellor, Tumkur University, sought clarification on what was *innovative or new* in the current year's AQAR submission and how it differs from the AQAR of 2022–2023.

In response, Prof. Ramya B clarified that the documentation formats remain the same for both the academic years 2023–2024 and 2024–2025, aligning with NAAC's revised binary accreditation framework.

She further elaborated on the institution's consistent quality assurance practices, stating:

- The Student Satisfaction Survey (SSS) has been conducted systematically every year as mandated by NAAC.
- Additionally, curriculum feedback has been collected from all stakeholders on a regular basis.



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- The institution maintains transparency by publishing all feedback and survey reports on the IQAC website, with no documents being removed or hidden.
- The “Best Practices” file and the “Institutional Distinctiveness” file are revised annually, and are made available for peer institutions to review and provide feedback.
- Importantly, documentation and formatting are not postponed until the end of the academic year. Instead, a centralized team works consistently from the beginning of the academic year.
- A dedicated Data Centre has also been established to capture and organize data in real time, ensuring a structured and ongoing documentation process.

Prof. A. H. Rajasab enquired about the innovative or improved aspects in the AQAR 2023–2024 compared to AQAR 2022–2023.

Dr. Aloysius Edward responded by highlighting that the institution has demonstrated significant growth in multiple academic and research parameters over the past year. The number of academic activities conducted increased from approximately 892 in 2022–2023 to 1,192 in 2023–2024, reflecting an addition of more than 300 activities. Research publications saw a growth of 132% in 2023–2024 as compared to the previous year. Citation count of institutional research outputs increased by 402%, indicating higher research impact and visibility. The NIRF research score, which was less than 1 mark three years ago, has now improved to nearly 6 marks. The institution aims to increase this score further by 0.5 to 0.7 marks in the upcoming assessment cycle. Each faculty member is encouraged to have at least one quality, focused publication. Dr. Edward noted that such focused publications typically require a timeline of 18 months or more, meaning that the current academic efforts will reflect measurable outcomes in the following year.

Prof. Ramya emphasized that the institution's aim is to increase the number of students securing distinctions and first-class results, rather than merely ensuring pass-class outcomes. She noted that there has been a marked improvement in this aspect between the academic years 2022–23 and 2023–24. Improvements were also observed across standard academic performance indicators expected by the institution. The institution continues to maintain a minimum of 90% student participation in experiential learning programs since the third accreditation cycle. Similarly, 90% of students are consistently involved in extension services activities. Additionally, the institution ensures at least 50% student participation in external programs, conferences, paper presentations, and in pursuing at least one online course through platforms such as NPTEL. These outcomes have remained consistent over recent years. The number of scholarship beneficiaries and the total amount of scholarships disbursed have increased between 2022–23 and 2023–24.

Prof. Rajasab congratulated all faculty, officials, and especially the IQAC Director on their achievements. He acknowledged the significant accomplishment of securing the 60th rank in the NIRF, emphasizing that ranking is dynamic and competitive, where maintaining and improving quality is crucial.



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NIRF Ranking Suggestions- Suggested preparing a detailed brochure (10–20 pages) outlining: NIRF parameters and sub-parameters, Previous and current year scores. And areas of improvement and existing strengths. Such a document would help identify specific gaps and inform strategic planning.

Curriculum Enhancements- Strong recommendation to integrate Artificial Intelligence (AI), Algorithms, and Data Science into all programs—Arts, Science, Commerce, and Management. Industry experts and collaborators should be involved in curriculum design to align with market-ready skills. He stressed the importance of preparing students for future job markets, where 40% of jobs are expected to involve AI expertise in the next 10 years.

Research & Publications- He commended the institution's initiatives like DQAC and suggested at least two quality publications per faculty per year. Target high-impact journals (Q1/Q2 for technical papers; Scopus/UGC-CARE listed for others). Provide incentives for faculty publications. Establish seed money grants to help teachers begin research and apply for major projects (DST, DBT, etc.).

Institutional Vision: KJC to KJU- Applauded the vision of transforming Kristu Jayanti College (KJC) into Kristu Jayanti University (KJU). Advised the following steps: apply for autonomy for Ph.D. programs (a prerequisite for university status), ensure 80% of faculty hold PhDs and are active research guides, set a publication target of 500–700 papers per year, encourage expansion of research and doctoral supervision.

He recognized the challenges faced by both private and government universities. He expressed confidence in the institution's trajectory and offered best wishes for achieving university status.

Fr. Dr. Augustine George, in response to Prof. Rajasab's suggestions, emphasized that the institution has already taken significant steps towards promoting research and faculty publications over the past three years. He noted that encouraging faculty to engage in quality research and publish in high-index journals has been a key institutional priority, and mechanisms to support this have been in place for some time. However, he pointed out a major limitation due to the college's current affiliated status, which prevents faculty from officially guiding Ph.D. scholars. While many faculty members are qualified as research guides, affiliation regulations do not permit them to supervise research students without formal approval. To overcome this, he stressed the importance of transitioning from an affiliated college to a university, which would enable the establishment of in-house research centres and expand faculty roles as research supervisors. The groundwork for such a transition has already been laid, with departments being encouraged to apply for recognition as research centres. Additionally, the institution has made considerable investments over the last year in enhancing research infrastructure, including the development of specialized laboratories such as a material science lab. These initiatives reflect the college's commitment to expanding its research capabilities and moving towards university status to better support academic excellence.

Dr. Justin Nelson Michaels, Director, Centre for Research, added that the institution already has a strong culture of encouraging faculty publications. Faculty are well aware of journal rankings (Q1–Q4) and metrics like *Scopus* and *Science for Each*. To promote research, the college offers **Research Excellence Points** and **SEED money grants**. Last year, ₹25 lakhs were sanctioned for both research and publications; this year, the SEED grant budget alone has crossed ₹60 lakhs.



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He also noted that the college funds internal research projects above ₹1 lakh and actively supports **external funding proposals**, with faculty receiving **customized training** to apply to agencies like **BVT, BST, and ICSSR**. As a result, successful grants have already been received from BST and ICSSR.

Mr. Jayas Damodaran, Senior Director, Sales Force suggested leveraging the recent NIRF ranking (No. 2 in Bangalore) for strategic initiatives. He proposed monetising this recognition through well-designed NDP programmes that are affordable and impactful. He recommended the development of industry-relevant modules such as post-COVID HR engagement, TV/care courses, and skill-based training for working professionals. Emphasizing sustainability, he encouraged programmes that are self-sustaining and accessible. These ideas were recommended for integration into the upcoming QAC agenda.

Mr. Ivin George began by congratulating the IQAC team for their exceptional documentation, which he has closely observed during NAAC visits. He praised the thoroughness of records, including minutes of meetings and event documentation—highlighting celebrations like Jawan Day—and appreciated how well these are shared on platforms like Facebook and Instagram, especially by Fr. Augustine.

He commended the college's impressive growth—from 3,000 students in 2005 to 14,000 today—and acknowledged the continuous infrastructure development and the establishment of a new campus. He expressed pride in being a Jayantian and credited the management and faculty for shaping a strong and reputable institution.

Mr. George also addressed the planned transition from Kristu Jayanti College to **Kristu Jayanti University (KJU)**. Drawing from his experience at Christ University, he cautioned that such transitions can temporarily impact rankings. He advised learning from other institutions' experiences to avoid major setbacks, suggesting the college aim to stay mid-ranked initially and then steadily rise. He ended by reaffirming his pride in the institution and encouraged continued excellence.

Fr. Dr. Augustine George emphasized the importance of establishing standardized, process-oriented systems as the institution progresses toward university status. He highlighted ongoing efforts to strengthen academic, examination, and administrative centers, acknowledging that human resource allocation remains a key challenge.

The integration of IT across systems is a strong advantage, enhancing efficiency and reducing dependence on individuals. In addition to academic resources, initiatives like scholarships, placements, and student facilities have been developed.

The institution is ambitious about building a robust academic framework and expanding programs that include input from industry, judiciary, media, and bureaucracy professionals. Collaborations with organizations such as Deloitte demonstrate progress in student placements.



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He stressed the importance of perception and promotion, encouraging faculty and stakeholders to actively share the institution's achievements on social media and professional platforms to boost visibility.

He also acknowledged the dedication of the IQAC team and teaching staff, who support not only the institution but also other colleges through training and mentoring, further enhancing the institution's reputation.

Mr. Munish Ram H, the secretary of the student council, expressed his delight in witnessing the institution's achievements. He expressed gratitude to the college for fostering an environment where students have excellent accessibility to both the faculty and the management. Additionally, he appreciated the distinctive programmes offered by the college. He shared that the industry interaction program has been beneficial for student community.

The meeting concluded with Fr. Lijo P Thomas, Vice Principal, thanking all the members for their valuable efforts and contributions to Kristu Jayanti College's journey towards excellence.

Minutes Prepared by

Minutes Approved by

(Ms Minu A)

(Dr Aloysius Edward)

Member, IQAC

Director, IQAC

Action Taken Report

Suggestions / Comments	Follow up / Action Taken
Prof. A H Rajasab asked about innovations in the current AQAR and suggested an NIRF brochure, AI integration in curriculum, more quality research publications, and steps toward university status.	Institution showed growth in activities, research publications (+132%), and citations (+402%). Established Data Centre and improved research infrastructure. Working towards university status and autonomy for Ph.D. programmes.



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Mr. Jayas Damodaran recommended using the NIRF ranking to launch industry-relevant, sustainable programs for professionals.	These ideas are planned for inclusion in the upcoming IQAC agenda.
Mr. Ivin George: Praised IQAC documentation, institutional growth, and infrastructure; cautioned about possible ranking impact during university transition and advised a steady approach. Emphasized need for process standardization and active promotion of achievements.	Strengthened academic and administrative systems, expanded scholarships and placements, improved IT integration, and encouraged faculty/stakeholders to promote the institution's progress.

Minutes approved by:

Dr. Aloysius Edward J,

Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 26/08/2024

Venue: Senate Hall

Time: 03.00 PM

Members Present

Chairperson

1. **Fr. Dr. Augustine George**, Principal

External Experts

2. **Prof. A. H. Rajasab**, Former Vice Chancellor, Tumkur University
3. **Mr. Jayas Damodaran**, Senior Director, Sales Force
4. **Mr. Ivin George**, Alumni Member, Assistant Student Welfare Officer, Christ (Deemed to be University)

Internal Members

5. **Fr. Dr. Lijo P Thomas**, Management Representative, Vice Principal & CFO
6. **Fr. Jais V Thomas**, Management Representative, Financial Administrator
7. **Dr. Aloysius Edward J**, Director, IQAC & Dean, Commerce & Management
8. **Ms. Ramya B**, Associate Director, IQAC
9. **Mr. Jeo Joy A**, Controller of Examinations - Ex-Officio
10. **Dr. Calistus Jude A L**, Dean, Faculty of Sciences
11. **Dr. Gopakumar A V**, Dean, Faculty of Humanities
12. **Dr. Justin Nelson Michael**, Director, Centre for Research
13. **Dr. Priya Josson Akkara**, Member, IQAC
14. **Dr. Mary Jacob**, Member, IQAC
15. **Dr. Manikandan K**, Member, IQAC
16. **Ms. Minu A**, Secretary, IQAC
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Student Representatives

26. **Mr. Munish Ram H (Management Studies PG-23MIFC10)** Student Council President
27. **Ms. Priyanka Ganesh (Commerce UG-22CMP452)** Student Council Vice President



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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_03

Date: 21/10/2024

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 23/10/2024, Wednesday at 03.00 pm in IQAC office, PG Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

1. Progress Update from Each Criterion Sub-Committee
2. AQAR 2023–2024 Submission
3. DQAC and Mentoring Process
4. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC)

Academic Year 2024 - 2025

Minutes of the Meeting

Meeting No. 3

Date: 23/10/2024

Venue: IQAC Office

Time: 03.00 pm

The second meeting of the Internal Quality Assurance Cell for the academic year 2024 – 2025 was held on September 23, 2024. The meeting was chaired by Dr. Aloysius Edward J, Director, IQAC.

Presentation of the agenda of the meeting

Dr. Aloysius Edward J, Director of IQAC, presented the agenda of the meeting.

Agenda – 1

Progress Update from Each Criterion Sub-Committee

Ms. Ramya B initiated the discussion by informing the team about upcoming institutional surveys. She invited the respective sub-committee heads to present updates on the status of data collection and documentation related to each NAAC criterion.

- Dr. Mary Jacob presented the process for faculty data collection, highlighting timelines and formats.
- Ms. Rupashree discussed the progress and methods involved in extension activity data collection.
- Dr. Arockia Stalin elaborated on the student team's data collection process, emphasizing participation and deadlines.
- Dr. Manikandan detailed the functioning of centres and the data collection process for clubs and associations.
- Dr. Gokilavani explained the monthly data consolidation process and how departmental submissions are being tracked for completeness.

Agenda – 2

AQAR 2023–2024 Submission

Ms. Ramya B informed the team that the **NIRF window is open** and emphasized the importance of updating all relevant information. She also reminded members that the **AQAR 2023–2024** must be submitted by **December 21, 2024**. It was also noted that the **annual reporting style** needs to be reframed, and suggestions were invited from the members.

Agenda – 3

DQAC and Mentoring Process



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Discussions were held on streamlining the DQAC documentation across all departments.

The Psychology department has already initiated mentor–mentee sessions as part of the quality enhancement framework.

It was decided that Ms. Ramya B, along with the student team, will conduct meetings with student progression in-charges of each department to ensure consistency in data reporting.

ATR / Compliance Report

- Dr. Pushpa is assigned as the editor and collator of the Annual Report PPT. All data from various cells and departments is to be routed to her for final compilation.
- Departments must submit faculty data to the Principal by the second week of November 2024.
- The total number of JES activities is to be submitted immediately to IQAC.
- The Drive link for clubs and associations is to be shared with the IQAC team for centralized access.
- All departments must submit their consolidated centre reports to Ms. Ramya, who will prepare the final submission to the Principal.
- The Annual Report compilation must be completed by the second week of February 2025.

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 23/10/2024

Venue: IQAC Office

Time: 03.00 pm

Members Present

Chairperson

1. **Fr. Dr. Augustine George**, Principal

External Experts

2. **Prof. A. H. Rajasab**, Former Vice Chancellor, Tumkur University
3. **Mr. Jayas Damodaran**, Senior Director, Sales Force
4. **Mr. Ivin George**, Alumni Member, Assistant Student Welfare Officer, Christ (Deemed to be University)

Internal Members

5. **Fr. Dr. Lijo P Thomas**, Management Representative, Vice Principal & CFO
6. **Fr. Jais V Thomas**, Management Representative, Financial Administrator
7. **Dr. Aloysius Edward J**, Director, IQAC & Dean, Commerce & Management
8. **Ms. Ramya B**, Associate Director, IQAC
9. **Mr. Jeo Joy A**, Controller of Examinations - Ex-Officio
10. **Dr. Calistus Jude A L**, Dean, Faculty of Sciences
11. **Dr. Gopakumar A V**, Dean, Faculty of Humanities
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13. **Dr. Priya Josson Akkara**, Member, IQAC
14. **Dr. Mary Jacob**, Member, IQAC
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22. **Dr. Soya Mathew**, Member, IQAC
23. **Dr. Sini M George**, Member, IQAC
24. **Dr. Pushpa A**, Member, IQAC
25. **Mr. Biju M**, Member, IQAC

Student Representatives

26. **Mr. Munish Ram H (Management Studies PG-23MIFC10)** Student Council President
27. **Ms. Priyanka Ganesh (Commerce UG-22CMP452)** Student Council Vice President



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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_04

Date: 31/12/2024

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 02/01/2025, Friday at 12.00 pm in IQAC Office, PG Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

1. Bi-Annual Academic Audit
2. AQAR Preparation
3. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC)

Academic Year 2024 - 2025

MINUTES OF THE MEETING

Meeting No. 3

Date: 02/01/2025

Venue: IQAC Office

Time: 12.00 pm

The third meeting of the Internal Quality Assurance Cell for the academic year 2024 – 2025 was held on January 02, 2025. The meeting was chaired by Dr. Aloysius Edward J, Director, IQAC

Presentation of the agenda of the meeting

Dr. Aloysius Edward, presented the agenda of the meeting

Agenda – 1 Bi-Annual Academic Audit

Dr. Aloysius Edward requested all department mentors to share their academic audit reviews. Mentors from all departments presented their observations and suggestions. It was decided that departmental review comments will be shared during the upcoming Teachers' Council meeting. For the Departments of Psychology and Social Work, it was decided to provide additional academic scaffolding and support.

Agenda – 2 AQAR Preparations

Prof. Ramya recommended that student progression data be discussed in detail with the respective Deans. AQAR preparation should be completed by 10th January 2025. Recommended to convene a special meeting by the Principal with the Departments of Psychology and Social Work to address their specific requirements.

ATR / Compliance Report

- Departmental review summaries to be presented in Teachers' Council.
- Targeted academic support plan for Psychology and Social Work.
- Special meeting to be scheduled by the Principal.
- AQAR report compilation to be finalized before the deadline.

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 02/01/2025

Venue: IQAC Office

Time: 12.00 pm

Members Present

Chairperson

1. **Fr. Dr. Augustine George**, Principal

External Experts

2. **Prof. A. H. Rajasab**, Former Vice Chancellor, Tumkur University
3. **Mr. Jayas Damodaran**, Senior Director, Sales Force
4. **Mr. Ivin George**, Alumni Member, Assistant Student Welfare Officer, Christ (Deemed to be University)

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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_05

Date: 17/02/2025

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 19/02/2025, Wednesday at 12.00 pm in IQAC Office, PG Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

4. IQAC Conference
5. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC)

Academic Year 2024 - 2025

MINUTES OF THE MEETING

Meeting No. 5

Date: 19/02/2025

Venue: IQAC Office

Time: 12.00 pm

The fifth meeting of the Internal Quality Assurance Cell was held on February 19, 2025. The meeting was chaired by Prof. Ramya B, Associate Director, IQAC

Presentation of the agenda of the meeting

Prof. Ramya B, Associate Director of IQAC, presented the agenda of the meeting

Agenda – 1

Allocation of Responsibilities for the Upcoming IQAC Conference

The meeting was convened to assign responsibilities to various faculty members and committees for the smooth conduct of the forthcoming IQAC Conference. The following roles and faculty in-charges were finalized: Dr. Arockia Stalin and Dr. Soya Mathew were assigned to handle the design and printables including certificates, posters, and brochures. Dr. Manikandan, Dr. Gokilavani S, and Prof. Ramya B will manage the invitation circulation and collection of research papers. Registration, kit distribution, and certificates will be handled by Ms. Rupashree, Dr. Pushpa, and Dr. Soya. Technical arrangements such as Zoom links and live streaming will be coordinated by Ms. Minu and Ms. Mary Raymer. Venue management for all sessions will be managed by Dr. Priya Josson, Ms. Minu A, and Dr. Mary Jacob. Lunch and refreshments will be arranged by Dr. Arockia Stalin, Mr. Biju, and Ms. Sini George. Guest relations and hospitality, including transport and accommodation for guests, will be coordinated by Dr. Aloysius Edward, Dr. Arockia Stalin, and Mr. Biju. Accommodation for participants will be managed by Dr. Arockia Stalin and Ms. Rupashree. Documentation, feedback, media coverage, and social marketing will be overseen by Dr. Mary Raymer and Dr. Sini George. Dr. Sini George will also serve as the rapporteur. Article and publication responsibilities, including call for papers and plagiarism check, will be handled by Dr. Manikandan, Dr. Pushpa, and Dr. Gokilavani S.

ATR / Compliance Report

- All faculty members were requested to initiate their assigned responsibilities promptly and coordinate with relevant teams. Progress will be reviewed in the next planning meeting.



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Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 19/02/2025

Venue: IQAC Room

Time: 12.00 pm

Members Present

Chairperson

1. **Fr. Dr. Augustine George**, Principal

External Experts

2. **Prof. A. H. Rajasab**, Former Vice Chancellor, Tumkur University
3. **Mr. Jayas Damodaran**, Senior Director, Sales Force
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Internal Quality Assurance Cell (IQAC)

KJC/IQAC/2024-25/Meeting_Notice_06

Date: 04/04/2025

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that there is a meeting scheduled on 08/04/2025, Tuesday at 04.00 pm in IQAC Office, PG Block. You are requested to make it convenient to attend the meeting

Agenda of the Meeting:

1. Annual Report Discussion
2. Any Other

Minutes approved by:

Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC)

Academic Year 2024 - 2025

MINUTES OF THE MEETING

Meeting No. 6

Date: 10/04/2025

Venue: IQAC Office

Time: 4.00 pm

The fifth meeting of the Internal Quality Assurance Cell was held on April 10, 2025. The meeting was chaired by Prof. Ramya B, Associate Director, IQAC

Presentation of the agenda of the meeting

Prof. Ramya B, Associate Director of IQAC, presented the agenda of the meeting

Agenda – 1

Bi-Annual Academic Audit

Prof. Ramya B initiated the meeting by requesting status updates from each team regarding the Annual Report.

Dr. Gokilavani presented updates on activity data.

Dr. Mary Jacob and Ms. Minu shared the progress on faculty data collation.

Dr. Mary Raymer and Dr. Stalin reported on student data updates.

Ms. Rupashree provided updates on Jayantian Extension Services.

Dr. Manikandan shared the status of data related to clubs and associations.

ATR / Compliance Report

- All teams to complete pending data compilation at the earliest.
- Consolidated report to be reviewed in the next meeting.

Minutes approved by:



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Dr. Aloysius Edward J
Director IQAC



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Internal Quality Assurance Cell (IQAC) Meeting

Date: 10/04/2025

Venue: IQAC Room

Time: 4.00 pm

Members Present
Chairperson
1. Fr. Dr. Augustine George , Principal
External Experts
2. Prof. A. H. Rajasab , Former Vice Chancellor, Tumkur University
3. Mr. Jayas Damodaran , Senior Director, Sales Force
4. Mr. Ivin George , Alumni Member, Assistant Student Welfare Officer, Christ (Deemed to be University)
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