



INTERNAL QUALITY ASSURANCE CELL

KRISTU JYOTI COLLEGE

OF MANAGEMENT AND TECHNOLOGY ,

Affiliated to M.G University, Kottayam

An ISO 9001-2015 Certified Educational Institution

Approved by AICTE , New Delhi

IQAC/ATR/10/2023

ACTION TAKEN REPORT OF MEETING HELD ON 10TH MARCH 2023

Sl. No	Agenda	Decision Made	Action Taken
1	OBE	To frame out the policies for the preparation of question papers based on OBE Manuel.	All subject teachers were instructed to frame the question bank for the coming academic year to conduct the Internal and Model examinations.
2	Matrix wise discussion	Criteria wise discussions were carried out and the presentations given by the various criteria heads depicts the current position of the criteria completion and the time needed to complete the data.	Specified time period allotted to various criteria heads to complete the matrices. This helps the criteria heads and its member to complete the data based on the stipulated time period.
3	Internal mark assessment	Teachers were instructed to prepare the internal marks based on the examinations, seminars, assignment etc.	Teachers prepared and finalised the internal marks. The marks were uploaded to the university website after getting the signs of the students.
4	Department wise documentation	Teachers in charge of various files are requested to update the respective file at the earliest.	Teachers in charge updated the files entrusted to them before the assigned due date.
5	Internal audit	Teachers were requested to complete the files for the internal audit scheduled in June.	Teachers completed the files that were assigned to them and also the staff profile before the due date
6	AAA Audit	To conduct AAA audit for the institute in the coming months. All teachers were requested to complete the data and filing at the earliest.	Teachers completed all the files related to AAA audit beforehand and submitted.



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7	IIQA submission	To submit the IIQA in the month of June	Teachers were entrusted with specific duties in relation to the IIQA submission.
8	SSR Preparation and registration of higher education	To register in higher education portal as the initial steps for the NAAC accreditation and moving forward for SSR preparation.	The registration in higher education was planned to be done in the month of May (3 rd week) and to prepare SSR
9	Action plan for next academic year (Mandatory and Non-Mandatory committees)	All teacher in charges for various departments were requested to prepare action plan for the next academic year (Mandatory and Non-Mandatory committees). They were asked to prepare a list of programmes to be conducted in the next academic year	For the next academic year, all teacher in charge of the various departments (both mandatory and non-mandatory committees) asked to create an action plan. They were requested to compile a list of the programme that will be held throughout the upcoming academic year.

Rev. Fr. Joshy Cheeramkuzhy CMI
Principal

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