



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/04/2021

ACTION TAKEN REPORT OF MEETING HELD ON 10TH SEPTEMBER 2021

Sl. No	Agenda	Decision Taken	Action Taken
1	NAAC Orientation programme by Dr. Harry Cleetus	Training programme has been conducted by Dr. Harry Cleetus on NAAC related files and documents	Proper guidelines have been given by the resource person on the formats and files that to be maintained for its proper accreditation purpose.
2	Criteria wise presentation by criteria heads	Criteria wise presentations have been scheduled for the coming month	In the month of October criteria wise presentation has been done to brief about the actual position of the criteria and its filing.
3	Conducting open house for below average students	Its decided to conduct PTA meetings for all the below average students to brief the performance of the students.	PTA meetings for all the below average students has been conducted to brief the performance of the students and actions to be taken for their academic improvement.
4	Faculty Development Programme on Intellectual Property Right.	Its decided to conduct FDP on Intellectual Property right for all the faculty members in the coming month.	Conducted FDP on Intellectual Property Right to all the faculty members in the month of October.
5	Result evaluation of university examinations	Its decided to Result evaluation and current status of the university level examination for the students are conducted	Result evaluation and current status of the university level examination for the students are conducted in the month of October.
6	Discussions on file documentation	Discussions are made on various files and documents that are required for the proper filing of the data that are required for the accreditation purpose	Required files for the criteria compilation has been listed and requested all the teachers to provide necessary documents as needed to complete at the earliest.


Fr. Joshy Cheeramkuzhy CMI
Principal

Rev. Fr. Joshy Cheeramkuzhy CMI
Principal
Chethipuzha, Kottayam P.O.,
Changanacherry - 686 104





Dr. Anu Antony
IQAC Coordinator