



# 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/02/2021

## ACTION TAKEN REPORT FOR THE MEETING HELD ON 18<sup>TH</sup> MARCH 2021

Sl. No	Agenda	Decision Made	Action Taken
1	Talk by External Expert (Dr. Jose James, Former registrar MG University)	To frame an outline for the department file documentation, as per the instructions given by the expert.	Department files were given unique frame work for its filing.
2	Feedback session on Filing of department documentation	To complete and update all the department file by the end of March.	The department heads carefully examined each department file to ensure that it was up to date.
3	Policy Discussions	To form an academic council to frame policies for the institute.	Academic council was formed to frame the policies for the institute which included HR policy, Finance policy etc.
4	Initiatives of clubs and cells	The teacher in charges of the various clubs and cells were asked to come up with new ideas and initiatives to engage the students in clubs and cells	New initiatives were introduced by various clubs and cells every week in the form of day observances and quality day outs.
5	Mentoring	To assign students to teachers for the mentoring sessions and ask them to write the remarks in the mentoring log book accordingly	Teachers mentored their assigned students. A brief description about the matters discussed were recorded in the log book. The log book was to be



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			reviewed by the head of the department and the principal once in a while.
6	Feedback Assessment of teachers	To collect feedback about the teachers from the students using 5 rated scale	Feedbacks were collected from all the students about their subject teachers. This would help the teachers to improve the areas specified and also in managing their performance appraisal.
7	Performance based Assessment of non-teaching staff	Its decided to conduct performance appraisal of the non-teaching community	Performance Based Appraisal System has been initiated by the superintend to collect the PBAS of the non-teaching staff.

Rev. Fr. Joshy Cheeramkuzhy CMI  
Fr. Joshy Cheeramkuzhy CMI  
Principal  
KRISTU JYOTI COLLEGE  
of Management & Technology  
Chethipuzha, Kurisumood P.O.,  
Changanacherry - 686 104

Dr. Anu Antony  
IQAC Coordinator

