



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/01/2021

ACTION TAKEN REPORT FOR THE MEETING HELD ON 19TH JANUARY 2021

Sl. No	Agenda	Decision Made	Action Taken
1	Introducing IQAC and its Constitution in college	To introduce IQAC to the teachers and appointment of Coordinator	Principal gave teachers a brief introduction about IQAC and designated Dr. Anu Antony as the coordinator.
2	Objectives of IQAC Cell	To set objectives for IQAC was decided.	Objectives of IQAC has been set by the committee meeting conducted by IQAC and college management.
3	Appointment of Criteria heads	To appoint teacher in charge for all the seven criteria.	Seven teachers were selected to head the criteria and the compilation purpose.
4	Orientation for faculty members regarding NAAC Documentation	To make teachers familiar about the NAAC procedures and its filing processes.	The IQAC Coordinator presented a detailed presentation to inform the faculty of the numerous efforts and actions the institution has to undertake on behalf of IQAC.
5	Department wise file documentation	To introduce filing system for each department.	All the departments received 30 files, each with a teacher in charge who would update the files at the earliest.
6	Faculty Resource Team	To start Faculty Resource Team.	A Faculty Resource Team headed by the Principal was formed to give new learning experiences and opportunities to the students.
7	Memorandum of Understanding	To sign additional Memorandum of Understanding with institutions.	Various departments signed new Memorandums of Understanding with prestigious institutions to ensure that students will have additional opportunities to learn in new fields of knowledge.



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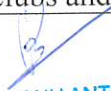
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8	General Discussion	To have discussions regarding mentoring and activities of clubs and cells.	Teachers have been assigned students for mentoring sessions as well as to oversee the activities of clubs and cells.
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Rev. Fr. Joshy Cheeramkuzhy CMI
Principal

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Principal


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IQAC Coordinator

