



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/07/2022

MINUTES OF IQAC MEETING HELD ON 27th JUNE 2022

ACTION TAKEN REPORT

Sl.No	Agenda	Decision Made	Action Taken
1	FDPs on Outcome Based Education	To conduct Faculty Development programmes based on the Outcome based education for all the faculty members	Conducted Faculty Development programmes based on the Outcome based education for all the faculty members
2	Teachers profile Updation	For the AAA audit, teachers were asked to complete their profiles at the earliest.	Staff members completed their profile and submitted it to the department on time.
3	Review of Clubs and cells	To conduct the review of various activities conducted by the Clubs and Cells in the previous months.	Reviewed the activities of clubs and cells and gave suggestions on the various programmes to be conducted in the upcoming months.
4	Criteria wise presentation and evaluation	To conduct criteria wise presentation and evaluation	Criteria wise presentations were conducted to understand the current status of the metrics
5	Introducing Peer teaching	To introduce Peer teaching for the post graduate students.	Peer teaching was implemented and a log book was maintained to document its details.
6	Orientation programme for teachers	To conduct orientation programmes for non-teaching community	Orientation programmes were conducted for the non-teaching members in the month of April and May.
7	Outcome Based education	To prepare PO, PSO and CO of all the subjects	Completed the preparations of PO PSO and CO of all subjects.
9	Syllabus and Course planning	To conduct syllabus and course planning	Syllabus and course planning was conducted well in advance to help the teachers and students to complete the portions on time.

Rev. Fr. Joshy Cheeramkuzhy CMI

Principal
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