

**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/09/2023

ACTION TAKEN REPORT OF THE MEETING HELD ON 4TH JANUARY 2023**Venue: Seminar Hall****Time: 3.00 pm**

Sl. No	Agenda	Decision Made	Action Taken
1	Career development for teaching faculty	To conduct career-oriented programmes for faculty to help them in their own and institute's upliftment	Conducted career-oriented programmes for the teachers in the months of February and March
2	Orientation programmes for non-teaching community	To conduct orientation programmes for the non-teaching staff.	Conducted various orientation programmes for the non-teaching staff in the month of February.
3	Criteria wise compilation	It was decided to come up with the criteria wise compilation status of various metrics.	The criteria compilation report and the time period required for the completion of the metrics were presented by the teacher in charge
4	Evaluation of department file documentation	Decided to conduct evaluation of all the department files to check for its completion.	Conducted evaluation of department file documentation and check for its completion.
5	Peer teaching: review	To record all the peer teaching sessions conducted by the post graduate students for the under graduate students.	Proper records were maintained for the peer teaching sessions by keeping a log book by the tutor.
6	Reviews of clubs and cells	All the teacher in charges of the various clubs and cells were entrusted to conduct programmes in connection with their respective cells and clubs.	All teacher in charges charts the programmes that they are planning to be done in the coming months.



INTERNAL QUALITY ASSURANCE CELL

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7	Reviews on advance learners and slow learners	To review the advance learners and slow learner's category among students	Reviews were conducted on the performance level of advance learners and slow learners
8	Open house	To conduct PTA meeting for the students in the current semester	Conducted PTA meeting for the students which helped the students and teachers to have proper performance appraisal of the students.

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