



# 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/05/2022


### ACTION TAKEN REPORT FOR THE MEETING HELD ON JANUARY 7<sup>th</sup> 2022


Sl. No	Agenda	Decision Made	Action Taken
1	Evaluation of department documentation	To conduct the evaluation of department documentation on 17 <sup>th</sup> January 2022	Completed the evaluation of department documentation and necessary corrections were made accordingly.
2	Activities on Research Methodology and Intellectual Property Right	To organize workshops on Research Methodology and Intellectual Property Right in the coming month	Conducted seminars on Research Methodology and Intellectual Property Right for research scholars and faculty members in the month of February
3	Assessment of activities of clubs and cells	To assess all the activities of various clubs and cells based on the benchmark given by IQAC.	Assessment of all the activities of the clubs and cells were evaluated and proper guidance were given in the quality of programs.
4	Progress evaluation of criteria	The criteria heads were instructed to present the current status of the file compilation and to decide on the time period required for its completions	All of the criterion members completed their presentations and requested an additional two weeks to finish the given work.
5	Framing up of new policies	To have an academic council once in a while for framing up of policies.	A meeting of the academic council was held to develop and update various codes of conduct and scholarship policies.
6	Academic evaluation	To assess students' academic performance based on their performance on internal tests, model exams, presentations, assignments, etc.	The academic performance of the students were evaluated by adding up their scores on assignments, presentations, internal tests, model exams, etc.

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7	Career wise evaluation of teachers	To evaluate teachers' careers based on self-assessment of the teachers	All teachers were requested to complete their self-assessment report including the details of their publications, presentations etc. and submit before January 20 <sup>th</sup> .
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