

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/03/2021

ACTION TAKEN REPORT OF THE MEETING HELD ON 11th JUNE 2021

Sl. No	Agenda	Decision Made	Action Taken
1	Reconstitution of IQAC	Its decided to reconstitute the composition of IQAC	Mr. Retto P Chacko , MCom final year student had been appointed as the student representative for IQAC
2	Entry level examinations	Its Decided to conduct entry level examinations for all the first-year students.	An entry level examination was conducted for the first year students to categorise them into slow learners and advance learners.
3	Evaluation of new initiatives by teaching community	To conduct a range of workshops, FDPs, seminars and webinars in the initiative of teaching community.	The list of activities planned to be conducted by the teaching community was collected and was included in the academic plan for the current academic year
4	New Add on courses for students	To frame new, add on courses for the students of second year and final year under graduation.	The titles of the Add on courses were planned and were scheduled for the next academic year
5	Department filing for the new academic year	Teachers were given the responsibility of documentation of various files for the departments for the new academic year.	Proper actions were taken to ensure the up-to-date filing of all the department documentation.
6	Format discussions for department documentation	New formats were initiated for certain files of the departments by IQAC	The new formats were shared with the teachers handling the respective files
7	Syllabus discussion and course planning	To conduct syllabus and course planning	The syllabus and course planning was done well in advance, which helped the teachers as well as students to complete the portions in time.



Rev. Fr. Joshy Cheeramkuzhy CMI
Principal

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




Dr. Anu Antony
IQAC Coordinator