



# 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/11/2023

## ACTION TAKEN REPORT FOR THE MEETING HELD ON 29<sup>TH</sup> JUNE 2023

AGENDA	DECISION MADE	ACTION TAKEN
Reconstitution of IQAC	Its decided to reconstitute IQAC for the academic year 2023-2024	IQAC had been reconstituted and a new team is being introduced.
SSR Submission	Its decided to submit the SSR for NAAC Accreditation by second week of July. And also decided to frame a student wing to ensure participation of students for the accreditation process.	SSR submission is done on 11 <sup>th</sup> July 2023 in the presence of IQAC Core committee members. A student wing has been established with Ms. Aksa Ann Santhosh as the student wing IQAC Coordinator supported by various criteria heads and members.
Preparation for Peer Team Visit	Decision has been made to give proper orientation for all the teachers and students regarding the preparation for Peer team visit.	An orientation class has been conducted for Teachers and Students to ensure a well arranged schedule and presentation of our institution during the peer team visit.
Department Wise Documentation and Presentation	Its insisted to all the file in charges of the departments to have proper updations of all the department documents.	All department files had been verified and ensured that its updated till date.
Outcome Based Education	Its decided to have proper implementation of the OBE while completing the syllabus and also to prepare question papers for internal and model examinations based on the	Question paper banks had been prepared by all the teachers for their concerned subject based on the CO's and its used to prepare question paper for the internal and model



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	same.	examinations.
Faculty Training Programme	Its decided to conduct Faculty Training Programmes regarding the Peer team visit.	A Faculty Training Programme had been conducted for all the teaching and non-teaching staff regarding the peer team visit and discussed on various Do's and Don'ts during the visit.

Rev. Fr. Joshy Cheeramkuzhy CMI

Principal



Dr. Anu Antony

**IQAC Coordinator**  
M Com, MBA, MA, PGDFT, PGDIB, & Ph.D  
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