



INTERNAL QUALITY ASSURANCE CELL

KRISTU JYOTI COLLEGE

OF MANAGEMENT AND TECHNOLOGY

Affiliated to M.G University, Kottayam

NAAC Accredited A Grade with CGPA of 3.17

Recognised by UGC 2(f) & Approved by AICTE, New Delhi

An ISO 9001-2015 Certified Educational Institution

IQAC/ATR/16/2025

ACTION TAKEN REPORT FOR THE MEETING HELD ON 24TH JANUARY 2025

Agenda	Decision Made	Action Taken
Presenting Previous Meeting Minutes and Action Taken Report	The minutes and action taken report from the previous meeting were reviewed and approved.	Members accepted the report after verifying completion of listed actions.
Discussion on Internal Audit (Departments, Clubs, and Cells)	It was decided to conduct internal audits for departments, clubs, and cells using standard guidelines.	IQAC has initiated communication with units to begin audit preparation and documentation. And its decided to conduct the audit from march onwards. .
Academic and Administrative Audit (AAA)	It was resolved to conduct AAA annually with the involvement of an external peer team.	IQAC prepared the audit framework and began scheduling audits for the current year. IQAC published the dates for the AAA.
Faculty Training Programmes	The committee decided to organize regular faculty development programmes on pedagogy, research, and ICT.	Departments were asked to propose training needs; planning for upcoming sessions is in progress.
Discussion on Quality Initiatives for Departments	Departments were encouraged to implement internal quality initiatives like peer teaching and mentoring.	IQAC instructed departments to submit quarterly progress reports for monitoring and evaluation.

Rev. Dr Joshy George
Principal



Dr Anu Antony
IQAC Coordinator

IQAC KJCMT