
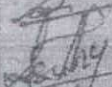
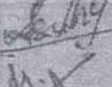
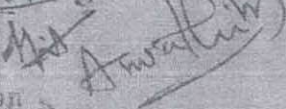






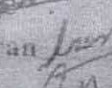



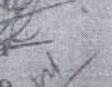




Minutes of Computer Science and Engineering Department meeting Held on

4th January 2021

1. Dr. Vinith.R 
2. Dr. Swapna B sasi 
3. Dr. Aswathy S.U 
4. Dr. Saju . P. John 
5. Ms.Aswathy Wilson 
6. Mr.Anil Antony 
7. Mr. Bineesh M 
8. Ms.Sajitha I 
9. Ms.Reshma K.V 
10. Mr.Aneesh chandran 
11. Ms.Sobha Xavier P 
12. Ms.Namitha T.N 
13. Mr.Shaiju Paul 
14. Mr.Unnikrishnan P 
15. Mr.Aneesh P.B 
16. Mr.Sudheesh C.N 
17. Ms.Snitha Thomas 

Meeting of CSE Department was convened on 4th January 2021 at 2.00 pm in Tutorial room
Following points were discussed.

1. H.O.D has introduced the newly joined faculty Dr. Saju P John to all other faculties.
2. The students have to keep the lab records for every lab for future reference.
3. All subject teachers have to complete second internal mark entry in campus book by January 20th.
4. The attendance percentage of online classes shall be calculated by January 26th
5. Final internals of S7 classes have to be published on January 27th
6. Rerest must be conducted (if any) by all subject teachers as early as possible.
7. NBA document collection of 2015-19 batch must be completed on or before January 15th
8. As part of Department Library automation the book details must be kept in excel file. A schedule for the same will be provided.

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Jyothi Engineering College

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University



9. Competitive exam coaching for the interested students will begin on January 11th onwards.
10. All teachers must update the cshare folder hereafter.
11. As of now 10 students are placed from S7 CSE through campus placement (S7 CSE A-5, 10u S7 CSE B-5).

The meeting came to close at 3.00 p.m.

Minutes circulated among all staff members.

Verified



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[Signature]
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Attendees:

Mr Davis K T	Mr Akhil A Balakrishnan
Dr. Shijoh V	Mr Kapildas K S
Ms Anu Sunny	Mr Jenson Jose
Ms Aswathy Rajan	Mr Jithin K Jose
Dr Nisha PV	Dr Chirappanath Albert
Ms Saritha N	Mr Majeendran

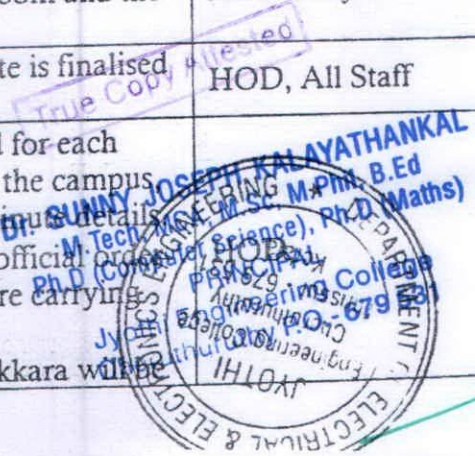
Agenda:

1. Conference ICRESIS-21.
2. Remaining tuition fee to be collected from the students.
3. Introduction of No-Due form.
4. JRF proposals to be made.
5. Functional MoU.
6. Standardisation of EEE Department.
7. Updates on programs formats set by the institution.
8. Conference Guidelines by the institution
9. EEE Department account closure.

SI No.	Decisions	Responsibility	Scheduled Date/ATR
--------	-----------	----------------	--------------------

Consensus of DCM:

#1	<ul style="list-style-type: none"> • Instructions to be set for the international conference. • Decided to remove the registration fee for the events from the participants. 	HOD, Nisha PV, Mr Akhil Balakrishnan.	After easter
#2	<ul style="list-style-type: none"> • Institution wants to collect the fees due from the students. The tutors are made responsible for this. • College estimates the amount to be nearly 4 crores INR. • Students will be issued No Due form from this year. Available from the college office. 	Tutors	Date to be announced
#3	<ul style="list-style-type: none"> • Staffs who require JRF must prepare a research proposal to be submitted to the college. • No stipend will be provided for the JRF 	HOD, Dr Nisha PV, Dr Shijoh V, Dr Chirappanath Albert	To be carried in a month time.
#4	<ul style="list-style-type: none"> • MoU should be made functional at the earliest. • Must arrange Webinars or industrial visits or other methods to make the MoU active. • Promote interactions with the companies signed MOU with the institution. 	HOD, All Staff	AT the earliest
#5	Department file must be standardised. Staffs are required to keep the staff room and the cabins clean and arranged	All Faculty	To be set
#6	Conference titled is fixed and the date is finalised for 17 th and 18 th December 2021.	HOD, All Staff	To be noted
#7	<ul style="list-style-type: none"> • New format will be designed for each program to be carried out in the campus it includes each and every minor details • Department need to get the official approval by submitting this form before carrying out the event. • Mr Christy and Ms. Jisha Akkara will be 		To be noted



DEPARTMENT MEETING MINUTES

	formatting the documents.		
#8	All staffs have decided to close the department account held with he Federal Bank	HOD, All Staff	At the earliest
Prepared by: Dr Chirappanath B Albert, AP, EEE Department			Date: 30/03/2021
Reviewed by: Dr. Jarin T -HOD, EEE			Date: 30/03/2021
Issued by: Dr. Jarin T -HOD, EEE			Date: 30/03/2021



Handwritten signature and date:
 Dr. Jarin T
 30/03/2021

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Handwritten signature in green ink:
 Sunny

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Minutes of Mechatronics Engineering Department meeting Held on

3rd March, 2020

Members Present

1. Dr. Vivek Lukose (HOD, MR) *Ush*
2. Mr. Harceesh N. V. *H*
3. Ms. Soumya C. *Soumya*
4. Ms. Nym K. A. *Nym*
5. Mr. Jinesh K. J. *Jinesh*
6. Mr. Nikhil N. S. *Nikhil*

Meeting of Mechatronics Department was convened on 3rd March 2020 at 1.15 PM in the HOD cabin. Following points were discussed.

1. HOD informed all faculty to submit Multiple Choice Questions of the respective subjects before March 10, 2020.
2. The Sessional marks should be uploaded before 6th March 2020.
3. The PIA meeting for various semesters are scheduled as follows
 - a. 3rd year → 11th March 2020
 - b. 2nd year → 12th March 2020
 - c. 1st year → 13th March 2020
4. The respective tutors should inform the parents through whatsapp message, SMS or call.
5. Progress report should be prepared.
6. The university registration status is to be given on 3rd March 2020
7. Discussions were done regarding College Technical & Cultural Fest, Tharang '20.

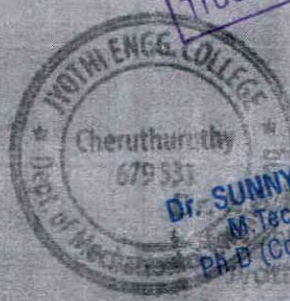
Meeting came to an end at 02:00 P. M.

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Prepared by

Nym K.A.

3/3/2020



Sunny

Ush

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Date: 26.02.21
 Venue: Dept Library
 Time: 9:00 AM

Members Present.

1. Ms. Vincy Verghese, HOD
2. Ms. Jisha Akkara
3. Ms. Neeraja P G
4. Ms. Anju. M.J
5. Ms. Archana. S
6. Ms. Carol Varghese
7. Mr. Alwyn Varghese
8. Dr. Athappan K
9. Mr. Paithuan P
10. Prof. M.G. Cyniac

~~HT~~
~~Pamp~~
~~PRD~~
~~Card~~
~~Mr~~
 K. M. ~~KA~~
 P. D. ~~PH~~
 Cg

Agenda

1. JEC Repo

All faculty instructed to upload all details till date under higher record in the JEC Repo

2. JEC Talk

All the faculty are instructed to suggest areas in which they would like to do videos

3. Webinar / Workshop to PRD and YouTube

All the activities to be shared under various professional bodies to PRD and YouTube. **has to be shared to PRD and YouTube.**

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4. Research Publications (Update/Status)
HOD will be circulating a google sheet to know the status of publication of research paper which is due in July

5. MCR
The last date for uploading MCR for all batches will be 31 Mar 2020.

6. JRF
If any of the faculty have a research idea in mind which can be a prospective research publication in future, ~~but~~ can be thought of an ~~idea~~ option. This is applicable mainly for longer duration project ideas, which can not be complete within a duration of 1 year of B.Tech, M.Tech student project.

7. Industrial Visits
Dr Athnappan K remarked that the department has to seriously think of industrial visits. He ~~was~~ suggested providing virtual site visit and on-site explanation of activities there.

Mr Jisha Akkara opined that it will be better if we identify industrial/work sites and take students as batches and one faculty will accompany them.

Confirms

Ms Archana S remarked that it will be good if a reduction ~~in~~ ⁱⁿ registration fee for conference can be considered for their ~~paper~~ ^{paper} presentations. Jyothi students and staff

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File Copy 2020

mmms

9.

CERD Projects

From CE dept., two projects one under Mr. Abhaya Varghese, and other, under Prof. M. G. Cyrae has been sent for CERD application. HOD congratulated both for this feat.

10.

ATAL FDP

Academic Director has instructed all the department to prepare draft proposals for FDP's. It can be utilized whenever a new FDP is called by AICTE, KTU etc.

11.

Duties

In view of a KTU order, instructing lab external examiners to be senior faculty, MT lab exam on March 1, 2021 will be assigned to Ms. Archana S. University Exam in charge is notified for an order change.

12.

Activity Pts.

Mr. Abhaya Varghese remarked that tutors should give students the guidelines considered for awarding marks for activity points. So the students can plan their participation in events according to their importance and share in the weightage of marks.

13.

Correspondences/Communication contacts Database

For any activity planned by Dept. in future, all faculty are instructed to share the details of contact (mail id) in a common location.

14.

JEC Newsletter/Magazine

Ms. Jisha Atkara suggested that the data needed for JEC Newsletter Magazine should be collected and consolidated as early as possible. Ms. Kalayathankal will be taking charge of this duty.

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15. Rejuvenation of River Project
HOD informed that the "Rejuvenation of River Project" proposal is on way and IIT will get an opportunity to work on that.

16. Contact class 5109
Contact classes of 5109 will start on March 6, 2021.

17. Project & Seminar Split up
It was decided that the split up of marks given for students both M.Tech and B.Tech will be shared to all guides. A general agreement on max guide marks should be maintained so that misinterpretations from students can be avoided.

18. Project, Seminar Topic Allocation
Dr. Athappan requested the seminar co-ordinator to share the topics suggested by students to all faculty, before any allocation procedure is undertaken.

19. University Paper Valuation
Mr. Carol Varghese ^{said} ~~opined~~ that civil engg. related university papers are not taken by certain faculty saying that they have not handled their subject in their work period. It will lead to accumulation of unattended paper bundles in Vahanam camp. All faculty can be asked to study and value the papers as and when needed.

20. S3 Lab / CAD Lab
Infor of S3CE expressed concern over the CAD lab outputs from Dr. Sunny Joseph Kalayathankal and suggested that further Dr. Sunny Joseph Kalayathankal and suggested of building construction Dr. Sunny Joseph Kalayathankal should be given.

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2. Extra duties in Dept
Ms. Juna Akkara suggested that a work/duty
form should be maintained by HOD with all the
faculty updating their extra duties other than
the work load / dept duties


Prepared by

~~Card~~
CAROL VARCHESE
CE, MOM in charge

Verified by

~~HOD~~
HOD-CE in charge

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LATE: 27/9/19

A staff meeting of ECE Department is scheduled on 27/9/19 at 1:30 pm in VLSI Lab. All are requested to be present.

AGENDA OF THE MEETING

General Discussion
AICTE funded FDP

Members Present

1. Dr. Jose P Therattil Perath
2. Sindhu - S Am
3. DRIGYA M.K Am
4. Prajoon P Am
5. Annie P. Joseph
6. Reshmi Rajan Perath
7. Shiny M.I
8. Ponmani Raja Am
9. Elasa P Davi Am
10. Dr. Nivitha Am
11. Ambily Frans Am
12. Pradeesh C Am
13. Dipin Krishnan R. Am
14. Riyo P.C Am
15. Dr. Anoop V Am

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Staff meeting of ECE department convened on 27/9/2019 at 1:30 pm in the VLSI Lab.

The meeting began with a silent prayer
HOD reviewed the college council meeting minutes

DISCUSSIONS

1. HOD congratulated Rank holders (2014-2018 Batch) as well as staff members for their effort.
2. HOD asked staff members to conduct tutorials properly. It aims to improve overall result. He suggested to remain weak students in the same class and move remaining students to the respective tutorial rooms.

HOD asked the staff members to upload the marks of first internal examination within 5 working days from the date of exam to campus book. He also asked staff members to submit first assignment marks to campus book as soon as possible.

HOD told that PTA meeting of S7, S5 and S3 students have been arranged on 11/10/19 at 2:30 PM and 11:00 AM respectively. Class tutors are directed to present the result analysis of respective classes to staff members who engage classes in respective classes should be present during the class PTA meetings. Mutual class arrangements should be done for the same.

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necessary arrangements for the PTA meeting

6. HOD asked faculty advisors to submit the list of students permitted for re-test after 1st series examination to Vice principal as soon as possible.

7. HOD asked faculty members to submit previous university examination answer keys in the Answer Repository as soon as possible.

3. The Graduation Ceremony 2019 will be held on 09.11.2019

7. HOD asked teachers to encourage the students to apply for high quality tech conferences like Chaatka Viswakarma Award, Manorama Yuva master mind, National Hackathon etc.

0. Decided to conduct the AICTE funded FDP on "Wireless Sensor Networks and Signal processing" on 4/12/2019 to 18/12/2019. Further sanction of this date from college council & management. Dr. Anoop V, FDP co-ordinator requested staff members to co-operate for the well conduct of programme.

The meeting concluded at 1:50 pm

Dr. Jose P. Tharathil
M.Tech., Ph.D. (M.T)
Professor & HOD, ECE Department
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