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Criteria 2.5 Evaluation Process and Reforms

2.5.2. Mechanism to deal with examination related grievances is transparent, time-bound and efficient

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Jyothi Engineering College

NAAC Accredited College with NBA Accredited Programmes*

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University
A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR
JYOTHI HILLS, VETTIKATTIRI P.O., CHERUTHURUTHY, THRISSUR, PIN-679531 PH : +91- 4884-259000, 274423 FAX : 04884-274777




NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

Grievance

GRS-CampusBook x +

← → ↻ jecc.ac.in/grs/ Guest (2) ⋮



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www.jecc.ac.in | E-mail: info@jecc.ac.in

Students - Use CampusBook credentials to login

Username *

 Email

 Password *

Password

Login

Staff - Login with JECC Email

CLICK HERE TO LOGIN

Parents/Public - Register your email

Enter your Email ID

Register

Developed by Team tbi@jec, Jyothi Engineering College.

Welcome to CampusBook-GRS
Grievance Redressal System

Important Links: [Grievance & Redressal Cell - Committee](#) [College Website](#)


Grievance Redressal System (GRS) is used to provide a mechanism to students, parents, teachers and other non-teaching staff for the redressal of their complaints. Students can login to the system using their CampusBook login credentials. Staff can login to the system using their JECC email id. Others should first submit their valid email id to which the link to register their grievance will be emailed.

Get Grievance Status: **Get Status**

Grievance List

GRS-CampusBook x +

← → ↻ jecc.ac.in/grs/grievances/index Guest (2) ⋮



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ONLINE GRIEVANCE FORM * Mandatory Fields

Name of the person *	Category *	Admission No
BIJOY JOSHY	Student	11814013
Email ID *	Mobile Number*	
bijoyjoshi1999@gmail.com	9946734067	
Contact Address*		
PALAYOOR HOUSE ,ALOOR,-,ALOOR,THRISSUR,THRISSUR,Kerala		
Grievance Type*		
Grievance related to Attendance		

(Choose one)

- Grievance related to Admission
- Grievance related to Victimization
- Grievance related to Ragging
- Grievance related to Attendance**
- Grievance related to Charging of Fees
- Grievance regarding non-transparent or unfair evaluation process
- Non-observation of AICTE norms & students
- Refusal to return documents such as certificates
- Grievance related to harassment by students or teachers
- Grievance related to provision of student amenities and quality education as promised or required to be provided
- Non-payment or delay in payment of scholarships
- Grievance on discrimination by students from SC/ST/Minority/Women/Disabled Categories
- Non-granting of merit awards
- Others

Welcome to Grievance Redressal System

Important Links: [Grievance & Redressal Cell - Committee](#) [College Website](#)

Your details has been fetched through CampusBook. If there is any error in details please contact your Tutor and ask them to correct it in CampusBook. If everything is OK you can select the grievance type and enter the details and register your grievance. If successful a ticket number will be generated which you can use for future status of your grievance. To know the status of previously submitted ticket number in the form below and click Get Status.

Developed by Team tbi@jec, Jyothi Engineering College.



Grievance committee member



COMMITTEES FOR 2020-21

The Management of the Jyothi Engineering College is pleased to reconstitute all the Committees for the college with the following composition:

Manager, Assistant Manager, Director (Academics) and Principal will be Ex Officio members for all committees.

1. STRATEGIC PLANNING COMMITTEE

- | | |
|--|------------|
| 1. Er. Bobby Peter (Asst. Administrator) | - Convener |
| 2. Er. Thomas Mathew (Administrator) | - Member |
| 3. Prof. Ratnan P (Vice Principal & Dean-UG Studies) | - Member |

2. STAFF SELECTION COMMITTEE

- | | |
|--------------------------------------|------------|
| 1. Er. Thomas Mathew (Administrator) | - Convener |
| 2. HOD of the concerned Department | - Member |
| 3. Subject Expert/ Spl. Invitee | - Member |

3. COMMITTEE FOR AUTONOMY PREPARATIONS

- | | |
|---|-------------------------|
| 1. Fr. Dr. Jose Kannampuzha, Director (Academics) | - Chairman |
| 2. Dr. Sunny Joseph Kalayathankal, Principal | - Vice Chairman |
| 3. Dr. Shijoh V (Asso. Prof-EE) | - General Coordinator |
| 4. Ms. Roshni Rajan (AP-EC) | - Assistant coordinator |
| 5. Mr. Jenson Jose (AP-EE) | - Assistant coordinator |
| 6. Ms. Smija Skariya (AP-BSH) | - Member |
| 7. Ms. Jisha Akkara (Asso. Prof-CE) | - Member |
| 8. Ms. Aswathi Wilson (AP-CS) | - Member |
| 9. Dr. Prajoon P (Asso. Prof-EC) | - Member |
| 10. Mr. Kapil Das K S (AP-EE) | - Member |
| 11. Mr. Jithin K Kuriakose (AP-ME) | - Member |
| 12. Mr. Nikhil N S (AP- ME) | - Member |

4. INTERNAL QUALITY ASSURANCE CELL (IQAC)

- | | |
|--|-------------------------|
| 1. Dr. Sunny Joseph Kalayathankal (Principal) | - Chairman (Ex-Officio) |
| 2. Dr. Anoop V (Asso. Prof -EC) | - Coordinator |
| 3. Fr. Dr. Jose Kannampuzha (Director Academics) | - Member (Ex- Officio) |
| 4. Dr. U. Lazar John (Director, Industry & Human Relations)- | - Member (Ex- Officio) |

Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



5. Mr. Praveen Raj (AP-ME)	-	Member
6. Ms. Suganthi T (AP-BSH)	-	Member
7. Mr. Baji jose C F (Office manager)	-	Member
8. Mr. Girish Kumar M G (Office)	-	Member
9. Ms. Rajitha C K (Office)	-	Member
10. Mr. Lajju P Thomas (Office)	-	Member

10. PUBLIC RELATIONS COMMITTEE

1. Fr. Ajeesh Perincherry (AP-MR)	-	PRO & Convener
2. Mr. Aloysius Ligin Jose (Instructor-TBI)	-	Member
3. Mr. George C J (Lab Instructor-CE)	-	Member
4. Dr. Usha Menon (Professor- BSH)	-	Member
5. Mr. Manoj Kumar V K(AP-ME)	-	Member
6. Mr. Binoy V J (Instrument Mechanics- ECE)	-	Member
7. Ms. Latha S (Office Assistant)	-	Member

11. STUDENTS WELFARE COMMITTEE

1. Prof. Ratnan P (Vice Principal & Dean –UG Studies)-		Chairman
2. Mr. Lawrence C A (Asso. Prof- ME)	-	Member
3. Ms. Saritha P (AP-EE)	-	Member
4. Ms. Shobha Xavier(AP-CS)	-	Member

12. RIGHT TO INFORMATION ACT CELL

1. Mr. Baji Jose (Office Manager)	-	Information Officer
2. Mr. Gireesh Kumar N G (Senior Office Assistant)	-	Information Officer
3. Dr. Sunny Joseph Kalayathankal (Principal)	-	Appellate Authority

13. COMMITTEE FOR GRIEVANCE / REDRESSAL CELL

1. Prof. Ratnan P (Vice Principal)	-	Chairman
2. Dr. Jose P Tharattil (HOD ECE Dept.)	-	Member
3. Dr. Vivek Lukose (HOD MR Dept.)	-	Member
4. Ms. Anu Sunny (A.P, EEE Dept.)	-	Member.

14. GRIEVANCES AND APPEAL COMMITTEE

1. Dr. Sr. Rose Anitha FCC (HOD-BSH)	-	Chairman
2. Mr. M G Cyriac (Asso. Professor-CE)	-	Member
3. Ms. Annie P Joseph (Asso. Professor-EC)	-	Member
4. Mr. Manoj kumar V K(AP-ME)	-	Member

15. SC/ST GRIEVANCE

1. Prof. Ratnan P (Vice Principal & Dean-UG Studies)-		Convener
2. Ms. Smija Skaria (AP-BSH)	-	Member
3. Ms. Drisya M K(AP-EC)	-	Member
4. Ms. Swapna B Sasi (AP-CS)	-	Member
5. Mr. Velayudhan K R (Trade Instructor-ME)	-	Member

J. Tharattil

Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



Attendance

The student can appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal will take a final decision on the matter.

DAC will be headed by a department head and will have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal will be intimated to the Controller of Examination of the University

25. Rules on Attendance

Attendance is marked for each course. 75% attendance is mandatory for writing the end semester examination in that course.

Under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college; Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal will keep all records which led to his decision on attendance, for verification by the Academic Auditor. However, this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted.

26. Leave of Absence

Students who want to take leave have to submit a leave letter to the teacher conducting the course.

For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.





University Exam Revaluation Notification

In all cases of break of study the maximum duration for completing the B.Tech programme will be twelve semesters.

17. Revaluation and Grade Improvement

There is no provision for improving the grade.

The students can apply for revaluation of answer scripts by remitting the requisite fee. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student. If this average mark is less than the original mark, the original mark will be retained. If 15% or more improvement is there in the revaluation, the fee collected will be refunded.

18. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the B. Tech programme will be given by the University.

19. Classification of B.Tech Degree

B.Tech degree will not have any classifications like distinction or first class. There will be no ranks awarded.

20. B. Tech. (Honours)

Accredited departments in institutions, having at least two post graduate programmes, may offer B. Tech (Honours).

Students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions may have this provision, students cannot demand this or move later to an institute where this is available.



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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

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KTU/EX-VI#1/2932/2022

10.11.2022

NOTIFICATION

Ref. KTU/EX-VI#1/2932/2022 Dated:17.10.2022

It is hereby notified that the date for submitting Answer book copy / Revaluation request of B.Tech S3 (R,S) Exam Dec 2021 (2019 scheme) is extended up to **12-11-2022 (Saturday)**.

NOTE

- Fee for answer script copy is **Rs.525/-** and fee for revaluation is **Rs.630/-** per answer script.
- Students can submit the request and pay the fee through student login only. (Fee payment through college office will not be available.)

Dr. Ananda Resmi S
Controller of Examinations

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

