



# Jyothi Engineering College

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University



Cheruthuruthy, Thrissur, Kerala. Phone: 04884 259100, 274423, Fax: 04884 274111  
04<sup>th</sup> October 2019

## College Council 2019 - 20

### Objective

The College Council is the major and most important committee which is responsible for the strategic planning and implementation in both the areas of academic and non-academic developments of the College. The committee acts as a liaison between the Management and the College providing co-operation and the exchange of information. All the curricular, co-curricular and extracurricular activities in the college campus are discussed in the committee and the same will be communicated to management council for further approval and implementation.

### Structure of the College Council

The committee is chaired by the Academic director. The Manager, Secretary of the trust, Principal, Director (Industry & HR), Director (R&D), Vice Principal, Administrators, Dean-PG Studies, all HODs and Students' Union Representatives are its members. It also consists of Coordinator- IQAC, System Administrator, Physical Education Trainer, Office Manager and special invitees as and when required.

The present committee consists of following members

| Sl. No | Name                           | Designation                         |
|--------|--------------------------------|-------------------------------------|
| 1      | Rev. Msgr. Thomas Kakkassery   | President & Manager                 |
| 2      | Fr. Roy V.I                    | Secretary & Asst. Manager           |
| 3      | Fr. Dr. Jose Kannampuzha       | Director- Academics                 |
| 4      | Fr. Dr. Jaison Paul            | Principal                           |
| 5      | Er. Thomas Mathew              | Administrator                       |
| 6      | Er. Bobby Peter                | Asst. Administrator                 |
| 7      | Lt. Col. Jacob E D             | Asst. Administrator                 |
| 8      | Dr. U Lazar John               | Director- Industry & Human Relation |
| 9      | Sr. Dr. Rose Anitha (Licy C D) | HOD - BSH & Director- R&D           |
| 10     | Prof. Ratnan P                 | Vice Principal                      |

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 Cheruthuruthy P.O. - 679 531



# Jyothi Engineering College

NAAC Accredited College with 100% Accredited Programmes

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR  
JYOTHI HILLS, VETTIKATTIP O, CHERUTHURUTHY, THRISSUR, PIN 679531, PH. +91 4884 259000 274423 FAX 04884 274422



|    |                      |                                   |
|----|----------------------|-----------------------------------|
| 11 | Prof. Rateesh S      | HOD - CE                          |
| 12 | Fr. Dr. George       | HOD - CS                          |
| 13 | Dr. Jose P Therattil | HOD - ECE                         |
| 14 | Dr. Jarin T          | HOD - EE                          |
| 15 | Dr. Biju P.L         | HOD - ME                          |
| 16 | Dr. Vivek Lukose     | HOD - MR                          |
| 17 | Dr. Vineeth          | Coordinator- IQAC                 |
| 18 | Dr. Shijoh V         | Dean- PG Studies                  |
| 19 | Mr. Vinod K          | System Administrator              |
| 20 | Mr. Nidhin Johnson   | Physical Education Trainer        |
| 21 | Mr. Baji Jose        | Manager- Office                   |
| 22 | Mr. Joyal Mathew     | Chairman- Students' Union         |
| 23 | Ms. Mary Jeethu      | Vice Chairperson- Students' Union |

## Roles & Responsibilities:

The College Committee has the following roles and responsibilities

1. To ensure the smooth functioning of the college
2. To formulate and implement the policy decisions to enhance the quality at all levels
3. To advice & recommend essential steps to maintain discipline in the campus
4. To ensure necessary steps to implement rules and regulations
5. To ensure the effective and smooth conduct of examinations
6. To recommend and put forth the decisions of all the other committees

The College Council meets at regular intervals to create and take policy decisions and also reviews the implementation and progress of each process. Thus the College Council is responsible for overall development of the College.

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*Fr. Roy*  
**Fr. Roy Vadakkan**  
Secretary (TET) & Asst. Manager

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Jyothi Engineering College, Cheruthuruthy, Thrissur, Kerala - 679 531  
Approved for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022

# MINUTES OF COLLEGE COUNCIL MEETING

**MINUTES of CCM V 2.0. 03.12.2019**

**Name of the Convener: Rev. Dr. Jose Kannampuzha - Director**

**Date: 3<sup>rd</sup> December 2019**

**Time: 11:00 AM**

**Venue: Board Room**

**Attendees:**

|   |  |
|---|--|
| V.Rev.Msgr. Thomas Kakkassery - President               | Dr. Vineeth - IQAC Cell                              |
| Rev.Fr. Dr. Jose Kannampuzha - Director                 | Prof. Rateesh S. - HOD, Civil Engg                   |
| Rev. Fr. Jasion Paul - Principal                        | Rev.Fr. Dr. George. - HOD, Computer Science Engg     |
| Er.Thomas Mathew- Administrator                         | Dr. Jose P- HOD, Electronics and Communication Engg. |
| Dr. U.Lazer John - Director IR&HR                       | Dr. Jarin T - HOD, Electrical & Electronics Engg.    |
| Dr. Rose Anitha - Director R&D                          | Dr. Biju P L - HOD, Mechanical Engg                  |
| Prof. Ratnan P - Vice -Principal                        | Dr. Vivek - HOD, Mechatronics Engg.                  |
| Er. Bobby Peter- Asst. Administrator                    | Mr. Nidhin Jhonson - Asst. Prof, Physical Education  |
| Lt. Col. Jacob E D- Asst. Administrator                 | Mr. Baji - Office Manager                            |
| Mr.Vinod - System Administrator                         | Mr. Joyal Mathew- Chairman Students' Union           |
| Rev. Fr. David Nettikkadan - Asst. Prof, ECE Department | Ms. Mary Jeethu- Vice Chairperson Students' Union    |
| Dr. Shijo - Dean PG                                     |  |

**Agenda:**

Academics, Discipline, IQAC, Programs.

| S# | Decisions | Responsibility | Scheduled Date |
|----|-----------|----------------|----------------|
|----|-----------|----------------|----------------|

**Academics/ Discipline:**

|    |   |                          |                          |
|----|---|--------------------------|--------------------------|
| #1 | NAAC- data collection should be completed by 7 <sup>th</sup> December 2019. A detailed report will be submitted to the management on 20 <sup>th</sup> December 2019.  | IQAC                     | 07/12/2019<br>20/12/2019 |
| #2 | Alumni files should be completed by 10 <sup>th</sup> December 2019  | HODs                     | 10/12/2019               |
| #3 | Staff meeting to be held once a month. Meeting in the month of January is scheduled on 7 <sup>th</sup> January 2020   |                          | 07/01/2020               |
| #4 | Dr. Jarin will present the details about the KTU external audit in the staff meeting on 7 <sup>th</sup> January 2020.   | Dr. Jarin T              | 07/01/2020               |
| #5 | Leave letter files (Students) for the current semester (S3, S5, S7) should be submitted to the Director Academics on 13 <sup>th</sup> December 2020   | HODs                     | 13/12/2019               |
| #6 | Students on leave should submit the leave letter the very next day to the FA. FAs should maintain a single file for student leave letters. In case of long leave, leave letter along with medical certificate and fitness certificate needs to be submitted to the FA soon on the day of re-joining the class and copies of the same documents should be submitted to the Principal's Office on the same day. |                          |                          |
| #7 | All Disciplinary action must be entered in the campus book.   | HODs and Faculty members |                          |
| #8 | Cleanliness must be maintained in HOD's cabin, staff rooms, class rooms and office area. An inspection team will visit each department after 10 <sup>th</sup> January 2020.   | Er. Thomas Mathew        |                          |
| #9 | A Green card for students with updated university results must be available by  | HODs                     | 31 01 2020               |

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## MINUTES OF COLLEGE COUNCIL MEETING

|   |   |  |                  |
|---|---|--|------------------|
|   | (1) 31 <sup>st</sup> January 2020 for the 2015 admission onwards  |  | 30/06/2020       |
|   | (2) 30 <sup>th</sup> June 2020 for 2009 admission onwards.  |  |                  |
| #10   | Christmas celebrations 2019 will be held on 13 <sup>th</sup> December 2019.   |  | 13/12/2019       |
| #11   | The copies of MOUs (minimum of two) signed by the department in-charge (with industries) should be submitted to Director IR&HR on or before 31 <sup>st</sup> December 2019. | HODs   | 31/12/2019       |
| <b>Research Placement/ Programs :</b>                                 |   |  |                  |
| #1  | Two Research project proposals must be submitted before 10 <sup>th</sup> December 2019 by each department.  | Submission by faculty members<br>Supervision by Director (R&D) | 10/12/2019       |
| #2  | NSS advisory committee should be formed by 10 <sup>th</sup> December 2019.  | Mr. Nidhin   | 10/12/2019       |
| <b>Appreciations :</b>  |   |  |                  |
| #1  | The Council appreciated BSH-HOD and the faculty members for the successful conduct of the first year model examinations.  |  |                  |
| #2  | Council appreciated the entire BSH team for the guidance and motivation given to the individual students by personal visits to their residence.                             |  |                  |
| #3  | Council appreciated the entire admission team for the conduct of carrier guidance in various schools.   |  |                  |
| Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department |   |  | Date: 05/12/2019 |
| Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal                     |   |  | Date: 06/12/2019 |
| Approved by: Rev. Fr. Roy Joseph- Executive Director                  |   |  | Date: 06/12/2019 |
| Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)           |   |  | Date: 06/12/2019 |

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Date: 17<sup>th</sup> December 2019

### Action Taken Report of College Council Meeting held on 3<sup>rd</sup> December 2019

1. NAAC: data collection has been completed by 7<sup>th</sup> December 2019 and a report is submitted to the management.
2. The work for collection of details for the Alumni files has been initiated and will take more time for the completion.
3. Leave letter files (Students) for the current semester (S3, S5, S7) has been submitted to the Director Academics on 13<sup>th</sup> December 2020.
4. Instruction details regarding the availing of various types of leave for students have been conveyed to the students and faculty members.
5. The work regarding updating university results in Green card for students has been initiated.
6. Christmas celebration was held on 13<sup>th</sup> December 2019 in the college campus.



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## MINUTES OF COLLEGE COUNCIL MEETING

4. MINUTES of CCM V 2.0. 18.02.2020

Name of the Convener: Rev. Dr. Jose Kannampuzha- Director

Date: 18<sup>th</sup> February 2020

Time: 11:00 AM

Venue: Board Room

| Attendees:                                       |   |
|--|---|
| Rev. Roy Joseph - Executive Director             | Prof. Rateesh S. - HOD, Civil Engg.                       |
| Rev. Dr. Jason Paul Mulerikkal - Principal       | Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg     |
| Rev. Dr. Jose Kannampuzha - Director (Academics) | Dr. Jose P- HOD, Electronics and Communication Engg.      |
| Dr.U.Lazer John - Director (IR&HR)               | Dr. Biju P L - HOD, Mechanical Engg                       |
| Sr.Dr. Rose Anitha - Director (R&D)              | Dr.Jarin T - HOD, Electrical & Electronics Engg           |
| Prof. Ratnan P - Vice -Principal                 | Dr. Vivek - HOD, Mechatronics Engg.                       |
| Er. Boby Peter- Asst. Administrator              | Mr. Nidhin Johnson- Asst. Prof., Physical Education Dept. |
| Lt. Col Jacob E D- Asst. Administrator           | Mr. Baji - Office Manager                                 |
| Mr. Vinod K- System Administrator                | Mr. Bibin Joy - PAT Officer (Spl. Invitee)                |
| Rev. David Nettikkadan Asst. Prof. ECE Dept.     | Mr.Joyal Mathew- Chairman Students' Union                 |
| Dr. Shijo - Dean PG                              | Ms. Mary Jeethu- Vice Chairperson Students' Union         |

### Agenda:

Academics, Discipline, IQAC, Programs.

| S#                            | Decisions   | Responsibility   | Scheduled Date |
|-------------------------------|---|--|----------------|
| <b>Academics/ Discipline:</b> |   |  |                |
| #1                            | Intimation letter regarding KEAM registration to be sent to all the school principals and to all parishes.                      | Dr. Jose. P<br>Dr. Biju P L<br>Er. Boby Peter<br>Mr. Baji Jose | 21/02/2020     |
| #2                            | Dr. Jose P is entrusted to arrange the KEAM coaching centre in Palakkad.  | Dr. Jose P<br>Mr. Jithin K Jose<br>Mr.Binoj                    |                |
| #3                            | Notice regarding multiple choice question for the second module to be sent to all faculty members.                              | Mr. Vinod  |                |
| #4                            | Faculty members should complete 3 modules before the first sessional examination.   | HODs   |                |
| #5                            | Faculty members and students are encouraged to apply for the KSCSTE funded projects.  |  |                |
| #6                            | All the Calicut University mark sheets to be submitted to the office by each department and are to be maintained in the office. | HODs   |                |

### Research/Placement/ Programs :

|    |   |  |  |
|----|---|--|--|
| #1 | Mr. Bibin presented about the different possibilities of Institute Industrial collaborations that can be executed with industries in Pune |  |  |
| #2 | Mr. Nidhin Johnson briefed about Hackathon organized by NSS team  |  |  |
| #3 | The Principal briefed about the 14 <sup>th</sup> graduation ceremony which is to be held on 14 <sup>th</sup> March 2020.                  |  |  |

### Appreciations :

|    |  |  |  |
|----|--|--|--|
| #1 | The Council congratulated Rev. Roy Joseph Vadakkan for achieving Deepika KARMA SHERSTA Award.    |  |  |
| #2 | The council congratulated Lt. Col. Jacob E D and his team for sanitization of the entire campus. |  |  |
| #3 | The council appreciated Rev. Dr. Jose Kannampuzha and Mr. Bibin Joy for the initiative           |  |  |

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## MINUTES OF COLLEGE COUNCIL MEETING

|   |  |                  |  |
|---|--|------------------|--|
|   | step taken for the Industrial collaborations with our college..  |                  |  |
| #4  | The Council congratulated Er. Boby Peter, Lt. Col. Jacob E D and NSS team for contributing an amount of Rs 1 Lakh for the renovation of two houses as part of the flood relief activities organized by NSS technical cell, Dept. of Technical Education. |                  |  |
| Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department |  | Date: 20/02/2020 |  |
| Reviewed by: Rev. Fr. Dr. Jalson Paul - Principal                     |  | Date: 24/02/2020 |  |
| Approved by: Rev. Fr. Roy Joseph- Executive Director                  |  | Date: 24/02/2020 |  |
| Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)           |  | Date: 24/02/2020 |  |

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Date: 3<sup>rd</sup> March 2020

### Action Taken Report of College Council Meeting held on 18<sup>th</sup> February 2020

1. Intimation letter regarding KEAM registration has been sent to all the school principals and to all parishes by 21<sup>st</sup> February 2020.
2. The KEAM coaching centre in Palakkad is arranged by Dr. Jose P.
3. Notice regarding multiple choice questions for the second module has been sent to all faculty members.
4. Process for applying the KSCSTE funded projects has been initiated by the Faculty members and students .
5. All the Calicut University mark sheets has been submitted to the office .

  
  
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