



Internal Quality Assurance Cell- Annual Report Academic Year: 2019-2020

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IQAC Committee Members:

The Management of Jyothi Engineering College is pleased to reconstitute the **Internal Quality Assurance Cell** for the academic year 2019-20 with the following composition:

- | | | |
|---|---|--------------------|
| 1. Fr. Dr. Jaison Paul (Principal) | - | Chairman |
| 2. Fr. Roy Joseph Vadakkan (Executive Director) | - | Member |
| 3. Er. Thomas Mathew (Administrator) | - | Member |
| 4. Dr. Rose Anita (Director, Research & HOD-BSH) | - | Member |
| 5. Prof. Ratnan P (Vice Principal & Dean – UG Studies) | - | Member |
| 6. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) | - | Member |
| 7. Dr. Vinith R (Assoc. Prof. - CS) | - | Coordinator |
| 8. Dr. Biju P L (HOD – ME) | - | Member |
| 9. Ms. Vincy Verghese (AP – CE) | - | Member |
| 10. Mr. Shaiju Paul (AP – CS) | - | Member |
| 11. Ms. Sindhu S (AP – EC) | - | Member |
| 12. Mr. Rijo P C (AP- EC) | - | Member |
| 13. Mr. Kapildas K S (AP – EE) | - | Member |
| 14. Mr. Jithin K Jose (AP – EE) | - | Member |
| 15. Mr. Melvinraj C R (AP – ME) | - | Member |
| 16. Ms. Soumya C (AP – MR) | - | Member |
| 17. Ms. Nivya Wilson (AP – BSH) | - | Member |
| 18. Dr. Varghese A F (Local Representative) | - | Member |
| 19. Mr. Christo George (CEO, Hykon) | - | Member |
| 20. Mr. V.G. Sankaranarayanan (Chairman, IE(I), Thrissur) | - | Member |
| 21. Mr. Aravind K P (Secretary, Alumni Association) | - | Member |
| 22. Ms. Dona Thomas (Student Representative) | - | Member |



1. Minutes of the meetings conducted:

Number of meetings with dates held:

No. of Meetings conducted	04
Dates of the Meetings	10-07-2019
	24-10-2019
	07-01-2020
	20-05-2020

Minutes of the meeting No: 1

DATE: 10.07.2019

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
4. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
5. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
6. Dr. Biju P L (HOD – ME) - Member
7. Ms. Vincy Verghese (AP – CE) - Member
8. Mr. Shaiju Paul (AP – CS) - Member
9. Ms. Sindhu S (AP – EC) - Member
10. Mr. Jithin K Jose (AP – EE) - Member
11. Ms. Soumya C (AP – MR) - Member



Agenda

- *Academic monitoring*
- *Internal examination & feedback process*
- *Orientation Program*
- *Research activities*
- *Preparation for NBA*
- *First draft of AQAR*

The meeting started with our Principal Fr. Dr. Jaison Paul, Principal & Chairman of IQAC welcoming the members to the meeting. The Principal started the session stressing on the need to align with the Institution's Vision and Mission. He also outlined on the Quality policy and the Institute awards. He concluded his address by welcoming the coordinator of IQAC, who proceeded with the rest of the agenda.

The meeting concluded with the following points:

Agenda 1: Academic Monitoring

- The overall academic plan and current teaching - learning process was discussed.
- A checklist with the following points was prepared for the staff to upgrade the academic activities in the next semester
 - To prepare staff class notes and slides for at least 2 modules before the commencement of the next semester. These study materials are to be peer reviewed by the internal expert committee and necessary corrections to be made.
 - To prepare assignment questions in advance. Make it more creative and customized to each student to prevent malpractice during tests.



- Regular scrutiny of student class notes to be ensured. It must be made a practice to check the class notes at least 5 working days before their internal exams.
- At least 2-3 classes for revision / remedial for each subject before each series exams to be given.
- Offer add-on courses / Foundational courses / Coding courses with the consent of respective HODs
- Template for result analysis is to be prepared and shared with class tutors.
- The College Council requested the HODs to submit an application for available slots for BEC training. (The English department was willing to engage training classes on Monday 3 hours & Wednesday 4 hours)
- It is decided that faculty advisors should keep separate registers and tutorial files for tutorial classes, which includes the 2 groups of tutorial classes (with student names), timetable, topics covered in each tutorial class, etc. HODs were requested to monitor the tutorial classes and present a review report after two weeks in the college council meeting.
- Coordinator of IQAC reminded all department members to monitor the quality of answer scripts of each subject and upload the same to the answer repository. It has to be evaluated and verified internally by each department.

Agenda 2: Internal examination & feedback process

- Guidelines for the internal examinations were set. The team decided to conduct the internal exams as per the KTU calendar.
- Invigilators are requested to report all types of malpractices to the Chairman, Discipline Action Committee (Dr. Jarin T – HOD, EE) and / or to the Coordinator, Internal Exam Cell (Ms. Aswathy Wilson – AP, CS) immediately.



- HODs are requested to engage a minimum of 10 minutes (every 2 weeks) in each class to obtain feedback from students.
- It is decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

Agenda 3: Research activities

- Fr. Roy Joseph Vadakkan congratulated the team for the successful completion of “DO IT” Academic Retreat 2019 held from 1st to 8th July 2019, at JECC Decennial hall. It was followed by the principal who presented his views on the recently concluded retreat.
- The team submitted a proposal to start a center for Research and Development to improve the research activities of faculties and students. The decision had to be taken by the management
- It was decided to conduct an expert talk on any relevant topic in the banner of Journal club of CSE.

Agenda 4: Orientation Program

- It was decided to conduct an Orientation program for the newly hired employees in the beginning of every semester.
- IQAC has decided to arrange a session on student project for teaching faculties.

Agenda 5: Preparation for NBA

- The NBA coordinator instructed all the faculties to complete CO attainment calculation for the recent results.
- All the NBA files needed to be updated before the commencement of classes. The verification of it is planned for the first week of August.



- All the Heads for various clubs, associations, bodies, general facilities are requested to hand over the updated institutional files for CE Accreditation.
- The NBA Expert Team visit for the Civil Engineering Department was scheduled in the first week of September 2019. Committees and Staff-in-Charges for the same were formulated.

Agenda 6: First draft of AQAR

- It was decided to prepare the first draft of AQAR and the responsibilities for the same were distributed to department coordinators.

Action Taken Report for the Meeting Conducted on 10.07.2019

Sl. No	Plan of Action	Action Taken
1	Result analysis	Template (15 to 19 slides) for result analysis was shared with all the tutors on 28.08.2019
2	Add on courses	Total seven add-on courses are offered with maximum 40 seats for this semester from September 23rd onwards
3	Answer repository	All teaching faculties uploaded the answer scripts of respective subjects in the answer repository and IQAC coordinator submitted the verification report to the principal on 30.09.2019
4	Internal examination	Internal examinations were conducted as per the KTU calendar and marks were uploaded in the Campus Book before 27th September 2019.
5	Student feedback	The first phase of online student feedback was taken after the 1st internal examination and report submitted to the Principal. Provision to enter the second phase of student feedback was launched in the CampusBook on 18th October 2020. All faculties were directed to review their feedback results with the Director of Academics.



6	Orientation Program	An Orientation program for six newly appointed staff was organized on 03rd August 2019. An orientation on student projects was conducted on 25th July 2019. There were 64 participants for the session.
7	NBA mock audit	Based on the mock drill held on 23rd August 2019, corrections were made and Institute file status was updated.
9	First draft of AQAR	The council went through the draft of AQAR and made necessary corrections.

Minutes of the meeting No: 2

DATE : 24-10-2019

TIME : 2 PM

VENUE : IQAC

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Er. Thomas Mathew (Administrator) - Member
4. Dr. Rose Anita (Director, Research; HOD-BSH) - Member
5. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
6. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
7. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
8. Dr. Biju P L (HOD – ME) - Member
9. Ms. Vincy Verghese (AP – CE) - Member
10. Mr. Shaiju Paul (AP – CS) - Member
11. Ms. Sindhu S (AP – EC) - Member
12. Mr. Rijo P C (AP- EC) - Member



13. Mr. Kapildas K S (AP – EE) - Member
 14. Mr. Jithin K Jose (AP – EE) - Member
 15. Mr. Melvinraj C R (AP – ME) - Member
 16. Ms. Soumya C (AP – MR) - Member
 17. Dr. Varghese A F (Local Representative) - Member
 18. Mr. Christo George (CEO, Hykon) - Member
 19. Mr. V.G. Sankaranarayanan (Chairman, IE(I),Thrissur) - Member
 20. Mr. Aravind K P (Secretary, Alumni Association) - Member
 21. Ms. Dona Thomas (Student Representative) - Member
- Fr. Dr. Jaison Paul, Principal & Chairman of IQAC began the meeting welcoming all the members.
 - The coordinator welcomed the members and introduced the newly inducted members to the committee.
 - The committee thanked the old members for their valuable contribution and once again reiterated the activities done by the IQAC.

Agenda 1: Academic Monitoring

- The overall academic plan and progress of students are to be reviewed on the basis of internal examinations and monthly activity reports.
- It was decided to arrange remedial classes for the students who scored low marks in the examinations. Retests have to be conducted before the lab examinations.
- Model Question paper for the first semester subjects must be prepared before 22nd November 2019. Model exam should be conducted for minimum 3 subjects.
- All departments should submit their plans for the modernization of labs to the management through the Principal.



- It was decided to take the syllabus coverage report for each subject before the internal examinations and student feedback on faculty after the internal exams.

Agenda 2: Academic Audit

- It was decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit.

Agenda 3: Research cell inauguration

- Final approval for the inauguration of Jyothi Centre for Research and Development was taken by the management.
- Rev Fr. Roy Joseph briefed about the program. Venue and program schedule for the inaugural ceremony had to be finalized by the planning committee under the headship of Dr. Rose Anita, Director, and Research.

Agenda 4: Talk organized by Journal club

- It was decided to conduct expert talks on various relevant topics under the banner of Journal club of ECE and EEE.

Agenda 5: Submission of AQAR

- Dr. Vinith briefed about the process involved in the NAAC accreditations which would be continued from 26th November 2019 and completed before 31st December 2019 to submit the AQAR.



Agenda 6: NBA works

- It was decided to conduct a training session on “Outcome based education Assessment tools and procedure” for faculties in the month of December to familiarize and practice all the calculations involved in criteria 3.
- Faculties were directed to submit the CO attainment calculation for the previous semester by the end of October and to upload the same in the respective folders.

Action Taken Report of IQAC meeting held on 24-10-2019

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU Academic audit	Faculty & IQAC coordinator	07.11.2019	All the documents related to KTU audit were submitted on 7th November 2019 to IQAC cell for verification. The verification report was submitted to the Director-Academics on 8 th November 2019. KTU external audit was held on 12 th November 2019.
2	Research cell inauguration	IQAC & Research Director	20.12.2019	Inauguration ceremony of Jyothi Centre for Research and Development was conducted at Hotel Pooram International, Thrissur on 20th December 2019 at 03.00 pm. Dr.



				T. Lazar Mathew, Former Director, DRDO & Senior Advisor, Health science and Technology, India was the Guest of Honor.
3	Talk organized by Journal club	Journal club, ECE Journal club, EEE	15.11.2019 13.12.2019	Dr .Jose P Therattil delivered a talk on Power system stability on 15-11-2019 at Insight hall at 1.00 pm. Ms. Nisha P V, Assistant Professor, EEE delivered a talk on Line Impedance Stabilization Networks 13-12- 2019 at Decennial Hall.
4	AQAR submission			AQAR was prepared and submitted to College Council for review on 05-12-2020. The council meeting held on 08/12/2020 approved the AQAR and after making necessary corrections, uploaded the AQAR to NAAC website
5	CO attainment calculation	Faculty	29.10.2019	CO attainment calculation for 2018-2019 even semester was completed on 29.10.2019 and mapping & analysis files were uploaded in the respective Google folder.
6	Session on OBE attainment calculation	NBA coordinator	17th to 19th December 2019	Dr. Shijoh V, NBA coordinator organized a hands on training session from 17th to 19th December 2019 at the Computer Centre, JECC. But, due to unexpected hartal, the session on 17th was postponed to 3rd January 2020.



Minutes of the Meeting No: 3

DATE : 07-01-2020
TIME : 2 PM
VENUE : IQAC

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Er. Thomas Mathew (Administrator) - Member
4. Dr. Rose Anita (Director, Research; HOD-BSH) - Member
5. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
6. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
7. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
8. Dr. Biju P L (HOD – ME) - Member
9. Ms. Vincy Verghese (AP – CE) - Member
10. Mr. Shaiju Paul (AP – CS) - Member
11. Ms. Sindhu S (AP – EC) - Member
12. Mr. Jithin K Jose (AP – EE) - Member
13. Mr. Melvinraj C R (AP – ME) - Member
14. Ms. Nivya Wilson (AP – BSH) - Member
15. Ms. Dona Thomas (Student Representative) - Member



- Minutes of the previous meeting were confirmed.
- Guidelines for the invigilation of University examinations were set and other facilities were also arranged.
- Coordinator briefed about the Add-on courses. It was decided that the II semester students were allowed to take the add-on courses.
- Dr. Vinith was entrusted to check the feasibility of setting up a National Cyber Security Resource Centre in the college after preliminary discussions with the management.

Agenda 1: Academic Monitoring

- Previous teaching-learning process was discussed.
- Academic calendar for the semester was designed, which was to be followed by each department.
- Students are to be encouraged to use the digital library during project hours for downloading reference papers. The students must submit the hard copy of all the research papers referred for their projects.
- It was decided to introduce Green card in the CampusBook which details the academic progress of the students.

Agenda 2: Academic Audit

- Course file verification for all the subjects to be conducted between 24th and 27th February 2020.

Agenda 3: Crash courses for KEAM

- It was decided to start crash courses for KEAM preparations from 12th January 2020. Subjects handled will be Physics & Mathematics.



- Helpline desk for uploading all the details regarding KEAM will be available at the following places
 - Crash course center - Thrissur
 - Jyothi Engineering College -Palakkad

Agenda 4: Feedback process

- It was decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

Agenda 5: Research activities

- Prof. Jacob Philip will take a session on guidelines regarding submitting proposals for funded projects and Research papers on 10th January 2020.
- All members of the teaching staff are directed to undergo 8 online modules of MOOCs in SWAYAM for appointment or promotion as per the intimation from AICTE-NITTTR.
- Research proposal plan / progress in the work should be prepared immediately and submitted to the research director.
- Guidelines should be prepared for
 - (1) External tie-up for research with institutions
 - (2) Taking up consultancy as joint venture with external organizations.

Agenda 6: Funded project proposals

- Funded project proposals to be prepared by the following departments on the dates given below.
 - EEE Dept. – 5th March 2020.
 - CE Dept. – 10th March 2020.
 - ME Dept. – 31st May 2020.



➤ MR Dept. – 31st May 2020.

Agenda 7: MCQ preparation

- All faculty members were instructed to prepare 15 to 20 multiple choice questions for each module and the same to be uploaded to the campus book.
- Important points to consider while preparing MCQ are set up to make students practice for competitive exams like GATE, ISRO etc.
- A practice mode interface would be opened to students so that they can practice the MCQs uploaded by the faculty members for a particular subject. Questions will be displayed randomly (one at a time) and students can click on the option they think is correct. If the selected answer is correct, the option will be turned to green and also if explanation is provided it will be displayed.

Agenda 8: NBA related work

- Dr. Shijoh briefed about the NBA deceleration event.
- CO PO and PSO attainment calculation for each subject for 2015-2019 batch to be completed before 13th Jan 2020. Each faculty should get approval from Dr. Shijoh before 20th Jan 2020. Failure to do so will disallow the concerned staff to handle their classes. HODs are requested to make alternate arrangements for these classes.

Action Taken Report of IQAC meeting held on 07-01-2020

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Academic Audit (Course file)	Dr. Shijoh	24.02.2020 to 27.02.2020	Course file verification for all the subjects was conducted between 24th to 27th February 2020 for



				the purpose of NBA.
2	Green card form in CampusBook	TBI	16.04.2020	Green card was introduced in the CampusBook which details updated University and Internal marks of all KTU students.
3	Student Feedback	Tutor	March & April 2020	The KTU Feedback interface was made live for students in CampusBook on 10th March. As per KTU directive, feedback on the online teaching process was taken from all the students in the first week of April through Google form.
4	Crash courses for KEAM	Mr. Melvin, & Mr. Sivakumar	12.01.2020	Crash courses for KEAM preparations were started by Mr. Melvin , Asst. Prof. ME Dept. and Mr. Sivakumar, Asst. Prof, BSH Dept. for the subjects Physics & Maths respectively.
5	Workshop	Director, JCRD	10.01.2020.	Workshop was conducted on “Guidelines for writing research proposals and research papers” by Prof. Jacob Philip, Dean-Academics, Amal Jyothi college of Engineering.



6	MOOC online course offered by AICTE-NITTTR	Faculty	31.07.2022.	The course was made mandatory for the faculty who has less than 5 years teaching experience and must be completed before 31 July 2022.
7	Talk organized by Journal club	Journal club, ME Journal club, MR	17.01.2020 14.02.2020	Dr. Biju C V, Associate Professor, ME, delivered a talk on Investigation of Tunable Frequency Resonance Free Magnetorheological Fluid Smart Structures on 17-01-2020 Ms. Nyni K A, Assistant Professor, MR delivered a talk on Introduction to Medical Image Processing on 14-02-2020 at Decennial Hall at 1.00 pm.
8	Funded project proposals	HODs	05/03/2020 to 31/05/2020	Funded project proposals were prepared and submitted by each department by the scheduled date.
9	MCQ preparation	Faculty	End of the semester	TBI launched provision in CampusBook on 22nd Jan 2020 to add course materials like Multiple choice questions (MCQ).
10	Practice MCQ	TBI	16.04.2020	An interface in CampusBook to practice MCQ was opened to



				students from 16th April onwards.
11	NBA	HOD & Faculty	20.01.2020	CO PO and PSO attainment calculation for 2015-2019 batch was completed and submitted to the NBA coordinator.

Minutes of Meeting No:4

DATE : 20-05-2020

TIME : 2 PM

VENUE : IQAC

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
4. Ms. Vincy Verghese (AP – CE) - Member
5. Mr. Rijo P C (AP- EC) - Member
6. Mr. Jithin K Jose (AP – EE) - Member
7. Mr. Melvinraj C R (AP – ME) - Member
8. Ms. Nivya Wilson (AP – BSH) - Member



Minutes of the previous meeting were confirmed.

Agenda 1: Academic Monitoring

- Online teaching-learning process during the Covid-19 situation was reviewed.
- The Principal requested the staff to continue providing online teaching materials in the form of videos, slides, notes etc. (at least 8 videos, 8 sets of PPTs and 4 assignment submissions per module) and also to quantify the materials.
- The Principal advised all faculty members to upload class videos of about 10 minutes in the JECC YouTube channel, after the approval of respective HODs.
- The Principal directed the HODs to conduct SWOT (Strength, Weakness, Opportunity and Threats) analysis of each dept. and the college in general in the Covid & post Covid situation. He instructed them to come up with proper suggestions to improve the teaching learning process.

Agenda 2: Online internal examination

- It was decided to conduct the 2nd internal exams for each subject in two slots of 30 minutes on consecutive days in an online mode. Guidelines were suggested.
- The exam cell in coordination with IQAC would prepare the timetable and the invigilation duty list.
- Faculty should prepare multiple question papers (at least 4 sets) and distribute them randomly to students only 5 minutes prior to the commencement of the exams to prevent students from sharing answers.
- As per the KTU circular, the online evaluation of B. Tech final year to be conducted between 15/06/2020 and 22/06/2020.



- The online evaluation and viva-voce of M. Tech final year projects (as per KTU directives) to be conducted between 06/07/2020 and 10/07/2020.

Agenda 3: Webinar

- Professional associations and departments are requested to conduct at least one webinar each on various interesting topics during this current semester. They have to ensure student participation especially of students from 2nd to 6th semesters.

Agenda 4: Student feedback

- It was decided to collect second feedback from students in mid-June.
- Decided to take Exit Feedback for outgoing batch (2016-2020) through CampusBook in the month of June. All final year students were required to fill and submit this survey form available in their CampusBook login on or before 25th June 2020.

Agenda 5: Research activities

- All the faculties were instructed to attend FDPs / STTPs and other MOOC.
- Faculty members and students were requested to use the online journal facilities. This facility could be used by students for their assignments, projects etc.
- All Ph.D. scholars should submit their progress report every semester. Guidelines for the part-time Ph.D. scholars should be prepared.



Agenda 6: MCQ entry

- Coordinator advised all the faculty members to complete 100 MCQ for every theory subject and 50 MCQ for every lab subject.

Agenda 7: NBA related works

- Coordinator directed all the faculties to complete the NBA files on or before Jun 6th. An Internal Audit would be conducted to verify the completed status.

Agenda 8: Faculty appraisal

- Director-Academics informed that a committee under Dr. Biju P. L, HOD, ME was preparing a draft for faculty appraisal. All staff may have to attend a test of 50 MCQ from all curriculum subjects including Physics, Chemistry and Mathematics as part of faculty appraisal.

Action Taken Report of IQAC meeting held on 20-05-2020

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	SWOT analysis	HOD & Faculty	26.06.2020.	SWOT analysis (Google form) was submitted through Google form by faculty on 19/6/2020 and by each department on 26/06/2020.
2	JECC Youtube channel	Faculty	13.06.2020	The first class video was uploaded in the channel in the first week of June and the second video was uploaded in the second week of



				June.
3	Online internal examination	IQAC & faculty.	15.06.2020	Online exams were conducted as per KTU regulations. The final internal marks and attendance for the S8 subjects were submitted to the Principal's Office by June 15th.
4	Webinar	HOD	24.06.2020. 25.06.2020	Under the banner of the Department of BSH, IQAC conducted the webinar on "Social Effects of COVID -19" for the students, scholars and teaching faculties on 24.06.2020. Jyothi Center for Research and Development organized a webinar on "How to Search and Analyze effectively to get Relevant and Latest Literature: "Few Time Saving Tips" on June 25, 2020.
5	Student feedback	Tutor	25.06.2020	All final year students were instructed to submit the Exit feedback form available in their CampusBook login on or before 25th June 2020. Consolidated report was analyzed for the improvement Second KTU student feedback was made live in CampusBook from



			15.06.2020	12.06.2020 to 15.06.2020
6	MCQ entry	Faculty	08.07.2020	100 MCQ for every theory subject and 50 MCQ for every lab subject were completed and verified.
7	NBA related works	HOD & Faculty	16.06.2020	Documents for the purpose of NBA were uploaded in the respective shared folders on 15th June 2020 and Internal Audit was conducted the next day.
8	Faculty appraisal	Dr. Bju P. L	07.08 2020	The MCQ Test interface was opened for faculty members in the Campusbook. All faculty members were advised to take minimum two tests before Aug 7, 2020.

2. Quality Enhancement Initiatives

3.1 Faculty Appraisal

- The MCQ Test interface had been opened to faculty members in the CampusBook. All faculty members were advised to take minimum two tests before Aug 7, 2020.

The instructions for the test are given below.

- The test contains a total of 50 Multiple-Choice Questions. Each MCQ type question has four choices out of which only one choice is the



correct answer. The correct answer to each question carries 2 marks. For each incorrect answer, 0.5 marks will be deducted from the total marks scored.

- The duration of the test is 1 hour.
 - Each faculty member shall get 2 chances to score a maximum of 100 marks. Two more chances can also be used with 75% weightage.
 - Out of 50 questions, 35 questions shall be from the subjects of respective discipline and 5 questions from English Language and 10 questions from the subjects Physics, Chemistry, and Mathematics together.
 - For the faculty members of the Basic Science department multiple choice questions shall be from the subjects Physics, Chemistry, Mathematics and English Language with equal weightage
- New Faculty evaluation system was released for all faculty members for entries for the academic year 2019-2020 on 13th August 2020 and all were requested to complete every entry latest by Monday, 17th of August 2020. The fabric of the evaluation format was designed with a lot of inputs from various corners. Dr. Biju P L, HoD, ME had been mostly instrumental in formulating the basic structure and the nitty-gritties of the format. Mr. Vinod of TBI and the TBI team converted all these into the software mode.

Appraisal Form Access URL:(Login using staff JECC email id.)

URL: <https://jecc.ac.in/appraisal2020/>

3.2 Research cell inauguration

Inauguration ceremony of Jyothi Centre for Research and Development was conducted at Hotel Pooram International, Thrissur on 20th December 2019



at 03.00 pm. The inaugural function started with a prayer. Rev. Fr. Roy Joseph Vadakkan, Secretary & Campus Head, JECC welcomed the gathering. Msgr. Thomas Kakkassery, Manager, JECC delivered the presidential address. His Grace Mar Andrews Thazhath, Metropolitan Archbishop of Trichur Archdiocese and Chairman, JECC graced the occasion with his inaugural address. Mr. Thomas Mathew, President, PTA and Gasification, Reliance Industries Ltd. delivered the keynote address. Dr. T. Lazar Mathew, Former Director, DRDO & Senior Advisor, Health science and Technology, India was the Guest of Honor. Rev. Dr. Jose Kannampuzha, Director of Academics, JECC and Rev. Dr. Jaison Paul Mulerikkal, Principal, JECC felicitated the function. Dr. Sr. Rose Anitha, Director of Research, JECC, offered a vote of thanks to all the invited guests and participants for gracing the occasion by their solemn presence. Various dignitaries, JECC faculty members and students had participated in the function.





Jyothi Engineering College

NAAC Accredited College with NRI 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, VETIKATIRI P.O., CHERUTHURUTHY, THRISSUR, PIN-679531 PH : +91- 4884-259000, 274423 FAX : 04884-274277

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.



3.3 Professional Development Programs organized for Staff and students

3.3.1 Talk organized by Journal club

- Mr. Unnikrishnan P, Assistant professor, CSE delivered a talk on Sparse representation for data classification on 05-10-2019 at CSE Seminar Hall at 3.30 pm. There were 25 participants for the event.



- DR. Jose P Therattil , HOD, ECE delivered a talk on Power system stability on 15-11-2019 at Insight hall at 1.00 pm. The function included 33 participants.



- Ms. Nisha P V, Assistant Professor, EEE delivered a talk on Line Impedance Stabilization Networks on 13-12- 2019 at Decennial Hall. 26 participants attended.





- Ms. Nyni K A, Assistant Professor, MR delivered a talk on Introduction to Medical Image Processing on 14-02-2020 at Decennial Hall at 1.00 pm. There were 41 attendees.



3.3.2 Orientation Program & Workshop

- An Orientation Program for the newly joined staff was organized on 3rd August 2019. Following faculties participated in the program.
 - a) Ms. Lufiya George
 - b) Mr. Rakendu P S
 - c) Mr. Vismay M Nair
 - d) Mr. Megha G
 - e) Ms. Shima Paul
 - f) Mr. Aloshius Ligin Jose



- An orientation on student projects was conducted on 25th July 2019. There were 64 participants for the session.
- Session on OBE attainment calculation - As per the decision taken in the College Council Meeting (CCM) held on 6th November, IQAC and NBA committee scheduled the training program in three sessions during 17th to 19th December 2019. But, due to unexpected hartal, the session on 17th was postponed to 3rd January 2020. Sessions were arranged from 2.00 pm to 4.00 pm in the Computer Centre, in such a way that all the faculty members will be able to attend one session. A total of 83 faculty members attended the program and the list is attached with this. Session was handled by Dr. Shijoh V. and the following faculty members were available for assistance during various sessions:



1. Ms. Sobha Xavier CSE
 2. Mr. Akhil Balakrishnan, EEE
 3. Ms. Vincy Verghese, CE
 4. Mr. Christy Vazhappilly, ME
 5. Ms. Soumya C, MR
 6. Ms. Namitha T. N., CSE
- One day Workshop is conducted on “Guidelines for writing research proposals and research papers” by Prof. Jacob Philip, Dean-Academics, Amal jyothi college of engineering on Friday, 10th January 2020.



3.3.3 Crash courses for KEAM

- Crash courses for KEAM preparations were conducted on 12th January 2020 by Mr. Melvin, Asst. Prof, ME Dept. and Mr. Sivakumar, Asst. Prof, BSH Dept. for the subjects Physics & Maths respectively.



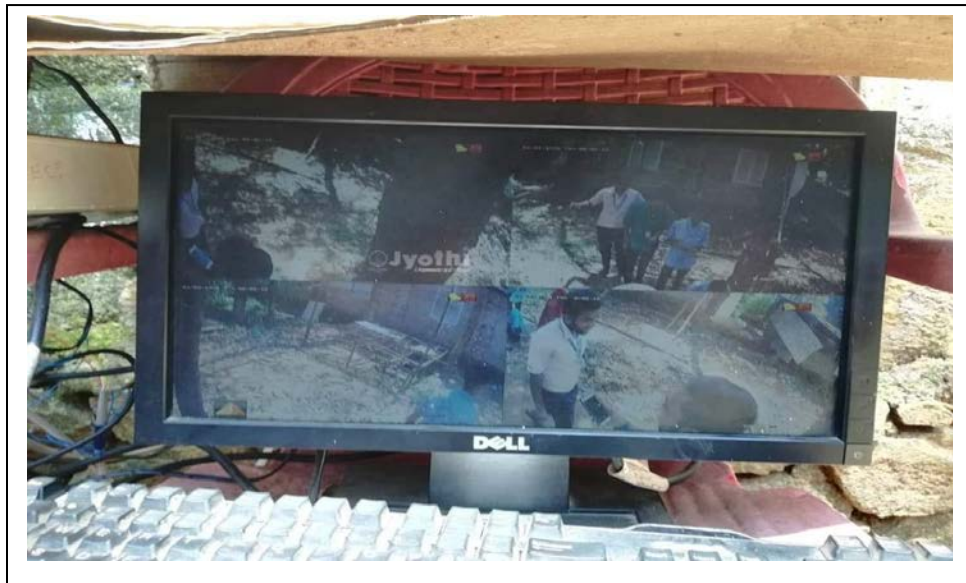
3.3.4 Add-On course

The following add- courses were offered for the students during the odd semester of the academic year 2019-2020.

1. Water quality management of domestic sources
2. Introduction to VHDL
3. Computer aided design
4. Introduction to image processing using MATLAB
5. CCTV Installation
6. Embedded systems design with 8051
7. Workshop on 3-D design & 3-D printing (FABLAB)

Interested students were encouraged to register for the courses through the following link courses:jyothiengg.com. The maximum seats allotted for each add-on course was limited to 20. The course commenced from 23rd September 2019.

The courses were handled by Jyothi staff during their free slots and were scheduled during the regular working hours. Course objectives and Course Outcomes were very well defined for each courses.78 students enrolled for different courses which included the registration fees.



3.3.5 Webinar

- In the department of Basic Science and Humanities, IQAC conducted a webinar on “Social Effects of COVID -19” for the students, scholars and teaching faculty on 24.06.2020. There were 137 participants from various



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other institutions which included teaching faculties and research scholars. The speaker of the session, Dr. Peter M Raj, Associate Professor presented the keynote address on “Social Effects of COVID 19”. He included some real-life examples in his talk to his discussion and suggested ways to deal with this life-threatening Covid crisis.

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**WEBINAR ON
SOCIAL EFFECTS AFTER
COVID - 19**

Organised by
BSH Department

SPEAKER

Dr. Peter M Raj
Associate Professor, KILA.

**24 JUNE 2020
AT 02:00PM**

*E- certificate will be provided to the active participants.

Google Meet

For Registration

SCAN THE QR CODE
OR
REGISTER NOW IN
shorturl.at/bnHKQ

FOR MORE DETAILS CONTACT

MS. SUGANTHI T ASSISTANT PROFESSOR 9846827737	MR. TONY C J ASSISTANT PROFESSOR 9847580698
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www.jecc.ac.in | jecc.ac.in | jecctr

- IQAC organized a webinar on “How to search and analyze effectively to get relevant and latest literature: Few Time Saving Tips” in association with Jyothi Center for Research and Development on June 25, 2020. Resource person for the webinar was Dr. Ramesh L. Gardas, Professor, Department of Chemistry, Indian Institute of Technology (IIT), Chennai. There were 233 participants from various institutes for the event.



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WEBINAR ON
HOW TO SEARCH AND ANALYSE EFFECTIVELY TO GET RELEVANT AND LATEST LITERATURE: FEW TIME SAVING TIPS

RESOURCE PERSON

25 JUNE 2020
02:00PM - 03:00PM
Google Meet

Dr Ramesh L. Gardas
Professor, Dept. of Chemistry
Indian Institute of Technology Madras

Organised By
Department of
Mechanical Engineering

In Association With
Jyothi Center for
Research and Development

For Registration Scan the QR Code
Or Register now in
shorturl.at/bcvJ1

FOR MORE DETAILS CONTACT

Mr. Sheik Afhab S Dr. Deepanraj B Dr. Nivitha Varghees V
Assistant Professor Associate Professor Research Coordinator
9496347349 9943271703 7708895897

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3.4 MCQ preparation & practice

➤ With the support of TBI team, IQAC introduced a provision in CampusBook to Add Course Materials for a particular subject. Staff can add important files (ppt, pdf, etc.) external links, create blog model pages, and also MCQs with the following,

- 3 options
 - Create the course based on the subjects currently allocated to you.
 - Create the course based on any of the University subjects.
 - Create your own course (Placement team can utilize this facility to create their own materials)
- Facilities:
 - You can upload a file (PPT or PDF etc.) PDF preferred with our letterhead.



- You can create a Page similar to a blog (mathematical formulas can be inserted)
 - You can add external links to YouTube videos or some other links which will be useful to the students.
 - You can create MCQ questions.
- A practice mode interface was opened to students from 16th April onwards, so that they can practice the MCQs uploaded by the faculty members for a particular subject. Questions will be displayed randomly (one at a time) and students can click on the option they think is correct. If the selected answer is correct, the option will be turned to green and also if explanation is provided it will be displayed.

To access: Go to Course Materials, select a course and then in the MCQ section click on the **Display in Practice Mode** button to open the interface.

- 100 MCQ for every theory subject and 50 MCQ for every lab subject were uploaded in the CampusBook by all faculties to make students practice for competitive exams like GATE, ISRO etc.

3.5 Academic monitoring and its follow up

- A checklist with the following points is prepared for the staff to upgrade the academic activities.
 - Prepare staff class notes and slides for at least 2 modules before the commencement of the next semester. These study materials are to be peer-reviewed by the internal expert committee and necessary corrections to be done on the basis of that review.



- Prepare assignment questions in advance. Make it more creative and customized to each student to avoid malpractice or sharing of answers.
 - Regular scrutiny of student class notes to be ensured. Conducting a check on class notes 5 working days before the start of internal examinations is a must.
 - Give at least 2-3 classes for revision / remedial for each subject before each series exam
-
- Faculty Advisors were directed to keep separate registers and tutorial files for tutorial classes, which includes the 2 groups of tutorial classes (with student names), timetable, topics covered in each tutorial class, etc. HODs were assigned to monitor the tutorial classes and present a review report after two weeks in the college council.
 - Under the prevailing circumstances and uncertainty, all the members of the staff were directed to give online teaching materials in the form of videos, slides, notes etc. (at least 8 videos, 8 sets of PPTs and 4 assignment submissions per module) and also to quantify the materials.
 - Since all teaching-learning processes had been moved online from March onwards due to the Covid threat, guidelines for Jyothi Open Online Learning (JOOL) were set and shared links to the department-wise monitoring spreadsheets.
 - All faculty members were directed to upload class videos of about 10 minutes in the JECC YouTube channel after the approval of respective HODs.
 - Green Card access through CampusBook - The green card is a PDF document which details the academic progress of the students. It includes updated University and Internal marks of all KTU students.
To access the same: Go to the student profile. There you can find a link for the green card. You can access the student profile from the search page



(Menu: Search>Student) or from the View Students page (Link available in the Active Subjects Handled by you section in the dashboard). Green-Card can also be accessed by the students.

3.6 Internal exam reformation

- ❖ The exercise of collecting the question banks from the faculty and drafting the final question paper by IQAC was continued for this academic year also. The question banks were received through IQAC mail and they were edited by a scrutinizing committee of faculty from each department to prepare the final draft in the model of university question paper.

QUESTION PAPER SUBMISSION INSTRUCTIONS

1. Question papers are to be submitted at the portal <http://examportal.jyothiengg.com>
2. Login with your Jecc email id and password and follow the menu that comes up.

INSTRUCTIONS ON FORMAT AND NAMING OF THE QUESTION PAPER FILES.

- There should be three question papers (A/B/C) for every subject.
- The files are to be in .pdf format.
- There must be a separate table for each section/part of the question paper. Each section should have a small header indicating the part number/name and the choice system applicable to the section. The number and structure of the sections must be in accordance with the university pattern for the relevant subject.
- Question numbering is done in the first column and numbers will run continuously from 1 to the maximum number of questions in the question paper, irrespective of the sections/parts. The numbering here



must not contain alphabets or special characters. Sub-questions must be referred to as a,b,c etc. and the code must be within the cell allotted to the matter of the question. A question must not span more than a cell.

- Restriction of the size of the question paper to two pages is advised for convenience and to save trees.
- The question paper files are to be named in the following format. QP-DateofExam-Dept-Semester-Subject_Code-Subject_name-qp_code (qp_code is A,B and C respectively for the three question papers being uploaded)
(Eg: QP-05/03/19-CSE-VI-CS306-COMPUTER_NETWORKS-A).
- The question paper should contain questions covering three modules.

EXAM CODE: Top Left Corner: <DEPT><UG or PG><2/4/8><A/B/X><DATE><F/A>

<DEPT> : Department which is offering the course. (Not the department of the faculty)

<2/4/8> : 2 or 4 or 8 depending on the semester

<A/B/X> : Batch : A or B and X if common to both.

<F/A> : Forenoon or

Afternoon (Eg.

CSUG2X240220F)

Department Name: Name of the Department which offers the course. Not the parent department of the faculty who teaches the course.

Applicable to: Name of the department and batch for which the question paper is applicable. If the class has students from ME batch A and EEE then this field will be *ME A /EEE*.



❖ In Covid 19 scenario, guidelines for the conduct of online internal exams were set by IQAC.

- Online meet-up and attendance using a video app in the beginning.
- Making question papers available for download through Google Classroom.
- Online meet-up and attendance verification at the end of the exam using a video app.
- There are two 30 min duration exams of 20 marks each - one in the forenoon and other in the afternoon - for each subject.
- Each exam carries two questions of 10 marks each.
- The two exams combined should cover the three modules prescribed for the second series.
- There should be at least four question papers, coded as A/B/C/D for each session of the exam. They should be prepared as separate files in word format. Each faculty therefore shall have to submit 8 question paper files in total.
- The question papers should be given to IQAC as mail on the day before the exam.
- Faculty should also prepare a document of question paper code allotments to students in a random manner for each exam in a separate word file. This document should be emailed to IQAC at least one hour before the exams.
- Allotment of the question paper to the students based on the list above should be done on the day before the exam and saved in the classroom as draft. This should be ensured by the corresponding tutors. Invigilators will be activating the draft at the time of the exam.
- Project Evaluation Committee must be constituted as follows and reported to the Principal's Office.

(i) Two faculty members from the same dept.

(ii) One faculty member from any other complementary dept.

- A soft copy of the final year project report must be uploaded into the Google respective classroom by the students at least one day before the presentation. Department shall transfer them to a single folder in the departmental Digital Library/Space.



3.7 Monthly activity report

Monthly activity report is prepared during the first week of every month which includes the following

- Syllabus coverage report.
- Dates of the conduct of the staff meetings.
- Result analysis.
- Faculty and student activities and achievements.

3.8 Feedback Analysis

Following feedback analysis is taken regularly to improve the performance quality of the institute.

- Student Feedback on Faculty.
- Alumni Feedback.
- Parent Feedback.
- Industry Feedback.
- Exit Survey.

3.9 Academic audit

Internal audit was conducted from 4th November 2019 to 6th November 2019. All the documents related to KTU audit were submitted on 7th November 2019 to IQAC cell for verification. The verification report is submitted to the Director-Academics on 8th November 2019. KTU external audit was held on 12th November 2019.



The following files were verified and corrected for the KTU external audit 2019.

- a) Tutor files: tutorial, class committee, monthly attendance, remedial, result analysis, honours, MOOC courses, activity point register, mentoring book, feedback register.
- b) Course files updated including honours course files.
- c) First year tutors - advisory committee minutes and action taken report.
- d) Department library register.
- e) M. Tech thesis/ seminar course files.
- f) Projects - design, major project course files.
- g) Lab course files with sample record and lab manual.
- h) Extra, co-curricular activity files: professional bodies, women-cell, Natura, sports, college union, add-on courses, music club, dance club, literary club and remedial classes.
- i) Students' grievance cell minutes and action taken report.
- j) Discipline committee.
- k) Central library register.
- l) Details of software licenses.

3.10 NBA Accreditation under Tier-II

IQAC gave plan of action for NBA Accreditation under Tier-II for Civil Engineering Programme

- I. NBA Expert Team visited Jyothi Engineering College on 6th & 7th September 2019.
- II. Civil Engineering Programme accredited by NBA Under Tier-II

The internal Course file verification for all the subjects was conducted between 24th to 27th February 2020 for the purpose of NBA.



CHECKLIST FOR COURSE FILE (THEORY)

1	PREFACE OF THE SUBJECT
2	COURSE INFORMATION SHEET
3	LESSON PLAN AND EXECUTION.
4	TIME TABLE WITH INDIVIDUAL WORKLOAD
5	SEMESTER PLAN AND VERIFICATION REPORT
6	DEPARTMENT ACADEMIC CALENDAR
7	LECTURE NOTES
8	STUDENTS' NAME LIST-COMMON AND CATEGORYWISE
9	ASSIGNMENT TOPICS WITH SUBMISSION DATES
10	TOPIC BEYOND SYLLABUS WITH REFERENCE DETAILS AND CLASS NOTES
11	TUTORIAL SHEETS
12	SAMPLE ASSIGNMENTS

CHECKLIST FOR COURSE FILE (LABORATORY)

1	PREFACE OF THE SUBJECT
2	COURSE INFORMATION SHEET
3	LAB PLAN AND EXECUTION WITH ADDITIONAL EXPERIMENTS
4	REGISTER
5	LAB MANUAL
6	STUDENTS' EXPERIMENTS CYCLE PLAN (BATCHWISE)

CHECKLIST FOR COURSE FILE (PROJECT)

1	PREFACE OF THE SUBJECT
2	COURSE INFORMATION SHEET
3	TENTATIVE PLAN
4	TIME TABLE WITH INDIVIDUAL WORK LOAD
5	TOPIC IDENTIFICATION DETAILS AND SUPPORTING DOCUMENTS
6	TOPIC LIST WITH AREA, GUIDE'S NAME
7	CONTINUOUS MONITORING AND EVALUATION DOCUMENTS



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3.12 Preparation of AQAR

Pending Annual Quality Assurance Report (AQAR) has been prepared and submitted to NAAC on 01-01-2020.

Web link: <https://jecc.ac.in/iqac/aqar>


Principal
Fr. Dr. JAISION PAUL
Principal
Jyothi Engineering College
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