

JYOTHI ENGINEERING COLLEGE-CHERUTHURUTHY

JEC/2/A/8/17

10 October 2017

ORDER

The Management of Jyothi Engineering College is pleased to constitute the **Internal Quality Assurance Cell** for the academic year 2017-18 with the following composition:

1. Dr. K K Babu, (Principal) - Chairman
2. Prof. Muraleekrishnan C. (ECE) - Coordinator
3. Ms. Sindhu S (EC) - Member
4. Mr. Shaiju Paul (CS) - Member
5. Prof. Varghese Job (ME) - Member
6. Mr. Jenson Jose (EE) - Member

All members are requested to accept the assignment and contribute towards the effective functioning of the Cell. The meeting of the cell should be convened at regular intervals to plan and execute the future course of action.



PRINCIPAL

To the members concerned

Copy to:

The AM(A & A)/AM(F)/ADM/AADMs/HODs



Jyothi Engineering College

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, VETTIRKATTI P.O., CHERUTHURUTHY, THRISSUR PIN-679531 PH: +91 4884 259000, 274423 FAX: 04884 274777
www.jeece.ac.in | E-mail: info@jeece.ac.in

Internal Quality Assurance Cell

July 6th, 2017

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing academic activities for the Academic year 2017-2018, a meeting of IQAC Members is scheduled on 10-07-2017, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Details

Date: 10-07-2017

Time 10:00AM

Venue: IQAC

Agenda

- Academic Monitoring
- Academic Audit
- NBA

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Coordinator, IQAC

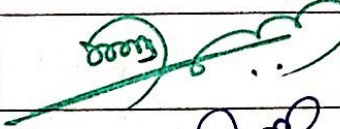

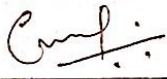

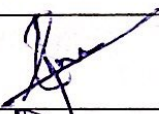


1. Principal
2. Members Concerned
3. Dr. Shijoh.V (NBA Coordinator)

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

DATE: 10.07.2017

SL.NO	NAME	SIGNATURE
1	Dr. K K Babu	
2	Dr. Shijoh .V	
3	Dr. Balagopalan M	
4	Ms. Sindhu S	
5	Mr. Shaiju Paul	
6	Prof. Varghese Job	
7	Mr. Jenson Jose	

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Minutes of the meeting of the IQAC

DATE: July 10th,2017

Members present

1. Rev. Msgr. Thomas Kakkasserry	Manager
2. Fr. Roy Joseph Vadakkan	Asst Manager A&A
3. Dr. K K Babu (Principal)	Chairman
4. Dr. Balagopalan M (BSH)	Coordinator
5. Ms. Sindhu S (EC)	Member
6. Mr. Shaiju Paul (CS)	Member
7. Prof. Varghese Job	Member
8. Mr. Jenson Jose (EE)	Member

The meeting was held on July 10th,2017 at 10 am in the Board room and was presided over by Rev.Msgr. Thomas Kakkasserry , Manager of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Dr. Balagopalan M.

The meeting concluded with the following points:

- Minutes of the previous meeting were confirmed.
- The overall academic plan and progress of students was reviewed. Result analysis has to be done immediately by the class tutors to analyze the previous year results.
- Department coordinators are instructed to verify monthly activity report regularly for the analysis of the performance of staff as well as students.
- Academic Calendar for the next semester was designed, which is to be followed by each department.

- As per the academic calendar it is decided to conduct first internal examination in the second week of August for both UG and PG students.
- Class tutors are entrusted to collect the student feedback on faculty immediately after the first internal examination and appropriate modifications have to be done on respective subjects.
- Guidelines for internal and external audit were set. The team decided in the meeting to conduct the internal audit in the month of September prior to the external KTU audit.
- External Academic audit details for 2017-18, during 27 & 28 September 2017, received from Prof. P. V. Abdul Hameed. All faculty members are requested to kindly comply with it.
- Principal stressed that Academic Audit is meant for improving the teaching learning process and to bring transparency and accountability in the system. HODs and faculty members are requested to give due credit to the Auditor's remark and do the needful to overcome the points noted.
- It is decided to conduct a seminar talk for faculties and PG students to improve their research activities in the next month in associations with Computer Engineering Students Association and R&D Cell of JECC.
- It is decided to assign Dr Shijoh v as New NBA Coordinator for the next accreditation works.
- The committee has discussed about the NBA Reaccreditation and Civil department accreditation which will be on the year 2019.
- The appraisal system of the faculties has been renewed.
- The committee has discussed about the B.Tech (Honors), Rules are published in the KTU website is put on the College Notice Board. As per the existing rules of APJ Abdulkalam Technological University, those students moving to fifth semester having no credit arrears and a CGPA of 8 or above at the end of fourth semester in the Deputy CS, EE and EC are eligible to register for B.Tech (Honors).
- It was decided and implemented that 'the minutes of the meetings of the IQAC will be communicated to the IQAC members after the meetings and

major decisions will be intimated to all staff through mail directly from the Principal.

The meeting was concluded with the vote of thanks by the coordinator

Prepared By:

Sindhu S
Ms. Sindhu. S

Asso. Prof, ECE

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PRINCIPAL

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Action Taken Report for the Meeting Conducted on July 10th,2017

Sl.No	Plan of Action	Action Taken
1	Result analysis	Template(15 to 19 slides) for result analysis is shared with all the tutors
2	Internal examination	Internal examinations are conducted as per the calendar and marks are uploaded in the campusbook
3	Student feedback	The first face of online student feedback is taken after the 1st internal examination and report is submitted to principal Provision to enter the second face of student feedback is launched in the campusbook. Link will be available4 soon
4	Academic audit	An Audit committee is formed and instructed to monitor the same
5	NBA	Dr.Shijoh V constituted a new committee for NBA and the audit is planned in the month of September


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NAAC Accredited college with BBA Accredited programmes
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Internal Quality Assurance Cell

4th October 2017

NOTICE

Respected sir /Madam,

Greetings from IQAC,

A meeting of IQAC Members is scheduled 11th October 2017, Wednesday. All IQAC members are requested to attend the meeting without fail.

Meeting Details

Date: 11th October 2017

Time 11:00AM

Venue: IQAC

Agenda

- Academic Monitoring
- Academic Audit
- NBA related work
- Answer repository
- Feedback process

Coordinator, IQAC

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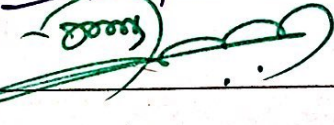
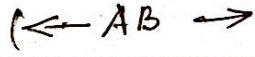

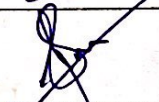


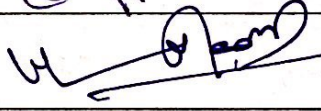
1. Principal
2. Members Concerned
3. Dr. Shijoh.V (NBA Coordinator)

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

DATE: 11.10.2017

SL.NO	NAME	SIGNATURE
1	Fr. Roy Joseph Vadakkan	
2	Dr. K K Babu	
3	Prof. Muraleekrishnan C	
4	Ms. Sindhu S	
5	Mr. Shaiju Paul	
6	Prof. Varghese Job	
7	Mr. Jenson Jose	
8	Dr. Shijoh V	

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Minutes of the meeting of the IQAC

11 October 2017

Members

1. Fr. Roy Joseph Vadakkan		Assistant manager A&A
2. Dr. K K Babu, (Principal)	-	Chairman
3. Prof. Muraleekrishnan C. (ECE)	-	Coordinator
4. Ms. Sindhu S (EC)	-	Member
5. Mr. Shaiju Paul (CS)	-	Member
6. Prof. Varghese Job (ME)	-	Member
7. Mr. Jenson Jose (EE)	-	Member
8. Dr. Shijoh V	-	NBA coordinator

The meeting was held on 11th October 2017 at 11 am in the Board room and was presided over by Fr. Roy Joseph Vadakkan Assistant manager of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Prof. Muraleekrishnan C.

Minutes of the previous meeting were confirmed.

The meeting concluded with the following points:

- All members are requested to accept the assignment and contribute towards the effective functioning of the Cell.
- Fr Roy mentioned, As a part of appraisal a new system is going to launch in the year of 2018 by HRD which is named as Skill inventory


as two phases. Last date of submission is proposed is January to fill the data for skill inventory.

- Principal stressed the need for meticulous uploading of each and every event in the college site for second cycle NAAC accreditation.
- As per the academic calendar it is decided to conduct second internal examination in the second week of November for both UG and PG students.
- Class tutors are entrusted to collect the students internal marks and upload in the campus book.
- It is decided to form a remedial class committee to monitor the below average students.
- It is decided to conduct remedial classes for students on Saturdays for students having below average marks in internal examinations.
- Dr.Shijoh V requested all the faculty members to do the file works in proper format for the reaccreditation works.
- KTU internal audit committee has formed and the chairman was Dr Balagopalan M
- KTU statutory Bodies has been formed and it was published in campusbook.
- As per the University norms, the first audit for the year 2017-18 has to be conducted during 25 September to 04 October 2017. In connection with this, it has been decided to conduct the Internal auditing during 20, 22-23, 25-27 of September, 2017 in detail, department-wise.
- The external audit will be held on 05 December 2017. The University has nominated Prof. K. T. Joseph, Director, Sahrudaya College of Engineering & Technology as the external auditor.
- All faculty members are requested to complete the files in all aspects and be ready for auditing and comply with the requirements. The Chairmen of various Statutory Committees are also requested to submit copies of the minutes of meetings of the committee to the Principal

- It is decided to create an answer repository of past university question papers. The last day of submission shall be 6th January, 2018
- It is decided to prepare and upload complete answers to the last semester B Tech examination Question Papers of all subjects to the shared Google folders. Teachers who handled the same subject could collaborate to bring a single final document.

The meeting was concluded with the vote of thanks by the coordinator

Prepared by:


Ms. Sindhu S

Asso. Prof, ECE

JEC C


PRINCIPAL

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Action Taken Report for the Meeting Conducted on 11th October 2017

Sl.No	Plan of Action	Action Taken
1	Academic audit	All the Documents related to KTU audit are submitted on 27th September 2017 to IQAC cell for the verification
2	<i>Remedial classes</i>	Remedial classes are arranged for academically week students from November
3	Feedback process	The student feedback on faculty is taken for each subject
4	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
5	Skill inventory	All the faculties are submitted the details through campus book


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