



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

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

24/07/2018

NOTICE

Notice is hereby given that the IQAC MEETING Will be held on Tuesday the 31st July 2018 at 11.00 AM at IQAC cell to transact the following agenda:

Agenda:

- Preparation and submission of AQAR
- Strategies and plan of action for next semester
- Functioning of research cell
- Suggestions from NBA coordinator

Copy to: The members Concerned

Coordinator -IQAC



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MINUTES OF THE MEETING OF THE IQAC

DATE: 31.07.2018

Members present

1. Rev. Msgr. Thomas Kakkassery	Manager
2. Fr. Roy Joseph Vadakkan	Secretary,A&A
3. Fr. Dr. Jaison Mulerickal	Chairman
4. Er. Thomas Mathew	Administrator
5. Dr. Muraleekrishnan C -	Coordinator
6. Dr. Anitha Jacob (CE) -	Convenor
7. Dr. Shijoh V (EEE) -	NBA coordinator
8. Dr. Usha Menon (BSH) -	Member
9. Dr. Suresh P (MR) -	Member
10. Mr. Shaiju Paul (CS) -	Member
11. Mr. Rijo P.C (EC) -	Member
12. Mr. Jithin K Jose (EE) -	Member
13. Mr. Melvinraj C.R (ME) -	Member

Agenda

- Preparation and submission of AQAR
- Strategies and plan of action for next semester
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The meeting concluded with the following points:



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- The manager congratulated the research cell for taking initiative for research proposal submission and arranging a venue for the faculty members to present their research proposal.
- Thorough scrutiny of AQAR was done and Dr. Balagopalan pointed out the need for updating the details in various criteria.
- The overall report on the summer courses carried out for the even semester 2017-18 is verified.
- Management congratulated the IQAC team for conducting a faculty retreat at Moovattupuzha.
- The chairman informed that a provision to add Answer Repository directly to Campus Book has been enabled. All staff members are directed to prepare and upload the answers to the April/May examinations 2018.
- NBA orientation program for faculty members by Prof. R Mahadevan was held on 12th June 2018. NBA coordinator presented a detailed schedule and activities which are to be completed before September 2018.
- As per the university academic calendar, the odd semesters will commence from 1st August 2018.
- Decided to submit SAR for the Civil Engineering department by September 2019.
- The chairman informed that AICTE has made Swachh Bharat Summer Internship 2018 mandatory for all staff, and students who are progressing to the 3rd, 05th & 07th semesters during this summer. The cell announced that Prof. Ratheesh will be leading this internship program.
- Dr. Anitha Jacob informed that two student project proposals, an industry-supported project and a Faculty proposed Research oriented Project collected from each faculty member under the guidance of the R&D cell.
- It was decided to conduct Orientation Programme for First Year students from 2nd August 2018 with the support of the BSH department.
- It was decided to prepare a format for the answer repository-peer review on the quality, accuracy, and brevity of the answers under IQAC and all the staff is requested to complete by 12th August 2018.
- It was decided that all professional club coordinators must Submit the academic Program for 2018-19. Interdepartmental events can be planned for IEEE, ISTE, and IEI in Consultation with HODs. The program must be planned preferably on Friday and Saturday. One-day program is permitted only on Saturday so that no academic activities are affected.



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- All the Faculty members are requested to submit the Internal Examination Question Paper for **50 marks** for a duration of **1.5 hrs along** with the Course Outcome, Bloom's Taxonomy mapping on or before **17th August 2018**, to the respective Department Exam Cell coordinators.
- It is decided to conduct a legal awareness class for all S3 students on Monday 6th August 2018 as a part of 'Anti Ragging Awareness'.

The meeting came to an end at 1.00 PM.

Dr. Vinith R

Coordinator-IQAC

Principal





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Action Taken Report for the Meeting Conducted on 31st July 2018

Sl.No	Plan of Action	Action Taken
1	Swachh Bharat Summer Internship 2018 was completed successfully under the guidance of Prof.Ratheesh.	Prof.Ratheesh and Dr.Cyriac M prepared the schedule for the students and completed it with support from the management and staff.
2	Two faculty members are allotted for a subject. to verify the uploaded answer repository.	Completed the answer repository verification.
3	Mr. Bibin Joy was the coordinator for the first-year induction ceremony. Different committees were formulated to carry out the program.	Successfully conducted the induction ceremony.
4	Program lists for different professional clubs were collected from each department.	Vice principal coordinated and consolidated it under professional club activities.
5	Faculty members prepared the question paper with CO and BTL mapping and sent it to the IQAC mail id.	First sessional Question paper collection completed by 5 th September 2018

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24/10/2018

NOTICE

Notice is hereby given that the IQAC MEETING Will be held on Tuesday the 1st October 2018 at 11.00 AM at IQAC cell to transact the following agenda:

Agenda:

- KTU audit
- Incoming technical programs evaluation
- Sessional Exams preparation
- NBA file updating of data

Copy to:

Principal
Director-Academics
Members

IQAC coordinator



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MINUTES OF THE MEETING OF THE IQAC

DATE: 1.10.2018

Members present

1. Fr. Roy Joseph Vadakkan	Secretary,A&A
2. Fr. Dr. Jaison Mulerickal	Chairman
3. Er. Thomas Mathew	Administrator
5. Dr. Muraleekrishnan C -	Coordinator
6. Dr. Anitha Jacob (CE) -	Convenor
7. Dr. Shijoh V (EEE) -	NBA coordinator
8. Dr. Usha Menon (BSH) -	Member
9. Dr. Suresh P (MR) -	Member
10. Mr. Shaiju Paul (CS) -	Member
11. Mr. Rijo P.C (EC) -	Member
12. Mr. Jithin K Jose (EE) -	Member
13. Mr. Melvinraj C.R (ME) -	Member

Agenda

- • KTU audit
- • Incoming technical programs evaluation
- • Sessional Exams preparation
- • NBA file updating of data

The meeting concluded with the following points:



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- It was decided to conduct NBA review meetings once every 2 weeks.
- All departments are to prepare and maintain criteria-wise file systems on the department shelf.
- The meeting decided that all staff and student proposed projects are to be uploaded in the Campus book.
- A Project Management Committee was constituted to assist and monitor student's project work. It was also decided that all student's final year project reports should be in LaTeX format.
- It was decided to encourage staff members to take initiative for GATE coaching. The faculty members are requested to show a minimum of one NPTEL/subject-related video to the students for every subject in all semesters.
- The Committee for Internal Academic Audit Cell (KTU) was constituted under Prof.Ratnan Vice Principal with six members from each department.
- It was decided that there will be department-wise NBA criteria file verification in the Principal's office under IQAC cell from 28/9/2018-31/10/2018. Detailed time slots will be given later.
- Chairman suggested forming Industrial Visit (KTU) Policies for the students.
- Dr. Muraleekrishnan informed members that the second sessional exam will be conducted as per the academic calendar in the first week of November.
- Chairman told that from this year onwards a template will be followed for the result analysis of university as well as sessional exam and must be prepared under the IQAC cell.
- The IQAC coordinator informed the members that the first internal audit for the academic year 2018-19 is scheduled for 5th & 7th November 2018.
- The chairman informed the members that KTU University has nominated Dr. K Raghavan Nambiar as the external auditor for the KTU external audit for B.Tech. & M. Tech. (Odd Semester) for the academic year, 2018-19 and is scheduled on 21st November 2018.
- It was decided to complete college arts and sports before 30th November 2018.

Dr. Vinith R

Coordinator-IQAC



Fr. Dr. JAISON PAUL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



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Action Taken Report for the Meeting Conducted on 1st October 2018

Sl.No	Plan of Action	Action Taken
1	The external audit is scheduled for 21st November 2018	Preparations were made for the smooth conduct of the external KTU audit.
2	Template for the result analysis was prepared for the university and sessional examination separately.	Got approval from the management.
3	Conduct of Sessional exams	sessional exams were conducted according to the academic calendar
4	College sports day	Completed on 30 th November 2018
5	NBA criteria files review	Completed department wise NBA audit before the principal on 31 st November 2018

Principal

Fr. Dr. JAISON PAUL
Principal
Jyothi Engineering College
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23/01/2019

NOTICE

Notice is hereby given that the IQAC MEETING Will be held on Monday the 4th February 2019 at 11.00 AM at IQAC cell to transact the following agenda:

Agenda:

- Preparation and submission of AQAR
- KTU audit
- Report analysis of programs conducted
- NBA auditors visit

Copy to:

Principal
Director-Academics
Members
NBA coordinator

IQAC coordinator
Dr. Vinith R



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MINUTES OF THE MEETING OF THE IQAC

DATE: 4.02.2019

Members present

1. Fr. Roy Joseph Vadakkan	CampusHead,Secretary & Asst.Manager
2. Fr. Dr. Jaison Mulerickal	Chairman
3. Er. Thomas Mathew	Administrator
5. Dr. Vinith R -	Coordinator
6. Dr. Shijoh V (EEE) -	NBA coordinator
7. Dr. Usha Menon (BSH) -	Member
8 Ms. Sindhu S(ECE) -	Member
9. Mr. Shaiju Paul (CS) -	Member
10. Mr. Rijo P.C (EC) -	Member
11. Mr. Kapil Das (EE) -	Member
12. Mr. Melvinraj C.R (ME) -	Member

Agenda

- Preparation and submission of AQAR
- KTU audit
- Report analysis of programs conducted
- NBA auditors visit



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ESTD 2002

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The meeting concluded with the following points:

- Chairman informed that all B. Tech / M. Tech even semester classes commenced on 28th January 2019.
- It is decided that the last date for the first sessional exam question paper submission is 22/02/2019.
- Mr. Vinith R notified that the project-related deadlines are updated in the academic calendar.
- Dr. Shijoh V informed that the NBA Re accreditation/ Accreditation visit will be on 8/3/2019.
- The chairman informed that from this year onwards the appraisal will be in a 360-degree model and got approval from the management.
- It is decided to conduct the second sessional exam on April second week as per the academic calendar.

Dr. Vinith R
Coordinator-IQAC



Fr. Dr. JAISON PAUL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531



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Action Taken Report for the Meeting Conducted on 4th February 2019

Sl.No	Plan of Action	Action Taken
1	First sessional exam even semester	Sessional exam conducted from 14 th February to 21 st Feb 2019.
2	NBA Re accreditation/ Accreditation visit	With the support from the management and whole college faculty, non-teaching staff, the NBA Re accreditation/ Accreditation visit was successfully completed on 8/3/2019.
3.	360-degree Appraisal	Initiated the process 360-degree Appraisal


Principal