



## Internal Quality Assurance Cell

05-10-2020

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2020-2021, a meeting of IQAC Members is scheduled on 12-10-2020, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 12-10-2020 Time 2.00PM Venue: IQAC	<ul style="list-style-type: none"><li>▪ Academic Monitoring</li><li>▪ Academic Audit</li><li>▪ Internal Examinations</li><li>▪ AQAR preparation for A.Y 2019-2020</li><li>▪ Feedback process</li></ul>

Copy to,

1. Principal
2. Director-Academics
3. Members Concerned
4. Dr. Shijoh.V (NBA Coordinator)

Dr. Anoop.V  
Coordinator, IQAC



## Internal Quality Assurance Cell

<b>Minutes of IQAC Meeting 12-10-2020</b>		<b>Date: 12 October 2020</b>		<b>Time: 02.00 PM</b>	
				<b>Venue: IQAC</b>	
<b>Attendees:</b>			<b>Invitees:</b>		
1. Dr. Sunny Joseph Principal			1. Dr. Shijoh.V (NBA Coordinator/PG Dean)		
2. Fr.Dr. Jose Kannampuzha – Director Academics					
3. Dr. Anoop.V Coordinator-IQAC					
4. Dr. Aswathy S. U - Member					
5. Dr. George Raphel -Member					
6. Dr. Karthick -Member					
7. Mr. Jenson Jose-Member					
8. Ms. Roshni Rajan.K -Member					
9. Mr. Jithin K Jose -Member					
<b>Agenda:</b>					
<ul style="list-style-type: none"> <li>▪ Academic Monitoring</li> <li>▪ Academic Audit</li> <li>▪ Internal Examinations</li> <li>▪ AQAR preparation for A.Y 2019-2020</li> <li>▪ Feedback process</li> <li>▪ NBA Internal Audit</li> </ul>					
<b>Decisions</b>					
S#	Decisions	Responsibility	Scheduled Date	Action Taken	
#1	Principal entrusted IQAC to monitor the online classes and asked to submit a report about the progress of online classes in the COVID scenario	IQAC	Monthly		
#2	It is decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> November 2020		
#3	It is decided to Conduct the second Internal Examinations for semester III, V and VII on November 2020 as per the Academic Calendar.	IQAC	23-11-2020 to 28-11-2020		



## Internal Quality Assurance Cell

#4	IQAC coordinator reminded about the pending AQAR submission related to NAAC accreditation. It is decided to submit the AQAR for A.Y 2019-20 Immediately	IQAC	17-12-2020	
#5	Decided to take the student feedback on faculty through Campus book.	IQAC And System Admin	19-12-2020	
#6	NBA coordinator informed that the criteria audit in connection with NBA preparations will be held on 15-01-2021 for A.Y 19-20	HOD & Faculty	15-01-2021	
Prepared by: Dr. Anoop.V- Coordinator IQAC				13-10-2020
Reviewed by: Dr. Sunny Joseph – Principal				13-10-2020

**Dr. Anoop.V**  
Coordinator-IQAC

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Principal**



## Internal Quality Assurance Cell

Date: 22-01-2021

### Action Taken Report of IQAC meeting held on 12-10-2020

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to monitor the online classes and asked to submit a report about the progress of online classes in the COVID scenario	IQAC	Monthly	IQAC circulated a form for collecting Syllabus coverage as well as monthly report for reviewing academic activities. IQAC department coordinators will collect the above information from the respective department and furnish the same to IQAC and IQAC will review the same and give principal a summary of the above reports.
#2	It is decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> November 2020	The Internal Audit is Conducted as per the Schedule and report is uploaded to the university on 25-11-2020
#3	It is decided to Conduct the second Internal Examinations in online mode for semester III, V and VII on November 2020 as per the Academic Calendar.	IQAC	23-11-2020 to 28-11-2020	Series Examinations were conducted and staff members are asked to enter the marks in the Campus book.
#4	IQAC coordinator reminded about the pending AQAR submission related to NAAC accreditation. It is decided to submit the AQAR for A.Y 2019-20 Immediately	IQAC	17-12-2020	AQAR is prepared and Submitted to college Council for review on 05-12-2020. The council meeting held on 08/12/2020 approved the AQAR. and Incorporating the corrections, uploaded the AQAR on NAAC website on 20/01/2021.



## Internal Quality Assurance Cell

#5	Decided to take the student feedback on faculty through Campus book.	IQAC And System Admin	19-12-2020	The Student feedback on faculty made alive on campus book on 19-12-2020. Students were given 10 Days to enter the feedback.
#6	NBA coordinator informed that the File audit in connection with NBA preparations will be held on 15-01-2021 for A.Y 19-20	HOD & Faculty	15-01-2021	Preparatory works for the NBA re Accreditations is started.
Prepared by: Dr.Noop.V-Coordinator-IQAC			29-12-2020	
Reviewed by: Dr. Sunny Joseph - Principal			29-12-2020	

**Dr. Anoop.V**  
Coordinator-IQAC

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Principal**



## Internal Quality Assurance Cell

19-01-2020

### NOTICE

Respected sir /madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2020-2021, a meeting of IQAC Members is scheduled on 27-01-2021, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 27-01-2021 Time 2.00 PM Venue: IQAC	<ul style="list-style-type: none"><li>▪ Academic Audit</li><li>▪ Internal Examinations</li><li>▪ Research _FDP</li><li>▪ Feedback process</li></ul>

Copy to,

1. Principal
2. Director-Academics
3. Members Concerned
4. Dr. Shijoh.V (NBA Coordinator)

Dr. Anoop.V  
Coordinator, IQAC



## Internal Quality Assurance Cell

Minutes of IQAC Meeting 27-01-2021		Date: 27-01-2021		Time: 02.00 PM	
				Venue: IQAC	
Attendees:			Invitees:		
1.	Dr. Sunny Joseph	Principal	1.	Dr. Shijoh.V	(NBA Coordinator/PG Dean)
2.	Fr.Dr. Jose Kannampuzha	- Director Academics	2.	Dr. George Raphael	
3.	Dr. Anoop.V	Coordinator-IQAC			
4.	Dr. Aswathy S. U	- Member			
5.	Dr. George Raphel	-Member			
6.	Dr. Karthick	-Member			
7.	Mr. Jenson Jose	-Member			
8.	Ms. Roshni Rajan.K	-Member			
9.	Mr. Jithin K Jose	-Member			
Agenda:					
<ul style="list-style-type: none"> <li>▪ Academic Audit</li> <li>▪ Internal Examinations</li> <li>▪ Research_FDP</li> <li>▪ Feedback process</li> </ul>					
S#	Decisions	Responsibility	Scheduled Date	Action Taken	
#1	Principal entrusted IQAC to monitor the monthly activity report and syllabus coverage reports.	IQAC	Monthly		
#2	It is decided to conduct the second internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	February 2021		
#3	It is decided to Conduct the second Internal Examinations for semester VII on January 2021 as per the Academic Calendar.	IQAC	February 2021		
#4	Director Academics entrusted to start the NAAC re accreditation works as early as possible	IQAC			



## Internal Quality Assurance Cell

#5	It is decided to organize an international FDP related to research in association with Christ University -Bangalore and Pelita Bangsa University -Indonesia	IQAC And Dr. George Raphel	JULY 2021	
#5	Decided to take the student feedback on faculty through Campus book.	IQAC And System Admin	February 2021	
<b>Prepared by: Dr. Anoop.V- Coordinator IQAC</b>				
<b>Reviewed by: Dr. Sunny Joseph – Principal</b>				

**Dr. Anoop.V**  
**Coordinator-IQAC**

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Principal**



## Internal Quality Assurance Cell

Date: 26-02-2021

Action Taken Report of IQAC meeting held on 27-01-2021				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to monitor the monthly activity report and syllabus coverage reports.	IQAC	Monthly	IQAC circulated a form for collecting Syllabus coverage as well as monthly report for reviewing academic activities. IQAC department coordinators will collect the above information from the respective department and furnish the same to IQAC and IQAC will review the same and give principal a summary of the above reports
#2	It is decided to conduct the second internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	February 2021	The second internal audit conducted on 8,9,10, & 12 <sup>th</sup> February. The audit reports were uploaded to KTU Portal on 18/02/2021
#3	It is decided to Conduct the second Internal Examinations for semester VII on January 2021 as per the Academic Calendar.	IQAC	February 2021	Internal Examinations conducted on January 2021
#4	Director Academics entrusted to start the NAAC re accreditation works as early as possible	IQAC		The NAAC Accreditation committee re constituted and criteria related works were started in the month of January .
#5	It is decided to organize an international FDP related to research in association with Christ University - Bangalore and Pelita Bangsa University -Indonesia	IQAC And Dr. George Raphel	JULY 2021	The preparatory works for the FDP were started and the title of FDP is also finalized.'The title of the FDP will be 'Art of Doing Research'



## Internal Quality Assurance Cell

#6	Decided to take the student feedback on faculty through Campus book.	IQAC And System Admin	February 2021	The faculty feedback by students is completed in the month of February. Report has been handed over to Principal and Director.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Sunny Joseph - Principal				

**Dr. Anoop.V**  
Coordinator-IQAC

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Principal**



## Internal Quality Assurance Cell

04-03-2021

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2020-2021, a meeting of IQAC Members is scheduled on 14-03-2021, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 14-03-2021 Time 2.00 PM Venue: IQAC	<ul style="list-style-type: none"><li>▪ NAAC Reaccreditation</li><li>▪ IIQA-Review</li><li>▪ International FDP</li></ul>

Copy to,

1. Principal
2. Director-Academics
3. Members Concerned
4. Dr. Shijoh.V (NBA Coordinator)

Dr. Anoop.V  
Coordinator, IQAC



## Internal Quality Assurance Cell

<b>Minutes of IQAC Meeting 14-03-2021</b>		<b>Date: 14-03-2021</b>		<b>Time: 02.00 PM</b>	
				<b>Venue: IQAC</b>	
<b>Attendees:</b>			<b>Invitees:</b>		
1. Dr. Sunny Joseph Principal			1. Dr. Shijoh.V (NBA Coordinator/PG Dean)		
2. Fr.Dr. Jose Kannampuzha – Director Academics			2. Dr. George Raphael		
3. Dr. Anoop.V Coordinator-IQAC					
4. Dr. Aswathy S. U - Member					
5. Dr. George Raphel -Member					
6. Dr. Karthick -Member					
7. Mr. Jenson Jose-Member					
8. Ms. Roshni Rajan.K -Member					
9. Mr. Jithin K Jose -Member					
<b>Agenda:</b>					
<ul style="list-style-type: none"> <li>▪ NAAC Reaccreditation</li> <li>▪ IIQA-Review</li> <li>▪ International FDP</li> <li>▪ Feedback process</li> </ul>					
<b>Decisions</b>					
<b>S#</b>	<b>Decisions</b>	<b>Responsibility</b>	<b>Scheduled Date</b>	<b>Action Taken</b>	
#1	The meeting reviewed the draft IIQA and pointed out the corrections	IQAC			
#2	It is decided to submit the IIQA for NAAC reaccreditation in the month of April 2021.	IQAC coordinator	April 2021		
#3	A meeting of the NAAC criteria coordinators has to be arranged in the month of March to discuss their grievances regarding the SSR preparation	IQAC coordinator	March 2021		
#4	Director entrusted to complete the SSR preparations by 15 <sup>th</sup> April 2021.	IQAC and NAAC Committee			



## Internal Quality Assurance Cell

#5	The meeting approved the list of resource persons for the international FDP in association with Christ University - Bangalore and Pelita Bangsa University - Indonesia found to be satisfactory and the dates of the FDP will be from 12 JULY 2021-22 JULY 2021	IQAC And Dr. George Raphel	JULY 2021	
#6	Decided to take various feedbacks through campus book from the stakeholders	IQAC And System Admin	April 2021	
<b>Prepared by: Dr. Anoop.V- Coordinator IQAC</b>				
<b>Reviewed by: Dr. Sunny Joseph – Principal</b>				

**Dr. Anoop.V**  
Coordinator-IQAC

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Principal**



## Internal Quality Assurance Cell

Date: 06-05-2021				
Action taken report of the IQAC Meeting held on 14-03-2021				
S#	Decisions	Responsibility	Schedul ed Date	Action Taken
#1	The meeting reviewed the draft IIQA and pointed out the corrections	IQAC		The corrections were incorporated in the IIQA. IIQA submitted to NAAC on 19-04-2021.
#2	It is decided to submit the IIQA for NAAC reaccreditation in the month of April 2021.	IQAC coordinator	April 2021	IIQA submitted to NAAC on 19-04-2021 and got approval from NAAC.
#3	A meeting of the NAAC criteria coordinators has to be arranged in the month of March to discuss their grievances regarding the SSR preparation	IQAC coordinator	March 2021	Meeting arranged on 19-03-2021. Various queries related to each criterion is addressed.
#4	Director entrusted to complete the SSR preparations by 15 <sup>th</sup> April 2021.	IQAC and NAAC Committee		Draft SSR has been submitted to college council for verification on 10 April 2021.
#5	The meeting approved the list of resource persons for the international FDP in association with Christ University -Bangalore and Pelita Bangsa University - Indonesia found to be satisfactory and the dates of the FDP will be from 12 JULY 2021-22 JULY 2021	IQAC And Dr. George Raphel	JULY 2021	The preparatory works for the FDP are completed.



## Internal Quality Assurance Cell

#6	Decided to take various feedbacks through campus book from the stakeholders	IQAC And System Admin	April 2021	The following feedbacks were collected through Campus book 1. Faculty feedback 2. Alumni feedback 3. Feed back on Curriculum .
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Sunny Joseph – Principal				

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Coordinator-IQAC

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