



Jyothi
Engineering College
(AUTONOMOUS)

A Centre of Excellence in Science and Technology by the Catholic Archdiocese of Trichur

Reaccredited with NAAC (Grade A) and
NBA Programmes* (*CE, CS, EC, EE, ME, MR)
Jyothi Hills, P. O. Vettikkattiri, Cheruthuruthy
Thrissur, Kerala, India, 679531
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INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING NOTICE

Date: 30.07.2025

Time: 2.30pm to 4.00pm

Venue: IQAC – WAB 309

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held as per the details given above. All members are requested to attend the meeting without fail.

Agenda:

1. Role and responsibilities of the Departmental Quality Assurance Cell (DQAC)
2. Scrutiny process of Question Papers (QP)
3. Academic and administrative audit procedures
4. Monthly Activity report
5. Any other relevant topics with the permission of the Chair

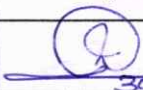
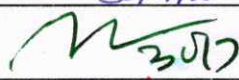
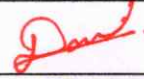
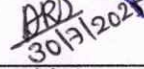
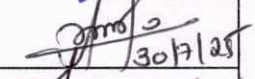
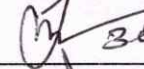
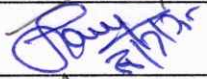
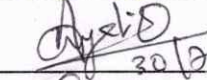
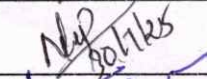
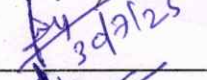
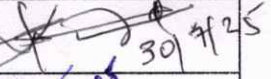
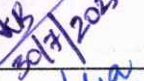
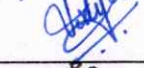
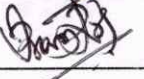
For any queries or additional points for discussion, members may contact the IQAC Coordinator in advance.

IQAC Coordinator
(Assistant)

Archana S
22/7/2025
ARCHANA S .

Dr. Jenson Jose
22/07/25.
Dr. Jenson Jose
IQAC Coordinator.

ATTENDANCE SHEET - IQAC MEETING (30.07.2025)

No	Name of the Members	Membership Nature	Dept.	Signature
1	Dr. Fr. Jose Kannampuzha	Director	ADM	 30/07/2025
2	Dr. P Sojan Lal	Principal, Chairman IQAC.	CS	 30/7
3	Fr. David Nettikkadan	Management Representative	EC	
4	Dr. Jenson Jose	Coordinator	EE	 30/07
5	Ms. Archana S	Assistant Coordinator NAAC, Dept Coordinator	CE	 30/07/2025
6	Mr. Kapil Das K. S	Assistant Coordinator IQAC, Dept Coordinator	EE	 30/7-25
7	Dr. Anoop V	Dean, Academics	AD	 30/7/25
8	Dr. V. M. Xaviour	Member	ADM	 30/7/25
9	Ms. Anna Joseph	NBA Coordinator	CE	 30/7
10	Dr. Jarin T	Research Dean	CS	 30/7/25
11	Ms. Anjali O	Member, Department Coordinator	AD	 30/7
12	Dr. Swapna B. Sasi	Member, Department Coordinator	CS	 30/7/25
13	Ms. Neethu T V	Member, Department Coordinator	CS	 30/7/25
14	Ms. Sagna L T	Member, Department Coordinator	CY	 30/7/25
15	Ms. Roshni Rajan K	Member, Department Coordinator	EC	 30/7/25
16	Dr. S Krishnanunnni	Member, Department Coordinator	ME	 30/7/25
17	Ms. Nyni K. A	Member, Department Coordinator	MR	 30/7/2025
18	Ms. Vidya V Menon	Member, Department Coordinator, NAAC Criteria Coordinator	BSH	 30/7/25
19	Mr. Praveen Raj	Member, Representative-Examination Cell	ME	 30/7/25
20	Mr. Muhammed Shefeek T A	Nominee from Industry	OT	
21	Mr. Christo George	Nominee from Industry	OT	} Absent
22	Mr. Aravind K. P.	Nominee from Alumni	OT	
23	Dr. Varghese A. F	Nominee from Local society	OT	
24		External Auditor 2	OT	



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING MINUTES REPORT

Date: 30.07.2025

Time: 2.30pm to 4.00pm

Venue: IQAC – WAB 309

The IQAC meeting was convened as scheduled with the presence of all members. The session was focused on strengthening departmental quality assurance mechanisms and reviewing key academic procedures.

1. Question Paper (QP) Scrutiny

QP scrutiny must be done by the Department Quality Assurance Cell (DQAC)

A scrutiny team is to be formed comprising:

1. HOD
2. IQAC Coordinator
3. Two senior faculty members

Documents to be maintained in DQAC:

1. Constitution of Committee - HoD
2. Meeting Notice
3. Meeting Minutes
4. Action Taken Report (ATR)
5. Scrutiny Report (First and Second Series)
6. Scrutiny Sample - QP Sample (First and Second Series)

2. Monthly Activity Report & Website update

Departments should ensure the timely submission of monthly activity reports and continuous update the department web pages.

3. Question Paper (QP) Submission – First Series

Archana.s
4/8/2025

[Signature]
04/08/25
Dr. Jenson Jose
IQAC Coordinator.



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- Target Date: 4th August 2025
- Please follow all 15 checklist points in the scrutiny form (to be shared via teaching email) while preparing question papers to avoid rework.
- Both sets of QP questions should be different. In same QP identical questions are not allowed

Maximum Marks:

1. 2024 Scheme – 40 Marks
2. 2019 Scheme – 50 Marks

Note: QP scrutiny must be completed before 8th August 2025, so kindly ensure submission well in advance.

4. Quality Enhancement Programmes

- Each department must conduct at least one Quality Enhancement Programme per academic year under the banner of IQAC.
- This may include quality-related workshops or seminars.

5. Other Discussions

- Ensure completion of etlab entries by all faculty.
- Departmental statistics are to be regularly monitored using the HOD login.
- Faculty must also ensure:
 1. Timely conduct of module tests
 2. Provision of remedial classes as required
- The members briefly discussed general quality improvement strategies and the need for timely documentation and reporting.
- Suggestions were invited from members for further streamlining academic processes.

The meeting concluded with the Chair emphasizing the importance of consistent monitoring and cooperation between IQAC and DQAC for maintaining academic standards.

IQAC Coordinator

Archana.S
4/8/2025
(Archana S.)

[Signature]
24/08/25
Dr. Jenson Jose
IQAC Coordinator.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT – IQAC MEETING

1. The scrutiny list was circulated to all teaching faculty members on 1st August 2025.
2. The monthly activity report template was shared on 1st August 2025.
3. The submission of the first internal examination question papers for semesters S3, S5, and S7 was successfully completed by 4th August 2025.
4. Question papers were shared with DQAC members for scrutiny on 5th August 2025.
5. Scrutiny of the submitted question papers was successfully completed on 8th August 2025.

IQAC Coordinator

Archana S.
12/8/2025
Archana S.

Dr. Jenson Jose
12/08/25
IQAC Co-ordinator.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Date: 03.11.2025

Time: 2.30 pm

Venue: IQAC Conference Hall

A second meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held as per the details given above. All members are requested to attend the meeting without fail.

Agenda:

1. Discussion on Question Paper (QP) Setting for the Second Series Examination.
2. Review of drawbacks identified in the Question Papers set for the First Series Examination.
3. Discussion on difficulties faced during the First Internal Audit conducted through the ET Lab.
4. Suggestions and recommendations for improving the quality of assessment and audit procedures.

Any other matter with the permission of the Chair.

All IQAC members are requested to attend the meeting without fail.

IQAC Coordinator

Dr. Jenson Jose



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING ATTENDANCE SHEET (AY: 2025-2026, Odd)

Date: 3.11.2025

Time: 2.30pm

Venue: IQAC Conference Hall

Sl. No.	Name of the Member	Department	Signature
1	Dr. Jenson Jose	EEE	
2	Mr. Kapildas K.	EEE	
3	Ms. Archana S.	CE	
4	Dr. Anoop V.	AD	
5	Ms. Anjali O.	AD	
6	Ms. Vidya V. Menon	BSH	
7	Dr. Swapna B. Sasi	CSE	
8	Ms. Neethu T.V.	CSE	
9	Ms. Sagna L.T.	CY	
10	Ms. Roshni Rajan K.	ECE	
11	Dr. S. Krishnanunni	ME	
12	Ms. Nyni K.A	MRE	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Date: 03.11.2025

Time: 2.30 pm

Venue: IQAC Conference Hall

The meeting commenced with the welcome address by the IQAC Coordinator. The following agenda items were discussed.

Agenda 1: Question Paper Setting for the Second Series Examination

The committee discussed the guidelines for setting the Question Papers for the Second Series Examination. Members emphasized the need to ensure:

- Proper alignment with Course Outcomes (COs).
- Balanced distribution of questions covering all units.
- Inclusion of questions of varying cognitive levels.
- Compliance with the prescribed examination pattern.

Resolution:

Faculty members were instructed to prepare the question papers following the approved QP template and submit them for scrutiny before the stipulated deadline.

Agenda 2: Review of Drawbacks in the First Series Question Papers

The committee reviewed the shortcomings observed in the question papers of the First Series Examination. The following issues were identified:

- Uneven distribution of marks among units.

APS
3/11/25



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- Repetition of similar questions.
- Inadequate mapping of questions to COs
- Typographical and formatting errors in some papers.
- Variation in difficulty levels beyond the expected standard.

Resolution:

Department Heads and subject experts shall conduct a detailed review of question papers before submission to ensure adherence to institutional guidelines.

Agenda 3: Difficulties Faced During the First Internal Audit through ET Lab

The members discussed the challenges encountered during the first internal audit conducted through the ET Lab. The major difficulties reported were:

- Delay in uploading required documents.
- Incomplete documentation in certain departments.
- Lack of uniformity in maintaining records.
- Technical issues during document verification and retrieval.
- Need for better coordination among faculty members.

Resolution:

Departments were advised to maintain records in a standardized format and upload documents well in advance. A briefing session on audit documentation and ET Lab procedures will be organized for faculty members before the next audit.

DRD
3/11/25



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Conclusion

The Chairperson appreciated the active participation of all members and stressed the importance of continuous quality improvement. The meeting concluded with a vote of thanks.

Archana
31/11/2025

IQAC Coordinator

Dr. Jenson Jose



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT – IQAC MEETING

1. Agenda 1: Question Paper Setting for the Second Series Examination

Action Taken:

- Revised guidelines for question paper preparation were circulated to all faculty members.
- Departments ensured CO-based question paper preparation.
- Question papers were scrutinized by the respective Heads of Departments before final submission.

Status: Completed

Agenda 2: Drawbacks Identified in the First Series Question Papers

Action Taken:

- Faculty members were informed about the observations and corrective measures.
- A review mechanism was introduced to check unit-wise coverage, CO mapping, and difficulty level.
- Necessary corrections were incorporated in the Second Series question papers.

Status: Completed

Agenda 3: Difficulties Faced During the First Internal Audit through ET Lab

Action Taken:

- Departments standardized documentation formats.
- Faculty members were instructed to maintain and upload records periodically.
- Technical issues reported during the audit were addressed in consultation with the ET Lab support team.

APD



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- Awareness and orientation sessions were conducted to improve audit preparedness.

Status: Completed / Ongoing

Summary

The recommendations made during the Second IQAC Meeting were effectively implemented. Continuous monitoring is being carried out to ensure quality enhancement in examination processes and audit practices.

IQAC Coordinator

Dr. Jenson Jose



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

A First meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held as per the details given above. All members are requested to attend the meeting without fail.

Date: 06.01.2026

Time: 1.30pm

Venue: IQAC Conference Hall

Agenda:

1. Course Committee Meetings conducted by the departments.
2. Class Committee Meetings and student feedback.
3. Discussion on Academic Audit preparedness and compliance.
4. Review of Monthly Activity Reports submitted by departments.
5. Inclusion of Subject Coverage details in the Monthly Activity Report.
6. Question Paper (QP) Scrutiny process for forthcoming internal examinations.
7. Observations of the Odd Semester Audits
8. Any other matter with the permission of the Chair

For any queries or additional points for discussion, members may contact the IQAC coordinator in advance.

IQAC Coordinator

Dr. Jenson Jose



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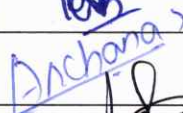
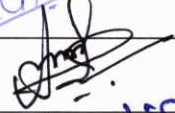
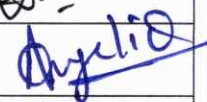
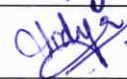
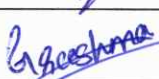
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IQAC MEETING ATTENDANCE SHEET (AY: 2025-2026, Even)

Date: 06.01.2026

Time: 1.30 PM

Venue: IQAC Conference Hall

SI. No.	Name of the Member	Department	Signature
1	Dr. Jenson Jose	EEE	
2	Mr. Kapildas K.	EEE	
3	Ms. Archana S.	CE	
4	Dr. Anoop V.	AD	
5	Ms. Anjali O.	AD	
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8	Ms. Neethu T.V.	CSE	
9	Ms. Sagna L.T.	CY	
10	Ms. Roshni Rajan K.	ECE	
11	Dr. S. Krishnanunni	ME	
12	Ms. Nyni K.A	MRE	
13	Ms. Greeshma Anto	IQAC Asst.	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

The meeting commenced with the welcome address by the IQAC Coordinator. The Chairperson highlighted the importance of maintaining quality standards in academic and administrative processes.

Agenda 1: Review of Course Committee Meetings

The committee reviewed the conduct of Course Committee Meetings across all departments. Members discussed the need for systematic planning of course delivery, assessment schedules, and attainment monitoring.

Resolution:

Departments shall conduct Course Committee Meetings as per the academic calendar and maintain proper records of discussions and resolutions.

Agenda 2: Review of Class Committee Meetings

The committee reviewed the feedback and concerns raised during Class Committee Meetings. Student participation and communication of academic issues were discussed.

Resolution:

Departments shall ensure timely conduct of Class Committee Meetings and address student grievances through appropriate corrective measures.

DRD

Agenda 3: Academic Audit

The committee discussed the preparations for the upcoming Academic Audit. Emphasis was placed on maintaining updated course files, lesson plans, attendance records, and assessment documents.

Resolution:

All departments shall verify and update academic records before the audit schedule. Department coordinators will monitor compliance.

Agenda 4: Monthly Activity Report

The committee reviewed the format and submission status of Monthly Activity Reports submitted by departments.

Resolution:

Departments shall submit Monthly Activity Reports on time and include all academic and co-curricular activities conducted during the month.

Agenda 5: Inclusion of Subject Coverage in Monthly Activity Report

The committee observed the need to monitor syllabus completion more effectively.

Resolution:

All Monthly Activity Reports shall include detailed subject coverage, percentage of syllabus completed, and corrective measures for any delays.

Agenda 6: Question Paper Scrutiny

The committee discussed the quality assurance measures for internal examination question papers.

The following observations were made:

- Questions should cover all prescribed units.
- Course Outcome mapping should be verified.

BRD

- Difficulty levels should be balanced.
- Errors in formatting and marks allocation should be avoided.

Resolution:

Question papers shall undergo scrutiny by the Department Question Paper Review Committee before final submission.

Conclusion

The Chairperson appreciated the efforts of all departments and emphasized continuous quality improvement. The meeting concluded with a vote of thanks.

ARD

Dr. Jenson Jose 
IQAC Coordinator



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ACTION TAKEN REPORT – IQAC MEETING

Agenda 1: Course Committee Meetings

- Departments conducted Course Committee Meetings as per schedule.
- Records of meetings and action plans were maintained.

Agenda 2: Class Committee Meetings

- Class Committee Meetings were conducted.
- Student concerns regarding academics and facilities were addressed by the respective departments.

Agenda 3: Academic Audit

- Departments updated course files, lesson plans, attendance registers, and assessment records.
- Internal verification of documents was completed before the audit.

Agenda 4: Monthly Activity Report

- A revised reporting format was circulated.
- Departments submitted Monthly Activity Reports within the stipulated time.

Agenda 5: Subject Coverage in Monthly Activity Report

- Subject coverage details and syllabus completion percentages were incorporated into the Monthly Activity Report format.
- Heads of Departments monitored the progress of syllabus completion.

Agenda 6: Question Paper Scrutiny

- Question papers were reviewed by departmental scrutiny committees.
- Necessary corrections related to CO mapping, coverage of units, and formatting were made before final submission.

The resolutions passed during the IQAC meeting were implemented successfully. Departments have complied with the recommendations and continue to monitor academic quality enhancement measures.



IQAC Coordinator
Dr. Jenson Jose





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

A Second meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held as per the details given above. All members are requested to attend the meeting without fail.

Date: 06.04.2026, 2pm

Venue: IQAC Conference Hall

Agenda:

1. Review of Retest Conduct and Documentation.
2. Verification of Activity Points and Supporting Proofs.
3. Internal Audit Schedule and Preparatory Activities.
4. Review of Internal Mark Calculation and Record Maintenance.
5. Strict Verification of Audit Files and Supporting Documents.
6. Discussion on corrective measures for audit observations.
7. Any other matter with the permission of the Chair.
8. All concerned members are requested to attend the meeting and ensure compliance with audit requirements.
9. Any other matter with the permission of the Chair

Dr. Jenson Jose (IQAC Coordinator)



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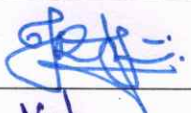
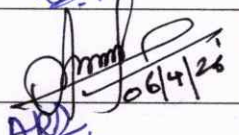
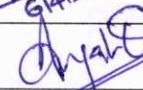
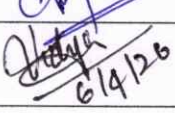
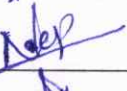
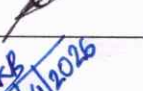
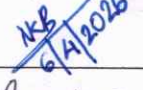
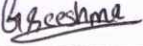
INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING ATTENDANCE SHEET

Date: 06/04/2026

Time: 3.00 pm to 3.30 pm

Venue: IQAC Conference Hall

Sl. No.	Name of the Member	Department	Signature
1	Dr.Jenson Jose	EEE	
2	Mr.Kapildas K.	EEE	
3	Dr. Anoop V.	AD	
4	Ms. Archana S.	CE	
5	Ms.Anjali O.	AD	
6	Ms.Vidya V.Menon	BSH	
7	Dr. S.Krishnanunni	ME	leave
8	Ms. Roshni Rajan K.	ECE	
9	Ms.Neethu T.V.	CSE	
10	Ms.Sagna L.T.	CY	
11	Dr.Swapna B. Sasi	CSE	
12	Ms. Nyni K.A	MRE	
13	Ms.Greeshma Anto		



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

The meeting commenced with the welcome address by the IQAC Coordinator. The Chairperson emphasized the importance of maintaining accurate academic records and ensuring audit readiness.

Agenda 1: Review of Retest Conduct and Documentation

The committee reviewed the conduct of retests for eligible students. Members discussed the maintenance of attendance records, question papers, answer scripts, and mark entries related to retests.

All departments shall maintain complete retest records including student eligibility, attendance, question papers, evaluated answer scripts, and mark statements for audit verification.

Agenda 2: Verification of Activity Points and Supporting Proofs

The committee reviewed the submission of activity points earned by students through participation in technical, co-curricular, and extracurricular activities. It was observed that supporting documents were incomplete in a few cases.

Departments shall verify all activity points only after validating supporting evidence such as certificates, participation records, reports, photographs, and approval letters. No activity points shall be considered without proper proof.

PRD

Agenda 3: Internal Audit Schedule

The tentative schedule for the upcoming internal audit was discussed. Members were instructed to complete documentation well in advance.

Departments shall complete file updating and verification before the audit date. Department coordinators shall conduct preliminary reviews to ensure readiness.

Agenda 4: Internal Mark Calculation

The committee reviewed the procedures followed for internal mark calculation. Variations in record maintenance and calculation formats were observed in some departments.

Faculty members shall strictly follow the institution-approved internal mark calculation methodology. All calculations must be supported by attendance records, assignment marks, internal test marks, retest marks (where applicable), and activity records.

Agenda 5: Strict Verification of Audit Files

The Chairperson expressed concern regarding incomplete and improperly maintained audit files observed during previous audits.

The following instructions were issued:

- Audit files shall be maintained meticulously and updated regularly.
- Every entry must be supported with documentary evidence.
- Missing documents, unsigned records, and incomplete files will be treated as audit non-conformities.
- Faculty members shall personally verify the completeness and accuracy of files before submission.

APD

- Heads of Departments shall conduct rigorous scrutiny of all files before the audit.
- Any discrepancies identified during the audit must be rectified immediately.

All faculty members and department coordinators shall treat audit file preparation as a priority activity. A departmental-level audit verification shall be completed before the institutional audit schedule.

The Chairperson instructed all departments to maintain academic records with utmost seriousness and ensure that all supporting documents are readily available for audit verification. The meeting concluded with a vote of thanks.



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IQAC Coordinator



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT – IQAC MEETING

Agenda 1: Retest Conduct and Documentation

- Retest records were verified and updated.
- Question papers, attendance sheets, answer scripts, and mark records were filed systematically.

Agenda 2: Activity Points and Supporting Proofs

- Departments collected and verified supporting documents for activity points.
- Incomplete submissions were returned for correction and resubmission.

Agenda 3: Internal Audit Schedule

- Audit schedules were communicated to all departments.
- Department coordinators conducted preliminary reviews of audit files.

Agenda 4: Internal Mark Calculation

- Internal mark calculations were re-verified by faculty members and Heads of Departments.
- Errors identified during verification were corrected.
- Standardized calculation sheets were maintained for audit purposes.

APJ

Agenda 5: Strict Verification of Audit Files

- Departments conducted detailed scrutiny of all audit files.
- Missing records and supporting documents were updated.
- Faculty members verified file completeness and obtained necessary approvals.
- Heads of Departments completed departmental-level audit verification before the scheduled audit.

The implementation of the above measures has improved the quality of documentation, enhanced transparency in internal mark calculations, ensured proper verification of activity points, and strengthened departmental preparedness for the internal audit process.

DRJ


Dr. Jenson Jose

IQAC Coordinator