



Jyothi
Engineering College
(AUTONOMOUS)

Reaccredited with NAAC (Grade A) and
NBA Programmes (CE, CS, EC, EE, ME, MR)
Jyothi Hills, P. O. Vettikkattiri, Cheruthuruthy
Thrissur, Kerala, India, 679531
04884 259000 | info@jecc.ac.in | www.jecc.ac.in

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
A Centre of Excellence in Science and Technology by the Catholic Archdiocese of Trichur

23-07-2026

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

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

Date: 28-07-2026

Time: 2.30 pm

Venue: IQAC Conference Hall

Agenda:

1. Question Paper Scrutiny Process
2. First Audit Checklist Review
3. Updated Vision and Mission Statement
4. Monthly Activity Report and Checklist Review
5. Late Submission Files Report
6. Website Documentation for NACC Compliance
7. IQAC-Related Quality Enhancement Programs (Workshops, FDP, Seminars)

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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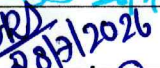
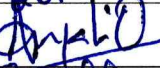
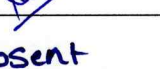
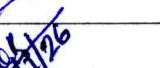
INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC MEETING ATTENDANCE SHEET

Date: 28.07.2026

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	Dr.Anoop V.	AD	
4	Ms. Archana S.	CE	
5	Ms.Anjali O.	AD	
6	Ms.Suganthi Suresh	BSH	
7	Dr. S.Krishnanunni	ME	
8	Ms. Roshni Rajan K.	ECE	
9	Ms.Neethu T.V.	CSE	Absent
10	Ms.Sagna L.T.	CY	
11	Dr.Swapna B. Sasi	CSE	
12	Ms. Nyni K.A	MRE	
13	Ms.Greeshma Anto	IQAC Asst.	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Date: 28-07-2026

Time: 2.30 pm

Venue: IQAC Conference Hall

The IQAC meeting was convened as scheduled with the presence of all members. The session focused on ensuring comprehensive quality assurance mechanisms, academic compliance, timely documentation of institutional processes, and fostering quality enhancement through professional development programs.

1. Question Paper Scrutiny Process

The IQAC reviewed and approved the constitution of the Department Question Paper Scrutiny Committee to strengthen the quality assurance process for internal examinations. It was resolved that the committee shall consist of the Head of the Department, the IQAC Coordinator and two senior faculty members. The committee also resolved that every department shall maintain the DQAC Committee Constitution approved by the Head of the Department, Meeting Notice with Agenda, Meeting Minutes, Action Taken Report (ATR), Scrutiny Reports for the First and Second Series examinations, and sample question papers of both series for documentation and audit purposes.

The submission schedule was finalized as follows: First Series question papers submission on 24th July 2026, the scrutiny process shall be completed on or before 3rd August 2026, and the Second Series question papers shall be submitted as per the schedule.

2. First Audit Checklist Review

The IQAC Coordinator presented the First Audit Checklist prepared for the ongoing academic cycle. The committee reviewed each criterion of the checklist in detail to assess the completeness and accuracy of the documents submitted by the departments and various functional committees.

During the review, members identified missing documents, discrepancies in data, and areas requiring improvement. It was resolved that the concerned departments and committee coordinators should update the pending documents, rectify the identified deficiencies, and ensure that all records comply with the prescribed quality standards and accreditation requirements.

3. Updated Vision and Mission Statement

The committee reviewed the updated Vision and Mission Statements and discussed the proposed revisions. Members suggested necessary improvements to ensure alignment with the institution's quality objectives. It was resolved to finalize and communicate the approved statements to all departments.

4. Monthly Activity Report and Checklist Review

The IQAC Coordinator discussed the Monthly Activity Report and checklist status. Members instructed the concerned departments to update the shared Excel sheet regularly and submit the pending reports and supporting documents within the stipulated timeline.

5. Late Submission Files Report

The IQAC Coordinator discussed the report on late submission of files by faculty members. The committee noted that the late submission report will be shared with the Executive Manager and the Principal for review. Members instructed all faculty to strictly adhere to the prescribed submission timelines and ensure the timely submission of all documents to avoid delays in the future.

6. Website Documentation for NACC

The committee reviewed the status of website documentation for NAAC compliance. Departments were instructed to update their webpages with all mandatory documents and ensure regular maintenance.

7. IQAC-Related Quality Enhancement Programs (Workshops, FDP, Seminars)

The committee discussed the conduct of quality enhancement programmes, including workshops, FDPs, and seminars. It was resolved to organize these programmes periodically to promote quality assurance and continuous improvement across the institution.


IQAC Coordinator

Dr. Jenson Jose



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ACTION TAKEN REPORT – IQAC MEETING (28.07.2026)

1. The Question Paper Scrutiny process was completed. Necessary corrections were incorporated based on the recommendations before the examinations.
2. Audit observations were communicated to the concerned departments and committees (AY:2025-2026). The required corrections were carried out, and the updated documents were submitted to IQAC.
3. The revised Vision and Mission Statements were finalized and communicated to all departments for implementation and publication.
4. Departments updated the monthly activity details in the shared Excel sheet. Pending reports and supporting documents were collected and verified by IQAC.
5. The late submission report was prepared and shared with the Executive Manager and the Principal. Faculty members were instructed to adhere to the prescribed submission deadlines.
6. Departments were instructed to ensure regular updates of website content.
7. The departments were encouraged to organize workshops, FDPs, and seminars to promote quality assurance initiatives.

 06/08/2
IQAC Coordinator

Dr. Jenson Jose