

## MINUTES OF COLLEGE COUNCIL MEETING

48. MINUTES of CCM V 2.0. 03.12.2019

Date: 3<sup>rd</sup> December 2019

Time: 11:00 AM

Name of the Convener: Rev. Dr. Jose Kannampuzha - Director

Venue: Board Room

### Attendees:

V.Rev.Msgr. Thomas Kakkassery - President	Dr.Shijo - Dean PG
Rev.Fr. Dr. Jose Kannampuzha - Director	Dr. Vineeth - IQAC Cell
Rev. Fr. Jasion Paul - Principal	Prof. Rateesh S. - HOD, Civil Engg.
Er.Thomas Mathew- Administartor	Rev.Fr. Dr. George. - HOD, Computer Science Engg
Dr.U.Lazer John - Director IR&HR	Dr. Jose P- HOD, Electronics and Communication Engg.
Sr.Dr. Rose Anitha - Director R&D	Dr.Jarin T - HOD, Electrical & Electronics Engg.
Prof. Ratnan P - Vice -Principal	Dr. Biju P L - HOD, Mechanical Engg
Er. Boby Peter- Asst. Administrator	Dr. Vivek - HOD, Mechatronics Engg.
Lt. Col. Jacob E D- Asst. Administrator	Mr. Nidhin Jhenson - Asst. Prof, Physical Education
Mr.Vinod - System Administrator	Mr. Baji - Office Manager
Rev. Fr. David Nettikkadan - Asst. Prof, ECE Department	

### Agenda:

Academics, Discipline, IQAC, Programs.

S#	Decisions	Responsibility	Scheduled Date
<b>Academics/ Discipline:</b>			
#1	NAAC- data collection should be completed by 7 <sup>th</sup> December 2019. A detailed report will be submitted to the management on 20 <sup>th</sup> December 2019.	IQAC	07/12/2019 20/12/2019
#2	Alumni files should be completed by 10 <sup>th</sup> December 2019	HODs	10/12/2019
#3	Staff meeting to be held once a month. Meeting in the month of January is scheduled on 7 <sup>th</sup> January 2020		07/01/2020
#4	Dr. Jarin will present the details about the KTU external audit in the staff meeting on 7 <sup>th</sup> January 2020.	Dr.Jarin T	07/01/2020
#5	Leave letter files(Students) for the current semester (S3, S5, S7) should be submitted to the Director Academics on 13 <sup>th</sup> December 2020	HODs	13/12/2019
#6	Students on leave should submit the leave letter the very next day to the FA. FAs should maintain a single file for student leave letters. In case of long leave, leave letter along with medical certificate and fitness certificate needs to be submitted to the FA soon on the day of re-joining the class and copies of the same documents should be submitted to the Principal's Office on the same day.		
#7	All Disciplinary action must be entered in the campus book.	HODs and Faculty members	
#8	Cleanliness must be maintained in HOD's cabin, staff rooms, class rooms and office area. An inspection team will visit each department after 10 <sup>th</sup> January 2020.	Er. Thomas Mathew	
#9	A Green card for students with updated university results must be available by (1) 31 <sup>st</sup> January 2020 for the 2015 admission onwards	HODs	31/01/2020 30/06/2020

## MINUTES OF COLLEGE COUNCIL MEETING

	(2) 30 <sup>th</sup> June 2020 for 2009 admission onwards.		13/12/2019
#10	Christmas celebrations 2019 will be held on 13 <sup>th</sup> December 2019.		
#11	The copies of MOUs (minimum of two) signed by the department in-charge (with industries) should be submitted to Director IR&HR on or before 31 <sup>st</sup> December 2019.	HODs	31/12/2019
<b>Research/Placement/ Programs :</b>			
#1	Two Research project proposals must be submitted before 10 <sup>th</sup> December 2019 by each department.	Submission by faculty members Supervision by Director (R&D)	10/12/2019
#2	NSS advisory committee should be formed by 10 <sup>th</sup> December 2019.	Mr. Nidhin	10/12/2019
<b>Appreciations :</b>			
#1	The Council appreciated BSH-HOD and the faculty members for the successful conduct of the first year model examinations.		
#2	Council appreciated the entire BSH team for the guidance and motivation given to the individual students by personal visits to their residence.		
#3	Council appreciated the entire admission team for the conduct of carrier guidance in various schools.		
Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department			Date: 05/12/2019
Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal			Date: 06/12/2019
Approved by: Rev. Fr. Roy Joseph- Executive Director			Date: 06/12/2019
Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)			Date: 06/12/2019



## 48<sup>TH</sup> COLLEGE COUNCIL MEETING AGENDA

Date: 03/12/2019

Venue:

Board Room

Time: 11:00 AM

Meeting Type:

College Council

Convener Fr. Dr. Jose Kannampuzha Secretary

Dr. Vivek Lukose

Opening Notes & Review

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

### Review

1. School visits (Principal)

### AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics	Finalisation of global electives & offers from departments.	Prof S Rathish
2	Research/ Projects	Add on Courses for next semester. & NPTEL Entrepreneurship Development plan	Fr. David Nettikadan
3	Long Leave	From next sem onwards, collect medical/long leave & fitness certificate of students while taking leave & submit to Principal's office. Uni Register No should be there. Else long leave won't be considered.	Principal
4	Others	Guidelines for Ensuring standards and quality of internship  For the admission growth can we consider tuition centers which is situated in thrissur town and outside town? I think it will be a good move. I already talked to my friend who runs a tuition center in kanjani and he is almost ready to conduct a session for his students as career guidance based on B Tech courses.	Prof S Rathish  Nidhin Johnson
		All relevant entry forms for the purpose of Green Card generation is live and the instructions has been emailed to the faculty members. It would be good to decide the deadline of the data entry.	Vinod K
		KEAM Crash course - Need to fix the staff members, location and duration of the classes.	Vinod K
5	Christmas	Christmas Celebration 13/12/19 + Journal club Christmas Vacation	Principal
6	Tech-Fest	Tarang	Vivek





# 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  
 NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

## Members present in the 48<sup>th</sup> College Council Meeting held on 03.12.2019

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	<i>Thomas Kakkassery</i>
2	Fr. Roy V.I	Executive Director	
3	Fr. Dr. Jose Kannampuzha	Director, Academics	<i>Jose Kannampuzha</i>
4	Fr. Dr. Jaison Paul	Principal	<i>Jaison Paul</i>
5	Er. Thomas Mathew	Administrator	<i>Thomas Mathew</i>
6	Er. Bobby Peter	Asst. Administrator	<i>Bobby Peter</i>
7	Lt. Col. Jacob E D	Asst. Administrator	<i>Jacob E D</i>
8	Dr. U Lazar John	Director, Industry & Human Relation	<i>U Lazar John</i>
9	Prof. Ratnan P	Vice Principal	<i>Ratnan P</i>
10	Prof. Rathish S	HOD - CE	<i>Rathish S</i>
11	Fr. Dr. George A.K	HOD - CS	<i>George A.K</i>
12	Dr. Jose P Therattil	HOD - EC	<i>Jose P Therattil</i>
13	Dr. Jarin T	HOD - EE	<i>Jarin T</i>
14	Dr. Biju P.L	HOD - ME	<i>Biju P.L</i>
15	Dr. Vivek Lukose	HOD - MR	<i>Vivek Lukose</i>
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research	<i>Rose Anitha</i>
17	Dr. Vinith R	Coordinator, IQAC	<i>Vinith R</i>
18	Dr. Shijoh V	Dean, PG Studies	<i>Shijoh V</i>
20/19	Fr. David Nettikkadan	Asst. Professor	<i>David</i>
21/20	Mr. Nidhin Johnson	Asst. Professor, Physical Education	<i>Nidhin Johnson</i>
22/21	Mr. Vinod K	System Admin	<i>Vinod K</i>
23/22	Mr. Baji Jose	Office Manager	<i>Baji Jose</i>

## MINUTES OF COLLEGE COUNCIL MEETING

<b>49. MINUTES of CCM V 2.0. 17.12.2019</b>		<b>Date: 17<sup>th</sup> December 2019</b>	<b>Time: 11:00 AM</b>
<b>Name of the Convener: Rev. Dr. Jose Kannampuzha- Director</b>		<b>Venue: Board Room</b>	
<b>Attendees:</b>			
V.Rev.Msgr. Thomas Kakkassery -President		Dr.Shijo - Dean PG	
Rev.Fr. Dr. Jose Kannampuzha -Director		Dr. Vineeth -IQAC Cell	
Rev. Fr. Roy Joseph - Executive Director		Prof. Rateesh S. - HOD, Civil Engg.	
Er.Thomas Mathew- Administartor		Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg	
Dr.U.Lazer John - Director IR&HR		Dr. Jose P- HOD, Electronics and Communication Engg.	
Sr.Dr. Rose Anitha - Director R&D		Dr.Jarin T - HOD , Electrical & Electronics Engg.	
Prof. Ratnan P - Vice -Principal		Dr. Biju P L - HOD, Mechanical Engg	
Er. Bobby Peter- Asst. Administrator		Dr. Vivek - HOD, Mechatronics Engg.	
Lt. Col. Jacob E D- Asst. Administrator		Mr. Baji - Office Manager	
Mr.Vinod - System Administrator		Mr. Anil Anotny - IEDC In-charge	
<b>Agenda:</b>			
Academics, Discipline, IQAC, Programs.			
S#	Decisions	Responsibility	Scheduled Date
<b>Academics/ Discipline:</b>			
#1	NAAC report will be submitted to the management on 20 <sup>th</sup> December 2019.	IQAC	20/12/2019
#2	Alumni files (from 2006 onwards) should be completed by 30 <sup>th</sup> June 2020. The details of 2019 & 2018 - 10 <sup>th</sup> January 2020 2017 - 20 <sup>th</sup> January 2020. 2016 - 30 <sup>th</sup> January 2020.	HODs	30/06/2020 10/01/2020 20/01/2020 30/01/2020
#3	The green card for students with updated university results must be completed by (1) 31 <sup>st</sup> January 2020 for the 2015 admission onwards (2) 30 <sup>th</sup> June 2020 for 2011 admission onwards.	HODs	31/01/2020 30/06/2020
#4	After the declaration of university results( supplementary and revaluation),the tutors should collect the marks from the students and the same must be entered in the campus book. Mr. Vinod will send reminder to all tutors.	Tutors	07/01/2020
#5	Staff members (both teaching and non- teaching) must attend the common functions organized by the Institution.	Standby Instructions to Staff Members	
#6	Prof. Jacob Philip will take a session on preparation of Research proposal for funded projects on 10 <sup>th</sup> January 2020.	Director (R&D)	10/01/2020
#7	Regular follow up should be done for the crash courses for entrance preparations and any other work related to entrance coaching.	Dr. Biju P.L	
#8	Gate coaching should be immediately undertaken	Mr.Jithin Kuriakose (ME Dept.)	
#9	Each faculty member has to submit one review paper by 10 <sup>th</sup> May 2020.	Director (R&D)	10/05/2020
#10	Monthly research seminar conducted by the journal club is scheduled on 17 <sup>th</sup> January 2020.	Director (R&D)	17/01/2020
#11	After the completion of each module every faculty member must prepare 15- 20 multiple		31/01/2020

## MINUTES OF COLLEGE COUNCIL MEETING

	choice questions. Department representative in connection with preparation ECE Dept. ME Dept. MR Dept. EEE Dept. CSE Dept.- CE Dept.- 1 <sup>st</sup> Year-	Mr. Ponmani Dr. Biju C V Mr. Nikhil Mr. Akhil Ms Sajitha Dr. Agnes Mr. Rich	30/06/2020
#12	Courses related to coding will be offered by the CSE Dept. for all the students and it will be scheduled on every Wednesday last hour.	Ms. Aswathy Wilson	13/12/2019
#13	The copies of MOUs (minimum of two) signed by the department in-charge (with industries) should be submitted to Director IR&HR on or before 31 <sup>st</sup> December 2019. The MOUs should be signed in the stamp paper (minimum value of Rs 100/-).	HODs	31/12/2019

### Research/Placement/ Programs :

#1	Er. Bobby Peter suggested for the participation of our NSS unit in the flood relief activities organized by NSS technical cell, Dept. of Technical Education. The council entrusted the Principal and Asst. Administrators to look into that matter	Rev Fr. Dr. Jasion Paul Lt.Col. Jacob E D Er. Bobby Peter	
#2	Research Centre of Jyothi Engineering College will be inaugurated on 20 <sup>th</sup> December 2019 at Thrissur. All the faculty members should be present for the inauguration function.		20/12/2019
#3	Faculty members are requested to promote the college activities by all means.		
#4	Faculty members are encouraged to attend the FDPs which involves eminent resource persons		
#5	A meeting is scheduled at board room on 19 <sup>th</sup> December 2019 to discuss about the project competition.	IEDC	19/12/2019
#6	A meeting is scheduled on 19th December 2019 to discuss about the Tarang Tech Fest. Mr. Manoj Kumar (ME Dept.) will be the co-ordinator.	Mr. Manoj Kumar (ME Dept.)	19/12/2019
<b>Appreciations :</b>			
#1	Council appreciated the faculty members for submitting the University question answers to the answer repository.		

Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department

Date: 19/12/2019

Reviewed by: Rev. Fr. Dr. Jasion Paul - Principal

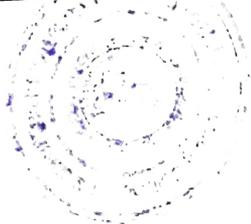
Date: 19/12/2019

Approved by: Rev. Fr. Roy Joseph- Executive Director

Date: 19 /12/2019

Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)

Date: 19 /12/2019



# 49<sup>TH</sup> COLLEGE COUNCIL MEETING AGENDA

Date: 17/12/2019

Time: 11:00 AM

Venue:

Board Room

Meeting Type:

College Council

Convener

Fr. Dr. Jose Kannampuzha

Secretary

Dr. Vivek Lukose

Opening Notes & Review

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

Review

## AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics		
2	Research/ Projects	Next Journal club, Research proposals, R and D inauguration	Dr. Sr. Rose Anitha
3	Others	Representation from our college to various FDP in other colleges who have deputed candidates to our college during a critical time	S Rathish, HOD, CE
		IEDC	Anil Antony, CSE
		List of add-on courses	Fr. David Nettikkadan, ECE





# Jyothi Engineering College

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 NAAC Accredited College with Accredited Programmes\*

ACADEMY OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY  
 JYOTHI'S VETIKATHIRIPU CHEMISTRY LAB IMPROVED BY THE APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

NBA Accredited B.Tech Programmes in Computer Science & Engineering (CSE) & Information Technology (IT) & Mechanical Engineering (2016-2022) & Mechanical Engineering (2019-2022)  
 Mechanical Engineering valid for the academic years 2016-2022. NBA Accredited B.Tech Programmes in Civil Engineering & Electrical Engineering valid for the academic years 2019-2022



## Members present in the 49<sup>th</sup> College Council Meeting held on 17.12.2019

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	
2	Fr. Roy V.I	Executive Director	
3	Fr. Dr. Jose Kannampuzha	Director, Academics	
4	Fr. Dr. Jaison Paul	Principal	
5	Er. Thomas Mathew	Administrator	
6	Er. Bobby Peter	Asst. Administrator	
7	Lt. Col. Jacob E D	Asst. Administrator	
8	Dr. U Lazar John	Director, Industry & Human Relation	
9	Prof. Ratnan P	Vice Principal	
10	Prof. Rathish S <sup>Vincy Verghese</sup>	HOD - CE	
11	Fr. Dr. George A.K <sup>Dr. Aswathy Wilson</sup>	HOD - CS	
12	Dr. Jose P Therattil	HOD - ECE	
13	Dr. Jarin T	HOD - EE	
14	Dr. Biju P.L	HOD - ME	
15	Dr. Vivek Lukose	HOD - MR	
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research - BSH	
17	Dr. Vinith R	Coordinator, IQAC	
18	Dr. Shijoh V	Dean, PG Studies	
19	Fr. David Nettikkadan <sup>Dr. Anil Antony</sup>	AP, ECE <u>LSE</u>	
20	Mr. Vinod K	System Administrator	
21	Mr. Nidhin Johnson	AP, Physical Education	
22	Mr. Baji Jose	Manager, Office	

## MINUTES OF COLLEGE COUNCIL MEETING

1. MINUTES of CCM V 2.0. 07.01.2020

Date: 07<sup>th</sup> January 2020

Time: 11:00 AM

Name of the Convener: Rev. Dr. Jose Kannampuzha- Director

Venue: Board Room

### Attendees:

V.Rev.Msgr. Thomas Kakkassery - President	Dr.Shijo - Dean PG
Rev.Fr. Dr. Jose Kannampuzha - Director	Dr. Vineeth - IQAC Cell
Rev. Fr. Roy Joseph - Executive Director	Prof. Rateesh S. - HOD, Civil Engg.
Er.Thomas Mathew- Administartor	Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg
Dr.U.Lazer John - Director IR&HR	Dr. Jose P- HOD, Electronics and Communication Engg.
Sr.Dr. Rose Anitha - Director R&D	Dr.Jarin T - HOD , Electrical & Electronics Engg.
Prof. Ratnan P - Vice -Principal	Dr. Biju P L - HOD, Mechanical Engg
Er. Bobby Peter- Asst. Administrator	Dr. Vivek - HOD, Mechatronics Engg.
Lt. Col. Jacob E D- Asst. Administrator	Mr. Baji - Office Manager
Mr.Vinod - System Administrator	Fr. David Nettikkadan Asst. Prof, ECE Dept.

### Agenda:

Academics, Discipline, IQAC, Programs.

S#	Decisions	Responsibility	Scheduled Date
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### Academics/ Discipline:

#1	<p>CO PO and PSO attainment calculation for each subject for 2015-2019 batch should be completed before 13<sup>th</sup> January 2020.</p> <p>Each faculty should get approval from Dr.Shijo before 20<sup>th</sup> January 2020. Failure of which staff concerned will not be allowed to handle the classes.</p> <p>HODs are requested to make alternate arrangements for these classes</p>	HODs	13/01/2020 20/01/2020
#2	Prof. Jacob Philip will take a session on guidelines regarding submitting proposals for funded projects and Research papers on 10 <sup>th</sup> January 2020.	Director (R&D)	10/01/2020
#3	<p>Crash courses for KEAM preparations will start from 12<sup>th</sup> January 2020.</p> <p>Subjects handled will be</p> <p style="text-align: center;">Physics &amp; Mathematics.</p>	Mr. Melvin , Asst. Prof, ME Dept. Mr. Sivakumar, Asst. Prof, BSH Dept.	12/01/2020
#4	The copies of MOUs (minimum of two) signed by the department in-charge (with industries) should be submitted to Director IR&HR. The MOUs should be signed in the stamp paper (minimum value of Rs 100/-).	HODs	10/01/2020
#5	Regular time table with tutorial room no: should be submitted on 9 <sup>th</sup> January 2020.		09/01/2020
#6	<p>Helpline desk for uploading all the details regarding KEAM will be available at the following places</p> <p>Crash course centre - Thrissur Jyothi Engineering College -Palakad</p>	Dr. Biju P.L Mr. Jithin Kuriakose	
#7	Dr.Shijoh briefed about the NBA deceleration event.		

## MINUTES OF COLLEGE COUNCIL MEETING

#8	Rev.Fr.David Nettikadan briefed about the Add on courses.		
#10	II semester students are allowed to take the add-on courses.		09/01/2020
	Staff meeting is scheduled on 9 <sup>th</sup> January 2020	Principal	
<b>Research/Placement/ Programs :</b>			
#1	Research proposal plan/progress in the work should be prepared immediately and submitted to research director	HODs	20/01/2020
#2	Guidelines should be prepared for (1) External tie up for research with institutions (2) Taking up consultancy as joint venture with external organizations	Director (R&D) HOD (Civil)	
<b>Appreciations :</b>			
#1	The manager congratulated the Jyothi team for getting NBA accreditation in civil engineering Department.		
#2	The Council appreciated Dr. Vinith and his team for timely submission of NAAC report.		
#3	The Council appreciated Dr. Biju P.L and Mr.Jithin .K. Kuriakose for starting crash courses and gate coaching		
#4	The council congratulated Rev. Fr. Roy Joseph, Mr. Jenson Jose and Ms. Jasmine for the first weekly JEC talk series.		
<b>Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department</b>			<b>Date: 09/01/2020</b>
<b>Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal</b>			<b>Date: 09 /01/2020</b>
<b>Approved by: Rev. Fr. Roy Joseph- Executive Director</b>			<b>Date: 10/01/2020</b>
<b>Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)</b>			<b>Date: 10/01/2020</b>



# 01<sup>ST</sup> COLLEGE COUNCIL MEETING AGENDA

**Date:** 07/01/2020  
**Time:** 11:00 AM  
**Venue:** Board Room  
**Convener:** Fr. Dr. Jose Kannampuzha  
**Meeting Type:** College Council  
**Secretary:** Dr. Vivek Lukose  
**Opening Notes & Review**

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

## Review

## AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics	Non departmental electives finalization as per KTU guidelines.	S Rathish, HOD, CE
		Regular Classes Commences from Jan 13th 2020. Time Table, Course Plan .	Ratnan P , VP
		Role of Discipline Monitoring Committee(Reconstituted)	Ratnan P, VP
2	Research/ Projects	Guidelines on external tie up for research with institutions or individuals.	S Rathish, HOD, CE
3	Others	Participate KTU athletic meet on 30th jan to 1st feb 2020.	Nidhin Johnson
		Contents KTU audit Presentation	Dr. jarin T
		Integration of NBA criteria to Campus book: Details about the works to be completed.	Dr. Shijoh Vellayikot
		Guidelines for taking up consultancy as joint venture with external organisation/individuals.	S Rathish, HOD, CE
		Admission <ul style="list-style-type: none"> <li>● Formation of KEAM Online Application Helpline Team</li> <li>● Admission Committee Formation</li> <li>● Palakkad Region Ad</li> </ul>	Vinod





# Jyothi Engineering College

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University

A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE UNIVERSITY OF APJ ABDUL KALAM TECHNICAL UNIVERSITY

JYOTHI HILLS, VETTUVAATHI P.O., CHERUTHURUTHY, TRIPUNITHURAI, PIN 686 031, PH. NO. 4894 259 330, 2, 4425, T.A.C. 04894 274177



NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Faculty of Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

## Members present in the 1<sup>st</sup> College Council Meeting held on 07.01.2020

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	
2	Fr. Roy V.I	Executive Director	
3	Fr. Dr. Jose Kannampuzha	Director, Academics	
4	Fr. Dr. Jaison Paul	Principal	
5	Er. Thomas Mathew	Administrator	
6	Er. Bobby Peter	Asst. Administrator	
7	Lt. Col. Jacob E D	Asst. Administrator	
8	Dr. U Lazar John	Director, Industry & Human Relation	
9	Prof. Ratnan P	Vice Principal	
10	Prof. Rathish S	HOD - CE	
11	Fr. Dr. George A.K (Aswathy wily)	HOD - CS	
12	Dr. Jose P Therattil	HOD - ECE	
13	Dr. Jarin T	HOD - EE	
14	Dr. Biju P.L	HOD - ME	
15	Dr. Vivek Lukose	HOD - MR	
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research - BSH	
17	Dr. Vinith R	Coordinator, IQAC	
18	Dr. Shijoh V	Dean, PG Studies	
19	Fr. David Nettikkadan	AP, ECE	
20	Mr. Vinod K	System Administrator	
21	Mr. Nidhin Johnson	AP, Physical Education	
22	Mr. Baji Jose	Manager, Office	

## MINUTES OF COLLEGE COUNCIL MEETING

<b>2. MINUTES of CCM V 2.0. 21.01.2020</b>	Date: 21 <sup>st</sup> January 2020	Time: 11:00 AM
Name of the Convener: Rev. Dr. Jose Kannampuzha- Director		Venue: Board Room

### Attendees:

V.Rev.Msgr. Thomas Kakkassery -President	Dr.Shijo - Dean PG
Rev.Fr. Dr. Jose Kannampuzha -Director	Dr. Vineeth -IQAC Cell
Rev. Fr. Roy Joseph - Executive Director	Prof. Rateesh S. - HOD, Civil Engg.
Er.Thomas Mathew- Administartor	Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg
Dr.U.Lazer John - Director IR&HR	Dr. Jose P- HOD, Electronics and Communication Engg.
Sr.Dr. Rose Anitha - Director R&D	Dr.Jarin T - HOD , Electrical & Electronics Engg.
Prof. Ratnan P - Vice -Principal	Dr. Biju P L - HOD, Mechanical Engg
Er. Bobby Peter- Asst. Administrator	Dr. Vivek - HOD, Mechatronics Engg.
Lt. Col. Jacob E D- Asst. Administrator	Mr. Baji - Office Manager
Fr. David Nettikkadan Asst. Prof, ECE Dept.	

### Agenda:

Academics, Discipline, IQAC, Programs.

S#	Decisions	Responsibility	Scheduled Date
<b>Academics/ Discipline:</b>			
#1	<p>The session on guidelines regarding submitting proposals for funded projects and Research papers taken by Prof. Jacob Philip was effective and useful.</p> <p>Funded project proposals will be prepared by the following departments on the dates given below.</p> <p style="margin-left: 40px;">CE Dept. - 4<sup>th</sup> February 2020. ECE Dept. - 4<sup>th</sup> February 2020. EEE Dept. - 5<sup>th</sup> March 2020. MR Dept. - 31<sup>st</sup> May 2020.</p>	HODs	04/02/2020 05/03/2020 31/05/2020
#2	Dr. Vinith is entrusted to check the feasibility of setting up a National Cyber Security Resource Centre in the college after preliminary discussions with the management.	Dr. Vinith	
#3	Dr. Biju P.L briefed about the conduct of crash courses for KEAM.		
#4	Actions on MOUs should start by 1 <sup>st</sup> February 2020 and the activity report should be submitted to the Director (HR&IR) by each department.	HODs	
#5	Dr. Shijoh briefed about the NBA declaration event.		
#6	<p>Rev.Fr. David Neetikadan briefed about the add-on courses.</p> <p>All the tutors are requested to brief about the add-on courses in their respective classes.</p>	Tutors	28/01/2020
#7	<p>Faculty members and students are requested to use the online journal facilities. This facility can be used by students for their assignment, projects etc. It is reported that the online journals are totally unutilized. Hence its utilization is to be encouraged very much.</p> <p>HODs are entrusted to look into the matter.</p>	HODs	

## MINUTES OF COLLEGE COUNCIL MEETING

#8	In the next college council meeting every department Head should present (presentation in PPT) their departmental research plan which was discussed in the last staff retreat meeting.	HODs	4/02/2020
#10	Final list of global elective should be submitted to the Principal	HODs	24/01/2020
#11	All faculty members are instructed to monitor the students' discipline strictly (late coming, dress code etc.)		
#12	Faculty members should use English as their medium of instruction	Faculty members	
<b>Research/Placement/ Programs :</b>			
#1	Faculty members are requested to promote the college activities such as JEC -Talk, Tech -Talk etc through social media.	HODs	20/01/2020
#2	As proposed by Dr. U Lazer John, all PhD scholars should submit the progress report in every semester. Guidelines for the part time PhD scholars should be prepared.	Dean (PG) Director (R&D) Mr.Vinod	
#3	List of faculty members eligible for KTU guideship should be published in the college website.		
#4	Industrial visit for the students can be planned during the Easter holidays.		
<b>Appreciations :</b>			
#1	The council congratulated Dr. Shijoh, HODs and all faculty members for the successful completion of CO PO attainments for the 2015-2019 batch.		
#2	The Council appreciated Dr. Jarin T and EEE Department for successful conduct of Jyothi Tech Talk Series -3 at Thrissur press club.		
#3	The council congratulated Lt. Col. Jacob E D and his team for dispersing an amount of 1 Lakh towards flood relief.		
<b>Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department</b>			<b>Date: 22/01/2020</b>
<b>Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal</b>			<b>Date: 23/01/2020</b>
<b>Approved by: Rev. Fr. Roy Joseph- Executive Director</b>			<b>Date: 24 /01/2020</b>
<b>Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)</b>			<b>Date: 24 /01/2020</b>



# 02<sup>ND</sup> COLLEGE COUNCIL MEETING AGENDA

**Date:** 21/01/2020  
**Time:** 11:00 AM  
**Venue:** Board Room  
**Meeting Type:** College Council  
**Convener:** Fr. Dr. Jose Kannampuzha  
**Secretary:** Dr. Vivek Lukose  
**Opening Notes & Review**

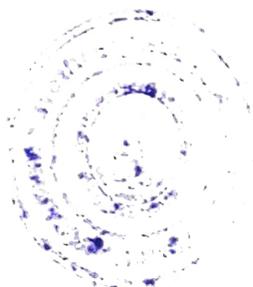
1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

## Review

## AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics	Project Work Hours - Proper Engagement and Guiding	Ratnan P
2	Research/ Projects	Steps to improve library and online library usage	Principal
		Research Proforma Research progress as per decisions taken in the academic retreat Guidelines for undertaking MOU (Draft for Evaluation)	Director (Research)
		Project Competitions and proposals	Fr David
3	Others	Tuition Fee Payment - Follow Up	Ratnan P
		Add on Courses	Fr. David
		Review on Tech Talk series 3	Jarin T

English





# Jyothi Engineering College

N.A.A. Accredited College with 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. CHEKUTHURUTHY, TRICHUR - PIN 679531 PH: +91 4854 259001 274413 FAX: 04854 274772



NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronic Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

## Members present in the 2<sup>nd</sup> College Council Meeting held on 21.01.2020

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	<i>Thomas Kakkassery</i>
2	Fr. Roy V.I	Executive Director	<i>Fr. Roy V.I</i>
3	Fr. Dr. Jose Kannampuzha	Director, Academics	<i>Fr. Dr. Jose Kannampuzha</i>
4	Fr. Dr. Jaison Paul	Principal	<i>Fr. Dr. Jaison Paul</i>
5	Er. Thomas Mathew	Administrator	<i>Er. Thomas Mathew</i>
6	Er. Bobby Peter	Asst. Administrator	<i>Er. Bobby Peter</i>
7	Lt. Col. Jacob E D	Asst. Administrator	<i>Lt. Col. Jacob E D</i>
8	Dr. U Lazar John	Director, Industry & Human Relation	<i>Dr. U Lazar John</i>
9	Prof. Ratnan P	Vice Principal	<i>Prof. Ratnan P</i>
10	Prof. Rathish S	HOD - CE	<i>Prof. Rathish S</i>
11	Fr. Dr. George A.K	HOD - CS	<i>Fr. Dr. George A.K</i>
12	Dr. Jose P Therattil	HOD - ECE	<i>Dr. Jose P Therattil</i>
13	Dr. Jarin T	HOD - EE	<i>Dr. Jarin T</i>
14	Dr. Biju P.L	HOD - ME	<i>Dr. Biju P.L</i>
15	Dr. Vivek Lukose	HOD - MR	<i>Dr. Vivek Lukose</i>
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research - BSH	
17	Dr. Vinith R	Coordinator, IQAC	<i>Dr. Vinith R</i>
18	Dr. Shijoh V	Dean, PG Studies	<i>Dr. Shijoh V</i>
19	Fr. David Nettikkadan	AP, ECE	<i>Fr. David Nettikkadan</i>
20	Mr. Vinod K	System Administrator	
21	Mr. Nidhin Johnson	AP, Physical Education	<i>Mr. Nidhin Johnson</i>
22	Mr. Baji Jose	Manager, Office	<i>Mr. Baji Jose</i>

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# MINUTES OF COLLEGE COUNCIL MEETING

S. MINUTES of CCM V 2.0, 04.02.2020

Date: 04<sup>th</sup> February 2020

Time: 02:30 PM

Name of the Convener: Rev. Dr. Jose Kannampuzha - Director

Venue: Board Room

### Attendees:

Rev. Rev. Joseph - Executive Director	Dr. Shijo - Dean PG
Rev. Dr. Jason Paul Mulerikkal - Principal	Dr. Vineeth - IQAC Cell
Rev. Dr. Jose Kannampuzha - Director (Academics)	Prof. Rateesh S - HOD, Civil Engg
Dr. U. Laker John - Director (IR&HR)	Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg
Sr. Dr. Rose Anitha - Director (R&D)	Dr. Jose P - HOD, Electronics and Communication Engg
Prof. Ratman P - Vice -Principal	Dr. Jarin T - HOD, Electrical & Electronics Engg.
Er. Bobby Peter - Asst. Administrator	Dr. Vivek - HOD, Mechatronics Engg
Mr. Vinod K - System Administrator	Mr. Baji - Office Manager
Rev. David Nettikkadan - Asst. Prof. ECE Dept.	Mr. Nidhin Johnson - Asst. Prof Physical Education Dept.
Dr. Biju P L - HOD, Mechanical Engg	

### Agenda:

Academics, Discipline, IQAC, Programs

S#	Decisions	Responsibility	Scheduled Date
<b>Academics/ Discipline:</b>			
#1	Funded project proposals will be prepared by the following departments on the dates given below. EEE Dept. - 5 <sup>th</sup> March 2020. CE Dept. - 10 <sup>th</sup> March 2020. ME Dept. - 31 <sup>st</sup> May 2020. MR Dept. - 31 <sup>st</sup> May 2020.	HODs	05/03/2020 10/03/2020 31/05/2020 31/05/2020
#2	Dr. Biju P L is entrusted to arrange the KEAM registration centres in Thrissur and Palakkad	Dr. Biju P L	
#3	Every faculty member must submit 15- 20 multiple choice questions from the first module immediately.	HODs	
#4	Head of the departments and faculty members are primarily responsible for maintaining students discipline inside the campus, though disciplinary committee also is supporting the process.		
#5	Students are encouraged to use the digital library during project hours for downloading reference papers. The students must submit the hard copy of all the research papers referred for their project.	Project Guides	
#6	Course file verification for all the subject will be conducted between 24 <sup>th</sup> to 27 <sup>th</sup> February 2020.	Dr. Shijoh	24/02/2020 to 27/02/2020
#7	B.Tech (honours) classes to be conducted on Wednesday last hour.	HOD/Tutors	
<b>Research/Placement/ Programs :</b>			
#1	Each faculty member has to submit one review paper by 10 <sup>th</sup> May 2020.	Research Director	10/05/2020
<b>Appreciations :</b>			
#1	The council congratulated Dr. Biju P L and his team for getting fund from CERD for their research project.		

## MINUTES OF COLLEGE COUNCIL MEETING

#2	The Council appreciated Rev. David Nettikkadan and Ms. Roshini for having organized well and executing the Add-on courses.		
#3	The council congratulated Dr Biju P L and ME faculty members for taking initiative on Institute Industrial Relationship (SAICO owners)		
Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department			Date: 05/02/2020
Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal			Date: 05/02/2020
Approved by: Rev. Fr. Roy Joseph- Executive Director			Date: 06/02/2020
Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)			Date: 06 /02/2020



### 3<sup>RD</sup> COLLEGE COUNCIL MEETING AGENDA

**Date:** 04/02/2020      **Venue:** Board Room  
**Time:** 2.30 PM      **Meeting Type:** College Council  
**Convener** Fr. Dr. Jose Kannampuzha **Secretary** Dr. Vivek Lukose  
**Opening Notes & Review**

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

**Review**

#### AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics	B Tech Honours - Elective Subject and MOOC Courses	Ratnan P
		PG students Attendance Reg	Dr. Jarin T
2	Research/ Projects	Add on Courses, IEDC	
3	Others	Wednesday last Hour - Professional Club/Association Program	Ratnan P
		FDP Proposal Applications Reg on KTU	Dr. Jarin T
		KEAM Online Application - Helpdesk	Vinod K
		Palakkad/JEC KEAM Crash Course	Principal/Dr Jose P T
		KTU FDP Call - last date 22/02/20 + Current Yr FDP reporting	Principal
		Course Materials in CampusBook	Vinod K
4	Research	Finalize the guidelines for MoU, Consultancy and part-time Ph.D.	Sr. Dr. Rose Anitha

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# Jyothi Engineering College

NAAC Accredited College with 100% Accredited Programmes

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE GOVERNMENT OF APJABKTU

JYOTHI HILLS, VETTIKATTIRIP.O. CHERUTHURUTHY, THRISSUR. PIN 679531. PH. 471-4684 259000 274423 FAX: 64884 274777



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## Members present in the 3<sup>rd</sup> College Council Meeting held on 04.02.2020

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	
2	Fr. Roy V.I	Executive Director	
3	Fr. Dr. Jose Kannampuzha	Director, Academics	
4	Fr. Dr. Jaison Paul	Principal	
5	Er. Thomas Mathew	Administrator	
6	Er. Bobby Peter	Asst. Administrator	
7	Lt. Col. Jacob E D	Asst. Administrator	
8	Dr. U Lazar John	Director, Industry & Human Relation	
9	Prof. Ratnan P	Vice Principal	
10	Prof. Rathish S	HOD - CE	
11	Fr. Dr. George A.K <i>Aswathywala</i>	HOD - CS	
12	Dr. Jose P Therattil	HOD - ECE	
13	Dr. Jarin T	HOD - EE	
14	Dr. Biju P.L	HOD - ME	
15	Dr. Vivek Lukose	HOD - MR	
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research - BSH	
17	Dr. Vinith R	Coordinator, IQAC	
18	Dr. Shijoh V	Dean, PG Studies	
19	Fr. David Nettikkadan	AP, ECE	
20	Mr. Vinod K	System Administrator	
21	Mr. Nidhin Johnson	AP, Physical Education	
22	Mr. Baji Jose	Manager, Office	

## MINUTES OF COLLEGE COUNCIL MEETING

**4. MINUTES of CCM V 2.0. 18.02.2020**

**Date: 18<sup>th</sup> February 2020**

**Time: 11:00 AM**

**Name of the Convener: Rev. Dr. Jose Kannampuzha- Director**

**Venue: Board Room**

### Attendees:

Rev. Roy Joseph - Executive Director	Dr. Shijo - Dean PG
Rev. Dr. Jasion Paul Mulerikkal - Principal	Prof. Rateesh S. - HOD, Civil Engg.
Rev. Dr. Jose Kannampuzha - Director (Academics)	Ms. Aswathy Wilson - HOD (i/c), Computer Science Engg
Dr. U. Lazer John - Director (IR&HR)	Dr. Jose P - HOD, Electronics and Communication Engg.
Sr. Dr. Rose Anitha - Director (R&D)	Dr. Biju P L - HOD, Mechanical Engg
Prof. Ratnan P - Vice - Principal	Dr. Jarin T - HOD, Electrical & Electronics Engg.
Er. Bobby Peter - Asst. Administrator	Dr. Vivek - HOD, Mechatronics Engg.
Lt. Col. Jacob E D - Asst. Administrator	Mr. Nidhin Johnson - Asst. Prof., Physical Education Dept.
Mr. Vinod K - System Administrator	Mr. Baji - Office Manager
Rev. David Nettikkadan Asst. Prof, ECE Dept.	Mr. Bibin Joy - PAT Officer (Spl. Invitee)

### Agenda:

Academics, Discipline, IQAC, Programs.

S#	Decisions	Responsibility	Scheduled Date
<b>Academics/ Discipline:</b>			
#1	Intimation letter regarding KEAM registration to be sent to all the school principals and to all parishes.	Dr. Jose. P Dr. Biju P L Er. Bobby Peter Mr. Baji Jose	21/02/2020
#2	Dr. Jose P is entrusted to arrange the KEAM coaching centre in Palakkad.	Dr. Jose P Mr. Jithin K Jose Mr. Binoj	
#3	Notice regarding multiple choice question for the second module to be sent to all faculty members.	Mr. Vinod	
#4	Faculty members should complete 3 modules before the first sessional examination.	HODs	
#5	Faculty members and students are encouraged to apply for the KSCSTE funded projects.		
#6	All the Calicut University mark sheets to be submitted to the office by each department and are to be maintained in the office.	HODs	
<b>Research/Placement/ Programs :</b>			
#1	Mr. Bibin presented about the different possibilities of Institute Industrial collaborations that can be executed with industries in Pune		
#2	Mr. Nidhin Johnson briefed about Hackathon organized by NSS team		
#3	The Principal briefed about the 14 <sup>th</sup> graduation ceremony which is to be held on 14 <sup>th</sup> March 2020.		
<b>Appreciations :</b>			
#1	The Council congratulated Rev. Roy Joseph Vadakkan for achieving Deepika KARMA SHERSTA Award.		
#2	The council congratulated Lt. Col. Jacob E D and his team for sanitization of the entire campus.		
#3	The council appreciated Rev. Dr. Jose Kannampuzha and Mr. Bibin Joy for the initiative step taken for the Industrial collaborations with		

## MINUTES OF COLLEGE COUNCIL MEETING

	our college..		
#4	The Council congratulated Er. Boby Peter, Lt. Col. Jacob E D and NSS team for contributing an amount of Rs 1 Lakh for the renovation of two houses as part of the flood relief activities organized by NSS technical cell, Dept. of Technical Education.		
<b>Prepared by: Vivek Lukose - Head, Mechatronics Engineering Department</b>			<b>Date: 20/02/2020</b>
<b>Reviewed by: Rev. Fr. Dr. Jaison Paul - Principal</b>			<b>Date: 24/02/2020</b>
<b>Approved by: Rev. Fr. Roy Joseph- Executive Director</b>			<b>Date: 24/02/2020</b>
<b>Issued by: Rev.Fr. Dr. Jose Kannampuzha-Director( Academic)</b>			<b>Date: 24/02/2020</b>

## 4<sup>TH</sup> COLLEGE COUNCIL MEETING AGENDA

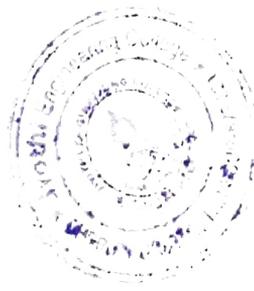
**Date:** 18/02/2020      **Venue:** Board Room  
**Time:** 11.00 AM      **Meeting Type:** College Council  
**Convener:** Fr. Dr. Jose Kannampuzha      **Secretary:** Dr. Vivek Lukose  
**Opening Notes & Review**

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

**Review**

**AGENDA ITEMS**

Sl. No.	Item Name	Details	Proposed by
1	Academics	1. Syllabus Completion Status for First Internal Exam	Ratnan P
2	Research/ Projects	<ol style="list-style-type: none"> <li>1. All Kerala Project competition 35 teams March 21st Reg</li> <li>2. <del>CGPC approval on External Projects Regarding.</del></li> <li>3. Updated guidelines for MoU and Ph.D.</li> </ol>	<p>Dr. Jarin T</p> <p>Sr. Rose Anitha</p>
3	Others	<ol style="list-style-type: none"> <li>1. Mark Statement period, Register Format to be submitted to Office Regarding.</li> <li>2. Exact year to be kept and procedure for handovering the Lab Answer Booklets.</li> <li>3. Duty leave report format campus Book reg</li> <li>4. Periodic Inspection of Basic Facilities - Water Sources &amp; Water Storage</li> </ol>	<p>Dr. Jarin T</p> <p>Ratnan P</p>





# Jyothi Engineering College

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE COUNCIL ARCHITECTURE OF INDIA (CAEIP)

JYOTHI HILLS, VETTIKATTI, P.O. CHERUTHURUTHI, THIRISSUR, PIN-679 311, TEL: 4854 2730, 2743, FAX: 4854 2731

NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communications Engineering, Electrical & Electronics Engineering, Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programmes in Civil Engineering, Instrumentation Engineering, Information Technology.



## Members present in the 4<sup>th</sup> College Council Meeting held on 18.02.2020

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Thomas Kakkassery	President & Manager	
2	Fr. Roy V.I	Executive Director	
3	Fr. Dr. Jose Kannampuzha	Director, Academics	
4	Fr. Dr. Jaison Paul	Principal	
5	Er. Thomas Mathew	Administrator	
6	Er. Bobby Peter	Asst. Administrator	
7	Lt. Col. Jacob E D	Asst. Administrator	
8	Dr. U Lazar John	Director, Industry & Human Relation	
9	Prof. Ratnan P	Vice Principal	
10	Prof. Rathish S	HOD - CE	
11	Fr. Dr. George A.K (Asewathy wilsan)	HOD - CS (AP, CSE)	
12	Dr. Jose P Therattil	HOD - ECE	
13	Dr. Jarin T	HOD - EE	
14	Dr. Biju P.L	HOD - ME	
15	Dr. Vivek Lukose	HOD - MR	
16	Sr. Dr. Rose Anitha (Licy C D)	HOD - BSH & Director, Research - BSH	
17	Dr. Vinith R	Coordinator, IQAC	
18	Dr. Shijoh V	Dean, PG Studies	
19	Fr. David Nettikkadan	AP, ECE	
20	Mr. Vinod K	System Administrator	
21	Mr. Nidhin Johnson	AP, Physical Education	
22	Mr. Baji Jose	Manager, Office	

23 Mr. Bibio Joy

PAT officer (Spl. invitee)