JYOTHI ENGINEERING COLLEGE–CHERUTHURUTHY

JEC/2/A/8/16

10 October 2016

O R D E R

The Management of Jyothi Engineering College is pleased to constitute the **Internal Quality Assurance Cell** for the academic year 2016-17 with the following composition:

1. Dr. K K Babu, (Principal)   -   Chairman
2. Dr. Balagopalan M (BSH)   -   Coordinator
3. Ms. Sindhu S (EC)   -   Member
4. Mr. Shaiju Paul (CS)   -   Member
5. Prof. Varghese Job (ME)   -   Member
6. Mr. Jenson Jose (EE)   -   Member

All members are requested to accept the assignment and contribute towards the effective functioning of the Cell. The meeting of the cell should be convened at regular intervals to plan and execute the future course of action.

PRINCIPAL

To the members concerned

Copy to:

The AM(A &A)/AM(F)/ADM/AADMs/HODs

Dr. SUNNY JOSEPH KALAYATHANKAL
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PRINCIPAL
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Cheruthuruthy P.O.- 679 531

10/10/2016

NOTICE

Notice is hereby given that the IQAC meeting Will be held on Thursday the 13th October 2016 at 10.00 AM at Board room to transact the following agenda:

Agenda:

- ✓ Preparation and submission of AQAR
- ✓ Strategies and plan of execution for next semester
- ✓ KTU audit preparation
- ✓ NBA audit preparation

Copy to:

Principal
Members Concerned
NBA coordinator

IQAC coordinator

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Jyothi Engineering College

Minutes of the meeting - IQAC

DATE: 13.10.2016

Members

1.	Rev. Msgr. Thomas Kakkasserry	Manager
2.	Fr. Roy Joseph Vadakkan	Assistant Manager, Academics
3.	Dr. K K Babu (Principal)	Chairman
4.	Dr. Balagopalan M (BSH)	Coordinator
5.	Ms. Sindhu S (EC)	Member
6.	Mr. Shaiju Paul (CS)	Member
7.	Prof. Varghese Job	Member
8.	Mr. Jenson Jose (EEE)	Member

The meeting was held on 13.10.2016 at 10.00 AM in the Board room and was presided over by Rev. Msgr. Thomas Kakkasserry, Manager of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Dr. Balagopalan M.

The meeting concluded with the following points:

- The overall academic plan and progress of students were reviewed.
- Previous teaching learning process was discussed and it was decided to analyze the monthly activity report to improve the performance of staff as well as students.
- It is decided to conduct the model examination for the First semester students from 18-11-2016 to 24-11-2016.

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PRINCIPAL
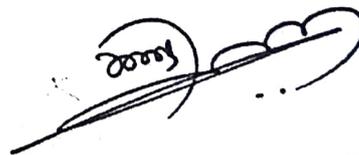Jyothi Engineering College
Cheruthuruthy, Thrissur - 679 531

- Guidelines for internal and external audit were set. The team decided in the meeting to conduct the internal audit in the month of December prior to the external KTU audit.
- It is decided to conduct a seminar talk for faculty and PG students to improve their research activities in the next month in association with Computer Engineering Students Association and R&D Cell of JECC.
- Slow learners list was prepared by all the departments and remedial classes are conducted after college hours for academically weak students.
- Analyzed the reports of student feedback on faculty and course outcomes. A brief report is submitted to the respective head of the departments.

The meeting was concluded by 11.30 AM.

Minutes Prepared by: Mr. Jenson Jose (A/P, EEE)

Minutes Verified by: Dr. KK Babu (Principal)

Action Taken Report of the Meeting Conducted on 13.10.2016

- IQAC organized a talk on "How to write a Research Paper" on 11 November 2016 in association with Computer Engineering Students Association and R&D Cell of JECC.
- Model examinations were conducted for the first-year students from 18-11-2016 to 24-11-2016.
- Internal academic audit was conducted on 2nd December 2016 and corrections were made as per the audit report. IQAC facilitated the external KTU audit which was successfully completed on 3rd December 2016.

Dr. K K Babu
Principal

Dr. SUNNY JOSEPH KALAYATHANKAL
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28/12/2016

NOTICE

Notice is hereby given that the IQAC meeting Will be held on Thursday the 5th January 2017 at 10.00 AM in the Board room to transact the following agenda:

Agenda:

- ✔ Preparation and submission of AQAR
- ✔ Sessional Exam
- ✔ KTU audit internal and external
- ✔ NBA new format

Copy to:

Principal
Director-Academics
Members
NBA coordinator

IQAC coordinator

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

<u>Attendance list of the meeting</u>

DATE: 05.01.2017

SL.NO	NAME	SIGNATURE
1	Dr. K K Babu	
2	Fr. Roy Joseph Vadakkan	
3	Dr. Balagopalan M	
4	Ms. Sindhu S	
5	Mr. Shaiju Paul	
6	Prof. Varghese Job	
7	Mr. Jenson Jose	
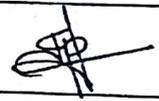
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Jyothi Engineering College

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Minutes of the meeting - IQAC

DATE: 05.01.2017

Members present

1. Fr. Roy Joseph Vadakkan   Assistant manager A&A
2. Dr. K K Babu (Principal)   Chairman
3. Dr. Balagopalan M (BSH)   Coordinator
4. Ms. Sindhu S (EC)   Member
5. Mr. Shaiju Paul (CS)   Member
6. Prof. Varghese Job (ME)   Member
7. Mr. Jenson Jose (EEE)   Member

The meeting was held on 5th January 2017 at 11.00 AM in the IQAC cell and was presided over by Rev. Fr.Roy Joseph Vadakkan ,Assistant manager A &A of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Dr. Balagopalan M.

The meeting concluded with the following points:

- It was decided to prepare the list of course committee coordinators for the next semester.
- The next semester academic plan and activities were prepared based on the university academic calendar.
- The principal briefed about the Tech Fest which is to be held during 13th & 14th January 2017.
- It was decided to conduct the first internal examination after the completion of the first two modules.
- All concerned staff are directed to make the changes in the NBA Accreditation process as follows:

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✔ There are 10 criteria now. Files are to be rearranged and kept accordingly.

✔ Each department has to identify 2 to 4 PSO (Program Specified Outcome). All COs are to be mapped with this.

✔ PEO's are to be redefined as directed by the Expert Committee members based on outcomes / feedback

- It was decided to conduct a Science Quiz competition (sponsored by KSCSTE) on 22nd February 2017.
- ISO9001:2008 audit is scheduled to be conducted on 21st February 2017
- It was decided to conduct a paper presentation "Vibhavana" in association with National Level Technical Fest 2017 in the first week of March for the upgradation of PG and UG students.
- Chairman directed the members to monitor the remedial class progress in each department. He advised to maintain a separate log book for remedial classes alone.

The meeting came to an end by 12.30 PM.

Minutes Prepared by: Mr. Jenson Jose (A/P, EEE)

Minutes Verified by: Dr. KK Babu (Principal)

Action Taken Report for the Meeting Conducted on 5th January 2017

- The course committee coordinators were selected for each subject for the even semester 2016-17
- Tech fest "Tharang 17" was conducted on 13th and 14th January 2017
- First internal examinations to be completed by 7th March 2017 and marks are to be published on 16th March 2017
- ISO9001:2008 audit to be ended by 21st February 2017
- The program "Vibhavana" will be conducted on 8th March 2017 at Decennial Hall
- Data for monthly activity reports (Syllabus coverage, No of hours completed etc.) are collected from each department and a consolidated document is to be submitted to the Principal

Dr. C C Babu

Principal

23/02/2017

NOTICE

Notice is hereby given that the IQAC meeting Will be held on Thursday the 2nd March 2017 at 10.00 AM at IQAC cell to transact the following agenda:

Agenda:

- ✓ Preparation and submission of AQAR
- ✓ Plan of execution of programs
- ✓ Sessional exam
- ✓ NBA updating of data

Copy to:

Principal
Members
NBA coordinator

IQAC coordinator

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

DATE: 02.03.2017

SL.NO	NAME	SIGNATURE
1	Dr. K K Babu	
2	Dr. Balagopalan M	
3	Ms. Sindhu S	
4	Mr. Shaiju Paul	
5	Prof. Varghese Job	
6	Mr. Jenson Jose	

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JYOTHI ENGINEERING COLLEGE CHERUTHURUTHY

Minutes of the meeting - IQAC

DATE: 2nd March 2017.

Members present

1.	Fr. Roy Joseph Vadakkan	Secretary & Asst. Manager
2.	Dr. K K Babu (Principal)	Chairman
3.	Dr. Balagopalan M (BSH)	Coordinator
4.	Ms. Sindhu S (EC)	Member
5.	Mr. Shaiju Paul (CS)	Member
6.	Prof. Varghese Job(ME)	Member
7.	Mr. Jenson Jose (EEE)	Member

The meeting was held on 2nd March 2017 at 11.00AM in the IQAC cell .The meeting started by welcoming all the members of IQAC by the Coordinator Dr. Balagopalan M.

The meeting concluded with the following points:

- Decided to conduct second internals after the completion of four modules and the expected starting date 3rd April 2017.
- Decision was taken to complete the college level sports and arts programs before 15th April 2017.
- All class tutors were directed to conduct the mentoring session for the weaker students.
- It was decided to complete the syllabus before 21st April. Principal added that Project batch formation, Selection of Electives and Project work guide must

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be finalized before the closure of the 6th semester. Principal informed that as per KTU curriculum there are electives for the 5th semester and opined that branches with two batches must offer three electives and others at least two electives.

- It was decided to make two weeks internship compulsory during vacation for S2 and S4 students.
- Faculty members handling lab classes are directed to identify weaker students and also to conduct remedial classes in the evening session. Lab will be open from 4.30 to 5.30 in the evening as per the request.
- As such, it is proposed to conduct the internal audit on 29th March 2017 and the external audit on 30th March 2017.
- It was decided to complete SAR before 30th June 2017.
- Chairman explained about the introduction of a new JEC INFO repository system to become a one-stop-shop for most of our JECC information needs.

The meeting came to an end by 12.00 noon.

Prepared by:

Mr. Jenson Jose (A/P, EEE)

Verified by:

Dr. KK Babu (Principal)

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Action Taken Report for the Meeting Conducted on 2nd March 2017

- Second internal exam to be completed by 9th April 2017 and marks to be published on 12th April 2017.
- College level arts and sports should be completed by 30th march 2017.
- Class tutors started to maintain a separate mentor's book for the students under their tutorship.
- Each lab was opened up to 6 PM as per the request from the students to do their experiments and corresponding lab staff and teaching staff were available during that time.
- Completed external KTU audit by 31st March 2017.

Dr. KK Babu (Principal)

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JYOTHI ENGINEERING COLLEGE–CHERUTHURUTHY

JEC/2/A/8/17

10 October 2017

O R D E R

The Management of Jyothi Engineering College is pleased to constitute the **Internal Quality Assurance Cell** for the academic year 2017-18 with the following composition:

1. Dr. K K Babu, (Principal)   -   Chairman
2. Prof. Muraleekrishnan C. (ECE) -   Coordinator
3. Ms. Sindhu S (EC)   -   Member
4. Mr. Shaiju Paul (CS)   -   Member
5. Prof. Varghese Job (ME)   -   Member
6. Mr. Jenson Jose (EE)   -   Member

All members are requested to accept the assignment and contribute towards the effective functioning of the Cell. The meeting of the cell should be convened at regular intervals to plan and execute the future course of action.

PRINCIPAL

To the members concerned

Copy to:

The AM(A &A)/AM(F)/ADM/AADMs/HODs

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Internal Quality Assurance Cell

July 6th,2017

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing academic activities for the Academic year 2017-2018, a meeting of IQAC Members is scheduled on 10-07-2017, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Details

     Date: **10-07-2017**

     Time 10:00AM

     Venue: IQAC

Agenda

- Academic Monitoring
- Academic Audit
- NBA

Coordinator, IQAC

Copy to,

1. Principal
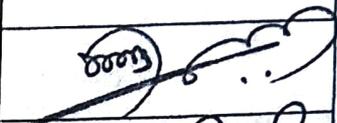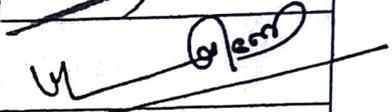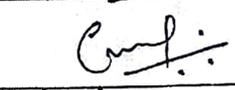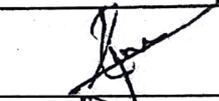2. Members Concerned
3. Dr. Shijoh.V (NBA Coordinator)

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

DATE: 10.07.2017

SL.NO	NAME	SIGNATURE
1	Dr. K K Babu	
2	Dr.Shijoh .V	
3	Dr. Balagopalan M	
4	Ms. Sindhu S	
5	Mr. Shaiju Paul	
6	Prof. Varghese Job	
7	Mr. Jenson Jose	

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Minutes of the meeting of the IQAC

DATE: July 10th,2017

Members present

1. Rev. Msgr. Thomas Kakkasserry	Manager
2. Fr. Roy Joseph Vadakkan	Asst Manager A&A
3. Dr. K K Babu (Principal)	Chairman
4. Dr. Balagopalan M (BSH)	Coordinator
5. Ms. Sindhu S (EC)	Member
6. Mr. Shaiju Paul (CS)	Member
7. Prof. Varghese Job	Member
8. Mr. Jenson Jose (EE)	Member

The meeting was held on July 10th,2017   at 10 am in the Board room and was presided over by Rev.Msgr. Thomas Kakkasserry , Manager of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Dr. Balagopalan M.

The meeting concluded with the following points:

- Minutes of the previous meeting were confirmed.
- The overall academic plan and progress of students was reviewed. Result analysis has to be done immediately by the class tutors to analyze the previous year results.
- Department coordinators are instructed to verify monthly activity report regularly for the analysis of the performance of staff as well as students.
- Academic Calendar for the next semester was designed, which is to be followed by each department.

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- As per the academic calendar it is decided to conduct first internal examination in the second week of August for both UG and PG students.
- Class tutors are entrusted to collect the student feedback on faculty immediately after the first internal examination and appropriate modifications have to be done on respective subjects.
- Guidelines for internal and external audit were set. The team decided in the meeting to conduct the internal audit in the month of September prior to the external KTU audit.
- External Academic audit details for 2017-18, during 27 & 28 September 2017, received from Prof. P. V. Abdul Hameed. All faculty members are requested to kindly comply with it.
- Principal stressed that Academic Audit is meant for improving the teaching learning process and to bring transparency and accountability in the system. HODs and faculty members are requested to give due credit to the Auditor's remark and do the needful to overcome the points noted.
- It is decided to conduct a seminar talk for faculties and PG students to improve their research activities in the next month in associations with Computer Engineering Students Association and R&D Cell of JECC.
- It is decided to assign Dr Shijoh v as New NBA Coordinator for the next accreditation works.
- The committee has discussed about the NBA Reaccreditation and Civil department accreditation which will be on the year 2019.
- The appraisal system of the faculties has been renewed.
- The committee has discussed about the B.Tech (Honors),Rules are published in the KTU website is put on the College Notice Board. As per the existing rules of APJ Abdulkalam Technological University, those students moving to fifth semester having no credit arrears and a CGPA of 8 or above at the end of fourth semester in the Deputy CS, EE and EC are eligible to register for B.Tech (Honors).
- It was decided and implemented that 'the minutes of the meetings of the IQAC will be communicated to the IQAC members after the meetings and

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major decisions will be intimated to all staff through mail directly from the Principal.

The meeting was concluded with the vote of thanks by the coordinator

Prepared By:
Ms. Sindhu.S
Asso. Prof, ECE
JECC

PRINCIPAL

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Action Taken Report for the Meeting Conducted on July 10ᵗʰ,2017

Sl.No	Plan of Action	Action Taken
1	Result analysis	Template(15 to 19 slides) for result analysis is shared with all the tutors
2	Internal examination	Internal examinations are conducted as per the calendar and marks are uploaded in the campusbook
3	Student feedback	The first face of online student feedback is taken after the 1st internal examination and report is submitted to principal Provision to enter the second face of student feedback is launched in the campusbook. Link will be available4 soon
4	Academic audit	An Audit committee is formed and instructed to monitor the same
5	NBA	Dr.Shijoh V constituted a new committee for NBA and the audit is planned in the month of September

PRINCIPAL

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Internal Quality Assurance Cell

4th October 2017

NOTICE

Respected sir /Madam,

Greetings from IQAC,

A meeting of IQAC Members is scheduled 11th October 2017, Wednesday. All IQAC members are requested to attend the meeting without fail.

Meeting Details

    Date: 11th October 2017

    Time 11:00AM

    Venue: IQAC

Agenda

- Academic Monitoring
- Academic Audit
- NBA related work
- Answer repository
- Feedback process

Coordinator, IQAC

Copy to,

1. Principal
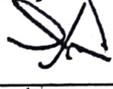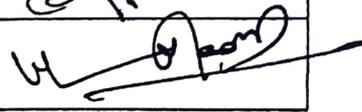2. Members Concerned
3. Dr. Shijoh.V (NBA Coordinator)

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

DATE: 11.10.2017

SL.NO	NAME	SIGNATURE
1	Fr. Roy Joseph Vadakkan	
2	Dr. K K Babu	
3	Prof. Muraleekrishnan C	(←— AB —→)
4	Ms. Sindhu S	
5	Mr. Shaiju Paul	
6	Prof. Varghese Job	
7	Mr. Jenson Jose	
8	Dr.Shijoh V	

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Minutes of the meeting of the IQAC

11 October 2017

Members

1. Fr. Roy Joseph Vadakkan   Assistant manager A&A
2. Dr. K K Babu, (Principal)   -   Chairman
3. Prof. Muraleekrishnan C. (ECE)   -   Coordinator
4. Ms. Sindhu S (EC)   -   Member
5. Mr. Shaiju Paul (CS)   -   Member
6. Prof. Varghese Job (ME)   -   Member
7. Mr. Jenson Jose (EE)   -   Member
8. Dr.Shijoh V   -   NBA coordinator

The meeting was held on 11th October 2017 at 11 am in the Board room and was presided over by Fr. Roy Joseph Vadakkan   Assistant manager of the institution. The meeting started by welcoming all the members of IQAC by the Coordinator Prof. Muraleekrishnan C.

Minutes of the previous meeting were confirmed.

The meeting concluded with the following points:

- All members are requested to accept the assignment and contribute towards the effective functioning of the Cell.
- Fr Roy mentioned, As a part of appraisal a new system is going to launch in the year of 2018 by HRD which is named as Skill inventory

- as two phases. Last date of submission is proposed is January to fill the data for skill inventory.
- Principal stressed the need for meticulous uploading of each and every event in the college site for second cycle NAAC accreditation.
- As per the academic calendar it is decided to conduct second internal examination in the second week of November for both UG and PG students.
- Class tutors are entrusted to collect the students internal marks and upload in the campus book.
- It is decided to form a remedial class committee to monitor the below average students.
- It is decided to conduct remedial classes for students on Saturdays for students having below average marks in internal examinations.
- Dr.Shijoh V requested all the faculty members to do the file works in proper format for the reaccreditation works.
- KTU internal audit committee has formed and the chairman was Dr Balagopalan M
- KTU statutory Bodies has been formed and it was published in campusbook.
- As per the University norms, the first audit for the year 2017-18 has to be conducted during 25 September to 04 October 2017. In connection with this, it has been decided to conduct the Internal auditing during 20, 22-23, 25-27 of September, 2017 in detail, department-wise.
- The external audit will be held on 05 December 2017. The University has nominated Prof. K. T. Joseph, Director, Sahrudaya College of Engineering & Technology as the external auditor.
- All faculty members are requested to complete the files in all aspects and be ready for auditing and comply with the requirements. The Chairmen of various Statutory Committees are also requested to submit copies of the minutes of meetings of the committee to the Principal

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- It is decided to create an answer repository of past university question papers. The last day of submission shall be 6th January, 2018

- It is decided to prepare and upload complete answers to the last semester B Tech examination Question Papers of all subjects to the shared Google folders. Teachers who handled the same subject could collaborate to bring a single final document.

The meeting was concluded with the vote of thanks by the coordinator

Prepared by :

Ms. Sindhu -S

Asso. Prof, ECE

JECC

PRINCIPAL

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JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Action Taken Report for the Meeting Conducted on 11th October 2017

Sl.No	Plan of Action	Action Taken
1	Academic audit	All the Documents related to KTU audit are submitted on 27th September 2017 to IQAC cell for the verification
2	Remedial classes	Remedial classes are arranged for academically week students from November
3	Feedback process	The student feedback on faculty is taken for each subject
4	answer repository	All teaching faculties uploaded the answer scripts of respective subjects in the answer repository and IQAC coordinator submitted the verification report to the principal
5	Skill inventory	All the faculties are submitted the details through campus book

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PRINCIPAL

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LEADERS OF TOMORROW
ESTD 2002

24/07/2018

NOTICE

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

Agenda:

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

Copy to: The members Concerned

Coordinator -IQAC

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CREATING TECHNOLOGY LEADERS OF TOMORROW ESTD 2002

MINUTES OF THE MEETING OF THE IQAC

DATE: 31.07.2018

Members present

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

Agenda

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

The meeting concluded with the following points:

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

Dr. SUNNY JOSEPH KALAYATHANKAL
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- All the Faculty members are requested to submit the Internal Examination Question Paper for **50 marks** for a duration of **1.5 hrs along** with the Course Outcome, Bloom's Taxonomy mapping on or before **17th August 2018,** to the respective Department Exam Cell coordinators.

- It is decided to conduct a legal awareness class for all S3 students on Monday 6th August 2018 as a part of 'Anti Ragging Awareness'.

The meeting came to an end at 1.00 PM.

Dr. Vinith R

Coordinator-IQAC

Principal

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

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

Dr. Vinith R

Coordinator-IQAC

Dr. SUNNY JOSEPH KALAYATHA
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Ph.D (Computer Science), Ph.D (...)
Principal
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Engineering College
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24/10/2018

NOTICE

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

Agenda:

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

Copy to:

Principal
Director-Academics
Members

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MINUTES OF THE MEETING OF THE IQAC

DATE: 1.10.2018

Members present

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

Agenda

- · KTU audit

- · Incoming technical programs evaluation

- · Sessional Exams preparation

- · NBA file updating of data

Dr. SUNNY JOSEPH KALAYATHANKAL
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The meeting concluded with the following points:

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

Dr. Vinith R

Coordinator-IQAC

Principal

Fr. Dr. JAISON PAUL
Principal
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Action Taken Report for the Meeting Conducted on 1st October 2018

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

Principal

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

Dr. SUNNY JOSEPH KALAYATHANKAL
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CREATING TECHNOLOGY LEADERS OF TOMORROW ESTD 2002

23/01/2019

NOTICE

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

Agenda:

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

Copy to:

Principal
Director-Academics
Members
NBA coordinator

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IQAC coordinator
Dr. Vinith R

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MINUTES OF THE MEETING OF THE IQAC

DATE: 4.02.2019

Members present

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

Agenda

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

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The meeting concluded with the following points:

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

Dr. Vinith R
Coordinator-IQAC

Fr. Dr. JAISON PAUL
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Action Taken Report for the Meeting Conducted on 4th February 2019

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

Principal

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01-07-2019

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing academic activities for the Academic year 2019-2020, a meeting of IQAC Members is scheduled on 10-07-2019, Thursday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 24-10-2019 Time 2.00PM Venue: IQAC	• Academic monitoring • Internal examination & feedback process • Research activities • Orientation Program • Preparation for NBA • First draft of AQAR

Copy to,

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

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Dr. Vinith R

Coordinator, IQAC

Minutes of the meeting of the IQAC

DATE: 10.07.2019

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
4. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
5. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
6. Dr. Biju P L (HOD – ME) - Member
7. Ms. Vincy Verghese (AP – CE) - Member
8. Mr. Shaiju Paul (AP – CS) - Member
9. Ms. Sindhu S (AP – EC) - Member
10. Mr. Jithin K Jose (AP – EE) - Member
11. Ms. Soumya C (AP – MR) - Member

Agenda

- *Academic monitoring*
- *Internal examination & feedback process*
- *Research activities*
- *Orientation Program*
- *Preparation for NBA*
- *First draft of AQAR*

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The meeting started with our Principal Fr. Dr. Jaison Paul, Principal & Chairman of IQAC welcoming the members to the meeting. The Principal started the session stressing on the need to align with the Institution's Vision and Mission. He also outlined on the Quality policy and the Institute awards. He concluded his address by welcoming the coordinator of IQAC, who proceeded with the rest of the agenda.

The meeting concluded with the following points:

Agenda 1: Academic Monitoring

- The overall academic plan and current teaching - learning process was discussed.
- A checklist with the following points was prepared for the staff to upgrade the academic activities in the next semester
  - ➤ To prepare staff class notes and slides for at least 2 modules before the commencement of the next semester. These study materials are to be peer reviewed by the internal expert committee and necessary corrections to be made.
  - ➤ To prepare assignment questions in advance. Make it more creative and customized to each student to prevent malpractice during tests.
  - ➤ Regular scrutiny of student class notes to be ensured. It must be made a practice to check the class notes at least 5 working days before their internal exams.
  - ➤ At least 2-3 classes for revision / remedial for each subject before each series exams to be given.
- Offer add-on courses / Foundational courses / Coding courses with the consent of respective HODs
- Template for result analysis is to be prepared and shared with class tutors.

- The College Council requested the HODs to submit an application for available slots for BEC training. (The English department was willing to engage training classes on Monday 3 hours & Wednesday 4 hours)
- It is decided that faculty advisors should keep separate registers and tutorial files for tutorial classes, which includes the 2 groups of tutorial classes (with student names), timetable, topics covered in each tutorial class, etc. HODs were requested to monitor the tutorial classes and present a review report after two weeks in the college council meeting.
- Coordinator of IQAC reminded all department members to monitor the quality of answer scripts of each subject and upload the same to the answer repository. It has to be evaluated and verified internally by each department.

Agenda 2: Internal examination & feedback process

- Guidelines for the internal examinations were set. The team decided to conduct the internal exams as per the KTU calendar.
- Invigilators are requested to report all types of malpractices to the Chairman, Discipline Action Committee (Dr. Jarin T – HOD, EE) and / or to the Coordinator, Internal Exam Cell (Ms. Aswathy Wilson – AP, CS) immediately.
- HODs are requested to engage a minimum of 10 minutes (every 2 weeks) in each class to obtain feedback from students.
- It is decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

Agenda 3: Research activities

- Fr. Roy Joseph Vadakkan congratulated the team for the successful completion of "DO IT" Academic Retreat 2019 held from 1st to 8th July

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2019, at JECC Decennial hall. It was followed by the principal who presented his views on the recently concluded retreat.

- The team submitted a proposal to start a ==center for Research and Development to== improve the research activities of faculties and students. The decision had to be taken by the management

- It was decided to conduct ==an expert talk on== any relevant topic in the banner of Journal club of CSE.

Agenda 4: ==Orientation Program==

- It was decided to conduct an Orientation program for the newly hired employees in the beginning of every semester.

- IQAC has decided to arrange a session on student project for teaching faculties.

Agenda 5: ==Preparation for NBA==

- The NBA coordinator instructed all the faculties to complete CO attainment calculation for the recent results.

- All the NBA files needed to be updated before the commencement of classes. The verification of it is planned for the first week of August.

- All the Heads for various clubs, associations, bodies, general facilities are requested to hand over the updated institutional files for CE Accreditation.

- The ==NBA Expert Team visit== for the Civil Engineering Department was scheduled in the first week of September 2019. Committees and Staff-in-Charges for the same were formulated.

Agenda 6: ==First draft of AQAR==

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- It was decided to prepare the first draft of AQAR and the responsibilities for the same were distributed to department coordinators.

Dr. Vinith R

Coordinator-IQAC

Principal

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, ... LL.Phil, B.Ed
Ph.D (Computer Sci... ...), Ph.D (Maths)
Jyoth...
Cheru...

Action Taken Report for the Meeting Conducted on 10.07.2019

Sl. No	Plan of Action	Action Taken
1	Result analysis	Template (15 to 19 slides) for result analysis was shared with all the tutors on 28.08.2019
2	Add on courses	Total seven add-on courses are offered with maximum 20 seats for this semester from September 23rd onwards
3	Answer repository	All teaching faculties uploaded the answer scripts of respective subjects in the answer repository and IQAC coordinator submitted the verification report to the principal on 30.09.2019
4	Internal examination	Internal examinations were conducted as per the KTU calendar and marks are uploaded in the CampusBook before 27th September 2019.
5	Student feedback	The first phase of online student feedback was taken after the 1st internal examination and report submitted to the Principal. Provision to enter the second phase of student feedback was launched in the CampusBook on 18th October 2020. All faculties are directed to review their feedback results with the Director of Academics.
6	Orientation Program	An Orientation program for six newly appointed staff was organized on 03rd August 2019. An orientation on student projects was conducted on 25th July 2019. There were 64 participants for the session.
7	NBA mock audit	Based on the mock drill held on 23rd August 2019, corrections were made and Institute file status was updated.

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8	NBA Expert Team Visit for Civil Engineering Program	The NBA Expert Team visit for Civil Engineering Program was assisted by IQAC on 06th & 7th September 2019.
9	First draft of AQAR	The council went through the draft of AQAR and made necessary corrections.

Dr. Vinith R

Coordinator-IQAC

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

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Internal Quality Assurance Cell

15-10-2019

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing academic activities for the Academic year 2019-2020, a meeting of IQAC Members is scheduled on 24-10-2019, Thursday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 24-10-2019 Time 2.00PM Venue: IQAC	• Academic Monitoring • Academic Audit • Research cell inauguration • Talk organised by Journal club • First draft of AQAR • NBA related work

Copy to,

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

Dr. Vinith R
Coordinator, IQAC

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Cheruthuruthy P.O.-679531

Internal Quality Assurance Cell

Minutes of the meeting of the IQAC

DATE : 24-10-2019
TIME : 2 PM
VENUE : IQAC

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Er. Thomas Mathew (Administrator) - Member
4. Dr. Rose Anita (Director, Research; HOD-BSH) - Member
5. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
6. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
7. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
8. Dr. Biju P L (HOD – ME) - Member
9. Ms. Vincy Verghese (AP – CE) - Member
10. Mr. Shaiju Paul (AP – CS) - Member
11. Ms. Sindhu S (AP – EC) - Member
12. Mr. Rijo P C (AP- EC) - Member
13. Mr. Kapildas K S (AP – EE) - Member
14. Mr. Jithin K Jose (AP – EE) - Member
15. Mr. Melvinraj C R (AP – ME) - Member
16. Ms. Soumya C (AP – MR) - Member

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Internal Quality Assurance Cell

- Fr. Dr. Jaison Paul, Principal & Chairman of IQAC began the meeting welcoming all the members.
- The coordinator welcomed the members and introduced the newly inducted members to the committee.
- The committee thanked the old members for their valuable contribution and once again reiterated the activities done by the IQAC.

Agenda 1: Academic Monitoring

- The overall academic plan and progress of students are to be reviewed on the basis of internal examinations and monthly activity reports.
- It was decided to arrange remedial classes for the students who scored low marks in the examinations. Retests have to be conducted before the lab examinations.
- Model Question paper for the first semester subjects must be prepared before 22nd November 2019. Model exam should be conducted for minimum 3 subjects.
- All departments should submit their plans for the modernization of labs to the management through the Principal.
- It was decided to take the syllabus coverage report for each subject before the internal examinations and student feedback on faculty after the internal exams.

Agenda 2: Academic Audit

- It was decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit.

Agenda 3: Research cell inauguration

- Final approval for the inauguration of Jyothi Centre for Research and Development was taken by the management.
- Rev Fr. Roy Joseph briefed about the programme. Venue and program schedule for the inaugural ceremony had to be finalized by the planning committee under the headship of Dr. Rose Anita, Director, and Research.

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Internal Quality Assurance Cell

- It was decided to conduct expert talks on various relevant topics under the banner of Journal club of ECE and EEE.

Agenda 5: Submission of AQAR

- Dr. Vinith briefed about the process involved in the NAAC accreditations which would be continued from 26th November 2019 and completed before 31st December 2019 to submit the AQAR.

Agenda 6: NBA works

- It was decided to conduct a training session on "Outcome based education Assessment tools and procedure" for faculties in the month of December to familiarize and practice all the calculations involved in criteria 3.
- Faculties were directed to submit the CO attainment calculation for the previous semester by the end of October and to upload the same in the respective folders.

Dr. Vinith R
Coordinator-IQAC

Principal

Fr. Dr. JAISON PAUL
Principal
Jyothi Engineering College
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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil B.Ed
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Internal Quality Assurance Cell

S#	Decisions	Responsibility	Scheduled Date	Action Taken
		Action Taken Report of IQAC meeting held on 24-10-2019		
1	KTU Academic audit	Faculty & IQAC coordinator	07.11.2019	All the documents related to KTU audit were submitted on 7th November 2019 to IQAC cell for the verification. The verification report was submitted to the Director-Academics on 8th November 2019. KTU external audit was held on 12th November 2019.
2	Research cell inauguration	IQAC & Research Director	20.12.2019	Inauguration ceremony of Jyothi Centre for Research and Development was conducted at Hotel Pooram International, Thrissur on 20th December 2019 at 03.00 pm. Dr. T. Lazar Mathew, Former Director, DRDO & Senior Advisor, Health science and Technology, India was the Guest of Honor.
3	Talk organized by Journal club	Journal club, ECE	15.11.2019	DR.Jose P Therattil delivered a talk on Power system stability on 15-11-2019 at Insight hall at 1.00 pm.
		Journal club, EEE	13.12.2019	Ms. Nisha P V, Assistant Professor, EEE delivered a talk on Line Impedance Stabilization Networks 13-12- 2019 at Decennial Hall.

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4	AQAR submission	IQAC		AQAR was prepared and submitted to College Council for review and the approved AQAR has been submitted to NAAC
5	CO attainment calculation	Faculty	29.10.2019	CO attainment calculation for 2018-2019 even semester was completed on 29.10.2019 and mapping & analysis files were uploaded in the respective Google folder.
6	Session on OBE attainment calculation	NBA coordinator	17th to 19th December 2019	Dr. Shijoh V, NBA coordinator organized a hands on training session from 17th to 19th December 2019 at the Computer Centre, JECC. But, due to unexpected hartal, the session on 17th was postponed to 3rd January 2020.

Dr. Vinith R
Coordinator-IQAC

Fr. Dr. JAISON PAUL
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Internal Quality Assurance Cell

Date : 31-12-2019

NOTICE

Respected sir /Madam,

Greetings from IQAC,

A meeting of IQAC Members is scheduled on 07-01-2020. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 07-01-2020 Time 2.00PM Venue: IQAC	• Academic Monitoring • Academic Audit • Crash courses for KEAM • Feedback process • Research activities • Funded project proposals • MCQ preparation • NBA related works

Copy to,

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

Dr. Vinith R
Coordinator, IQAC

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Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.

Internal Quality Assurance Cell

Minutes of the meeting of the IQAC

DATE   : 07-01-2020
TIME   : 2 PM
VENUE   : IQAC

Members present

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Er. Thomas Mathew (Administrator) - Member
4. Dr. Rose Anita (Director, Research; HOD-BSH) - Member
5. Prof. Ratnan P (Vice Principal & Dean – UG Studies) - Member
6. Dr. Shijoh V (Asso. Prof. - EE & Dean – PG Studies) - Member
7. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
8. Dr. Biju P L (HOD – ME) - Member
9. Ms. Vincy Verghese (AP – CE) - Member
10. Mr. Shaiju Paul (AP – CS) - Member
11. Ms. Sindhu S (AP – EC) - Member
12. Mr. Jithin K Jose (AP – EE) - Member
13. Mr. Melvinraj C R (AP – ME) - Member
14. Ms. Nivya Wilson (AP – BSH) - Member
15. Ms. Dona Thomas (Student Representative) - Member

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Internal Quality Assurance Cell

- Minutes of the previous meeting were confirmed.
- Guidelines for the invigilation of University examinations were set and other facilities were also arranged.
- Coordinator briefed about the Add-on courses. It was decided that the II semester students were allowed to take the add-on courses.
- Dr. Vinith was entrusted to check the feasibility of setting up a National Cyber Security Resource Centre in the college after preliminary discussions with the management.

Agenda 1: Academic Monitoring

- Previous teaching-learning process was discussed.
- Academic calendar for the semester was designed, which was to be followed by each department.
- Students are to be 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 projects.
- It was decided to introduce Green card in the CampusBook which details the academic progress of the students.

Agenda 2: Academic Audit

- Course file verification for all the subjects to be conducted between 24th and 27th February 2020.

Agenda 3: Crash courses for KEAM

- It was decided to start crash courses for KEAM preparations from 12th January 2020. Subjects handled will be Physics & Mathematics.
- Helpline desk for uploading all the details regarding KEAM will be available at the following places
  - ➢ Crash course center - Thrissur
  - ➢ Jyothi Engineering College -Palakkad

Agenda 4: Feedback process

- It was decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

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Agenda 5: Research activities

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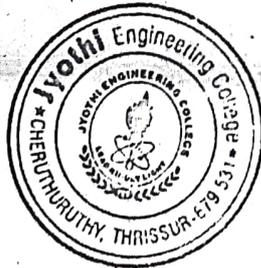*A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR*
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Internal Quality Assurance Cell

- Prof. Jacob Philip will take a session on guidelines regarding submitting proposals for funded projects and Research papers on 10th January 2020.
- All members of the teaching staff are directed to undergo 8 online modules of MOOCs in SWAYAM for appointment or promotion as per the intimation from AICTE-NITTTR.
- Research proposal plan / progress in the work should be prepared immediately and submitted to the research director.
- Guidelines should be prepared for
  (1) External tie-up for research with institutions
  (2) Taking up consultancy as a joint venture with external organizations.

Agenda 6: Funded project proposals

- Funded project proposals to be prepared by the following departments on the dates given below.
  - EEE Dept. – 5th March 2020.
  - CE Dept. – 10th March 2020.
  - ME Dept. – 31st May 2020.
  - MR Dept. – 31st May 2020.

Agenda 7: MCQ preparation

- All faculty members were instructed to prepare 15 to 20 multiple choice questions for each module and the same to be uploaded to the campus book.
- Important points to consider while preparing MCQ are set up to make students practice for competitive exams like GATE, ISRO etc.
- A practice mode interface would be opened to students so that they can practice the MCQs uploaded by the faculty members for a particular subject. Questions will be displayed randomly (one at a time) and students can click on the option they think is correct. If the selected answer is correct, the option will be turned to green and also if explanation is provided it will be displayed.

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Agenda 8: NBA related work.

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Internal Quality Assurance Cell

- Dr. Shijoh briefed about the NBA deceleration event.
- CO PO and PSO attainment calculation for each subject for 2015-2019 batch to be completed before 13th Jan 2020. Each faculty should get approval from Dr. Shijoh before 20th Jan 2020. Failure to do so will disallow the concerned staff to handle their classes. HODs are requested to make alternate arrangements for these classes.

Dr. Vinith R
Coordinator-IQAC

Principal

Fr. Dr. JAISON PAUL
Principal
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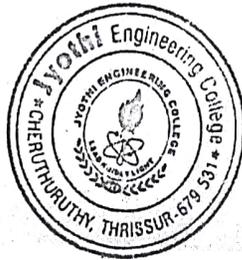Cheruthuruthy P.O. - 679 531

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Internal Quality Assurance Cell

Action Taken Report of IQAC meeting held on 07-01-2020

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Academic Audit (Course file)	Dr. Shijoh	24.02.2020 to 27.02.2020	Course file verification for all the subjects was conducted between 24th to 27th February 2020 for the purpose of NBA.
2	Green card form in CampusBook	TBI	16.04.2020	Green card was introduced in the CampusBook which details updated University and Internal marks of all KTU students.
3	Student Feedback	Tutor	March & April 2020	The KTU Feedback interface was made live for students in CampusBook on 10th March. As per KTU directive, feedback on the online teaching process was taken from all the students in the first week of April through Google form.
4	Crash courses for KEAM	Mr. Melvin, & Mr. Sivakumar	12.01.2020	Crash courses for KEAM preparations were started by Mr. Melvin, Asst. Prof. ME Dept. and Mr. Sivakumar, Asst. Prof, BSH Dept. for the subjects Physics & Maths respectively.
5	Workshop	Director, JCRD	10.01.2020.	Workshop was conducted on "Guidelines for writing research proposals and research papers" by

Dr. .... KMANATHAN
M.Tech, MCA, ... Sc, M.Phil, B.Ed
Ph.D (Computer S ....
....

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				Prof. Jacob Philip, Dean-Academics, Amal Jyothi college of Engineering.
6	MOOC online course offered by AICTE-NITTTR	Faculty	31.07.2020.	The course was made mandatory for the faculty who has less than 5 years teaching experience and must be completed before 31 July 2022.
7	Talk organized by Journal club	Journal club, ME	17.01.2020	Dr. Biju C V, Associate Professor, ME, delivered a talk on Investigation of Tunable Frequency Resonance Free Magnetorheological Fluid Smart Structures on 17-01-2020
		Journal club, MR	14.02.2020	Ms. Nyni K A, Assistant Professor, MR delivered a talk on Introduction to Medical Image Processing on 14-02-2020 at Decennial Hall at 1.00 pm.
8	Funded project proposals	HODs	05/03/2020 to 31/05/2020	Funded project proposals were prepared and submitted by each department by the scheduled date.
9	MCQ preparation	Faculty	End of the semester	TBI launched provision in CampusBook on 22nd Jan 2020 to add course materials like Multiple choice questions (MCQ).
10	Practice MCQ	TBI	16.04.2020	An interface in CampusBook to practice MCQ was opened to students from 16th April onwards.

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Internal Quality Assurance Cell

11	NBA	HOD & Faculty	20.01.2020	CO PO and PSO attainment calculation for 2015-2019 batch was completed and submitted to the NBA coordinator.

Dr. Vinith.R
Coordinator-IQAC

Principal

Fr. Dr. JAISON PAUL
Principal
Jyothi Engineering College
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Dr. SUNNY JOSEPH KALAYATHANKAL
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Internal Quality Assurance Cell

10-05-2020

NOTICE

Respected sir /Madam,

Greetings from IQAC,

A meeting of IQAC Members is scheduled on 20-05-2020, Wednesday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 20-05-2020 Time 2.00PM Venue: IQAC	• Academic Monitoring • Online internal examination • Webinar • Student feedback • Research activities • MCQ entry • NBA related works • Faculty appraisal

Copy to,

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

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Dr. Vinith R
Coordinator, IQAC

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Internal Quality Assurance Cell

<u>Minutes of the meeting of the IQAC</u>

DATE   : 20-05-2020

TIME   : 2 PM

VENUE   : IQAC

<u>Members present</u>

1. Fr. Dr. Jaison Paul (Principal) - **Chairman**
2. Fr. Roy Joseph Vadakkan (Executive Director) - Member
3. Dr. Vinith R (Asso. Prof. - CS) - **Coordinator**
4. Ms. Vincy Verghese (AP – CE) - Member
5. Mr. Rijo P C (AP- EC) - Member
6. Mr. Jithin K Jose (AP – EE) - Member
7. Mr. Melvinraj C R (AP – ME) - Member
8. Ms. Nivya Wilson (AP – BSH) - Member

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Internal Quality Assurance Cell

Minutes of the previous meeting were confirmed.

Agenda 1: Academic Monitoring

- Online teaching-learning process during the Covid-19 situation was reviewed.
- The Principal requested the staff to continue providing online teaching materials in the form of videos, slides, notes etc. (at least 8 videos, 8 sets of PPTs and 4 assignment submissions per module) and also to quantify the materials.
- The Principal advised all faculty members to upload class videos of about 10 minutes in the JECC YouTube channel, after the approval of respective HODs.
- The Principal directed the HODs to conduct SWOT (Strength, Weakness, Opportunity and Threats) analysis of each dept. and the college in general in the Covid & post Covid situation. He instructed them to come up with proper suggestions to improve the teaching learning process.

Agenda 2: Online internal examination

- It was decided to conduct the 2nd internal exams for each subject in two slots of 30 minutes on consecutive days in an online mode. Guidelines were suggested.
- The exam cell in coordination with IQAC would prepare the timetable and the invigilation duty list.
- Faculty should prepare multiple question papers (at least 4 sets) and distribute them randomly to students only 5 minutes prior to the commencement of the exams to prevent students from sharing answers.
- As per the KTU circular, the online evaluation of B. Tech final year to be conducted between 15/06/2020 and 22/06/2020.
- The online evaluation and viva-voce of M. Tech final year projects (as per KTU directives) to be conducted between 06/07/2020 and 10/07/2020.

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Agenda 3: Webinar

- Professional associations and departments are requested to conduct at least one webinar each on various interesting topics during this current semester. They have to ensure student participation especially of students from 2nd to 6th semesters.

Agenda 4: Student feedback

- It was decided to collect second feedback from students in mid-June.
- Decided to take Exit Feedback for outgoing batch (2016-2020) through CampusBook in the month of June. All final year students were required to fill and submit this survey form available in their CampusBook login on or before 25th June 2020.

Agenda 5: Research activities

- All the faculties were instructed to attend FDPs / STTPs and other MOOC.
- Faculty members and students were requested to use the online journal facilities. This facility could be used by students for their assignments, projects etc.
- All Ph.D. scholars should submit their progress report every semester. Guidelines for the part-time Ph.D. scholars should be prepared.

Agenda 6: MCQ entry

- Coordinator advised all the faculty members to complete 100 MCQ for every theory subject and 50 MCQ for every lab subject.

Agenda 7: NBA related works

- Coordinator directed all the faculties to complete the NBA files on or before Jun 6th. An Internal Audit would be conducted to verify the completed status.

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Agenda 8: Faculty appraisal

- Director-Academics informed that a committee under Dr. Biju P. L, HOD, ME was preparing a draft for faculty appraisal. All staff may have to attend

Jyothi Engineering College

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ACCENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

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a test of 50 MCQ from all curriculum subjects including Physics, Chemistry and Mathematics as part of faculty appraisal.

Dr. Vinith R

Coordinator-IQAC

Principal

Fr. Dr. JAISON PAUI
Principal
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Action Taken Report of IQAC meeting held on 20-05-2020

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	SWOT analysis	HOD & Faculty	26.06.2020.	SWOT analysis (Google form) was submitted through Google form by faculty on 19/6/2020 and by each department on 26/06/2020.
2	JECC Youtube channel	Faculty	13.06.2020	The first class video was uploaded in the channel in the first week of June and the second video was uploaded in the second week of June.
3	Online internal examination	IQAC & faculty.	15.06. 2020	Online exams were conducted as per KTU regulations. The final internal marks and attendance for the S8 subjects were submitted to the Principal's Office by June 15th.
4	Webinar	HOD	24.06.2020. / 25.06.2020	Under the banner of the Department of BSH, IQAC conducted the webinar on "Social Effects of COVID -19" for the students, scholars and teaching faculties on 24.06.2020. Jyothi Center for Research and Development organized a webinar on "How to Search and Analyze effectively to get Relevant and Latest Literature: "Few Time Saving Tips" on June 25, 2020.

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5	Student feedback	Tutor	25.06.2020	All final year students were instructed to submit the Exit feedback form available in their CampusBook login on or before 25th June 2020. Consolidated report was analyzed for the improvement
			15.06.2020	Second KTU student feedback was made live in CampusBook from 12.06.2020 to 15.06.2020
6	MCQ entry	Faculty	08.07.2020	100 MCQ for every theory subject and 50 MCQ for every lab subject were completed and verified.
7	NBA related works	HOD & Faculty	16.06.2020	Documents for the purpose of NBA were uploaded in the respective shared folders on 15th June 2020 and Internal Audit was conducted the next day.
8	Faculty appraisal	Dr. Bju P. L	07.08 2020	The MCQ Test interface was opened for faculty members in the Campusbook. All faculty members were advised to take minimum two tests before Aug 7, 2020.

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