



Advisory Meeting Minutes

Department Meeting

Department of Mechanical Engineering
Jyothi Engineering College Cheruthuruthy

A meeting of the members of the Management and Stakeholders of the Dept. of Mechanical Engineering for collecting views for PEOs and POs and for collecting views and drafting Vision and Mission statements for the Mechanical Engineering Department will be held as per the following schedule.

Date: 16-01-2013

Time 10.00am to 12.00noon.

Agenda


1. Collecting views for -Vision, Mission, PEOs and POs- ME Department
2. Drafting Vision and Mission statements for the Mechanical Engineering Department.

Prepared by


Sreejith K.

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HOD/ME


Dr. SUNNY JOSEPH KALAYATHANKAL
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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

JYOTHI ENGINEERING COLLEGE

Department of Mechanical Engineering

MINUTES OF MEETING

NATURE OF MEETING	DEPARTMENT MEETING	
VENUE	Seminar hall / ME Dept.	
SCHEDULED DATE: 16.01.2013		
CONVENED ON (DATE): 16.01.2013	TIME: FROM 10.00 AM Hrs TO 12.00 NOON Hrs	
LIST OF MEMBERS ATTENDED	As per the list attached.	
LIST OF MEMBERS UNABLE TO ATTEND	Nil	
COPIES CIRCULATED TO	H.O.D/ME ME Dept. Notice Board	
CHAIRMAN	Prof. K. C. John	
AGENDA POINTS	DETAILS OF DISCUSSION	RESPONSIBLE PERSON
Collecting views for Vision, Mission, PEOs and POs Drafting Vision, Mission & ME Dept.	<ul style="list-style-type: none"> The Vision and the Mission statement of the institute were read by Mr. Sreejith K. to everyone assembled. Administrator Er. Thomas Mathew insisted everyone to collect the views of Vision, Mission, PEOs and POs of the Mechanical department to be in connection with the Mechanical Engineering stream. HOD Prof. K.C. John input the need of ethical values along with the importance of professionalism in the department vision statement. Mr. Biju C.V. and Mr Christy V. Vazhappilly emphasized the importance of providing quality 	<div style="border: 2px solid purple; padding: 5px; transform: rotate(-5deg); display: inline-block;"> True Copy Attested </div>  Dr. SUNNY JOSEPH KALAYATHANKAL M.Tech, MCA, M.Sc, M.Phil, B.Ed Ph.D (Computer Science), Ph.D (Mat) PRINCIPAL Jyothi Engineering College Cheruthuruthy P.O. - 679 53

JYOTHI ENGINEERING COLLEGE

Department of Mechanical Engineering

- education in the department vision statement.
- Mr. Manoj Kumar V.K. pointed out to include the term team work and global challenges in the department vision statement.
- Mr. Rojin Thomas & Mr. Sijo Jose coined the term International standards in the department vision statement.
- Finally the Dept. Vision statement views were collected and drafted by everyone assembled.

- Mr. Sreejith K. and Mr. Praveen Raj input the term solid foundation in the Dept. Mission statement 1 and it is well supported by Mr. Jaison M.J.
- Mr. K. Raghavan, Mr. Suneeth Sukumaran and Ms. Sushmitha S. coined the terms like higher education, employment and lifelong growth in their profession in the Dept. Mission statement 2.
- Both Prof. K.C. John and Mr. Christy V. Vazhappilly formulated the term world class research program in the Dept. Mission statement 3 and it is well supported by Mr. Mathew.
- Finally the Dept. Mission statement views were collected and drafted by everyone assembled.

- Prof. K.C. John insisted everyone to include graduate attributes like higher studies/ research etc in the formulating PEOs.
- Prof. K.C. John and Mr. Sreejith K. formulated the PEO I and PEO II statements, Mr. Biju C.V. made some corrections like including global outlook and technological leadership terms and it is well supported by Mr. M.V. Sulaiman.
- Mr. Nikhil N.S. and Mr. Nice Menachery developed the PEO III and Mr. Sreejith K. and Mr. Trijo Tharayil corrected it by adding terms like excellent teamwork and communications and Mr. Jaison M.J.

Mr. Sreejith K.

Mr. Sreejith K.

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Amulya

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collected and were approved by everyone assembled.

- Prof. K.C. John, Mr. Biju C.V., Mr. Manoj Kumar V.K., Mr. Praveen Raj, Mr. Christy V. Vazhappilly and Mr. Nikhil N.S. etc contributed towards drafting the POs statements.
- Prof. K.C. John coined the terms like professional and ethical responsibility in the 'f' statement.
- Techniques, skills, and modern engineering tools in the 'k' statement were pointed out by Mr. Sreejith K. and Mr. Praveen Raj.
- Mr. C. Karunakaran and Mr. Suneeth Sukumaran coined the terms like identify, analyzes and formulate like terms in the statement 'e'.
- Finally the Dept. POs statement views were collected and were approved by everyone assembled.
- Prof. K.C. John and other members assembled for the meeting drafted the Vision, Mission statements of the department and collected the views for the PEOs and POs statements.

Mr. Sreejith K.


Mr. Praveen Raj

PREPARED BY: Mr. Sreejith K. 

OD/ME



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Advisory Meeting Minutes

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**JYOTHI ENGINEERING COLLEGE, CHERUTHURUTHY
DEPARTMENT OF ELECTRONICS AND COMMUNICATION
ENGINEERING**

NOTICE

A meeting of the members of advisory committee will be held as per the following schedule.

Date: 14/07/2017

Time: 2.00pm

Venue: BOARD ROOM, JECC, CHERUTHURUTHY

AGENDA

- REVIEW OF ACTIVITIES & ACHIEVEMENTS OF THE DEPARTMENT
- REVIEW OF NBA & NAAC VISIT
- FORMULATION OF PSO



[Handwritten Signature]
HOD ECE

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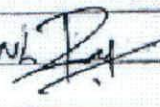





Date: 14/08/2017

Venue: Board Room
Time: 2:00 PM


Agenda.

- 1) Review of activities and achievements of the department
- 2) Review of KIRA and NIAAE Visit
- 3) Formulation of PSO

Members present

- 1) Mr. Ravichandran.V, Divisional Engineer, BSNL 
- 2) Mr. Girish. K.P., AE, KSEB 
- 3) Mr. Anoop V, AP, ECE, Al-Ameen College, Kalappully 
- 4) Dr. Jose. P. Therattil, HOD, ECE 
- 5) Prof. Muralee Krishnan.C, Dept of CBE 
- 6) Mr. Sindhu.S. A.P, ECE Dept. 

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Discussion

1. HOD welcomed the advisory committee members for the meeting.
2. HOD Dr. Jose. P. Shriathik briefly presented the NBA and NAAC Visit observations and congratulated the entire team for their wholehearted support during the NBA & NAAC Visit.
3. HOD pointed out the important suggestions put forward by the NBA team.
4. PSO formulated by the assessment committee was circulated. Mr. George. K.P suggested that the subjected specialisation is necessary in the PSO statements and he noticed that it has been included in statement 1.
5. Mr. Ravichandran appreciated for including the team life long learning in PSO 3.
6. Finally all the 3 statements were approved by the committee and finalized.
7. The overall performance and achievements of the department was evaluated by the members.

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8. Prof. Muralaekrishnan, suggested that more research projects has to be implemented & students should be encouraged to participate in various intercollege events.

9. Result analysis was presented before the committee by HOD. Ms. Sindhu S suggested to conduct remedial classes for the weaker students so as to improve the overall results.

10. On-Job Training programme conducted by the department for the VASE students was very appreciated by the committee & the committee encouraged to conduct many such programs.

11. Committee congratulated for conducting 2 day workshop on 'Simulation using NS3' and suggested to conduct such workshops with external funds.

12. HOD informed that ASAP programme 'CCITV Installation technician' was conducted successfully for the higher secondary students.

13. The committee congratulated faculty members of ECE Dept for publishing papers in different conferences proceedings of also for



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mmw

14. HoD concluded that students are successfully placed in various reputed companies.

15. The Committee observed that overall achievements & activities of the department in the academic year 2017-18 has contributed significantly in overcoming the gap in the syllabus of also the contents before the syllabus

16. After reviewing the PEO's the panel advised to keep the same PEO's and in order to achieve eminence more focus should be given to extra-curricular and Co-curricular activities.

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Joseph

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