

JYOTHI ENGINEERING COLLEGE-CHERUTHURUTHY

JEC/2/A/8/16

10 October 2016

ORDER

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



Jyothi Engineering College

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, VETTIKATTI PO., CHERUTHURUTHY, TRISSUR PIN 679331 PH : +91 4884 259005, 274473 FAX : 04884 274777
www.jecc.ac.in | E-mail : info@jecc.ac.in

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



Jyothi Engineering College

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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.

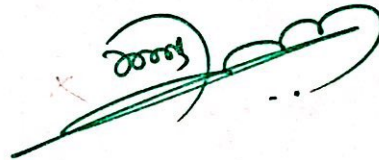
- Guidelines for internal and external audit were set. The team decided in the meeting to conduct the internal audit in the month of December prior to the external KTU audit.
- It is decided to conduct a seminar talk for faculty and PG students to improve their research activities in the next month in 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



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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


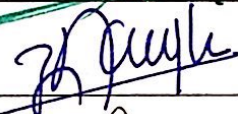






IQAC coordinator

JYOTHI ENGINEERING COLLEGE – CHERUTHURUTHY

Internal Quality Assurance Cell

Attendance list of the meeting

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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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:

- ✓ 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. K K Babu
Principal



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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

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	



Jyothi Engineering College

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE NATIONAL ASSOCIATION OF ENGINEERS
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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

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)

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)