



Jyothi Engineering College

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR
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Electrical & Electronics Engineering and Mechanical Engineering valid for Academic Years 2016-2017, to 2018-2019
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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	<ul style="list-style-type: none">● 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)

Dr. Vinith R

Coordinator, IQAC



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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.



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- 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





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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



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,

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Meeting Schedule	Agenda
Date: 24-10-2019 Time 2.00PM Venue: IQAC	<ul style="list-style-type: none">▪ Academic Monitoring▪ Academic Audit▪ Research cell inauguration▪ Talk organised by Journal club▪ First draft of AQAR▪ NBA related work

Copy to,

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

Dr. Vinith R
Coordinator, IQAC



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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

Fr. Dr. JAISON PAUL
Principal
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Cheruthuruthy - 679531





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Internal Quality Assurance Cell

Action Taken Report of IQAC meeting held on 24-10-2019

S#	Decisions	Responsibility	Scheduled Date	Action Taken
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 8 th November 2019. KTU external audit was held on 12 th November 2019.
2	Research inauguration cell	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 Journal club, EEE	15.11.2019 13.12.2019	DR. Jose P Therattil delivered a talk on Power system stability on 15-11-2019 at Insight hall at 1.00 pm. 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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Internal Quality Assurance Cell

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
Principal
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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	<ul style="list-style-type: none">▪ 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



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



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.

Agenda 5: Research activities



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.

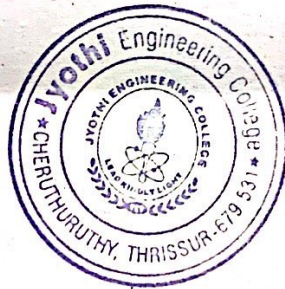
Agenda 8: NBA related work.



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
Jyothi Engineering College
Cheruthuruthy - 679531



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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



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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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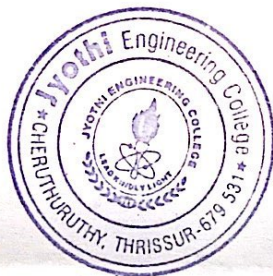


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11	NBA	HOD & Faculty	20.01.2020	CO PO and PSO attainment calculation for 2015-2019 batch was completed and submitted to the NBA coordinator.
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Dr. Vinith.R
Coordinator-IQAC



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



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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	<ul style="list-style-type: none">▪ 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)

Dr. Vinith R
Coordinator, IQAC



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Minutes of the meeting of the IQAC

DATE : 20-05-2020

TIME : 2 PM

VENUE : IQAC

Members present

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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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.

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



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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

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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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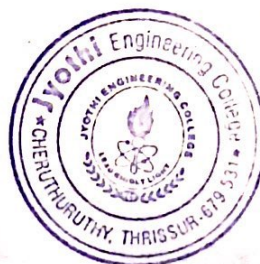
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5	Student feedback	Tutor	25.06.2020 15.06.2020	All final year students were instructed to submit the Exit feedback form available in their CampusBook login on or before 25th June 2020. Consolidated report was analyzed for the improvement Second KTU 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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