



Jyothi Engineering College

NAAC Accredited College with NBA Accredited Programmes*

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University

A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

JYOTHI HILLS, VETIKATTI P.O. CHERUTHURUTHY, THRISSUR. PIN-679531 PH : +91- 4884-259000, 274423 FAX : 04884-274777

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

JEC/2/A/8/22

14 October 2022

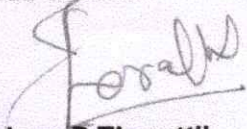
ORDER

It has been decided to reconstitute the **Internal Quality Assurance Cell (IQAC)** for the academic year 2022-23 with the following composition:

Sl.	Name	Designation	Role in IQAC
1	Fr. David Nettikkadan	Finance manager	Management Representative
2	Rev. Dr. Jose Kannampuzha	Director, Academics	Member
3	Dr. Jose P Therattil	Principal	Chairman IQAC
4	Prof.Ratnan P.	Vice principal, Dean UG Studies	Member
5	Dr. V.M. Xavier	Registrar	Member
6	Dr. Anoop V	Professor, ECE	Coordinator
7	Dr. Prajoon P	Associate professor, ECE	Assistant Coordinator, Representative - Research Cell
8	Dr. Alwyn Varghese	Assistant professor, CE	Member, Department Coordinator
9	Ms. Nivya Wilson	Assistant professor, BSH	Member, Department Coordinator
10	Ms. Roshni Rajan K.	Assistant professor, ECE	Member, Department Coordinator
11	Mr. Kapil Das KS	Assistant professor, EEE	Member, Department Coordinator
12	Mr. Christy V Vazhappilly	Assistant professor, ME	Member, Department Coordinator
13	Mr. Shaiju Paul	Assistant professor, CSE	Member, Department Coordinator
14	Dr. Suraj Damodaran	Associate Professor MR	Member, Department Coordinator
15	Ms. Parvathy Jyothi	Assistant professor, AD	Member, Department Coordinator
16	Mr. Jobin Varghese	Associate Professor ,RA	Member, Department Coordinator
17	Ms. Suganthi T	Assistant Professor, BSH	Member, Representative- Examination Cell
18	Dr. Shijoh V.	Professor, EEE, Dean PG Studies.	Member, NBA Coordinator
19	Dr. Varghese A. F.	Assistant professor, PNM Ayurveda Medical College, Cheruthuruthy	Representative from local society
20	Mr. Chirsto George	Manager-Hykon Industries	Representative from Industry.
21	Mr. Muhammed Shefeek T A	Senior Engineer, BOSCH Pvt.Ltd	Representative from Industry.

22	Mr. Aravind K. P.	Alumnus	Representative from Alumni
23	Mr. David Joseph Kunnan	S7 ECE	Student Representative
24	Ms. Shelna George	S7 CSE B	Student Representative

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.



Dr. Jose P Therattil
Principal

To : The members concerned





Internal Quality Assurance Cell

15-10-2022

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2022-2023, a meeting of IQAC Members is scheduled on 17-10-2022, Monday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 17-10-2022 Time 2.00PM Venue: IQAC	<ul style="list-style-type: none">▪ Academic Monitoring▪ Academic Audit▪ Internal Examinations▪ AQAR preparation for A.Y 2021-2022▪ Feedback process

Copy to,

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

Dr.Anoop.V
Coordinator, IQAC



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Internal Quality Assurance Cell

Minutes of IQAC Meeting 17-10-2022		Date: 17 October 2022	Time: 02.00 PM	
			Venue: IQAC	
Attendees:				
1. Dr. Jose P Therattil Principal		9. Ms Parvathy Jyothi-Member		
1. Fr. Dr. Jose Kannampuzha - Director Academics		10. Ms. Shaiju Paul -Member		
2. Dr. Anoop.V Coordinator-IQAC		11. Ms. Nivya Wilson--Member		
3. Dr. Prajoun P Assistant Coordinator				
4. Dr. Alwyn Varghese-Member				
5. Dr. Jobin Varghese-Member				
6. Mr. Kapil das Member-Member				
7. Ms. Roshni Rajan.K -Member				
8. Mr. Christy V Vazhappilly -Member				
Agenda:				
<ul style="list-style-type: none"> ▪ Academic Monitoring ▪ Academic Audit ▪ Internal Examinations ▪ AQAR preparation for A.Y 2021-2022 ▪ Feedback process 				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to monitor the Syllabus coverage and Monthly activities	IQAC	Monthly	
#2	It is decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	10,11 November 2022	
#3	It is decided to Conduct the second Internal Examinations for semester III, V and VII on November 2022 as per the Academic Calendar.	IQAC	07-11-2022 to 11-11-2022	
#4	IQAC coordinator reminded about the AQAR submission related to NAAC	IQAC	17-12-2022	



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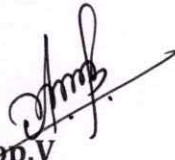
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Internal Quality Assurance Cell

	accreditation. It is decided to submit the AQAR for A.Y 2021-2022 before December 2022.			
#5	Decided to take the student feedback on faculty through Campus management software	IQAC	21-10-2022	
Prepared by: Dr.Anoop.V- Coordinator IQAC				19-10-2022
Reviewed by: Dr. Jose P Therattil- Principal				19-10-2022


Dr.Anoop.V
Coordinator-IQAC




Principal



Internal Quality Assurance Cell

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 17-10-2022

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to monitor the Syllabus coverage and Monthly activities	IQAC	Monthly	Both reports were collected and anomaly reported to the principal.
#2	It is decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit	IQAC coordinator	10,11 November 2022	Internal Audit conducted on 10 and 11 Nov 2022. Report Submitted to Principal
#3	It is decided to Conduct the second Internal Examinations for semester III, V and VII on November 2020 as per the Academic Calendar.	IQAC	07-11-2022 to 11-11-2022	Series test was scheduled on 07-11-2022. Due to student unrest examination was postponed to 14-11-2022. Completed the series test for semester 3,5, and 7 on 18-11-2022
#4	IQAC coordinator reminded about the AQAR submission related to NAAC accreditation. It is decided to submit the AQAR for A.Y 2021-2022 before December 2022.	IQAC	17-12-2022	AQAR preparations started for the A.Y 2021-2022
#5	Decided to take the student feedback on faculty through Campus management software	IQAC	21-10-2022	Feedback process initiated on 21-10-2022.
Prepared by: Dr. Anoop.V- Coordinator IQAC				22-11-2022
Reviewed by: Dr. Jose P Therattil - Principal				22-11-2022





Internal Quality Assurance Cell

17-11-2022

NOTICE

Respected sir /Madam,


Greetings from IQAC,

For discussing about academic audit and NAAC AQAR preparations, a meeting of the Internal Quality Assurance Cell is scheduled on 22-11-2022. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 22-11-2022 Time: 1.00PM Venue: IQAC	<ul style="list-style-type: none">Academic AuditAQAR preparationsInternal Examinations

Copy to,

1. Principal
2. Director-Academics
3. Members Concerned


17/11/22
Dr. Anoop.V
Coordinator, IQAC



Internal Quality Assurance Cell

Minutes of IQAC Meeting 22-11-2022	Date: 22-11-2022	Time: 01.00 PM
		Venue: IQAC

Attendees:	
1. Dr. Jose P Therattil Principal	9. Ms Parvathy Jyothi-Member
1. Fr.Dr. Jose Kannampuzha – Director Academics	10. Ms. Shaiju Paul -Member
2. Dr. Anoop.V Coordinator-IQAC	11.Ms. Nivya Wilson--Member
3. Dr. Prajoon P Assistant Coordinator	12.Ms. Soumya C
4. Dr. Alwyn Varghese-Member	13.Ms. Archana S
5. Dr. Jobin Varghese-Member	14.Dr. Shijoh V
6. Mr. Kapil das Member-Member	
7. Ms. Roshni Rajan.K -Member	
8. Mr. Christy V Vazhappilly -Member	

Agenda:
<ul style="list-style-type: none"> ▪ Academic Audit ▪ AQAR preparations ▪ Internal Examinations

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Analysed consolidated report of internal audit held on 10,11and 12 Nov 2022. Principal entrusted HOD's to verify the missing documents of respective faculty of their department. Principal entrusted IQAC to collect the Action taken report from HOD's. It is decided to follow blended mode of document preparation. Course files should be kept as soft copies only and whenever required hardcopies can be taken.	IQAC	03-12-2022	
#2	Principal verified the progress of AQAR preparations. Entrusted IQAC to submit the AQAR well in advance to College Council for verification and further submission to NAAC portal	IQAC and NAAC committee	October 2023 November 2023 December 2023	



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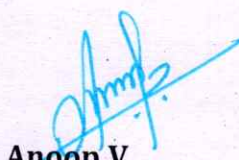
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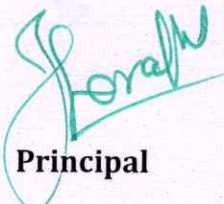


Internal Quality Assurance Cell

# 3	It is decided to follow the existing procedures for the conduct of internal examinations and scrutiny. Principal entrusted to follow common Question paper for common course codes	IQAC and Examination Cell		
# 4	Principal asked IQAC members to ensure that all the faculty members are preparing the course files in etlab.	IQAC		
# 5	Principal entrusted IQAC circulate the guidelines for class committee and Advisory committee meetings to faculty members since there is an ambiguity in the formation of committees	IQAC		
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				


Dr. Anoop.V
Coordinator-IQAC




Principal



Internal Quality Assurance Cell

Date: 22-12-2022

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 22-11-2022.

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to collect the Action taken report from HOD's. It is decided to follow blended mode of document preparation. Course files should be kept as soft copies only and whenever required hardcopies can be taken.	IQAC	03-12-2022	ATR collected from respective HOD's
#2	Principal verified the progress of AQAR preparations. Entrusted IQAC to submit the AQAR well in advance to College Council for verification and further submission to NAAC portal	IQAC and NAAC committee	October 2023 November 2023 December 2023	AQAR for A.Y 2021-22 was prepared and submitted to college council
#3	It is decided to follow the existing procedures for the conduct of internal examinations and scrutiny. Principal entrusted to follow common Question paper for common course codes	IQAC and Examination Cell		
#4	Principal asked IQAC members to ensure that all the faculty members are preparing the course files in etlab.	IQAC		All faculty members are using etlab for course file preparations
#5	Principal entrusted IQAC circulate the guidelines for class committee and Advisory committee meetings to faculty members since there is an ambiguity in the formation of committees	IQAC		Guidelines were circulated to all faculty members
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				





Internal Quality Assurance Cell

03-03-2023

NOTICE

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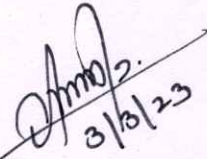
Greetings from IQAC,

For discussing about academic activities for Academic year 2022-2023, a meeting of IQAC Members is scheduled on 10-03-2023, Wednesday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 10-03-2023 Time: 2.00PM Venue: IQAC	<ul style="list-style-type: none">▪ Analysis of External Audit▪ Academic retreat for A.Y 2023-24▪ AQAR review

Copy to,

1. Principal
2. Director-Academics
3. Members Concerned


3/3/23
Dr. Anoop.V
Coordinator, IQAC



Internal Quality Assurance Cell

Minutes of IQAC Meeting 10-03-2023	Date: 10-03-2023	Time: 02.00 PM
		Venue: IQAC

Attendees:	
1. Dr. Jose P Therattil Principal	9. Ms Parvathy Jyothi-Member
1. Fr.Dr. Jose Kannampuzha - Director Academics	10. Ms. Shaiju Paul -Member
2. Dr. Anoop.V Coordinator-IQAC	11.Ms. Nivya Wilson--Member
3. Dr. Prajoon P, Assistant Coordinator	12.Ms. Soumya C
4. Dr. Alwyn Varghese-Member	13.Ms. Archana S
5. Dr. Jobin Varghese-Member	14.Dr. Shijoh V
6. Mr. Kapil das Member-Member	15. Fr. David Nettikkadan
7. Ms. Roshni Rajan.K -Member	
8. Mr. Christy V Vazhappilly -Member	

Agenda:
<ul style="list-style-type: none"> ▪ Analysis of External Audit ▪ Academic retreat for A.Y 2023-24 ▪ AQAR review

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	<p>a). Dr. Anoop V summarized the report of external audit. As per the audit report the MOOC courses taken by the students' needs to be improved.</p> <p>b) Placement details need to be documented more precisely.</p> <p>c) During the interactive session of external auditor with students, students raised some issues related to the extra curricular activities.</p>	IQAC		
#2	Fr. David Nettikkadan entrusted IQAC to plan the Academic retreat for the A.Y 2023-24 during the month of August 2023.	IQAC	August 2023	





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#3	Principal and Academic director congratulated IQAC for the timely submission of AQAR. The possible improvement areas were discussed in the meeting based on the benchmarks published by NAAC		Nil	
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				

Dr. Anoop.V
Coordinator-IQAC



Principal



Internal Quality Assurance Cell

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 10-05-2023.

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	a). Dr. Anoop V summarized the report of external audit. As per the audit report the MOOC courses taken by the students' needs to be improved. b) Placement details need to be documented more precisely. c) During the interactive session of external auditor with students, students raised some issues related to the extracurricular activities.	Departments, Placement Cell	Nil	An orientation class to students about the MOOC courses were given by the class advisors. Extra-curricular activities for A.Y 2023-24 were planned well in advance
#2	Fr. David Nettikkadan entrusted IQAC to plan the Academic retreat for the A.Y 2023-24 during the month of August 2023.	IQAC	August 2023	Identified resource persons and tentative schedule is prepared for the retreat.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				