



Internal Quality Assurance Cell

07-07-2024

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2024-2025, a meeting of IQAC Members is scheduled on 12-07-2024, Friday. All IQAC members are requested to attend the meeting without fail.

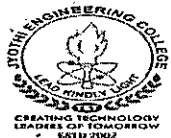
Meeting Schedule	Agenda
Date: 12-07-2024 Time: 1.00PM Venue: IQAC	- Academic Calendar - Internal Examinations - Internal Audit - Scrutiny/syllabus/monthly activity reports - Course files

Copy to,

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




Dr. Anoop.V
Coordinator, IQAC



Jyothi Engineering College

NAAAC 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, VETIKATTIRI 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.

Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 12 JULY 2024		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. Sobha Xavier -Member		
2. Dr. Anoop.V, Coordinator-IQAC		11.Ms. Nivya Wilson--Member		
3. Dr. Prajoon P, Assistant Coordinator		12.Ms. Soumya C--Member		
4. Dr. Alwyn Varghese-Member		13.Ms. Archana S--Member		
5. Ms. Athira-Member		14.Dr. Shijoh V--Member		
6. Mr. Kapil das Member-Member		15.Ms.Archana S--Member		
7. Ms. Roshni Rajan.K -Member				
8. Mr. Christy V Vazhappilly -Member				
Agenda:				
▪ Academic Callender ▪ Internal Examinations ▪ Internal Audit ▪ Scrutiny/monthly activity formats reframing etc.				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2024-2025	IQAC	01-08-2024	
#2	The first and second internal examinations are scheduled in advance for the A.Y 2024-25 ODD semester as follows, First internal Examination 2 nd September2024 to 7 th September 2024 Second internal Examination 21 st October 2024-25 th October 2024	IQAC and Examination cell	September 2024, October 2024	
#3	IQAC coordinator directed the members to follow common format for the scrutiny of the internal examination question			

Internal Quality Assurance Cell

	papers. There will be a centralized scrutiny of the Question Papers at IQAC.			
#4	The first internal Audit for the A.Y 2024-25 (ODD) will be conducted after the ONAM holidays, After the approval from College Council.	IQAC	25,26,27 September 2024	
#5	Principal entrusted IQAC to monitor committee functions of the college. Fr David Nettikkadan will be coordinating the same.	Fr. David Nettikkadan and IQAC		
#6	It is decided to Collect the monthly activities of each department in the prescribed form before 5 th working day of every month.	Department IQAC coordinators	Monthly	
#7	Monthly Syllabus coverage report can be directly taken from etlab and hence there is no need to circulate the syllabus coverage sheet in the department.	IQAC	Monthly	
#8	Principal asked IQAC members to ensure that all the faculty members are preparing the course files in etlab.	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:03-09-2024

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 12-07-2024

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2024-2025	IQAC	01-08-2024	Academic calendar for A.Y 2024-2025(ODD) is prepared and handed over to Principal office for publication on 26-07-2024
#2	The first and second internal examinations are scheduled in advance for the A.Y 2024-25 ODD semester as follows, First internal Examination 2 nd September 2024 to 7 th September 2024	IQAC and Examination cell	September 2024, October 2024	Question Paper scrutiny conducted for the First Internal Examination and handed over the Question papers to internal examination cell for printing on 22-08-2024
#3	It is decided to Collect the monthly activities of each department in the prescribed form before 5 th working day of every month.	Department IQAC coordinators	Monthly	Process Initiated.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				



Jyothi Engineering College

Reaccredited with NAAC (Grade A) and NBA 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, P. O. VETTIKATTIRI, CHERUTHURUTHY, THRISSUR, 679531 | PH. +914884 259000 | info@jecc.ac.in | www.jecc.ac.in



A.Y: 24-25		Meeting: 01	Venue: IQAC, WAB 309
Date and Time: 12/7/2024		1 pm	
Sl.	Attendees	Signature	
1	Dr. Jose P Therattil, Principal.		
2	Fr.Dr. Jose Kannampuzha - Director Academics.		
3	Fr. David Nettikkadan, Finance Manager.		
4	Dr. Anoop.V, Coordinator-IQAC		
5	Dr. Prajoon P, Assistant Coordinator		
6	Dr. Alwyn Varghese-Member		
7	Ms. Athira-Member		
8	Mr. Kapil Das-Member		
9	Ms. Roshni Rajan.K -Member		
10	Mr. Christy V Vazhappilly -Member		
11	Ms Parvathy Jyothi-Member		
12	Ms. Sobha Xavier -Member		
13	Ms. Nivya Wilson--Member		
14	Ms. Soumya C--Member		
15	Ms. Archana S--Member		
16	Dr. Shijoh V--Member		
17	~~Ms. Archana S--Member~~		





Internal Quality Assurance Cell

08-11-2024

NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2024-2025, a meeting of IQAC Members is scheduled on 15-11-2024, Friday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 15-11-2024 Time: 1.00PM Venue: IQAC	- Academic Calendar for Even Semester - Internal Examinations - Internal Audit(ODD-II) - Scrutiny/syllabus/monthly activity reports - Course files

Copy to,

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




Dr. Anoop.V
Coordinator, IQAC



Jyothi Engineering College

NAAC Accredited College with B33 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, VETIKATTIRI 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.

Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 15 November 2024	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. Sobha Xavier -Member		
2. Dr. Anoop.V, Coordinator-IQAC		11.Ms. Nivya Wilson--Member		
3. Dr. Prajoon P, Assistant Coordinator		12.Ms. Soumya C--Member		
4. Dr. Alwyn Varghese-Member		13.Ms. Archana S--Member		
5. Ms. Athira-Member		14.Dr. Shijoh V--Member		
6. Mr. Kapil das Member-Member		15.Ms.Archana S--Member		
7. Ms. Roshni Rajan.K -Member				
8. Mr. Christy V Vazhappilly -Member.				
Agenda:				
- Academic Callender for Even Semester - Internal Examinations - Internal Audit-II(ODD) - Scrutiny/monthly activity formats reframing etc.				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2024-2025 Even Semester	IQAC	15-12-2024	
#2	The second internal Examination for B Tech 2024 Admissions will be held in the month of December 2024 (Dec 9-Dec 13) Duration of the Examinations will be 2hr30 min. University Question paper pattern needs to be followed for the same.	IQAC and Examination cell	December 2024	
#3	IQAC coordinator directed the members to follow common format for the scrutiny of the internal examination question papers. There will be a centralized scrutiny of the Question Papers at IQAC.			



Internal Quality Assurance Cell

#4	The second internal Audit for the A.Y 2024-25 (ODD-II-S3,S5,S7) and First Internal Audit for S1 will be conducted in the month of December 2024	IQAC	27,28,29 November 2024 and 2,3 December 2024	
#5	IQAC coordinator instructed the department coordinators to collect the pending monthly activity reports before 15-12-2024.	IQAC Department coordinators	15-12-2024	
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:20-12-2024

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 15-11-2024

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2024-2025	IQAC	01-08-2024	Academic calendar for A.Y 2024-2025(ODD) is prepared and handed over to Principal office for publication on 26-07-2024
#2	The first and second internal examinations are scheduled in advance for the A.Y 2024-25 ODD semester as follows, First internal Examination 2 nd September 2024 to 7 th September 2024	IQAC and Examination cell	September 2024, October 2024	Question Paper scrutiny conducted for the First Internal Examination and handed over the Question papers to internal examination cell for printing on 22-08-2024
#3	It is decided to Collect the monthly activities of each department in the prescribed form before 5 th working day of every month.	Department IQAC coordinators	Monthly	Process Initiated.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				





Jyothi Engineering College

Reaccredited with NAAC (Grade A) and NBA 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, P. O. VETTIKATTIRI, CHERUTHURUTHY, THRISSUR. 679531 | PH. +914884 259000 | info@jecc.ac.in | www.jecc.ac.in



A.Y:	24-25	Meeting:	02	Venue:	IQAC, WAB 309
Date and Time:	15/11/2024, 1pm				
Sl.	Attendees	Signature			
1	Dr. Jose P Therattil, Principal.				
2	Fr.Dr. Jose Kannampuzha - Director Academics.				
3	Fr. David Nettikkadan, Finance Manager.				
4	Dr. Anoop.V, Coordinator-IQAC				
5	Dr. Prajoon P, Assistant Coordinator				
6	Dr. Alwyn Varghese-Member				
7	Ms. Athira-Member				
8	Mr. Kapil Das-Member				
9	Ms. Roshni Rajan.K -Member				
10	Mr. Christy V Vazhappilly -Member				
11	Ms Parvathy Jyothi-Member				
12	Ms. Sobha Xavier -Member				
13	Ms. Nivya Wilson--Member				
14	Ms. Soumya C--Member				
15	Ms. Archana S--Member				
16	Dr. Shijoh V--Member				
17	Ms. Archana S--Member				
18.	Ms. Shamin, Elizabeth Varkay				

