

NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, 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.

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Criteria 2.5 Evaluation Process and Reforms

2.5.2. Mechanism to deal with examination related grievances is transparent, time-bound and efficient

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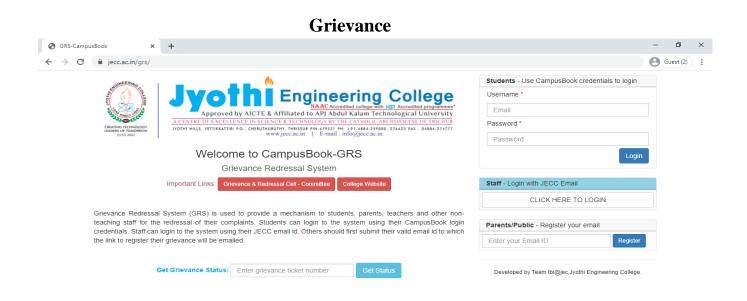




Approved by AICTE & affiliated to APJ Abdul Kalam Technological University A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR



LEADERS OF TOMOREOW JESTD 2002
JYOTHI HILLS, VETTIKATTIRI P.O, CHERUTHURUTHY, THRISSUR, PIN-679531 PH : +91-4884-259000, 274423 FAX : 04884-274777
ISSUE 2002
NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, 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.



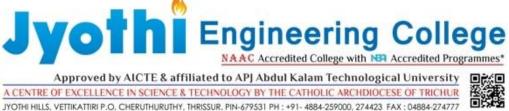
Grievance List

GRS-CampusBook × +				0	-
→ C icc.ac.in/grs/grievances/index					Θ
		ONLINE GRIEVANCE FORM		* Mandatory Field	ls
Jyothi Engineering College		Name of the person *	Category *	Admission No	
Approved by AICTE & Affiliated to APJ Abdul Kalam A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY PHILE ATHOUGH ORBING TRANSPORTUNE DO ADDRESSING FOR THE ATHOUGH AND ADDRESSING FOR THE ADDRESSING FOR	IC ARCHDIOCESE OF TRICHUR	BIJOY JOSHY	Student 🗸	11814013	
	ETTRIKATTIRI P.O., CHERUTHURUTHY, THRISSUR PIN-679331 PH; +91-6864-239988, 274423 FAX : 54884-274777 www.jecc.ac.in E-mail : info@jecc.ac.in		Mobile Number*		
Welcome to Grievance Redressal	System	bijoyjoshy1999@gmail.com	9946734067		
Important Links	Contact Address*				
Grievance & Redressal Cell - Committee College We	PALAYOOR HOUSE ,ALOOR,-,ALOOR,THRISSUR,THRISSUR,Kerala				
Your details has been fetched through CampusBook. If there is any	Grievance Type*				
contact your Tutor and ask them to correct it in CampusBook. If ever select the grievance type and enter the details and register your p	Grievance related to Attendance		~	-	
a ticket number will be generated which you can use for futur status of your grievance. To know the status of previously submit ticket number in the form below and click Get Status.	(choose one) Grievance related to Adn Grievance related to Vict Grievance related to Rag Grievance related to Atte	imization Iging			
		transparent or unfair evaluation process			1
Developed by Team tbi@jec, Jyothi Engineering C	E norms & students ents such as certificates assment by students or teachers vision of student amenities and quality edu payment of scholarships ion by students from SC/ST/Minority/Won ards		uired to be provided	1	



3.

4



Distributed BA 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.

Grievance committee member



COMMITTEES FOR 2020-21

The Management of the Jyothi Engineering College is pleased to reconstitute all the Committees for the college with the following composition:

Manager, Assistant Manager, Director (Academics) and Principal will be Ex Officio members for all committees.

1. STRATEGIC PLANNING COMMITTEE

	1.	Er. Boby Peter (Asst. Administrator)	-	Con	/ener	
	2.	Er. Thomas Mathew (Administrator)	-	Men	hber	
	3.	Prof. Ratnan P (Vice Principal & Dean-UG Studies)	-	Mer	nber	
2	. STAFF SELEC	TION COMMITTEE				
	1.	Er. Thomas Mathew (Administrator)	-	Co	nvener	
	2.	HOD of the concerned Department	-	Me	ember	
	3.	Subject Expert/ Spl. Invitee	-	Me	ember	
	COMMITTEE	FOR AUTONOMY PREPARATIONS				
	1.	Fr. Dr. Jose Kannampuzha, Director (Academics)	-		Chairman	
	2.	Dr. Sunny Joseph Kalayathankal, Principal	-		Vice Chairman	
	3.	Dr. ShijohV (Asso. Prof-EE)	-		General Coordinato	r
	4.	Ms. Roshni Rajan (AP-EC)	-		Assistant coordinate	or
	5.	Mr. Jenson Jose (AP-EE)	-		Assistant coordinate	or
	6.	Ms. Smija Skariya (AP-BSH)	-		Member	
	7.	Ms. Jisha Akkara (Asso. Prof-CE)	-		Member	
	8.	Ms. Aswathi Wilson (AP-CS)	-		Member	
	9.	Dr. PrajoonP (Asso. Prof-EC)			Member	
	10.	Mr. Kapil Das K S (AP- EE)	-		Mernber	
	11.	Mr. Jithin K Kuriakose (AP-ME)	-		Member ERAT	11-11
	12.	Mr. Nikhil N S (AP- ME)	-		Member SEPTICIPAL	670
	INTERNAL Q	UALITY ASSURANCE CELL (IQAC)			Member Principaline Dr. JOS Principaline Dr. JOS Principaline Chairad atternation	
	1.	Dr. Sunny Joseph Kalayathankal (Principal)	-		Chairman Ex -Offic	io)
	2.	Dr. Anoop V (Asso. Prof -EC)	-		Coordinator	
	3.	Fr. Dr. Jose Kannampuzha (Director Academics)	-		Member (Ex- Offici	0)
	4.	Dr. U. Lazar John (Director, Industry & Human Rel	ation	is)-	Member (Ex- Officie	0)



Engineering College

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5. Mr. Praveen Raj (AP-ME)	-	Member
6. Ms. Suganthi T (AP-BSH)		Member
7. Mr. Baji jose C F (Office manager)	-	Member
8. Mr. Girish Kumar M G (Office)	-	Member
9. Ms. Rajitha C K (Office)	-	Member
10. Mr. Laiju P Thomas (Office)	-	Member
10. PUBLIC RELATIONS COMMITTEE		
1. Fr. Ajeesh Perincherry (AP-MR)	-	PRO & Convener
2. Mr. Aloshius Ligin Jose (Instructor-TBI)	-	Member
3. Mr. George C J (Lab Instructor-CE)	-	Member
4. Dr. Usha Menon (Professor- BSH)	-	Member
5. Mr. Manoj Kumar V K(AP-ME)		Member
6. Mr. Binoj V J (Instrument Mechanics- ECE)	-	Member
7. Ms. Latha S (Office Assistant)	-	Member
11. STUDENTS WELFARE COMMITTEE		
1. Prof. Ratnan P (Vice Principal & Dean UG	Studies)-	Chairman
2. Mr. Lawrance C A (Asso. Prof- ME)	-	Member
3. Ms. Saritha P (AP-EE)	-	Member
4. Ms. Shobha Xavier(AP-CS)	-	Member
12. RIGHT TO INFORMATION ACT CELL		
1. Mr. Baji Jose (Office Manager)	-	Information Officer
2. Mr. Gireesh Kumar N G (Senior Office Assista	ant) -	Information Officer
3. Dr. Sunny Joseph Kalayathankal (Principal)	-=	Appellate Authority
13. COMMITTEE FOR GRIEVINCE / REDRESSAL CELL		
1. Prof. Ratnan P (Vice Principal)	-	Chairman
2. Dr. Jose P Tharattil (HOD ECE Dept.)		Member
3. Dr. Vivek Lukose (HOD MR Dept.)	2	Member
4. Ms. Anu Sunny (A.P, EEE Dept.)	-	Member.
14. GRIEVANCES AND APPEAL COMMITTEE		A HE
1. Dr. Sr. Rose Anitha FCC (HOD-BSH)	-	Chairman
2. Mr. M G Cyriac (Asso .Professor-CE)	-	Member
3. Ms. Annie P Joseph (Asso. Professor-EC)		
4. Mr. Manoj kumar V K(AP-ME)	-	Member Member Dr. JOSE P THERATTIL Principal Principal College
15. SC/ST GRIEVANCE		Member Dr. JOSE P THERAT Principal Dyothi Engineering College Jyothi Engineering College
1. Prof. Ratnan P (Vice Principal & Dean-UG St	udies)-	Convener
2. Ms. Smija Skaria (AP-BSH)	-	Member
3. Ms. Drisya M K(AP-EC)		Member
4. Ms.Swapna B Sasi (AP-CS)		Member
5. Mr. Velayudhan K R (Trade Instructor-ME)		Member



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ISTD 2002 JYOTHI HILLS, VETIKATIKI P.O. CHERUTHURUTHY, THRISSUR, PIN-6/9531 PH : +91- 4884-259000, 2/4423 FAX : 04884-2/47/7 Large AND A accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, 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.

Attendance

The student can appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal will take a final decision on the matter.

DAC will be headed by a department head and will have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal will be intimated to the Controller of Examination of the University

25. Rules on Attendance

Attendance is marked for each course. 75% attendance is mandatory for writing the end semester examination in that course.

Under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college; Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal will keep all records which led to his decision on attendance, for verification by the Academic Auditor. However, this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted.

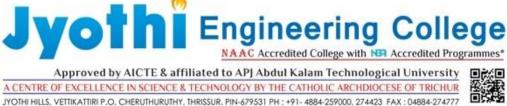
26. Leave of Absence

Students who want to take leave have to submit a leave letter to the teacher conducting the course.

For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.







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University Exam Revaluation Notification

In all cases of break of study the maximum duration for completing the B.Tech programme will be twelve semesters.

17. Revaluation and Grade Improvement

There is no provision for improving the grade.

The students can apply for revaluation of answer scripts by remitting the requisite fee. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student. If this average mark is less than the original mark, the original mark will be retained. If 15% or more improvement is there in the revaluation, the fee collected will be refunded.

18. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the B. Tech programme will be given by the University.

19. Classification of B.Tech Degree

B.Tech degree will not have any classifications like distinction or first class. There will be no ranks awarded.

20. B. Tech. (Honours)

Accredited departments in institutions, having at least two post graduate programmes, may offer B. Tech (Honours).

Students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions may have this provision, students cannot demand this or move later to an institute where this is available.





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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016 Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

KTU/EX-VI#1/2932/2022

10.11.2022

NOTIFICATION

Ref. KTU/EX-VI#1/2932/2022 Dated:17.10.2022

It is hereby notified that the date for submitting Answer book copy / Revaluation request of B.Tech S3 (R,S) Exam Dec 2021 (2019 scheme) is extended up to 12-11-2022 (Saturday).

NOTE

- Fee for answer script copy is Rs.525/- and fee for revaluation is Rs.630/- per answer script.
- Students can submit the request and pay the fee through student login only. (Fee payment through college office will not be available.)

Dr. Ananda Resmi S Controller of Examinations

Engineering College NAAC Accredited College with NR Accredited Programmes*

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

