



Jyothi Engineering College

Reaccredited with NAAC (Grade A) and NBA Programmes*

Approved by AICTE and Affiliated to APJ Abdul Kalam Technological University
A CENTRE OF EXCELLENCE IN SCIENCE AND TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR
JYOTHI HILLS, VETTIKATTIRI P.O., CHERUTHURUTHY, THRISSUR, 679531 | Ph. +91 4884 259000 | info@jecc.ac.in | www.jecc.ac.in



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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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Grievance committee member 2022-23

12 EXECUTIVE COMMITTEE ALUMNI ASSOCIATION

1 Msgr. Jose Konikkara, Manager	: Patrons
2 All Faculty Members in JECC	: Honorary Members
3 Dr. Anitha Jacob	: Associated Members
4 Mr. Girish K P	: Associated Members
5 Mr. P D Francis	: Associated Members
6 Mr. Thomas Mathew	: Associated Members
7 Mr. U V Antony	: Associated Members
8 Mr. Jenson Jose, HOD - EE	: Lifelong Members
9 Mr. Nice Menachery, AP - ME	: Lifelong Members
10 Ms. Shiny M I, AP - ECE	: Lifelong Members
11 Ms. Sobha Xavier, AP - CSE	: Lifelong Members
12 Mr. Nikhil N S, AP- ME	: Normal Members
13 Ms. Scenia Francis	: Normal Members
14 Ms. Anagha Philip Antony	: Normal Members
15 Mr. Aravind K P	: Normal Members
16 Ms. Irine C Jose	: Normal Members
17 Mr. Manuraj K R	: Normal Members
18 Primal K Vincent	: Normal Members

13. STUDENT GRIEVANCE REDRESSAL COMMITTEE

1 Dr. Jose P Therattil, Principal	: Chairperson
2 Mr. Ratnan P, Vice Principal	: Member
3 Ms. Drisya M K, AP - ECE	: Member
4 Ms. Anu Sunny, AP-EE	: Member
5 Aleena, Student - ECE	: Special Invitee

14 GRIEVANCE REDRESSAL CELL FOR FACULTY / STAFF

1 Dr. Jose P Therattil, Principal	: Chairperson
2 One Senior Professor of the University	: Member
3 One Official from University or DTE (to be nominated)	: Member
4 One senior faculty of the College not below the rank of	: Member

15 ANTI RAGGING COMMITTEE

1 Dr. Jose P Therattil, Principal	: Chairman
2 Dr. Saju P John, HOD - CSE	: convener
3 Mr. Ratnan P, Vice Principal	: Member
4 Ms. Jasmine Jose, AP - BSH	: Member
5 Fr. David Nettikadan, AP - ECE & Finance Officer	: Member
6 Fr. Ajeesh Babu Perinchery, AP - MR & HR (M)	: Member
7 Ms. Vincy Verghese, HOD - CE	: Member
8 Ms. Aswathy Wilson, AP - CSE	: Member

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JYOTHI ENGINEERING COLLEGE
2022-23 HANDBOOK



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University Regulations - Attendance

	<p>submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters.</p> <p>Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.</p> <p>Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility.</p> <p>In the semester system followed by the University, break of study for an academic year is the preferred option than break of study for a semester.</p> <p>The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations.</p> <p>Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.</p>
8.Attendance	
R8.1	<p>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.</p> <p>On medical ground 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 shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire program period.</p> <p>In case of prolonged illness, break of study is permitted as per R7.1.</p>
R8.2	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.</p>





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8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
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University Regulations - Exam Revaluation

R6.17	Minimum Cumulative Credit Requirements for Registering to Higher Semesters				
	Semester	Allotted Credits	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry.
	First	17	17	Not Applicable	Not Applicable
	Second	21	38	Not Insisted	Not Insisted
	Third	22	60	Not Insisted	Not Insisted
	Fourth	22	82	Not Insisted	Not Insisted
	Fifth	23	105	21 Credits from S1 & S2	Not Insisted
	Sixth	24	129	Not Insisted	Not Insisted
	Seventh	15	144	47 Credits from S1 to S4	09 Credits from S3 to S4
Eight	16	160	Not Insisted	Not Insisted	
R6.18	There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the University Examination Manual.				
R.6.19	The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the better 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 shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.				
R6.20	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the B. Tech program including CGPA.				



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Revaluation –Notification



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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KTU/EX-VI#1/2932/2022

19.10.2023

NOTIFICATION

It is hereby notified that the portal is now opened for submitting requests for Answer Book Copy/ Revaluation of B.Tech S4 (S) Exam June 2023 (2019 scheme).

Last date for submitting Answer book copy/ Revaluation request and Fee Payment is 30-10-2023 (Monday).

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

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

