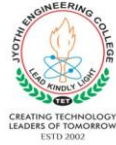# IQAC Annual Report- Academic Year: 2018-2019

The major initiatives taken up by IQAC with a view to enhance the quality of the academic ambiance of the institute are reported here.

Number of meetings with dates held

No. of Meetings conducted	03
Dates of the Meetings	31.07.2018
	01.10.2018
	04.02.2019

- The first meeting of IQAC in the academic year was held on 31st July 2018 in IQAC cell. The meeting was attended by all the members of IQAC. The principal agenda was the preparation of AQAR (Annual Quality Assessment Report). A thorough scrutiny of AQAR was done and Dr. Balagopalan pointed out the need for updating the details in various criteria. IQAC endorsed the recommendation from the Research cell to reduce the workload of faculty involved in research, whose identification may be considered on a case basis.

- The meeting held on 1st October 2018 considered as its agenda the following aspects:

1. AQAR draft scrutiny. Update of database is planned for preparing 2017-18 report.
2. The committee recommended the setting up of a dedicated database cell for the college as a measure to make the process of student data collection easier and less taxing than manual collation from excel files.
3. Updating of criteria files for the next NBA Re accreditation/accreditation under Tier II .
4. Internal and External KTU audit-files preparation – additional points to be added for the audit.
5. Separate template for the Result analysis for the internal exams and university exams.

- The charge of IQAC was handed over to Dr. Vinith R from Dr. Muraleekrishnan, as the latter was moving from Jyothi.

- A meeting was called at the IQAC cell on 04.02.2019 to discuss the NBA re accreditation visit for the CSE, ECE, EEE and ME programmes. The preparation for the same was slightly realized as of imperative and urgent nature. The committee also considered it important to do revisions on setting up of the question paper and academic audit.
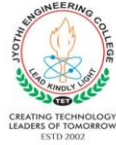
MAJOR QUALITY RELATED INITIATIVES OF IQAC

1. Faculty Appraisal

The IQAC and HR department formulated a new process of evaluation (**360-degree appraisal**) named for the Staff Performance Appraisal.

A 360-degree appraisal is a type of employee performance review in which subordinates, co-workers, and managers all anonymously rate the employee. This information is then incorporated into that person's performance review. Criteria to obtain feedback from co-workers and subordinates as follows

- Planning, Procedural Adherence & Sound judgement
  - ✔ Decision making capacity
  - ✔ Honesty and trustworthiness
  - ✔ Complying with the rules and regulations
  - ✔ Takes ownership
  - ✔ Takes into account sound arguments and new information
  - ✔ Uses positional and personal power with care and restraint

- Academic Excellence & competency
  - ✔ Creating positive learning environment
  - ✔ Attitude to self-improvement
  - ✔ Up-to-date knowledge in his/her industry or field.
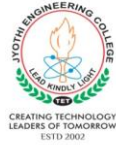
- Student Engagement
  - ✔ Commitment to student progress and welfare
  - ✔ Appreciation of student achievements & initiatives

- Peer Engagement
  - ✔ Conflict management capacity
  - ✔ Team Building capacity
  - ✔ Handholds less experienced colleagues
  - ✔ Objectivity in assessments

- Organizational commitment
  - ✔ Focus on organization's priorities
  - ✔ Implementation capacity of institution's initiatives
  - ✔ Is positive about institution's future potential
  - ✔ Sincerity in implementing institutional policies

2. Internal exam reformation

- The major initiative kick started by IQAC was the preparation of question banks for internal exams. It was decided that for both internal exams, faculty would prepare a bank of thrice the number of questions as required for the exam. The intention behind the initiative was threefold:

  1. The bank along with the answer keys published after the respective internal exams would serve as a study material for the students preparing for the end semester exam.
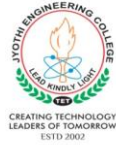
2. The bank ensures the secrecy required in the conduct of the exam as it ensures that the question is uniformly probable to be picked from any topic prescribed for the exam.

- The next major effort was in the preparation of three sets of question papers for the sessional exams. The main aim is to avoid any leakage of questions to the students.

- Next was about the structure of question paper. That is the question paper was designed to carry the CO, PO and Bloom's Taxonomy level mapping of each question. This was meant to create and instill awareness of Outcome Based Education Paradigm, as to how it reflects in the examination process.

The exercise of collecting the question banks from the faculty and drafting the final question paper was taken up by IQAC. The question banks were received through IQAC mail and were edited by a select committee of faculty from each department to prepare the final draft of stipulated total marks and in a way that conforms to the university question paper model for the subject.

3. Answer repository

All staff members prepared answer repositories for their respective subjects with answers for the 3 sets of questions that they have prepared for the Series examinations and also for the University questions . With the help of the TBI team, IQAC published a set of instructions on uploading the files to the answer repository.

4. Academic audit

The Committee for the Internal Academic Audit Cell (KTU) was constituted under Prof.Ratnan Vice Principal with the following members from each department.

1. Mr. Ratnan P, Vice Principal — Chairman

2. Ms. Sindhu S, Assoc. Professor, EC Dept. — Coordinator

3. Dr. Shijoh.V V, Assoc. Professor, EE Dept. — Member

4. Mr. Shaiju Paul, Asst. Professor, CS Dept. — Member

5. Ms. Nivya Wilson, Asst. Professor, BSH Dept. — Member

6. Mr. Hareesh N V, Asst. Professor, ME Dept. — Member
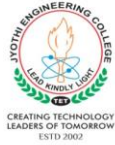
IQAC initiated the course file audit of all the faculty members of the college across all the departments on 5th and 7th November 2018. IQAC also took initiative for the external audit which was held on 21st November 2018.

5. Swachh Bharat Summer Internship 2018

IQAC took initiative for the *Swachh Bharat Summer Internship 2018* as AICTE had made it mandatory for all B. Tech students those who were progressing to 03rd, 05th & 07th semesters during the summer. A committee of 16 staff members was formed with the leadership of Mr. Rathish S., HOD CE Dept. for the smooth functioning of Swachh Bharat Internship Programme:

GUIDELINES FOR SWACHH BHARAT SUMMER INTERNSHIP 2018 (SBSI)

- Registration must be completed on or before 15th July 2018.
- Please do register individually, but students are free to take up activities listed on the website.
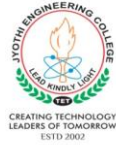
- There are 3 Nodal Officers with the Nodal numbers as given below. While here onwards while registering the students should pick the Nodal Officer as follows

  ➢ CS & EC – Nodal number (No: 72915), Nodal Officer: Mr. Christy V Vazhappilly

  ➢ CE & EE – Nodal number (No: 23074), Nodal Officer: Ms. Vidya K

  ➢ ME & MR- Nodal number (No: 78138), Nodal Officer: Mr. Majeendran Kunnath

- Students shall complete 50 hrs. of the internship before joining the college on 16th July 2018. They should submit the report to the tutor with photos and details as required in the web portal (www.sbsi.mygov.in) on the date of joining.

- On joining the college on 16th the students will be given further orientation on SBSI regarding activities to be taken up.

- All participants will be given a Swatch Bharat Internship Certificate on completion of their internship and will be approved by the parent institution
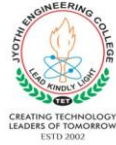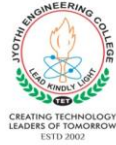
6. Orientation programs

- An orientation Program for the first-year students was conducted from 2nd August 2018 with the support of the BSH department.

- A legal awareness class was conducted to all the S3 students on Monday 6th August 2018 in the Hall No: 415 at 3.40 pm as a part of 'Anti Ragging Awareness'. In this connection all the S3 class tutors were directed to distribute the affidavit form and collect the duly filled affidavits from the students.

- NBA orientation program for faculty members by Prof. R Mahadevan was held on 12th June 2018 for the flawless preparation of NBA documents.

7. Industrial Visit Policies

IQAC formulated the Industrial Visit (KTU) Policies for the students as follows,

- KTU gives a maximum of 5 points to an Industrial Visit (IV) towards Activity Points and such two events can happen, thereby a total of 10 points (out of 100) can be acquired.

- So, two Industrial Visits can be made for a batch during their 4-year B Tech program.

- One in year 3 (or after year 2) and the other one in year 4 (or after year 3). Year 3 IV shall be of 1 day and Year 4 IV of 2 days. For each day, at least one industry should be visited.

- If IV is conducted during a semester break, one each day can be added to the above stipulated time duration. In that case, year 3 (or after year 2) IV can be for 1+1 days and the year 4 (of after year 3) IV can be for 2+1 days.

- IV will be subject to the rules and regulations of the government, university and the college.

8. NBA visit

IQAC gave plan of action for NBA Accreditation/Re-accreditation under Tier-II

- ➤ Self-Assessment Report for Civil Engineering Program is prepared and submitted on 6th December 2018.

- ➢ NBA Expert Team visited Jyothi Engineering College on 8th March 2019 for the re-accreditation of CSE, ECE, EEE and ME programmes.

- ➢ Four branches (CSE, ECE, EEE and ME programmes) Re-accredited by NBA Under Tier-II

9. Miscellaneous

- An industry-supported project and a faculty proposed Research oriented Project collected from each faculty member under the guidance of the R&D cell.

- A Project Management Committee was constituted to assist and monitor student's project work. The committee directed all the project guides to make sure that the student's final year project reports to be prepared in LaTex format.

- Various departmental and interdepartmental academic programs were conducted under the banner of IEEE, ISTE, and IEI professional bodies

Principal

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