

12TH COLLEGE COUNCIL MEETING AGENDA

Date: 19/03/2024 **Venue:** Board Room
Time: 11.00 AM **Meeting Type:** College Council
Convener Fr. Dr. Jose Kannampuzha
Opening Notes & Review

1. Introductory comments – Manager / Executive Manager
2. Comments by Director (Academics)

Review

AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics	Int. examination Scrutiny ✓	Dr. Biju CV
2	Research/ Projects		
3	Others	KEAM -2024, TEACHING STAFF LIST, CBT ✓ ADMISSION ✓ FEE TMA Inauguration ✓ Placement - Merchant navy (written exam result) ✓	Dr. V M Xaviour Dr. Biju CV



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, VETTIKATTIRI 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.



Members present in the 12/2024 College Council Meeting held on 19/03/2024

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Jose Konikkara	Manager	
2	Rev. Fr. Thomas Kakkassery	Executive Manager	
3	Dr. Jose Kannampuzha	Director, Academics	
4	Fr. David Nettikkadan	Finance Officer	
5	Dr. Jose P Therattil	Principal	
6	Dr. V M Xaviour	Registrar	
7	Prof. Ratnan P	Vice Principal	
8	Ms. Renju Francis	HOD - BSH	
9	Dr. Vincy Verghese	HOD - CE	
10	Dr. Saju. P John	HOD - CS	
11	Dr. Sindhu S	HOD - ECE	
12	Dr. Jenson Jose	HOD - EE	
13	Dr. Biju C.V	HOD - ME	
14	Dr. Anoop Jose Chittilappilly	HOD - MR	
15	Dr. Karthik	HOD - RA	
16	Mr. Bineesh M	HOD-AD	



MINUTES OF COLLEGE COUNCIL MEETING

12. Minutes of CCM	Date: 19 th March 2024	Time: 11.00 am
Name of the Convener Fr. Thomas Kakkassery – Executive Manager	Venue: Board Room	
Attendees:		
Fr. Dr. Jose Kannampuzha – Director , Academics	Dr. Sindhu S - HOD ECE	
Dr. Jose P Therattil, - Principal	Dr. Jenson Jose – HOD, EEE	
Dr. V M Xaviour - Registrar	Dr. Biju C V - HOD ME	
Prof. Ratnan P. – Vice Principal	Dr. Aopa Jose Chittilappilly – HOD MRE	
Ms Renju Francis – HOD BSH	Dr. Karthik – HOD RA	
Dr. Alwyn Varghese – HOD CE in Charge	Mr. Bineesh M – HOD A D	
Dr. Saju P John – HOD CSE		

The meeting started with a silent prayer.

Rev. Dr. Jose Kannampuzha – Director, Academics Presided over the meeting.

Sl. No	Decision	Responsibility	Schedule Date	Action Taken Report
#1	Dr. Jose P Therattil, Principal welcomed all the members to the meeting			
#2	The Council wished happy feast to Fr. Dr. Jose Kannampuzha and Dr. Jose P Therattil, today being the St. Joseph's Day.			
#3	88 second year students will be attending the Coding Shaksham conducted by 'Capabl' on Saturday and Sunday 23 rd & 24 th March 2024. The programme will be coordinated by Dr. Vivek Lukose and Dr. Saju P John	Dr. Vivek Lukose and Dr. Saju P John	23, 24 March 2024	
#4	Second Internal Examinations will be conducted on 16 th , 17 th & 18 th April 2024. The examinations will be conducted on both forenoon & afternoon sessions. The duration of the examinations will be of 1.30 hours each. Two sets of question papers are to be prepared by the faculty members and reviewed by the other faculty members deputed by HoD to mitigate the errors. The last date for the submission of the question papers is 27 th March 2024.	Faculty Members	16 – 18 April 2024	
#5	The council requested the HODs to send sponsorship-applications, well in advance, to the prospective sponsors for the 'Tharang 2024' to be conducted during the month of October / November 2024.	HODs	October/November 2024	
#6	Saturday, 6 th April 2024 is a working day with Friday's order of work.		6 th April 2024	
#7	The Internal Audit will be conducted on 25 th & 26 March 2024	IQAC & HODs	25, 26 March 2024	
#8	The Off-stage programmes of Arts Day will be conducted on 25 th & 26 th March 2024.	Mr. Antony Joseph & Dr. Seenia Francis	25, 26 March	



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			2024	
#9	The list of faculty members will be forwarded to the Controller of KEAM 2024-25 On-line Test as per the request of the Controller of Examinations, KEAM Examinations. The members who are not ready to take the examination duties may contact the Principal at the earliest.	HODs	20 March 2024	
#10	The presentation of two Ph.D. scholars will be conducted on Friday, 22nd March 2024 during the lunch break. The Council appreciated the steps for conducting the mock presentation of the Research scholars.	HODs	22 March 2024	
#11	The Alumni Meet will be conducted on 4 th May 2024.	Mr. Manikandan N R	4 May 2024	
#12	Action Plan for GATE examinations should be prepared for getting better results in the GATE examinations	HODs		
#13	The TMA student chapter inauguration will be conducted at 2.30 p.m. in the Decennial Hall on Wednesday 20 th March 2024.	Dr. Biju C V	20 March 2024	
Prepared by: Dr. V M Xaviour - Registrar		Date: 19/03/2024		
Reviewed by: Dr. Fr Jose Kannampuzha – Director Academics		Date: 19/03/2024		
Approved by: Dr. Jose P Therattil - Principal		Date: 19/03/2024		



Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531

JYOTHI ENGINEERING COLLEGE, CHERUTHURUTHY

Action Taken Report of the College Council Meeting held on 19.03.2024

Sl. No.		College Council Meeting Decisions	Action Taken									
			BSH	AD	CIVIL	CSE	ECE	EEE	ME	MR	RA	
#1		Dr. Jose P Therattil, Principal welcomed all the members to the meeting										
#2		The Council wished happy feast to Fr. Dr. Jose Kannampuzha and Dr. Jose P Therattil, today being the St. Joseph's Day.										
#3		88 second year students will be attending the Coding Shaksham conducted by 'Capabl' on Saturday and Sunday 23 rd & 24 th March 2024. The programme will be coordinated by Dr. Vivek Lukose and Dr. Saju P John				43 students participated from CSE		Conducted successfully				
#4		Second Internal Examinations will be conducted on 16 th , 17 th & 18 th April 2024. The examinations will be conducted on both forenoon & afternoon sessions. The duration of the examinations will be of 1.30 hours each. Two sets of question papers are to be prepared by the faculty members and reviewed by the other faculty members deputed by HoD to mitigate the errors. The last date for the submission of the question papers is 27th March 2024.	Informed faculty members	Directed members to prepare the same with extra care and submit on time		Noted	informed				Informed Faculty members and students	Informed the faculty members complete the QP submission before 27 th March. Committee has formed for scrutinizing the QP as mentioned in the CCM.
#5		The council requested the HODs to send sponsorship applications, well in advance, to the prospective sponsors for the 'Tharang 2024' to be conducted during the month of October / November 2024.			Noted. A few mails sent	Noted	Will discuss in department		Mr. Thomas Joseph Thrang coordinator Informed the details of the			Noted and informed the students
#6		Saturday, 6 th April 2024 is a working day with Friday's order of work.				Noted	informed		Informed the faculty members		Informed Faculty members and	Noted
#7		The Internal Audit will be conducted on 25 th & 26 March 2024	Informed	Members are informed to prepare course files		Noted	informed	EEE dept audit is completed on 25 th March	Faculty submitted the documents.		Informed Faculty members	Instructed the faculty members to prepare for

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#8	The Off-stage programmes of Arts Day will be conducted on 25 th & 26 th March 2024.				Noted				Informed Faculty members and	Noted
#9	The list of faculty members will be forwarded to the Controller of KEAM 2024-25 On-line Test as per the request of the Controller of Examinations, KEAM Examinations. The members who are not ready to take the examination duties secretary may contact the Principal at the earliest.	Contacted principal secretary	List forwarded to Principal	Noted	Forwarded	informed	Discussed		MRE faculty list submitted to Principal	
#10	The presentation of two Ph.D. scholars will be conducted on Friday, 22nd March 2024 during the lunch break. The Council appreciated the steps for conducting the mock presentation of the Research scholars.				Noted	communicated			Informed Faculty members	
#11	The Alumni Meet will be conducted on 4 th May 2024.				Noted				Informed Faculty members	
#12	Action Plan for GATE examinations should be prepared for getting better results in the GATE examinations		In discussion with members and will be consolidating the same	Noted	Already started the GATE Coaching Classes	Will be discussed	Action plans are framed and planned to implement in the next academic year.		Will be done	
#13	The TMA student chapter inauguration will be conducted at 2.30 p.m. in the Decennial Hall on Wednesday 20 th March 2024.							Inuagured the event as per the schedule presented in the CCM	Informed Faculty members	



Jose P Therattil

Dr. JOSE P THERATTIL
Principal
Jyothi Engineering College
Cheruthuruthy - 679531