



## Internal Quality Assurance Cell

02-08-2023

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about academic activities for Academic year 2023-2024, a meeting of IQAC Members is scheduled on 11-08-2023, Friday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 11-08-2023 Time: 1.00PM Venue: IQAC	<ul style="list-style-type: none"><li>Academic Calendar</li><li>Internal Examinations</li><li>Internal Audit</li><li>Scrutiny/syllabus/monthly activity reports</li><li>Course files</li></ul>

Copy to,

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

Coordinator, IQAC



## Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 11-08-2023		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.	Mr. Jobin Varghese-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:				
<div><div></div><div>▪ Academic Callender</div><div>▪ Internal Examinations</div><div>▪ Internal Audit</div><div>▪ Scrutiny/monthly activity formats reframing etc.</div></div>				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2023-24	IQAC	13-08-2023	
#2	The first and second internal examinations are scheduled in advance for the A.Y 2023-24 ODD semester as follows, <b>First internal Examination</b> S7 and S5: 10,11,12 OCT 2023 S3 and S5: 16,17,18 OCT 2023 <b>Second internal Examination</b> S7 & S5: 27,28,29 November 2023 S3 & S1 :11,12,13,14,15 December 2023	IQAC and Examination Cell	September 2023, October 2023	
#3	To foster the research activities in our college, it is decided to conduct research related workshop during the month of			



## Internal Quality Assurance Cell

	June 2024 in collaboration with R&D Cell of JECC			
#4	Principal entrusted IQAC to apply for NAAC funding	IQAC	25,26,27 September 2024	
#5	Management and 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 conduct first internal audit in the month of October 2023 and second internal audit in the month of December 2023	Department IQAC coordinators	Monthly	
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil – Principal				

*Anoop V*  
Dr. Anoop.V

Coordinator-IQAC



*Jose P Therattil*

Principal

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



## Internal Quality Assurance Cell

Date:25-10-2023

ACTION TAKE REPORT OF THE MEETING HELD ON 11-08-2023				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Principal entrusted IQAC to prepare the Academic calendar for A.Y 2023-24	IQAC	12-08-2023	Academic calendar prepared for the A.Y 2023-24 and circulated to faculty members
#2	<p>The first and second internal examinations are scheduled in advance for the A.Y 2023-24 ODD semester as follows,</p> <p><b>First internal Examination</b> S7 and S5: 10,11,12 OCT 2023 S3 and S5: 16,17,18 OCT 2023</p> <p><b>Second internal Examination</b> S7 &amp; S5: 27,28,29 November 2023 S3 &amp; S1 :11,12,13,14,15 December 2023</p>	IQAC and Examination Cell	October 2024	First internal examination completed as per schedule.
#3	To foster the research activities in our college, it is decided to conduct research related workshops in collaboration with R&D Cell of JECC	IQAC and R&D Cell		Research related workshops are planned in the Academic retreat which is to be held in the month of June 2024
#4	Principal entrusted IQAC to apply for NAAC funding	IQAC		Since the NAAC funding is available only once in an accreditation cycle, it is decided to apply for the same in year 2025.
#5	Management and Principal entrusted IQAC to monitor committee functions and formulate roles and responsibilities of each committee and positions of the college. Fr David Nettikkadan will be coordinating the same.	Fr. David Nettikkadan and IQAC		Works are initiated and the progress will be evaluated in the next IQAC meeting.



## Internal Quality Assurance Cell

#6	It is decided to conduct first internal audit in the month of October 2023 and second internal audit in the month of December 2023	Department IQAC coordinators	Monthly	First internal audit conducted as per schedule
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Dr. Anoop V

Coordinator-IQAC



Principal

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



## Internal Quality Assurance Cell

25-10-2023

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about the activities for Academic year 2023-2024, a meeting of IQAC Members is scheduled on 30-10-2023, Friday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 30-10-2023 Time: 1.00PM Venue: IQAC	<ul style="list-style-type: none"><li>▪ NAAC AQAR</li><li>▪ Autonomy Works</li><li>▪ RIS scheme</li><li>▪ Review of Committee Functions, Roles and responsibilities</li></ul>

Copy to,

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

Coordinator, IQAC



## Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 30-10-2023		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.	Mr. Jobin Varghese-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:				
<ul style="list-style-type: none"><li>Academic Callender</li><li>Internal Examinations</li><li>Internal Audit</li><li>Scrutiny/monthly activity formats reframing etc.</li></ul>				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	It is decided to start the AQAR Preparation works from November 1 <sup>st</sup> Onwards.	IQAC	01 Nov 2024 20Dec 2023	
#2	Principal and Management entrusted IQAC to prepare the application for applying to Autonomous status from UGC.	IQAC and Examination Cell	September 2024, October 2024	
#3	To foster the research activities in our college, it is decided to conduct research related workshop during the month of June 2024 in collaboration with R&D Cell of JECC. It is decided to revise the RIS policy of the college.	IQAC and Research Cell	December 2023	



## Internal Quality Assurance Cell

#5	Reviewed the formation of rules and responsibilities of various committees and positions of the college	Fr. David Nettikkadan and IQAC		
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil – Principal				

*Dr. Anoop.V*  
Dr. Anoop.V

**Coordinator-IQAC**



*Dr. Jose P Therattil*

**Principal**

Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
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## Internal Quality Assurance Cell

### ACTION TAKEN REPORT

5-12-2023

S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	It is decided to start the AQAR Preparation works from November 1 <sup>st</sup> Onwards.	IQAC	01 Nov 2024 20Dec 2023	AQAR Preparatory works started, and works are progressing
#2	Principal and Management entrusted IQAC to prepare the application for applying to Autonomous status from UGC.	IQAC and Examination Cell	September 2024, October 2024	A committee for the same is formed .
#3	To foster the research activities in our college, it is decided to conduct research related workshop during the month of June 2024 in collaboration with R&D Cell of JECC. It is decided to revise the RIS policy of the college.	IQAC and Research Cell	December 2023	RIS policy revised and submitted to principal and management for approval
#5	Reviewed the formation of rules and responsibilities of various committees and positions of the college	Fr. David Nettikkadan and IQAC	December 2023	First draft is prepared and submitted to principal.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil – Principal				

Dr. Anoop.V

Coordinator-IQAC



Principal

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## Internal Quality Assurance Cell

26-11-2023

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about the activities for Academic year 2023-2024, a meeting of IQAC Members is scheduled on 05-12-2023, Friday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 05-12-2023 Time: 1.00PM Venue: IQAC	<ul style="list-style-type: none"><li>Review of NAAC AQAR</li><li>Autonomy Works</li><li>Second Internal Audit</li></ul>

Copy to,

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

Coordinator, IQAC



## Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 05-12-2023		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.	Mr. Jobin Varghese-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:				
<div><div></div><div><div>▪ Review of NAAC AQAR preparation</div><div>▪ Review of Autonomy Related Works</div><div>▪ Second Internal Audit</div></div></div>				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Various criteria coordinators presented the status of their criteria. A thorough review of the Qn. M metrics were done. Minor corrections in the draft report were pointed out by the Academic director and asked the criteria coordinators to rectify the same. It is decided to submit the Final AQAR report to the college council by 2 <sup>nd</sup> Week of December 2024.	IQAC	20 Dec 2023	
#2	It is decided to collect the necessary documents related to land and infrastructure by 20-12-2024 for the autonomy application.	IQAC and Mr. Kapil Das	20 Dec 2023	



## Internal Quality Assurance Cell

#3	The second internal Academic Audit for A.Y 2023-24, ODD is scheduled in the month of December 2024.	IQAC	19-21 Dec 2024	
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil – Principal				

Coordinator-IQAC



Principal

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## Internal Quality Assurance Cell

ACTION TAKEN REPORT				02-02-2024
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	Various criteria coordinators presented the status of their criteria. A thorough review of the Qn. M metrics were done. Minor corrections in the draft report were pointed out by the Academic director and asked the criteria coordinators to rectify the same. It is decided to submit the Final AQAR report to the college council by 2 <sup>nd</sup> Week of December 2024.	IQAC	20 Dec 2023	NAAC AQAR for A.Y 2023-24 was prepared and after the approval of college council it is uploaded to NAAC portal on 20-12-2024
#2	It is decided to collect the necessary documents related to land and infrastructure by 20-12-2024 for the autonomy application.	IQAC and Mr. Kapil Das	20 Dec 2023	Basic documents were collected as part of autonomy preparations. A committee is formed for the preparation of Application form.
#3	The second internal Academic Audit for A.Y 2023-24, ODD is scheduled in the month of December 2024.	IQAC	19-21 Dec 2024	Academic audit conducted as per schedule.
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil - Principal				

  
Dr. Anoop.V

Coordinator-IQAC





Principal

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## Internal Quality Assurance Cell

26-01-2024

### NOTICE

Respected sir /Madam,

Greetings from IQAC,

For discussing about the activities for Academic year 2023-2024, a meeting of IQAC Members is scheduled on 02-02-2024, Friday. All IQAC members are requested to attend the meeting without fail.

Meeting Schedule	Agenda
Date: 02-02-2024 Time: 1.00PM Venue: IQAC	<ul style="list-style-type: none"><li>Autonomy Works</li><li>Internal Examinations</li><li>Internal Audit</li></ul>

Copy to,

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

Coordinator, IQAC



## Internal Quality Assurance Cell

Minutes of IQAC Meeting		Date: 02-02-2024		
			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		
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7.	Ms. Roshni Rajan.K -Member			
8.	Mr. Christy V Vazhappilly -Member			
Agenda:				
<div><div>▪</div>Autonomy Works</div> <div><div>▪</div>Internal Examinations</div> <div><div>▪</div>Internal Audit</div>				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
#1	The committee reviewed the autonomy application form in the UGC portal and works have been divided to faculty members. Academic director entrusted to complete the application form by 30 <sup>th</sup> March 2024.	IQAC	30 <sup>TH</sup> March 2024	
#2	The internal audit of A.Y 2023-24 (Even) is scheduled in the month of July 2024	IQAC	July 2024	



## Internal Quality Assurance Cell

#3	The second Internal Examinations will be conducted in the month of April 2024	IQAC and Examination cell	April 2024	
Prepared by: Dr. Anoop.V- Coordinator IQAC				
Reviewed by: Dr. Jose P Therattil – Principal				

*Dr. Anoop.V*  
 Dr. Anoop.V

Coordinator-IQAC



*Dr. Jose P Therattil*

Principal

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 Principal  
 Jyothi Engineering College  
 Cheruthuruthy - 679531






## Internal Quality Assurance Cell

ACTION TAKEN REPORT		17-JULY-2024	
Decisions	Responsibility	Scheduled Date	Action Taken
The committee reviewed the autonomy application form in the UGC portal and works have been divided to faculty members. Academic director entrusted to complete the application form by 30 <sup>th</sup> March 2024.	IQAC	30 <sup>TH</sup> March 2024	Application uploaded in the UGC portal on 15-July 2024
The internal audit of A.Y 2023-24 (Even) is scheduled in the month of July 2024	IQAC	July 2024	Internal audit Conducted as per schedule
The second Internal Examinations will be conducted in the month of April 2024	IQAC and Examination cell	April 2024	Internal Examinations conducted as per schedule

  
Dr. Anoop V

Coordinator-IQAC



  
Principal

Dr. JOSE P THERATTIL  
Principal  
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