



# Jyothi Engineering College

NAAC Reaccredited College with NBA Reaccredited 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, VETTIKATTI P.O., CHERUTHURUTHY, THRISSUR, 679531 | Ph. +91 4884 259000 | info@jecc.ac.in | www.jecc.ac.in



\*NBA reaccredited BTech Programmes in Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering and Mechanical Engineering valid till 2025

JEC/2/A/8/23

16 August 2023

## ORDER

Jyothi Engineering College is pleased to constitute the **Internal Compliant Committee** with the following composition:

- |  |                     |
|--|---------------------|
| 1. Dr. Sindhu S, HOD - ECE Dept.                     | - Presiding Officer |
| 2. Ms, Jasmin Jose, AP – BSH Dept.                   | - Member            |
| 3. Mr. Jenson Jose, HOD – EEE Dept                   | - Member            |
| 4. Ms. Saritha N, Junior Instructor, EEE Dept.       | - Member            |
| 5. Fr. Anson Neelamkavil, In charge-TBI              | - Member            |
| 6. Fr. Adv. Johnson Ainikkal                         | - Member            |
| 7. Ritta K C S7 - EE, Student Representative         | - Member            |
| 8. C Sanjana Manoj, S3 – ECE, Student Representative | - Member            |
| 9. Gowri K P, S5 – AD, Student Representative        | - Member            |

All members are requested to accept the assignment and contribute towards the effective functioning of the committee.

  
PRINCIPAL

True Copy Attested

To

The members concerned

Copy to :

The EM/Registrar/DA/HODs/Finance Officer



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



**Jyothi Engineering College, Cheruthuruthy**

**Internal Complaint Committee (ICC)**

**Minutes of the meeting**

**Date: 24-10-2023**

**VENUE: ECE Tutorial Room**

**Time: 2.10PM to 2:40PM**

**Agenda:**

- 1) Constitution of ICC
- 2) Sexual Harassment complaints
- 3) Awareness
- 4) Suggestions

- 1) As per the instruction from the Principal, a meeting of the newly appointed ICC members has been conducted on 24-10-2023.
- 2) Any women employee of our institution including faculty and office staff, students may file a complaint against an incident of sexual harassment. Once the complaint is registered, a meeting of ICC members will be convened and the ICC members should start the inquiry process immediately.
- 3) It has been decided to exhibit the number of the presiding officer on notice boards with immediate effect.
- 4) The committee has decided to meet once a semester if no complaints are received.
- 5) The committee suggested to the Women Development Cell coordinator to conduct an event as part of women's day celebrations to promote women safety.
- 6) The meeting concluded at 2.40pm

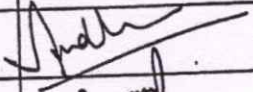

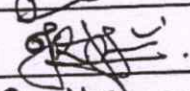
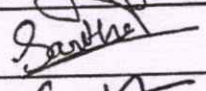
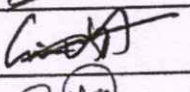

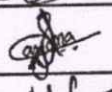
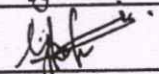
True Copy Attested



*[Signature]*  
Dr. Sindhu S  
Presiding Officer

*[Signature]*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

Members Present:

Sl No	Name	Designation	Signature
1	Dr. Sindhu S	Presiding Officer	
2.	Ms. Jasmine Jose	Member	
3	Mr. Jenson Jose	Member	
4	Ms. Saritha N	Member	
5.	Fr. Anson Neelankavil	Member	
6	Ritta K C	Member	
7	C Sanjana Manoj	Member	
8	Gowri K P	Member	

True Copy Attested



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





# Jyothi Engineering College

NAAC Accredited college with NIS 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: 04884-274377

www.jecc.ac.in | E-mail: info@jecc.ac.in

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



## SC/ST GRIEVANCES CELL



# Minutes of the meeting

## Sc/ST Grievance Cell

Date : 14/08/2024

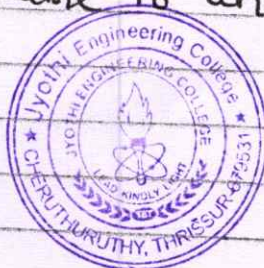
Time : 3.30 PM

Venue : Board Room

- (1) The chairman welcome all the members into the meeting.
- (2) Fr. Thomas Kakkasay, Executive Manager conveyed to the Student representatives about the grievance : grievance of students.
- (3) Mr. Nithin B expressed satisfaction about the academic activities and the disposal of Scholarship.
- (4) Meeting entrusted Dr. Swapna B Sasi to enquire about the government initiatives for empowerment of Sc/ST students.
- (5) The meeting decided to conduct minimum two meeting per Semester.
- (6) The meeting came to an end at 4.00 PM

True Copy Attached

Prof. RAJANAN.P  
Sc/ST Grievance cell



Principal  
JEC.

Jyothi Engineering College  
Cheruthuruthy - 679531  
Principal





# Jyothi Engineering College

NAAC Accredited College with NBA Accredited Programmes\*

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A CENTRE OF EXCELLENCE IN TECHNICAL EDUCATION IN THE CATHOLIC ARCHDIOCESE OF TRICHUR  
JYOTHI HILLS, VETTIKATTIRI P.O. CHERUTHURUTHY, TRICHUR PIN - 679531 PH. +91-4884-259000 FAX +91-4884-274777

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.

## Attendance Register - Committee for SC/ST

Venue : Board Room

Date : 14/08/2024

Time : 3.30 PM

Sl No.	Name of the Member	Designation	Signature
1	Fr. Thomas Kakkasery	Executive Manager	<i>Fr. Thomas Kakkasery</i>
2	Fr.(Dr) Jose Kannampuzha	Director - Academic	<i>Fr. Jose Kannampuzha</i>
3	Dr. Jose P Therattil	Principal	<i>Dr. Jose P Therattil</i>
4	Prof Ratnan P	Vice Principal & Convenor	<i>Prof Ratnan P</i>
5	Dr. Swapna B Sasi	Member	<i>Dr. Swapna B Sasi</i>
6	Ms. Bindu K Rajan	Member	
7	Mr. Velayudhan K T	Member	<i>Mr. Velayudhan K T</i>
8	Nithin B (8330094643)	Student Rep	<i>Nithin B</i>
	Sayooj T (8156805645)		<i>Sayooj T</i>

True Copy Attested



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

*Signature of the Member*  
*14/08/2024*  
*14/08/2024*



## Action Taken Report

Sl No	Discussed Topic	Action taken
1	Committee formation for AY 2024-25	Done.
2	Scholarship	Creating a file.
3	To get information about SC/ST students employed from Government	Entrusted to Dr. Swaping B-Sai

True Copy Attested



*Jose P*  
Dr. JOSE P THERATHIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531





# Jyothi Engineering College

NAAC Accredited College with 7B Accredited Programmes

Creating Technology  
Shaping Tomorrow  
Since 1989

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University  
A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE NATIONAL ASSOCIATION OF AMERICAN COLLEGES  
JYOTHI HILLS, VETTICATTUR P.O., CHERUTHURUTHY, TRISSUR, PIN 679531 PH: 0471 2804 52/53/54 FAX: 0471 2804 22/23  
NBA accredited S.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, The need & the need's Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programmes in Civil Engineering, Mechanical Engineering and Electrical Engineering valid for the academic years 2016-2022.



## Minutes of the meeting of the Grievances Cell

Date : 12/07/2023 Time : 1.00 P M

Venue : Board Room

Sl No	Name of Members Present	Designation	Signature
1	Dr. Jose P Therattil	Principal JECC	
2	Prof Ratnan P	Vice Principal, JECC	
3	Prof . M G Cyriac	Assoc. Prof Civil	
4	Ms. Anu Sunny	AP EEE Dept.	
5	Mr. Drisya M K	AP ECE Dept	
6	Ms. Aleena Paul	Student Representative S6 ECE	

1. The chairman welcome all members into the meeting.
2. The meeting taken up the written complaint from Ms. Niva Saju, S6 MR about the higher food rate in the canteen.
3. The Complaint of Mr. Jithin George Thomas, S4 MR dept about the highest dust content in the Class room during the delivery of lecture was taken up. His request for the installation of white board in the Class room has been discussed
4. The Complaint of the Students about the installation of water cooler in the AD dept was taken up .
5. The meeting ended at 1.30 P.M.

True Copy Attested



The Principal  
JECC

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



## Action Taken Report

Item No	Discussed Topic	Action Taken
2	Highest price rate in Food items.	Informed the Management.
3	Installation of white Board	Action Taken by Manager installed the Boards.
4	Installation water cooler	Informed to Project dept.

*Joseph*

True Copy Attested



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





# Jyothi Engineering College

NAAC Accredited College with 2024 Accredited Programmes

Approved by AICTE & affiliated to APJ Abdul Kalam Technological University  
A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE NATIONAL ACADEMY OF ENGINEERING  
JYOTHI HILLS, VETRICATTI P.O., CHERUTHURUTHY, THIRISSUR, PIN 679531 Ph: 0471 259531 Fax: 0471 259532 Email: jyoce@jyoce.ac.in  
NSA accredited 8.Tech programmes in Computer Science & Engineering, Electronics & Communication Engineering, Mechanical Engineering, and Civil Engineering. Approved by the Government of Kerala for the construction of the college in 2019-2022.

## Minutes of the meeting of the Grievances Cell

Date : 13/10/2023 Time : 1.00 P M

Venue : Board Room

Sl No	Name of Members Present	Designation	Signature
1	Dr. Jose P Therattil	Principal JECC	
2	Prof Ratnan P	Vice Principal, JECC	
3	Prof . M G Cyriac	Assoc. Prof Civil	
4	Ms. Anu Sunny	AP EEE Dept.	
5	Mr. Drisya M K	AP ECE Dept	
6	Ms. Aleena Paul	Student Representative S6-ECE S7 ECE	

1. The chairman welcome all members into the meeting.
2. The meeting taken up the complaint about the installation of UPI ID in the College Store.
3. The Complaint of students about the availability of Parking space was taken into discussion.
4. The Complaint of students about the absence of lift in the Western academic block and Eastern academic block are taken into discussion.
5. The meeting ended at 1.30 P.M.

True Copy Attested



The Principal  
JECC

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



## Action Taken Report

Item No	Discussed Topic	Action taken
2	UPI ID in the College Store	Informed to the Finance dept. Scanning of ID Installed.
3	Parking Space of Vehicle.	Informed to the Project dept Necessary Step will be taken.
4	Absence of Lift.	Informed to the Management. Steps taken.

*Jonath*



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




# Jyothi Engineering College, Cheruthuruthy

## Grievance Cell meeting

### Notice

Date: 12/08/24

Grievance cell meeting is scheduled on **14-08-24** at **3:10 pm** in the **Board room**. All members of the committee are requested to attend the meeting without fail

  
Convenor

True Copy Attested



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





# Jyothi Engineering College

NBA Accredited College with HET Accredited Programmes\*

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY IN THE CATHOLIC MISSION OF EDUCATION

JYOTHI HILLS, VETTIKATTIRI P.O., CHERUTHURUTHY, THRISSUR, PIN-679531 PH: +91-4884-259000, 274423 FAX: 04884-274777



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## Attendance Register - Committee for Grievance / Redressal CELL

Venue : Board Room

Date : 14/08/2024

Time : 3.10 PM

### Attendees

Sl No	Name of the Member	Designation	Signature
1	Fr. Thomas Kakkasery	Executive Manager	<i>Fr. Thomas Kakkasery</i>
2	Fr(Dr) Jose Kannampuzha.	Director - Academic	<i>Fr(Dr) Jose Kannampuzha.</i>
3	Dr. Jose P Therattil	Principal & Chairman	<i>Dr. Jose P Therattil</i>
4	Prof Ratnan P	Vice Principal	<i>Prof Ratnan P</i>
5	Prof. M G Cyriac	Member	<i>Prof. M G Cyriac</i>
6	Ms. Anu Sunny	Member	<i>Ms. Anu Sunny</i>
7	Ms. Drisya M K	Member	<i>Ms. Drisya M K</i>
8	Kuanyan Andrews (9645222150)	Student Rep	<i>Kuanyan Andrews</i>

True Copy Attested



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



# Grievance Cell meeting

## 1. General Details

Date: 14/08/24

Venue: Board Room

Starting Time: 3:10 pm

Ending Time: 3:45 pm

## 2. List of Attendees

Sl No Name

- 1 Dr. Jose P Therattil, Chairman
- 2 Fr. Thomas Kakkassery, Executive Manager
- 3 Fr. Dr. Jose Kannampuzha, Director Academics
- 4 Mr. Ratnan P, Convenor
- 5 Mr. M. G. Cyriac, Asst. Prof CE Dept.
- 6 Ms. Drisya M. K, Asst. Prof ECE Dept
- 7 Ms. Anu Sunny, Asst. Prof EEE Dept
- 8 Mr. Kurian Andrews, S3 CE, Student representative

## 3. Minutes of the meeting

1. Mr. Ratnan P, Convenor of the meeting welcomed all the members to the meeting.
2. The committee has decided to issue an official order of establishing the Grievance Cell Committee.
3. Ms. Anu Sunny has been appointed as the Secretary of the committee.
4. It was decided to publish the names and phone numbers of the grievance cell committee members on the notice board.
5. The committee has decided to hold the Grievance Cell meeting twice each semester.
6. All grievances received during the assembly, class committee meetings, and class advisory meetings should be documented and forwarded to the Grievance Cell.

True Copy Attested

Prof. Ratnan P  
Convenor



Dr. Jose P Therattil  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531