

Decisions taken in the meeting of the heads of the departments held on 06th June 2018

1. Workshop on NBA Accreditation is postponed to 18th – 19th June 2018.
2. College will reopen on 16th July 2018. Preparatory classes for first semester students will begin on 09th July 2018.
3. Counselling of BTech Admission 2018 is scheduled for 07th June 2018. Members of the admission related committees are requested to be available at Department Block 4 (DB4) before 9am.
4. Dr.. Joby P.P and Dr. Ajith K. Thomas joined as Head of Department of Computer Science & Engg. and MBA, respectively..
5. Services of Dr. K. Vijayakumar, outgoing principal, shall be available to the college as Dean academics and Professor, Department of Mechanical Engg.
6. To address the grievances of female students and residents of ladie's hostel, a committee is constituted at college level. Ms. Ance Mathew (CE), Ms. Smitha Jacob (CSE) and Ms. Suma Mathew (MBA) are members of the committee. Departments shall avail of the services of committee members in future.
7. As proposed by the external auditor KTU, college is planning to maintain a consolidated absentee's register of students at college level, to monitor the absence of students. Draft of the register is available with Dr. Igntius Korah, Professor & Head department of Science & Humanities (S&H), for reference.
8. Faculty members are expected to complete the course plan and get it approved by the respective Heads of the Departments, one week before the commencement of the classes.

Choodacherry,

06th May 2018

Copy to,

All HoDs.


PRINCIPAL













Decisions taken in the meeting of the heads of the departments held on 19th July 2018

1. Revised schedule of PTA meeting of seventh semester B.Tech students is as follows.

- Electronics & Instrumentation (E&I) Engg.: at 10am on 02nd August 2018 at Department Block III (DB3) Seminar hall
- Electronics & Communication Engg. (ECE): at 2pm on 02nd August 2018 at Department Block III (DB3) Seminar hall
- Electrical Engg. (EE): at 10am on 03rd August 2018 at Department Block III (DB3) Seminar hall
- Computer Science & Engg. (CSE): at 2pm on 03rd August 2018 at St. Francis Hall
- Civil Engg. (CE): at 10am on 06th August 2018 at Department Block III (DB3) Seminar hall
- Mechanical Engg. (ME): at 2pm on 06th August 2018 at St. Francis Hall

S7 students who failed in multiple subjects in University examinations should meet the principal with their parents and mentor before the commencement of the meeting.

2. All faculty members are requested to attend the valuation camp strictly adhering to the schedule and directions, communicated from the office of the Controller of Examinations, KTU. A register/record containing information about faculty deputed for valuation, dates during which the concerned faculty is present at the valuation camp, title and number of papers valued *etc.* shall be maintained at the departments concerned. The register should be submitted to the principal immediately after the completion of the valuation camp.

3. Placement training of seventh semester B.Tech students is scheduled during 25th July 2018 – 27th July 2018. Departments shall offer certified value-added courses (beyond the syllabus) for interested final year students on vacant days (23rd, 24th, 30th and 31st July 2018). Detailed plan of the courses should get approved by the principal. Bridge course of first year B.Tech students will continue till 31st July 2018. There will be an invited talk for first year students on 27th July 2018. Details of the talk will be intimated soon.

4. Internal audit of ISO is scheduled on 25th July 2018. External audit will be during 02nd August 2018 – 03rd August 2018. Updated Quality System Policy (QSP) for ISO 9001 : 2015 will be circulated soon.

5. There will be an internal review meeting connected with NBA on 26th July 2018 to identify the deficiencies, if any in the draft of the Self-Assessment Report (SAR). Concerned faculty from departments of Mechanical Engg. (ME) and Electronics & Communication Engg. (ECE) are requested to be present during the meeting.

Choodacherry,

19th July 2018

Copy to,

All HoDs.



PRINCIPAL

Decisions taken in the meeting of the heads of the departments held on 29th August 2018

1. HoDs are requested to submit the performance appraisal (for the last three years) of staff members from their respective departments.
2. Duly updated document comprising residential particulars of students from the individual departments has to be submitted to the principal on or before 31st August 2018 (Including the room number of students residing at college hostels). Names of the students staying outside without proper permission have to be identified. Staff advisors are requested to contact parents of such students. Such students who have not produced written undertaking from their parents will be permitted to continue their stay only after producing the undertaking.
3. It is decided to offer additional coaching for S7 and S5 students with backlogs in S1 and S3 semesters, from 05th September 2018 onwards. A special committee has been constituted already, for coordinating the coaching classes. The committee is convened by Dr. Ignatius Korah, Professor and Head, Department of Science & Humanities. Difficult subjects of B.Tech first semester in which extra coaching is necessary will be identified by the committee. For third semester subjects, classes will be organized by the concerned departments. Classes will be arranged mostly during 4.30pm - 5.30pm, after the regular working hours and during the hours meant for OBTL, on Saturdays. A minimum of 20 hours are expected for each subject. Responsibility of maintaining the attendance of students attending extra coaching classes is entrusted with the HoD of the concerned department. Staff advisors are requested to identify the students who are hesitating to attend the remedial classes. Parents need to be informed regarding the hesitation of their ward to attend the remedial classes, if any.
4. As a part of consistent efforts for improving the University results, HoDs are requested to meet the parents of the students, who failed in the University examinations, immediately after the publication of results. HoDs are requested to meet parents of students with more than two backlogs till S4 (as per recently published results). If the students are NRI and their parents are not convenient enough to come in person, such students shall bring their local guardian. However, staff advisor should ensure that results are made available to the parents, either through 'Whatsapp' or E-mail, for their reference.
5. Assignments given to the students should be well-planned. Assignment questions should be planned in such a way that students are motivated to use the library facility. Class assignments given to the students should promote effective use of library hours.
6. College is implementing Outcome Based Teaching Learning (OBTL) system. In connection with this, faculty members are requested to prepare module-wise question bank for the subjects, which they handle in the current semester, for the benefit of students. Pattern of mark distribution in the University questions may be followed. However, guidelines in the Bloom's taxonomy need to be followed strictly, while preparing the questions, so that the

question bank meets the requirements prescribed for OBTL system. Quality of the question banks should be ensured by a panel of internal experts. Question banks should be made available for the reference of students. For internal examinations, questions from the question bank shall be included so that students will thoroughly study answers of all questions in the question bank. Staff members are encouraged to conduct module tests to improve the performance of the students in University examination.

7. Faculty members are requested to prepare manuals of for the laboratory courses, which they handle in the current semester. HoDs shall ensure that minimum of 12 experiments out of 18 experiments in the syllabus, as prescribed by the University, are covered during the delivery of laboratory courses. Remaining experiments may be offered to interested students, who have no backlogs, during the hours meant for OBTL.

8. Staff advisors are requested to inform students in advance that they should complete the registration formalities by remitting the college fees on or before 07th September 2018.

9. Staff advisors and HoDs are requested to ensure that every student under them has the prospect to get at least an internal mark of 17.5 and 50% attendance which are the minimum requirements to avoid 'course repeat'. Parents of students who fail in the internal examinations may be informed well in advance regarding the possibility and consequences of 'course repeat'. College is not entertaining 'course repeat'. Written undertaking shall be collected from parents of students who do not cop-up with the initiatives taken by the faculty members for their improvement, stating that they are willing to discontinue the course, if they fail to achieve minimum eligibility criteria to appear for the University examinations.

10. Report of the committee constituted for enquiring about the violation of code of conduct of SJCET by Mr. Aju Joseph Jolly (Admn. No. 17/ME/006), Mr. Anandhu Hari (Admn. No. 17/ME/022) and Mr. Farooq Hassan (Admn. No.17/ME/043) on 09th August, 2018, has been accepted by the faculty council. In order to ensure strict compliance to the code of conduct within the campus, following decision is taken, based on the report submitted by the enquiry committee. Suspension of the above students has been withdrawn with effect from 18th August, 2018. As Government of Kerala had declared holidays from 15th August, 2018 onwards, the period of suspension of the students to be entered in the KTU portal is 13th August 2018 to 14th August, 2018.

Choondacherry,

29th August 2018

Copy to,

All HoDs.


PRINCIPAL

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Decisions taken in the meeting of the Heads of Departments held on 08th November 2018

1. It has been decided to offer a total of 10 non departmental electives by various departments. Number of students permitted under each elective is a maximum of 40. Allocation of the electives to students should be based on their academic ability. While allocating complex subjects the C.G.P.A./number of backlogs has to be taken into account.

2. To ensure attainment of course outcome, it has been decided to assign a relative weightage to the marks scored in internal examinations. The maximum marks of the internal examinations shall be as follows.

First internal examinations: 20 marks

Second internal examinations: 20 marks

Third internal examinations: 40 marks.

This can be followed with effect from next semester onwards.

3. Next semester onwards there will not be a separate time table for classes on Saturdays. Time table of regular days will be followed as required.

4. HoDs are directed to prepare the PG students in their respective departments for a poster presentation going to be arranged tentatively in the coming April. Dr. Binoy Baby shall be in charge of conduct of the presentation.

5. For the comparative analysis of sessional marks and for the better understanding about the performance of wards, it has been decided to send a xerox copy of the consolidated mark sheet of the class to the parents of the students after the sessional examinations. Mr. Sarju S, assistant professor, Computer science and engineering is entrusted with making use of the campus management software.

6. As per the current system followed in the timetable there are 35 periods in a week. However, as per University norms, there shall be only 29 hours per week. Hence it has been decided to utilize the extra 6 periods as furnished below from the coming semester onwards.

First year students: English (one period), Maths (one period) and tutorial of other subjects (4 periods).

Second year Students: Placement training (one period), Certification programs in C/C++ (like NPTEL) (one period), Maths (one period), tutorial of other 3 subjects (3 periods).

Third year students: Placement training (one period), preparation for comprehensive examination/GATE coaching (2 periods), tutorial (3 periods)

Seventh semester students: Placement training (2 periods), GATE coaching (2 periods), tutorial of 2 subjects (2 periods).

Eighth semester students: As eighth semester students have only four subjects, one simulation project or class project (3 periods) can be given to ensure effective use of lapsed time. Training in R software and gate coaching (2 periods) also shall be offered for final year students. 10 periods will be allotted for project.


PRINCIPAL

Decisions taken in the meeting of the Heads of the Departments held on 15th December 2018

1. Council decided to implement biometric attendance for final semester M. Tech students in their final semester. Mr. Sarju .S, Assistant Professor, Department of CSE is assigned with the duty to implement the same. It is mandatory for final year students who are doing their project work inside the campus are to be present in all working days. M.Tech final year students who are doing their project work outside the campus are exempted from the biometric attendance, but they shall produce the attendance statement from where they are doing their project.
2. Faculty members are requested to prepare question bank based on OBTL scheme, for the forthcoming even semester classes 2019.
3. It is decided to conduct one-day training programme for those faculty members who are teaching Python training and R software training. Dr. Jyothis Thomas is assigned with the duty to coordinate R software training programme. Computer Science engineering department is entrusted with the duty to coordinate Python training programme.
4. It is decided to send letters to the parents of student fee defaulters. Strict instructions will be given to the parents to remit arrears of fee along with the fee for even semester on or before 14-01-2019.
5. Council decided to conduct PTA meeting year wise by the respective departments. For M.Tech students (for all branches), PTA meeting will be conducted in a single day.
6. Christmas celebration will be conducted on 21/12/2018 at 1.30 P.M in the multipurpose building.
7. College will reopen on 31/12/2018 after Christmas vacation.

The meeting came to an end by 12.15 pm.


Principal

Minutes of the meeting of the Heads of the Departments held on 1st March 2019

Agenda

1. Approval of admission policy
2. 16th March will be a working day with Tuesday timetable
3. 2nd and 3rd internal examination date
4. Internship training

Members Present

1. Msgr.Dr. Joseph Malemparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Rev.Fr.Thomas Njavallil, Lab Manager, SJ CET
4. Dr. J. David, Principal
5. Dr. Madhukumar. S., HoD, ECE
6. Dr. Ignatius Korah, HoD S&H
7. Dr. Rajesh Baby, HoD, ME
8. Dr. Jainendra Kumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. Joby P.P., HoD CSE
11. Prof. P.V.Varkey, HoD EE
12. Ms. Ance Mathew, HoD CE
13. Dr. George Tom Varghese., HoD, EI

Discussions

The meeting of HoDs commenced at 10.00 am with the Principal, Dr. J David in the chair.

1. Chairman approved the admission policy 2019 of the college.
2. 16th March will be a working day with Tuesdayst timetable

3. Council decided to conduct 2nd and 3rd internal examinations on 11th, 12th and 16th of April 2019 and 11th, 13th and 14th May 2019 respectively.

4. B. Tech students should be encouraged to do the internship during the time of semester break. It is the responsibility of the individual department to send the students for internship. Internship coordinator of the department will be the in-charge of the internship related activities.

The meeting came to an end by 11.30 am.

Choondacherry,

1st March 2019


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 24th April 2019

Agenda

1. Conduct coaching classes for mechanics and graphics for the failed students in the first semester B.Tech degree examinations from April 29th onwards
2. Schedule MERIT DAY for the students of SJ CET on 18th May 2019.
3. Schedule to conduct IQAC meeting on 3rd May 2019 at 2.30 P.M.
4. Assign duty list for the NAAC document preparation.

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. J. David, Principal
3. Dr. Madhukumar.S, Vice Principal
4. Dr. Jyothis Thomas, HoD In Charge S&H
5. Dr. Rajesh Baby, HoD, ME
6. Dr. Jainendra Kumar, HoD MCA
7. Dr. Ajith K Thomas, HoD MBA
8. Dr. Joby P.P., HoD CSE
9. Prof. P.V.Varkey, HoD EE
10. Ms. Ance Mathew, HoD CE
11. Dr. George Tom Varghese., HoD, EI
12. Dr.V.P.Devasia, HoD, ECE

Discussions

The meeting of HoDs commenced at 3.30 pm with the Principal, Dr. J David in the chair.

Council resolved to

1. Conduct coaching classes for mechanics and graphics for the failed students in the first semester B.Tech degree examinations from April 29th onwards. Detailed timetable will be published later.
2. Schedule MERIT DAY for the students of SJ CET on 18th May 2019.

3. Schedule to conduct IQAC meeting on 3rd May 2019 at 2.30 P.M. All the IQAC members are requested to be present for the meeting.

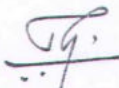
4. Assign duty list for the NAAC document preparation.

Criteria	Department	Faculty In-charge
Criteria 1	Computer Science Engineering	Ms. Praseetha V M
Criteria 2	Electronics and Communication Engineering and Electronics and Instrumentation Engineering	Dr.Giby Jose & Ms. Rameesa Mol.J
Criteria 3	Mechanical Engineering	Dr. Lijo Paul
Criteria 4	Science and Humanities Department	Dr. Tessy Kurian
Criteria 5	Electrical and Electronics Engineering	Mr. Jojin Thomas
Criteria 6	MBA,MCA, Office	Ms. Suma Mathew, Ms Liz George & Mr. V.C.Antony
Criteria 7	Civil Engineering	Ms. Bincy S

The meeting came to an end by 4.45 pm.

Choondacherry,

24th April 2019


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 16th September 2019

Agenda

1. Suspension of students for violating the code of conduct of the college during the Onam celebrations on 06/09/2019.
2. E-Live attendance entry locking will be enabled from 17th September 2019 onwards

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. J. David, Principal
3. Dr. V.P.Devassia, HoD, ECE
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Rajesh Baby, HoD, ME
6. Dr. Jainendra Kumar, HoD MCA
7. Dr. Ajith K Thomas, HoD MBA
8. Dr. Joby P.P., HoD CSE
9. Prof. P.V.Varkey, HoD EE
10. Ms. Ance Mathew, HoD CE
11. Dr. George Tom Varghese., HoD, EI

Discussions

The meeting of HoDs commenced at 9.30 am with the Principal, Dr. J David in the chair.

1. Based on the untoward incidents that happened in the college campus during the Onam celebrations on 06/09/2019, council decided to suspend the following students with immediate effect for violating the code of conduct of the college.

1. Ananthkrishnan N – S5 EC(A)
2. Jithin Reji- S7 ME(A)
3. Martin Jomon –S5 ME(B)
4. Augustine Milan Maxon – S7ME (A)
5. Tigin Cherian –S7 ME(B)

An enquiry commission is constituted with the following members to probe into the untoward incident that occurred in the college on 06/09/2019.

1. Dr. Ignatius Korah, HoD, S&H (Convenor)
2. Mr. Kishore Sebastian- Assistant Professor, CS (Member)
3. Mr. Alex Jose - Assistant Professor, MCA (Member)
4. Ms. Sunitha S Pillai - Assistant Professor, ECE (Member)
5. Mr. Bony John - Assistant Professor, ME (Member)

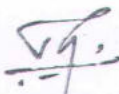
The commission shall submit a detailed report within 3 days from the date of issuance of the order. The convenor is authorised to frame the time of reference for the conduct of the enquiry.

2. E-Live attendance entry locking will be enabled from 17th September 2019 onwards. All faculty members are directed to enter the pending attendance before the mentioned date.

The meeting came to an end by 11.00 am.

Choondacherry,

16th September 2019


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 9th October 2019

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. J. David, Principal (in the chair)
3. Dr. Madhukumar.S, Vice Principal
4. Dr. V.P.Devassia, HoD, ECE
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Rajesh Baby, HoD, ME
7. Dr. Jainendra Kumar, HoD MCA
8. Dr. Ajith K Thomas, HoD MBA
9. Dr. Joby P.P., HoD CSE
10. Prof. P.V.Varkey, HoD EE
11. Ms. Ance Mathew, HoD CE
12. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 3.00 PM in the main conference hall.

Item No : 1 Confirmation of the minutes of the meeting held on 1/10/2019

The council considered and approved the minutes of the meeting held on 01st October 2019

Item No : 2 Ratification of the action taken by the Principal in suspending Mr. Orbil J Kallupura and constitution of enquiry commission.

The council resolved to ratify the action taken by the principal in suspending Mr. Orbil J Kallupura for the alleged violation of code of conduct of the college. The council also ratified the action taken by the principal in constituting an enquiry commission headed by Dr. Ignatius Korah to probe into the alleged violation of the code of conduct by Mr. Orbil J Kallupura.

Item No : 3 Approval of the report of the enquiry commission constituted to enquire into the alleged violation of code of conduct by Mr Orbil J kallupura.

The council resolved to approve the report of the enquiry commission in toto. Based on the recommendations of the enquiry commission, the council resolved to revoke the suspension of Mr. Orbil J Kapllupura w.e.f 11-09-2019 FN.

Item No : 4 Scheduling of second internal test for B.Tech and M.Tech students

The council resolved to conduct second internal test for S3, S5, S7 and S1, S3 M.Tech students from 31st October to 06th November 2019. Further resolved to conduct the second internal test for S1 B.Tech students from 02nd to 05th November 2019.

Item No : 5 . Conducting of Idea Hackathon

The council resolved to conduct department wise "Idea Hackathon" competition in the current semester itself.. Each department is at liberty to schedule the event within the stipulated time limit.

Item No : 6 Conducting of remedial/coaching classes for B.Tech students.

The council resolved to conduct remedial classes for B.Tech students from 14th October 2019.


Item No : 7 Despatching of progress reports of S5 and S7 B.Tech students to their parents.

The council resolved to despatch the first internal test marks (Progress report) of S5 and S7 B.Tech students to their parents/guardian on or before 14/10/2019.

The meeting came to an end by 4.30 pm.

Choondacherry,

10 October 2019


PRINCIPAL

Agenda for the meeting of the Heads of the Departments Scheduled on 09th October
2019

1. Confirmation of the minutes of the meeting held on 01st October 2019
2. Rectification of the action taken by the Principal in suspending Mr. Orbil J Kallupura and constitution of enquiry commission.
3. Approval of the report of the enquiry commission constituted to enquire in to the alleged violation of code of conduct by Mr. Orbil J Kallupura
4. Scheduling of second internal test for B.Tech and M.Tech students.
5. Conducting of "Idea Hackathon"
6. Conducting of remedial classes for B.Tech students.
7. Despatching of progress report of S5 and S7 B.Tech students to their parents.

Minutes of the meeting of the Heads of the Departments held on 3rd December 2019

Members Present

1. Msgr.Dr. Joseph Malemparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal (in the chair)
4. Dr. V.P.Devassia, HoD ECE
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Rajesh Baby, HoD, ME
7. Dr. Jainendra Kumar, HoD MCA
8. Dr.Ajith K Thomas, HoD MBA
9. Dr. Joby P.P., HoD CSE
10. Prof. P.V.Varkey, HoD EE
11. Ms. Ance Mathew, HoD CE
12. Dr. George Tom Varghese, HoD EI

The meeting of HoDs commenced at 10.00 am in the main conference hall.

Item No: 1 Confirmation of the minutes of the meeting held on 18/11/2019

The council considered and approved the minutes of the meeting held on 18th November 2019

Item No: 2 Prepare course plan for Basics of Electrical and Electronics Engineering and Basics of Mechanical and Civil Engineering

Council decided to prepare a course plan for Basics of Electrical and Electronics Engineering and Basics of Mechanical and Civil Engineering. The duty is entrusted with the concerned department HoDs to convene a meeting with the faculty members who are handling these subjects and prepare the same.

The meeting came to an end by 12.30 pm.

Choondacherry,

3rd December 2019


PRINCIPAL

Agenda for the meeting of the Heads of the Departments Scheduled on 3rd December
2019

1. Confirmation of the minutes of the meeting held on 18th November 2019
2. Prepare course plan for Basics of Electrical and Electronics Engineering and Basics of Mechanical and Civil Engineering

HoD/MI (2)/2020

Minutes of the meeting of the Heads of the Departments held on 21st January 2020

Members Present

1. Dr. J. David, Principal (in the chair)
2. Dr. V.P.Devassia, HoD ECE
3. Dr. Rajesh Baby, HoD, ME
4. Dr. Jainendra Kumar, HoD MCA
5. Dr. Joby P.P., HoD CSE
6. Prof. Ginu Ann George, HoD In charge EE
7. Ms. Ance Mathew, HoD CE
8. Dr. George Tom Varghese, HoD EI
9. Dr. Ajith K Thomas, HoD, MBA
10. Dr. Jyothis Thomas, HoD In charge S&H

The meeting of HoDs commenced at 11.00 am in the main conference hall.

HoD/AG (2)/2020 - **Item No: 1 Confirmation of the minutes of the meeting held on 7/01/2020**

The council considered and approved the minutes of the meeting held on 7th January 2020

HoD/AG (2)/2020 - **Item No: 2 Granting of attendance during supplementary exam slot for the students who are writing supplementary exams**

The council resolved to grant attendance in the specific slot to those students who appear for the supplementary exams.

HoD/AG (2)/2020 - **Item No: 3 Design Project exhibition is rescheduled to 6th February 2020**

The council decided to reschedule the design project competition to 6th February 2020.

HoD/AG (2)/2020 - **Item No: 4 Main project exhibition**

The council nominated Dr. George Tom Varghese, HoD, Department of Electronics and Instrumentation as the coordinator of the main project competition for Final year B.Tech students which is scheduled on 24th April 2020.

HoD/AG (2)/2020

**Agenda for the meeting of the Heads of the Departments Scheduled on 21st January
2020**

1. Confirmation of the minutes of the meeting held on 7th January 2020
2. Granting of attendance during supplementary exam slot for the students who are writing supplementary exams
3. Design Project exhibition is rescheduled to 6th February 2020
4. Main project exhibition
5. Sargam and Ashthra 2020 events
6. College Magazine
7. Compensatory Leave for faculty members during industrial visit
8. Working Saturdays during February 2020
9. Preparation of NBA related documents

HoD/AG (2)/2020 - Item No: 5. Sargam and Ashthra 2020 events

The council decided to conduct Asthra (Technical Fest) and Sargam (Cultural Fest) on 12th, 13th and 14th of March 2020. Council nominated Dr. Lijo Paul, Associate Professor, Mechanical Engineering department as the coordinator for Asthra 2020 and Dr. Suma Mathew, Assistant Professor, MBA department as the coordinator for Sargam 2020. It is decided to include coordinators of all technical clubs, NSS programme officers and Mr. Manish Jose, Assistant Professor, Department of Civil Engineering as the members of the programme committee.

HoD/AG (2)/2020 - Item No: 6 College Magazine

The council decided to release annual magazine of SJ CET on the merit day function of B.Tech final year students in every academic year. A committee with the following members is constituted for the same.

Committee Members

1. Mr.Liju Mathew, Assistant Professor, Department of EEE, Coordinator
2. Mr. Jose Tom Tharappel, Assistant Professor, Department of ME, Member
3. Ms.Smija Das, Assistant Professor, Department of CSE, Member
4. Ms.Rincy Merin Varkey, Assistant Professor, Department of ECE, Member
5. Mr. Nithin.S.S, Assistant Professor, Department of EIE, Member
6. Mr.Austin T Sabu, Assistant Professor, Department of CE, Member
7. Ms.Meera Kuncharia, Assistant Professor, Department of MBA, Member
8. Ms.Liz George, Assistant Professor, Department of MCA, Member

HoD/AG (2)/2020 - Item No: 7 Compensatory Leave for faculty members during industrial visit

Council decided to give a maximum of five days of leave to compensate the extra duty time of the faculty who are accompanying students during their industrial visits.

HoD/AG (2)/2020 - Item No: 8 Working Saturdays during February 2020

25th January - Holiday

1st February – Monday's Timetable

15th February – Friday's Timetable

22nd February - Holiday

29th February – Wednesday's Timetable

HoD/AG (2)/2020 - **Item No: 9 Preparation of NBA related documents**

All the departments should complete the NBA related documents for the previous semester (odd semester 2019) for the necessary verification on or before 7th February 2020.

The meeting came to an end by 12.30 pm.

Choondacherry,

21st January 2020


PRINCIPAL

HoD/MI (5)/2020

Minutes of the meeting of the Heads of the Departments held on 17th February 2020

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
2. Dr. J. David, Principal
3. Dr. Madhukumar. S., Vice Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Rajesh Baby, HoD, ME
6. Dr. Jainendra Kumar, HoD MCA
7. Dr. Suma Mathew, HoD In charge MBA
8. Dr. Joby P.P., HoD CSE
9. Prof. P.V.Varkey, HoD EE
10. Ms. Ance Mathew, HoD CE
11. Dr.V.P.Devassia, HoD, ECE
12. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 11.00 am in the main conference hall.

HoD/AG (5)/2020 - **Item No: 1 Confirmation** of the minutes of the meeting held on 06/02/2020

The council considered and approved the minutes of the meeting held on 6th February 2020

HoD/AG (5)/2020 - **Item No: 2 First internal examination for B.Tech,M.Tech and MCA students**

The first series test for S4, S6 B. Tech students will commence on 28th February 2020 and S2 B.Tech/M.Tech on 29th February and S8 B.Tech on 02nd March, 2020 respectively. There will be only one exam per day. The time of examination will be from 09.30 a.m. to 11.30 a.m. Students should enter the examination hall at 09.15 a.m. and attendance will be marked as usual. No student will be allowed to enter in to the examination hall after 09.15 am. During examination days, the regular class work will commence at 11.55 am. starting with 4th period. Detailed timetable of the examination will be published on the notice board shortly.

HoD/AG (5)/2020 - **Item No: 3 P.T.A Meeting of S2,S4,S6 B.Tech and MCA students**

The PTA meeting of S2, S4, S6 B.Tech and MCA students will be held as per the schedule given below. Students are directed to inform their parents about the meeting.

Semester	Class	Date	Time	Venue
S2	EI	17/03/2020	10.00 a.m	MB Seminal Hall
	EC	17/03/2020	10.00 a.m	DB 3 Seminar Hall
	CS	17/03/2020	10,00 a.m	St. Francis Hall
	CE	18/03/2020	10.00 a.m	DB 3 Seminar Hall
	EE	18/03/2020	10.00 a.m	MB Seminar Hall
	ME	18/03/2020	10.00 a.m	St. Francis Hall
S4	EI	20/03/2020	10.00 a.m	DB1 Seminal Hal
	EC	20/03/2020	10.00 a.m	DB 3 Seminar Hall
	CS	20/03/2020	10.00 a.m	St. Francis Hall
	CE	23/03/2020	10.00 a.m	DB 3 Seminar Hall
	EE	23/03/2020	10.00 a.m	MB Seminar Hall
	ME	23/03/2020	10.00 a.m	St. Francis Hall
S6	AE	25/03/2020	10.00 a.m	DB1 Seminal Hall
	EC	25/03/2020	10.00 a.m	DB 3 Seminar Hall
	CS	25/03/2020	10.00 a.m	St. Francis Hall
	CE	26/03/2020	10.00 a.m	DB 3 Seminar Hall
	EE	26/03/2020	10.00 a.m	MB Seminar Hall
	ME	26/03/2020	10.00 a.m	St. Francis Hall
S2, S4	MCA	26/03/2020	2.00 p.m.	DB 3 Seminar Hall

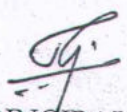
HoD/AG (5)/2020 - **Item No: 4** Regarding Associate NCC officer of the college

Council nominated Mr. Baiju Jacob, Assistant ^{Sub} Director of physical education as associate NCC officer of the college for the smooth conduct of NCC unit which will be starting from the next academic year (2020-2021).

The meeting came to an end by 12.30 pm.

Choondacherry,

17th February 2020


PRINCIPAL

HoD/AG (5)/2020

**Agenda for the meeting of the Heads of the Departments Scheduled on 17th February
2020**

1. Confirmation of the minutes of the meeting held on 30th January 2020
2. First internal examination for B.Tech, M.Tech and MCA students
3. P.T.A Meeting of S2, S4, S6 B.Tech and MCA students
4. Regarding Associate NCC officer of the college

HoD/MI (7)/2020

Minutes of the meeting of the Heads of the Departments held on 5th March 2020

Members Present

1. Msgr. Dr. Joseph Maleparampil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr. J. David, Principal
4. Dr. Madhukumar. S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Rajesh Baby, HoD, ME
7. Dr. Jainendra Kumar, HoD MCA
8. Dr. Ajith K Thomas, HoD MBA
9. Dr. Joby P.P., HoD CSE
10. Prof. P.V.Varkey, HoD EE
11. Ms. Ance Mathew, HoD CE
12. Dr.V.P.Devassia, HoD, ECE
13. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 2.00 pm in the main conference hall.

HoD/AG (7)/2020 - **Item No: 1 Confirmation of the minutes of the meeting held on 25/02/2020**

The council considered and approved the minutes of the meeting held on 25th February 2020

HoD/AG (7)/2020 - **Item No: 2 Regarding suspension of four Electrical engineering students**

The College Council resolved to ratify the action taken by the principal in suspending the following students vide.order no: ACA1/102/2020 dated 02/03/2020

1. Mr. Adithya Ajith (S6 EEE)
2. Mr. Akhil Joseph Varghese(S6 EEE)
3. Mr. Sooraj R Nair (S8 EEE)
4. Mr. Nithin James George (S8 EEE)

HoD/AG (7)/2020

Agenda for the meeting of the Heads of the Departments Scheduled on 5th March 2020

1. Confirmation of the minutes of the meeting held on 25th February 2020
2. Regarding suspension of four Electrical engineering students
3. Regarding Enquiry commission constitution based on the complaint given by Dr.Saji Abraham
4. Regarding internal academic audit
5. NSS day celebration
6. One day workshop on NAAC Accreditation
7. Second internal Test for B.Tech, M.Tech and M.C.A
8. Regarding proper constitution of Course committee
9. Reports of the enquiry commission constituted for enquiring into the matters connected with the suspension of the students.
10. Working Saturdays and Holidays in March 2020

The Council also resolved to ratify the action taken by the principal in constituting the enquiry commission with the following members to enquire into the untoward incident of clash occurred in the campus and the involvement of said students. The commission shall submit the report within 5 days.

1. Dr. Ignatius Korah (Chairman)
2. Mr. Tom Zacharia (Assistant Professor, ME)
3. Ms. Sunitha S Pillai (Assistant Professor, ECE)

HoD/AG (7)/2020 - **Item No: 3** Regarding Enquiry commission constitution based on the complaint given by Dr. Saji Abraham

Council resolved to constitute an enquiry commission headed by Dr. Ignatius Korah, Chairman, Disciplinary action committee and Mr. Kishore Sebastian (Assistant Professor, CSE) and Mr. Jiss Mohan K (Assistant Professor, EIE) as the members to enquire into the complaint submitted by Dr. Saji Abraham, Head, Corporate Relations. The commission shall submit the report within 7 days.

HoD/AG (7)/2020 - **Item No: 4** Regarding internal academic audit

Internal academic audit is scheduled to be conducted on 27th and 28th of March 2020 and the IQAC chairman is authorised to take further course of action in this regard.

HoD/AG (7)/2020 - **Item No: 5** NSS day celebration

NSS day is scheduled to be celebrated on 28th March. For the smooth conduct of the NSS day celebrations, an advisory committee is constituted with the following members.

1. Prof Ance Mathew, HoD, Department of CE (Coordinator)
2. Rev.Fr. Dr. Joseph Purayidathil , Department of MBA (Member)
3. Ms. Smitha Jacob, CSE

HoD/AG (7)/2020 - **Item No: 6** One day workshop on NAAC Accreditation

One day workshop on NAAC accreditation is scheduled to be held on 20th March 2020. It is mandatory for all staff members to attend the said program. No leave will be sanctioned without the permission of Rev.Fr.Chairman.

HoD/AG (7)/2020 - **Item No: 7** Second internal Test for B.Tech,M.Tech and M.C.A

Second internal evaluation test for B.Tech, M.Tech and M.C.A. is scheduled to be conducted from 15th April 2020 to 21st April 2020. Re-test for eligible students will be conducted from 28th April 2020 to 30th April 2020. Detailed time-table will be published in due course.

HoD/AG (7)/2020 - **Item No: 8** Regarding proper constitution of Course committee

The council noted that various departments conducted examination for the same paper with different question papers. It was also noted that the course committee is not constituted properly as per KTU ordinance. To streamline the constitution of course committee of common courses, UG (Dean) Prof.P.V.Varkey is authorized to take follow up action. There shall be only one common question paper for such courses in the second internal test.

HoD/AG (7)/2020 - **Item No: 9** Reports of the enquiry commission constituted for enquiring into the matters connected with the suspension of the students

The council resolved to approve the recommendations of the enquiry commission to enquire into the matters connected with the suspension of students and the complaint given by Dr, Saji Abraham.

HoD/AG (7)/2020 - **Item No: 10** Working Saturdays and Holidays in March 2020

7th March 2020 – Holiday (Vitanova)

14th March 2020 – Sargam 2020(Working day)

19th March 2020- Holiday (Patrons Day)

20th March 2020-Holiday for students (One day workshop on NAAC Accreditation for staff members)


21st March 2020- Holiday

28th March 2020- Holiday (for students only) (NSS Day celebration)

The meeting came to an end by 4.00 pm.

Choondacherry,

5th March 2020


PRINCIPAL 5/3/2020

Minutes of the meeting of the Heads of the Departments held on 22nd October 2020

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal
4. Dr. Madhukumar. S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr.Giby Jose, HoD In charge, ECE
7. Dr. Binoy Baby, HoD, ME
8. Dr.Jainendrakumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. P.P.Joby, HoD CSE
11. Prof. Elizabeth Alphonsa Jose, HoD In charge EE
12. Ms. Ance Mathew, HoD CE
13. Dr. George Tom Varghese.. HoD, EI

The meeting of HoDs commenced at 1.30 pm at main block conference room

HoD/AG (15)/2020 - Item No:1 Confirmation of the minutes of the meeting held on 14/10/2020

The council considered and approved the minutes of the meeting held on 14th October 2020.

HoD/AG (15)/2020 - Item No: 2 Regarding commencement of first semester M.Tech classes
Council resolved to commence M.Tech first semester classes from 30th October 2020 onwards. The concerned departments should prepare the timetable accordingly.

HoD/AG (15)/2020 - Item No:3 Motivating of faculty members regarding the importance of securing Ph.D degree

Council resolved to instruct HoDs to motivate the faculty members who were not registered Ph.D in regular/part time mode. This will be beneficial to both the faculty members and the institution. The faculty members who are yet to register for Ph.D programme are instructed to apply for the same during this academic year (2020-2021) itself (through QIP or KTU full time/Part time). Also the faculty members who were already completed their registration are insisted to complete their thesis work as early as possible.

HoD/AG (15)/2020 - Item No: 4 Regarding conducting of add on course to the B.Tech students except first year

Council resolved to conduct at least one add on course per batch per semester in each departments. (Minimum of four for UG programmes and two for PG programmes per semester) This can be scheduled during the semester breaks. The minimum duration of each add on course will be 30 hours.

HoD/AG (15)/2020 - Item No: 5 Regarding conducting of add on course for B.Tech first semester students

As per new AICTE academic calendar for B.Tech first year students, the regular classes will commence from 1st December 2020 onwards. It is decided to conduct the following add on courses for B.Tech first year students before commencing of their regular classes.

1. Introduction to CAD modelling
2. Fundamentals of engineering mathematics
3. English proficiency improvement course.
4. Problem solving using C++/python.
5. Introduction to mechanics.

The syllabus for each course should be framed immediately duration of each add on course will be 30 hours.

HoD/AG (15)/2020 - Item No: 6 Regarding conducting of third module test

Council resolved to conduct third module test from 2nd November 2020 onwards.

CSE, EC and EI shall conduct the test between 8.30 am to 9.15 am. (S3)

ME, CE, EEE shall conduct the test between 9.30 am to 10.15 pm. (S3)

CSE, EC and EI shall conduct the test between 10.30 am to 11.15 am. (S5)

ME, CE, EEE shall conduct the test between 11.30 am to 12.15 pm. (S5)

CSE, EC and EI shall conduct the test between 12.30 am to 1.15 pm. (S7)

ME, CE, EEE shall conduct the test between 1.30 pm to 2.15 pm. (S7)

S3 minor test shall be conducted between 2.30 pm to 3.15 pm on 7/11/2020 for all the departments.

HoD/AG (15)/2020 - Item No: 6 Regarding MoU with Mar sleeva Medicity

Manager informed that our college has signed an MoU with Mar Sleeva Medicity, Cherpunkal. The details of MoU will be intimated to all the faculty members and staff members shortly.

The meeting came to an end by 3.30 pm.

Choondacherry,

22nd October 2020


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 16th November 2020

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr. J. David. Principal
4. Dr. Madhukumar. S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr.V.P.Devassia, HoD, ECE
7. Dr. Binoy Baby, HoD, ME
8. Dr.Jainendrakumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. P.P.Joby, HoD CSE
11. Prof. Ginu Ann George, HoD EE
12. Ms. Ance Mathew, HoD CE
13. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 10.00 am at main block conference room

HoD/AG (17)/2020 - Item No:1 Confirmation of the minutes of the meeting held on 4/11/2020

The council considered and approved the minutes of the meeting held on 4th November 2020.

HoD/AG (17)/2020 - Item No: 2 Chariman Congratulated the admission committee 2020

Chairman congratulated the admission committee 2020 headed by Dr. Madhukumar. S, Vice Principal and all the faculty and staff members for acquiring more than 93% admission for the academic year 2020-2021.

HoD/AG (17)/2020 - Item No:3 Regarding registration of NPTEL course in artificial intelligence and data science by the faculty members.

It is decided in the council that at least two faculty members from each department should register for NPTEL course in Artificial Intelligence and at least one faculty member from EI, ECE, EEE, CSE and MCA should register for NPTEL course in Data Science during this academic year itself. (2020-2021)

HoD/AG (17)/2020 - Item No:4 Regarding conducting of Alumni meeting

Council decided to conduct department wise alumni meeting from this year onwards. The individual department will decide the dates accordingly.

HoD/AG (17)/2020 - Item No:5 Regarding setting up of an incubation centre in SJ CET

Council decided to set up an incubation centre in DB-IV block.

HoD/AG (17)/2020 - Item No:6 Regarding construction of rubberised roads within the campus

Council entrusted Prof. Ance Mathew to construct rubberised road within the campus (road towards faculty quarters) based on the recommendation from the governing body.

HoD/AG (17)/2020 - Item No:7 Regarding 4th Module test

Council resolved to conduct 4th module test of S7 and S5 B.Tech students from 30th November 2020 onwards.

CSE, EC and EI shall conduct the test between 10.30 am to 11.15 am. (S5)

ME, CE, EEE shall conduct the test between 11.30 am to 12.15 pm. (S5)

CSE, EC and EI shall conduct the test between 12.30 am to 1.15 pm. (S7)

ME, CE, EEE shall conduct the test between 1.30 pm to 2.15 pm. (S7)

The meeting came to an end by 2.30 pm.

Choondacherry,

16th November 2020


PRINCIPAL

HoD/MI (2)/2020

Minutes of the meeting of the Heads of the Departments held on 11th January 2021

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. J. David, Principal
3. Dr. Madhukumar. S., Vice Principal
4. Dr.V.P.Devassia, HoD, ECE
5. Dr. Binoy Baby, HoD, ME
6. Dr.Jainendrakumar, HoD MCA
7. Dr. P.P.Joby, HoD CSE
8. Prof. Ginu Ann George, HoD EE
9. Ms. Ance Mathew, HoD CE
10. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 1.30 pm at main block conference room

HoD/AG (2)/2021 - **Item No:1** Confirmation of the minutes of the meeting held on 8/01/2021
The council considered and approved the minutes of the meeting held on 8th January 2021.

HoD/AG (2)/2021 - Item No: 2 Regarding B.Tech S3 contact classes

It is decided in the council that the contact classes for S3 B.Tech classes will be conducted from 8th February 2021 to 27th February 2021. From 8th February 2021 to 16th February 2021, the lab classes will be conducted along with tutorial classes and from 17th February 2021 to 27th February 2021, the second internal test along with evaluation of lab classes should be completed. End semester practical examination will be conducted in online video call mode by the two examiners (external examiner shall be another senior faculty member from the same department) for a minimum of 10 minutes and a maximum of 15 minutes. Viva questions will be based on the experiments which were conducted. The detailed timetable will be published by the individual department later.

HoD/AG (2)/2021 - Item No:3 Subject allotment for the even semester 2021

It is decided in the council that the subject allotment for the even semester 2021 should be completed on or before 15th February 2021. The necessary instructions will be given to respective HoDs to complete the same on or before the scheduled date.

HoD/AG (2)/2021 - Item No:4 Regarding B.Tech S1 contact classes

It is decided in the council that the contact classes for S1 B.Tech classes will be conducted from 1st March 2021 to 13th March 2021. It should be intimated to the concerned students at the earliest so that all the students especially NRI students can attend the classes effectively.

The meeting came to an end by 2.45 pm.

Choondacherry,
1st February 2021


PRINCIPAL

HoD/MI (5)/2020

Minutes of the meeting of the Heads of the Departments held on 18th February 2021

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal
4. Dr.Madhukumar.S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr.V.P.Devassia, HoD, ECE
7. Dr. Binoy Baby, HoD, ME
8. Dr.Jainendrakumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. P.P.Joby, HoD CSE
11. Prof. Shanooga Chandran, HoD In charge EE
12. Ms. Ance Mathew, HoD CE
13. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 10.00 pm at main block conference room

HoD/AG (5)/2021 - **Item No:1 Confirmation of the minutes of the meeting held on 11/02/2021**

The council considered and approved the minutes of the meeting held on 11th February 2021.

HoD/AG (5)/2021 - **Item No: 2 Regarding course committee coordinator of UG/PG courses**

It is decided in the council that a course committee coordinator should be assigned for the smooth conduct of course committee meeting of UG/PG/Research subjects and to maintain uniformity in the course plan and the syllabus coverage. The following faculty members will be assigned for the same.

common subjects in the B.Tech first year– HoD, S &H

Common subjects in B.Tech Higher semesters – Dean (UG)

Common subjects in M.Tech – Dean (PG)

Common subjects in Research - Dean (Research)

HoD/AG (5)/2021 - Item No:3 20/2/2021 will be a holiday

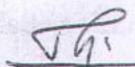
It is decided in the council that 20/2/2021 will be a holiday and online classes for B.Tech first year students will be conducted as per the timetable.

HoD/AG (5)/2021 - Item No:4 Regarding graduation day

It is decided to conduct graduation day for 2020 B.Tech/M.Tech/MBA/MCA pass out students in April 2021. Exact date will be intimated later. Dr.Madhukumar.S, Vice Principal is the coordinator of the programme.

The meeting came to an end by 12.30 pm.

Choondacherry,
18th February 2021


PRINCIPAL

HoD/MI (7)/2020

Minutes of the meeting of the Heads of the Departments held on 17th March 2021

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr. J. David, Principal
4. Dr.Madhukumar.S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr.V.P.Devassia, HoD, ECE
7. Dr. Binoy Baby, HoD, ME
8. Dr.Jainendrakumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. P.P.Joby, HoD CSE
11. Prof. Ginu Ann George, HoD EEE
12. Ms. Ance Mathew, HoD CE
13. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 2.00 pm at St.Joseph's block conference room

HoD/AG (7)/2021 - **Item No:1** Confirmation of the minutes of the meeting held on 4/03/2021

The council considered and approved the minutes of the meeting held on 4th March 2021.

HoD/AG (7)/2021 - **Item No: 2** Regarding 2nd Internal examination of B.Tech first year students

It is decided in the council that the second internal examination will be conducted 24th March 2021 to 27th March 2021. The schedule is given below.

24th March 2021 (FN) - Engineering Physics/Engineering Chemistry (9.00 am -11.00 am)

24th March 2021 (AN) – Life Skills (2.15pm- 4.15 pm)

25th March 2021(FN)- Engineering Mechanics/Engineering Graphics (9.00 am -11.00 am)

25th March 2021(AN)- Engineering Physics/Chemistry Lab (3.15pm -4.15 pm)

26th March 2021(FN) – Basics of Civil and Mechanical Engineering/ Basics of Electrical and Electronics Engineering (9.00 am -11.00 am)

26th March 2021(AN)-Civil and Mechanical workshop/Electrical and Electronics Workshop (3.15 pm-4.15 pm)

27th March 2021(FN)- Linear Algebra and Calculus (9.00 am -11.00 am)

HoD/AG (7)/2021 - **Item No: 3** Regarding B.Tech S6 timetable

As per KTU academic calendar, It is decided in the council that B.Tech S6 classes will commence from 22nd March 2021. The placement hours (2 hours per week) and remedial/honours/value added course hours will be placed in the 6th hour (3.30 pm-4.30 pm) of every day.

The meeting came to an end by 3.30 pm.

Choondacherry,

17th March 2021


PRINCIPAL

HoD/AG (7)/2021

Agenda for the meeting of the Heads of the Departments Scheduled on 17th March 2021

1. Confirmation of the minutes of the meeting held on 4th March 2021.
2. Regarding 2nd Internal examination of B.Tech first year students
3. Regarding B.Tech S6 timetable

HoD/MI (9)/2020

Minutes of the meeting of the Heads of the Departments held on 21st April 2021

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr.V.P.Devassia, HoD, ECE
6. Dr. Binoy Baby, HoD, ME
7. Dr. Jainendrakumar, HoD MCA
8. Dr. Ajith K Thomas, HoD MBA
9. Dr. P.P.Joby, HoD CSE
10. Prof. Ginu Ann George, HoD EEE
11. Ms. Ance Mathew, HoD CE
12. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.00 am at St.Joseph's block seminar hall

HoD/AG (9)/2021 - **Item No:1** Confirmation of the minutes of the meeting held on 29/03/2021

The council considered and approved the minutes of the meeting held on 29th March 2021.

HoD/AG (9)/2021 - Item No: 2 Regarding PTA meeting of B.Tech first year and second year students.

It is decided to conduct online PTA meeting of B.Tech first year and second year students on or before 25th April 2021. HoDs are instructed to do the necessary arrangements for the same.

HoD/AG (9)/2021 - Item No: 3 Regarding remedial/revision classes for B.Tech first year and second year students

✓ It is decided to conduct remedial/revision classes for B.Tech first year and second year students with effect from 26th April 2021 (2 hours/day). Detailed timetable will be published later.

HoD/AG (9)/2021 - Item No: 4 Regarding 1st internal examination of B.Tech S8 and S6 students

✓ It is decided to conduct 1st internal examination (online mode) of B.Tech S8 students from 27th April 2021 to 30th April 2021 and for B.Tech S6 students from 10th May 2021 to 17th May 2021.

HoD/AG (9)/2021 - Item No: 5 Regarding add on course for B.Tech/MCA/MBA students

It is decided to conduct at least one add-on course (30 hours) by the individual departments for each semester students at the earliest. For B.Tech first year students, two add-on courses will be conducted.(1. Introduction to Vectors 2. Problem solving through C programming) HoDs are directed to make the necessary arrangements to conduct the same.

The meeting came to an end by 12.10 pm.

Choondacherry,

21st April 2021


PRINCIPAL

HoD/AG (9)/2021

Agenda for the meeting of the Heads of the Departments Scheduled on 21st April 2021

1. Confirmation of the minutes of the meeting held on 29th March 2021.
2. Regarding PTA meeting of B.Tech first year and second year students.
3. Regarding remedial/revision classes for B.Tech first year and second year students
4. Regarding 1st internal examination of B.Tech S8 and S6 students
5. Regarding add on course for B.Tech/MCA/MBA students

Minutes of the meeting of the Heads of the Departments held on 18th November 2021

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. J. David, Principal
3. Dr. Madhukumar.S, Vice Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. V.P. Devassia, HoD, ECE
6. Dr. Binoy Baby, HoD, ME
7. Dr. Jainendrakumar, HoD MCA
8. Dr. Suma Mathew, Representing MBA
9. Dr. P.P. Joby, HoD CSE
10. Ms. Ginu Ann George, HoD EEE
11. Ms. Ance Mathew, HoD CE
12. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 11.00 am at St. Joseph's block conference room
HoD/AG (20)/2021 - **Item No:1** Confirmation of the minutes of the meeting held on 26/10/2021

The council considered and approved the minutes of the meeting held on 26th October 2021.
HoD/AG (20)/2021 - **Item No:2** Regarding acceptance of disciplinary action committee report
Council accepted the report and decision taken by the disciplinary action committee of the college in the untoward incident that occurred outside the college on 2/11/2021, involving the students of the college.

HoD/AG (20)/2021 - **Item No:3** Regarding first internal test of B.Tech S7 students

The council decided to reschedule the first internal examination for B.Tech S7 students from 22nd November 2021 to 29th November 2021. During examination days, the internal examination will commence from 9.30 am to 11.30 am. The first three periods are suspended in the examination days. From 4th hour onwards (11.55 am), the regular classes will be conducted during examination days.

HoD/AG (20)/2021 - **Item No:4** Regarding meeting of first year students on 22/11/2021

A meeting of B.Tech first year students will be conducted on 22/11/2021 at 9.30 am at Einstein Hall. A committee will be constituted for the smooth functioning of the meeting. Dr. Ignatius Korah, HoD, S&H, will be the coordinator of the event.

HoD/AG (20)/2021 - **Item No:5** Regarding the availability of fair records in the college store

As per B.Tech KTU 2019 regulation, lab fair records should be maintained for all the lab courses along with the observation book. It is compulsory for the students to show these records to the external examiner during their end semester examination. HoD, S&H and HoD, CE are given charge to make it available in the college store as early as possible.

The meeting came to an end by 1.15 pm.

Choondacherry,

18th November 2021




PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 15th December 2021

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr. J. David, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr.Giby Jose, Representing ES
7. Dr. Binoy Baby, HoD, ME
8. Dr. Jainendrakumar, HoD MCA
9. Dr. Ajith K Thomas, HoD MBA
10. Dr. P.P.Joby, HoD CSE
11. Ms. Ginu Ann George, HoD EEE
12. Ms.Ance Mathew, HoD, CE
13. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 9.30 am at St.Joseph's block conference room

HoD/AG(22)/2021 - **Item No:1 Confirmation of the minutes of the meeting held on 7/12/2021**
The council considered and approved the minutes of the meeting held on 7th December 2021.

HoD/AG(22)/2021 - **Item No:2 Verification of first year B.Tech, M.Tech, MBA and MCA students name**

It is decided that the names of the first year students who are admitted in SJ CET should be verified with their S.S.L.C certificate by the faculty advisors of the first year batches before registration of their first semester university examinations. HoDs are instructed to do the necessary steps to verify the same.

HoD/AG(22)/2021 - **Item No:3 Regarding conducting of Alumni meet (online) of all the branches on or before 31st December 2021**

Council decided to conduct Alumni meet (online mode) of all the branches on or before 31st December 2021. HoDs are directed to arrange the same on or before the prescribed date.

HoD/AG(22)/2021 - **Item No:4 Regarding ISO internal audit**

It is decided that ISO internal audit will be scheduled on 4th and 5th of January 2022. HoDs are directed to prepare all the files in the prescribed format as per the scheduled date.

HoD/AG(22)/2021 - **Item No:5** Regarding Christmas Celebration

It is decided to celebrate Christmas in the campus on 23rd December 2021 from 10.30 am to 12.30 pm. The programme will be coordinated by Jesus Youth group of SJ CET. Council decided to depute Dr. Jyothis Thomas as the overall coordinator of the program.

HoD/AG(22)/2021 - **Item No:6** Regarding Young Innovation award 2021-2022

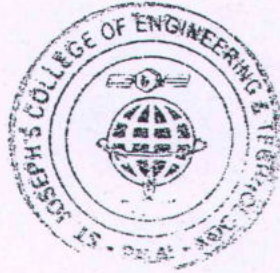
Council decided to institute Young Innovation award for plus two students and the procedure shall be carried out on 12th February 2022.

The meeting came to an end by 11.15 am.

Choondacherry,

15th December 2021


PRINCIPAL



Minutes of the meeting of the Heads of the Departments held on 11th January 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr. J. David, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME
7. Dr. Jainendrakumar, HoD MCA
8. Dr. Ajith K Thomas, HoD MBA
9. Dr. P.P.Joby, HoD CSE
10. Ms. Ginu Ann George, HoD EEE
11. Dr. K.J.George, Representing CE
12. Dr.V.P.Devassia, HoD, ECE
13. Dr.Giby Jose, Representing ES
14. Dr. George Tom Varghese., HoD, EI

The meeting of HoDs commenced at 3.00 pm at St. Joseph's block conference room

HoD/AG(1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 22/12/2021

The council considered and approved the minutes of the meeting held on 22nd December 2021.

HoD/AG (2)/2022 - Item No:2 Appreciation to Dr.Madhukumar.S, Mr.Kishore Sebastian and Mr.Babu Sankar

Council appreciated Dr. Madhukumar. S, Vice principal and his team members for magnificently organizing the MERIT DAY 2020 on 8th January 2022. Also appreciated Mr. Kishore Sebastian, assistant professor Department of CSE and Mr. Babu Sankar, Assistant professor, department of ME and their team members for successfully coordinating the students' council election held on 10th January 2022.

HoD/AG (3)/2022 - Item No:3 Oath Taking ceremony of students' council 2021-22

Oath taking ceremony of students' council, 2021-22 batch will be held on 12th January 2022 at 3.30 pm in the Mother Theresa seminar hall.

HoD/AG (4)/2022 - Item No:4 Regarding Merit day of 2021 pass-out batch

Merit day of 2021 pass-out batch will be postponed to 23rd April 2022.

HoD/AG (5)/2022 - Item No:5 Creation of PTA whatsapp group

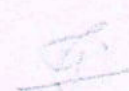
It is decided in that PTA whatsapp groups of all batches should be created with HoD of the concerned department and faculty advisors of the respective batch are admins and admins can only be able to send message in the corresponding whatsapp group and this groups are used to communicate the parents.

HoD/AG (6)/2022 - Item No:6 Constitution of a committee to arrange remedial classes for weaker students

Council decided to constitute a committee to formulate a schedule (before 14.1.2022) to conduct remedial classes for weaker students to clear their arrears in the coming odd semester university examinations with Dr. Ignatius Korah as the coordinator and Dr. George Tom Varghese and Dr. Giby Jose as members.

The meeting came to an end by 4.30 pm.

Choondacherry,
11th January 2021


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 4th May 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P.Devassia, Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Binoy Baby, HoD, ME
6. Mr.Anish Augustine, HoD MCA
7. Dr. Ajith.K.Thomas, HoD MBA
8. Dr. P.P.Joby, HoD CSE
9. Ms. Ginu Ann George, HoD EEE
10. Ms.Ance Mathew, HoD CE
11. Dr.Arun.P, HoD, ECE
12. Ms.Deepa.V., HoD, AD
13. Dr.Giby Jose, Representing ES.
14. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block conference room
HoD/AG (1)/2022 - **Item No:1 Confirmation of the minutes of the meeting held on 26/04/2022**

The council considered and approved the minutes of the meeting held on 26th April 2022.

HoD/AG (2)/2022 - Item No:2 Regarding remedial class planning

It is decided to arrange remedial classes for all the branches in the specific subjects (decided by the department HoD) in order to improve our results. The detailed schedule will be planned and executed in the department.

HoD/AG (3)/2022 - Item No:3 Regarding Industrial visit scheduling

It is decided in the council that from next time onwards, the industrial visit can be scheduled well ahead of it with proper check list. Council decided to appoint Dr. Arun.P, HoD, ECE to prepare the checklist for the same.

HoD/AG (4)/2022 - Item No:4 Mock visit of CE and CSE departments

It is decided to conduct mock visit of accreditation for CSE and CE departments on 16th May 2022. The concerned departments should prepare the documents accordingly for the mock visit.

HoD/AG (5)/2022 - Item No:5 Regarding conduct of external lab examination.

As per KTU B.Tech 2019 regulation, the end semester laboratory examination will be evaluated with the help of an external examiner. With regards to this, an internal examiner is allotted by the university from our college to conduct the examination. As per the instructions given by KTU to the colleges, it is clearly mentioned that evaluation and assessment is to be conducted under the equal responsibility of both the internal and external examiners. It is decided in the college council that the internal examiner should frame the rubrics for the mark distribution in consultation with the external examiner before the starting of the end semester laboratory examination and it should be strictly followed throughout the examination.

HoD/AG (6)/2022 - Item No:6 Regarding meeting of placement coordinators of each departments

It is decided that the meeting of placement coordinators of all the departments will be held tentatively in the second week of May 2022. All placement coordinators of the concerned department are informed to attend the same without fail.

HoD/AG (7)/2022 - Item No:7 Regarding PTA meeting of all batches

It is decided to conduct PTA meeting of all the branches (for all the semesters) in online mode. HoDs are informed to prepare the schedule of PTA meeting of the concerned departments accordingly and it should be completed on or before 16th May 2022.

The meeting came to an end by 11.30 am.

Choondacherry,
4th May 2022


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 26th July 2022

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr. V.P. Devassia, Principal
3. Dr. Ignatius Korah, HoD S&H
4. Dr. Binoy Baby, HoD, ME
5. Mr. Anish Augustine, HoD MCA
6. Dr. Ajith K Thomas, HoD SJBS
7. Dr. P.P. Joby, HoD CSE
8. Dr. Ginu Ann George, HoD EEE
9. Ms. Ance Mathew, HoD CE
10. Dr. Arun.P, HoD, ECE
11. Dr. Deepa.V., HoD, AD
12. Dr. Giby Jose, Representing ES
13. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block conference room

HoD/AG (1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 5/07/2022

The council considered and approved the minutes of the meeting held on 5th July 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - Item No:2 Regarding availing of vacation leave

Council had decided to grant vacation leave for all the eligible staff members in various spells considering the academic calendar. However, in view of the revised academic calendar from KTU and forthcoming NAAC expert visit, the council decided that 11 days' leave be granted at a stretch as below, always maintaining 50% staff attendance.

For Engineering departments: August 2022 (9th August-19th August 2022/ 22nd August -1st September 2022)

The remaining 12 days of vacation leave is permissible @ 3 consecutive days per month from September 2022 onwards.

For MCA, MBA departments, the decision regarding vacation leave of HoD council dated 10th May 2022 will be binding.

Faculty members who are doing part time Ph.D can utilize the eligible vacation leave and other leaves to complete the remaining part of the residential period at their place of research immediately on completion of the current semester academic activities.

HoD/AG (3)/2022 - Item No:3 Placement training for B. Tech 6th semester students

The council decided to conduct the second round of placement training for B. Tech 6th semester students from 2nd August 2022 to 5th August 2022 (including 1st August if possible) in connection with Infosys recruitment which will be held on 6th and 7th August 2022. For MCA students, the first phase of CRT will be starting from 29th August 2022.

HoD/AG (4)/2022 - Item No:4 PTA executive meeting

The meeting of PTA executive committee will be convened on 29th July 2022 at 3.00 pm in St. Joseph's block seminar hall. All the members are informed to attend the same. Principal directed the HoDs to schedule class wise PTA meetings immediately on commencement of odd semester classes ensuring maximum participation from the parents.

HoD/AG (5)/2022 - Item No:5 Regarding intimation of scholarship details of the students in the college office.

Principal informed that the scholarship details of the students (who lost scholarship and who became eligible to receive additional scholarship) should be properly intimated to the college office before the commencement of the semester registration through concerned faculty advisor and HoDs, after thorough verification against the prospectus conditions applicable.

Principal requested the HoDs to come prepared in the next meeting for discussion /finalization on various concerns related to planning of academic activities for the ensuring odd semester.

The meeting came to an end by 12.15 pm.

Choondacherry,
26th July 2022


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 12th August 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr.V.P.Devassia, Principal
4. Dr.Madhukumar.S., Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME
7. Mr.Anish Augustine, HoD MCA
8. Dr. Suma Mathew, Representing SJBS
9. Dr. P.P.Joby, HoD CSE
10. Dr. Ginu Ann George, HoD EEE
11. Ms.Ance Mathew, HoD CE
12. Dr.Arun.P, HoD, ECE
13. Dr..Deepa.V., HoD, AD
14. Dr.Giby Jose, Representing ES
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.00 am at St. Joseph's block conference room
HoD/AG (1)/2022 - **Item No:1** Confirmation of the minutes of the meeting held on 26/07/2022
The council considered and approved the minutes of the meeting held on 26th July 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - **Item No:2** Registration of the forthcoming odd semester

For M. Tech 3rd semester students, it is decided that the industrial training can be scheduled from 16th August 2022 to 2nd September 2022. Their registration for the 3rd semester (without fine) is scheduled on 12th September 2022. Upto 19th September 2022, the students can register for the 3rd semester by paying a late fee of Rs 50/- per day. From 20th September 2022 onwards, the student is not allowed to attend the classes.

For B. Tech 3rd Semester and 7th semester students, the date of registration (without fine) is 19th September 2022. The students can register for their semester by paying a late fee of Rs 50/- per day up to 26th September 2022. From 27th September 2022 onwards, the student is not allowed to attend the classes.

For B. Tech 5th Semester students, the date of registration (without fine) is 28th September 2022. The students can register for their semester by paying a late fee of Rs 50/- per day up to 6th October 2022. From 7th October 2022 onwards, the student is not allowed to attend the classes.

HoD/AG (3)/2022 - **Item No:3** Regarding internal audit of the even semester 2022

It is decided to intimate all the faculty members that all the academic and other activity files are to be updated in all respects of the completed even semester 2022. It is also decided to

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conduct an internal audit before commencement of the next semester by the internal audit team members headed by IQAC chairman Dr. Madhukumar.S. The dates will be intimated soon.

HoD/AG (4)/2022 - Item No:4 Regarding committee constitution to plan the infrastructure facilities for the forthcoming odd semester.

It is decided to constitute a committee headed by Dr. Madhukumar.S, Vice Principal, in order to plan the infrastructure facilities for the forthcoming odd semester. The members of the committee are Dr. George Tom Varghese and Dr. Deepa.V. They are directed to give a report to the Principal by on or before 19th August 2022.

HoD/AG (5)/2022 - Item No:5 Regarding working days of Saturdays from the forthcoming semester onwards

It is decided that from the forthcoming semester onwards, 1st and 4th Saturdays are working days for all the staff members of SJ CET.

HoD/AG (6)/2022 - Item No:6 Regarding action plan of each department for the next forthcoming academic year.

Principal informed that an action plan should be prepared by the respective department HoDs for the forthcoming academic year and submit to the Principal on or before 12th September 2022.

HoD/AG (7)/2022 - Item No:7 Regarding minor selection of B. Tech 2021-2025 Batch and open elective selection of 7th semester B.Tech students

It is decided to offer a total of 8 minor courses (CE-1, EEE-1, AD-1, ER-1, CSE-1, ME-1, ECE-2 (one minor is offered combined with ME)) for B. Tech 2021-2025 Batch and 8 open electives (CE-1, EEE-1, CSE-2, ME-2, EIE-1, ECE-1) for B. Tech 7th semester students. Principal instructed HoD (EIE) to check the feasibility of offering one minor from the department preferably from Robotics and automation. Council decided to nominate Dr.P.P.Joby, HoD, CSE to finalize the allotment of these courses.

Chairman congratulated all the staff members of ME, ECE and S&H department ~~staff members~~ for the continuous effort from their side to secure 3-year NBA re-accreditation of Mechanical and Electronics and Communication Engineering programmes.

The meeting came to an end by 1.30 pm.

Choondacherry,
12th August 2022


PRINCIPAL

(2/2)

Minutes of the meeting of the Heads of the Departments held on 27th October 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Dr.V.P.Devassia, Principal
3. Dr. Madhukumar.S, Vice Principal
4. Dr. Ignatius Korah, HoD S&H
5. Dr. Binoy Baby, HoD, ME
6. Mr. Anish Augustine, HoD MCA
7. Dr. Ajith K Thomas, HoD SJBS
8. Dr. P.P.Joby, HoD CSE
9. Dr. Ginu Ann George, HoD EEE
10. Prof. Ance Mathew, HoD CE
11. Dr.Arun.P, HoD, ECE
12. Dr. Deepa.V., HoD, AD
13. Dr.Giby Jose, HoD, ES
14. Dr Shruthy.S, HoD In charge, CY
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room

HoD/AG(1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 20/10/2022

The council considered and approved the minutes of the meeting held on 20th October 2022 and reviewed the action taken status.

HoD/AG (2)/2022 - Item No:2 Regarding working of 29/10/2022

Council decided to suspend the classes scheduled on 29th October 2022 in connection with "Snehanilavu", family get together function of SJ CET and SJHMCT.

HoD/AG (3)/2022 - Item No:3 Regarding working of 1st November 2022

Council decided to extend B. Tech first year induction programme to 31st October 2022 in online mode and to suspend the classes on 1st November 2022.

HoD/AG (4)/2022 - Item No:4 Working days of Saturday's

Council decided that first and fourth Saturdays will be working days for students and staff members. Classes will be conducted in online mode on third Saturday's. Separate timetable will be issued shortly for third Saturday without including lab sessions.

HoD/AG (5)/2022 - Item No:5 Regarding external academic auditing

The external audit of the odd semester 2022 will be conducted from 15th November 2022 onwards. The main files which are to be audited are current status of the ongoing semester,

result analysis of the previous semesters, placement details of current pass out batch as well as present final year batch. Minor, Honours classes will be verified separately. S1 B. Tech and S1 M. Tech are not part of the present audit.

HoD/AG (6)/2022 - Item No:6 Meeting of class representative

A meeting of class representatives is arranged on 27th October 2022 at 2.30 pm in the St. Joseph's Block seminar hall. HoDs should inform concerned students to attend the meeting without fail. Principal will address the meeting.

HoD/AG (7)/2022 - Item No:7 Regarding faculty induction training programme

Council decided to conduct an induction programme for newly recruited faculty members in association with ISTE. In connection with this, HoDs are directed to give the list of faculty members who have not attended any pedagogical training, to Dr. George Tom Varghese, HoD, EIE on or before 28/10/2022.

HoD/AG (8)/2022 - Item No:8 Bus pass issue for first year students

It is decided to make bus passes mandatory for first year students from 3rd November 2022 to avail the college bus facility. The students who are not having bus pass are not allowed to use buses from 3rd November 2022 onwards.

The meeting came to an end by 12.05 pm.

Choondacherry,
27th October 2022


PRINCIPAL

HoD/MI (30)/2022

Minutes of the meeting of the Heads of the Departments held on 22nd November 2022

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJ CET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
3. Dr.V.P.Devassia, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME ✓
7. Mr. Anish Augustine, HoD MCA
8. Dr. Ajith K Thomas, HoD SJBS
9. Prof. Smitha ^{Devi}, Representing CSE
10. Prof. Shanooga Chandran Representing EEE
11. Prof. Ance Mathew, HoD CE
12. Dr.Arun.P, HoD, ECE ✓
13. Dr. Deepa.V., HoD, AD
14. Dr. Sruthy.S, HoD in Charge, CY
15. Dr. George Tom Varghese, HoD, EI

AD ✓
CE ✓
EE ✓
EI ✓
GS ✓
ME ✓

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room.

HoD/AG (1)/2022 - Item No:1 Confirmation of the minutes of the meeting held on 7/11/2022

The council considered and approved the minutes of the meeting held on 7th November 2022 and reviewed the action taken status.

- It is decided to prepone college technical fest Asthra 2022-23 to 1st and 2nd December 2022 as university examination got postponed to 3rd December 2022.
- It is decided to postpone orientation programme for B. Tech first year students to 12th and 13th of December 2022 to facilitate 1st year students also to participate in Asthra.

HoD/AG (2)/2022 - Item No:2 Collection of faculty feedback from the students

It is decided to collect the first feedback from the students of odd semester 2022-23 on or before 24/11/2022. HoDs are informed to take necessary steps to collect the same.

HoD/AG (3)/2022 - Item No:3 Regarding entering and verifying the information of students into etlab

It is observed that the details submitted by students under the profile tab in etlab contain errors. Hence it is decided to verify the information provided by the students by the respective faculty advisors. If it is found incorrect, the students should re-enter and submit it. The verification process has to be completed on or before 9th December 2022.

HoD/AG (4)/2022 - Item No:4 Entry of staff members into the campus during public holidays.

It is decided to keep one register at security gate to enter the details of the staff members who are coming to the college on public holidays. The staff members are to be directed by HoDs to fill up the details as and when applicable.

HoD/AG (5)/2022 - Item No:5 Regarding conduct of internal test for B. Tech students

It is decided to conduct internal test for B. Tech students form 17th December 2022 to 22nd December 2022. The tentative schedule is fixed as follows

Semester	Internal Test	Date
S1	1 st	17 th December 2022 to 22 nd December 2022
S3	2 nd	12 th December 2022 to 19 th December 2022
S5	2 nd	14 th December 2022 to 22 nd December 2022
S7	2 nd	15 th December 2022 to 20 th December 2022

The retest for B. Tech students will be scheduled as follows.

Semester	Date
S3	20 th December 2022 to 22 nd December 2022
S5	2 nd January 2023 to 5 th January 2023
S7	20 th December 2022 to 22 nd December 2022

HoD/AG (6)/2022 - **Item No:6** Alumni meet of academic year 2022-23

It was decided to conduct college alumni meet of academic year 2022-23 on 23rd December 2022 at 3.00 pm. Department alumni coordinators are informed to organize department level meeting to ensure better participation.

HoD/AG (7)/2022 - **Item No:7** Regarding purchasing/repairing of components/equipment in the laboratory

The Chairman alerted all about the necessity to have better financial discipline in day to day activities of the college. The administrative sanction should be taken prior to making expenditure. If the proposed amount is below Rs. 15,000/-, Principal can sanction it. If it is above Rs. 15,000/-, Chairman's sanction is mandatory after the approval from Principal. If it is above one lakh, minimum of 3 bids are required to ensure price competitiveness. It is also advisable to constitute department level purchase committees for screening the high value purchases.

HoD/AG (8)/2022 - **Item No:8** Regarding students' vehicle entry into the campus

Students' vehicle entry into the campus is strictly prohibited. But in genuine cases, sanction can be accorded. Vice Principal was entrusted to verify the genuinity with respective HoDs before granting such permission.

The meeting came to an end by 12.30 pm.

Choondacherry,
22nd November 2022


PRINCIPAL

HoD/AG (30)/2022

**Agenda for the meeting of the Heads of the Departments Scheduled on 22nd November
2022**

1. Confirmation of the minutes of the meeting held on 8th November 2022.
2. Collection of faculty feedback from the students
3. Regarding entering and verifying the information of students into etlab
4. Entry of staff members into the campus during public holidays.
5. Regarding conduct of internal test for B. Tech students
6. Alumni meet of academic year 2022-23
7. Regarding purchasing/repairing of components/equipment in the laboratory
8. Regarding students' vehicle entry into the campus

Minutes of the meeting of the Heads of the Departments held on 17th January 2023

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P.Devassia, Principal
4. Dr. Madhukumar.S, Vice Principal
5. Dr. Ignatius Korah, HoD S&H
6. Dr. Binoy Baby, HoD, ME
7. Prof. Anish Augustine, HoD MCA
8. Dr. Suma Mathew, Representing SJBS
9. Dr. P.P.Joby, HoD CSE
10. Dr. Ginu Ann George, HoD EEE
11. Prof. Ance Mathew, HoD CE
12. Dr.Arun.P, HoD, ECE
13. Dr. Deepa.V., HoD, AD
14. Dr Shruthy.S, HoD in Charge, CY
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.30 am at St. Joseph's block seminar room

HoD/AG (1)/2023 - Item No:1 Confirmation of the minutes of the meeting held on 10/1/2023

The council considered and approved the minutes of the meeting held on 10th January 2022 and reviewed the action taken status.

It was decided to announce remedial classes for S1 students from 4.30 pm-5.30 pm everyday after intimating the parents of students who are expected to attend the classes. HoDs have to make necessary arrangements for the same.

HoD/AG (2)/2023 - Item No:2 Regarding conduct of B. Tech even semester classes

The number of hours to be allocated per week for each course during the forthcoming semester was finalized. It was decided to conduct B. Tech S8 project on Monday, Tuesday, Thursday and Friday Afternoon sessions except for Mechanical Engineering. For Mechanical Engineering, Project hours will be conducted on Tuesday (AN), Wednesday (FN & AN) and Thursday (AN) sessions. B. Tech S4 and S6 minor classes will be conducted in the regular time slots in parallel with remedial/tutorial classes.

HoD/AG (3)/2023 - Item No:3 Regarding setting up of central computing facility

It was decided to re-set up central computing facility with 63 functional computers on or before 23/01/2023. Mr. Aneesh Shankar, instructor, Department of MCA is assigned for the

same. He is also entrusted to collect the number of computers (functioning as well as non-functioning) available in all departments in excess of its regular mandatory use.

HoD/AG (4)/2023 - Item No:4 Saturday's working day

It was decided to make all Saturday's as working days for the staff members except second Saturday from February onwards in connection with NAAC related preparations.

HoD/AG (5)/2023 - Item No:5 Regarding medical leaves of students.

Principal directed HoDs to intimate faculty advisors to collect and keep under their custody, the original medical certificates of students who are absent from the classes due to medical reasons, immediately on re-joining after leave, with proper leave application.

HoD/AG (6)/2023 - Item No:6 Special timetable for B. Tech S1 students from 2nd February 2023 onwards.

It was decided to complete all the lab evaluations of B. Tech first year students on or before 1st February 2023. It is also decided to issue special timetable for B. Tech S1 students from 2nd February 2023 onwards by excluding lab classes and other courses whose contact delivery has been completed.

HoD/AG (7)/2023 - Item No:7 Proper permissions for going out during working time from the campus.

Staff members are informed to take proper permission from principal for going out from the campus during working time, if required for any urgency.

General Instructions/discussion

Principal informed that as the new software installation in library has been successfully completed, the students need to be encouraged to make use of the library resources to the maximum. Moreover, as the forthcoming B. Tech S8 is offered for the first time as per new curriculum, all departments should ensure the availability of adequate prescribed learning materials in the library.

Principal alerted all departments that as mass recruiters are adopting new recruitment policy of placements through internship, we need to do necessary follow up on this.

The meeting came to an end by 1.30 pm.

Choondacherry,

17th January 2023.


PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 28th February 2023

Members Present

1. Dr.V.P. Devassia, Principal
2. Dr.Ignatius Korah, HoD S&H
3. Dr. Binoy Baby, HoD, ME
4. Dr. Joby P.P., HoD CSE
5. Dr. Ginu Ann George, HoD EEE
6. Prof. Ance Mathew, HoD CE
7. Dr. Arun.P, HoD, ECE
8. Dr. Deepa.V., HoD, AD
9. Dr. Giby Jose, HoD, ES
10. Dr Sruthy.S, HoD in Charge, CY
11. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room

HoD/AG (1)/2023 - **Item No:1 Confirmation of the minutes of the meeting held on 21/02/2023**

The council considered and approved the minutes of the meeting held on 21st February 2023 and reviewed the action taken status.

HoD/AG (2)/2023 - **Item No:2 First internal test of B. Tech S4, S6 and S8 students and College sports meet – Revised dates**

In view of the revision in academic calendar issued by the University, it is decided to conduct first internal test of B. Tech students as per the revised dates as shown below.

Course	Semester	First Internal Test date
B. Tech	S4	20 th March 2023- 29 th March 2023
	S6	20 th March 2023- 28 th March 2023
	S8	20 th March 2023-23 rd March 2023

It is also decided to conduct College sports meet on 18th March 2023, as it is learnt that the University sports meet is being scheduled on 25th March 2023.

HoD/AG (3)/2023 - Item No:3 Contribution to Heritage Museum

Council decided to intimate all staff members of SJ CET to voluntarily contribute technical/culture related antique items to the college Heritage Museum.

HoD/AG (4)/2023 - Item No:4 Consolidation of Faculty feedback to University regarding curriculum revision 2023

Principal had circulated the feedback form on B. Tech curriculum revision issued by the University to all UG departments for discussion and consolidation at department level. The feedbacks from all departments were analysed and consolidated in the meeting. The final report was prepared for onward communication to the University.

The meeting came to an end by 12.45 pm.

Choondacherry,
28th February 2023.




PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 28th March 2023

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P. Devassia, Principal
4. Dr. Madhukumar.S., Vice Principal
5. Dr.Ignatius Korah, HoD S&H
6. Prof. Anish Augustine, HoD MCA
7. Prof. Rosin C Jacob, Representing MBA
8. Dr. Binoy Baby, HoD, ME
9. Dr. Joby P.P., HoD CSE
10. Dr.Ginu Ann George, HoD EEE
11. Prof. Ance Mathew, HoD CE
12. Dr. Arun.P, HoD, ECE
13. Dr. Deepa.V., HoD, AD
14. Prof. Shilpa Lizbeth George, Representing ES
15. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 10.30 am at St. Joseph's block seminar room

HoD/AG (1)/2023 - **Item No:1 Confirmation of the minutes of the meeting held on 28/03/2023**

The council considered and approved the minutes of the meeting held on 28th March 2023 and reviewed the action taken status.

Principal informed that after discussing with the college union, the Sargam 2023 arts festival has been finalized to conduct during 19th-20th April 2023.

HoD/AG (2)/2023 - **Item No:2 Regarding collecting details of entrepreneurs of alumni from each department**

It is noticed that the available alumni entrepreneurs' database is incomplete. Hence the principal directed HoDs to collect the details of entrepreneurs of alumni from each department through alumni coordinator of the respective department and hand it over on or before 18th April 2023.

HoD/AG (3)/2023 - Item No:3 Regarding submission of EOI to undertake skill courses under "One constituency- One Institution"

Council decided to submit EOI to undertake skill courses under "One constituency- One Institution" on 5th April 2023. All departments are directed to propose courses for funding from the Kerala development innovation strategic council (K-DISC).

HoD/AG (4)/2023 - Item No:4 Suspension of classes on 5/4/2023(AN)

In connection with Holy week, council decided to suspend the regular classes during 5/4/2023 AN.

HoD/AG (5)/2023 - Item No:5 Conduct of project exhibition

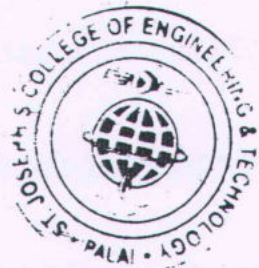
Members discussed about the possibility of conducting an exhibition of the final year project works, as done during pre-covid days. However due to staggered academic calendar, it was decided not to conduct the same as all the students except the final semester students are having vacation during May. However, it was tentatively decided to organize "CYNOSURE-2023" event somewhere around September after ascertaining the convenience.

HoD/AG (6)/2023 - Item No:6 New admission goal

Chairman requested cooperation from all staff members to improve the admission in the forthcoming academic year, with good quality students.

Choondacherry,

4th April 2023.




PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 25th April 2023

Members Present

1. Rev. Fr. Mathew Koramkuzha, Manager, SJ CET
2. Dr.V.P. Devassia, Principal
3. Dr.Ignatius Korah, HoD, S&H
4. Prof. Anish Augustine, HoD, MCA
5. Dr. Ajith K Thomas, HoD, MBA
6. Dr. Binoy Baby, HoD, ME
7. Dr. Joby P.P., HoD, CSE
8. Dr.Ginu Ann George, HoD, EEE
9. Fr.Dr.Bennet Kuriakose, Representing CE
10. Dr. Arun.P, HoD, ECE
11. Dr. Deepa.V., HoD, AD
12. Dr. Giby Jose, HoD, ES
13. Dr. George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 4.00 pm at St. Joseph's block seminar room

HoD/AG (1)/2023 - Item No:1 Confirmation of the minutes of the meeting held on 4/04/2023

The council considered and approved the minutes of the meeting held on 4th April 2023 and reviewed the action taken status.

HoD/AG (2)/2023 - Item No:2 2nd internal test of B. Tech S8 students

It is decided to conduct 2nd internal test of B. Tech S8 students from 16th May 2023 onwards. Detailed timetable will be published soon.

HoD/AG (3)/2023 - Item No:3 Merit day of 2023 graduating students

It is decided to conduct college merit day of 2023 graduating students tentatively in the last week of May 2023(preferably on 27th or 29th of May 2023).

HoD/AG (4)/2023 - Item No:4 Regarding disposal of e-waste from the respective departments

Principal directed HoDs to collect the details of e-waste in the stock of various departments and make the necessary steps to dispose the e-waste following the scrap policy of SJ CET.

HoD/AG (5)/2023 - Item No:5 Regarding conducting of placement training of 2024 passing out students

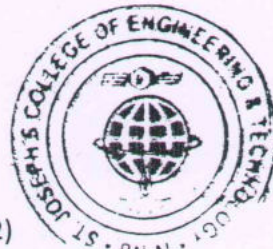
Council decided to conduct appropriate placement training for the 2024 graduating students and entrusted the placement officer to prepare placement training schedule and make necessary arrangements.

HoD/AG (6)/2023 - Item No:6 Augmenting library resources for the forthcoming odd semester

It is decided to circulate the indent form for suggesting purchasing ^{of} new books/increase of number of volumes for the forthcoming odd semester. HoDs were informed about the online training programme on effective utilization of library resources scheduled on 27/4/2023 and requested to encourage students and staff members for the maximum participation.

The meeting came to an end by 5.15 pm.

Choondacherry,
25th April 2023.




PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 24th May 2023

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P. Devassia, Principal
4. Dr.Ignatius Korah, HoD, S&H
5. Prof. Anish Augustine, HoD, MCA
6. Dr. Suma Mathew, Representing MBA
7. Dr. Binoy Baby, HoD, ME
8. Dr. Joby P.P., HoD, CSE
9. Dr.Ginu Ann George, HoD, EEE
10. Prof.Arice Mathew, HoD CE
11. Dr. Arun.P, HoD, ECE
12. Dr. Deepa.V., HoD, AD
13. Dr. Giby Jose, HoD, ES
14. Dr Sruthy.S, HoD in Charge, CY
15. Dr.George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.30 am at St. Joseph's block seminar room

HoD/AG (1)/2023 - Item No:1 Confirmation of the minutes of the meeting held on 4/04/2023

The council considered and approved the minutes of the meeting held on 9th May 2023 and reviewed the action taken status.

Council decided to organize farewell for graduating students on 26th May 2023 at 10.30 am.

HoD/AG (2)/2023 - Item No:2 First internal test of B. Tech S2 students

The first internal test of B. Tech S2 students will be conducted from 8th June 2023 to 14th June 2023. Detailed timetable will be published soon.

HoD/AG (3)/2023 - Item No:3 Regarding updating of built up area drawings of the college

It is decided to update the built-up area drawings of the college. HoD(CE) was entrusted to take necessary action.

HoD/AG (4)/2023 - Item No:4 Regarding second internal audit of even semester 2023

It is decided to conduct second internal audit of even semester 2023 from 8th June 2023 to 14th June 2023. The detailed schedule will be published later.

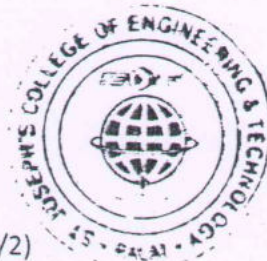
HoD/AG (5)/2023 - Item No:5 Regarding E-waste disposal

Principal reviewed the status of E-waste disposal initiation in different departments and directed to expedite action in view of ISO 14001 certification.

Chairman congratulated the staff members who had given whole hearted support during the event organized for Sunday school teachers of Palai diocese and also for Mathruvedi-Pithruvedi gathering.

Choondacherry,

24th May 2023.




PRINCIPAL

Minutes of the meeting of the Heads of the Departments held on 13th June 2023

Members Present

1. Rev.Fr.Dr. Joseph Maleparambil, Chairman, SJCET
2. Rev. Fr. Mathew Koramkuzha, Manager, SJCET
3. Dr.V.P. Devassia, Principal
4. Dr.Ignatius Korah, HoD, S&H
5. Prof. Anish Augustine, HoD, MCA
6. Dr. Ajith K Thomas, HoD MBA
7. Dr. Binoy Baby, HoD, ME
8. Dr. Joby P.P., HoD, CSE
9. Dr.Ginu Ann George, HoD, EEE
10. Prof.Ance Mathew, HoD CE
11. Dr. Arun.P, HoD, ECE
12. Dr. Deepa.V., HoD, AD
13. Dr. Giby Jose, HoD, ES
14. Dr Sruthy.S, HoD in Charge, CY
15. Dr.George Tom Varghese, HoD, EI

The meeting of HoDs commenced at 11.00 am at St. Joseph's block seminar room

HoD/AG (1)/2023 - Item No:1 Confirmation of the minutes of the meeting held on 24/05/2023

The council considered and approved the minutes of the meeting held on 24th May 2023 and reviewed the action taken status.

HoD/AG (2)/2023 - Item No:2 Regarding merit day of 2023 graduating batch

It is decided to distribute course and conduct certificate to the eligible graduating students of 2023 batch in the merit day along with medal and memento. HoDs were directed to report details of students having FE category courses immediately.

HoD/AG (3)/2023 - Item No:3 Regarding Alumni registration form of 2023 graduating students

Along with the submission of no dues form, the graduating 2023 batch students are expected to submit the alumni registration form also. The HoDs may hand over the registration forms to the SJCETPAAN office bearers for further action.

HoD/AG (4)/2023 - Item No:4 Regarding updating of website for NAAC

HoDs were directed to entrust the charge officers and coordinators of various forums, from their department to go through the website of the college and submit the modifications/corrections and comments pertaining to their area of activity to web@sjcetpalai.ac.in on or before 20th June 2023 for updating the website contents.

HoD/AG (5)/2023 - Item No:5 Rev. Fr. Jeethu Mathew assigned with the supervisory charges of software development centre

Principal informed that the chairman SJCET has assigned the supervisory charges of software development centre, SJCET to Rev. Fr. Jeethu Mathew, Assistant Professor, MCA. Hence any activity to be carried out by the SDC has to be hereafter routed through him.

HoD/AG (6)/2023 - **Item No:6** Regarding virtual lab utilization in SJCET.

Council decided to encourage faculty members to utilize virtual lab facility offered by NIT Surathkal to the extent possible. For any clarifications, faculty members can contact Dr. Rajesh Baby, Associate Professor, ME.

Principal informed that due to emergency, an interim meeting of UG-HoDs was convened on 9/6/2023 at 10.00 am to review the status of syllabus coverage and to schedule the second series of internal examinations/ end semester internal lab examinations for B. Tech S4 and S6, particularly due to special supplementary exams announced by the university in between. Hence the internal examinations were accordingly scheduled from 14th June 2023 to 21st June 2023 and the retests for the eligible students to be conducted from 22nd June 2023 to 27th June 2023.

The meeting came to an end by 12.45 pm

Choondacherry,

13th June 2023.


PRINCIPAL