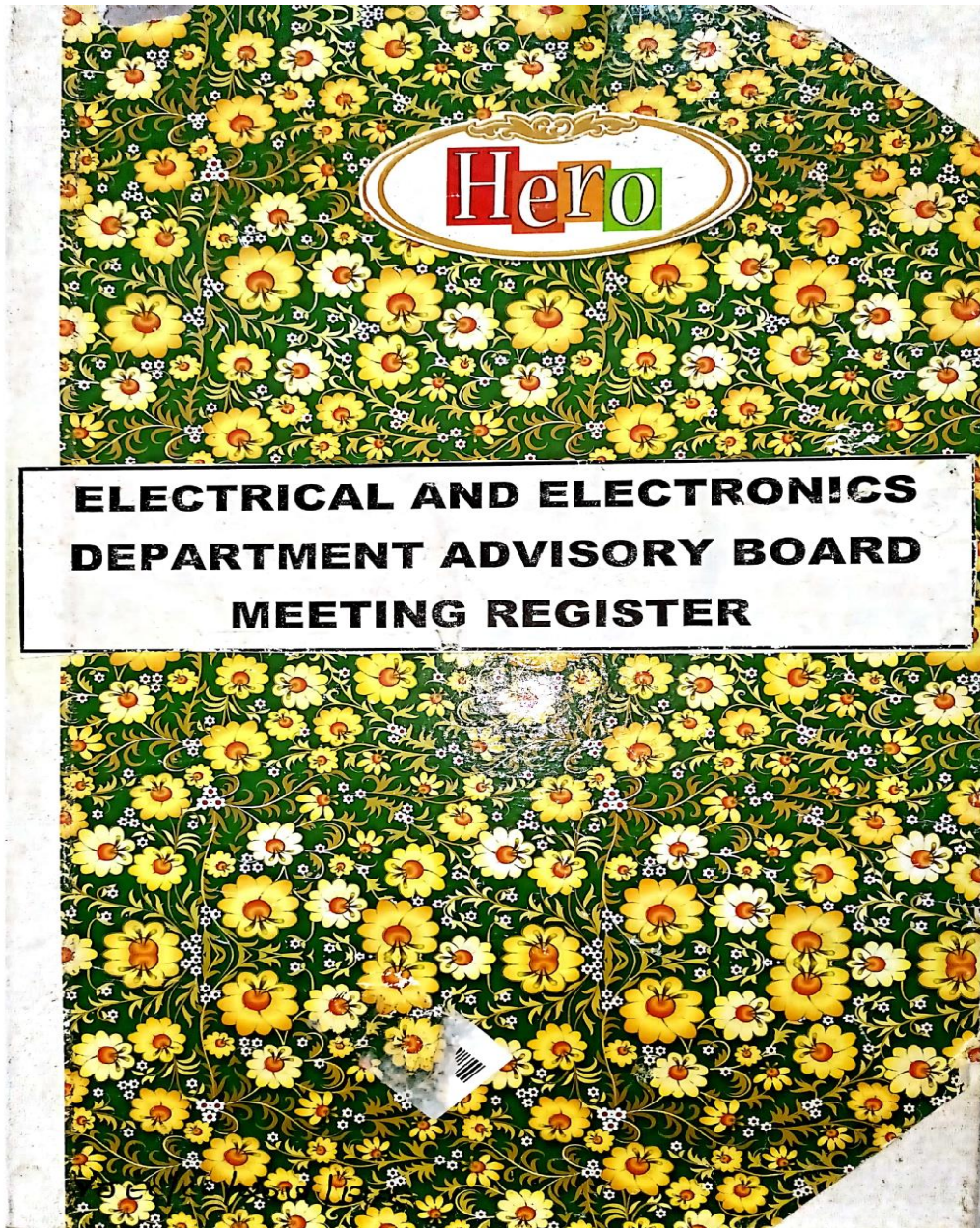


Advisory Meeting Order and Minutes



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OFFICE ORDER- 06/2019**Sub: Appointment of Senior Faculty Advisors (SFA) S1 B.Tech**

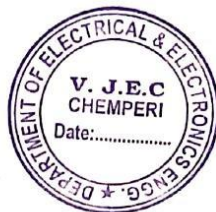
The following staff members are appointed as Senior Faculty Advisors (SFA) for the S1 B.Tech 2019 classes as shown against each.

Branch and Section	Name of the Senior Faculty Advisor
CE A	Mr Linjesh Sebastain
CE B	Ms Hridaya P
ME A	Mr.Shaminmuth
ME B	Mr. Midhun Mukundan
CS A	Mr. Jilson P. Jose
CS B	Ms. Vidhya SS
EC	Ms.Shimna P.K
EE	Ms.Tinu Francis
EI	Ms Jinsa Mathew

[Handwritten Signature]
Principal
22/10/19

Distribution

1. The Manager
 2. The Bursar
 3. The Administrator
 4. All HOD's
 5. SFA Concerned
- } For kind information



[Handwritten Signature]
LALY JAMES
HOD EEE, VJEC

04.07.2019

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S1 EEE AY 2019-20

Advisory board meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule ,completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty parents and students.

Advisory meeting members for S1 EEE AY 2019-20

1. *Senior faculty Advisor* – Ms. Tinu Francis, AP,EEE
2. *Faculty Advisor* – Ms. Jyothi Joseph
3. *Faculty Members*

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
MA101	Linear algebra & Calculus	Ms.Ankitha sebastian
CYT100	Engineering Chemistry	Ms.Soumya John
EST100	Engineering Mechanics	Mr.Binoy Poili
EST 120	Basics of civil and mechanical engineering	Ms. Sigi Thomas ,Mr. Appu Kurian
HUT 101	Life skill	Ms.Jyothi Joseph
CYL 120	Engineering Chemistry Lab	Dr.Sikha Suren
ESL 120	Civil and Mechanical Workshop	Mr.Appu Kurian,Ms.Poornima

4. *Student representatives* : Class representatives and student representatives (minimum 9 numbers)
Class representatives: Mr. Ajith Saji
Ms. Roma Ullas

SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.



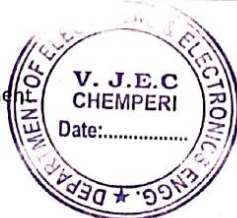
VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI - 670832, KANNUR D.T., KERALA

An ISO 9001 : 2008 Certified Institution

Advisory Committee Meeting Report		
Branch, Semester and Section	S1 EEE	
Date and time of meeting	2/8/19	
Date of previous meeting	-	
Action points carried over from previous meeting	-	
Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.		
Action point	Responsible person	Action taken
Requirement of textbooks for subjects	Tutors	Enquired in library about date of availability
Requirement additional notes for mechanical engineering subject	Subject faculty	Gave notes
General observations and comments on the course	NIL	
Names and signatures of student members	1. Ajith Saji 2. Joel M. Jacob 3. Albin Saji 4. Roma Ullas 5. Ashlyn Wilson 6. Renitha Ramakrishnan 7. Amal Barkat 8. Sreyas Devan 9. Divya K.B	
Names and signatures of the faculty members	Binay.P Jyothi Joseph Ankita Sebastian Sigi Thomas Poornima Pradeep	
Name and signature of Senior Faculty Advisor	Vini Francis	

3/8/19
Head of the Department



Principal



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA

An ISO 9001 : 2008 Certified Institution

Advisory Committee Meeting Report		
Branch, Semester and Section	S1 EEE	
Date and time of meeting	15/10/19	
Date of previous meeting	2/8/19	
Action points carried over from previous meeting	Issued text books, given notes	
Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.		
Actionpoint	Responsible person	Action taken
To divide students into 7 groups under the leadership of a bright student to promote group study	Tutors	Divide into groups and selected leader for each groups
Contact parents of students who are not attending booster class	Tutors	Telephonically enquired
Promoted students to personal doubt clearance during intervals	Subject faculties	Informed subject faculties
General observations and comments on the course	NIL	
Names and signatures of student members	1. Ajith Saji 2. Joel M 3. Albin Saji 4. Roma Ulas 5. Ashlyn Wilson 6. Renitha Ramakrishnan 7. Amal Bhaskar 8. Sayoj Devar 9. Durin K.B	
Names and signatures of the faculty members	Binay.P Jyothi Joseph Anika Sebastian Sigi Thomas Poorvima Pradeep	
Name and signature of Senior Faculty Advisor	Claire Francis	

16/10/19
 Head of the Department



Principal

30.12.2019

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S2 EEE AY 2019-20

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule ,completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty parents and students.

Advisory meeting members for S2 EEE AY 2019-20

1. *Senior faculty Advisor* – Tinu Francis, AP,EEE
2. *Faculty Advisor* – Jyothi Joseph
3. *Faculty Members*

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
MAT 102	VECTOR CALCULUS, DIFFERENTIAL EQUATIONS AND TRANSFORMS	Ms.Siji P
HT 100	ENGINEERING PHYSICS A	Mr.Jomy Jose
ST 110	ENGINEERING GRAPHICS	Mr.Midhun Mukundhan
T 130	BASICS OF ELECTRICAL & ELECTRONICS ENGINEERING ENGG	Ms.Reema Mathew, Ms.Tinu Francis
T 102	PROGRAMING IN C	Ms.Indulekha K M
IN 102	PROFESSIONAL COMMUNICATION	Mr.Dhanoj Mohan
L 120	ENGINEERING PHYSICS LAB	Mr.Jomy Jose
130	ELECTRICAL & ELECTRONICS WORKSHOP WORKSHOP	Ms.Lipina Gopal/Mr.Shinu M

4. *Student representatives* : Class representatives and student representatives (minimum 9 numbers)

Class representatives: Mr. Ajith Saji, Ms. Roma Ullas

SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.




LALY JAMES
HOD EEE, VJEC



Advisory Committee Meeting Report

Branch, Semester and Section	EEE, S2
Date and time of meeting	28/01/2020
Date of previous meeting	15/10/19 (of S1)
Action points carried over from previous meeting	NIL

Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.





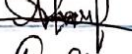









<i>Action point</i>	<i>Responsible person</i>	<i>Action taken</i>
Requested to reduce the speed of classes of EST 102 programming course	Subject faculty	Conveyed to faculty and she will take class with less speed
Satisfactory response about class handling of all other courses	-	-
Some students have to get electronics lab record	Tutor	Enquired in library and they will distribute before next lab
Lack of availability of seats in college bus going to kannur	Tutor	Enquired with bus manager he told about discussing with management and reaching a solution
Enquired about Textbook money collected for chemistry text which was not distributed in last semester	Tutor	Discussed with account office
General observations		

M. Princy Francis
 Senior Faculty
 Adviser









John
 HoD EEE





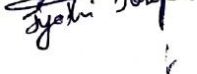
Signature of Student Representatives

Aswanth Rameshan		
Pranav. T.V		Crook. Arifil 
Abhinav. V		
Akhil George		
ASIN MATHEO JOSEPH		
Albin Saji		
Vishnu Sreekumar. Km		
Vaishali. Prabhakaran		
SAYOBI DEWAN		
Ajith Saji		
P. Roma Ulan		
Aleena Jaison		
Neyal Jose		

Signature of faculty Members

Reema Mathew		(Electronics EST130)
DHANOS.M		(HUN102)
Dripma (nopal) M		(ESL130) - Electrical workshop
Indulekha. km		(EST102)
Tim Francis		(EST130 - Electrical)
Tommy Jose		(PAT -
S.S.P.		(MAT102)
Shinu. m.m		(ESL130 - Electronics workshop)
Reena		

Senior Faculty Advisors
 Tim Francis


Faculty Advisors

 John Joseph




VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA












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2nd Advisory Committee Meeting Report




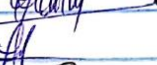


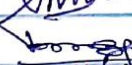


Branch, Semester and Section	EEE, S2		
Date and time of meeting	25/02/2020		
Date of previous meeting	28/01/2020		
Action points carried over from previous meeting	NIL		
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>			
Action point	Responsible person	Target Date	
Has to take actions for improving marks in C programming subject	Subject faculty	26/02/2020	
Requested for additional classes for subjects with less pass percentage	Subject faculties	26/02/2020	
Complained about difficulty in travel in bus no.1 to Thaliparamb	Tutor	3/2/2020	
General observations	<ul style="list-style-type: none">• Head of department advised students to control the phone usage to improve their academic performance.• Pointed out about the need for full pass and 70% marks for better placements		

*Head of Department
Tutor
Senior Faculty Advisor*






Signature of Student Representatives

Ajith Saji	
Aroal Bhaskar	
Hrithwik Sreejith	
ELTTIN JOX	
DILNA MARIA SHIBU	
Dwithi Shwakkumar	
SAVIO DEVAN	
AJIN MATHEO JOSEPH	
P. Rama - Ullas	
Kiran Joseph	
Joel M Jacob	

Signature of Parent Representatives

Lissy Joseph	
Bincy Joseph	
Sulthi Sreedekumar	
K.L. Tomy	
JOY. M. K	
Janesh Kumar	
SHEENA. K.V	
Wilson Joseph	
JACOB JOSEPH	

Signature of Faculties.

Tomy Jose	
Shinu. m. m	
S.J.I. P	
Indulekha. kers	
Reema Matheo	



VIMAL JYOTHI
ENGINEERING COLLEGE
 JYOTHI NAGAR, CHEMAPERI - 670632, KANNUR D.T., KERALA
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ACTION TAKEN REPORT OF 2ND ADVISORY MEETING

Branch, Semester and Section	EEE, S2
Date and time of meeting	25-02-2020
<i>Action point</i>	<i>Action taken</i>
Has to take actions for improving marks in C programming subject	Booster classes are arranged
Requested for additional classes for subjects with less pass percentage	Booster classes are arranged for three subjects
Complained about difficulty in travel in bus no.1 to Thaliparamba	Informed management

H. S. S. S. S. S.
Senior Advisor

RENITHA . R	<i>Renitha</i>
ALEENA . J	<i>Aleena</i>
AJITH . S	<i>Ajith</i>
M. ZIJAH	<i>Zija</i>

22.09.2020

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S3 EEE AY 2020-2021

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule ,completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S3 EEE AY 2020-2021

1. Senior faculty Advisor – Tinu Francis, AP,EEE
2. Faculty Advisor – Jyothi Joseph
3. Faculty Members

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
MAT 201	Partial Differential Equations& Complex Analysis	Ms.Ammu Jose
EET 201	Circuits And Networks	Mr.Jijo Joseph
EET 203	Measurements & Instrumentation	Mr.C K Dinesh
EET 205	Analog Electronics	Ms.Lipina Gopal
EST 200	Design & Engineering	Ms.Jyothi Joseph
MCN 201	Sustainable Engineering	Dr Justin Sunil Dhas
EEL201	Circuits & Measurements Lab	Ms. Tinu Francis / Ms.Shelma George
EEL 203	Analog Electronics Lab	Mr.Binil Kumar K / Ms Sudharsana Vijayan

4. Student representatives : Class representatives and student representatives (minimum 9 numbers)

Class representatives: Mr. Ajith Saji
Ms. Roma Ullas


Other student Representatives:

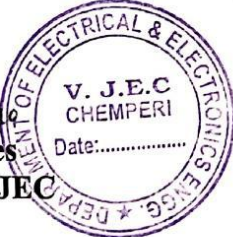
Dilna Maria Shibu
Dwithi Shivakumar
Abdul Jabbar Younus
Divin K B
Elttin Joy
Amal Bhaskaran
Ajin Mathew
Aswanth Ramesh
John Tomy

5. Parent Representatives

Shivakumar P
Sheeja K S
Tomy K L

**SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.


22/9/2020
Ms. Laly James
HOD , EEE, VJEC




22/9/2020
Dr. Benny Joseph
Principal, VJEC



1st Advisory Committee Meeting Report

Branch, Semester and Section	EEE,S3
Date and time of meeting	25/09/2020 at 1.00 PM
Date of previous meeting	-
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about portion completion of each subject.

Subject code	Subject	Portion completion status
MAT 201	Partial Differential Equations & Complex Analysis	2 modules
EET 201	Circuits And Networks	2 modules
EET 203	Measurements & Instrumentation	1.45 modules
EET 205	Analog Electronics	1.75 modules
EST 200	Design & Engineering	2 modules
MCN 201	Sustainable Engineering	1.75 modules
EEL201	Circuits & Measurements Lab	7 experiments
EEL 203	Analog Electronics Lab	5 experiments

2. Students and parent representative requested for recorded video classes and to reduce the pace of class if possible for subject measurements and instrumentation.
3. Students requested for more problems for subject circuits and networks
4. Students discussed about their difficulty in understanding lab sessions through online sessions as they are missing hands on sessions in laboratory.
5. HOD pointed out that students have to work hard for the subject circuits and networks and analog electronics to get good marks. Also advised students to stay safe and avoid unnecessary travels in this pandemic situation.

MEETING LINK -

https://drive.google.com/file/d/1aO9Ho5VddoXDhVpfay_wMYmPrfdiHAp/view?usp=sharing

Faculty representatives

Ms.Laly James (HOD EEE)
Ms. Tinu Francis
Ms. Jyothi Joseph
Ms.Ammu Jose
Mr.Jijo Joseph
Mr.C K Dinesh
Ms.Lipina Gopal
Ms.Jyothi Joseph
Dr Justin Sunil Dhas
Ms.Shelma George
Mr.Binil Kumar K
Ms Sudharsana Vijayan

Parent representatives

Shivakumar P
Sheeja K S

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30/9/2020

Ms. Tinu Francis
Senior faculty advisor

Student representatives

Ajith Saji
Roma Ullas
Dilna Maria Shibu
Dwithi Shivakumar
Abdul Jabbar Younus
Divin K B
Elttin Joy
Amal Bhaskaran
Ajin Mathew
Aswanth Ramesh
John Tomy

[Handwritten signature]
30/9/2020

Ms. Jyothi Joseph
faculty advisor

[Handwritten signature]
30/9/2020
Ms. Laly James
HOD,EEE Department, VJEC



[Handwritten signature]
30/9/2020
Dr.Benny Joseph
Principal, VJEC



1st Advisory Committee Meeting Action Taken Report

Branch, Semester and Section	EEE, S3
Date and time of meeting	25/09/2020 at 1.00 PM
Date of previous meeting	-
Action points carried over from previous meeting	nil

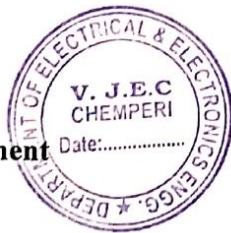
ACTION TAKEN REPORT

Action point	Action Taken
Request for recorded video of online class sessions of subject measurements and instrumentation	Informed the faculty and faculty will be giving the recordings from next class onwards
Requested for more problems for subject circuits and networks	Informed the faculty and faculty will be giving more problems as homework and more problems will be shared with students
Difficulty in understanding lab sessions through online sessions	After the starting of offline class all experiments will be illustrated and hands on experience will be given to students in lab

*Handwritten signature: Francis
 Senior Faculty Advisor
 EEE*

*Handwritten signature: Benny Joseph
 Faculty Advisor
 EEE*

*Handwritten signature: Laly James
 30/9/2020*
Ms. Laly James
HOD, EEE Department
VJEC



Handwritten signature: Benny Joseph
Dr. Benny Joseph
Principal, VJEC



2020-2021 academic year

2nd Advisory Committee Meeting Report

Branch, Semester and Section	EEE,S3
Date and time of meeting	10/12/2020, 3.30 pm
Date of previous meeting	25/09/2020
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about portion completion of each subject. Almost all subject are in completed status
2. Students requested for notes of 4th and 5th module for subject measurements and instrumentation.
3. Students pointed about the difficulty in understanding of analog electronics experiments through online mode. HOD and subject handling staff told them about better understanding of practical experiments will be possible through offline lab sessions.
4. Parents shared their satisfaction about the conduction of online class.
5. HOD and faculty advisors advised them to cooperate with revision classes and necessity of student's effort for performance in offline exams.

Recording Link of 2nd advisory board meeting -

https://drive.google.com/file/d/1rmvYNp8pNO_eel7QEEdgQ0E1XojIAVj2W/view?usp=sharing

MEMBERS ATTENDED

Faculty representatives

Ms.Laly James (HOD EEE)
Ms. Tinu Francis
Ms. Jyothi Joseph
Ms.Ammu Jose
Mr.Jijo Joseph
Mr.C K Dinesh
Ms.Lipina Gopal
Ms.Jyothi Joseph
Dr Justin Sunil Dhas
Ms.Shelma George
Mr.Binil Kumar K
Ms Sudharsana Vijayan

Student representatives

Ajith Saji
Roma Ullas
Dilna Maria Shibu
Dwithi Shivakumar
Abdul Jabbar Younus
Divin K B
Elttin Joy
Amal Bhaskaran
Ajin Mathew
Aswanth Ramesh
John Tomy

Parent representatives

Shivakumar P
Sheeja K S

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16/12/2020

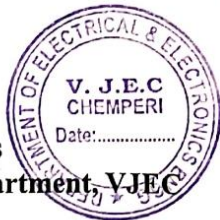
Ms. Tinu Francis
Senior faculty advisor

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16/12/2020

Ms. Jyothi Joseph
faculty advisor

[Handwritten signature]
16/12/2020

Ms. Laly James
HOD, EEE Department, VJEC



[Handwritten signature]
Dr. Benny Joseph
Principal, VJEC




2020 -2021 academic year

2nd Advisory Committee Meeting Action Taken Report


Branch, Semester and Section	EEE, S3
Date and time of meeting	10/12/2020, 3.30 pm
Date of previous meeting	25/09/2020 at 1.00 PM
Action points carried over from previous meeting	nil

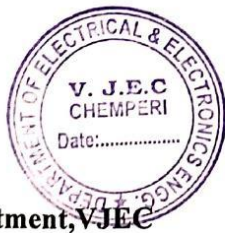
ACTION TAKEN REPORT

Action point	Action Taken
requested for notes of 4 th and 5 th module for subject measurements and instrumentation	Intimated the faculty through mail to provide notes in google classroom .Also to add HOD as co teacher to verify the updating.
Difficulty in understanding lab sessions through online sessions	After the starting of offline class all experiments will be illustrated and hands on experience will be given to students in lab


 Ms. Tinu Francis
 Senior Faculty advisor


 Ms. Jyothi Joseph
 Faculty advisor


 16/12/2020
 Ms. Laly James
 HOD, EEEDepartment, VJEC




 16/12
 Dr. Benny Joseph
 Principal, VJEC



2020 -2021 academic year

3rd Advisory Committee Meeting Action Taken Report

Branch, Semester and Section	EEE,S3
Date and time of meeting	25/02/2021, 2.30 pm (EEE Staff Room)
Date of previous meeting	10/12/2020 at 3.30 PM
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. All students have minimum of 35 marks for all subject.
2. All students have minimum attendance of 90 percentages.
3. Subject Faculty are satisfied with student performance

MEMBERS ATTENDED

Ms.Laly James (HOD EEE)

Ms. Tinu Francis

Ms.Ammu Jose

Dr Justin Sunil Dhas


Mr.Binil Kumar K


Ms. Jyothi Joseph


Mr.Jijo Joseph

Ms.Shelma George


Ms Sudharsana Vijayan


Ms. Tinu Francis
Senior Faculty advisor


Ms. Jyothi Joseph
Faculty advisor


Ms. Laly James
HoD,EEE Department, VJEC




Dr. Benny Joseph
Principal, VJEC

3rd Advisory Committee Meeting Action Taken Report

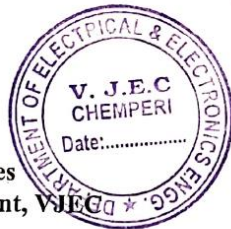
Branch, Semester and Section	EEE,S3
Date and time of meeting	25/02/2021, 2.30 pm (EEE Staff Room)
Date of previous meeting	10/12/2020 at 3.30 PM
Action points carried over from previous meeting	nil

ACTION TAKEN REPORT

Action point	Action Taken
S3 EEE Internal Mark finalization	Final sessional marks are circulated in students group, parents group and students are satisfied with the same.
	Internal mark is published in notice board.



Ms. Laly James
HoD, EEE Department, VJEC



Dr. Benny Joseph
Principal, VJEC

03.05.2021

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S4 EEE AY 2020-2021

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule ,completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S4 EEE AY 2020-2021

1. Senior faculty Advisor – Jyothi Joseph, AP,EEE
2. Faculty Advisor – Swathi Chandra M. T, A.P, EEE
3. Faculty Members

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
MAT 204	PROBABILITY, RANDOM PROCESSES AND NUMERICAL METHODS	Ms. Vineethamol Abraham
EET 202	DC MACHINES AND TRANSFORMERS	Ms.Laly James
EET 204	ELECTROMAGNETIC THEORY	Ms. Amrutha Maria
EET 206	DIGITAL ELECTRONICS	Ms. Indulekha K M
HUT 200	PROFESSIONAL ETHICS	Ms.Jyothi Joseph
MCN 202	CONSTITUTION OF INDIA	Ms.Swathi chandra M T
EEL 202	ELECTRICAL MACHINES LAB I	Ms.Athira M Thomas / Ms.Shelma George
EEL 204	DIGITAL ELECTRONICS LAB	Mr.Jithin James / Ms.Grace John M
CET 286	CLIMATE CHANGE AND HAZARD MITIGATION	Ms. Indu T
CST 282	PROGRAMMING METHODOLOGIES	Ms. Tintu Devasia
CST 284	MATHEMATICS FOR MACHINE LEARNING	Mr. Ansil Nazar
MET 286	MANUFACTURING TECHNOLOGY	Mr. Deepak Kumar
EET292	NETWORK ANALYSIS AND SYNTHESIS	Mr. Jijo Joseph

4. Student representatives : Class representatives and student representatives (minimum 9 numbers)

Class representatives: Mr. Ajith Saji
Ms. Roma Ullas

Other student Representatives:

Ms. Dilna Maria Shibu
Mr. Abdul Jabbar Younus
Ms. Ashlyn Wilson S
Mr. Amal Bhaskaran
Mr. Ajin Mathew Joseph
Mr. Pranav T V
Mr. Aswanth Ramesh
Mr. Nakul Ganesh
Ms. Amritha P

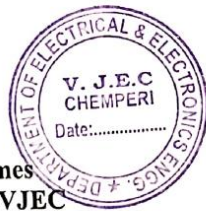
5. Parent Representatives

Mrs. Sheeja K S
Mrs. Reena Shibu

**SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.



Ms. Laly James
HOD , EEE, VJEC



Dr. Benny Joseph
Principal, VJEC



2020 -2021 academic year

First Advisory Committee Online Meeting Minutes	
Branch, Semester and Section, meeting link	EEE,S4, sna-nkiu-ycz
Date and time of meeting	25/05/2021, 3.00 pm
Date of previous meeting	-
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about the courses in S4 EEE.

SUBJECT CODE	SUBJECT NAME	REMARKS
MAT 204	Probability, Random Processes And Numerical Methods	<ul style="list-style-type: none">• 1st module completed• Students are satisfied with the class.
EET 202	Dc Machines And Transformers	<ul style="list-style-type: none">• 2nd module running• Students are satisfied with the class.
EET 204	Electromagnetic Theory	<ul style="list-style-type: none">• 2nd module running• Students are satisfied with the class.
EET 206	Digital Electronics	<ul style="list-style-type: none">• 2nd module running• Students are satisfied with the class and problems solved.
HUT200	Professional Ethics	<ul style="list-style-type: none">• 1st module completed• Students are satisfied with the class.
MCN 202	Constitution Of India	<ul style="list-style-type: none">• 1st module running.• Students are satisfied with the class.
EEL 202	Electrical Machines Lab I	<ul style="list-style-type: none">• 4 experiments completed• Students are satisfied with the explanations.
EEL 204	Digital Electronics Lab	<ul style="list-style-type: none">• Yet to start lab.• Only after the completion of 2nd module of digital electronics, lab will be starting
EET292	Network Analysis And Synthesis	<ul style="list-style-type: none">• 1st module running.• Students are satisfied with the class.



CST 282	Programming Methodologies	<ul style="list-style-type: none"> • 1 module running. • Students are satisfied with the class.
CST 284	Mathematics For Machine Learning	<ul style="list-style-type: none"> • 1 module running. • Students prefer solving problems in the class instead of taking presentations.
MET 286	Manufacturing Technology	<ul style="list-style-type: none"> • 1 module running. • Students are satisfied with the class.

1. Students requested more problems solving in the class for subject Mathematics for Machine Learning (CST 284).
2. Students informed faculty to pay attention to chat box while asking questions during class time.
3. Students requested to ask more questions during class.
4. Discussed regarding online class during power cut due to maintenance/ rain.

Faculty representatives

Ms.Laly James (HOD, EEE)
 Ms. Jyothi Joseph
 Ms.Swathi Chandra M. T
 Ms.Vineethamol Abraham
 Mr.Jijo Joseph
 Ms. Amrutha Maria Mathew
 Ms.Athira M Thomas
 Ms.Shelma George
 Mr.Jithin James
 Ms Grace John


Student representatives

Mr.Ajith Saji
 Ms. Roma Ullas
 Mr. Abdul Jabbar Younus
 Ms. Ashlyn Wilson S
 Mr. Amal Bhaskaran
 Mr. Ajin Mathew Joseph
 Mr. Pranav T V
 Mr. Nakul Ganesh
 Mr. Aswanth Ramesh
 Ms. Amritha P

Parent representatives


Ms. Reena Shibu
 Ms. Sheeja K S

Ms. Jyothi Joseph
 Senior faculty advisor


 Ms. Swathi Chandra M. T
 Faculty advisor

Ms. .Laly James
 HoD, EEE Department



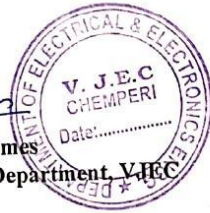

 Dr. Benny Joseph
 Principal, VJEC



ACTION TAKEN REPORT

ACTION POINT	ACTION TAKEN
Students prefer solving problems in the class instead of taking presentations for CST 284(machine learning)	<ul style="list-style-type: none">• Informed course leader.• Doubts will be cleared and assistance will be given for the necessary after class hours.
Students informed faculty to pay attention to the chat box while asking questions during class time.	<ul style="list-style-type: none">• Informed course leader and will do from next class
Students requested to ask more questions during class.	<ul style="list-style-type: none">• Informed course leader and will do from next class

Ms. Laly James
HoD, EEE Department, VJEC



Dr. Benny Joseph
Principal, VJEC



2020 -2021 academic year

Second Advisory Committee Online Meeting Minutes	
Branch, Semester and Section, meeting link	EEE,S4, https://meet.google.com/vut-pbih-wpp
Date and time of meeting	07/09/2021, 5.00 pm
Date of previous meeting	25/05/2021
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about the courses in S4 EEE.

SUBJECT CODE	SUBJECT NAME	REMARKS
MAT 204	Probability, Random Processes And Numerical Methods	<ul style="list-style-type: none">• 5th module is ongoing.• Students are satisfied with the class.• Notes are given
EET 202	Dc Machines And Transformers	<ul style="list-style-type: none">• 5th module is ongoing.• Students are satisfied with the class.• Numerical problems are worked out in special class.
EET 204	Electromagnetic Theory	<ul style="list-style-type: none">• 5th module is ongoing.• Students are satisfied with the class.
EET 206	Digital Electronics	<ul style="list-style-type: none">• 5th module is ongoing.• Students are satisfied with the class and problems solved.
HUT200	Professional Ethics	<ul style="list-style-type: none">• 4th module is ongoing.• Students are satisfied with the class.
MCN 202	Constitution Of India	<ul style="list-style-type: none">• 4th module is ongoing.• Students are satisfied with the class.
EEL 202	Electrical Machines Lab I	<ul style="list-style-type: none">• 10 experiments completed• Students are satisfied with the explanations.
EEL 204	Digital Electronics Lab	<ul style="list-style-type: none">• 4 experiments completed• Students are satisfied with the explanations.



EET292	Network Analysis And Synthesis	<ul style="list-style-type: none">• 5th module is running.• Students are satisfied with the class.
CST 282	Programming Methodologies	<ul style="list-style-type: none">• 4th module is running.• Students are satisfied with the class.
CST 284	Mathematics For Machine Learning	<ul style="list-style-type: none">• 4th module is running.• More portion to complete
MET 286	Manufacturing Technology	<ul style="list-style-type: none">• 3rd module is running.• Students are satisfied with the class.

1. Students informed that due to special classes they are not getting sufficient time to complete lab record.
2. Students asked to provide notes for derivations in Electromagnetic theory.
3. Discussed regarding offline lab sessions that are being conducted as per direction of university.

Faculty representatives

Ms.Laly James (HOD, EEE)
Ms. Jyothi Joseph
Ms.Swathi Chandra M. T
Ms.Vineethamol Abraham
Mr.Jijo Joseph
Ms. Amrutha Maria Mathew
Ms.Athira M Thomas
Ms.Shelma George
Mr.Jithin James
Ms Grace John

Student representatives

Mr.Ajith Saji
Ms. Roma Ullas
Mr. Abdul Jabbar Younus
Ms. Ashlyn Wilson S
Mr. Amal Bhaskaran
Mr. Ajin Mathew Joseph
Mr. Pranav T V
Mr. Nakul Ganesh
Mr. Aswanth Ramesh
Ms. Amritha P

Parent representatives

Ms. Reena Shibu
Ms. Sheeja K S

Ms. Jyothi Joseph
Senior faculty advisor

Ms. Laly James
HoD, EEE Department, VJEC




Ms. Swathi Chandra M. T
Faculty advisor

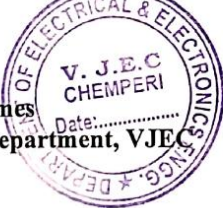
Dr. Benny Joseph
Principal, VJEC




ACTION TAKEN REPORT

ACTION POINT	ACTION TAKEN
More portion to complete for CST 284(machine learning)	<ul style="list-style-type: none">• Special classes will be taken to complete portions.
Students informed that due to special classes they are not getting sufficient time to complete lab record.	<ul style="list-style-type: none">• More time will be provided to submit the record work of lab sessions. Students can submit the work till 29th September.
Students asked to provide notes for derivations in Electromagnetic theory.	<ul style="list-style-type: none">• Notes for the derivation will be provided by faculty concerned.


Ms. Laly James
HoD, EEE Department, VJEC




Dr. Benny Joseph
Principal, VJEC



2020 -2021 academic year


Third Advisory Committee Online Meeting Minutes	
Branch, Semester and Section, meeting link	EEE,S4, https://mect.google.com/vut-pbih-wpp
Date and time of meeting	05/10/2021, 5.00 pm
Date of previous meeting	07/09/2021
Action points carried over from previous meeting	nil

MINUTES OF MEETING


1. All students have minimum of 35 marks for all subject.
2. All students have minimum attendance of 90 percentages.
3. Subject Faculty are satisfied with student performance
4. Revision classes will be provided for students.


Faculty representatives

Ms.Laly James (HOD, EEE)
Ms. Jyothi Joseph
Ms.Swathi Chandra M. T
Ms.Vineethamol Abraham
Mr. Jijo Joseph
Ms. Amrutha Maria Mathew
Ms. Athira M Thomas
Ms. Shelma George
Mr. Jithin James
Ms Grace John

Ms. Jyothi Joseph 
Senior faculty advisor


Ms. .Laly James
HoD, EEE Department, VJEC


Ms. Swathi Chandra M. T
Faculty advisor


Dr. Benny Joseph
Principal, VJEC



Third Advisory Committee Online Meeting ATR	
Branch, Semester and Section, meeting link	EEE,S4, https://meet.google.com/vut-pbih-wpp
Date and time of meeting	05/10/2021, 5.00 pm
Date of previous meeting	07/09/2021
Action points carried over from previous meeting	nil

ACTION TAKEN REPORT

ACTION POINT	ACTION TAKEN
S3 EEE Internal Mark finalization	<ul style="list-style-type: none">Final sessional marks are circulated in students group, parents group and students are satisfied with the same.Internal mark is published in notice board.

Ms. Laly James
HoD, EEE Department, VJEC



Dr. Benny Joseph
Principal, VJEC



VIMAL JYOTHI
ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI - 670032, KANNUR D.T., KERALA
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(online meeting)

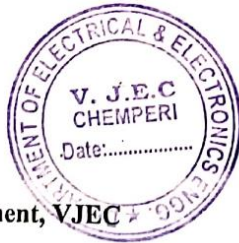
Faculty representatives

Ms.Laly James (HOD, EEE)
Ms. Jyothi Joseph
Ms.Tinu Francis
Ms.Teena George
Mr.Vinod J Thomas
Ms. Tintu George
Ms.Athira M Thomas
Dr.Justin Sunil Dhas
Ms.Anusha Chacko
Mr. Aswanth Ramesh
Ms Bindhu Sebastian

Ms. Tinu Francis
Senior faculty advisor

20/2/22

Ms. Laly James
HoD, EEE Department, VJEC



Student representatives

Mr.Ajith Saji
Mr. Abdul Jabbar Younus
Ms. Ashlyn Wilson S
Mr. Amal Bhaskaran
Mr. Pranav T V
Mr. Nakul Ganesh
Ms.Renitha
Mr.Joel M Jacob
Mr.Muhammed Zijah T K
Ms.Dilna Maria Shibu
Mr.Kiran Joseph
Mr.Alen Varghese
Ms.Ashlyn Wilson

Ms. Jyothi Joseph
Faculty advisor

Dr. Benny Joseph
Principal, VJEC

11.11.2021

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S5 EEE AY 2021-2022

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule, completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S5 EEE AY 2021-2022

1. **Senior faculty Advisor**– Tinu Francis, AP,EEE
2. **Faculty Advisor**– Jyothi Joseph, AP,EEE
3. **Faculty Members**

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
EET 301	Power System I	Ms. Teena George
EET 303	Microprocessors & Microcontrollers	Ms. Tinu Francis
EET 305	Signals & Systems	Mr. Vinod J Thomas
EET 307	Synchronous And Induction Machines	Ms. Amrutha Maria
HUT 310	Management For Engineers	Ms. Laly James
MCN 301	Disaster Management	Dr. Justin Sunil Dhas
EEL 331	Microprocessors And Microcontrollers Lab	Ms. Bindu Sebastian / Ms. Anusha Chacko
EEL 333	Electrical Machines Lab Ii	Ms. Jyothi Joseph / Ms. Athira M Thomas
CET 385	Sustainability Analysis & Design	Ms. Athira Rajendran
CST 381	Concept In Software Engineering	Ms. Ambili M
CST 383	Concept In Machine Learning	Ms. Febin
MET 385	Machine Tools Engineering	Dr. Shivaprasad P V
EET393	Digital Simulation	Ms. Ankitha Sebastian

4. **Student representatives** : Class representatives and student representatives (minimum 9 numbers)

Class representatives:

Mr.Kiran Joseph
Ms. Dilna Maria Shibu


Other student Representatives:

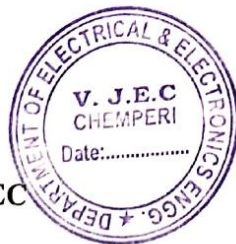
Mr. AjithSaji
Ms. Roma Ullas
Mr. Abdul JabbarYounus
Ms. Ashlyn Wilson S
Mr. Amal Bhaskaran
Ms. Renitha
Mr. Pranav T V
Mr. Alen Varghese
Mr. Nakul Ganesh
Ms. Aswin Suresh

5. **Parent Representatives**

Mrs.Sheeja K S
Mrs.Reena Shibu

**SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.


11/11/2021
Ms. Laly James
HOD , EEE, VJEC




Dr. Benny Joseph
Principal, VJEC



2021 -2022 academic year

First Advisory Committee Meeting Minutes (offline)	
Branch, Semester and Section, meeting link	EEE,S5
Date and time of meeting	01/01/2022, 12.15 pm
Date of previous meeting	-
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about the courses in S5 EEE.

SUBJECT CODE	SUBJECT NAME	REMARKS
EET 301	Power System I	<ul style="list-style-type: none">1st module completedStudents are satisfied with the class.
EET 303	Microprocessors & Microcontrollers	<ul style="list-style-type: none">1st module runningStudents discussed the difficulty of understanding of subject.Asked for more precised notes and PPT
EET 305	Signals & Systems	<ul style="list-style-type: none">1st module runningStudents are satisfied with the class.
EET 307	Synchronous And Induction Machines	<ul style="list-style-type: none">1st module runningStudents are satisfied with the class.
HUT 310	Management For Engineers	<ul style="list-style-type: none">1st module completedStudents are satisfied with the class.
MCN 301	Disaster Management	<ul style="list-style-type: none">1st module completedStudents are satisfied with the class.
EEL 331	Microprocessors And Microcontrollers Lab	<ul style="list-style-type: none">Completed 2 experiments
EEL 333	Electrical Machines Lab II	<ul style="list-style-type: none">Completed 1 experiment



1. Asked suggestion from students regarding the series exam dates.
2. Students enquired about the possibility of reduction in pre-lab work as they can't manage time for their studies.

Faculty representatives

Ms.Laly James (HOD, EEE)

Ms. Jyothi Joseph

Ms.Tinu Francis

Ms.Teena George

Mr.Vinod J Thomas

Ms. Tintu George

Ms.Athira M Thomas

Dr.Justin Sunil Dhas

Ms.Anusha Chacko

Mr. Aswanth Ramesh

Ms Bindhu Sebastian

Ms. Tinu Francis
Senior faculty advisor

Ms. .Laly James
HoD, EEE Department, VJEC.....



Student representatives

Mr.Ajith Saji

Mr. Abdul Jabbar Younus

Ms. Ashlyn Wilson S

Mr. Amal Bhaskaran

Mr. Pranav T V

Mr. Nakul Ganesh

Ms.Renitha Reni

Mr.Joel M Jacob

Mr.Muhammed Zijah T K

Ms.Dilna Maria Shibu

Mr.Kiran Joseph

Ms. Jyothi Joseph
Faculty advisor

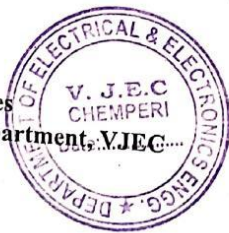
Dr. Benny Joseph
Principal, VJEC



ACTION TAKEN REPORT

ACTION POINT	ACTION TAKEN
Better understanding and more precised notes and PPT required for microprocessor and microcontrollers	Informed the subject faculty and faculty will provide required materials
Asked suggestion from students regarding the series exam dates.	Students preferred exam to be before xmas vacation. Decided to conduct series exam before vacation.
Students enquired about the possibility of reduction in pre-lab work as they can't manage time for their studies	Decided to eliminate writing of principle and procedure in rough record.


6/1/22
Ms. Laly James
HoD, EEE Department, VJEC




Dr. Benny Joseph
Principal, VJEC



2021 -2022 academic year

Second Advisory Committee Meeting Minutes(online)	
Branch, Semester and Section, meeting link	EEE,S5 , https://drive.google.com/file/d/1x2f8FoiTUBJj3zciFuimCY00Jb_szpCTx/view?usp=sharing
Date and time of meeting	08/02/2022, 01.00 pm
Date of previous meeting	1/1/2022
Action points carried over from previous meeting	nil

MINUTES OF MEETING

1. Discussed about the course completion in S5 EEE.

SUBJECT CODE	SUBJECT NAME	REMARKS
EET 301	Power System I	• Almost all modules finished.small portion remaining
EET 303	Microprocessors & Microcontrollers	• All modules completed.
EET 305	Signals & Systems	• Almost half module to finish.Will take additional hours and complete.
EET 307	Synchronous And Induction Machines	• All modules completed. Revision started
HUT 310	Management For Engineers	• All modules completed.
MCN 301	Disaster Management	• All modules completed.
EEL 331	Microprocessors And Microcontrollers Lab	• Completed 12 experiments
EEL 333	Electrical Machines Lab II	• Completed 7 experiments

2. Students enquire about conduction of Labs in offline mode.


3. Head of department insisted students to revise and focus more on studies and perform well during their 2nd and 3rd series exams.




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ENGINEERING COLLEGE
JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA
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ACTION TAKEN REPORT

ACTION POINT	ACTION TAKEN
conduction of Labs in offline mode	Decided to give offline practical section for lab on 22,23 rd and 24 th prior to their lab exam


20/2/22
Ms. Laly James
HoD, EEE Department, VJEC




Dr. Benny Joseph
Principal, VJEC








2021 -2022 academic year

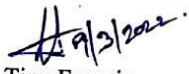
Third Advisory Committee Meeting Minutes (Finalization of internal marks)	
Branch, Semester and Section, meeting link	EEE,S5
Date and time of meeting	5/3/2022
Date of previous meeting	08/02/2022
Action points carried over from previous meeting	nil


MINUTES OF MEETING

Verified internal marks and attendance of S5 EEE students and finalized the marks in the meeting and decided to upload the same in KTU portal. Students have no concerns about the marks.

Faculty representatives


- Ms.Laly James (HOD, EEE)
- Ms.Tinu Francis 
- Ms.Teena George 
- Mr.Vinod J Thomas
- Ms. Tintu George 
- Ms.Athira M Thomas 
- Dr.Justin Sunil Dhas 
- Ms.Anusha Chacko


 Ms. Tinu Francis
 Senior faculty advisor


 Ms. Jyothi Joseph
 Faculty advisor


 Ms. Laly James
 HoD, EEE Department




 Dr. Benny Joseph
 Principal, VJEC

02.04.2022

OFFICE ORDER**Sub: Appointment of Advisory meeting members for S6 EEE AY 2021-2022**

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule ,completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S6 EEE AY 2021-2022

1. **Senior faculty Advisor**– Tinu Francis, AP,EEE
2. **Faculty Advisor**– Jyothi Joseph, AP,EEE
3. **Faculty Members**

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
EET 302	LINEAR CONTROL SYSTEMS	Ms.Athira M Thomas
EET 304	POWER SYSTEMS II	Ms. Teena George
EET 306	POWER ELECTRONICS	Ms. Tintu George T
EET 322	RENEWABLE ENERGY SYSTEMS	Ms.Tinu Francis
HUT 300	INDUSTRIAL ECONOMICS & FOREIGN TRADE	Dr.Justin Sunil Dhas
MCN 301	COMPREHENSIVE COURSE WORK	Ms.Jyothi Joseph
EEL 332	POWER SYSTEMS LAB	Ms. Ankitha Sebastian/ Ms.Tinu Francis
EEL 334	POWER ELECTRONICS LAB	Ms. Tintu George T/ Mr. Prabin James
EET394	GENERALISED MACHINE THEORY	Dr.Justin Sunil Dhas

4. Student representatives : Class representatives and student representatives (minimum 9 members)

Class representatives:

Mr. Alen Varghese

Ms. Ashlyn Wilson Sasthampadavil

Other student Representatives:

Mr. Ajith Saji

Ms. Dilna Shibu

Mr. Abdul Jabbar Younus

Ms. Abhinav V

Mr. Amal Bhaskaran

Ms. Renitha Ramakrishnan

Mr. Akhil George

Mr. Nakul Ganesh


Mr. Aswanth Ramesh

5. Parent Representatives


Mrs. Sheeja K S

Mrs. Reena Shibu


**SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.


21/4/22
Ms. Laly James
HOD, EEE, VJEC




Dr. Benny Joseph
Principal, VJEC



First Advisory Meeting of S6 EEE (2019-23 Batch)		
Branch, Semester and Section	EEI. S6	
Date and time of meeting	26/05/2022, 12:30 pm	
Date of previous meeting	Nil	
Action points carried over from previous meeting	Nil	
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>		
<i>Action point</i>	<i>Responsible person</i>	<i>Target date</i>
Classes for honours course need to be started	Dr. Justin Sunil Dhas	23/5/2022
Students requested for more simplified notes for control system.	Ms. Athira M Thomas	30/5/2022
/General observations/and comments on the course	<ul style="list-style-type: none"> • Faculty advisors and HOD discussed about Portion completion, notes and effectiveness of classes of all courses. • HOD and staff members advised students to be punctual in class as numbers of absentees are more. • Staff members pointed out that students should concentrate more in classes and studies • Students requested for industrial visit during this semester. 	
Names of student members attended the meeting	Separate sheet attached	
Names of the faculty members attended the meeting	Separate sheet attached	
Name and signature of the senior faculty Advisor		




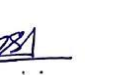

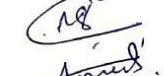

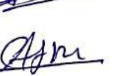



27/5/22
Head of the Department




Principal

S6 EEE - 1st Advisory Meeting

Signature of Students

- | | | |
|----|----------------------|---|
| 1 | Dilna Maria Shibu |  |
| 2 | RENITHA |  |
| 3 | Ashlyn Wilson |  |
| 4 | Pranav TV |  |
| 5 | Muhammed Ziyah. I. k |  |
| 6 | Joel M Jacob |  |
| 7 | Nakul Ganesh |  |
| 8 | Amal Bhaskar |  |
| 9 | Abdul Jabbar Yousuf |  |
| 10 | Ajith Saiji |  |

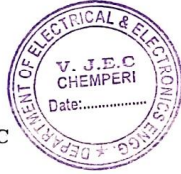
Signature of Faculty Present


- | | | |
|----|------------------------|--|
| 1. | Teena George |  |
| 2. | Liru Francis |  |
| 3. | Jyothi Joseph |  |
| 4. | Dr. G. Justin Srinivas |  |
| 5. | Athira M. Thomas |  |
| 6. | Tina George |  |

ACTION TAKEN REPORT

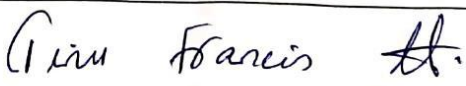
Action Point	Action Taken Report
Classes for honors class need to be started	Started online class for honors from Monday to Thursday
Students requested for more simplified notes for control system	Faculty shared precise notes and worked out more numerical to make the subject more understandable.


Ms. Laly James
HOD, EEE, VJEC





Dr. Benny Joseph
Principal, VJEC






Second Advisory Meeting of S6 EEE (2019-23 Batch)		
Branch, Semester and Section	EEE S6	
Date and time of meeting	7/7/2022	
Date of previous meeting	26/05/2022, 12:30 pm	
Action points carried over from previous meeting	Nil	
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>		
Action point	Responsible person	Target date
Students requested for more lab classes with sample questions	Lab handling faculty	22/7/2022
General observations/and comments on the course	<ul style="list-style-type: none">Students requested for online special classes during university exam holidays.	
Names of student members attended the meeting	Separate sheet attached	
Names of the faculty members attended the meeting	Separate sheet attached	
Name and signature of the senior faculty Advisor		

Head of the Department






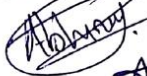








Principal

Signature of Faculty

Dr. Justin Sunil Dhas	
Ms. Teena George	
Ms. Tintu George T	
Ms. Tinu Francis	
Ms. Jyothi Joseph	

Signature of Students

Mr. Alen Varghese	
Ms. Ashlyn Wilson Sasthampadavil	
Mr. Ajith Saji	
Ms. Dilna Shibu	
Mr. Abdul Jabbar Younus	
Ms. Abhinav V	
Mr. Amal Bhaskaran	
Ms. Renitha Ramakrishnan	
Mr. Akhil George	
Mr. Nakul Ganesh	
Mr. Aswanth Ramesh	

ACTION TAKEN REPORT

Action Point	Action Taken
Request for additional lab classes before internal lab exam	additional lab classes for power system and power electronics lab were given before internal lab exam
Request for online special class session during exam holidays	Online class sessions are arranged for all courses during the study holidays between each exam



Ms. Laly James

HOD,EEE,VJEC



Dr. Benny Joseph

Principal ,VJEC










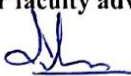
Third Advisory Committee Meeting Minutes (Finalization of internal marks)	
Branch, Semester and Section, meeting link	EEE, S6
Date and time of meeting	02/8/2022
Date of previous meeting	7/7/2022
Action points carried over from previous meeting	nil

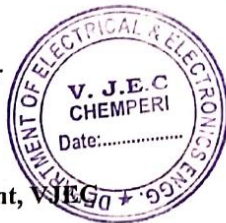
MINUTES OF MEETING



- As per the discussions among subject handling faculty and head of EEE department it is decided to provide a moderation upto three marks so as to obtain 35 marks as internal marks.
- One student Ms. Roma Ullas has attendance percentage between 60 and 75 percentage and submitted medical certificate for availing medical leave from university.
- Subject wise number of students with less than 35 marks.
 Linear control system – 4, power system – 1, power Electronics - 2
- Verified internal marks and attendance of S6 EEE students and finalized the marks in the meeting and decided to upload the same in KTU portal. Students have no concerns about the marks.

Faculty representatives

- Ms.Laly James (HOD, EEE)
 Ms.Tinu Francis 
 Ms.Teena George 
 Ms. Tintu George 
 Ms.Athira M Thomas 
 Dr.Justin Sunil Dhas 
 Ms.Jyothi Joseph 


 Ms. Tinu Francis
 Senior faculty advisor

 Ms. .Laly James
 HoD, EEE Department, VJEC




 Ms. Jyothi Joseph
 Faculty advisor

 Dr. Benny Joseph
 Principal, VJEC

20.08.2022

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S7 EEE AY 2022-2023

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule, completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S7 EEE AY 2022-2023

1. **Senior faculty Advisor**– Ms. Tinu Francis, AP,EEE
2. **Faculty Advisor**– Ms. Shelma George, AP,EEE
3. **Faculty Members**

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
EET401	Advanced control system	Ms.Ankita Sebastian
EET 413	Programme elective II(ELECTRIC DRIVES)	Mr.Prabin James
CET 415	Environment Impact Assessment	Dr.Sridharan
CET 415	Environment Impact Assessment	Mr.Shaminmuth
AET 425	Biomedical Engineering	Mr.Binil Kumar
CST 445	Python for Engineers	Ms.Manju M
MET 445	Renewable Energy Engineering	Mr. Appu Kurian
MCN401	Industrial Safety Engineering	Ms.Jinsa Mathew
EEQ413	Seminar	Dr.Justin Sunil Dhas Ms.Tinu Francis
EED415	Project Phase I	Ms.Laly James,Ms.Tintu George

Student representatives : Class representatives and student representatives (minimum 9 numbers)

Class representatives:

Mr. Alen Varghese
Ms. Ashlyn Wilson Sasthampadavil


Other student Representatives:

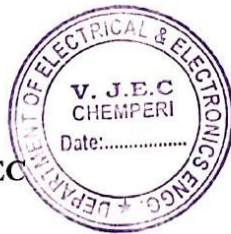
Mr. Ajith Saji
Ms. Dilna Shibu
Mr. Abdul Jabbar Younus
Mr. Abhilash Joseph
Mr. Amal Bhaskaran
Ms. Renitha Ramakrishnan
Mr. Mohammed Zijah T K
Mr. Nakul Ganesh
Mr. Aswanth Ramesh


4. Parent Representatives

Mrs. Sheeja K S
Mrs. Reena Shibu

**SFA shall get minutes and action taken report of advisory meeting approved by Head of department and principal.

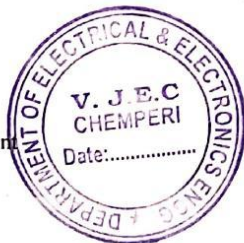

Ms. Laly James
HOD, EEE, VJEC




Dr. Benny Joseph
Principal, VJEC

First Advisory Meeting of S7 EEE (2019-23 Batch)		
Branch, Semester and Section	EEE S7	
Date and time of meeting	27.09.2022 3.30 Pm	
Date of previous meeting	Nil	
Action points carried over from previous meeting	Nil	
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>		
<i>Action point</i>	<i>Responsible person</i>	<i>Target date</i>
<ul style="list-style-type: none"> Students requested for allotting working days to participate in 5 day industrial intenship 	Tutors	
/General observations/and comments on the course	<ul style="list-style-type: none"> HOD and staff members advised students to be punctual in class as numbers and should concentrate more in classes and studies Students requested for change of dates of 1st series exam 	
Names of student members attended the meeting	Separate sheet attached	
Names of the faculty members attended the meeting	Separate sheet attached	
Name and signature of the senior faculty Advisor		

Head of the Department

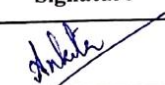


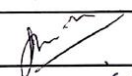

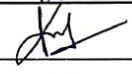




Principal

Signature of Advisory meeting members for S7 EEE AY 2022-2023


1. Faculty Advisor– Ms. Shelma George, AP,EEE


2. Faculty Members

SUBJECT CODE	SUBJECT NAME	FACULTY NAME	Signature
EET401	Advanced control system	Ms.Ankita Sebastian	
EET 413	Programme elective II(ELECTRIC DRIVES)	Mr.Prabin James	
CET 415	Environment Impact Assessment	Dr.Sridharan	
CET 415	Environment Impact Assessment	Mr.Shaminmuth	
AET 425	Biomedical Engineering	Mr.Binil Kumar	
CST 445	Python for Engineers	Ms.Manju M	
MET 445	Renewable Energy Engineering	Mr. Appu Kurian	
MCN401	Industrial Safety Engineering	Ms.Jinsa Mathew	
EEQ413	Seminar	Dr.Justin Sunil Dhas Ms. Tinu Francis	
EED415	Project Phase I	Ms.Laly James,Ms.Tintu George	

Student representatives :

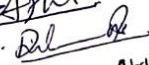
Class representatives:

Mr.Alen Varghese 

Ms. Ashlyn Wilson Sasthampadavil 

Other student Representatives:

Mr. Ajith Saji 

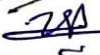
Ms.Dilna Shibu 

Mr. Abdul Jabbar Younus 


Mr.Abhilash Joseph 

Mr. Amal Bhaskaran 

Ms. Renitha Ramakrishnan 

Mr. Mohammed Zijah T K 


Mr. Nakul Ganesh 

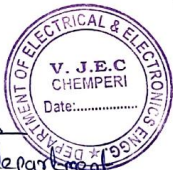
Mr. Aswanth Ramesh 

ACTION TAKEN REPORT


First Advisory Meeting of S7 EEE (2019-23 Batch)

Action Point	Action taken
Students requested for allotting working days to participate in 5 day industrial internship	Discussed with subject handling faculty and decided to give 19,20,21,22 and 23 of October as industrial internship days to S7 EEE students
Students requested for change of dates of 1 st series exam	Analyzed timetable and understood that only one exam and required gap is there for exam so no need of changing exam dates

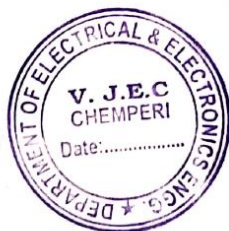

Head of department



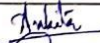
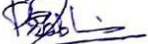

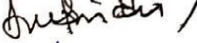








Principal.

Second Advisory Meeting of S7 EEE (2019-23 Batch)		
Branch, Semester and Section	EEE S7	
Date and time of meeting	25.11.2022 1.30 Pm	
Date of previous meeting	27.09.2022	
Action points carried over from previous meeting	Nil	
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>		
Action point	Responsible person	Target date
NIL		
/General observations/and comments on the course	<ul style="list-style-type: none"> • Subject Wise portion coverage and Class conduction of details of each course including open elective was analysed. • Awareness was given to students about clearing all the pending papers and insisted about the need of passing 7th semester. 	
Names of student members attended the meeting	Separate sheet attached	
Names of the faculty members attended the meeting	Separate sheet attached	
Name and signature of the senior faculty Advisor		


 Head of the Department




 Principal

Third Advisory Meeting of S7 EEE (2019-23 Batch)		
Branch, Semester and Section	EEE S7	
Date and time of meeting	07.01.2022 10.30 Pm	
Date of previous meeting	25.11.2022	
Action points carried over from previous meeting	Nil	
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>		
Action point	Responsible person	Target date
NIL		
/General observations/and comments on the course	Verified internal marks and attendance of S7 EEE students and finalized the marks in the meeting and decide to upload the same in KTU portal. Students have no concerns about the marks	
Names and signature of the faculty members attended the meeting	Ms. Ankita Sebastian  Mr. Prabin James  Ms. Jinsa Mathew  Dr. Justin Sunil Dhas  Ms. Tintu George  Dr. Sridharan  Mr. Shaminmuth  Mr. Binil Kumar  Ms. Manju M  Mr. Appu Kurian 	
Name and signature of the senior faculty Advisor	Tinu Francis 	


 Head of the Department




 Principal

31.01.2023

OFFICE ORDER

Sub: Appointment of Advisory meeting members for S8 EEE AY 2022-2023

Advisory meeting is constituted to monitor conduct of courses in adherence to course plan and time schedule, completion of syllabus, standards of internal tests, evaluation process and difficulties faced by students and take suitable remedial actions at right time. Academic progress of students is discussed in meeting with SFA/FA, course faculty, parents and students.

Advisory meeting members for S8 EEE AY 2022-2023

1. **Senior faculty Advisor** – Ms. Tinu Francis, AP,EEE
2. **Faculty Advisor** – Ms. Jyothi Joseph, AP,EEE
3. **Faculty Members**

SUBJECT CODE	SUBJECT NAME	FACULTY NAME
EET402	ELECTRICAL SYSTEM DESIGN AND ESTIMATION	Ms.Tintu George
EET424	ENERGY MANAGEMENT(program elective 3)	Dr.R.Senthilkumar
EET426	SPECIAL ELECTRIC MACHINES	Ms.Tinu Francis
EET438	ENERGY STORAGE SYSTEMS	Dr.G.Justin Sunil Dhas
EED416	PROJECT PHASE II	Ms.Tintu George
EET404	COMPREHENSIVE COURSE VIVA	Dr.Teena George
EED415	Project Phase I	Ms.Laly James,Ms.Tintu George

Student representatives : Class representatives and student representatives (minimum 9 numbers)

Class representatives:

Dwithi Shivakumar
Mr.Akhil George

Other student Representatives:

Dilna Maria Shibu
Ashlyn Wilson
Vaishali Prabhakaran
Vishnu Sreekumar K M
T K Mohammed Zijah
Ajin Mathew Joseph
Abhinav V
Sayooj Devan M B
Noyal Jose
Alen Varghese

Parent Representatives

Mrs. Sheeja K S
Mrs. Reena Shibu

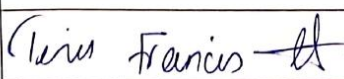
**SFA shall get minutes and action taken report of advisory meeting approved by
Head of department and principal.



Ms. Laly James
HOD, EEE, VJEC



Dr. Benny Joseph
Principal, VJEC

First Advisory Meeting of S8 EEE (2019-23 Batch)			
Branch, Semester and Section	EEE S8		
Date and time of meeting	10.01.2023 1.30 PM		
Date of previous meeting	NIL		
Action points carried over from previous meeting	Nil		
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>			
	Action point	Responsible person	Target date
	<ul style="list-style-type: none"> Students pointed out that the voice of the energy management course faculty is not clear. Students requested for a resume preparation session to aid placement activities 	Dr.Senthil Kumar Tutor	Before 10.5.2023
/General observations/and comments on the course	<ul style="list-style-type: none"> Subject Wise portion coverage and Class conduction of details of each course was analysed. Motivated the students to prepare more for their placement interviews and to involve actively in their placement training 		
Names of student members attended the meeting	Separate sheet attached		
Names of the faculty members attended the meeting	Separate sheet attached		
Signature of Senior faculty Advisor			


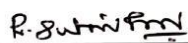



Head of the Department



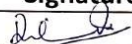
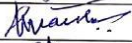




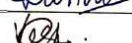






Principal



Signature of faculty

SUBJECT CODE	SUBJECT NAME	FACULTY NAME	Signature
EET402	ELECTRICAL SYSTEM DESIGN AND ESTIMATION	Ms.Tintu George	
EET424	ENERGY MANAGEMENT(program elective 3)	Dr.R.Senthilkumar	
EET426	SPECIAL ELECTRIC MACHINES	Ms.Tinu Francis	
EET438	ENERGY STORAGE SYSTEMS	Dr.G.Justin Sunil Dhas	
EED416	PROJECT PHASE II	Ms.Laly James,Ms.Tintu George	
EET404	COMPREHENSIVE COURSE VIVA	Dr.Teena George	

Signature of students

Name of student	Signature
Dilna Maria Shibu	
Vaishali Prabhakaran	
T K Mohammed Zijah	
Abhinav V	
Noyal Jose	
Alen Varghese	
Dwithi Shivakumar	
Vishnu Sreekumar K M	
Ajin Mathew Joseph	
Sayooj Devan M B	
Akhil George	
Ashlyn Wilson	

ACTION TAKEN REPORT
First advisory meeting (2019-23 batch)

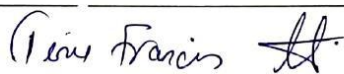
ACTION POINT	ACTION TAKEN
The voice of the energy management course faculty is not clear.	Started to use microphone in class
resume preparation session to aid placement activities	A resume preparatory session was given during placement-based training on PLC and SCADA by wartens

St. Francis
Senior Advisory Member.

[Signature]
 HOD EEE



Second Advisory Meeting of S8 EEE (2019-23 Batch)


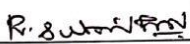



Branch, Semester and Section	EEE S8		
Date and time of meeting	29.3.2023, 11.30 am		
Date of previous meeting	10.01.2023		
Action points carried over from previous meeting	Nil		
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>			
	<i>Action point</i>	<i>Responsible person</i>	<i>Target date</i>
	NIL		
General observations/and comments on the course	<ul style="list-style-type: none"> Subject Wise portion coverage details of each course was analyzed. Motivated the students to concentrate in clearing the arrear papers and to prepare more for their placement interviews and to involve actively in their placement training 		
Names of student members attended the meeting	Separate sheet attached		
Names of the faculty members attended the meeting	Separate sheet attached		
Signature of Senior faculty Advisor			

Head of the Department

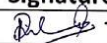













 Principal

Signature of faculty

SUBJECT CODE	SUBJECT NAME	FACULTY NAME	Signature
EET402	ELECTRICAL SYSTEM DESIGN AND ESTIMATION	Ms.Tintu George	
EET424	ENERGY MANAGEMENT(program elective 3)	Dr.R.Senthilkumar	
EET426	SPECIAL ELECTRIC MACHINES	Ms.Tinu Francis	
EET438	ENERGY STORAGE SYSTEMS	Dr.G.Justin Sunil Dhas	
EED416	PROJECT PHASE II	Ms.Laly James,Ms.Tintu George	
EET404	COMPREHENSIVE COURSE VIVA	Dr.Teena George	

Signature of students

Name of student	Signature
Dilna Maria Shibu	
Vaishali Prabhakaran	
T K Mohammed Zijah	
Abhinav V	
Noyal Jose	
Alen Varghese	
Dwithi Shivakumar	
Vishnu Sreekumar K M	
Ajin Mathew Joseph	
Sayooj Devan M B	
Akhil George	
Ashlyn Wilson	

Third Advisory Meeting of S8 EEE (2019-23 Batch)	
Branch, Semester and Section	EEE S8
Date and time of meeting	25.05.2023 11.00 am
Date of previous meeting	29.3.2023
Action points carried over from previous meeting	Nil
<i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i>	
General observations/and comments on the course	<ul style="list-style-type: none"> • Verified attendance of project and comprehensive viva decided to upload the same in KTU portal. • Verified internal marks and attendance of S8 EEE courses. • Finalized the marks in the meeting and decided to upload the same in KTU portal. Students have no concerns about the marks.
Names of the faculty members attended the meeting	Ms. Tintu George Dr. Senthil Kumar - <i>R. Subramaniam</i> Dr. Justin Sunil Dhas Ms. Tintu George <i>[Signature]</i> Ms. Jyothi Joseph <i>[Signature]</i> Ms. Tinu Francis <i>[Signature]</i>
Name and signature of the senior faculty Advisor	<i>Tinu Francis</i> <i>[Signature]</i>

Head of the Department

[Signature]



[Signature]
Principal