

M.P. NACHIMUTHU M. JAGANATHAN ENGINEERING COLLEGE



SUDHANANDHEN KALVI NAGAR, CHENNIMALAI, ERODE-638 112

Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.

Ph: 04294- 250242 E-mail: mpnmjec@mpnmjec.ac.in

Website: www.mpnmjec.ac.in

CIRCULAR CONSTITUTION OF IQAC [2018-19]

20.06.2018

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2018-19 with the following members:

MEMBERS OF INTERNAL QUALITY ASSURANCE CELL:

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation
1	Chairman	Dr.P.Senguttuvan	Principal
2	Executive member	Dr.VasanthaSudhanandhan	Correspondent
3	IQAC Coordinator	Mr.P.Joseph	HoD / S&H
4	Assistant Coordinator 1	Dr.R.Kavidha	HoD / CIVIL
5	Assistant Coordinator 2	Dr.D.Sabapathi	HoD / EEE
6	Executive member	Dr.K.P.Vetrivel	HoD / MECH
7	Executive member	Mr.R.Mohan	HoD / ECE
8	Executive member	Mr.G.Arun	HoD / IT
9	Executive member	Mr.K.N.Sivakumar	HoD / CSE
10	Executive member	Dr.V.Ravikumar	HoD / MBA
11	Alumni Member	Ms.P.Anitha	Software Engineer, Soverminds Solutions Pvt. Ltd. Chennai. Mobile – 8675895708. anuanitha401@gmail.com
12	Industrialist	Ms. K.Shanthi Dass	Manager – HR, Finn Point Solutions 2/127,G.M.Chambers 2 nd floor Egmore, Chennai-600008 Mobile – 9790892944
13	Industrialist	Ms. S.Karthik	Manager – HR Coramandel Electronics, Plat No.36,Developed Plot Estate,Perungudi,Chennai-96 Mobile – 91769983131
14	Student Member	D.Vanitha M.Vijay S.Ashok	IV Year Civil IV Year CSE IV Year Mechanical


Principal and Chair Person of IQAC

Copy To

1. IQAC File
2. All the IQAC members



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2018-19/01

Date: 04.08.18

The first meeting of the Internal Quality Assurance Cell will be held on 18.08.2018 at 10 a.m. in Principal Cabin. Hereby, it is requested that all IQAC member are asked to attend the meeting and give their valuable suggestions for the overall improvement of our institution.

AGENDA

- Welcome by the Chair Person.
- Introduction of the members of IQAC by the Chair Person.
- Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students' achievement, sports activities etc) in the academic year 2017-18.
- To submit and approve the Vision, Mission, POS, PSOs and PEOs of the Departments.
- To read and ratify the letter received from AICTE, Anna University, & Directorate of Technical Education, Chennai.
- To approve the appointment of Teaching and Nonteaching staff members in the month of June 2018.
- To submit the audit statement for the financial year 2017-18.
- To submit and discuss the Staff Development program attended by the staff in the academic year.
- To submit and discuss the details of placement for the last academic year 2017-2018 and its improvement.
- To discuss about Value added course for the academic year 2018-19.
- To submit the result of the Anna University Examination held at May –June 2018.
- To submit and approve program through the Institution Innovation Council.
- To submit and ratify the strategic plan of the college for the next 5 academic years.
- Any other points with the permission of the Chair Person.
- Vote of thanks by IQAC Coordinator.


IQAC Coordinator


Principal and Chair Person

Copy to

1. Correspondent
2. Administrative officer
3. All HODs
4. IQAC – Members & File

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Minutes of Meeting:

Points Discussed	Resolution
1. Welcome by the Chair Person	Chair Person of IQAC welcomed all the members and requested the members to give their valuable suggestions in order to bring the college as Centre of Excellence
2. Introduction of the members of IQAC by the Chair Person	Chair Person of IQAC introduced all the members
3. Submission of the report by the Chair Person (all activities academic, co-curricular, extra-curricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) in the academic year 2017-18	Annual report of the academic year 2017-18 submitted by the Principal. Members requested the Principal to conduct Communication skill , Life skill programs for the students in order to excel in their profession
4. To submit and ratify the Vision, Mission of the College and Vision, Mission POS, PSOs and PEOs of the Departments	Read and approved. The members requested the Principal that the college follows Anna University syllabus and necessary steps to be taken in order to achieve the Vision and Mission of the College
5. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.	Read and ratified
6. To approve the appointment of Teaching and Non-teaching staff members in the commencement of the academic year 2018-19	Read and approved. The members requested to maintain the staff student ratio as per the norms of AICTE and Anna University.
7. To submit and ratify the audited statement for the financial year 2017-18.	Read and ratified.
8. To submit and discuss the Staff Development program attended by the staff in the last academic year (2017-18) and its improvement.	Read and ratified.
9. To submit and discuss the placement details for the last academic year 2017-18 and its improvement.	Read and the members appreciated the steps taken by the college
10. To discuss the value added courses for the academic year 2018-19	Principal informed the department heads to implement Value added Courses
11. To submit the result of the Anna University Examination held at May –June 2018.	Read and ratified. The members requested to the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester
12. To submit and ratify the programme to be conducted through the Institution	Read and Ratified

Innovation Council.	
13. Any other points with the permission of the Chair Person	<ul style="list-style-type: none">• Industrialist Member K.Shanthi Dass insisted that Industry – Institute Interaction has to be strengthened through MoUs and its activities through collaboration.• Ms.P.Anitha, Alumni requested to conduct Communication skill, Life skill programs for the students in order to excel in their profession• Industrialist Ms. S.Karthik emphasized that Innovative teaching methods to be adopted in order to improve the learning process.


IQAC Coordinator


Principal and Chair Person

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PROCEEDINGS OF THE FIRST INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 18.08.2018 AT 10 AM

Members Present:

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation	Signature
1	Chairman	Dr.R.Kavidha	Principal	
2	Executive member	Dr.VasanthaSudhanandhan	Correspondent	
3	IQAC Coordinator	Mr.P.Joseph	HoD / S&H	
4	Assistant,Coordinator I	Dr.D.Sabapathi	HoD / EEE	
5	Executive member	Dr.K.P.Vetrivel	HoD / MECH	
6	Executive member	Mr.R.Mohan	HoD / ECE	
7	Executive member	Mr.G.Arun	HoD / IT	
8	Executive member	Mr.K.N.Sivakumar	HoD / CSE	
9	Executive member	Dr.V.Ravikumar	HoD / MBA	
10	Executive member	Dr.R.Rajeswari	ASP / CSE	
11	Alumni Member	Ms.P.Anitha	Software Engineer, Soverminds Solutions Pvt. Ltd. Chennai anuanitha401@gmail.com Mobile – 8675895708.	
12	Industrialist	Ms. K.ShanthiDass	Manager – HR Finn Point Solutions 2/127,G.M.Chambers 2 nd floor Egmore, Chennai. Mobile – 9790892944	
13	Industrialist	Ms. S.Karthik	Manager – HR Coramandel Electronics, Plat No.36,Developed Plot Estate,Perungudi,Chennai- 600096 Mobile – 91769983131	
14	Student Member	D.Vanitha M.Vijays S.Ashok	IV Year Civil IV Year CSE IV Year Mech	

IQAC Coordinator

Principal & Chairman of IQAC



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2018-19/02

Date: 07.02.19

The second meeting of the Internal Quality Assurance Cell will be held on 21.02.2019 at 10.30 a.m. in Principal Cabin. Hereby, it is requested that all IQAC member are asked to attend the meeting and give their valuable suggestions for the overall improvement of our institution.

AGENDA

- Welcome by the Chair Person.
- To submit and approve the proceedings of the first IQAC meeting.
- Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students' achievement, sports activities etc) after the 1st IQAC meeting.
- To read and ratify the letter received from AICTE, Anna University, & Directorate of Technical Education, Chennai.
- To submit and discuss the placement activities conducted for the academic year 2018-19.
- To submit and discuss the Staff Development program attended by the staff in the academic year (2018-19) and its improvement.
- To approve the staff left the institution after the first IQAC meeting.
- To submit and approve the budget for the financial year 2019-20.
- To submit the result of the Anna University Examination held at Nov – Dec 2018.
- To discuss about mentoring system.
- To submit and ratify the policy for providing scholarships and free seats by the management for the poor and needy students for the academic year 2019-20.
- To submit the report of the various committees which were held after first IQAC meeting.
- Any other points with the permission of the Chair Person.
- Vote of thanks by IQAC Coordinator.


IQAC Coordinator


Principal and Chair Person

Copy to

1. Correspondent
2. Administrative officer
3. All HODs
4. IQAC – Members & File
- 5.

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Minutes of Meeting:

1. Welcome by the Chair Person - The Chair Person of IQAC welcomed all the members
2. To submit and approve the proceedings of the first IQAC meeting. Also study the action taken and follow up action on the proceedings of the first IQAC meeting held on 18.8.2018.

The following is the Action Taken Report on the decisions of the first IQAC meeting held on 18.8.2018 and the actions taken.

Plan of Action	Action taken
It was decided to conduct Communication skill, Life skill programs for the students in order to excel in their profession	As per the decision of IQAC Communication skill programs and Life skill programs are conducted
It was decided to adopt Innovative teaching methods to be adopted in order to improve the learning process.	Five different Innovative teaching methods are taught to the staff and all the staff are using at least one innovative teaching methods in the courses that they are handling
It was decided to follow Anna University syllabus and also necessary steps to be taken in order to achieve the Vision and Mission of the College	IQAC identified Core values depending on the Vision and Mission. To achieve Vision and Mission and core values, both co-curricular and extra-curricular activities are accordingly planned and implemented
The members requested to maintain the staff student ratio as per the norms of AICTE and Anna University.	College always maintain the staff student ratio as per the norms of AICTE and Anna University
It was decided to conduct value added courses for students effectively.	Value added Courses have been implemented in all programmes and its effective implementation is also audited by Internal and External AAA.
It was decided to collect feedback from parents also in order to find whether the facility available in the college fulfill their requirements.	Whenever the parents visit the college, feedback were collected from parents and necessary action on the feedback were carried out and submitted to the Feedback review committee for its further action
The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester	Principal and HOD are taking serious steps in order to improve the University result by regularly monitoring the Internal test results and follow up


action.

After elaborate discussion, the first IQAC minutes is approved

Points Discussed	Resolution
3. Submission of the report by the Chair Person (all activities academic, co-curricular, extracurricular activities, staff activities, staff achievement, students achievement, sports activities, internship by the students, staff industry activities etc) after the first IQAC meeting	Read by the Principal and approved
4. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.	Read and ratified
5. To submit and ratified the placement activities conducted for the academic year 2018-19	Read and ratified
6. To submit and discuss the staff development program attended by faculty members in the academic year 2018-19 and its improvement.	Read and ratified
7. To approve the staff left the institution after the first IQAC meeting	Read and ratified.
8. To submit and approve the budget for the financial year 2019-20	Read and ratified.
9. To submit the result of the Anna University Examination held in November – December 2018.	Read and ratified.
10. To discuss about mentoring system.	Principal informed all the HoDs to follow Mentor-Mentee system. This will improve the overall personality development of the student.
11. To submit and ratify the policy for providing scholarships and free seats by the management for the poor and needy students for the academic year 2019-20.	Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family. After elaborate discussion the procedure decided was approved. It was planned to conduct Parent teacher meet.
12. To submit the constitution, Minutes of meeting and action taken reports of the various committees which were held after 1st IQAC meeting	Read and ratified.
13. To submit and ratify the strategic plan of the college for the next 5 academic years	After an elaborate discussion, it was approved.
14. Any other points with the permission of the Chair Person	<ul style="list-style-type: none">• It was decided to have an internal audit by department heads at the end of the each Semester and an External audit at the end of each Academic year.• IQAC insisted to incorporate the outcome based educational system with proper course internal question papers with corresponding

Blooms level

- It was planned to conduct Parent teacher meeting


IQAC Coordinator


Principal and Chair Person

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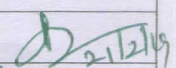
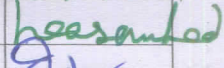
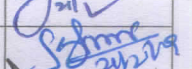
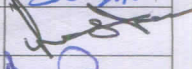
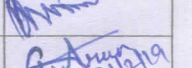
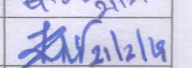
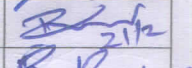



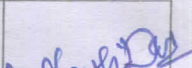
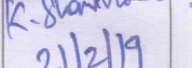


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PROCEEDINGS OF THE SECOND INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 21.02.2019 AT 10.30 AM

Members Present:

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation	Signature
1	Chairman	Dr.R.Kavidha	Principal	 21/2/19
2	Executive member	Dr.VasanthaSudhanandhan	Correspondent	 21/2/19
3	IQAC Coordinator	Mr.P.Joseph	HoD / S&H	 21/2/19
4	Assistant Coordinator 1	Dr.D.Sabapathi	HoD / EEE	 21/2/19
5	Executive member	Dr.K.P.Vetrivel	HoD / MECH	 21/2/19
6	Executive member	Mr.R.Mohan	HoD / ECE	 21/2/19
7	Executive member	Mr.G.Arun	HoD / IT	 21/2/19
8	Executive member	Mr.K.N.Sivakumar	HoD / CSE	 21/2/19
9	Executive member	Dr.V.Ravikumar	HoD / MBA	 21/2
10	Executive member	Dr.R.Rajeswari	ASP / CSE	 21/2
11	Alumni Member	Ms.P.Anitha	Software Engineer, Soverminds Solutions Pvt. Ltd. Chennai anuanitha401@gmail.com Mobile – 8675895708.	 21/2/19
12	Industrialist	Ms. K.ShanthiDass	Manager – HR Finn Point Solutions 2/127,G.M.Chambers 2 nd floor Egmore, Chennai- 600008 Mobile – 9790892944	 21/2/19
13	Industrialist	Ms. S.Karthik	Manager – HR Coramandel Electronics, Plat No.36,Developed Plot Estate,Perungudi,Chennai- 600096 Mobile – 91769983131	 21/2
14	Student Member	D.Vanitha M.Vijays S.Ashok	IV Year Civil IV Year CSE IV Year Mechanical	 21/2/19


IQAC Coordinator


Principal & Chairman of IQAC

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