



CIRCULAR

18.06.2019

CONSTITUTION OF IQAC [2019-20]

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2019-20 with the following members:

MEMBERS OF INTERNAL QUALITY ASSURANCE CELL:

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation
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.S.Agalya	Technical Support Sutherl&Global Solutions, 45A, Velachery Main Road,Chennai-42 agalyasudhandhiran@gmail.com Mobile – 8526335570
12	Industrialist	Mr.S.Prakash	Head&ResearchAdvisor,AJA Technologies 2 nd floor, Twinkle Road, South Kalamassery, Cochin-682022.Mobile - 9047507666
13	Industrialist	Mr.A.Gurumoorthy	Branch manager, Future Generali, No205/NehruGandhipuram Coimbatore.Mobile – 8489501445
14	Student Member	R.Ramya A.Agastiya	IV Year IT IV Year CSE


Principal & Chairman of IQAC

Copy To

1. IQAC File
2. All the IQAC members



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2019-20/03

Date: 05.08.19

The third meeting of the Internal Quality Assurance Cell will be held on 21.08.2019 at 10.30a.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 second IQAC meeting. Also study the action taken and follow up action on the proceedings of the second 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 second IQAC meeting.
- To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu.
- To approve the staff teaching and nonteaching appointed through staff selection committee after the second IQAC meeting.
- To submit and approve the academic Calendar for the academic year 2019-20.
- To submit and ratify the audit statement for the financial year 2018-19.
- To submit the placement for the last academic year and its improvement.
- To discuss about the Anna University Inspection details for the academic year 2019-2020.
- To submit and discuss the Staff Development program attended by the staff in the last academic year and its improvement.
- To submit the result of the Anna University Examination held at Apr-May- 2019.
- To submit the action taken report of the various committees which were held after second IQAC meeting.
- To improve the strategic plan of the college.
- 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

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.

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PROCEEDINGS OF THE THIRD INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 21.08.19 AT 10.30 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	S.Agalya	Technical Support SutherlandGlobal Solutions #45A, Velachery, Main Road, Chennai-600042 agalvasudhandhiran@gmail.com Mobile – 8526335570	
12	Industrialist	Mr.S.Prakash	Head&Research Advisor AJA Technologies 2 nd floor, Twinkle Road, SouthKalamassery, Cochin-682022 Mobile – 9047507666	
13	Industrialist	Mr. A. Gurumoorthy	Branch manager, Future Generali, No205/NehruGandhipuram Coimbatore. Mobile – 8489501445	
14	Student Member	R.Ramya A.Agastiya	IV Year IT IV Year CSE	

IQAC Coordinator

Principal & Chairman of IQAC

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Website: www.mpnmjcc.ac.in

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 second IQAC meeting. Also study the action taken and follow up action on the proceedings of the Second IQAC meeting

The following is the Action Taken Report on the decisions of the Second IQAC meeting held on 21.02.2019

Plan of Action	Action taken
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.	The Principal has taken efforts to conduct both Internal and External Academic and Administrative Audit to check the validation and progress of all academic and administrative bodies.
IQAC insisted to incorporate the outcome based educational system with proper course outcomes and program outcomes in the internal question papers with corresponding Blooms level	FDP has been organized for the faculties for providing pattern of question papers along with CO/ PO and preparation of course materials for the benefit of students learning process with the Resource Person as Dr. K. Arul Mozhi, Director, Vivekananda Institute of Academy, Chennai. Faculty members participated in FDP held at Kongu Engineering College, Erode.
It was planned to conduct Parent teacher meeting.	The parents - teacher meeting was conducted through mentors and their feedback has been collected
Principal informed all the HoDs to follow Mentor-Mentee system.	Each faculty will be mentor of a group of 15 to 20 students. Department faculties will be mentors for the students till their graduation completion.

After an elaborate discussion, the Second IQAC minutes was approved

Points Discussed	Resolution
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry-Institute activities etc.) after the Second 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 approve the staff both teaching and non-teaching appointed through staff selection committee after the Second IQAC meeting	Read and approved
6. To submit and approve the academic calendar for the year 2019-20	Read and approved. It was insisted that, all organizers / conveners of various conference / seminar / workshop are required to submit an event report along with feedback collected from the participants to IQAC within two days after completion of respective event.
7. To submit and ratify the audited statement for the financial year 2017-18	Read and ratified.
8. To submit the placement details for the last academic year and its improvement.	Read and ratified.
9. To discuss about the Anna university inspection for the academic year 2019-2020.	Discussed and informed all the department Heads to maintain university requirements for Anna university inspection.
10. To submit and discuss the Staff Development program attended by the staff in the last academic year (2018-19) and its improvement	Read and ratified. It was decided to conduct a guest lecture on NAAC preparation.
11. To submit the result of the Anna University Examination held in May 2019	Read and ratified. It was decided to get question paper with answer while staff submitting the question paper for internal examination. Once the internal test over the staff are requested to submit the answer for the question in Google class room

	in order to the students to understand the right answer to be answered.
12. To submit the action taken report of the various committees which were held after 2nd IQAC meeting	Read and ratified. It is suggested that the college web site need to be updated regularly. IQAC coordinator requested the Head of the Departments that, whenever a student indulges in ragging / malpractice or anti-social activities need to be reported to IQAC immediately, so that disciplinary action can be initiated against the offender
13. To improve and implementation of strategic plan of the college	Read and ratified.
14. Any other points with the permission of the Chair Person	<ul style="list-style-type: none"> • The coordinators of various committees are requested to conduct more number of outreach program with the collaboration of industry, service clubs so that all the students attend the program • It was decided to include more awareness program on Intellectual Property Rights (IPR) • To conduct orientation program for the incoming I year students.


IQAC Coordinator


Principal and Chair Person



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2019-20/04

Date: 05.02.20

The fourth meeting of the Internal Quality Assurance Cell will be held on 19.02.2020 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.
- To submit and approve the proceedings of the third IQAC meeting.
- Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the third IQAC meeting.
- To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.
- To submit and discuss the Staff Development program attended by the staff in the this academic year.
- To approve the staff left the institution after the third IQAC meeting .
- To submit and discuss the details of online classes.
- To submit and approve the budget for the financial year 2020-21.
- To discuss about Value added course conducted in the academic year 2019-20.
- 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 2020-21.
- To submit the report of the various committees which were held after third IQAC meeting.
- To submit and analyze the MoUs signed and analysis of the activities taking place as per the new MoUs.
- 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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PROCEEDINGS OF THE FOURTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 19.02.20 AT 10 AM

Members Present:

S.No	Composition Criteria Specified by NAAC	IQAC Members Name	Designation	Signature
1	Chairman	Dr.M.Ramesh	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	S.Agalya	Technical Support SutherlandGlobal Solutions #45A, Velachery, Main Road, Chennai-600042 agalyasudhandhiran@gmail.com Mobile – 8526335570	
12	Industrialist	Mr.S.Prakash	Head&Research Advisor,AJA Technologies 2 nd floor, Twinkle Road, SouthKalamassery, Cochin-682022 Mobile – 9047507666	
13	Industrialist	Mr. A. Gurumoorthy	Branch manager, Future Generali, No205/NehruGandhipuram Coimbatore. Mobile – 8489501445	
14	Student Member	R.Ramya A.Agastiya	IV Year IT IV Year CSE	

IQAC Coordinator

Principal & Chairman of IQAC

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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 third IQAC meeting. Also study the action taken and follow up action on the proceedings of the Third IQAC meeting

The following is the Action Taken Report on the decisions of the IQAC meeting held on 21.08.2019 and the actions taken

Plan of Action	Action taken
<ul style="list-style-type: none">• It was decided to conduct value added courses beyond curriculum and for enhancing skills of the students in advanced technological field	Value added courses were conducted beyond the University curriculum and in current advanced technology and software. Staff were got trained before conducting this courses
<ul style="list-style-type: none">• It was decided to get question paper with answer while staff submitting the question paper for internal examination. Once the internal test is over, the staff is requested to submit the answer for the question in Google class room, so that the students understand the right answer to be answered.	All the staff followed the guidelines given by IQAC and verified by respective HODs
<ul style="list-style-type: none">• It was insisted that, all organizers / conveners of various conference / seminar / workshop are required to submit an event report along with feedback collected from the participants to IQAC within two days after completion of respective event.	As per the guidelines given by IQAC all the coordinators submitted the event report within two days.
<ul style="list-style-type: none">• It was decided to include more awareness program on Intellectual Property Rights (IPR).	Every year programs on IPR, EDP and two Research methodologies are conducted.
<ul style="list-style-type: none">• It was also decided to conduct orientation program for the incoming freshers	Orientation program and bridge course was conducted for the first year on 5.8.19 to 13.8.19
<ul style="list-style-type: none">• It is suggested that the college web site need to be updated regularly	The college allocated additional duty for a faculty with good knowledge in computer to update regularly. Also advised all HODs and club incharges to update the data to him accordingly.
<ul style="list-style-type: none">• It was decided to conduct a guest lecture on NAAC preparation	Training Programme on " Good Documentation Practice for NAAC Accreditation Process",and Professional Development Programme on, "Implementation of ICT tools in effective Teaching- Learning Process" were conducted
<ul style="list-style-type: none">• IQAC coordinator requested all the heads of the departments that, whenever a student indulges in ragging / malpractice or anti-	HODs and Mentors are advised to follow the same. This was also emphasized to all faculty members through "Faculty Training on

social activities need to be reported to IQAC immediately, so that disciplinary action can be initiated against the offender

Mentoring" programme.

After elaborate discussion, the Third IQAC minutes is approved

Points Discussed	Resolution
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the third 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 discuss the Staff Development program attended by the staff in the this academic year (2019-20) and its improvement	Read and ratified.
6. To approve the staff who left the institution after the third IQAC meeting.	Read and ratified.
7. To submit and discuss the details of online classes.	Principal informed the heads of the department to monitor the student's attendance and conduct of online class.
8. To submit and approve the budget for the financial year 2020-21	Read and ratified.
9. To discuss the value added courses conducted in the academic year 2019-20	Read and ratified.
10. To submit the result of the Anna University Examination held in November 2018.	Read and ratified.
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 2020-21.	<ul style="list-style-type: none"> Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family. After an elaborate discussion the procedure decided was approved.
12. 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 2020-21.	<ul style="list-style-type: none"> Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family. After an elaborate discussion the procedure decided was approved. It was planned to conduct Parent teacher meet.
13. To submit the action taken report of the various committees which were held after third IQAC meeting.	<ul style="list-style-type: none"> Read and ratified It was decided to take stock verification yearly. It was also decided to maintain the furniture, equipment, building etc. properly and monitor their maintenance
14. To submit and analyze the MoUs signed and activities taking place as per new MoUs.	<ul style="list-style-type: none"> It was decided to put MoUs with Industries and reputed institution for faculty training and students training in the latest equipments available with the Industries.
15. Any other points with the permission of the Chair Person.	<ul style="list-style-type: none"> It was decided to conduct training program for non-teaching staff also. It was decided to give regular Home work for

problematic/ Design subjects to the students and it should be monitored by the HODs

- It was decided to form a team with advanced learners and slow learners so that the slow learners improve their standard.
- To properly monitor the progress of the Project work done by the students and to encourage the students to publish in the journal and apply patent.

IQAC Coordinator



Principal and Chair Person

