

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

26.06.20

CONSTITUTION OF IQAC [2020-21]

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2020-21 with the following members:

MEMBERS OF INTERNAL QUALITY ASSURANCE CELL :

| S.No | Composition Criteria Specified by NAAC | IQAC Members Name | Designation |
|------|--|---|--|
| 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 | Dr.G Ravikumar | 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 | R.Mathiyazhagan | Sacra Systems Pvt. Ltd.,Coimbatore. mathiyazhaganrecc@gmail.com Mobile-8883035736 |
| 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 | S.Thirumurugan N.V.Vedhisha C.Kirubakaran | IV Year /Civil IV Year/CSE IV Year /MECH |

H. P. Nachimuthu 26/06/2020
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/2020-21/05

Date: 03.08.20

The Fifth meeting of the Internal Quality Assurance Cell will be held on 19.08.2020 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 fourth IQAC meeting.
- To 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 fourth 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 fourth IQAC meeting.
- To submit and approve the Academic Calendar for 2020-21.
- To submit and ratify the audited statement for the financial year 2019-20.
- To submit the placement for the last academic year (2019-20) and its improvement.
- To submit and discuss the Staff Development program attended by the staff in the academic year and its improvement.
- To submit and discuss the details of online classes for the academic year 2020-21.
- To submit and discuss the Value added course conducted in the academic year 2020-21.
- To submit and analysis Innovation in Teaching & Learning methods.
- 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 FIVETH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 19.08.20 AT 10.30 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 | Dr.G Ravikumar | 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 | R.Mathiyazhagan | Sacra Systems Pvt. Ltd.,Coimbatore. mathiyazhaganrecc@gmail.com Mobile-8883035736 | |
| 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 | S.Thirumurugan N.V.Vedhisha C.Kirubakaran | IV Year /CIVIL IV Year/CSE IV Year /MECH | |

IQAC Coordinator

Principal & Chairman of IQAC

M.P. NACHIMUTHU M. JAGANATHAN ENGINEERING COLLEGE



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Minutes of Meeting: 19.8.20

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

The following is the Action Taken Report on the decisions of the Fourth IQAC meeting held on 19.02.2020.

| Plan of Action | Action taken |
|---|--|
| <ul style="list-style-type: none">• To provide scholarship for the students hail from poor and downtrodden family | The policy for availing scholarship is reviewed and approved. The welfare schemes available are disseminated in induction programme for freshers. |
| <ul style="list-style-type: none">• 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. | The procedure for effective implementation of projects, viz, the social/ environment relevance of project, the procedure adapted for reviewing the progress of project are reviewed and the staff members are encouraged to take efforts towards the publication of journals by students and apply patent. |
| <ul style="list-style-type: none">• To take stock verification yearly. | It is accorded to conduct stock verification at the end of each academic year. |
| <ul style="list-style-type: none">• To maintain the furniture, equipment, building etc. properly and monitor their maintenance | The policy and procedure adapted for maintenance of all infrastructures are reviewed and its effective implementation is verified. |
| <ul style="list-style-type: none">• To sign MoUs with Industries for faculty training and students training with the latest equipments available with the Industries. | The MoUs with various industries and their activities are submitted by Chair Person. |
| <ul style="list-style-type: none">• To conduct training program for non-teaching staff also | Training Programme on Office Management and Administration was conducted on 13.09.2019 for Non- teaching staff by Mr.K.N.Sivakumar, HoD/CSE |
| <ul style="list-style-type: none">• To give regular home work for problematic/ Design subjects to the students and it should be monitored by the HoDs | Tutorials and assignments given by course in charge are verified by HoDs and its report is submitted. |
| <ul style="list-style-type: none">• To form a team with advanced learners and slow learners so that the slow learners improve their standard. | This team works good and slow learners are trained by Advance learners. |

After elaborate discussion, the Fourth 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 Fourth 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. | A brief description of the various communications received from AICTE, Anna University, Directorate of Technical Education and Government of Tamilnadu were given by Chair Person along with the action taken reports for all communications. Read and ratified |
| 5. To approve the staff both teaching and non-teaching appointed through staff selection committee after the Fourth IQAC meeting. | Read and approved |
| 6. To submit and approve the academic calendar for 2020-21. | Read and approved. It is suggested to submit and approve the conduct of various programmes such as Internship, Industrial visit, Guest lecture, Workshop, Symposium and other social activities |
| 7. To submit and ratify the audited statement for the financial year 2019-20. | Budget, Income & expenditure statement of 2019-20 was presented. It is resolved to accord approval the budget and Income expenditure for the academic year 2019-20. |
| 8. To submit the placement for the last academic year 2019-20 and its improvement. | Read and ratified |
| 9. To submit and discuss the Staff Development program attended by the staff in the last academic year (2019-20) and its improvement. | Read and ratified. More staff has to be encouraged to attend workshop/ seminars/ FDPs to upgrade themselves with the recent trends and also advised to utilize the financial support given by management. |
| 10. To submit and discuss the details of online classes for the academic year 2020-21. | Principal informed the heads of the department to conduct online classes for all the years and to use ICT tools effectively. |
| 11. To submit and discuss the value added | Principal informed the heads to conduct Value added courses beyond the University curriculum |

| | |
|--|--|
| course for the academic year 2020-21 | and in current advanced technology and software. |
| 12. To submit and analyze innovation in Teaching learning methods. | Principal informed the heads of the department to train the faculty members to use innovative teaching methods in online classes. |
| 13. Any other points with the permission of the Chair Person | <ul style="list-style-type: none"> • To submit the minutes of the Academic Audit Committee Report for the academic year 2019-20. • To submit the annual report of e-governance for the academic year 2019-2020. • Also it was suggested to conduct corona awareness programme for staff members and students. |

J 20/8/20
IQAC Coordinator

M. G. ... 20/08/2020
Principal and Chair Person



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2020-21/06

Date: 04.02.21

The sixth meeting of the Internal Quality Assurance Cell will be held on 22.02.2021 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 address by the Chair Person.
- To submit and approve the proceedings of the fifth 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 fifth 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 ratify the details of Staff Development program and its improvement.
- To approve the staff left the institution after fifth IQAC meeting.
- To submit and discuss the details of online classes.
- To submit and approve the budget for the financial year 2021-22.
- To submit the result of the Anna University Examination held at November 2020.
- 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 2021-22.
- To submit the report of the various committees which were held after fifth IQAC meeting.
- To submit and analysis 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 04/02/2021

Copy to

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

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PROCEEDINGS OF THE SIXTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 22.02.21 AT 10.30 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 | Dr.G Ravikumar | 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 | R.Mathiyazhagan | Sacra Systems Pvt. Ltd.,Coimbatore. mathiyazhaganrecc@gmail.com www.mathiyazhaganrecc.com Mobile-8883035736 | |
| 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 | S.Thirumurugan N.V.Vedhisha C.Kirubakaran | IV Year /Civil IV Year/CSE IV Year /MECH | |

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

The following is the Action Taken Report on the decisions of the IQAC meeting held on 19.8.2020 and the actions taken

| Plan of Action | Action taken |
|---|---|
| To implement various Techniques to improve the Teaching Learning Process. | Training programme were conducted, namely, Training on ICT enabled teaching and learning, "Bloom's Taxonomy, Crafting Effective Learning Outcomes" through IQAC to enhance the Teaching Learning Process on 04.9.20 by Dr.Rameshkumar, ASP/Mechanical Bannari Amman Engineering College, Erode. |
| More staff has to be encouraged to attend workshop/seminars/ FDPs to upgrade themselves with the recent trends and also advised to utilize the financial support given by management. | Principal and HoDs have taken the responsibility of encouraging staff for effective utilization of financial support rendered by Management. The list of staff members and the details of programmes attended by them were submitted. |
| To submit the minutes of the Academic Audit Committee Report for the academic year 2019-20. | The Chair Person informed that the Internal and External Academic and Administrative Audit are regularly conducted in our college to enhance the quality of academic and administrative activities and also make the college to step towards the NAAC Accreditation. |
| To submit the annual report of e-governance for the academic year 2019-2020 | The Annual Report of e-governance are submitted and was appreciated. |
| To submit and approve the conduct of various programmes such as Internship, Industrial visit, Guest lecture, workshop, symposium and other social activities | The list of co-curricular and extra-curricular activities by students as well various programmes conducted in Institute and Department Level were submitted. |
| To submit the details of placement made for the academic year 2019-20 and the details of students gone for higher study. | The activities by placement cell as well as the details of placement through campus drive and students gone for higher studies were submitted. |
| It was suggested to conduct corona awareness programme for staff members and students. | On 13.11.2020 Dr.Sathyaseelan, Sowmi Multi speciality Hospital, Perumanallur,Erode, conducted an awareness programme on how to face new environment in the covid days. |

After elaborate discussion, the Fifth IQAC minutes is approved

| Points Discussed | Resolution |
|---|--|
| 3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extra-curricular activities, staff achievement, students achievement, internship by the students, Industry- Institute activities etc) after the Fifth IQAC meeting | Read by the Principal and approved. Industrialist Mr. S.Prakash. and Mr. A. Gurumoorthy insisted the R & D activities of faculty members have to be improved through proper training programmes. |
| 4. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai. | A brief description of the various communications received from AICTE, Anna University, Directorate of Technical Education and Government of Tamilnadu were given by Chair Person along with the action taken reports for all communications. Read and ratified |
| 5. To submit and discuss the details of staff development programme and its improvement | Read and ratified. |
| 6. To approve the staff who have left the institution after the Fifth IQAC meeting | Read and ratified. |
| 7. To submit and discuss the details of online classes. | Read and ratified. Faculty members are using ICT tools and innovative methods in online class |
| 8. To submit and approve the budget for the financial year 2021-22 | Budget statement of 2021-22 presented to IQAC members. After the discussion it is resolved to accord approval the budget for the academic year 2021-22. |
| 9. To submit the result of the Anna University Examination held in November 2020. | Read and ratified. The members of IQAC suggested that all the staff should utilize the modern teaching-learning methodologies such as power point presentation, videos, e learning, case studies, live projects, so as to equip the students to update themselves and for self-learning. |
| 10. 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 2021-22. | Read and ratified. IQAC members suggested that the current students and alumni are the ambassadors of the college and hence the welfare schemes should be disseminated through them to enhance the admission in forth coming years. |
| 11. To submit the action taken report of the various committees which were held after Fifth IQAC meeting | Brief descriptions of the Minutes of meeting received from various academic bodies were given by Chair Person along with the action taken reports for all communications. After the elaborate discussion it was approved by the members. |
| 12. To submit and analyze the MoUs signed and analysis of the activities taking place as per new MoUs. | Read and ratified. |
| 13. Any other points with the permission of the Chair Person | It was suggested to have covid vaccine camp for the benefit of staff members and students. |


IQAC Coordinator


Principal and Chair Person