

**CIRCULAR****14.06.21****CONSTITUTION OF IQAC [2021-22]**

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2021-22 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. Vasantha Sudhanandhen	Correspondent
3	IQAC Coordinator	Prof. 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	Prof. R. Mohan	HoD /ECE
8	Executive member	Prof. K. N. Sivakumar	HoD /CSE
9	Executive member	Prof. G. Arun	HoD /IT
10	Executive member	Dr. V. Ravikumar	HoD /MBA
11	Executive member	Mrs. M. Devagi	Administrative officer
12	Alumni Member	Ms. S.Senthamarai	CAP GEMINI, Chennai. 7397713980. Senthamaraisammantham@gmail.com
13	Industrialist	Dr.S.Ravichandran	Founder and Director, IRDD automaton, Gead office- 468/C,VNC park,NGO Nagar, Karur. 9629091529. info@irrdautomaton.com
14	Student Member	R.Ragupathyraj R.Palanikumar	IV EEE IV IT

*H. Ramesh* 14/06/2021  
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/2021-22/07**

**Date: 04.08.21**

The seventh meeting of the Internal Quality Assurance Cell will be held on 18.08.2021 at 10.00 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 6<sup>th</sup> 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 sixth 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 sixth IQAC meeting.
- To submit and approve the Academic Calendar for 2021-22.
- To submit and ratify the audited statement for the financial year 2020-21.
- To submit the placement for the last academic year and its improvement.
- To discuss about the Anna University Inspection details for the academic year 2021-2022.
- To submit and discuss the Value added course for the academic year 2021-22.
- To submit the result of the Anna University Examination held at Apr-May- 2021.
- To submit and analysis Innovation in Teaching & Learning methods.
- To submit and discuss the Staff Development program attended by the staff in the last academic year 2020-21 and its improvement
- 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 SEVENTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 18.08.21 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. Vasantha Sudhanandhen	Correspondent	
3	IQAC Coordinator	Prof. 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	Prof. R. Mohan	HoD /ECE	
8	Executive member	Prof. K. N. Sivakumar	HoD /CSE	
9	Executive member	Prof. G. Arun	HoD /IT	
10	Executive member	Dr. V. Ravikumar	HoD /MBA	
11	Executive member	Mrs. M. Devagi	Administrative officer	
12	Alumni Member	Ms. S.Senthamarai	CAP GEMINI, Chennai. 7397713980. Senthamaraisammantham@gmail.com	
13	Industrialist	Dr.S.Ravichandran	Founder and Director, IRDD automations, Gead office- 468/C,VNC park,NGO Nagar, Karur. 9629091529. info@irrdautomations.com	
14	Student Member	R.Ragupathyraj R.Palanikumar	IV EEE IV IT	

IQAC Coordinator

Principal & Chairman of IQAC



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## Minutes of Meeting: 18.8.21

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

The following is the Action Taken Report on the decisions of the Sixth IQAC meeting held on 22.02.2021

Plan of Action	Action taken
The R & D activities of faculty members have to be improved through proper training programs.	All the faculty members are encouraged to attend more online webinars to upgrade themselves in R & D activities. Also programmes regarding IPR were conducted.
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 etc so as to equip the students to update themselves and for self-learning.	The HoDs as well as senior faculty members have given internal training for all the Juniors how to adapt effective online teaching methodology for the implementation of good learning practice.
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 forthcoming years.	Corresponding mentors and mentees had discussion, where the achievements of college, scholarships available for the students [both government and institutional], placement activities, co-curricular and extra-curricular activities are highlighted It would be highlighted during the first year induction programme also.
Also it was suggested to conduct corona awareness programme for staff members who, in turn, disseminate the knowledge to their mentees.	It has been instructed to mentors that the mentees should always be in contact with mentors so that in case of any emergency, college can take effective steps to make them safety.
It was suggested to have covid vaccine camp for	Covid vaccine camp was conducted on October 30,

the benefit of staff members and students.	2021 in our college premises. Students and staff members benefited with Covaxin and covishield vaccine dose.
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After elaborate discussion, the Sixth 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 Sixth IQAC meeting	Read by the Principal and approved. The external experts appreciated the Chair Person for the effective implementation of all academic activities pertaining to students and staff. IQAC members suggested that 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 approve the staff both teaching and non-teaching appointed through staff selection committee after the Sixth IQAC meeting	Read and approved. IQAC members suggested that the non-teaching staff members should be trained with computer knowledge for the effective implementation of e-governance.
6. To submit and approve the academic calendar for the year 2021-22	Read and approved.
7. To submit and ratify the audited statement for the financial year 2020-21	Read and approved.
8. To submit the placement details for the last academic year and its improvement	Read and approved.
9. To discuss about the inspection details for the academic year 2021-22	Principal informed all the heads to equip the lab as per the new regulation 2021.
10. To submit and discuss the value added courses for the academic year 2021-22	Principal informed the entire department HoD's to conduct value added courses as per recent technology and software's.
11. To submit the result of the Anna University Examination held in April May 2021	Read and ratified.
12. To submit and analyze the innovative teaching and learning methods.	Principal informed the HoDs to give training for junior staff members on ICT tools.

<p>13. To submit and discuss the Staff Development program attended by the staff in the last academic year (2020-21) and its improvement</p>	<p>Read and ratified. It was suggested to monitor the effective implementation of financial support to faculty members to attend FDPs</p>
<p>14. Any other points with the permission of the Chair Person</p>	<ul style="list-style-type: none"><li>• It was suggested to include universal human value class for freshers in the students induction programme.</li><li>• It was suggested to have covid vaccine camp for the benefit of staff members and students.</li></ul>

  
IQAC Coordinator

  
Principal and Chair Person 19/08/2021





**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

Ref. No : MPNMJEC/IQAC/MEETING/2021-22/08

Date: 07.02.22

The eighth meeting of the Internal Quality Assurance Cell will be held on 23.02.2022 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**

1. Welcome address by the Chair Person.
2. To submit and approve the proceedings of the 7<sup>th</sup> IQAC meeting.
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 7<sup>th</sup> IQAC meeting.
4. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.
5. To approve the staff joined & left the institution after 7<sup>th</sup> IQAC meeting.
6. To submit and approve the budget for the financial year 2022-23.
7. To submit the result of the Anna University Examination held at November 2021.
8. To discuss about mentoring system.
9. 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 2022-23.
10. To submit the report of the various committees which were held after 7<sup>th</sup> IQAC meeting.
11. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new MoUs.
12. Any other points with the permission of the Chair Person.
13. Vote of thanks by IQAC Coordinator.

  
IQAC Coordinator

  
Principal and Chair Person 07/02/2022

Copy to

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

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## PROCEEDINGS OF THE EIGHTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 23.02.22 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. Vasantha Sudhanandhen	Correspondent	
3	IQAC Coordinator	Prof. 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	Prof. R. Mohan	HoD /ECE	
8	Executive member	Prof. K. N. Sivakumar	HoD /CSE	
9	Executive member	Prof. G. Arun	HoD /IT	
10	Executive member	Dr. V. Ravikumar	HoD /MBA	
11	Executive member	Mrs. M. Devagi	Administrative officer	
12	Alumni Member	Ms. S.Senthamarai	CAP GEMINI, Chennai. 7397713980. Senthamaraisammantham@gmail.com	
13	Industrialist	Dr.S.Ravichandran	Founder and Director, IRDD automations, Gead office- 468/C,VNC park,NGO Nagar, Karur. 9629091529. info@irrdautomations.com	
14	Student Member	R.Ragupathyraj R.Palanikumar	IV EEE IV IT	

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

The following is the Action Taken Report on the decisions of the IQAC meeting held on 18.8.2021 and the actions taken

Plan of Action	Action taken
<ul style="list-style-type: none"><li>• IQAC members suggested that the R &amp; D activities of faculty members have to be improved through proper training programmes.</li></ul>	Professional Development Programme on "Skills of Writing Research Papers" was conducted for the staff members who are interested in R & D activities.
<ul style="list-style-type: none"><li>• IQAC members suggested that the non-teaching staff members should be trained with computer knowledge for the effective implementation of e-governance.</li></ul>	A Training Programme on "MS office: word and spreadsheet" on 07.09.2021 By Mr.Yuvaraj ASP/CSE and another "Training on Administrative software" on 07.10.2020 was conducted for the non-teaching staff members by Mr.K.N.Sivakumar, ASP/CSE.
<ul style="list-style-type: none"><li>• It was suggested to conduct corona vaccine camp for the students and staff members.</li></ul>	On 15.03.2022, a Covid vaccine camp for conducted in college through IQAC
<ul style="list-style-type: none"><li>• It was suggested to monitor the effective implementation of financial support to faculty members to attend FDPs</li></ul>	All the HoDs and Principal take the responsibility to encourage all the staff members to upgrade themselves by attending webinars, FDPs etc. which are sponsored by Management. The Chairperson presented the list of staff member's undergone financial support to IQAC.

After elaborate discussion, the Seventh 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 Seventh IQAC meeting	Read by the Principal and approved. The IQAC appreciated the marked progress made by the institution and congratulated the efforts taken by the Principal and the staff.

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 who have left the institution and the staff who have joined the institution after the Seventh IQAC meeting	Read and ratified.
6. To submit and approve the budget for the financial year 2022-23	Read and ratified.
7. To submit the result of the Anna University Examination held in November 2021.	Read and ratified. The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester.
8. To discuss about the mentoring system	The mentoring system should be followed as per university guidelines.
9. 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 2022-23.	Read and ratified. It was suggested to submit the list of students received government and non-government scholarship and free seat
10. To submit the action taken report of the various committees which were held after Seventh IQAC meeting	A brief description of the Minutes of meeting received from various academic bodies was given by Chair Person along with the action taken reports for all communications. After the elaborate discussion it was approved by the members
11. To submit and analyze the MoUs signed and analyze the activities taking place as per the new MoUs.	The Chair Person submitted the list of active MoUs and its activities. Also he submitted the list of various inplant training, industrial projects done and industrial guest lectures.
12. Any other points with the permission of the Chair Person	It was decided to adopt more Innovative teaching methods in order to improve the learning process.

  
IQAC Coordinator

  
Principal and Chair Person