

**CIRCULAR****20.06.22****CONSTITUTION OF IQAC [2022-23]**

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2022-23 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	Prof. D. Viswanathan	HoD /MCA
12	Executive member	Mrs. M. Devagi	Administrative officer
13	Alumni Member	Mr. Richard Chinnappan	Managing Partner, W3CERT, Coimbatore.
14	Industrialist	Mr. K. K. Tamilarasan	Manager, Human Resource & Development, Sakthi Auto Component Ltd., Vijayamangalam.
15	Student Member	Mr. E. Abeeswaran Mr. N. Shenbagam Mr. M. Gunasekar	II MBA IV CSE IV MECH

H. S. Suresh
20/06/2022
Principal & Chairperson of IQAC

Copy To

1. IQAC File
2. All the IQAC members



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2022-23/09

Date: 03.08.22

The ninth meeting of the Internal Quality Assurance Cell will be held on 17.08.2022 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 address by the Chair Person.
- To submit and approve the proceedings of the 8th 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 8th IQAC meeting.
- To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu.
- To approve the appointment of Teaching and Non-teaching Staff members in the month of June 2022.
- To submit the audit statement for the financial year 2021-22.
- To submit and approve the budget for the financial year 2022-23.
- To submit and discuss the placement for the last academic year 2021-22 and its improvement.
- To submit and discuss the Staff Development program attended by the staff in the last academic year (2021-22) and its improvement.
- To discuss about Value added course and mentoring system.
- To submit and approve the Academic Calendar for 2022-23.
- To submit the result of the Anna University Examination held at May -June 2022.
- To submit the action taken report of the various committees which were held after 8th 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

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.

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

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PROCEEDINGS OF THE NINTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 17.08.22 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	Prof. D. Viswanathan	HoD /MCA	
12	Executive member	Mrs. M. Devagi	Administrative officer	
13	Alumni Member	Mr. Richard Chinnappan	Managing Partner, W3CERT, Coimbatore.	
14	Industrialist	Mr. K. K. Tamilarasan	Manager, Human Resource & Development, Sakthi Auto Component Ltd., Vijayamangalam.	
15	Student Member	Mr. E. Abeswaran Mr. N. Shenbagam Mr. M. Gunasekar	IV MECH IV CSE II MBA	

IQAC Coordinator

Principal & Chairman of IQAC

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Minutes of Meeting:

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. To submit and approve the proceedings of the 8th IQAC meeting. Also study the action taken and follow up action on the proceedings of the 8th IQAC meeting.

The following is the Action Taken Report on the decisions of the 8th IQAC meeting.

Plan of Action	Action taken
<ul style="list-style-type: none">• It was decided to adopt Innovative teaching methods in order to improve the learning process.	Five different Innovative teaching methods are well practiced to the staff and all the staff are using at least one or two innovative teaching methods in the courses that they are handling.
<ul style="list-style-type: none">• 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 examination results and follow up action.
<ul style="list-style-type: none">• It was suggested to submit the list of students received government and non-government scholarship.	The Chair person submitted the list of students availed scholarship, both institutional and government.

After an elaborate discussion, the 8th IQAC minutes is approved

Minutes of Meeting:

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, Institute industry activities etc.) after the eighth IQAC meeting	Annual report of the academic year 2021-22 was 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 read and ratify the letter received from AICTE, Anna University, & 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 appointment of Teaching and Non-teaching staff members in the month of June 2022	Read and approved. The members requested to maintain the staff student ratio as per the norms of AICTE and Anna University.
6. To submit and ratify the audited statement for the financial year 2021-22	Read and ratified.
7. To submit and approve the budget for the financial year 2022-23	Read and ratified.
8. To submit and discuss the placement details for the last academic year 2021-22 and its improvement.	Read and the members appreciated the steps taken by the college and encouraged the team to conduct more career guidance programs.
9. To submit and discuss the Staff Development program attended by the staff in the last academic year (2021-22) and its improvement.	Read and ratified. As management is sponsoring, the staff should take efforts to upgrade themselves by participating in various Faculty Development Programmes.
10. To discuss about Value added courses and Mentoring system	Read and ratified.
11. To submit and approve the academic calendar for the year 2022-23	Read and ratified.
12. To submit the result of the Anna University Examination held at May –June 2022.	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
13. To submit the action taken report of the various committees which were held after 8 th 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
14. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs	Read and noted. It was suggested to continuously monitor the follow up actions taken towards Industry –Institute Interaction.
15. Any other points with the permission of the Chair Person	The members suggested conducting an awareness programme on COs, POs, PEOs and their importance towards Outcome Based Education.


IQAC Coordinator


Principal and Chair Person



INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2022-23/10

Date: 09.02.23

The tenth meeting of the Internal Quality Assurance Cell will be held on 23.02.2023 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 9th 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, internship by the students, staff industry activities etc) after the 9th 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 approve the staff left the institution after the 9th IQAC meeting.
- To submit the result of the Anna University Examination held at November 2022.
- To submit Project Work for Final Year students.
- To submit the admission process to be followed for the academic year 2023-24.
- To submit the action taken report of the various committees which were held after 9th IQAC meeting.
- To submit and analysis the MoUs signed and analysis of the activities taking place as per the new MoUs.
- To discuss and ratify programs to be through Institution Innovation Council.
- To submit and ratify the progress and implementation of 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

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PROCEEDINGS OF THE TENTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 23.02.23 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	Prof. D. Viswanathan	HoD /MCA	
12	Executive member	Mrs. M. Devagi	Administrative officer	
13	Alumni Member	Mr. Richard Chinnappan	Managing Partner, W3CERT, Coimbatore.	
14	Industrialist	Mr. K. K. Tamilarasan	Manager, Human Resource & Development, Sakthi Auto Component Ltd., Vijayamangalam.	
15	Student Member	Mr. E. Abeeswaran Mr. N. Shenbagam Mr. M. Gunasekar	IV MECH IV CSE II MBA	

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 9th IQAC meeting. Also study the action taken and follow up action on the proceedings of the 9th IQAC meeting

The following is the Action Taken Report on the decisions of the IQAC meeting held on 17.8.2022 and the actions taken

Plan of Action	Action taken
<ul style="list-style-type: none">It was decided to conduct more career guidance programmes.	As per the decision of IQAC Communication skill programs and Life skill programs are conducted for students.
<ul style="list-style-type: none">It was decided to adopt Innovative teaching methods in order to improve the learning process.	Five different Innovative teaching methods are well practiced to the staff and all the staff are using one or two innovative teaching methods in the courses that they are handling
<ul style="list-style-type: none">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
<ul style="list-style-type: none">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 examination results and follow up action.
<ul style="list-style-type: none">The members suggested the Chair Person to upgrade the faculty by participating in various Faculty Development Programmes.	The Chair Person submitted the list of faculties benefitted through the financial support for attending workshops, FDPs and assured to continuously follow up.
<ul style="list-style-type: none">The members suggested to conduct an awareness programme on COs, POs, PEOs and their importance towards Outcome Based Education	An orientation programme was conducted for all students by corresponding mentors for awareness of COs, POs, PEOs and their importance towards Outcome Based Education
<ul style="list-style-type: none">It was suggested to continuously monitor the follow up actions taken towards Industry – Institute Interaction.	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.

After an elaborate discussion, the 9th 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, internship by the students, Industry- industry activities etc.) after the 9 th 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 Principal along with the action taken reports for all communications. Read and approved.
5. To approve the staff who left the institution after the 9 th IQAC meeting	Read and ratified
6. To submit the result of the Anna University Examination held at November 2022.	Read and ratified. Efforts should be taken to improve the academic results as well as employability skills of students.
7. To submit the project work of final year students	Read and ratified
8. To submit the admission process to be followed for the academic year 2023-24	Principal informed that the trust decided to provide scholarship for the students hail from poor and downtrodden family which should be informed to all students through mentors. After discussion it was approved.
9. To submit the action taken report of the various committees which were held after 9 th IQAC meeting	A brief description of the Minutes of meeting received from various academic bodies was given by Principal along with the action taken reports for all communications. After the elaborate discussion it was approved by the members.
10. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs	Read and noted. It was suggested to continuously monitor the follow up actions taken towards Industry –Institute Interaction.
11. To discuss and ratify programs to be through Institution Innovation Council.	Principal informed the IIC coordinator to conduct programmes.
12. To submit and ratify the progress and implementation of strategic plan of the college	An elaborate discussion was made on the progress of various strategic plans, their implementation and suggestions were given to achieve the goals
13. Any other points with the permission of the Chair Person	<ul style="list-style-type: none"> • It was decided to conduct Carrier guidance program for GATE coaching, TOEFL. And carrier guidance for SC and ST students. • It was decided by the Principal to apply for NBA to computer science department and other departments in the upcoming years.

IQAC Coordinator

Principal cum Chair Person