

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

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CIRCULAR CONSTITUTION OF IQAC [2024-25]

26.06.24

This is to inform that Internal Quality Assurance Cell has been constituted for the Academic Year 2024-25 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 /Mechanical
7	Executive member	Prof. R. Mohan	HoD /ECE
8	Executive member	Prof. K. N. Sivakumar	HoD /CSE
9	Executive member	Prof.A.Sujitha	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. Tamlarasan	Manager, Human Resource & Development, Sakthi Auto Component Ltd., Vijayamangalam.
15	Student Member	1.G.Chitra 2.S.Priyanka 3.R.Mythili	IV CSE III Civil II MBA


IQAC Coordinator


Principal & Chairman of IQAC

Copy To

1. IQAC File
2. All the IQAC members

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Ref. No : MPNMJEC/IQAC/MEETING/2024-25/13

Date: 05.08.24

The thirteenth meeting of the Internal Quality Assurance Cell will be held on 22.08.2024 at 10.30 a.m. in board room. 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 12th IQAC meeting.
- NAAC Peer team visit
- 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 12th 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 2024
- To submit the audit statement for the financial year 2023-24.
- To submit and approve the budget for the financial year 2024-25.
- To submit and discuss the placement for the last academic year 2023-24 and its improvement.
- To submit and discuss the Staff Development program attended by the staff in the last academic year (2023-24) and its improvement.
- To submit the result of the Anna University Examination held at April-May 2024
- To conduct program through Institution Innovation Council.
- To submit the action taken report of the various committees which were held after 12th 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

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PROCEEDINGS OF THE THIRTEENTH INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 22.08.2024 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	
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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	1.G.Chitra 2.S.Priyanka 3.R.Mythili	IV CSE III Civil II MBA	

IQAC Coordinator

Principal & Chairman of IQAC

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. **Introduction of the members of IQAC by the Chair Person** - Chair Person of IQAC introduced all the members
3. **To submit and approve the proceedings of the 12th IQAC meeting.** Also study the action taken and follow up action on the proceedings of the 12th IQAC meeting

The following is the Action Taken Report on the decisions of the 13th IQAC meeting held on 22.02.2024.

Plan of Action	Action taken
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.
Admission process to be followed for the academic year 2024-25	Scholarship and fee concession are provided to the students hailing from poor and downtrodden family
Members suggested conducting more motivation and English communication skill programs for upcoming first year students.	Induction programme are planned to conduct that includes motivation and English communication programs.

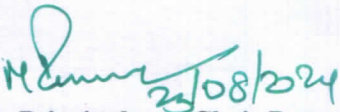
After elaborate discussion, the 12th IQAC minutes is approved.

Minutes of Meeting:

Points Discussed	Resolution
4.NAAC Peer team visit	Principal informed all the HoDs to be prepared for the PTV expected in the month of September.
5. 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 12 th IQAC meeting	Annual report of the academic year 2023-24 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
6. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu.	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.

7. To approve the appointment of Teaching and Non-teaching Staff members in the month of June 2024	Read and approved. The members requested to maintain the staff student ratio as per the norms of AICTE and Anna University.
8. To submit the audit statement for the financial year 2023-24.	Read and ratified.
9. To submit and approve the budget for the financial year 2024-25.	Read and ratified.
10. To submit and discuss the placement for the last academic year 2023-24 and its improvement.	Read and ratified. The members requested to the Principal and the Placement officer to give effective placement training to get more students placed with high salary package.
11. To submit and discuss the Staff Development program attended by the staff in the last academic year (2023-24) and its improvement.	Read and ratified. Faculty members attended FDP to upgrade themselves and the management is financially supporting.
12. To submit the result of the Anna University Examination held at April-May 2024.	Read and ratified. Members requested the Principal to improve overall ranking of the college. Also appreciated for getting three university ranks. I year & II year results not yet published
13. To conduct program through Institution Innovation Council.	Principal informed the IIC coordinator to conduct more number of programs.
14. To submit the action taken report of the various committees which were held after 12 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
15. Any other points with the permission of the Chair Person	<ul style="list-style-type: none"> Members suggested applying for NBA accreditation for CSE, ECE, IT and EEE departments. Members suggested having more renewable source of energy.


IQAC Coordinator


Principal cum Chair Person