NPR College of Engineering and Technology
(AN AUTONOMOUS INSTITUTION)
NBA Accredited (B.E. - CSE, ECE, EEE & Mechanical Engg.) | Accredited by NAAC with 'A' Grade
Recognized by UGC under 2 (f) | ISO 9001:2015 Certified | Approved by All India Council for Technical Education, New Delhi
Affiliated to Anna University, Chennai
Natham, Dindigul (Dist.) - 624 401, Tamil Nadu.

TEACHING AND LEARNING CENTRE (TLC)

Report of the Orientation Programme

Programme	: Orientation Programme for Newly Joined Faculty Members
Topic	: Preparation of Course File
Venue	: Rabinadranath Tagore Hall
Date	: 22.12.2025
Time	: 03.45 p.m. – 04:45 p.m
Resource Person	: Mrs. C. Kalpana, HOD (i/c)/IT,
Organized by	: Teaching and Learning Centre (TLC)
Coordinated by	: Dr. M. Ramakrishnan (TLC Coordinator)

TLC- Coordinator (Dr. M. Ramakrishnan)

Dean- IQAC

Director-Academics (i/c) (Dr. M. Ameena Banu)

Principal

PRINCIPAL
NPR College of Engineering and Technology (Autonomous)
Natham, Dindigul(Dt)-624 401

NPR COLLEGE OF ENGG. & TECHNOLOGY NATHAM

TEACHING AND LEARNING CENTRE (TLC)
Report of the Orientation Programme

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TEACHING AND LEARNING CENTRE (TLC)
Report of the Orientation Programme

Permission Letter

Gmail

NPR GI <igcnprcet@nprcolleges.org>

Permission to Conduct Orientation Programme for Newly Joined Faculty Members
1 message

NPRCET TLC <nprcettlc@nprcolleges.org> Thu, Dec 18, 2025 at 3:31 PM
To: NPR GI <igcnprcet@nprcolleges.org>, nprcetiqac@nprcolleges.org

Respected Sir / Madam,

As per the instructions given by the CAO sir during the Annual Review Meeting held on **13.12.2025**, the Teaching Learning Centre (TLC) proposes to conduct an **Orientation Programme for newly joined faculty members**, who have joined from **June 2025 to till date**.

The proposed schedule is as follows:

- **22.12.2025** – Preparation of Course File – Mrs. C. Kalpana
- **24.12.2025** – ERP Guidelines – Mrs. C. Kalpana
- **29.12.2025** – Examination-related Work and CO Attainment

In this regard, kindly grant permission to conduct the above-mentioned programme.

Thank you.

With Regards
Co-ordinator,
Teaching and learning centre (TLC)
NPR College of Engineering & Technology (Autonomous),
(Accredited By NAAC 'A' Grade With 3.26 CGPA)
NPR Nagar, Natham,
Dindigul 624 401. Tamil Nadu

NPR GROUP OF INSTITUTIONS
Dept Name: NPRCET
Letter Date: 18.12.2025
Letter No: Time: 03:31 Pm
Signature:

NPRCET

vision

To develop students with intellectual curiosity and technical expertise to meet the global needs.

Mission:

M1: To achieve academic excellence by offering quality technical education using the best teaching techniques.

Approved / ~~Not Approved~~ / Clarification Required
Director
Institutional Governance Council (IGC)
NPR Group of Institutions, Natham
9:00 AM

TEACHING AND LEARNING CENTRE (TLC)
Report of the Orientation Programme
Circular

NPR College of Engineering and Technology

NPRCET/OFF/RcENo: C60/2025-26 Date: 20.12.2025

CIRCULAR

Teaching and Learning Centre (TLC)

This is to inform that a meeting of Teaching and Learning Centre (TLC) of our institution is planned to conduct an **Orientation Programme for newly joined faculty members,** who have joined from **June 2025 to till date.**

The proposed schedule is as follows:

- 22.12.2025 – Preparation of Course File – Mrs. C. Kalpana HoD i/c - IT
- 24.12.2025 – ERP Guidelines – Mrs. C. Kalpana HoD i/c - IT
- 29.12.2025 – Examination-related Work and CO Attainment – Dr. C. Manivel - D.CoE-I

The above-mentioned dates are not eligible for On Duty (OD) or Casual Leave (CL).

Venue: Rabindranath Tagore Hall

Time: 3.45 p.m. to 4.45 p.m.

PRINCIPAL

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NPR College of Engineering and Technology (Autonomous)
Natham, Dindigul (Dt)-624 401

Copy to

1. IGC office for information
2. IQAC through mail
3. Department Notice Board
4. Members of TLC
5. File

TEACHING AND LEARNING CENTRE (TLC)

Report of the Orientation Programme

Participation Details

NPR College of Engineering and Technology

S.No	Name of the Staff	Designation/Department
1	Dr.Beaulah Wiseline J	AP/ENG
2	Dr.C.Hemalatha	Prof/Civil
3	Dr.J.Ashok Kumar	AP/PHY
4	Dr.A.Jalal Deen	AP/ECE
5	Dr.M.Sivakami	AP/MCA
6	Dr.Muruthuraj	AP/MECH
7	Dr.P.Paramalai	AP/MATHS
8	Dr.P.Saravanan	AP/EEE
9	Dr.P.Sivaraman	AP/MECH
10	Dr.Rajkumar	AP/CHEM
11	Dr.S.Anantha Krishnan	PROG/CHE
12	Dr.S.Prakash	AP/EEE
13	Dr.Sankaralagu	AP/TAMIL
14	Dr.T.Srinivasan	AP Physics
15	Dr.V.Hemalatha	AP Maths
16	Dr.V.Justin Raj	AP MECH
17	Mr.B.Muralidharan	AP/CSE
18	Mr.Janagan	AP/CSE
19	Mr.N.Nagaprakash	AP/CSE
20	Mr.P.Sathya Moorthy	AP/ENG
21	Mr.R.Arun	AP/ECE
22	Mr.S.R.Seenivasan	AP / MCA
23	Mr.S.Sathyaraj	AP/CSE
24	Mrs. S. Sharmila Jeyarani	AP/CSE
25	Mrs.A.Amal Princy	AP/CSE
26	Mrs.D.Aiswarya Laxmi	AP/AI&ML
27	Mrs.G.Divya	AP / EEE
28	Mrs.G.Ramya Gayathri	AP/ECE
29	Mrs.G.Thenmozhi Pandi	AP/EEE
30	Mrs.K.Preethi Monika	AP/CSE
31	Mrs.Na.Pappathi	AP/ECE
32	Mrs.P.Gopika	AP/IT
33	Mrs.P.Prema	AP/CSE
34	Mrs.R.Bhavithra	AP/AI&ML
35	Mrs.S.Sujitha	AP/EEE
36	Mrs. T.Shanthi	AP/IT
37	Mrs.V.Nandhini	AP/ECE
38	Ms.Aafrin Hazaana	AP/PHYSICS
39	Ms.M.Chitra	AP/MBA
40	Ms.M.Janani	AP/CSE
41	Ms.M.Leelavathi	AP/EEE
42	Ms.R.Shariga	AP / MBA
43	Ms.S.Sowmiyadevi	AP/ECE

TEACHING AND LEARNING CENTRE (TLC)
REPORT OF THE ORIENTATION PROGRAMME

Programme	: Orientation Programme for Newly Joined Faculty Members
Topic	: Preparation of Course File
Venue	: Rabinadranath Tagore Hall
Date	: 22.12.2025
Time	: 03.45 p.m. – 04:45 p.m
Resource Person	: Mrs. C. Kalpana, HOD (i/c)/IT,
Organized by	: Teaching and Learning Centre (TLC)
Coordinated by	: Dr. M. Ramakrishnan (TLC Coordinator)

1. Inaugural Address

- The programme commenced with a brief welcome address by Dr. M. Ramakrishnan, TLC Coordinator, who outlined the objectives of the Orientation Programme for newly joined faculty members.
- He emphasized the significance of maintaining a standardized, systematic, and well-documented course file in compliance with institutional norms and accreditation requirements.

2. Technical Session

- Mrs. C. Kalpana, HOD (i/c)/IT, delivered an in-depth session on the Preparation and Maintenance of Course File.
- She elaborated on the essential components of the course file, which include:
  - Course Information Sheet
  - Timetable with Individual Workload
  - Tentative Lesson Plan, Detailed Lesson Plan and Execution
  - Lecture Notes
  - Teaching Aids
  - Topics Beyond Syllabus with reference details
  - University Question Papers with Answer Keys, Internal Question Papers with Answer Keys
  - Assignment Topics with Submission Dates, Sample Assignments
  - Internal Assessment Mark Records
  - Remedial Class Plan and Continuous Evaluation Records

- Course Handout
- Course Assessment Sheet
- Tutorial Sheets
- Sample Answer Sheets

- She also stressed the importance of timely updating, accuracy, and uniformity in maintaining course files for internal audits, external reviews, and accreditation processes.

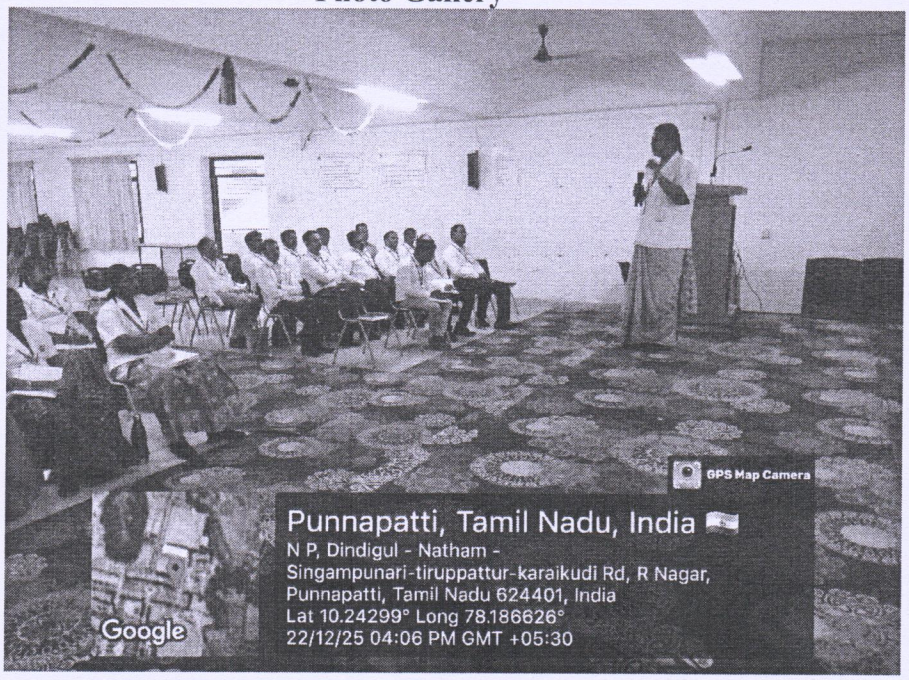
3. Interaction and Clarification

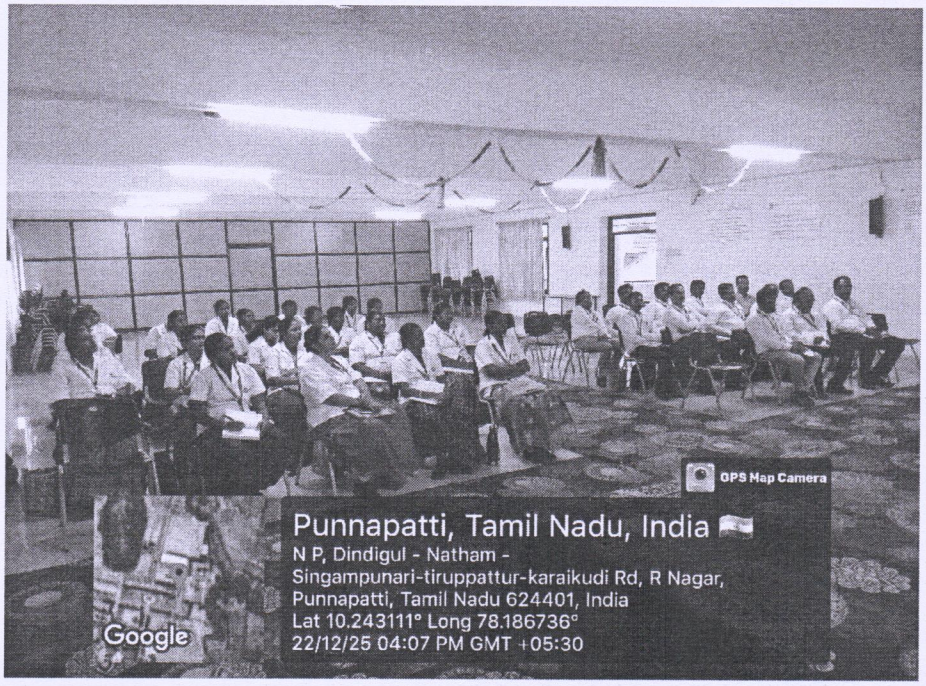
- The session was interactive, with newly joined faculty members actively participating by raising queries related to course file documentation, CO mapping, lesson planning, and assessment records.
- The resource person addressed all queries and provided practical guidance based on institutional practices and academic standards.

4. Conclusion

- The session concluded with a vote of thanks proposed by the TLC Coordinator.
- The participants expressed that the programme was highly informative and would assist them in maintaining course files effectively and uniformly.

TEACHING AND LEARNING CENTRE (TLC)
Orientation Programme for Newly Joined Faculty Members
Preparation of Course File
Photo Gallery





The Resource Person, Mrs. C. Kalpana, HOD (i/c)/IT, interacted with the participants during the Orientation Programme for Newly Joined Faculty Members.