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	: ERP Guidelines
Venue	: Rabinadranath Tagore Hall
Date	: 24.12.2025
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)

COLLEGE OF ENGG. & TECHNOLOGY ★ NPR
NATHAM

TLC- Coordinator (Dr. M. Ramakrishnan)

Dean- IQAC (Dr K KANIMOZHI)

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

Principal

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

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 <igcnprceb@nprcolleges.org>

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

NPRCET TLC <nprcetlc@nprcolleges.org> Thu, Dec 18, 2025 at 3:31 PM
To: NPR GI <igcnprceb@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
Office Stamp: 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

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

NPR College of Engineering and Technology

NPRCET/OFF/RefNo: 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.

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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.Poomalai	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.K.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.Jansmi	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	: ERP Guidelines
Venue	: Rabinadranath Tagore Hall
Date	: 24.12.2025
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 welcome address by Dr. M. Ramakrishnan, TLC Coordinator, who briefed the participants on the objective of the session and emphasized the role of ERP in effective academic administration.
- He highlighted the importance of accurate and timely data entry in the ERP system to ensure transparency and efficiency in academic processes.

2. Technical Session

- Mrs. C. Kalpana, HOD (i/c)/IT, delivered a comprehensive session on ERP Guidelines and demonstrated the various academic modules in detail.
- The following ERP modules and functionalities were explained:

Attendance Module

- Lesson Planner
- Syllabus Entry
- Attendance Entry

Mark Module

- Criteria for Internal Assessment
- CAM Entry
- CAM Internal Mark Calculation

Question Module

- Question Addition

- Question Paper Template
- Consolidated Question Paper Master

- The resource person emphasized the importance of correctness, consistency, and adherence to timelines while using the ERP system for academic-related entries.

3. Interaction and Clarification

- The session was interactive, and the participants actively clarified their doubts regarding ERP operations, data entry procedures, and report generation.
- The resource person addressed all queries and provided practical guidelines based on institutional ERP practices.

4. Conclusion

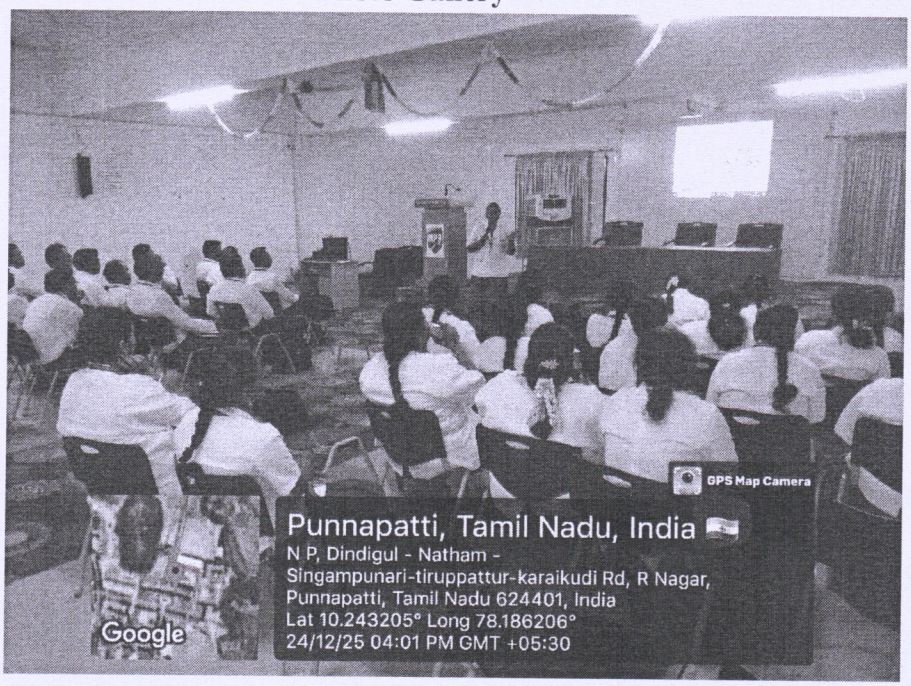
- The session concluded with a vote of thanks proposed by the TLC Coordinator.
- The participants acknowledged that the session was informative and helped them gain hands-on understanding of ERP modules related to academic activities.

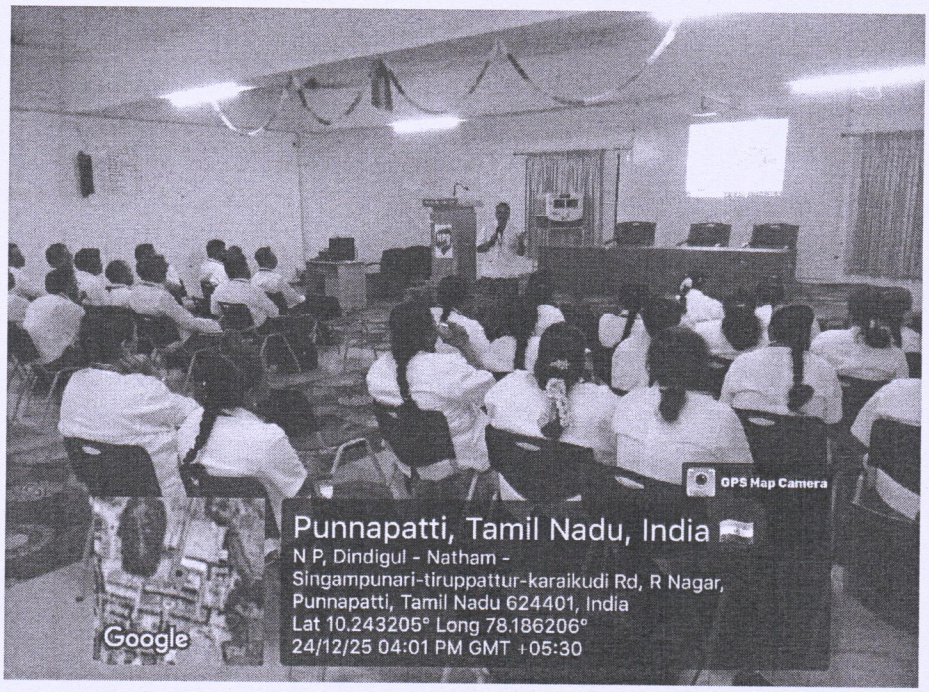
TEACHING AND LEARNING CENTRE (TLC)

Orientation Programme for Newly Joined Faculty Members

ERP Guidelines

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.