

T. M. Palayam, Coimbatore-641 105 (Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai) Accredited by NAAC, Recognized by UGC with Section 2(f) and 12(B) NBA Accredited UG Courses: AERO, CSE, MECH



### **IQAC (Internal Quality Assurance Cell)**

## **CIRCULAR**

### NIET/IQAC/Meeting/2021-2022/01

13.07.2021

Internal quality assurance cell (IQAC) coordinators meeting is scheduled on 14.07.2021 through Google meet. All the members of the IQAC are requested to attend the meeting at 2.30 PM without fail.

Google meet link: <u>https://meet.google.com/yii-wfct-kng</u>
<u>Agenda</u>

- Introduction of IQAC members
- Preparation of Time table and work load
- Preparation of Newsletter

IQAC / OF ENG **OA** 

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The CEO & Secretary - For Kind information

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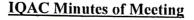
Members concerned

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Principal Dr. P. MANIIARASAN Principal Nehru Institute of Engg. & Technology TM.Palayam, Coimbatore - 641 10'



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### NIET/IQAC/MOM/2021-2022/01

Date: 14.07.2021 Time: 02.30 PM

### Meeting chaired by: Dr.R.Deepa,Head/IQAC Members Attended: IQAC Coordinators

- The Department IQAC coordinators for the academic year were introduced in the forum
- The coordinator were asked to inform the respective department timetable coordinators to prepare the timetable and work load for the academic year on discussion with Overall timetable coordinator before 17.07.2021
- Informed to submit the monthly reports of the department 10<sup>th</sup> of every month without any delay
- Newsletter have to be prepared for all the department every month which will be published as college Newsletter every three months of an academic year
- Elective list of every department should be finalized and submitted
- Result analysis of the previous semester to be submitted

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PRINCIPAL

Dr. P. MANIJARASAN Principal Nehru Institute of Engg. & Technology M. Palayam, Coimbatore - 641 10<sup>4</sup>





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# IQAC (Internal Quality Assurance Cell) <u>CIRCULAR</u>

NIET/IQAC/Meeting/2021-2022/02

14.08.2021

Internal quality assurance cell (IQAC) meeting is scheduled on 16.08.2021 through Google meet. All the Heads of the Department are requested to attend the meeting at 2.00 PM without fail.

### Agenda

• The reopening of II, III and IV Year students for the next Academic Year

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All HoDs, Directors & Dean

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Principal

Dr. P. MANIIARASAN Principal Nehru Institute of Engg. & Technology M.Palayam, Coimbatore - 641 10<sup>f</sup>



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#### **IQAC Minutes of Meeting**

#### NIET/IQAC/MOM/2021-2022/02

Date: 17.08.2021

Meeting chaired by: Dr.P.Maniiarasan, Principal /NIET

#### Members Attended:

- 1. Dr.R.Deepa,Head/IQAC
- 2. Dr.A.Sankaran, Director/AERO
- 3. Dr.B.R.Senthilkumar, Professor&HOD/AERO
- 4. Dr.V.Jayaraj, Professor & HOD/ECE
- 5. Dr.R.Kannan, Professor&HOD/EEE
- 6. Dr.M.Santhosh, Professor&HOD/MECH
- 7. Dr.M.Maheswaran, Professor&HOD/MCT
- 8. Dr.S.Shalini Packiam Kamala, Professor&HOD/S&H
- 9. Mr.Mani, Assistant Professor/CSE
- 10. Dr.K.R.Senthilkumar,Librarian
- 11. Mr.Kalidoss ,Physical Director/NIET
- 12. Mr.R.Sudarmani,AO cum HR/NIET

The following points were discussed

- The Agenda of the meeting is to discuss about the reopening of II,III and IV Year students for the next Academic Year through online.
- In this regard, All the HODs are requested to implement Quality Education.
- Time table coordinators are instructed to allot 3 to 4 hours per day for online classes.
- HODs are requested to conduct DAC meeting, Parents meeting, Alumni Meeting and instruct their faculty members to upload the course materials, Syllabus,Lesson plan in the Icampuz before commencement of classes.
- Based on the request from parents, All the faculty members are requested to insist their students to turn on the video during online classes.
- All the HODs are requested to instruct their faculty members to teach the subjects with more practical exposure.





- All the Department Heads are requested to conduct webinars in the afternoon session also adopt latest topics in order to create interest among students.
- All the HODs are requested to instruct their faculty members to involve in paper publication, Book publication, Book chapter, funded projects, Funded FDPs, Atal FDPs, Webinars, etc.,
- NAAC and NBA Coordinators are requested to check all the documents in order to update the files.
- HODs are instructed to follow the college Academic Calendar prepared by IQAC.
- Separate department Academic Calendar should be prepared.
- Periodical conduct of Class Committee Meeting should be ensured.

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All HoDs, Directors & Dean

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# IQAC (Internal Quality Assurance Cell)

# **CIRCULAR**

# NIET/IQAC/Meeting/2021-2022/03

07.02.2022

IQAC co-ordinators meeting is scheduled to be conducted on 10.02.2022. All the members are requested to attend the meeting without fail

Date of the meeting: 10.02.2022

Venue: Board Room

Time: 01.00 pm

Agenda:

General guidelines for NAAC and NBA visit

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All IQAC Co-ordinators, HoD's, DEAN & Directors
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CIPAL

07/02/2022 Dr. P. MANIIARASAN

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NIET/IQAC/21-22/MoM\_SC\_3

#### **IQAC Minutes of Meeting**

Date:	10.02.2022	<b>Time :</b> 01.00 pm	Venue: IQ	AC
Meml	bers Attended:		1	
•	Dr.P.Maniarasan, Principal			
•	Dr.R.Deepa, Head/IQAC			
<ul> <li>Dr.R.Kannan HOD/EEE, Overall NAAC Coordinator</li> </ul>				
	Dr.M.A.Raja Professor/ECE			
	Mrs.Tharani,AP/S&H			
	Dr.R.Anand, Asso.Prof/EEE			
	Dr.Periyasamy, AP/S&H			
<ul> <li>Mr.S.Mohan, AP/ECE</li> </ul>				
<ul> <li>Dr.Sathish Kumar, Asso.Prof/CSE</li> </ul>				
<ul> <li>Mr.Madhusudhanan, AP/MECH</li> </ul>				
<ul> <li>Dr.M.Maheshwaran, HoD/MCT</li> </ul>				e · · ·
	Dr.P.Raghunayagan, AP/MC			

#### **POINTS DISCUSSED:**

- 1. All members are requested to read the NAAC manual, HEIs portal data manual clearly and prepare the data/documents based on the specific requirements mentioned in the SOP.
- 2. Language correction along with spelling and typographical errors needed to be checked with the Department of English.
- 3. Kindly correlate the previous AQARs with the SSR.
- 4. The course contents should be prepared and updated in content management system.
- 5. All lab manuals have to be published as book with ISBN number.
- 6. Letter communication to AU relevant to syllabus, regulation, QP setting, Scrutiny and assessment process shall be included.
- 7. R2017 CBCS proof to be included.
- 8. Regulations and curriculum along with syllabus to be included to all the courses

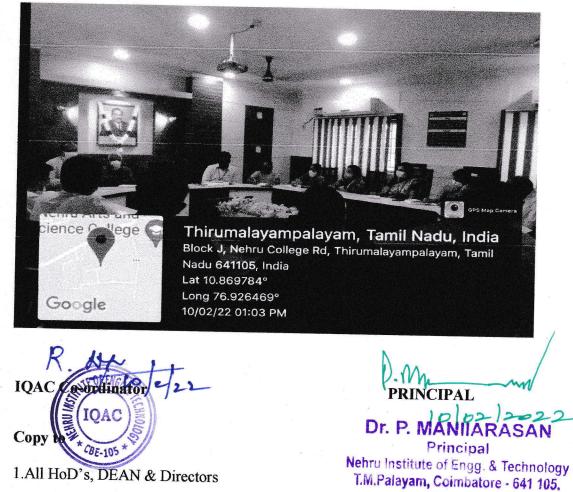


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offered, should be attested by the respective HoDs.

- 9. The working of experiments can be captured as video and create QR codes.
- 10. All the club coordinators should strengthen their activities.
- 11. Computing facilities in laboratory and working of machinery has to be checked
- 12. VAC programmes year wise and department wise to be included with samples.
- 13. Community reservations for GQ will fetch good score, proof for GQ and MQ seat proportions to be documented.
- 14. All departments should be ready for NAAC process.



2. File



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# IQAC (Internal Quality Assurance Cell)

### **CIRCULAR**

# NIET/IQAC/Meeting/2021-2022/04

29.03.2022

Internal Quality Assurance Cell meeting is scheduled on 31.03.2022. All the members of IQAC are requested to attend the meeting without fail.

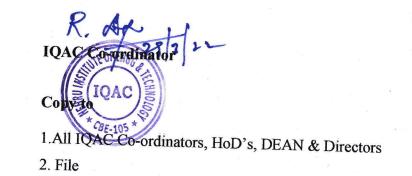
Date of the meeting: 31.03.2022

Venue: Board Room

Time: 11.00 am

Agenda:

NAAC and NBA process



PRINCIPAL

Dr. P. MANIIARASAN Principal Nehru Institute of Engg & Technology T.M.Palayam, Coimbatore - 641 105.



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NIET/IQAC/21-22/MoM\_4

#### **IQAC Minutes of Meeting**

Date: 31.03.2022	<b>Time :</b> 11.00 am	<b>Venue:</b> IQAC	
Members Attended:			
<ul> <li>Dr.P.Maniarasan, Princi</li> </ul>	pal		
• Dr.R.Deepa, Head/IQA		×	
<ul> <li>Dr.R.Kannan HOD/EEE</li> </ul>	, Overall NAAC Coordinator		
<ul> <li>Dr.M.A.Raja Professor/</li> </ul>			
<ul> <li>Mrs.Tharani,AP/S&amp;H</li> </ul>			
<ul> <li>Dr.R.Anand, Asso.Prof/</li> </ul>	EEE		
<ul> <li>Dr.Periyasamy, AP/S&amp;H</li> </ul>	I		
• Mr.S.Mohan, AP/ECE			
<ul> <li>Dr.Sathish Kumar, Asso</li> </ul>	.Prof/CSE		
<ul> <li>Mr.Madhusudhanan, AP</li> </ul>			
• Dr.M.Maheshwaran, Ho			
<ul> <li>Dr.P.Raghunayagan, AP</li> </ul>			

#### **POINTS DISCUSSED:**

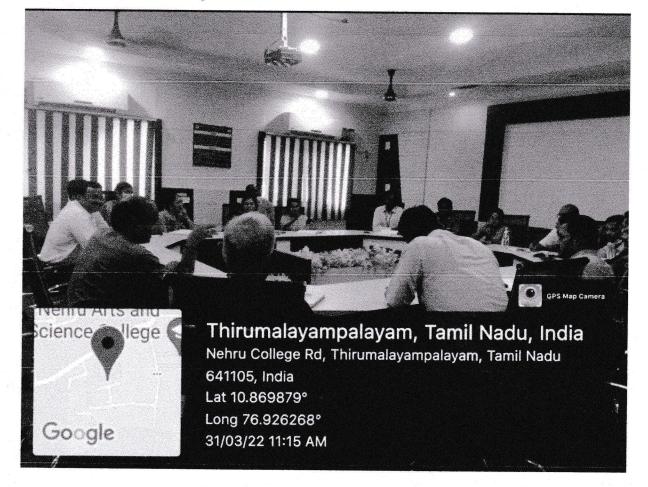
- 1. Need to prepare the abstract year wise for all the files and docs
- 2. Qualitative analysis need to be presented for all the documents, interpretation of the data relevant to the documents to be carried out.
- 3. Few documents shall be presented with the copies of the original alone.
- 4. Percentage computation and consistency across the years with improvements will fetch good scores.
- 5. Internship offered by PSUs, other state organizations, R&D institutions will be an added advantage.
- 6. AICTE and AU letters for all the years and Permanent affiliation letters to be furnished.
- 7. Internal Exam schedule, QP Samples, Result analysis, internal calculations, internal mark display and relevant parent communications to be updated.



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- 8. Best Practices to be increased, atleast one per dept.
- 9. Photographs clarity and captions to be updated suitably
- 10. Color printouts to be presented in the files with abstracts VAC programmes year wise and department wise to be included with samples.
- 11. Academic year representation may be followed uniformly- like 2021-2022 and same for date also
- 12. Date is mandatory in all the document for identification All departments should be ready for NAAC process.





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Thirumalayampalayam, Tamil Nadu, India Nehru College Rd, Thirumalayampalayam, Tamil Nadu 641105, India Lat 10.869879° Long 76.926268° 31/03/22 11:15 AM

IQAC ordinato Convio 1.All HoD's, DEAN & Directors 2. File

CIPAL 31/03/202

Dr. P. MANIIARASAN Principal Nehru Institute of Engg. & Technology T.M.Palayam, Coimbatore - 641 105.