



IQAC (Internal quality assurance cell)

Minutes of Meeting (AY:2016-2017)

29/08/2016

IQAC Meeting was conducted on 29.08.2016, Monday, at 10.30 AM in Seminar Hall and IQAC members were present for the meeting.

**Members Present**

S.No	Name of the Faculty member	Role	
1	Dr. P. Maniiarasan	Chairman	P. Maniiarasan
2	Dr. A. Sivasamy	Coordinator	A. Sivasamy
3	Mr.S.Balaji Aero	Member	S. Balaji
4	Ms.H.Saheen CSE	Member	H. Saheen
5	Mr.S.Natarajan ECE	Member	S. Natarajan
6	Ms.M.Jeena Poornima EEE	Member	M. Jeena
7	Mr.S.Jeevanantham MECH	Member	S. Jeevanantham
9	Mr.K.Marimuthu MECT	Member	K. Marimuthu
10	Ms.M.Buvasankari S&H	Member	M. Buvasankari
11	Mr.Aravind K R MBA	Member	A. Aravind
12	Mr.A.S.Balaji MCA	Member	A. S. Balaji
13	Mr.R.Arravind Aero	Member	R. Arravind
14	Mr.P.Arul Selvam CSE	Member	P. Arul Selvam
15	Mr.Pachiyannan ECE	Member	P. Pachiyannan
16	Mr.A.Arulkumar EEE	Member	A. Arulkumar
17	Mr.N.Manikanda Prabu MECH	Member	N. Manikanda Prabu
18	Mr.C.Manivel MECT	Member	C. Manivel
19	Ms.N.C.Leenu S&H	Member	N. C. Leenu
20	Mr.Raj Kumar MCA	Member	R. Kumar

IQAC coordinator welcomed the members and Principal discussed the following points.

- All department must vigorously work towards NAAC.
- All files and required documents need to be updated and IQAC team members have to check the status of the file completion.
- Self study report must be completed in this semester. LOI must be applied in the month of November 2016.
- Steering Committee was finalised by Principal and Dr. V. S. Thangarasu, HOD/Mech was selected as coordinator for Steering Committee.



Dr. A. Sivasamy  
Coordinator, IQAC



Dr. P. Maniirasan  
Principal

Copy to:

- CEO & Secretary/NGI- for kind information
- All HoDs, for circulating among Faculty Members for Information and Implementation
- File



# NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

“Nehru Gardens” Thirumalayampalayam,  
COIMBATORE – 641 105



## MINUTES OF MEETING

Date: 24-09-2016

Meeting Chaired By: Dr. P.Maniiarasan, Principal, NIET

Agenda – Academic Improvement & Status of NAAC work

Members present:

Dr. P. Maniiarasan	Mr.S.Jeevanantham, A.P/ MECH
Dr. A. Sivasamy, IQAC Co-ordinator	Mr.K.Marimuthu, A.P/ MECT
Dr.R.Kannan, Professor, EEE	Ms.M.Buvasankari, A.P /S&H
Mr.S.Balaji, A.P/ Aero	Mr.Aravind K R, A.P /MBA
Ms.H.Saheen, A.P/CSE	Mr.A.S.Balaji, A.P /MCA
Mr.S.Natarajan, A.P/ECE	Mr.R. Sudarmani
Ms.M.Jeena Poornima, A.P/EEE	

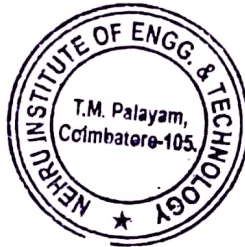
The following points were discussed in the meeting.

- All the students are advised compulsory to attend the placement training programme as a part of an academic.
- Class committee meeting should be conducted & feedback should be collected from students.
- Workload should be allotted uniformly to all the staff members.
- Class advisors are advised to monitor the attendance of their students especially after their holidays approved by college.
- The principal discussed the status of NAAC work.
- The coordinators are instructed to monitor the NAAC progress.
- All the department NAAC files should be verified by the consultancy on 5/10/16 in the presence of the secretary.
- The principal have instructed the coordinators to complete all the NAAC files on or before 31<sup>st</sup> of October.
- The process of online journal can be utilized within 10 days.
- The principal suggested arranging a visiting doctor (lady doctor) for NIET and she will visit our campus between 2 pm – 5 pm twice in a week. And also to purchase an ambulance for emergency.

- Got the approval from management for establishing the Centre of Excellence (COE) in the field of Robotics.
- And also going to establish the Solar Energy Park within our campus to encourage research activities in the field of solar energy Resources.
- Minimum number of three quotations is expected from the concerned people for the requirement of simulator & trainer kits for Robotics.
- Separate vision, mission statement should be framed for COE and Solar Energy Park.
- Courses related to robotics should be started for EEE, ECE & MCT students to improve their knowledge in Research based activities.
- The entire facilities related to COE in the field of Robotics & Solar Energy Park should be ready on or before the month of December 2016 and it should be start functioning from the month of January 2017.

A. Sankar

IQAC Co-ordinator



P. Mani Arasan

PRINCIPAL

**Dr. P. MANIARASAN**  
Principal

Nehru Institute of Engg. & Technology  
T.M. Palayam, Coimbatore - 641 105



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Date: 18-01-2017

Meeting Chaired by: Dr. P. Maniiarasan, Principal, NIET

Members present:

Dr. P. Maniiarasan, Principal	Mr.S.Jeevanantham, A.P/ MECH
Dr. A. Sivasamy, IQAC Co-ordinator	Mr.K.Marimuthu, A.P/ MECT
Dr.R.Kannan, Professor, EEE	Ms.M.Buvasankari, A.P /S&H
Mr.S.Balaji, A.P/ Aero	Mr.Aravind K R, A.P /MBA
Ms.H.Saheen, A.P/CSE	Mr.A.S.Balaji, A.P /MCA
Mr.S.Natarajan, A.P/ECE	Mr.R. Sudarmani, Admin. Officer
Ms.M.Jeena Poornima, A.P/EEE	

The following points were discussed in the meeting:

- Mechanical department shall apply for NBA Accreditation during July 2017 based on HODs consent about 75% of NBA work completion till date.
- All other departments (AERO, MCT, CSE, EEE, and ECE) shall apply for NBA accreditation on July 2018, by the time 80% of NBA files have to be completed.
- Outcome Based Education to be implemented to facilitate NBA process.
- All faculty members shall vigorously work on file updation, as updated files have to be completed on or before 25.01.2017 and submitted.
- Requirements list in view to NAAC should be submitted by every department.
- Number of Journal and Book Publications to be increased.
- Parents and alumni to be connected through social media in promoting institution in a positive manner.
- Every department must identify their alumni in regard to NAAC committee visit.
- Centre of Excellence to be setup for IoT by CSE and MCA.
- Companies for signing of MoU to be identified by every department and further process to be done.

- Value Added courses to be conducted by all departments. In future value added to be conducted by our faculty members with training given from Intel.
- Initiatives have to be taken to apply as the Nodal Resource Centre for the State of Tamil Nadu for the *Spoken Tutorial* by NMEICT, MHRD, Govt. of India.
- Curricular gaps need to be presented in a detailed way with comparison of university syllabus with other two elite institutions.
- Mapping of content beyond syllabus with POs and PSOs to be maintained.
- Pedagogical initiative to be updated.
- Impact analysis of bright and weak students coaching initiatives.
- Rubrics for laboratory assessments to be maintained.
- Hard copy of online feedback action taken report to be maintained.
- Impact analysis for all the initiatives need to be maintained.
- Mapping of assignment with COs to be done properly
- Separate files for industrial supported laboratories with aim and objective.
- Impact analysis for industrial supported laboratory activities.
- Report for industrial training and internship to be maintained.
- DOTE approval for student's enrollment to be maintained.
- Separate file for professional membership details of the department.
- Innovations by the Faculty in Teaching and Learning need to be maintained in a detailed way.
- Effectiveness of Faculty Performance Appraisal need to be maintained.
- Facilities and Utilization details of Project laboratory need to be maintained.
- Continuous improvement criteria file need to be updated.
- Improvement in the quality of students admitted to the program file need to be maintained.
- Number of rank holders has to be improved. Every department should bring at least one university rank.
- On the month of May 2017 an external audit will be conducted for Mechanical department with regard to the self evaluation of the department towards NBA Accreditation.
- Strategies to be adopted for admission and circuit branches should work together in bringing better admission this year. UG students can be motivated for converting them towards PG admissions.
- Every department should submit research proposals in their concerned area.
- Faculty research and book publications to be improved.
- Alumni network to be strengthened and parents to be approached in positive manner.
- Convocation will most probably be planned on the month of March 2017.

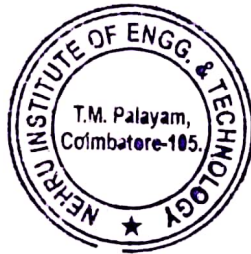
- NICE function conducted by MBA department will be for B-Schools and other arts departments like B.SC.,
- Common activities for this academic year including National Conference, Workshop and Seminar, Symposium conduct dates have to be planned and works has to be initiated.

A. P. ...

**IQAC Coordinator**

P. Mani...  
PRINCIPAL

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





MINUTES OF MEETING

Venue : Board Room, NIET

Time : 1.00 p.m.

Date : 04.04.2017

Meeting Chaired by : Dr. P. Maniarasan, Principal, NIET

Members Attended : IQAC Co-ordinator, IQAC members and Steering Committee members

Minutes : The following points were discussed.

Based on the mail received from the NAAC Office, the Inspection is scheduled from 27.04.2017 to 29.04.2017.

- The updation of NAAC files upto March 31<sup>st</sup>, 2017 to be completed on or before – 10.04.2017.
- SSR report work is carried out by Dr.A.Sivasamy, IQAC Co-ordinator, Dr. R. Kannan , HOD- EEE, Mr. M. Pachiyannan – AP/ECE, Ms. B. Nandhini –AP/EEE, Ms. S. Delight Mary – AP/MCA & Ms. S.Ramya – AP/ECE, Mr. P. Parthiban – AP/ECE
- Until the committee visits **minimum 30 %** of staff in every department should stay back till 6.30 p.m. in contribution towards **the completion of NAAC work.**
- **Day I**
  - Discussion with the **Peer Team.**
  - **Presentation by Principal**, followed by Individual HOD's & Physical Director.
  - We have planned to take the Team to **P.K.Das Knowledge Fort**, NCPIR, Ladies Hostel, Guest Hostel, Staff Quarters, Spicy Village, Cafeteria & NOBLE.
  - After the visit – **cultural programme** will be organized for the **NAAC Peer Team.**
- **Day II**
  - Allotted for Individual Departments.
  - Department should execute their activities and display as Charts.
  - Activities may be club activities, paper & journal publications.
  - Book Publication, MOU's signed, Placement Details and Highest salary offered.
  - Budget framed by the department and salary details.
- **Day III**
  - The team will write the assessment report.
  - The report will be submitted to the management regarding the strength and weakness of the Institute.
- Every Department should exhibit their activities and achievements for the **past 5 years** in a separate **display room identified** by the Concerned Department. The **budget proposal** for the same has to be submitted at the earliest.
- It is instructed that the **Hospitality for the NAAC Peer Team** has to be done by the **Professor Cadre person.** There by the following members are identified

Sl #	Name of NAAC Peer Team Members	Hospitality Incharge
1	Prof Vinay Kumar Pathak - Chairperson Vice Chancellor Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh	Prof .V. Sankar HOD - Aero
2.	Member Co-ordinator	Prof V.K. Jayan

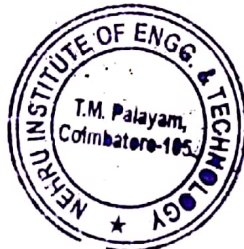


	Prof Sudheer. S.V. Director – UGC – Academic Staff College University of Kerala. Thiruvananthapuram	Prof - MBA
3.	Member : Dr. Appasaheb .A. Keste Principal MES College of Engineering Wadia College Campus Pune, Maharashtra.	Prof. B.R. Senthilkumar Prof – Aero

- Transport Incharge for the Committee members will be co-ordinated by **Mr. R. Sudarmani –AO, & Mr. M. Purushothaman - PD**
- **WiFi facility in 'A' Block & 'B' Block to be enabled is mandatory.**
- The department with single intake should have a minimum of **2 LCD & double intake should have 3 LCD** as mandatory requirement.
- The department has to co-ordinate with their **Alumni members** and makes their presence available on **27 & 28<sup>th</sup> April, 2017.**
- Co-ordinators for the Alumni are : **Mr. P. Senthilkumar, Mr. J. Karthikeyan, Mr.M.K. Jayakumar, Mr. P. Parthiban, Mr. S. Arun, Mr. S. Mani, Mr. D. Saravanakumar. Ms. R. Sona, Mr. J. Noor Ahmed.**
- **Cultural Activities** to be co-ordinated by the following members  
Committee Head - **Dr. P.T. Vijayarajakumar**  
Members - Mr. T. Krishnaprasath, Mr. P. Parthiban, Ms. R. Sona
- **Ball Badminton Court** to be established in front of the Boys Hostel, NIET by
- **Mr. M. Purushothaman, PD, NIET**
- Records regarding college Infrastructure, Pollution, Water Harvest, Safety Norms, Road Maps, etc to be maintained by **Mr. R. Sudarmani.**
- Sign Boards, Fire Extinguishers, etc to be maintained and co-ordinated by **Mr. R. Sudarmani**
- Placement Activities and Training Details to be prepared by **Ms. Kavitha .B. Kumar., Overall Placement Co-ordinator.**

*A. Mani*

**IQAC CO-ordinator**



*P. Mani*  
**PRINCIPAL**

**Dr. P. MANIARASAN**  
**Principal**

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