



MINUTES OF MEETING

Venue : Board Room, NIET

Time : 3.00 p.m.

Date : 15.06.2017

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

Members Attended : IQAC Co-ordinator, All HoD's, Academic Co-ordinators

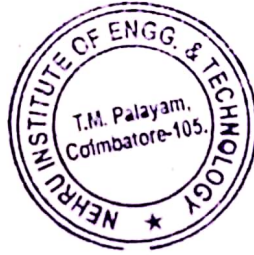
Minutes : The following points were discussed.

- Principal thanked each and every one for the maximum support extended to the **NAAC Peer Team Visit – 27.04.2017 to 29.04.2017.**
- Best Practices - **NOBLE, Amudha Surabhi, Nehru Dream House, NCPIR, Dress Code** are identified as strength of our college.
- NBA, NAAC is a continuous process and update the files every month.
- Centre of Excellence are identified – IOT, TI, Robotics, Energy park and conduct of Value Added Courses.
- NAAC grade result will be delivered within a span of 10 days.
- The declared result will stand for the next 5 years.
- In 2018 or 2019 three departments will go for NBA, In the year 2020 the next three departments will go for NBA.
- Each and every programme should be documented. Documentation is must.
- Every year the updated documents will be sent to NAAC office and that will be co-ordinated by IQAC staff.
- Advisory Committee, Academic Committee has been identified.
- Quick Learners, Slow Learners should be identified. Details should be maintained profile wise.
- Official working hours **9.00 to 4.30 p.m.** should be effectively utilized.
- **Monthly report** should be submitted by each department on or **before 27th of every month** failure in which the salary will be hold of the concerned department.
- Department should concentrate more on **research and publications.**
- **Value Added Courses** should be decided by **HOD.** Prior approval should be taken by the concerned department from the Management.
- All Department should go for **consultancy work/funded research projects.**
- Increment depends upon the Research, Publications work. All staffs are also requested to concentrate on **Admission.**
- **Symposium** is mandatory. **Workshop / Seminars** to be conducted - 1 workshop or 5 seminars is compulsory.
- Improvement in Academic Excellence, Alumni Interaction is required from all the Department.
- Industrial interaction should be improved.

- HOD has to allot easy subject to the freshers. Tough subject should be handled by the senior staffs.
- Two subjects should be allotted to each staff.
- Staffs have to update the NAAC work and then go for Vacation (Vacation slot – 05.05.2017 to 10.06.2017)
- Center of Excellence are identified IOT, TI, Robotics and Energy Park.
- Budget should be given for any programme to be conducted.
- All Department should go for consultancy work.
- Our system should be adjusted (learnt) by the students.
- During Library Hours- Teaching Staff should accompany the student. Students are instructed not to sit in the passage. No interval is allowed during the Lab Hours. All Department Heads are to take precautionary measures that students should not be permitted out of the campus before 4.30 p.m.
- Gate Duty should be followed as per schedule

A. Sankar

IQAC Co-ordinator



P. Mani Arasan

PRINCIPAL

Dr. P. MANIARASAN
Principal

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

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IQAC (Internal quality assurance cell)

Minutes of Meeting (AY:2017-2018)

03/07/2017

IQAC Meeting was conducted on 03.07.2017, Monday, at 11.00 AM in Seminar Hall and IQAC members were present for the meeting.

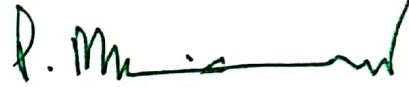
Our Principal, Chairman IQAC welcomed the gathering and he gave a introductory talk about the purpose of IQAC cell. Following points were discussed and decided the line of action during the meeting.

S.No	Point to be discussed	Particulars	Action taken
1.	Academic planning	Preparation of Academic calendar.	Academic calendar prepared based on the University academic schedule and list of holidays declared by the Government and Management.
2.	Patent and Research	Discussion done on Patent and Research	Principal advised all HODs to motivate faculty members to do research work and file patent from students project work.
3.	Extra Lectures	Discussion done on extra lectures	All HODs informed to improve the university result of our college by taking initiative like arranging extra lecture for students.
4.	Guest Lectures	Discussion on guest lectures in the departments	Committee suggested to arrange guest lectures by subject experts to improve subject knowledge and academic result.
5.	Book purchasing	Discussion on library book purchasing	All HODs submitted book requirements based on University curriculum to Librarian.
6.	Coaching Class	Discussion on coaching class for academically	All HODs directed their faculty members to conduct coaching class

		poor students	for academically poor students.
7.	Feedback system	Discussion on feedback system from students.	Principal advised to conduct class committee meeting in all classes by Class advisors and to understand and analyse the feedback given by students by concern HOD.



Dr. A. Sivasamy
Coordinator, IQAC



Dr. P. Maniirasan
Principal

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- CEO & Secretary/NGI – for kind information
- All HoDs, for circulating among Faculty Members for Information and Implementation
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IQAC COMMITTEE MEMBERS 2017-2018

Date: 03-07-2017

1	Dr.P.Maniarasan	Principal Chairman	
2	Dr.A.Sivasamy	Professor Coordinator	
3	Dr.V.Jayaraj	HOD/ECE Academic expert	
4	Dr.R.Kannan	HOD/EEE Academic expert	
5	Prof.S.Balaji	Faculty member, Aero	
6	Prof.P.Arul Selvam	Faculty member, CSE	
7	Prof.A.Arulkumar	Faculty member, EEE	
8	Prof.Vinodkumar.V	Faculty member, ECE	
9	Prof.P.Senthilkumar	Faculty member, Mech	
10	Prof.P.Raghunayagan	Faculty member, Mect	
11	Prof.Jothiprakash	Faculty member, S&H	
12	Prof.C.Manivel	Coordinator, Exam cell	
13	Prof.R. Sudarmani	Administrative officer	
14	Ajay Menon	II Year Mechanical	
15	Nived Chandran. C	III Year ECE	



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Venue : Board Room, NIET

Time : 09.30 a.m.

Date : 10.11.2017

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

Members Attended : IQAC team

Points Discussed :

- As per the AICTE norms workload for faculty members should be 40 hours per/week. Out of the 40 hours - 25 hours to be allotted for academic and the remaining 15 hours to be justified for Class advisors, Lab Incharge, Project Guide , NAAC, NBA Coordinators and promotional activities like APJ Team, BFA and Research.
- The academic reports should be submitted by the Head of the Departments and promotional activities can be monitored by concerned head /Principal.
- The Dean Research will also report the staff performance to the management in the area of Research.
- The **academic load (25 hours)** is compulsory for all staff members.
- The promotional activities to be encouraged and support for the **APJ and BFA team**.
- As per the new regulations, the books to be included in the Library.
- **Four Departments (Aero, CSE, EEE & MECH)** are eligible to proceed for NBA Process the first cycle.
- Any requirement for promotion activities for MBA & MCA Dept with the help of BFA Team.
- **December 4, 2017** is reopening for Even Semester. The reopen date for II year students can be decided by the department HODs. The class advisors are instructed to inform their student's parents regarding the reopening of classes and the value added courses.
- The overall placement coordinator and the concerned department placement coordinators must ensure that the placed students list along with their photos must be put in social media's like Facebook, what's app, etc., as a regular practice in encouraging and motivating students to compete better and increase the students' performance level.
- It should be the responsibility of the concerned department in explaining and making the students to understand the need for placement and training activities.

- It is essential that all the department placement coordinators must be present during all the placement and training activities and ensure the presence of students throughout the activities. The attendance for every session must be submitted to the principal office without fail.
- A template for display of photo should be designed and submitted to principal office at the earliest
- To conduct career guidance and awareness program for 12th School Students on 05.01.2018, Friday. Our NGI has planned to conduct awareness program for 12th School Students on **05.01.2018**. **Mr. Jayaprakash Gandhi** will be the Chief Guest for this programme. A total of **2500 students** in Coimbatore district is expected. Count for Transport and Food to be checked.
- The departments are instructed to conduct parents meeting every semester.
- Motivate our students to register in the Alumni Web Portal created by Mr. J. Noor Ahamed. Organise a department parents meet and intimate them about their wards performance, attendance, best practices followed...
- The ECE, EEE, CSE and Mechatronics students can make use of IOT, Embedded systems and Robotics lab for their final year projects.
- 50% of the final year projects should be of in-house projects, 30% projects can be done in reputed industries and 20% projects can be done in centers.
- The project details should be submitted to the principal office and get approval from the Principal.
- Principal appreciated the mechanical department for organizing the FDP in the vacation period.
- Principal appreciated the APJ Team and their dedicated work.
- All departments should support both academic and promotional activities.


IQAC Co-ordinator


PRINCIPAL



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

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MINUTES OF MEETING

Venue : Board Room, NIET

Time : 11.00 a.m.

Date : 19.02.2018

Meeting Chaired by : Dr. P. Maniwaran, Principal

Members Attended : Dr. R. Kannan, Dr. A. Sivasamy, Dr. M. Pachiyannan
NBA Co-ordinator & Academic Co-ordinator (CSE, EEE, Mech)

Agenda : NBA – Report

MINUTES

1. The Principal discussed the frame work for NBA.
2. Individual Departments have to actuate the NBA progress.
3. Individual Departments have to frame their own systems in mapping the criterias, as it may vary from department to department.
4. The NBA co-ordinators will give only the Guidelines.
5. The faculty members can visit the NBA accredited colleges to collect more information and inculcate in their own department.
6. The consultant has been arranged and will come on 24.02.2018. The concerned departments (CSE, EEE & MECH) can discuss their doubts with the consultant.
7. The pre-qualified report for the NBA has to be submitted in the month of June 2018.
8. NBA reflects the quality of the department, so the entire department is responsible.
9. Admission and the faculty strength plays major role in NBA.
10. Improve the pass percentage.
11. Keep the class rooms neat and clean.
12. Mechanical and EEE department can apply for recognition of research centre.
13. All the faculties of above mentioned department should be present on 24.02.2018 without any excuse.
14. All service papers are considered for the distribution of work load for NBA.
15. 60 % of the NBA work should be completed before applying for pre-qualified form.
16. Work as a team and progress.

Minutes Prepared by

P.Parthiban AP EEE

NS
19/02/18

P. Maniwaran
Principal

19/02/18

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HODs/ Faculty Meeting Attendance Sheet

Chaired By :

Date : 19-02-2018

Sl #	Faculty Name	Designation & Department	Signature
1	Dr. A. Sivusamy	Prof / MCT	A. Sivusamy
2	Dr. R. Kannan	Prof. Head / EEE	R. Kannan
3	Dr. M. Pachayyandran	AP / ECE	M. Pachayyandran
4	P. Parthiban	AP / EEE	P. Parthiban
5	A. Arul Kumar	AP / EEE	A. Arul Kumar
6	Dr. P. Senthil Kumar	AP / Mech	P. Senthil Kumar
7	Madhusuthanan M	AP / Mech	M. Madhusuthanan
8	S. Jothi Mari	AP / CSE	S. Jothi Mari
9	M. Anutha	AP / CSE	M. Anutha
10	P. BAGYALAKSHMI	AD / MECH	P. Bagyalakshmi
11	Dr. P. Maniarasan	Principal	P. Maniarasan
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NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

T.M.Palayam, Coimbatore-641105

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Accredited by NAAC with "B++" Grade



Minutes of meeting

Time: 10.30 a.m

Date : 12.03.2018

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

Members Attended: All Department Academic Coordinators

Subject of the Meeting: Academic and Pass Percentage Improvement -Reg.

The following points were discussed in the meeting:

- All departments has to submit the report on 14.03.2018 regarding the salient features of the department, methodology adopted for improving the pass percentage to 75% and motivational speakers of the department to specify the opportunities of the concerned discipline thereby increasing the admission.
- Arrear category students to be categorized and allotted to faculty members for special coaching and counseling.
- Every department has to identify the strategies in improving the result pass percentage, the same has to practiced in the department these include: continuous tests and writing practices, coaching after 4.30 pm or during break hours, etc.,
- All faculty members should work efficiently from 09.00 am to 04.30 pm without any deviations. The faculty members are instructed not to spend time in canteen or cafeteria, engaged themselves in unnecessary gossips etc., if any deviations found serious actions will be taken.
- All staff should produce result percentage above 75% and the individual department result percentage to be 75%. No more excuses will be considered from the department on any deviations.
- Class Advisor should monitor the class discipline, mobile phones allowed inside classroom to be avoided. Attendance to be monitored strictly.
- All departments to complete the Content Management System by today without fail.
- All faculties should monitor the gate duty and floor duty without any deviations.
- Staff and Students should wear uniform on Monday and Friday.
- Those faculties finding hard to accustom the rules and regulation of the college shall forward their resignations on or before April, 20, 2018.
- If any deviations found on the any of the academic activities immediate memo will be forwarded to the faculty members and the concerned department for further explanations.
- Every department must increase their Book publications.
- Fees Collection status and report to be submitted on every month 23rd from every department.

Prepared By

Ms. A. K. R. / AP/CSE
12/3/18

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P. Maniiarasan
PRINCIPAL

12/03/18