



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

T. M. Palayam, Coimbatore-641105

(Approved by AICTE, New Delhi and Affiliated by, Anna University, Chennai)
Accredited by NAAC, Recognized by UGC Under Section 2(f) and 12(B)



NBA Meeting – Minutes

Ref: NBA/MOM/02

Date : 09.07.2018

Time : 02.30 p.m

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

Members Attended: **NBA Coordination and Monitoring Committee Members**

The following points were discussed in the meeting:

- As per the discussion earlier the below mentioned members will coordinate and monitor the work progress of NBA Accreditation process.

S.No.	Department	Name of the Staff
1	Mechanical Engineering	Dr. P. Senthil Kumar Mrs. Bhagyalakshmi
2	Aeronautical Engineering	Ms. Senthamilselvi Mr. Karthikeyan Mr. Manivel
3	Computer Science and Engineering	Ms. A. Reyana Mr. T. Krishnaprasath Mr. S. Mani
4	Electronics and Communication Engineering	Mr. T. Prabhu Mr. Vinoth Kumar Mr. Mohan
5	Electrical and Electronics Engineering	Mr. Arul kumar Mrs. Nandhini
6	Mechatronics Engineering	Mr. S. Arun kumar Mr. P. Raghunayagan Ms. Mekala Devi
7	Science and Humanities	Mr. Jothiprakash Mrs. Lakshmi Priya

- The objective of the committee framed is to
 - Monitor the work progress of all the departments frequently.
 - Discuss on the various ideas practiced in their individual departments.
 - Sharing ideas on creating proofs and evidences required without disturbing the practices followed in the departments.
 - Creating insight on any of the contents missing in their SAR Preparation.
 - Further followed by internal audits and quality assurance assistance.

- The committee members shall coordinate the meeting every Monday at 02.30 p.m. for assigning tasks that has to be monitored in that particular week.
- Based on the work progress the committee members shall represent their department works on all Friday at 03.00 pm.
- Delay in scheduled plans will not be entertained.
- The committee members should ensure that they are on time and being present on the meeting on all Monday and Friday without fail.
- Further the committee shall also collect the formats from other institutions (if required).

Action Plan Forwarded on 13.07.2018:

- The NBA Coordinators and other subject handling faculty members should address the students on "Benefits of NBA, Vision, Mission, PO, PEO and PSO".
- All departments shall bring a sample of their Lesson Plan, Timetable and various dissemination practices of vision, mission, PSO and PEO followed in their departments.
- The proof and evidences for criteria I will be discussed further for ensuring their completion.
- The website coordinator shall ensure that upto date faculty details are updated in the NIET website within 13.07.2018.

Prepared By
A. ~~REKANA~~, AP-CSE

P. M. ~~...~~
PRINCIPAL
10. | 07 | 18

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- The CEO and Secretary/NGL,
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NBA Meeting - Minutes

Ref: NBA/MOM/03

Date : 13.07.2018

Time : 03.00 pm

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

Members Attended: NBA Coordination and Monitoring Committee Members

As per the action plan carried forward on the meeting held on 09.07.2018, the following points were discussed in the meeting:

- The coordinators for the department of CSE, EEE, MECH and AERO ensured that the vision and mission of the departments were addressed to their students.

Further the discussions on the others proofs and evidences include:

Timetable:

- The additional hours allotted that include:

Library, Mentor, Value Added, Research/Centre of Excellence and Tutorial Hours (For subjects that have Credit 4).

- *Few departments has included value added subjects/arrear coaching, mini projects, seminars on recent topics on saturday to ensure the remedial action for weak and bright students.*

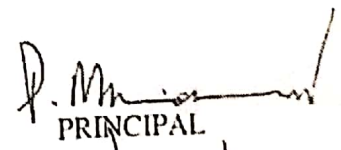
Lesson Plan:

- Number of COs considered were 5 to 6.
- *All the text books and reference books that were specified in the lesson plan could be mentioned atleast once for any of the topic in the syllabus.*
- *No. of COs to be considered for S&H subjects were not yet finalized.(Eg: Chemistry – 5 COs for EEE, 6 COs for AERO).*
- More number of tutorial hours could be considered.

Criteria 1:

- It was ensured that all departments has completed their criteria 1 and the proofs for dissemination practices were verified.
- *Numbering of subcriteria could be mentioned as per specified in SAR.*
- *PSO to be framed for 2017 Regulation.*
- *Approval of Vision, Mission, PEO & PSO to be through IQAC or not has to be confirmed.*


13/7/18


PRINCIPAL
16/07/18

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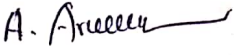
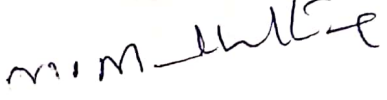
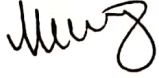
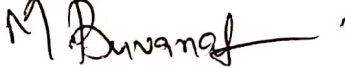
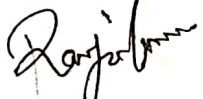
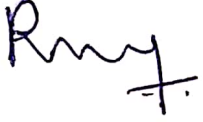

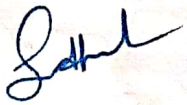
IQAC (Internal quality assurance cell)

Minutes of Meeting

Date: 10.08.2018

IQAC Meeting was conducted on 10.08.2018, Friday, at 11.00 AM and following members were present for the meeting.


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|----|------------------------------|--|--|
| 1 | Dr. P. Maniiarasan | Principal,
Chairman | |
| 2 | Dr. V. Jayaraj | Professor and HoD, Electronics and Communication Engineering, IQAC Secretary | |
| 3 | Dr. A. Sivasamy | Professor - Mechanical Engineering,
IQAC Coordinator | |
| 4 | Dr. N.K. Sakthivel | Dean/Academic Affairs,
Academic Experts | |
| 5 | Dr. V. Sankar | Professor and HoD, Aeronautical Engineering,
Academic Experts | |
| 6 | Dr. A. Suresh | Professor and HoD, Computer Science and Engineering, Academic Experts | |
| 7 | Dr. R. Kannan | Professor and HoD, Electrical and Electronics Engineering, Academic Experts | |
| 8 | Dr. V. S. Thangarasu | Professor and HoD, Mechanical Engineering,
Academic Experts | |
| 9 | Dr. S. Selvam | Professor and HoD, Mechatronics Engineering,
Academic Experts | |
| 10 | Dr. S. ShaliniPackiam Kamala | Professor and HoD, Science and Humanities,
Academic Experts | |
| 11 | Dr. KR. Senthilkumar | Librarian, Members from Administration | |


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|----|--|--|---|
| 12 | Mr. C. Manivel | Coordinator, Exam Cell,
Members from Administration |  |
| 13 | Dr. R. Aravind | Associate Professor-AERO,
Member |  |
| 14 | Ms. S. Jothimani | Assistant Professor-CSE,
Member |  |
| 15 | Mr. V. Vinod Kumar | Assistant Professor-ECE,
Member |  |
| 16 | Mr. A. Arulkumar | Assistant Professor-EEE,
Member |  |
| 17 | Mr. M. Madhusudhanan | Assistant Professor-MECH,
Member |  |
| 18 | Ms. K. Megala | Assistant Professor-MCT,
Member |  |
| 19 | Ms. M. Buvanasankari | Assistant Professor-S&H,
Member |  |
| 20 | Dr. Rajesh Chinnasami
Nominee from Industries | Managing Director,
M/S AADHIRA CNC Product Private Ltd.,
Coimbatore - 641 035. |  |
| 21 | Mr. P. Rajasekar
Nominee from Parent cum
Industrialist | M/S Vennila Engineering Works,
Palladam,
Coimbatore - 641 662. |  |
| 22 | Mr. Arun Balaji
Alumni Member | BE Mechatronics Engineering,
M/SiRoboChakra,
Coimbatore 641043. |  |
| 23 | Mr. K. Sidharth
Student Nominee | Final Year B.E.
Computer Science and Engineering |  |

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	Discussion on Academic planning and preparation of Academic calendar for the institute and department.	Academic calendar prepared based on the University academic schedule and list of holidays declared by the Government and Management.
2.	Academic Audit	Discussion to conduct of Academic Audit	Academic Audit team verified the preparation of timetable, Workload and Course file of all subjects.
3.	Guest Lectures	Discussion to arrange guest lectures in all departments	Committee suggested to arrange guest lectures to fill the Curriculum gaps and improve PO's considering the academic schedule
4.	Book purchasing	Discussion on library book purchasing	All HODs submitted book requirements based on University curriculum to Librarian. He ensures the availability of books for students.
5.	Coaching Class	Discussion on coaching class for slow learners	All HODs directed their faculty members to improve the university result by taking extra lectures for students
6.	Alumni meeting	Discussion to conduct Alumni meet once a year	Decided to conduct alumni meeting at major cities once in a year and on the day of Convocation Ceremony.
7.	Maintenance activity	Discussion done on maintenance activity of Civil, Electrical, Computer etc.	Campus supervisor will look after all Civil and electrical maintenance activity in the institution. System administrator will look after Computer maintenance.
8.	Higher study	Discussion on higher study pursuing by faculty members	Principal advised the faculty members during faculty meeting to pursue PhD. All HODs were requested to encourage their faculty members to do higher study.

9.	Feedback system	Discussion on feedback system from students.	Online feedback system introduced to understand and analyse the feedback given by students.
10.	AQAR	Discussion on AQAR preparation	All HODs were requested to update the activities of the department to IQAC through department IQAC member.


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



MINUTES OF MEETING

Date: 23-04-2019

Time: 10.30 am

Venue: Board Room, NIET

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

Members Attended: All HODs, IQAC coordinator and members

Agenda: IQAC duties and responsibilities and HR policy

Minutes:

- Principal announced the new IQAC coordinators and members for the next academic year.
- IQAC will assess the performance of the department, to monitor and to improve its quality. Any deviations/drawbacks found will be corrected.
- IQAC will report to CEO & Secretary and Principal directly
- Program coordinators in each department should be identified and they will monitor the department.
- They should keep all the department files under their custody.
- Vision Mission of the department for next two years should be submitted to the principal office on or before 30.04.2019.
- Department budget should be framed based on their income
- The AICTE student faculty ratio 1:20 will be implemented in all departments.
- Non performers in each department should be identified and forwarded to Principal based on the performance/ feedback/ student strength.
- We will undergo second cycle of NAAC accreditation in 2021 and maintain the files in perfect manner.
- HR asked the queries mentioned by the NBA expert committee in the respective departments.
- Salary/ Incentives/ Advance amount/OD/IOD/Travel Grant/Registration Fee etc got by the faculty should be forwarded to HR department and same should be maintained in faculty personal file.
- Final faculty members list and Non Teaching faculty list should be forwarded to HR department.
- All HODs nominated the Program coordinators for their department.

S.No	Faculty Name	Department	Mobile No	Email Id
1	Mr.J Karthikeyan	Aero	9677339336	nietjk@gmail.com
2	Mr.A.Arulkumar	EEE	9677216602	Arulkumar3178@gmail.com
3	Ms.N.C.Leenu	S&H	8098164234	nietleenu@nehrucolleges.com
4	Mr.P.Senthil Kumar	Mech	9843358163	reksena@yahoo.co.in
5	Mr.M.Mohammed Kasim	ECE	9894417574	Mohammedkasim1983@gmail.com
6	Mr.T.Krishnaprasath	CSE	9894893855	prasathkriss@gmail.com
7	Mr.P.Raghunayagan	MCT	8870050000	raghunayagan@gmail.com

- Incentive for Ph.D. and 100% & 90% pass percentage are credited in the faculty member salary.
- Resignation letters copy to be retained in the department

Minutes Prepared by

P.Parthiban AP EEE



P. M.
 Principal
 23 / 04 / 19

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1. The CEO & Secretary for kind information
2. All HoDs
3. IQAC
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