



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

Nehru Gardens, Thirumalayampalayam, Coimbatore-641 105
ISO 14001: 2004 Certified, Recognized by UGC with 2(f) & 12(B)
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Accredited by NAAC, NBA Accredited UG courses: AERO, CSE, MECH



Ref. No. : NIET IQAC /22-23/CIR/001

08.06.2022

CIRCULAR

Department IQAC co-ordinators meeting for the academic year 2022-2023 will be held on 13.06.2023 at 3.30 pm.

Venue: Board room

Agenda:

1. Roles and responsibilities of IQAC co-ordinator
2. Finalizing IQAC calendar 2022-23
3. Any other relevant matter

R. Ag...
08/06/22

P. M. ...
PRINCIPAL
08/06/2022

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3. File



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Ref. No. :NIET IQAC /MoM/Academic/001

13.06.2022

MINUTES OF MEETING

Submitted to Principal, NIET for approval

Department IQAC co-ordinators meeting for the academic year 2022-2023 was held on 13.06.2023 at 3.30 pm. The following members attended the meeting.

S.No	Name	Department	Signature
1.	Dr.R.Deepa	Head/IQAC	
2.	Mrs.D.Tharani	Member/IQAC	
3.	Ms.Prinsula	Aero	
4.	Mr.M.Madan Mohan	CSE	
5.	Mrs.S.M.Deepa	ECE	
6.	Mr.Arulkumar	EEE	
7.	Mr.Sathish Kumar	Mech	
8.	Mr.Raghunayagan	MCT	
9.	Mrs. Yasodha R	MBA	

Agenda 1: Roles and responsibilities of DQAC co-ordinator

The various roles and responsibilities of DQAC members were discussed and finalized.

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the department
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the department for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the department
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC

Agenda 2: Finalizing IQAC calendar 2022-23

The various academic activities in the college were listed and IQAC calendar for the academic year 2022-2023 was finalized.

IQAC CALENDAR 2022-2023

S.No	Activity	Schedule	Responsibility
1.	Workload and faculty requirements	To submit well in advance to recruit new faculty members	Department
2.	Lab requirements	To submit well in advance to procure new equipments	Department
3.	List of Committees	To form emergency, statutory and other committees for efficient planning of work	Department
4.	IQAC Committee Meeting	To meet whenever required. Minimum 2 per semester	IQAC Co-ordinator
5.	Academic schedule	To be prepared every semester well in	IQAC team

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		advance before commencement of classes	
6.	Academic Calendar	To be prepared every year well in advance before commencement of classes	IQAC team
7.	Road-map of the department	To be submitted at the start of every year	Department
8.	Timetable	To be prepared and duly approved 1 week before commencement of classes	Timetable Co-ordinators
9.	Student induction programme	To disseminate vision, mission, outcome based education and best practices followed in the department	Department
10.	Student council election	To elect and induct new student council members every year	IQAC
11.	Student council Meeting	To meet whenever required	IQAC
12.	Class Committee Meeting	Three times a semester for R 2017 regulations and two times for R 2021 regulations	Department
13.	Monthly report	To be prepared at the end of each month highlighting the achievements of the department with proof	Academic Co-ordinators
13.	Newsletter and Magazine	To be prepared quarterly highlighting the achievements of the college	Newsletter team
14.	Nehru International Journal	Twice a year	Newsletter team
15.	Feedback from students	Once in a semester	Feedback co-ordinator
16.	Parents teachers meeting	Mid of semester	Concerned departments
17.	Academic Audit	Three times in a semester	DQAC Team
18.	Annual Audit	Once in a semester	IQAC Team
19.	Result Analysis	To be prepared when Anna University Examination results are published	Examination co-ordinator
20.	Alumni Meet & Alumni Feedback	Once a year	Alumni Co-ordinator
21.	Submission of annual report by every committee and department	End of every academic year	All Heads of department and Committee Co-ordinators

Agenda 3: Any other relevant matter

NIL



Handwritten signature of the Principal and the word 'PRINCIPAL' printed below it. The date '13/06/2022' is written in green ink below the signature.

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IQAC (Internal Quality Assurance Cell)

CIRCULAR

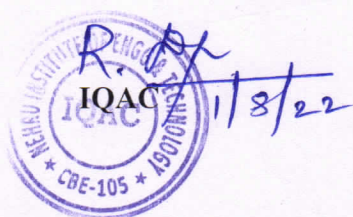
NIET/IQAC/ Meeting /2022-2023/02

01.08.2022

Internal quality assurance cell (IQAC) coordinators meeting is scheduled on 03.08.2022 in IQAC. All the DQAC coordinators are requested to attend the meeting at 2.30 PM without fail.

Agenda

- The reopening of II,III and IV Year students for the next Academic Year
- Preparation of Time table and work load
- Preparation of Newsletter
- Elective list
- Course file formats
- Discussion on the suggestions given by NAAC peer team

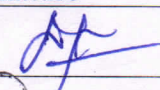
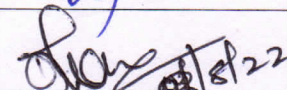
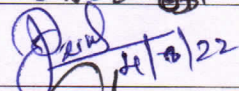
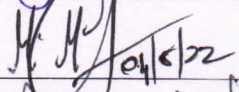
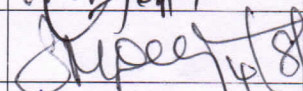
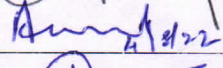
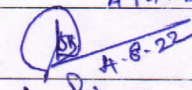
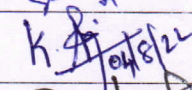
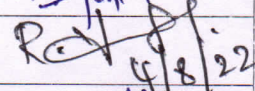
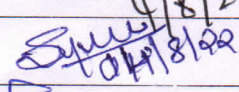
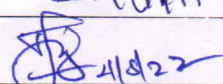


P. M. ...
Principal
01/08/2022

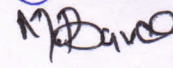
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Members Present

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1.	Dr.R.Deepa	Head/IQAC	
2.	Mrs.D.Tharani	Member/IQAC	
3.	Ms.Prinsula	AP/ Aero	
4.	Mr.M.Madan Mohan	AP/CSE	
5.	Mrs.S.M.Deepa	AP/ECE	
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8.	Ms.Sudha Priya	AP/MCT	
9.	Mrs.Yasodha R	AP/MBA	
10.	Ms.Sujithra	AP/ AIDS	
11.	Mr.M.Raghul Vignesh	AP/CSBS	

12. M.Buvanasankari AP/SDH

 01/8/22



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IQAC Minutes of Meeting

NIET/IQAC/MOM/2022-2023/02

Date: 03.08.2022

Time: 02.30 PM

Meeting chaired by: Dr.R.Deepa, Head/IQAC

Members Attended: IQAC member & DQAC members

- The coordinators 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.
- 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.
- Academic Schedule of the institution should be strictly followed without any deviation
- Separate department Academic Calendar should be prepared.
- Periodical conduct of Class Committee Meeting should be ensured.
- Course file formats for Theory & Lab courses (Course plan, Pre & Post analysis, Course end survey, Mark list) were finalized.
- Question bank should be prepared by each faculties for each courses.
- Content Beyond the syllabus minimum 2 hours to be followed.
- Students mentor – mentee should be followed.
- Elective list of every department should be finalized and submitted.
- Informed to submit the monthly reports of the department 10th of every month without any delay.
- As per the suggestions of the NAAC peer team the utilization of infrastructure, NGI TBI, New Gen IEDC to be improved.
- Placements, industrial projects, lab calibration and maintenance, Conduction of FDP, Value added courses should be improved.



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03/08/2022



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IQAC (Internal Quality Assurance Cell) CIRCULAR

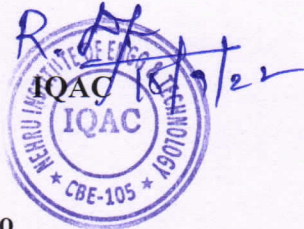
NIET/IQAC/ Meeting /2022-2023/03

15.09.2022

Internal quality assurance cell (IQAC) meeting is scheduled on 19.09.2022. All the DQAC coordinators are requested to attend the meeting at 11.00 am without fail.

Agenda

- Department Association
- Teaching - Learning
- Mini/Major Projects



P. M. S. S.
Principal
15/09/2022

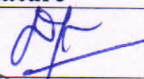
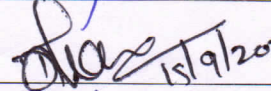
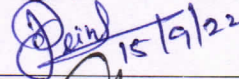
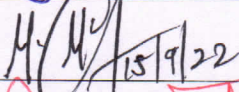
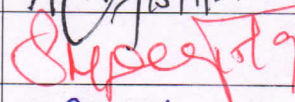


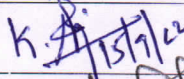
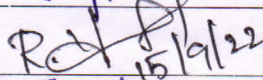
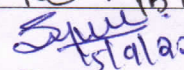
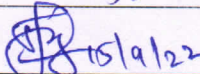
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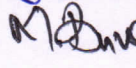
All HoDs, Directors & Dean

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Members Present

S.No	Name	Department	Signature
1.	Dr.R.Deepa	Head/IQAC	
2.	Mrs.D.Tharani	Member/IQAC	
3.	Ms.Prinsula	AP/ Aero	
4.	Mr.M.Madan Mohan	AP/CSE	
5.	Mrs.S.M.Deepa	AP/ECE	
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9.	Mrs.Yasodha R	AP/MBA	
10.	Ms.Sujithra	AP/ AIDS	
11.	Mr.M.Raghul Vignesh	AP/CSBS	

12. M. Buvanabankari AP/S&H


15/9/22



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IQAC Minutes of Meeting

NIET/IQAC/MOM/2022-2023/03

Date: 19.09.2022

Time: 11.00 am

Meeting chaired by: Dr.R.Deepa, Head/IQAC

Members Attended: IQAC member & DQAC members

- One day activities should be implemented.
- Events in the department should be conducted as per the event schedule framed. No deviations and extra event without principal approval should be conducted.
- More number of industrialist and academicians can be called for conducting Workshops and FDP.
- Teaching learning process should be strengthened.
- Effective OBE system should be implemented.
- Create effective coaching classes for the outcomes of slow learners and advanced learners separately.
- Mini projects and Major projects list should be finalized.

R. Deepa
IQAC / 19/09/22

P. M. M. M.
PRINCIPAL

19/09/2022

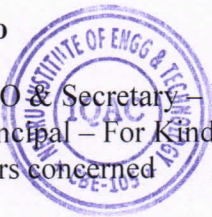
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Members concerned

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IQAC (Internal Quality Assurance Cell) CIRCULAR

NIET/IQAC/ Meeting /2022-2023/04

19.10.2022

Internal quality assurance cell (IQAC) meeting is scheduled on 21.10.2022. All the DQAC coordinators are requested to attend the meeting at 12.00 noon without fail.

Agenda

- NAAC & NIRF document preparation
- Audit
- Performance of students in Internal I



P. M. S.
Principal
19/10/2022

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IQAC Minutes of Meeting

NIET/IQAC/MOM/2022-2023/04

Date: 21.10.2022
Time: 12.00 noon

Meeting chaired by: Dr.R.Deepa, Head/IQAC

Members Attended: IQAC member & DQAC members

- NAAC 3rd cycle preparation can be started by preparing AQAR for the academic year 2021-2022 to be completed.
- NIRF documents preparation should to be started and completed before November end.
- The internal audit by the DQAC members in the respective departments for the course file should be completed within the first week of November and the non – confirmatory report should be submitted.
- Students who have more than 1 arrear in the internal I should bring their parents to meet the respective head without fail.
- The 2nd and 3rd Saturdays to be fruitfully utilized for slow learners coaching without any deviation.
- Students attendance should be monitored and maintained as per university norms to improve the results.



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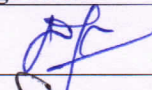
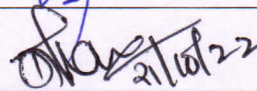
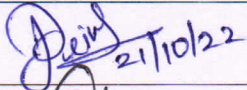
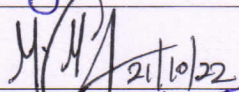
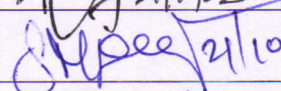

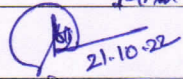
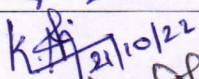
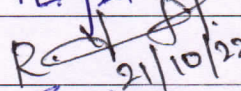
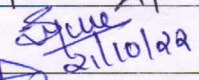
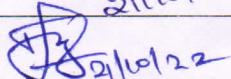
The Principal – For Kind information

Members concerned

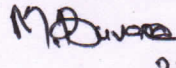
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P. M. ...
PRINCIPAL
21/10/2022

Members Present

S.No	Name	Department	Signature
1.	Dr.R.Deepa	Head/IQAC	
2.	Mrs.D.Tharani	Member/IQAC	 21/10/22
3.	Ms.Prinsula	AP/ Aero	 21/10/22
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7.	Mr.Sathish Kumar	AP/Mech	 21-10-22
8.	Ms.Sudha Priya	AP/MCT	 21/10/22
9.	Mrs.Yasodha R	AP/MBA	 21/10/22
10.	Ms.Sujithra	AP/ AIDS	 21/10/22
11.	Mr.M.Raghul Vignesh	AP/CSBS	 21/10/22

12. M.Buvanankari AP/SFH

 21/10/22



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IQAC (Internal Quality Assurance Cell) CIRCULAR

NIET/IQAC/ Meeting /2022-2023/05

13.02.2023

Internal quality assurance cell (IQAC) meeting is scheduled on 15.02.2023. All the DQAC coordinators are requested to attend the meeting at 12.00 noon without fail.

Agenda

- Discussion about audit reports
- Technical Symposium
- Performance of students



P. M. S. S. S.
Principal
13/02/2023

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Nehru Gardens, Thirumalayampalayam, Coimbatore – 641 105



IQAC Minutes of Meeting

NIET/IQAC/MOM/2022-2023/05

Date: 15.02.2023
Time: 12.00 noon

Meeting chaired by: Dr.R.Deepa, Head/IQAC


Members Attended: IQAC member & DQAC members

- Based on the DQAC audit reports few non- confirmatory have been identified that should be cleared by the faculty members within the stipulated time.
- An inter collegiate Technical symposium is planned during the month of March. The preparatory work should be planned and submitted.
- Students who have more arrears in the internal examination should bring their parents to meet the respective head and Principal before the practical examinations without fail.
- Coaching for the students should be done effectively.



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The Principal – For Kind information
Members concerned
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PRINCIPAL
15/02/2023

Members Present

S.No	Name	Department	Signature
1.	Dr.R.Deepa	Head/IQAC	R. Deepa
2.	Mrs.D.Tharani	Member/IQAC	D. Tharani 15/2/23
3.	Ms.Prinsula	AP/ Aero	P. Prinsula 15/2/23
4.	Mr.M.Madan Mohan	AP/CSE	M. Madan Mohan 15/2/23
5.	Mrs.S.M.Deepa	AP/ECE	S. M. Deepa 15/2/23
6.	Mr.Arulkumar	AP/EEE	A. Arulkumar 15/2/23
7.	Mr.Ram Kumar	AP/Mech	R. Ram Kumar 15/2/23
8.	Ms.Sudha Priya	AP/MCT	S. Sudha Priya 15/2/23
9.	Mrs.Yasodha R	AP/MBA	Y. Yasodha R 15/2/23
10.	Ms.Sujithra	AP/ AIDS	S. Sujithra 15/2/23
11.	Mr.M.Raghul Vignesh	AP/CSBS	M. Raghul Vignesh 15/2/23
12.	M. Duvanasankari	AP/ S&H	M. Duvanasankari 15/2/23



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IQAC (Internal Quality Assurance Cell) CIRCULAR

NIET/IQAC/ Meeting /2022-2023/06

03.04.2023

Internal quality assurance cell (IQAC) meeting is scheduled on 05.04.2023. All the DQAC coordinators are requested to attend the meeting at 03.00 PM without fail.

Agenda

- Autonomous
- NBA File updation
- Others



P. M. ...
Principal
03/04/2023

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All HoDs, Directors & Dean

File

Members Present

S.No	Name	Department	Signature
1.	Dr.R.Deepa	Head/IQAC	R. Deepa
2.	Mrs.D.Tharani	Member/IQAC	D. Tharani 5/4/23
3.	Ms.Prinsula	AP/ Aero	P. Prinsula 5/4/23
4.	Mr.M.Madan Mohan	AP/CSE	M. Madan Mohan 5/4/23
5.	Mrs.S.M.Deepa	AP/ECE	S. M. Deepa 5/4/23
6.	Mr.Arulkumar	AP/EEE	A. Arulkumar 5/4/23
7.	Mr.Ram Kumar	AP/Mech	R. Kumar 5/4/23
8.	Ms.Sudha Priya	AP/MCT	S. Priya 5/4/23
9.	Mrs.Yasodha R	AP/MBA	Y. R. 5/4/23
10.	Ms.Sujithra G	AP/ AIDS	S. Sujithra 5/4/23
11.	Mr.M.Raghul Vignesh	AP/CSBS	M. Raghul Vignesh 5/4/23

12 M. Duvana Shankari SFH

M. Duvana 5/4/23



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IQAC Minutes of Meeting

NIET/IQAC/MOM/2022-2023/06

Date: 05.04.2023

Time: 02.00 PM

Meeting chaired by: Dr.R.Deepa, Head/IQAC

Members Attended: IQAC member & DQAC members

- The autonomous inspection may be in the month of April or May 2023, In view of this all the department files related should be completed till date and submitted for auditing
- As ECE department applied for NBA accreditation the related documents should be submitted on the stipulated time
- The final phase audit for the First year subjects to be done before this week end as the university examinations have started.
- The Question paper feedback should be given by respective subject faculties on the same day after receiving the feedbacks from the students.



P. M. ...
PRINCIPAL
05/04/2023

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