



NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

T. M. Palayam, Coimbatore-641 105

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

Accredited by NAAC, Recognized by UGC under Section 2(f) and 12(B)

NBA Accredited UG Courses: AERO, CSE,



7.2 Best Practices

Dr. P. MANIARASAN

Principal

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

Vision: Our vision is to mould the youngsters to acquire sound knowledge in technical and scientific fields to face the future challenges by continuous upgradation of all resources and processes for the benefit of humanity as envisaged by our great leader pandit Jawaharlal Nehru.

Mission: To built a strong centre of learning and research in Engineering and Technology.
To facilitate the youth to learn and imbibe discipline, culture and spirituality
To produce quality engineers, dedicated scientists and leaders.
To encourage Entrepreneurship
To face the challenging needs of the global industries.



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7.2.1. Index

| S.No. | Description |
|-------|---|
| 7.2.1 | Student Cabinet Ministry (Members and Minutes of meeting) |
| | Nehru Corporate Placement and Industry Relations (NCPIR) |

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NIET/IQAC/CIR//2022-23/02

30.08.2022

CIRCULAR

It is to inform that the **Student Cabinet Ministry** (previously Student Council) is to be formed in our Institution. In this regard an election is planned to be conducted on **02.09.2022 through Digital mode (Google form)**. Request all the Heads of the Department to extend their support.

All the Department can nominate maximum **3 candidates** in general, among them **1 candidate** will be elected through election (maximum votes) from each department for the Student Cabinet Ministry.

The Elected candidates will have one to one interview with Principal and the ministry will be framed and appointed.

The Nomination forms should be submitted on or before 01.09.2022 evening 3 PM to the Principal office.

STUDENT CABINET MINISTRY PORTFOLIO

1. CHAIRMAN
2. VICE CHAIRMAN
3. EXECUTIVE MEMBERS
4. MEMBER MINISTRY OF ACADEMICS
5. MEMBER MINISTRY OF SPORTS
6. MEMBER MINISTRY OF RESEARCH
7. MEMBER MINISTRY OF PLACEMENT
8. MEMBER MINISTRY OF STUDENT AFFAIRS

Enclosed:

1. Student Nomination form
2. Head of the Department recommendation form
3. Eligibility criteria for nomination
4. Campaign rules and code of conduct

R. Ar
IQAC 30/8/22



P. M. S.
PRINCIPAL

30/08/2022

Copy to:

1. The CEO & Secretary, NCI (for kind information)
2. Dean / Directors
3. All Head of the Departments.
4. IQAC
5. All faculties - (information through the HOD)
6. File.

R. S. S.
30/8/22





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STUDENT CABINET MINISTRY

CODE OF CONDUCT

The following Code of Conduct is recommended for the election to the Student Cabinet Ministry of the College

1. Persons other than students of the college concerned shall not be allowed to address.
2. Individuals who are not hostel students of the college shall not be allowed to stay in the hostels.
3. All campaigning will stop at 4.00 pm on the day preceding the date of election.
4. Shouting of personal slogans or character assassination will not be allowed.
5. No loud-speakers will be allowed for campaigning.
6. No cars, taxis or heavy vehicles will be allowed to enter the campus on the day preceding the date of election. Unauthorized vehicles would be impounded/towed away/deflated if found on the campus of the college after the prescribed period.
7. On the day of election, entry of the outsiders to the campus would be extremely restricted. It is the responsibility of the students that they should have the Identity Cards with them.
8. Any case of violence, Strict action will be taken against defaulters.
9. The campaigning procedures should not create noise during working hours in the campus, especially near the class rooms.
10. The above Code of Conduct is only for election days. A Code of Conduct for the functioning of the student cabinet ministry will be prepared after the elections are over.
11. During the period of the elections, no person who is not a student on the rolls of the college shall be permitted to take part in the election process in any capacity.
12. Any student or registered member violating rules shall be subject to disciplinary proceedings in addition to the candidature as the case may be, being revoked.

P. Suley
30/8/22

Administrative Officer

Nehru Institute of Engineering & Technology
Nehru Gardens, Thirumalayampalayam,
Coimbatore - 641 105.

A. K.
30/8/22



P. M. Suley
30/08/2022
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NEHRU GROUP
OF INSTITUTIONS
TAMILNADU • KERALA
ISO 9001:2015 CERTIFIED INSTITUTIONS

NIET STUDENT CABINET MINISTRY ACADEMIC YEAR 2022 – 2023

| Sl. No. | Photo | Name of the Candidate |
|---------|-------|--|
| 1 | | S. SELVA JAGADEESWARI (IV BE AERO) CHAIRMAN |
| 2 | | R. RAJEESH (IV BE CSE) VICE CHAIRMAN |
| 3 | | V. KAVIYA (IV BE ECE) MEMBER MINISTRY OF ACADEMICS |
| 4 | | V.KISORE GANESH (IV BE EEE) MEMBER MINISTRY OF RESEARCH |
| 5 | | E. SATHEESH KUMAR (IV BE MECH ANICAL) MEMBER MINISTRY OF STUDENT AFFAIRS |
| 6 | | S.ANAND (IV BE MECHATRONICS) MEMBER MINISTRY OF PLACEMENT |
| 7 | | C H SUNOJ (III B.TECH -AIDS) EXECUTIVE MEMBER |

| | | |
|---|---|--|
| 8 |  | K.V. ATHIN (III B.TECH - CSBS) EXECUTIVE MEMBER |
| 9 |  | K. THIRUMOORTHY (II MBA) CHIEF EXECUTIVE MEMBER & MEMBER MINISTRY OF SPORTS |


COORDINATOR


AO CUM HR


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Responsibilities as a Member of Student Cabinet Ministry

Welcome to NIET - Student Cabinet Ministry. As a representative, there are certain responsibilities. The first and most important priority is that you are a positive leader in this institution and you demonstrate good character.

As a Student Cabinet Ministry Member, you need to:

- Attend the Institution Parliamentary Meetings.
- Keep your grades up. If your grades fall below you have to bring it up, otherwise your position will be revoked.
- Behave appropriately at all times while at college. This includes all classes, lunch etc. Inappropriate behaviour could lead to temporary or permanent removal from the Ministry.
- Participate in as many college-related activities as possible.
- Be organized. Student Cabinet Ministry activities and projects involve many different aspects, with different students responsible for different parts. If you are not organized, things will get lost and have to be re-done by you or someone else.
- Make sure your work for Student Cabinet Ministry is done regardless of your schedule. If you are absent or miss a day because of sports, make sure that whatever you were working on gets done. You may have to do some work at home.
- Pay attention during our meetings.
- Attend any training.
- Be dependable. Report back to your year group as needed and get ideas and input from them to bring to the meetings.

I, Selva Jagadeeswar agree to abide by the responsibilities listed above. If I do not, then I know I can lose my position as a Member of Student Cabinet Ministry for this academic year 2022-2023.

Student Signature

S. Selva Jagadeeswar

Date 03.09.2022

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- Make sure your work for Student Cabinet Ministry is done regardless of your schedule. If you are absent or miss a day because of sports, make sure that whatever you were working on gets done. You may have to do some work at home.
- Pay attention during our meetings.
- Attend any training.
- Be dependable. Report back to your year group as needed and get ideas and input from them to bring to the meetings.

I, Rajeev L. R agree to abide by the responsibilities listed above. If I do not, then I know I can lose my position as a Member of Student Cabinet Ministry for this academic year 2022-2023.

Student Signature

Date 03/09/2022

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OATH - Member of Student Cabinet Ministry

I, Sunil CH, having been elected
as a Executive Member of the NIET Student
Cabinet Ministry, do solemnly swear to abide by and uphold the ideals and
purposes of this Student Cabinet Ministry: to perform my duties to the best of
my ability and capacities, without fear or favor. With the aim in view of
furthering the mission of this Institution, and advancing the interest of the
college and community to which it is dedicated: and to conduct myself in
manner befitting a good and responsible member so as to bring honor, prestige
and service to the Institution, and that I take this oath without mental
reservation or purpose of evasion.

Name : Sunil CH
Position : Executive Member
Signature : [Signature]
Date : 03/09/22

[Signature]
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Minutes of Meeting

Venue : MBA

Date : 27/01/2023

Meeting Chaired By : Dr. P.T. Vijayarajakumar, MBA Director

Time : 11.00 a.m.

Meeting Attended By : Student Cabinet Faculty Advisor and Student Cabinet members.

AGENDA

- College day planning

MINUTES

- Ministries were addressed by Dr. P.T. Vijayarajakumar , MBA Director regarding College day.
- Advised to form a committee with student volunteers
 - i. Reception committee
 - ii. Event committee
 - iii. Refreshment committee
 - iv. Hospitality committee
 - v. Stage arrangements
 - vi. MOC and anchoring
 - vii. LED arrangements
 - viii. Kolam
 - ix. Memento, Certificate, Invitation committee
 - x. Welcome dance committee
- Ministries are advised to collect the students list like Class toppers, Special Talents.

R. Ar
IQAC / 27/1/20

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Minutes of Meeting

Venue : IQAC, NIET

Date : 21/11/2022

Meeting Chaired By : Dr. R. Deepa, Head IQAC

Time : 09.00 a.m.

Meeting Attended By : Student Cabinet Faculty Advisor and Student Cabinet members.

AGENDA

- Fun Events for Freshers

MINUTES

- Ministries conducted fun events for fresher's to engage them. events like ,
 1. Connection
 2. Pictionary
 3. Puzzle
 4. Spot the Difference
 5. Brain games
 6. BGM and dialogue
- Fresher's participated in every event without getting bored.
- Event winners rewarded with exiting gifts.

R. Deepa
IQAC / 21/11/22


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Minutes of Meeting

Venue : IQAC, NIET Date : 17/11/2022
Meeting Chaired By : Dr. R. Deepa, Head IQAC Time : 11.00 a.m.
Meeting Attended By : Student Cabinet Faculty Advisor and Student Cabinet members.

AGENDA

- Fun Events for Freshers Planning

MINUTES

- Dr. Deepa, Professor & Head IQAC, NIET welcomed the Student Cabinet Ministries.
- Dr. Deepa, Professor, Head IQAC, NIET given instructions to conduct the fun activities for fresher's on 21/11/2022.
- Student Cabinet Ministries discussed about the games and the rules about the events.

R. Deepa
IQAC 17/11/22

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Minutes of Meeting

Venue : IQAC

Date : 12/09/2022

Meeting Chaired By : DR. R. Deepa, Head IQAC, NIET

Time : 11.00 a.m.

Meeting Attended By Student Cabinet Faculty Advisor and Student Cabinet members.

AGENDA

- 12th Graduation Ceremony planning

MINUTES

- Welcome speech given by Dr. Deepa and Mrs. Tharani to the Student Cabinet Ministries.
- Ministries discussed the Impact on Onam function.
- Discussed about the 12th Graduation Ceremony Which is going to held on September 25.


IQAC


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Minutes of Meeting

Venue : IQAC Date : 19/08/2022
Meeting Chaired By : DR. R. Deepa, Head IQAC, NIET Time : 03.00 p.m.
Meeting Attended By : Student Cabinet Faculty Advisor and Student Cabinet members.

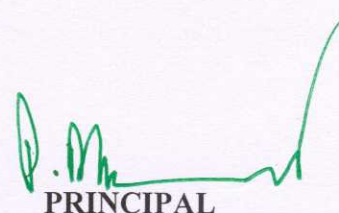
AGENDA

- Onam Celebration planning and discussion

MINUTES

- Welcome speech given by Dr. Deepa, Associate Professor, Head IQAC. And Mrs. D.Tharani Assistant Professor S&H to the Student Cabinet Ministries.
- Ministries created a common mail for the students to post the queries and issues.
- Ministries discussed to encourage the students to participate in various Technical and Non-Technical events, Daily feeds and Interesting facts should be pinned in notice board.
- Talent hunt competition in Academics, Sports, Cultural events and co- curricular activities should be conducted to engage the students in an enthusiastic way.
- Discussed the events to be conducted and the instructions to be followed during ONAM Celebration which is going to held on September 8.
- Vote of thanks given by Mrs.D.Tharani.


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Minutes of Meeting

Venue : IQAC, NIET

Date : 13/09/2022

Meeting Chaired By : Dr. Kannan, Hod -EEE

Time : 02.00 p.m.

Meeting Attended By : Student Cabinet Faculty Advisor and Student Cabinet members.

AGENDA

- Discussion about Job Fair

MINUTES

- Welcome address given by Mrs. Tharani
- Discussion about Job Fair
- SCM ministries discussed about new innovation ideas with Dr. Kannan/head of the department-EEE to organize the job fair
- Discussed about the participation of students and various companies.
- Vote of thanks given by student chairman.

R. Df
IQAC

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NEHRU CORPORATE PLACEMENTS AND INDUSTRY RELATIONS

At Nehru Institute of Engineering and Technology, we ensure that every student is individual care & attention when it comes to employability skills. Training department at NCPIR ensures students are trained on Domain related tools, technologies and soft skills.

Students can access various learning modules available at learning labs or through online e-learning available. 24/7 learning facility at NCPIR Block enables students any time anything learning. NGI has partnered with Global technology companies like Microsoft, Oracle, Redhat, EMC, Autodesk, Openstack and many more to train our students on various technologies including Cloud Computing. Students also can take up international certification offered by various companies which will help them to have an edge over other students.

FACILITIES AT NCP & IR



D. Mani

Dr. P. MANIARASAN

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LIST OF TRAINERS

| S.No. | Name | Designation |
|-------|-------------------|-------------------------------------|
| 1. | Mr. M.Ramesh Raja | Director, NCP&IR |
| 2. | Mr.S.Arun Kumar | Soft Skills Trainer |
| 3. | Mr.M.S.Anand | Verbal Trainer |
| 4. | Mr.V.Sivamani | Senior Manager, Corporate Relations |
| 5. | Mr.Jeba Arulraj | Lead, Corporate Relations |
| 6. | Mr.V.Vinod Kumar | Overall Placement Coordinator |

Placement training

The Training and Placement Cell (NCP&IR) of Nehru Institute of Engineering and Technology ensures effective Training and Placement to the students. The following Pre placement training programs are offered.

- Communication Skill and Verbal Ability
- Quantitative Aptitude
- Logical Reasoning
- Technical Skill
- Mock interview
- Industry specific training
- Soft skill training


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