

2020

**ACADEMIC YEAR**  
**2020-2021**

It is here by informed that the following faculty members are nominated as **Planning and Evaluation committee** for the year 2020-2021.

S.No	Name of the Member	Position	Category	Mobile No.	
1	Dr. C.Natarajan,	Chairman	Principal	99946 30696	hitprincipal@hindusthan.net
2	Dr. A. Jameer Basha	Coordinator	Senior faculty member of the College	94434 03786	a.jameerbasha@gmail.com
3	Dr.S.R.Rajabalyanan	Member	Senior faculty member of the College	94439 24797	hit.mech@h industhan.n et
4	Dr.K.P.Dhanabalakrishnan	Member	Senior faculty member of the College	97501 08880	hit.aero@hindusthan.net
5	Dr. B.Paulchamy	Member	Senior faculty member of the College	96291 83233	hitece2013@gmail.com
6	Dr. S. Uma	Member	Senior faculty member of the College	94439 13517	umakaruna hind@gmail.com
7	Dr.S.K.Latha	Member	Head of the Department	9842872016	dr.latha@hit.edu.in
8	Dr.P.T.Saravanakumar	Member	Head of the Department	90920 69758	saravanakumar.pt@hit.edu.in
9	Dr.L.Vijayakumar	Member	Head of the Department	8778629356	dr.vijakakumar@hit.edu.in
10	Dr.C.Sabarinathan	Member	Senior faculty member from Other College	9842205450	autohod@hiket.ac.in
11	Mr. Sundarajan M	Member	Industrial expert	9047010006	sundarajan@gmail.co.in
12	Mr. Varadharajan C	Member	Industrial expert	9443348595	info@hindusthan.net
13	Dr.Suresh Bhaskar	Member	Architect /CivilEngineer	8098786151	barch@hindusthan.net

*[Signature]*

IQAC Coordinator

*[Signature]*  
Principal



**HINDUSTHAN INSTITUTE OF TECHNOLOGY  
COIMBATORE-32.**



**PLANNING AND EVALUATION COMMITTEE**

**CIRCULAR**

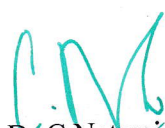
**HITECH/PEC/2020-21/01**

**18/06/2020**

The first planning and evaluation committee meeting for the Academic year 2020-21 will be conducted on 22/06/2020, 11.00 A.M at Principal Board room, Hindusthan Institute of technology. The constitute members of the cell is requested to attend the meeting in person or through online mode without fail.

**Agenda of the meeting is as follows**

- Online class handling
- Training for faculty members to use the online tools for teaching
- Examly software
- Project Proposal for seed money funding
- IQAC Auditing
- SIRO application process
- Coursera Module Learning
- Board of Studies Meeting
- Academic council Meeting
- Any other matter with permission of chair

  
Dr.C.Natarajan  
Principal / Chairman



**MINUTES OF PLANNING AND EVALUATION COMMITTEE**

**MEETING HELD ON 22.06.2020 AT 11.00 AM AT PRINCIPAL OFFICE**


**Members of Planning and Evaluation Committee**

Sl.No.	Name	Position
1.	Dr. C.Natarajan	Chairman
2.	Dr. A.Jameer Basha	Coordinator
3.	Dr.S.R.Rajabalayanan	Member
4.	Dr. K.P. Dhanabalakrishnan	Member
5.	Dr. B.Paulchamy	Member
6.	Dr.S.Uma	Member
7.	Dr.S.K.Latha	Member
8.	Dr. P. T.Saravanakumar	Member
9.	Dr.L.Vijayakumar	Member
10.	Dr.C.Sabarinathan	Member from other College
11.	Mr.M.Sundarrajan	Member from Industry
12.	Mr.C.Varatharajan	Member from Industry
13.	Dr.Suresh Bhaskar	Architect Member

**Proceedings:**

1. The planning and evaluation meeting started by 11.00 a.m. with the welcome address by the chairman Dr.C.Natarajan.
2. The chairman has explained the significance of being safe during the Covid situation and insisted about few safety measures to be followed inside the campus during this period.

3. The committee has planned to conduct the forthcoming semester classes through online mode using Google Classroom. It is decided to provide with an official e mail id for every faculty member and student for attending the classes effectively.
4. To periodically access the students, the committee has decided to provide training for faculty members on various web tools by modes of quiz, assignments, polls, etc.
5. The committee has decided to conduct three internal tests for the students using a Examly software to generalize the test valuating procedure throughout the semester and also to conduct mock tests for the students to get trained into it.
6. The committee has planned to receive proposal for seed money funding from the department with approval from the management and research advisory committee.
7. Department details are to be provided to the coordinator for applying to Scientific and Industrial Research Organization (SIRO) Certification.
8. Internal Quality Assurance cell (IQAC) auditing is planned to be conducted by IQAC coordinator and a team of faculty members during this semester.
9. Apart from NPTEL Course modules, the committee has planned to provide course modules through Coursera Training Program.
10. In accordance to the UGC guidelines, every department of the institution are in need to conduct the Board of Studies meeting with the composition of a Chairman, Faculty Members, University Nominee, two Subject Experts from other institutions, an industrial expert and an alumni nominee during the month of June and July 2020.
11. The Academic council meeting was planned to be conducted in the month of August 2020 after the conduct of Board of studies meeting.

  
Dr.C.Natarajan  
Principal / Chairman

Copy to

1. The convener, Members concerned
2. All Head of the Departments
3. Manager
4. File Copy



# HINDUSTHAN INSTITUTE OF TECHNOLOGY

COIMBATORE – 641 0 32

## PLANNING AND EVALUATION COMMITTEE



The following members are attended the **First Planning and Evaluation Committee meeting** for the academic year **2020-2021** held on 22.06.2020 at 11.00 am at principal office

Sl.No.	Name	Position	Signature
1.	Dr. C.Natarajan	Chairman	C.N.
2.	Dr. A.Jameer Basha	Coordinator	A.Jameer Basha
3.	Dr.S.R.Rajabalayanan	Member	S.R.Rajabalayanan
4.	Dr. K.P. Dhanabalakrishnan	Member	K.P. Dhanabalakrishnan
5.	Dr. B.Paulchamy	Member	B.Paulchamy
6.	Dr.S.Uma	Member	Dr.S.Uma ONLINE
7.	Dr.S.K.Latha	Member	S.K.Latha
8.	Dr. P. T.Saravanakumar	Member	P.T.Saravanakumar
9.	Dr.L.Vijayakumar	Member	L.Vijayakumar
10.	Dr.C.Sabarinathan	Member from other College	C.Sabarinathan
11.	Mr.M.Sundarrajan	Member from Industry	ONLINE
12.	Mr.C.Varatharajan	Member from Industry	ONLINE
13.	Dr.Suresh Bhaskar	Architect Member	ONLINE.






**HINDUSTHAN INSTITUTE OF TECHNOLOGY**  
**COIMBATORE – 641 0 32**



**ACTION TAKEN FOR PLANNING AND EVALUATION**

**COMMITTEE MEETING HELD ON 22.06.2020**

SL.NO.	POINTS DISCUSSED	ACTION TAKEN
1.	Official E Mail id for every faculty member and student	Principal ordered CMD to provide the unique mail ID for all the students and Faculty members
2.	Examination flat form with data storage (Examly software)	The END semester examination (2020 -2021 ODD) is planned to conduct through online mode with new flat form <b>Examly software</b> . The controller of Examination is asked to make the necessary arrangements.
3.	Proposal for Seed money	All Head of the Departments are asked to submit the proposals for seed money.
4.	Scientific and Industrial Research Organization (SIRO) Certification	All HOD's are asked to submit the complete data's and documents for SIRO to Dr.Saravanakumar, ASP/ECE.
5.	Internal Quality Assurance cell (IQAC) auditing	<b>Dr.S.R.Rajabalayanan, HOD/Mech</b> is nominated as IQAC Coordinator. He is asked to conduct the IQAC audit for all the department at end of every semester

  
**Dr.C.Natarajan**  
Principal / Chairman

**Copy to**

1. The convener, Members concerned
2. All Head of the Departments
3. Manager
4. File Copy