

Internal Quality Assurance Cell

HITECH/IQAC/2025-26/1

03.06.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 11.00 am on 06.06.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

1. AQAR (2024-25) details
2. Activities of committees/clubs/societies
3. Research Cell activities

*Dr. S. R. Rajabalayanan
3/6/25*

Dr. S. R. Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators
4. Office



*C. N. N
3/6/25*

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
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Coimbatore - 641 032.





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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	06.06.2025 /11.30 am
Venue	Board Room

Dr.S.R.Rajabalayanan, Coordinator IQAC gave welcome address. Dr.C.Natarajan,Chairman, IQAC presided over the meeting.

Details of Discussion

1. Department IQAC Coordinators have been requested to collect details for AQAR (2024-25)
2. Activities of committees/clubs/societies: Coordinators have been directed to provide schedule of activities
3. Research Cell activities: Review on seed money projects and proposals

*Internal Quality Assurance Cell
6/6/25*

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN

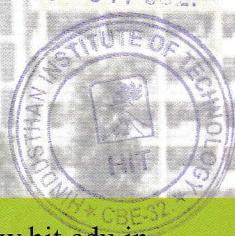
Coordinator

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Coimbatore - 641 032.

*CM
6/6/25*

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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	06.06.2025 / 11.30 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	06.06.2025 /11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
	Collection of details for AQAR (2024-25)	Department IQAC Coordinators have been requested to collect details for AQAR 2024-25 The following Faculty members have been assigned I-Curricular Aspects -K.Murugan/ CSE II-Teaching-Learning and Evaluation-Dr.N.B.Maheshkumar/CSE III-Research, Consultancy & Extension -Dr.K.Mahendrakan ECE IV-Infrastructure & Learning Resources -D.Vimal Kumar IT V-Student Support & Progression -N.Maheswaran /AERO VI-Organization Management -Dr.P.Jayachitra /S&H VII-Healthy Practices -M.Viswanath/MECH
1	Discussion with coordinators of committees/clubs/societies	The coordinators have been requested to plan the activities in specific to their committees/clubs/societies HiTech Green Club celebrated World Environment Day on 5th June 2025.NSS and NCC of Hindusthan Institute of Technology jointly organized the Commemoration of World Day Against Child Labour, on 12 th June 2025.Report on 'Tamil Vara Vizha' has been submitted to DOTE
2	Research Cell activities	Faculty members have been requested to apply for IEI Projects. NPTEL Certification is made mandatory and it is decided to provide incentives in the form of registration fees.



7/6/25
Dr. S. R. Rajabalayanan

Coordinator
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Hindusthan Institute of Technology

Valley Campus, Pollachi, Coimbatore - 641 032, Tamilnadu, India.

Principal
Dr. C. Natarajan, I...

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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/2

25.07.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 11.00 am on 30.07.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

- Academic activities of 2025-26
- Registration in NPTEL Examinations
- Seed Money proposals/Patent Application
- Accreditation system
- NBA-Internal Review
- Activities of committees/clubs/societies activities

25.07.2025
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators
- 4.Office



C. Natarajan
Principal
25.07.2025

Dr. C. Natarajan, M.E.Ph.D.,
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Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	30.07.2025 /11.00 am
Venue	Board Room

HoDs, Department IQAC coordinators and Academic Audit committee members have attended this meeting

Details of Discussion

- Discussion on Academic activities of 2025-26 –Slow learners coaching classes/Monitoring of attendance of students
- Faculty members have been requested to enroll for the NPTEL Examinations
- Seed Money proposals have been reviewed
- Patent awareness work shop is being proposed
- Discussion on committees/clubs/societies activities
- Alumni Interaction has been planned during the academic year

*30/07/2025
30/7/25*

Dr.S.R.Rajabalayanan
Coordinator-IQAC



Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
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C.N.
Principal
30/7/25

Dr. C. Natarajan, M.E.P.H.D.,
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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	30.07.2025 /11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	30.07.2025 /11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on Academic activities of 2025-26	All course handling faculty members have been requested to continue Attendance monitoring and follow up of academic performance Tutors are requested to update the students index cards Coaching classes to be started from second week of August 2025, followed with an impact analysis of previous coaching classes.
2	Enrollment for the NPTEL Examinations/Seed Money Proposals	NPTEL Registration is compulsory. Tutors are requested to motivate their wards to apply for NPTEL Certification Seed money review details are to be submitted to Principal during fourth week of July 2025. Patent Awareness meeting has been conducted on 9 th August 2025
4	Discussion on committees/clubs/societies activities	HiTech NSS has taken initiative for IAB Blind Empowerment Champions Award. Electoral Registration process is continued in association with Electoral office of Madukkarai Taluk
5	Alumni Interaction	Department Alumni coordinators have been requested to collect details of Alumni working in Government sector and to organize interaction meetings with students

Dr.S.R.Rajabalayanan

Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
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C.N
Principal
4/8/25

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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/3

05.08.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and Coordinators of Institute level Committees/Societies/Clubs that a meeting is scheduled at 02.30 pm on 06.08.2025 in Seminar Hall. All HoDs, Department IQAC Coordinators and Coordinators of Committees/Societies/Clubs are requested to attend the meeting

The agenda

1. Review on activities of Committees/clubs/societies
2. Review on AQAR 2024-25 Details
3. Slow Learners Coaching
4. First Year Orientation Program

Special Session 2
5/8/25

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator

Internal Quality Assurance Cell
Hindusthan Institute of Technology
Encl: Details of Committees/Societies/Clubs Coordinators

Copy to

1. IQAC Members
2. HoDs
3. Office



C.N.
Principal
5/8/25

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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	06.08.2025 /11.00 am
Venue	Seminar Hall

Details of Discussion

1. Department IQAC Coordinators have been requested to collect the details of activities of Committees/clubs/societies
2. Details for AQAR 2024-25 have been reviewed
3. Effectiveness of slow learners coaching class has been discussed
4. Details of First Year Orientation Program have been disseminated to I year Handling Faculty members

Dr. S.R. Rajabalayanan
6/8/25

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator

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C.N.
Principal
6/8/25

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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	06.08.2025 /11.00 am
Venue	Seminar Hall

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
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Meeting Details	IQAC –Members, HoDs Department IQAC Coordinators & Coordinators of Institute level Committees/Societies/Clubs Meeting
Date &Time	06.08.2025 /02.30 pm
Venue	Seminar Hall

S.No	Name of the Committee / Club / Society	Name of the Faculty Coordinator	Signature
1	IQAC	Dr S.R. Rajabalayanan	
2	Finance Committee	Dr.M Duraipandian	
3	Alumni Association	Tamilselvan AERO	
4	Planning and Evaluation Committee	Dr Jameer Basha	
5	Grievance Redressal Committee	Dr B.Paulchamy	
6	Examination Committee	S.Sivasubramanian/ DCoE	
7	Admission Committee	R.Venkatesh/S&H	
8	Anti-Ragging Committee	Dr S.R.Rajabalayanan	
9	Students Welfare Committee	A Purusothaiman ECE	
10	Academic &Administrative Audit Committee	Dr L Vijayakumar Pharma	
11	POSH Cell	Dr Kavitha ECE	



13	Women's Complaint and Redressal Committee	Dr Kavitha ECE	<i>R. Kavitha</i>
14	Disciplinary Committee	Dr Paulchamy	<i>B. Paulchamy</i>
15	Internal Complaint Committee (ICC) Committee	Kavipriya IT	<i>G. Kavipriya</i>
16	Committee for SC/ST	S Brindha ECE	<i>S. Brindha</i>
17	NSS	N.Mageswaran/AERO	<i>N. Mageswaran</i>
18	NCC	M.Jegannathan/S&H	<i>M. Jegannathan</i>
19	NSO /Sports Club	Kannan/ Physical Director	<i>Kannan</i>
20	RRC	G.Kavipriya/IT	<i>G. Kavipriya</i>
21	YRC	Karuppusamy/ECE	<i>K. Karuppusamy</i>
22	Women Empowerment Cell	K.Kowsalya/ ECE	<i>K. Kowsalya</i>
23	FPSI	J.Dixon Jim Joseph	<i>J. Dixon Jim Joseph</i>
24	IEEE	Dr.S.Kavitha/ ECE	<i>S. Kavitha</i>
25	IETE	B.Kowsalya/ ECE	<i>B. Kowsalya</i>
26	IEI	C.Kalamani/ ECE	<i>C. Kalamani</i>
27	ISTE	R.Karuppusamy/ ECE	<i>R. Karuppusamy</i>
28	CSI	B.Manikandan/IT	<i>B. Manikandan</i>
29	Hostel Committee	Dr Sakthivel S&H	<i>Dr Sakthivel</i>
30	EDC	N.Dinesh/ MECH	<i>N. Dinesh</i>
31	Green Club	S.Mathivanan/ MECH	<i>S. Mathivanan</i>
32	Library Committee NDLI	S.Udhayakumar/ MECH	<i>S. Udhayakumar</i>
33	Career Guidance Cell	M.Viswanath/ MECH	<i>M. Viswanath</i>
34	Electoral Literacy Club	Karthickkumar IT	<i>Karthickkumar</i>
35	College Magazine Committee	Das Jeyamani/ S&H	<i>Das Jeyamani</i>
36	Tamil Mandram	M.Manimegalai/S&H	<i>M. Manimegalai</i>



37	Science Club	Dr Sakthivel / S&H Dr.R.Sivakumar/ S&H	R. Jm
38	YOGA Club	Dr.R.Sivakumar/ S&H	R. Jm
39	Fine Arts Club	K.Anupama/ S&H Vijayalakshmi/ S&H	Q
40	BHUMI Club	S.Sangeetha/MBA	R. B
41	UYIR Club	Dr.R.Senthilkumar CSE	R. B. 10/10/2017
42	Anti Drug Club	M.Devendran CSE	M. 10/10/2017



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	06.08.2025 /11.00 am
Venue	Seminar Hall

S.No	Details of Discussion	Action Taken
1	Discussion on committees/clubs/societies activities	<p>Observation of National Anti-Ragging Day by NSS on 12th August 2025</p> <p>Observation of National Anti-Ragging Week during 12th to 18th August 2025-by NCC & Fine Arts Club</p> <p>Anti Drug Awareness Programme is planned by Anti Drug Club on 12th August 2025</p> <p>NCC is organizing 'Har Ghar Tiranga' campaign 15th August 2025</p>
2	Effectiveness of slow learners coaching class	It is decided to intensify the process of slow learners support program. Faculty members have been requested to provide smart materials for easier understanding
3	First Year Orientation Program	The orientation program schedule has been published and carried out. Hostel monitoring duty has been assigned to Faculty members

2025
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
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C N
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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/4

19.09.2025

CIRCULAR

It is proposed to have a meeting at 11.00 am on 22.09.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

- AQAR (2024-25) Details
- NBA Files Review
- Slow learners Coaching class details
- Research Cell/IIC Activities
- Discussion on BoS/Standing Committee Meeting
- Attendance Monitoring

Stamps placed on 19/9/25
19/9/25

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
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Coimbatore - 641 032.

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CM
Principal
19/9/25

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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	22.09.2025 /11.00 am
Venue	Board Room

Details of Discussion

1. Department IQAC coordinators have submitted the details for AQAR (2024-25)
2. NBA Documents Review: Criteria VI & VII
3. Review on Slow learners Coaching class has been done Coordinators have been requested to prepare interim report
4. Research Cell: Details of Incentives and project proposals have been discussed
5. IIC Activities: Department wise IIC Activities have been planned

Co-ordinated on 22/9/25
22/9/25

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal
22/9/25

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Details of Participants

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Date & Time	22.09.2025 /11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
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14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	22.09.2025 /11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	NBA Documents Review: Criteria VI & VII	Review process has been followed as per the schedule. Internal Expert team coordinated by Dr.Duraipandian audited the department files
2.	Academic Performance of students	Course handling faculty have been requested to monitor the performance of Final year students in Internal Assessment Tests Special coaching class for II& III year slow learners is to be continued .The coaching timing has been revised to 4.30 pm to 5.30 pm
2	Research Cell activities	It is decided to have minimum 2 Project applications by Ph.D holders.
3	Discussion on IIC Activity	The organization of IIC Activities have been allotted and to be monitored by Dr.J.Jameer Basha

*Dr. S. R. Rajabalayanan
24/9/25*

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
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*CM
24/9/25*

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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/5

22.10.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and Academic Audit Team members that a meeting is scheduled at 11.30 am on 23.10.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

- Review of AQAR report for 2024-25
- Activities of committees/clubs/societies
- Details of Internship/Value Added Courses/Students Projects
- NBA External Audit
- Discussion on Inputs from Academic Council Meeting
- Hostel Monitoring Duty

*Approved by
22/10/25*
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
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*C.N.
Principal
22/10/25*

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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	23.10.2025 /11.30 am
Venue	Board Room

Details of Discussion

1. Reviewed the progress of the AQAR report for 2024-25. Emphasis was placed on completing the data collection and ensuring compliance with NAAC guidelines
2. Discussion on Activities of committees/clubs/societies
3. Details of Internship/Value Added Courses to be undertaken by students have been discussed
4. The NBA documentation details were discussed. Experts are to be invited from HiCET
5. Discussion on Inputs from Academic Council Meeting
6. It is decided to continue Hostel Monitoring Duty in the First Year Hostels

*23/10/2025
23/10/25*

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
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Valley Campus, Pollachi Highway, Coimbatore – 641032.



Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	23.10.2025 /11.30 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

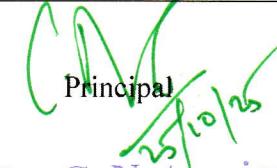
Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	23.10.2025 /11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	AQAR-2024-25 Review	Reviewed the progress of the AQAR report for 2024-25. Emphasis was placed on completing the data collection and ensuring compliance with NAAC guidelines
2	Discussion on Activities of committees/clubs/societies	Submission of Institute-survey responses in the National Task Force portal completed An Online Awareness program on 'Mental health and Safety' by Dr. M. Helena Selvakodi, Anandham Mind care Foundation, Coimbatore has been arranged on 25 th October 2025
3	Details of Internship/Value Added Courses	It is proposed to involve research labs for internship and additional courses
4	NBA Documents preparation	NBA Coordinator has been requested to prepare External Audit schedule
5	Discussion on Inputs from Academic Council Meeting	The suggestions received during Academic Council Meeting have been discussed and taken for consideration
6	Hostel Monitoring Duty in the First Year Hostels	The schedule for Hostel Monitoring Duty Phase -II has been released.


Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.




Dr. C. Natarajan, M.E, Ph.D.,
PRINCIPAL
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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/6

10.11.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 11.00 am on 12.11.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

1. Activities of committees/clubs/societies
2. Ranking and Awards Application
3. NBA Files Review
4. Discussion on BoS/ Academic Council meeting

*Approved on 2
10/11/25*
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators
- 4.Office

C.N
Principal
10.11.25
Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	12.11.2025 /11.00 am
Venue	Board Room

Details of Discussion

1. Activities of committees/clubs/societies have been discussed and November Month activities have been planned
2. It is proposed to collect and apply for Ranking and Awards.
3. Discussion on BoS/ Academic Council meeting: CoE has been instructed to present draft regulations
4. Graduation day discussion

*Dr. S.R. Rajabalayanan
12/11/25*

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal
12/11/25

Dr. C. Natarajan, ME.Ph.D.,
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Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	12.11.2025 /11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	12.11.2025 /11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Activities of committees/clubs/societies	Celebration of 'Constitution Day' on 26th November 2024 was organized by HiTech Electoral Literacy Club Seminar on Engineering Tomorrow: Empowering Students to Lead a Drug Free life has been organized by Anti Drug Club on 23rd November 2024
2	Application for Ranking/Awards	Details are being collected for application for DQ-CMR Best Tech Schools Survey 2026
4	Discussion on BoS/ Academic Council meeting	Draft Regulations -2026 meeting has been scheduled on 24.11.2025
	Graduation day discussion	14 th Graduation day is scheduled on 29 th November 2025. The list of graduates and organizing committee details have been released

*Dr. S. R. Rajabalayanan
14/11/25*

Dr. S. R. Rajabalayanan
Coordinator-IQAC

Dr. S. R. Rajabalayanan
Co-
Chair

Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



*C. N. Natarajan
14/11/25*

Dr. C. Natarajan, M. Sc., Ph.D.,

PRINCIPAL
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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/7

05.12.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 10.00 am on 08.12.2025 in Board room. All HoDs, Department IQAC Coordinators are requested to attend the meeting

The agenda

- Administrative and Academic Audit
- NBA Documents Review
- Reopening for III & IV Year
- Student Projects
- Schedule of Governing Body Meeting
- Research/Consultancy/Faculty Training

*Special Session 2
5/12/25*

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators
- 4.Office



CM
Principal

Dr. C. Natarajan, M.E.P.h.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	08.12.2025 /10.00 am
Venue	Board Room

Details of Discussion

- Administrative and Academic Audit to be scheduled from 3rd Week of December 2025
- NBA Documents Review-Expert suggestions have been reviewed
- Reopening for III & IV Year: Instructions have been given for Class advisors and tutors
- Student Projects: It is decided to assign students in line with the problem statements issued by Industrial stack holders
- Proposed to Schedule of Governing Body Meeting
- Research/Consultancy/Faculty Training- separate meetings have been planned

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



C.N.
Principal

Dr. C. Natarajan, ME.Ph.D.,
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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.12.2025 /10.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.12.2025 /10.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Administrative and Academic Audit to be scheduled from 3 rd Week of December 2025	Administrative and Academic Audit to be scheduled from 3 rd Week of December 2025
2	NBA Documents Review	Expert suggestions have been reviewed
3	Reopening for III & IV Year	Instructions have been given for Class advisors and tutors. Internship and in plant training reports have be reviewed
4	Student Projects	It is decided to assign students in line with the problem statements issued by Industrial stack holders Registration for student innovation at Student Pitching at iTNT Arena.Mr.Vinod ,Incubation Manager has been assigned to coordinate the registration process
5	Research/Consultancy/Faculty Training	Seed Money proposals have been reviewed and second stage presentation is planned during 1 st Week of January 2026 IIC Meeting is planned on 18 th December 2025



*Sr Rajabalayanan
7/12/25*

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator

Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal

Dr. C. Natarajan, M.E.Ph.D.,
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Coimbatore - 641 032.

Internal Quality Assurance Cell

HITECH/IQAC/2025-26/8

27.12.2025

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and Academic Audit Coordinators that a meeting is scheduled at 11.00 am on 29.12.2025 in Board room. All HoDs, Department IQAC Coordinators and Academic Audit Coordinators are requested to attend the meeting

The agenda

1. Discussion on New NAAC Accreditation Criteria
2. Review of Academic and Administrative Audit Process

See attached
27/12/25

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal
27.12.25

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators
- 4.Academic Audit Coordinators
- 5.Office



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	29.12.2025 /11.00 am
Venue	Board Room

Details of Discussion

1. The proposed guidelines of New NAAC Accreditation Criteria have been discussed
2. Effectiveness of slow learners coaching class has been discussed
3. Academic and Administrative audit coordinator explained the audit proceedings

29.12.2025
29.12.2025

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



C.N.
Principal
29.12.2025

Dr. C. Natarajan, ME.Ph.D.,
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Internal Quality Assurance Cell

Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	29.12.2025 /11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
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10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	29.12.2025 /11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on New NAAC Accreditation Criteria	<p>Department wise criteria allocation has been proposed as following</p> <p>Criterion 1: Curriculum Design: CSE</p> <p>Criterion 2: Faculty Resources: AERO</p> <p>Criterion 3: Infrastructure and Learning Resources: IT</p> <p>Criterion 4: Financial Resources and Management: Pharma&IT</p> <p>Criterion 5: Learning & Teaching: CSE</p> <p>Criterion 6: Extended Curricular Engagements: S&H</p> <p>Criterion 7: Governance, Leadership & Administration: MBA</p> <p>Criterion 8: Student Outcomes: MBA</p> <p>Criterion 9: Research & Innovation Outcomes: ECE</p> <p>Criterion 10: Sustainability Outcomes & Green Initiatives: MECH</p>
2	Review of Academic and Administrative Audit Process	HoDs and Department Audit coordinators have been requested to complete the respective audit files with action taken details



Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
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29.12.2025
29.12.25



C. N.
Principal
29.12.25

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.

Internal Quality Assurance Cell

HITECH/IQAC/2025-26/9

22.01.2026

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 11.00 am on 24.01.2026 in Board room. All HoDs and Department IQAC Coordinators are requested to attend the meeting

The agenda

1. Discussion on NBA Expert team visit
2. Discussion on inputs from Governing Body meeting
3. Discussion on Results

*For Internal Quality Assurance Cell
22/01/2026*

Dr.S.R.Rajabalayanan
Coordinator-IQAC
Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

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- 1.IQAC Members
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- 3.Department IQAC Coordinators
- 4.Office

CM
Principal
22.1.26

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	24.01.2026 /10.00 am
Venue	Board Room

Meeting Details

1. Documentation Requirements for the NBA Expert team visit have been discussed
2. Discussion on inputs from Governing Body meeting has been carried out
3. Discussion on Results and review of suggestions provided by University Nominee

Presented on 24/1/26
24/1/26

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal
24.1.26

Dr. C. Natarajan, ME.Ph.D.,
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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	24.01.2026 /10.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
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10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	24.01.2026 /10.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on NBA Expert team visit	As per the directions received from NBA, the details for Data Capturing Points of Aeronautical ,CSE,ECE and Mechanical department details have been uploaded in the Institute website
2	Discussion on inputs from Governing Body meeting	The suggestions regarding Foreign language training, International academic collaboration and academic audit have been discussed. It is decided to continue German & Japanese language training through NPTEL Courses. Action taken details pertaining to Academic audit have been included in the Governing Body meeting proceedings
3	Discussion on Results	HoDs have been requested to provide result analysis and identify the slow learners for initiating coaching classes

24/01/2026
24/1/26

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.



C.N
Principal
24.1.26

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Internal Quality Assurance Cell

HITECH/IQAC/2025-26/10

06.02.2026

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators that a meeting is scheduled at 03.00 pm on 07.02.2026 in Board room. All HoDs and Department IQAC Coordinators are requested to attend the meeting

The agenda

1. Discussion on NBA Expert team visit
2. Inauguration of IDEA Lab

Expert Delegation
Dr.S.R.Rajabalayanan
6/2/26

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators
- 4.Office

CM
Principal
6.2.26

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	07.02.2026 /03.00 pm
Venue	Board Room

Meeting Details

1. Discussion on NBA Expert team visit: The schedule of Expert team visit has been discussed
2. Inauguration of IDEA Lab: The status of installation and commissioning of IDEA Lab equipments have been reviewed

*Dr. S.R. Rajabalayanan
7/2/26*

Dr. S.R. Rajabalayanan
Coordinator-IQAC

Dr. S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

*C.N.
7.2.26*

Dr. C. Natarajan, ME.Ph.D.,
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Internal Quality Assurance Cell

Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	07.02.2026 /03.00 pm
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr.R.Thirumalai	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.S.Elango	Associate Professor& Head/MBA	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.S.Ramasamy	Associate Professor/CSE	
12.	Dr.K. Mahendrakan	Department Coordinator/ECE	
13.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
14.	Mrs.S.M.Sasi Rekha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC -Members, HoDs and Department IQAC Coordinators Meeting
Date &Time	07.02.2026 /03.00 pm
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on NBA Expert team visit	HoDs of AERO,CSE,ECE &MECH Departments have been instructed to prepare the documents related to Faculty,Students & Placement details as per the NBA Audit requirements Dr. Vijayakumar has been assigned to make arrangements for visit of General facilities during NBA Expert team visit
2	Inauguration of IDEA Lab	It is proposed to complete the installation works of equipments during 10 th to 12 th February 2026 and planned to inaugurate on 17 th February 2026.

Spent 10 days 7.2.26
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr. S. R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

C.N.
Principal
7.2.26
Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.

