

PAAVAI ENGINEERING COLLEGE
(Autonomous)
Namakkal, Tamilnadu

Planning and Evaluation Committee

Minutes of Meeting

Planning and Evaluation Committee

CONSTITUTION:

Sl.No	Nameof theMember	Designation	Category
1.	Dr. M Premkumar	Chairman	Principal
2.	Dr V Subburam	Member	Senior Faculty
3.	Dr S Vijayakumar	Member	NominatedbyManagement
4.	Dr D Banumathi	Member	NominatedbyManagement
5.	Dr. A Rathinam	Member	NominatedbyManagement
6.	Dr. G Srinivasan	Member	NominatedbyManagement
7.	Dr .R Arravind	Member	NominatedbyManagement

Meetings

S.No	Academic Year	Meeting date
1.	2015-16	17.06.2015
2.	2015-16	21.01.2016
3.	2016-17	13.06.2016
4.	2016-17	24.01.2017
5.	2017-18	22.06.2017
6.	2017-18	30.01.2018
7.	2018-19	11.06.2018
8.	2018-19	31.01.2019
9.	2019-20	20.06.2019
10.	2019-20	23.01.2020

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2015-16 – Odd Sem.

Venue: Smart Hall

Date: 17.06.2015

Time: 10:30 AM-12:30 PM

AGENDA OF THE MEETING

1. To plan academic activities of the year
2. Improvement of students' placement
3. Planning for promotion of research
4. Discussion on enhancing quality of education
5. Improvement of communication of students and faculties
6. Other relevant matters raised by the members

MEMBERS PRESENT:

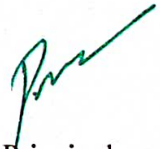
1. Dr.M Premkumar, Chairman
2. Dr V Subburam, Senior member
3. Dr S Vijayakumar, Coordinator
4. Dr D Banumathi, Member
5. Dr.A Rathinam, Member
6. Dr.G Srinivasan, Member
7. Dr.R Arravind, Member

Committee Chairman welcomed and briefed on the agenda to the committee members. Committee members discussed and exchanged ideas and arrived at the following decisions:

- The academic calendar should be revised and updated to include all the planned academic and other curricular activities.

- The placement activities should be improved to bring more companies to the campus and students' soft skills should be strengthened. Alumni employed in industries should be involved in placement related activities. Training programs on Soft skill development, career guidance and value added courses should be provided to improve employability of students.
- Faculty should be encouraged to submit proposals to funding agencies for conferences, workshops and seminars under quality improvement program. Also, the faculty members shall submit research proposals to enhance research activities in the campus.
- Faculty members should be motivated to utilize all innovative techniques to make understanding of the students more effective.
- Faculties and students should be motivated to take business English courses to improve their communication skills.

The coordinator proposed Vote of Thanks at the end of the meeting.


Principal

PRINCIPAL
PAJAJI ENGINEERING COLLEGE
PAJAJI, PADMAL POSE, RAMANJOGAL DIST.

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2015-16 – Even Sem.

Venue: Cute Hall

Date: 21.01.2016

Time: 11:00 AM- 12:00 PM

AGENDA OF THE MEETING

1. To scrutinize the students and faculty development programmes
2. Industry – Institution Interaction and consultancy
3. Awards and achievements of students and faculty
4. College development schemes
5. Relevant matters that arise during discussions

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr V Subburam , Senior member
3. Dr S Vijayakumar, Coordinator
4. Dr.A Rathinam, Member
5. Dr.G Srinivasan, Member
6. Dr.R Arravind, Member

LEAVE OF ABSENCE: Dr D Banumathi, Member

Committee Chairman welcomed and briefed about the matters to be discussed in the meeting.

Committee members discussed the matters in the agenda and decided the following:

- All the students should be motivated to attend seminars, conferences, workshops and paper presentation programs for overall development. Faculty members should be encouraged to organize workshops and conferences apart from research paper publications and such related activities. Faculty should update their knowledge as per the latest developments in related fields like software and latest technologies.
- Industrial exposure to students and faculty members should be improved through industrial visits, consultancy services to industries, collaborative research programs and other areas of mutual benefits.
- Students and faculty members should be encouraged to participate in academic and other related competitions, contests worldwide to win awards and reputation.
- New development schemes for the development of the college like offering new programs, research activities, collaboration with other eminent institutions should be worked out for implementation.

The vote of thanks was proposed by the coordinator.



Principal

PRINCIPAL
PAVAI ENGINEERING COLLEGE
M.T. PICHAI POOL, NAMAKKAL DIST.

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2016-17 – Odd Sem.

Venue: Cute Hall

Date: 13.06.2016

Time: 11:00 AM- 12:00 PM

AGENDA OF THE MEETING

1. To encourage teaching innovations
2. Community development activities
3. Students' proposals for funding agencies
4. To identify and motivate sports talents
5. Other pertinent matters that come up during discussion

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr V Subburam , Senior member
3. Dr S Vijayakumar, Coordinator
4. Dr D Banumathi, Member
5. Dr.A Rathinam, Member
6. Dr.G Srinivasan, Member
7. Dr.R Arravind, Member

Committee Chairman welcomed and briefed on the matters to be discussed.

Committee members after thorough discussion took following decisions:

- Innovative methods like models, quizzes, chit-chats, videos, motivation to self-learning etc. should be adopted by faculty members for effective teaching process.
- For students to become socially responsible citizens, they should be involved in community services throughNSS, YRC etc.
- Faculty members should motivate students to apply for funding proposals with innovative ideas which would expose them to real-world problems and avenues for career development.
- Students who are good at indoor and outdoor games should be identified and coached further for winning various levels of competitions and attain utmost possible recognition.

The meeting came to an end with the Vote of Thanks delivered by the meeting coordinator.



Principal

PRINCIPAL
PAVAI ENGINEERING COLLEGE
P. PAVAI POOR, NAMAVKAL DIST.

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2016-17 - Even Sem.

Venue: Smart Hall

Date: 24.01.2017

Time: 2:00 - 3:30 PM

AGENDA OF THE MEETING

1. Coaching for slow learners
2. Students' Feed back system
3. Students' clubs
4. Library facilities

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr V Subburam , Senior member
3. Dr S Vijayakumar,Coordinator
4. Dr D Banumathi, Member
5. Dr.A Rathinam, Member

LEAVE OF ABSENCE: Dr. G Srinivasan, Member & Dr.R Arravind, Member

After the Committee Chairman's welcome address and briefing on the agenda, the discussion begun. Following points are the outcomes of the discussion.

- Slow learners should be identified and coached for continuous progress in academic performance.

- Students feed-back system should be utilized to evaluate teachers, to improve teaching-learning system and solve teaching related issues.
- All students should be encouraged to take part in club activities to show-case and develop their talents in cultural activities, music, arts, games speech etc.
- Students should be encouraged to properly utilize library facilities like reading reference books, research journals, competitive exam books, general knowledge books etc. Library resources like digital library and availability of e-journals and other self-learning contents should be made available.

The coordinator delivered the Vote of Thanks in the end.



Principal

PRINCIPAL
PAVAI ENGINEERING COLLEGE
247, PAVAI PO, NAMAGUVAI DIST

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2017-18 -Odd Sem.

Venue: Smart Hall

Date: 22.06.2017

Time: 2:00 - 3:30 PM

AGENDA OF THE MEETING

1. Industrial visits and industrial projects
2. One credit courses/Open electives
3. Faculty Re-evaluation Program
4. Laboratory facilities
5. Exam reforms

MEMBERS PRESENT:

1. Dr. M Premkumar, Chairman
2. Dr V Subburam, Senior member
3. Dr S Vijayakumar, Coordinator
4. Dr D Banumathi, Member
5. Dr. A Rathinam, Member
6. Dr. G Srinivasan, Member
7. Dr. R Arravind, Member

Committee Chairman welcomed and talked briefly about the agenda .Committee members discussed the points and came out with the following decisions:

- Industrial visits by the students should be made effective as they get practical exposure to what is learnt theoretically in class rooms. Students should be encouraged to do industrial projects so that they provide solutions to real time problems.

- One credit courses would be helpful for students who opt for choice based credits and want to learn new courses. Open electives would give students a wide range of choices to choose from.
- Teachers should learn continuously to update their knowledge. Faculty Re-evaluation programmes would assess their teaching and subject knowledge.
- Laboratory facilities should be inspected/ checked regularly for upgrading / service and other requirements for effective functioning.
- Students should be made to attend conferences, paper publications by making it mandatory under exam system.

The Vote of Thanks was proposed by the coordinator of the committee.


Principal
PRINCIPAL
PAVAI ENGINEERING COLLEGE
MM-7 PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2017-18- Even Sem.

Venue: Cufe Hall

Date: 30.01.2018

Time: 10.30 AM- 12.00 Noon

AGENDA OF THE MEETING

- 1 Students internships
- 2 Accreditation works
- 3 Research promotion activities
- 4 Hostel facilities
- 5 Other matters related to above topics

MEMBERS PRESENT:

1. Dr. M Premkumar, Chairman
2. Dr V Subburam, Senior member
3. Dr S Vijayakumar, Coordinator
4. Dr D Banumathi, Member
5. Dr. A Rathinam, Member
6. Dr. G Srinivasan, Member
7. Dr. R Arravind, Member

Committee Chairman welcomed and briefed the committee members about the agenda. Committee members discussed and exchanged ideas and arrived at the following decisions:

- Internships, vocational training programmes and other options to provide industrial exposure should be identified and utilized.
- Accreditation works like NBA, NAAC etc. should be systemized as a routine.

- Faculty research publications and consultancy should be strengthened through funding and other incentives.
- Hostel and mess facilities should be checked to redress the grievances of students if any.

The meeting ended with the Vote of Thanks, proposed by the coordinator.



Principal

PRINCIPAL

PAAVAI ENGINEERING COLLEGE

NH-7 PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2018-19 – Odd Sem.

Venue: Cute Hall

Date: 11.06.2018

Time: 11.00 AM- 12.30 PM

AGENDA OF THE MEETING

- 1 Review of syllabus for Board of studies
- 2 Discussion for new MOUs
- 3 Organizing seminars, workshops and other knowledge enrichment programs
- 4 Collaborative activities with other eminent institutions/organizations
- 5 Any other topic relevant to above discussions

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr V Subburam, Senior member
3. Dr D Banumathi, Member
4. Dr.A Rathinam, Member
5. Dr.G Srinivasan, Member
6. Dr.R Arravind, Member

LEAVE OF ABSENCE: Dr S. Vijayakumar, Coordinator

Committee Chairman welcomed and briefed the committee members about the agenda. Committee members discussed and exchanged ideas and arrived at the following decisions:

- Syllabus and curriculum of all the departments should be modified and updated to suit the requirements of the present scenario.

- MOUs with new companies should be signed to widen out industry-institution interactions. MOUs with foreign Universities should be made for mutual benefits.
- Planning of schedule and identification of eminent resource persons should be carried out for organizing seminars, workshops and guest lectures.
- Collaborative programs should be arranged for students and faculties for exchange of ideas, training and facilities.

The Vote of Thanks was proposed by the senior member of the committee.


Principal
PRINCIPAL
PAAVAI ENGINEERING COLLEGE
HH-7 PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2018-19 – Even Sem.

Venue: Cute Hall

Date: 31.01.2019

Time: 2.00 AM- 3.30 PM

AGENDA OF THE MEETING

- 1 Entrepreneurship development programs
- 2 Organizing On-Campus recruitment drive for placement
- 3 Review on results of new degree courses introduced in recent years.
- 4 Review on examination pattern
- 5 Alumni data maintenance

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr. V Subburam , Senior member
3. Dr. S Vijayakumar, Coordinator
4. Dr. D Banumathi, Member
5. Dr.A Rathinam, Member
6. Dr. G Srinivasan, Member
7. Dr.R Arravind, Member

Committee Chairman welcomed and briefed the committee members about the agenda. Committee members discussed different ideas and suggested the following:

- Students should be encouraged to become entrepreneurs and enter into start-up ventures. Hence to motivate them entrepreneurship development programs are to be conducted.

- Campus placement drives should be arranged for our students to get placed in industries in large numbers.
- The results of the recently started branches like Bio-medical Engg, Medical electronics, Food Technology and Pharmaceutical Engg. should be reviewed for improvement and enrichment.
- The exam pattern requires review for implementation of Bloom's Taxonomy and inclusion of MCQs and other modifications for improvement in quality.
- Follow-up of passed out students and Alumni data are important in the assessment of outcome based education.

The Vote of Thanks was proposed by the coordinator of the committee.



Principal
PRINCIPAL

PAAVAI ENGINEERING COLLEGE
NH-7 PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2019-20 – Odd Sem.

Venue: Smart Hall

Date: 20.06.2019

Time: 10.00 AM-12.00 PM

AGENDA OF THE MEETING

1. To review and discuss R&D activities
2. Motivating students to do innovative project works
3. Updating the course materials of all the subjects on-line in the moodle learning system
4. Course file management system

MEMBERS PRESENT:

1. Dr.MPremkumar, Chairman
2. Dr. VSubburam, Senior member
3. Dr. SVijayakumar, Coordinator
4. Dr. DBanumathi, Member
5. Dr.G Srinivasan, Member
6. Dr.R Arravind, Member

LEAVE OF ABSENCE: Dr .A. Rathinam, Member

Committee Chairman welcomed and briefed the committee members about the agenda. Committee members discussed and exchanged ideas and arrived at the following resolutions:

- More impetus should be given on Research and Development activities as publications fund proposals are becoming significant scales for performance assessment.

- The Design and Fabrication project, the final year project of UG students and the project works of PG students should have innovative elements. The guiding and assessing faculties should ensure it.
- The on-line course materials for various subjects in the moodle learning system our websites should be updated time to time according to the modifications in the syllabus and the same should be ensured by the concerned division.
- Course files is an important component in assessing our teaching-learning system. Hence a systematic approach should be followed by all the departments in maintaining and managing the files as per the guidelines provided.

The committee coordinator delivered the Vote of Thanks.


Principal
PRINCIPAL
PAAVAI ENGINEERING COLLEGE
NH.7 PACHAL Post, NAMAKKAL Dist

PAAVAI ENGINEERING COLLEGE (Autonomous)

PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING

Academic Year : 2019-20 – Even Sem.

Venue: Smart Hall

Date: 23.01.2020

Time: 2.00PM-3.30 PM

AGENDA OF THE MEETING

1. To discuss about accreditations like NBA, NAAC and autonomous inspections
2. Installation of additional CCTV cameras at required points for monitoring discipline
3. Improving greenery of the campus
4. Motivating student volunteers for social works through NSS, Clean India Mission and other clubs.

MEMBERS PRESENT:

1. Dr.M Premkumar, Chairman
2. Dr. V Subburam, Senior member
3. Dr. S Vijayakumar, Coordinator
4. Dr. D Banumathi, Member
5. Dr.A Rathinam, Member
6. Dr.G Srinivasan, Member
7. Dr.R Arravind, Member

The Chairman of the committee welcomed and initiated the discussion. Committee members discussed the matters thoroughly and made the following suggestions.

- All the faculties familiarized about the accreditation bodies like NBA, NAAC and autonomous inspections and their significance.
- Installation of additional CCTV cameras have been recommended at important locations for good monitoring and maintaining discipline.
- The greenery of our clean & green campus could be made more green by planting floral plants and trees and recommendations have been made to this effect;
- Faculties have been advised to create awareness on social responsibility and motivate students to join in large numbers in NSS and other clubs to undertake social activities like blood-donation, conducting awareness programs in villages etc.

The Vote of Thanks was proposed by the coordinator of the committee.


Principal
PRINCIPAL
PAAVAI ENGINEERING COLLEGE
NH-7 PACHAL Post, NAMAKKAL Dist