

## **7.1.10-Proceedings of the Monitoring Committee**

**Part 1: Minutes of Student's Grievance  
Redressal and Anti-Ragging Committee meeting**

**PAAVAI ENGINEERING COLLEGE**  
(Autonomous)

**ANTI-RAGGING COMMITTEE**

**Academic Year 2022-2023**

**Circular**

**Date: 24-03-2023**

This is to inform that a meeting for Anti-Ragging Committee is going to be conducted on 29-03-2023 at 11.00 AM.

Hence, all the members are requested to attend the meeting at Cute Hall.

**Agenda of Meeting**

- To review the case of ragging if any.
- Any other relevant subject at the time of meeting

**Members**

S.No.	Name	Position	Category
1	Dr. M.Premkumar	Chairman	Principal
2	Mr.R.Venkatachalam	Member	Police Department
3	Mr.S.Boopathi	Member	Revenue/ Taluk/ Civil/Officers
4	Mr.N.Manickam	Member	Official of NGO
5	Mrs.A.Kanimozhi	Member	Representatives of Parents
6	Mr.D.Muruganantham	Member	Representatives of Parents
7	Ms.M.Iniyaa	Member	Representatives of Students
8	Mr.S.Naveen	Member	Representatives of Students
9	Mr.T.Nandhakumar	Member	Representatives Non-Teaching
10	Dr.G.Balaji	Member	HoD/EEE
11	Dr.A.P.Sivasubramanian	Member	HoD/Mech
12	Mr.B.Venkatesh	Member	HoD/IT
13	Dr.M.Sudha	Member	HoD/ECE
14	Dr.D.Banumathi	Member	HoD/CSE
15	Dr.D.R.P.Rajarathinam	Member	HoD/MCT
16	Mrs.K.Sharmiladevi	Member	HoD/Civil
17	Dr.Kailash	Member	HoD/FT
18	Dr. Arunkumar	Member	HoD/BME
19	Dr. Vivekanandhini	Member	HoD/Agri

**PRINCIPAL**  
**PRINCIPAL**  
PAAVAI ENGINEERING COLLEGE  
H.7. PACHAL Post, NAMANKAL Dis:

**PAAVAI ENGINEERING COLLEGE**

**(Autonomous)**


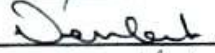
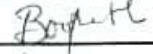
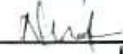

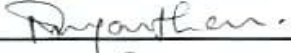













**ANTI-RAGGING COMMITTEE**

**Academic Year 2022-2023**

Date: 29-03-2023

**MINUTES OF MEETING**

Proceeding of the anti-ragging committee meeting held on 29-03-2023 to review the work. The squad members reported that no issue of ragging was observed so far either in hostel or in the campus. It was decided to continue visit to the hostel every evening until last working day of the college. The committee members were told to keep a watch on students in college bus also.

S.No.	Name	Category	Signature
1	Dr. M.Premkumar	Principal	
2	Mr.R.Venkatachalam	Police Department	
3	Mr.S.Boopathi	Revenue/ Taluk/ Civil/Officers	
4	Mr.N.Manickam	Official of NGO	
5	Mrs.A.Kanimozhi	Representatives of Parents	
6	Mr.D.Muruganatham	Representatives of Parents	
7	Ms.M.Iniyaa	Representatives of Students	
8	Mr.S.Naveen	Representatives of Students	
9	Mr.T.Nandhakumar	Representatives Non-Teaching	
10	Dr.G.Balaji	HoD/EEE	
11	Dr.A.P.Sivasubramanian	HoD/Mech	
12	Mr.B.Venkatesh	HoD/IT	
13	Dr.M.Sudha	HoD/ECE	
14	Dr.D.Banumathi	HoD/CSE	
15	Dr.D.R.P.Rajarathinam	HoD/MCT	
16	Mrs.K.Sharmiladevi	HoD/Civil	
17	Dr.Kailash	HoD/FT	
18	Dr. Arunkumar	HoD/BME	
19	Dr.Vivekanandhini	HoD/Agri	

  
**PRINCIPAL**  
PAAVAI ENGINEERING COLLEGE  
447 PACHAL Post, NAMANKAL Dis:

## **Part 2: Minutes of Women Welfare Committee meeting**

## Women Welfare Committee

### Minutes of the Meeting

The meeting was organized on 13.07.22 at Smart hall by 01.30 pm to address the issues of the girl students and female faculty members. The Principal, WWC Chairperson and its members, attended the meeting. Dr. R. Shanthi, Chairperson welcomed the gathering.

#### Agenda:

- Proceedings of the previous meeting.
- To organize programmes for gender related issues were deliberated.
- To ensure safety of women folk.
- To discuss issues related to feminine gender.



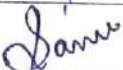
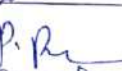
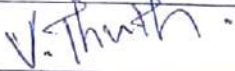

#### Discussions & Action Plan:

The following programmes were planned to be conducted during the odd semester of academic year 2022-23.

- Appreciation to the events conducted in previous semester.
- Seminars to empower girl students' in collaboration with CII, Indian Women Network, Tamil Nadu.
- Seminars to create awareness about help lines.
- Seminar to prevent sexual harassment.
- Eye opening session on career opportunities.

P. Renuka Devi proposed the vote of thanks.

#### Members Attended:

S.No	Name	Designation	Signature
1	Dr. R. Shanthi Head-English & CFL	Chairperson	
2	Dr.M. Sudha Head-ECE	Member	
3	A. Samundeeswari Assoc. Prof. - ECE	Member	
4	P. Renuka Devi Assoc. Prof. - CSE	Member	
5	V.Thabitha Asst Prof.- FT	Member	
6	K.Uma Asso. Prof.- Maths	Member	

  
Chairman

(Women Welfare Committee)

  
Principal

## Women Welfare Committee

### Minutes of the Meeting

The meeting was organized on 08.02.23 at Cute hall by 02.30 p.m. to address the concerns of the women folk. The Principal, WWC Chairperson and its members, attended the meeting. Dr. R. Shanthi, Chairperson welcomed the gathering.

#### Agenda:

- Proceedings of the previous meeting.
- To organize programmes for gender related issues were deliberated.
- To ensure safety of girl students and female staff.
- To discuss issues related to feminine gender.



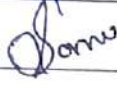



#### Discussions & Action Plan:

The following programmes were planned to be conducted during the even semester of the academic year 2022-23.

- Appreciation to the events conducted in previous semester.
- Women's Day Celebration
- Yoga day Celebration
- Session on career opportunities.

V.Thabitha proposed the vote of thanks.

#### Members Attended:

S.No	Name	Designation	Signature
1	Dr. R. Shanthi Head-English & CFL	Chairperson	
2	Dr.M. Sudha Head-ECE	Member	
3	A. Samundeeswari Assoc. Prof. - ECE	Member	
4	P. Renuka Devi Assoc. Prof. - CSE	Member	
5	V.Thabitha Asst Prof.- FT	Member	
6	K.Uma Asso. Prof.- Maths	Member	



Chairman

(Women Welfare Committee)



Principal

**Part 3: Minutes of Academic and administrative audit  
committee meeting**




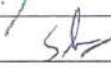
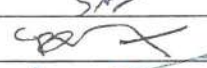


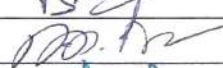
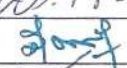




**PAAVAI ENGINEERING COLLEGE**  
(Autonomous)

**Minutes of academic and administrative audit committee meeting**

Date: 30.12.2022

The academic audit committee meeting was conducted on 30.12.2022 to discuss academic audit for ODD semester for the academic year 2022-23.

**Members Present**

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	
3	Dr.G.Balaji	HOD/EEE	
4	Dr.D.R.P.Rajarathnam	HOD/MCT	
5	Dr.B.Venkatesan	HOD/IT	
6	Dr.A.P.Sivasubramaniam	HOD/MECH	
7	Dr.T. Arun kumar	HOD/BME	
8	Dr.M. Sudha	HOD/ECE	
9	Dr.R.Arravind	HOD/AERO	
10	Dr.D.Banumathy	HOD/CSE	
11	Dr.P.Muthusamy	HOD/MCA	

**Points discussed:**

- The academic audit will be conducted from 05.01.2023 to 07.01.2023.
- An external member Dr.C.Dhavamani, Professor & Head/Aero, Mahendra Engineering College will be heading the audit team.
- All HoDs need to be informed to keep ready all documents for audit and complete the audit within the stipulated time.
- The audit team is constituted and approved by the committee.
- The audit should be conducted as per schedule.
- Action taken report shall be submitted by heads of the department after the audit.

  
IQAC Co-ordinator

  
Principal


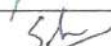
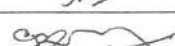




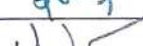

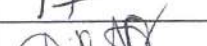
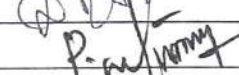
**PAAVAI ENGINEERING COLLEGE**  
(Autonomous)

**Minutes of academic and administrative audit committee meeting**

Date: 13.09.2023

The academic audit committee meeting was conducted on 13.09.2023 to discuss academic for EVEN semester and administrative audit for the academic year 2022-2023.

**Members Present**

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	
3	Dr.G.Balaji	HOD/EEE	
4	Dr.D.R.P.Rajarathnam	HOD/MCT	
5	Dr.B.Venkatesan	HOD/IT	
6	Dr.A.P.Sivasubramaniam	HOD/MECH	
7	Dr.T. Arun kumar	HOD/BME	
8	Dr.M. Sudha	HOD/ECE	
9	Dr.R.Arravind	HOD/AERO	
10	Dr.D.Banumathy	HOD/CSE	
11	Dr.P.Muthusamy	HOD/MCA	

**Points discussed:**

- The academic and administrative audit will be conducted from 21.09.2023 to 22.09.2023.
- An external member Dr.C.Dhavamani, Professor & Head/Aero, Mahendra Engineering College will be heading the audit team.
- The auditor need to submit the report in the prescribed format.
- All HoDs need to be informed to produce all documents to auditor for verification.
- The audit team for ACY 2022-23 even semester is approved.
- Action taken report shall be submitted by heads of the department within a week after the audit.

  
IQAC Co-ordinator

  
Principal

## **Part 4: Minutes of Library Committee meeting**

**PAAVAI ENGINEERING COLLEGE**  
**(Autonomous)**  
**CENTRAL LIBRARY**  
**LIBRARY ADVISORY COMMITTEE**  
**ACADEMIC YEAR: 2022-2023**

The following staff members are appointed as Library Advisory Committee members for the academic year 2022-2023 and are requested to give their suggestions and recommendations for the effective functioning of library.

Chairman : Dr. M.Premkumar, Principal

Secretary : Mr. S.Selvam, Librarian

Committee Members :

- Dr. Venkatesan, (Prof Head. / IT)
- Dr.G.Balaji, (Prof. Head. / EEE)
- Dr. R. Shanthi, (Prof.Head. / English)
- Dr, M.Sudha, (Prof Head / ECE)
- Mr.M.Anu Varshitha (IV / ECE)
- Ms. P.Arunkumar (IV/ CSE)

Copy to all HoDs

**PAAVAI ENGINEERING COLLEGE (Autonomous)**

**CENTRAL LIBRARY**

**LIBRARY ADVISORY COMMITTEE**

**Minutes of Meeting**

22.12.2022

The meeting was conducted by the chairman of the library advisory committee, Dr. M.Premkumar, Principal, with the Library Committee Members in his chamber at 1.30 P M on 22.12.2022.

The following points were discussed in the meeting.

- Renewal of Online Elsevier Science Direct E-Journals.
- Number volume and title per department as per curriculum.
- Library hours – students must be accompanied by the faculty members.
- Maintenance of library books.
- Additional racks for placing the books and periodicals.
- Subscription of National/International Periodicals.
- Library working hours.
- Requirements of each department for books and Journals.
- Subscription of NPTEL videos.

Mr. S.Selvam, Librarian

Dr.B.Venkatesan, (Prof.Head / IT)

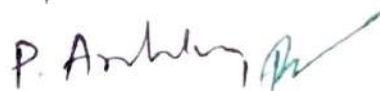
Dr.G.Balaji , (Prof. Head/ EEE)

Dr. R. Shanthi, (Prof.Head / English)

Dr, M.Sudha,(Prof. Head / ECE)

Mr.M.Anu Varshitha (IV / ECE)

Ms. P.Arunkumar (IV/CSE)



**Principal**

**[Dr. M.Premkumar]**

**Part 5: Minutes of Planning and Evaluation**  
**Committee meeting**

# **PAAVAI ENGINEERING COLLEGE (Autonomous)**

## **PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING**

**Academic Year:** 2022-23 – Odd Sem.

**Venue:** Smart Hall

**Date:** 03.08.2023

**Time:** 2.00 PM-3.30 PM

### **AGENDA OF THE MEETING**

1. To review academic activities and academic performance of the year 2021- 22
2. To plan for the current academic activities for the current year.
3. To make required arrangements for the conduct of Smart India Hackathon -2022 in Paavai Campus
4. Reviewing Library, hostel facilities and other amenities for students
5. Placement and industrial project related activities to be strengthened
6. Startups/ Entrepreneurship/ innovation and research activities to be motivated among students

### **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. R Arravind, Member
6. Dr.M.Sudha, Member

Committee Chairman welcomed the committee members and briefed about the topics for discussion in the agenda. After discussion and sharing of ideas by the committee members, the following conclusions have been arrived.

- The academic performance to be improved further through applying innovative teaching and learning methodologies in the current academic year.
- SIH-2022 should be successfully conducted by allocating resources and responsibilities appropriately.
- Books for new branches and other facilities in the library and Maintenance works in hostel and throughout campus should be carried out.
- Steps should be taken to improve placement in core companies.
- Students should be given more exposure to real time industrial projects and motivated to do innovative projects.
- Programs related to startups, entrepreneurship development should be conducted to identify and encourage potential students.
- Students with startup ideas and potential should be identified, encouraged and guided to become successful.

The vote of thanks was proposed by the committee coordinator at the end of the session.



Principal  
PRINCIPAL

PAAVAI ENGINEERING COLLEGE  
44-7 PACHAL Post, NAMAKKAL Dist



# **PAAVAI ENGINEERING COLLEGE (Autonomous)**

## **PLANNING AND EVALUATION COMMITTEE - MINUTES OF MEETING**

**Academic Year:** 2022-23 – Even Sem.

**Venue:** Cute Hall

**Date:** 17.02.2023

**Time:** 11.00 AM-12.30 PM

### **AGENDA OF THE MEETING**

1. The academic performance as well as co-curricular and extra-curricular activities of students should be continuously monitored.
2. Laboratory equipment service/calibration/purchase are to be reviewed.
3. Files and documents related to accreditation bodies like NAAC and NBA to be looked into.
4. Research outputs to be increased by providing direction and guidance to students as well as faculty members.
5. Continuous monitoring of EDC, IIC and startup activities
6. Club activities by students to bring out their latent talents
7. 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. R Arravind, Member
7. Dr. M.Sudha, Member

The Chairman of the committee welcomed and started discussions on the specified topics. After thorough considerations, the following suggestions were arrived.

- Apart from academic results, students' activities like paper presentation, project competitions, seminar, workshop, social activities and sports should be encouraged to develop their wholesome personality.
- Laboratory equipment / software should be serviced/replaced or upgraded according to requirement.
- Academic and other files should be updated and maintained in accordance with inspection requirements.
- Students and faculties should be encouraged to take part in national and international conferences and increase publications, patents, funding proposals and other research related activities.
- Programs with eminent personalities/achievers should be arranged to motivate students and faculties to involve successfully in entrepreneurship/innovation and startup activities.
- Students should be encouraged to involve in club activities with social and skill development themes by conducting pertinent programs.

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



Principal  
**PRINCIPAL**

**PAAVAI ENGINEERING COLLEGE**  
14-7 PACHAL Post, NAMAKKAL Dist

## **Part 6: Minutes of Extra-Curricular Committee meeting**

**PAAVAI ENGINEERING COLLEGE  
(AUTONOMOUS)  
PACHAL, NAMAKKAL**

REF: PEC/ECAC/AY2022-23/CIR-02

Date: 10.06.2022

**Circular**

The Extra-Curricular Activities Committee members and all HoDs are hereby informed that there will be a meeting on 14<sup>th</sup> June, 2022 in the Principal's Office to discuss about the various activities in connection with Sports, Cultural and other events as per the following agenda.

Agenda of the meeting:

1. Sports events
2. To discuss about the performance of students in sports
3. To discuss about the events to be organized through NSS and YRC
4. To schedule various cultural activities
5. Any other points to be discussed



Member In-Charge

Extra-Curricular Activities Committee



COORDINATOR

Extra-Curricular Activities Committee



PRINCIPAL

Copy to: 1. All HoDs  
2. Extra-Curricular Activities Committee members

PAAVAI ENGINEERING COLLEGE  
(AUTONOMOUS)  
PACHAL, NAMAKKAL

REF: PEC/ECAC/AY2022-23/MOM1

Date: 14.06.2022

Extra-Curricular Activities Committee – Minutes of Meeting

Date of Meeting	:	14.06.2022
Timings	:	10.30 AM to 11.30 AM
Venue	:	Principal Office
Reference	:	REF: PEC/ECAC/AY2022-23/CIR-02 dated on 10.06.2022

The meeting was conducted on 14.06.2022 by 10.30 a.m. with the Extra-curricular Activities Committee members by Principal Dr.M.Prem Kumar. Mrs.A.Samundeeswari, AsP, ECE, welcomed the gathering, gave a brief introduction about the happenings of Extra-curricular Activities Committee.

The Coordinator of ECAC, Mr.M.Mohan, Professor, H & S Department briefed the agenda and requested the chairman of the committee to throw an insight of the agenda.

Agenda of the meeting:

1. Sports events
2. To discuss about the performance of students in sports
3. To discuss about the events to be organized through NSS and YRC
4. To schedule various cultural activities
5. Any other points to be discussed

The Chairman of the committee Dr.M.Premkumar, Principal, Paavai Engineering College, welcomed everyone and highlighted the importance of skill development through Extra-curricular Activities. He insisted the committee members to motivate the students to participate in sports, cultural competitions and NSS activities.


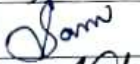



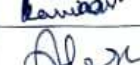
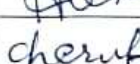
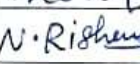
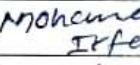



Following are points discussed in the meeting:

- The committee appreciates the Sports team, NSS team and Cultural club members for their activities.
- Independence Day Celebrations is to be held.

- Blood donation, Medical and Eye donation camp might be planned
- YRC will be organizing First aid training and Awareness Programmes.
- NSS activities in and around Salem and Namakkal districts will be executed.
- Cultural Committee events will be scheduled.
- Other events will be scheduled based on the time to time requirements.

The meeting concluded with thanks from the chairman.

#### List of Extra-Curricular Activities Committee Members

S.No	Name	Designation	Role	Signature
1	Dr.M.Premkumar	Principal	Chairman	
2	Mr.M.Mohan	Professor, Chemistry	Coordinator	
3	Mrs.A.Samundeeswari	Associate Professor, ECE	Member In-Charge	
4	Mr.N.Santhanaraja	Physical Director	Member	
5	Mr.C.Rathnakumar	AsP, MCA, NSS Officer	Member	
6	Mr.S.Sathish	Assistant Professor, ECE	Member	
7	Mr.N.Kaviarasu	IV B.E MECH	Student Member	
8	Mr.A.Alex Yadhityan	IV B.Tech Chemical	Student Member	
9	Ms.Cherub Ebenezer	IV B.E. CSE	Student Member	
10	Mr.N.Rishanth	IV B.E BME	Student Member	
11	Mr. Mohammed Irfan	IV B.Tech PHARMA	Student Member	
12	Ms.M.Iniya	III B.E. EEE	Student Member	
13	Ms. K.Kirthika	III B.E. BME	Student Member	
14	Mr.S.Suriya Prakash	III B.E. CYBER	Student Member	



Member In-Charge

Extra-Curricular Activities Committee



COORDINATOR

Extra-Curricular Activities Committee



PRINCIPAL

**PAAVAI ENGINEERING COLLEGE  
(AUTONOMOUS)  
PACHAL, NAMAKKAL**

**REF: PEC/ECAC/AY2022-23/CIR-03**

**Date: 20.01.2023**

**Circular**

The Extra-Curricular Activities Committee members and all HoDs are hereby informed that there will be a meeting on 22<sup>nd</sup> January, 2023 in the Principal's Office to discuss about the various activities in connection with Sports, Cultural and other events as per the following agenda.

Agenda of the meeting:

1. Sports events
2. To discuss about the performance of students in sports
3. To discuss about the events to be organized through NSS and YRC
4. To schedule various cultural activities
5. Any other points to be discussed



Member In-Charge

Extra-Curricular Activities Committee



COORDINATOR

Extra-Curricular Activities Committee



PRINCIPAL

Copy to: 1. All HoDs  
2. Extra-Curricular Activities Committee members

PAAVAI ENGINEERING COLLEGE  
(AUTONOMOUS)  
PACHAL, NAMAKKAL

REF: PEC/ECAC/AY2022-23/MOM2

Date: 22.01.2023

Extra-Curricular Activities Committee – Minutes of Meeting

Date of Meeting	:	22.01.2023
Timings	:	10.00 AM to 11.00 AM
Venue	:	Principal Office
Reference	:	REF: PEC/ECAC/AY2022-23/CIR-03 dated on 20.01.2023

The meeting was conducted on 22.01.2023 by 10.00 a.m. with the Extra-curricular Activities Committee members by Principal Dr.M.Prem Kumar. Mrs.A.Samundeeswari, AsP, ECE, welcomed the gathering, gave a brief introduction about the happenings of Extra-curricular Activities Committee.

The Coordinator of ECAC, Mr.M.Mohan, Professor, H & S Department briefed the agenda and requested the chairman of the committee to throw an insight of the agenda.

Agenda of the meeting:

1. Sports events
2. To discuss about the performance of students in sports
3. To discuss about the events to be organized through NSS and YRC
4. To schedule various cultural activities
5. Any other points to be discussed

The Chairman of the committee Dr.M.Premkumar, Principal, Paavai Engineering College, welcomed everyone and highlighted the importance of skill development through Extra-curricular Activities. He insisted the committee members to motivate the students to participate in sports, cultural competitions and NSS activities.

Following are points discussed in the meeting:



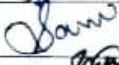
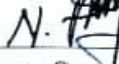

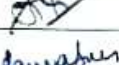
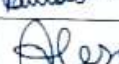
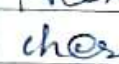
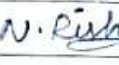

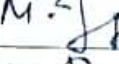
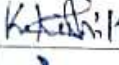


- The committee appreciates the Sports team, NSS team, YRC team and Cultural club members for their activities.



- Republic Day Celebrations is to be held.
- Blood donation, Medical and Eye donation camp might be planned
- YRC will be planning Awareness Programmes on Mental health and Anti-drug.
- NSS activities in and around Salem and Namakkal districts will be executed.
- Cultural Committee events will be scheduled.
- Other events will be scheduled based on the time to time requirements.

The meeting concluded with thanks from the chairman.

List of Extra-Curricular Activities Committee Members

S.No	Name	Designation	Role	Signature
1	Dr.M.Premkumar	Principal	Chairman	
2	Mr.M.Mohan	Professor, Chemistry	Coordinator	
3	Mrs.A.Samundeeswari	Associate Professor, ECE	Member In-Charge	
4	Mr.N.Santhanaraja	Physical Director	Member	
5	Mr.C.Rathnakumar	AsP, MCA, NSS Officer	Member	
6	Mr.S.Sathish	Assistant Professor, ECE	Member	
7	Mr.N.Kaviarasu	IV B.E MECH	Student Member	
8	Mr.A.Alex Yadhityan	IV B.Tech Chemical	Student Member	
9	Ms.Cherub Ebenezer	IV B.E. CSE	Student Member	
10	Mr.N.Rishanth	IV B.E BME	Student Member	
11	Mr. Mohammed Irfan	IV B.Tech PHARMA	Student Member	
12	Ms.M.Iniya	III B.E. EEE	Student Member	
13	Ms. K.Kirthika	III B.E. BME	Student Member	
14	Mr.S.Suriya Prakash	III B.E. CYBER	Student Member	



Member In-Charge

Extra-Curricular Activities Committee



COORDINATOR

Extra-Curricular Activities Committee



PRINCIPAL

## **Part 7: Minutes of Alumni Association Committee meeting**

**PAAVAI ENGINEERING COLLEGE**

**(Autonomous)**

**Pachal, Namakkal**

PEC/AAC/2022-23

DATE: 15.07.2022

**Circular for Alumni Association Cell Meeting**

Alumni Association Cell (AAC) meeting of Paavai Engineering College is scheduled to be held on 22.07.2022 at 11.30 am in Smart Hall. All the members of AAC are requested to attend the meeting.



**AAC Coordinator**



**Chairman**

To: All the members of AAC

Copy to:

1. PEC Office
2. AAC

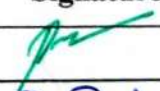
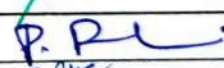

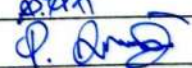


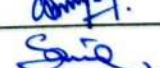



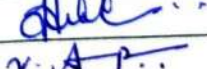

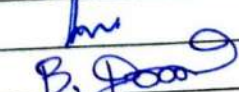
**PAAVAI ENGINEERING COLLEGE**  
(AUTONOMOUS)  
**ALUMNI ASSOCIATION CELL**  
**ACADEMIC YEAR 2022-2023**  
**MINUTES OF THE MEETING**

The meeting of the Alumni Association Cell for the academic year 2022-2023 was held on 22.07.2022.

The following points were discussed,

- Alumni reunion of various batches held on the following dates 12.06.2022, 26.06.2022, 10.07.2022 and the experiences and opportunities shared by the alumni were discussed.
- Roles and responsibilities of department alumni coordinator.
- Conduction of seminars/workshops on latest technologies through online and offline.
- Various alumni volunteers for alumni association and identification of alumni for BoS meeting.
- Suggested for alumni online forums and meetings to clear the project related queries of the present students.
- Activities through alumni association.
- Alumni involvement in guiding the students towards innovation/entrepreneurship and start-up related activities.

The following members were present,

S. No.	Name	Position in Committee	Category	Signature
1	Dr.M.Premkumar	Chairman	Chair Person	
2	P.Renukadevi	Coordinator	Faculty Coordinator	
3	S.Sathish	President	Alumni Members	
4	P.Sandiya	Vice President		
5	C.Gowrishankar	Secretary		
6	E.Sangeetha	Treasurer		
7	P.Sabari	Executive Member		
8	P.Thiyagarajan	Executive Member		
9	S.Gayathri	Executive Member	Faculty Members	
10	C.Suresh	Executive Member		
11	V.Annapoorani	Executive Member		
12	S.Gnanasakeran	Executive Member		
13	B.Deepa	Executive Member		

  
AAC Coordinator

  
Chairman

## **Part 8: Minutes of Examination Committee meeting**

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018**

**(AUTONOMOUS)**

**MINUTES OF THE MEETING OF THE EXAMINATION COMMITTEE**

The 15<sup>th</sup> Examination committee Meeting of Paavai Engineering College was held on 21.06.2022 at 11:00 a.m. to discuss the following agenda points.

ITEM	CONTENT
1.	Welcome address
2.	<ul style="list-style-type: none"><li>❖ Confirmation of previous examination committee meeting</li><li>❖ CIA Test Schedule</li><li>❖ Government's &amp; university SOP &amp; guidelines</li><li>❖ Professional elective Courses for UG &amp; PG Programmes</li><li>❖ Online/one credit courses</li><li>❖ Fast Track Courses</li><li>❖ Open Elective Courses</li><li>❖ List of faculty members handling the courses</li><li>❖ Question paper setting for CIA Tests</li><li>❖ Model Practical Examination Schedule</li><li>❖ Conduct of re- examination for the CIA Tests for internet issues</li><li>❖ Panel of Examiners for End Semester Examinations</li><li>❖ End Semester Practical Examination Schedule</li><li>❖ Commencement of End Semester Theory Examinations &amp; Time table</li><li>❖ Valuation of answer scripts</li><li>❖ Result Publications</li><li>❖ Grievances from the students and faculty members</li></ul>
3.	Vote of Thanks

**ITEM 01: WELCOME ADDRESS**

- ❖ Dr.B.Murali Babu, COE, welcomed the Principal and all the members for the examination committee meeting.

## ITEM 02: CONTROLLER OF EXAMINATION's PRESENTATION

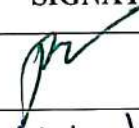

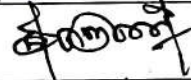

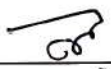
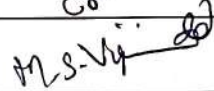

- ❖ Dr.B.Murali Babu, COE presented the following details of the examination activities to be carried out for the End Semester Examinations – November/December 2022 for elaborate discussion and approval.
- ❖ The minutes of the previous meeting held on 30.12.2021 was confirmed for approval with the modalities and result publication based on University guidelines.
- ❖ The tentative notification of examination for the End Semester Examinations – November/December 2022 was presented before the committee along with the date(s) of tests/ examinations to be conducted.
- ❖ The conduct of CIA Tests along with the dates and session was presented
- ❖ The list of professional elective courses to be chosen by the candidates of the UG/PG Programme(s) was discussed.
- ❖ The list of Online/one credit courses offered by the departments were discussed.
- ❖ The list of open elective courses to be offered by the departments 6<sup>th</sup> semester B.E./B.Tech Programme(s) was discussed.
- ❖ The eligible students who are willing to opt the Fast Track Courses was discussed.
- ❖ The list of faculty members handling the theory and practical courses of the UG/PG Programme(s) was discussed.
- ❖ The guidelines and hitches in the preparation of the question papers for the CIA Tests were discussed elaborately and properly dissimilated for execution.
- ❖ The conduct of reexamination for the CIA Tests and permission to the students were discussed.
- ❖ The Panel of Examiners for End Semester Examinations, both theory and practical examinations was requested for updation in the COE office.
- ❖ The issue of examination applications and payment of examination fees and last date of payment were discussed.
- ❖ The tentative dates of Model and End Semester Practical Examination were discussed and the formation of batches for regular and arrear courses were discussed.
- ❖ The list of common courses across the departments and semesters was discussed to prepare the time table for the End Semester Theory Examinations.

- ❖ The methodology of submission of grievances on the question papers, valuation by the students and faculty members were discussed.

### ITEM 03: VOTE OF THANKS

The meeting ended with a vote of thanks proposed by Dr.B.Murali Babu, COE.

#### Members Present

S.No.	NAME OF THE MEMBERS	POSITION	SIGNATURE
1	Dr.M.Prem Kumar Principal	Principal	
2	Dr.A.Vivekanandhini Associate Professor & HOD / Agri	Member	
3	Dr.T.Arun Kumar Professor & HOD / BME	Member	
4	Mr.S.Manikandan AP/EEE & ACOE	Member	
5	Prof./G.Deivamani AP/EEE	Member	
6	Dr.M.S.Vijayanand ASP/Mechanical & ACOE	Member	
7	Dr.B.Murali Babu Professor / EEE& COE	Member Secretary	



**PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018**

**(AUTONOMOUS)**

**MINUTES OF THE MEETING OF THE EXAMINATION COMMITTEE**

The 16<sup>th</sup> Examination committee Meeting of Paavai Engineering College was held on 22.12.2022 at 02:00 p.m. to discuss the following agenda points.

<b>ITEM</b>	<b>CONTENT</b>
1.	Welcome address
2.	<ul style="list-style-type: none"><li>❖ Confirmation of previous examination committee meeting</li><li>❖ CIA Test Schedule</li><li>❖ Professional elective Courses for UG &amp; PG Programmes</li><li>❖ Online/one credit courses</li><li>❖ Fast Track Courses</li><li>❖ Open Elective Courses</li><li>❖ List of students requesting for exemption of open elective courses</li><li>❖ List of faculty members handling the courses</li><li>❖ Question paper setting for CIA Tests</li><li>❖ Model Practical Examination Schedule</li><li>❖ Conduct of re- examination for the CIA Tests for internet issues</li><li>❖ Panel of Examiners for End Semester Examinations</li><li>❖ End Semester Practical Examination Schedule</li><li>❖ Commencement of End Semester Theory Examinations &amp; Time table</li><li>❖ Valuation of answer scripts</li><li>❖ Result Publications</li><li>❖ Grievances from the students and faculty members</li></ul>
3.	Vote of Thanks

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## ITEM 02: CONTROLLER OF EXAMINATION'S PRESENTATION

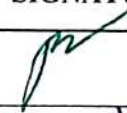

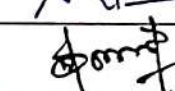
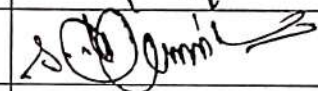
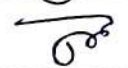
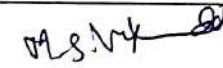

- ❖ Dr.B.Murali Babu, COE presented the following details of the examination activities to be carried out for the End Semester Examinations – April/May 2023 for elaborate discussion and approval.
- ❖ The minutes of the previous meeting held on 21.06.2022 was confirmed for approval with the modalities and result publication based on University guidelines.
- ❖ The tentative notification of examination for the End Semester Examinations – April/May 2023 was presented before the committee along with the date(s) of tests/ examinations to be conducted.
- ❖ The conduct of CIA Tests along with the dates and session was presented
- ❖ The list of professional elective courses to be chosen by the candidates of the UG/PG Programme(s) was discussed.
- ❖ The list of Online/one credit courses offered by the departments were discussed.
- ❖ The list of open elective courses to be offered by the departments 6<sup>th</sup> semester B.E./B.Tech Programme(s) was discussed.
- ❖ The eligible students who are willing to opt the Fast Track Courses was discussed.
- ❖ The list of eligible students requesting for exemption of open elective courses based on the successful completion of required number of one credit courses.
- ❖ The list of faculty members handling the theory and practical courses of the UG/PG Programme(s) was discussed.
- ❖ The guidelines and hitches in the preparation of the question papers for the CIA Tests were discussed elaborately and properly dissimilated for execution.
- ❖ The conduct of reexamination for the CIA Tests and permission to the students were discussed.
- ❖ The Panel of Examiners for End Semester Examinations, both theory and practical examinations was requested for updation in the COE office.
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- ❖ The methodology of submission of grievances on the question papers, valuation by the students and faculty members were discussed.

### ITEM 03: VOTE OF THANKS

The meeting ended with a vote of thanks proposed by Dr.B.Murali Babu, COE.

#### Members Present

S.No.	NAME OF THE MEMBERS	POSITION	SIGNATURE
1	Dr.M.Prem Kumar Principal	Principal	
2	Dr.A.Vivekanandhini Associate Professor & HOD / Agri	Member	
3	Dr.T.Arun Kumar Professor & HOD / BME	Member	
4	Mr.S.Manikandan AP/EEE & ACOE	Member	
5	Prof./G.Deivamani AP/EEE	Member	
6	Dr.M.S.Vijayanand ASP/Mechanical & ACOE	Member	
7	Dr.B.Murali Babu Professor / EEE& COE	Member Secretary	

## **Part 9: Minutes of Placement Committee meeting**

# **Paavai Engineering College**

## **Training & Placement**

### **Minutes of Meeting**

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- July 22, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Training & Placement Officer
2. Mr.V.Ravindra Krishna Chandar - Placement Officer
3. Ms. R. Karpagavalli - Placement Trainee
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- July 23, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr. R.Thamaraiselvan, Head – P & T regarding Internal Training
2. Mr. R.Thamaraiselvan briefed on the upcoming On Campus drive by the Team-TCS.
  - Eligible Departments : All Branches
  - Eligibility Criteria : Above 60% Onwards (Upto 5<sup>th</sup> Semster), No Standing Arrears
  - Selection Process :

Round -1: Online test

Round -2: Essay Writing

Round-3: Technical Interview

Round-4: HR Interview
3. The On campus drive is scheduled on 15.08.22


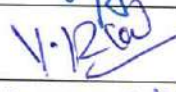
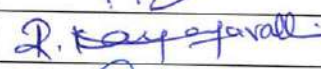
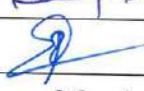
4. Eligible students count to be ready by Jul 16,2022.
5. The above details to be briefed to the department placement coordinators.
6. Computer labs to be identified for conducting the test on the drive day.
7. Internal Trainers will be hosting the Training Programme for the eligible students.
  - It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Conduct training for Aptitude class	Training Team
2	Organize Mock interview	Training Team

8. Meeting adjourned at 12.15 PM.
9. Minutes submitted by Placement Coordinator, Dr. R. Karpagavalli.

**PLACEMENT COMMITTEE MEMBERS (FACULTY):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	Mr. R. Thamaraiselvan	Head P & T	
2	Mr. V. Ravindrakrishna Chandar	Jr. Head - Placement	
3	Dr. R. Karpagavalli	Jr. Head - Training	
4	Mr. Ramachandra Prabhu	Placement Trainer	
5	Mr. D. Boopathi	Faculty Coordinator / EEE	Member
6	Mr. Loganathan	Faculty Coordinator / CSE	Member
7	Mr. N.Manigandan	Faculty Coordinator / MECH	Member
8	Ms. B. Kiruthika	Faculty Coordinator / Civil	Member
9	Ms. Vijayakumar	Faculty Coordinator / ECE	Member
10	Mr. Gokulnath	Faculty Coordinator / AERO	Member
11	Mr. Rajesh	Faculty Coordinator / IT	Member
12	Mr. Vipin Stalin	Faculty Coordinator / MCT	Member
13	Mr. Sathish	Faculty Coordinator / AGRI	Member
14	Ms. Nivetha	Faculty Coordinator / Chemical	Member
15	Mr. Ponmanian	Faculty Coordinator / Pharma	Member
16	Mr. Gowthamkumar	Faculty Coordinator / Food Tech	Member
17	Dr. Udhiyavani	Faculty Coordinator / BME	Member
18	Mr. Jotheshwaran	Faculty Coordinator / MDE	Member



19	Ms.Geetha	Faculty Coordinator / MCA	Member
20	Dr. Kavitha	Faculty Coordinator / MBA	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - July 28, 2022  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

#### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- July 29, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr. R.Thamaraiselvan, Head – P & T regarding external Training on 01.08.22

2. Mr. R.Thamaraiselvan briefed on the upcoming On Campus drive by the Team-Hexawarre.

- Eligible Departments : All Branches
- Eligibility Criteria : Above 60% Onwards (Upto 5<sup>th</sup> Semster), No Standing Arrears
- Selection Process :

Round -1: Online test

Round -2: Essay Writing

Round-3: Technical Interview

Round-4: HR Interview

3. The On campus drive is scheduled on 26.08.22





4. Eligible students count to be ready by Jul 30,2022.
5. The above details to be briefed to the department placement coordinators.
6. Computer labs to be identified for conducting the test on the drive day.
7. Internal Trainers will be hosting the Training Programme for the eligible students.
  - It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

### Action Plan

S.NO	Action Task	Result for Task
1	Need training for Aptitude class	Training given for 2 weeks
2	Organize Mock interview	Conduct Mock interview

8. Meeting adjourned at 01.15 PM.
9. Minutes submitted by Placement Coordinator, Dr. R. Karpagavalli.

### **PLACEMENT COMMITTEE MEMBERS (FACULTY):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. Thamarai Selvan	Head P & T	
2	MR. V. Ravindra Krishna Chandar	Jr. Head - Placement	
3	DR. R. Karpagavalli	Jr. Head - Training	
4	MR. Ramachandara Prabhu	Placement Trainer	
5	Mr. D. Boopathi	Faculty Coordinator / EEE	Member
6	Mr. Loganathan	Faculty Coordinator / CSE	Member
7	Mr. N.Manigandan	Faculty Coordinator / MECH	Member
8	Ms. B. Kiruthika	Faculty Coordinator / Civil	Member
9	Ms. Vijayakumar	Faculty Coordinator / ECE	Member
10	Mr. Gokulnath	Faculty Coordinator / AERO	Member
11	Mr. Rajesh	Faculty Coordinator / IT	Member
12	Mr. Vipin Stalin	Faculty Coordinator / MCT	Member
13	Mr. Sathish	Faculty Coordinator / AGRI	Member
14	Ms. Nivetha	Faculty Coordinator / Chemical	Member
15	Mr. Ponmanian	Faculty Coordinator / Pharma	Member
16	Mr. Gowthamkumar	Faculty Coordinator / Food Tech	Member
17	Dr. Udhiyavani	Faculty Coordinator / BME	Member
18	Mr. Jotheshwaran	Faculty Coordinator / MDE	Member

19	Ms.Geetha	Faculty Coordinator / MCA	Member
20	Dr. Kavitha	Faculty Coordinator / MBA	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

**Meeting Date** - August 11, 2022  
**Meeting Venue** - GD Hall – Placement & Training Centre  
**Meeting Time** - 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- August 12, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### **IN ATTENDANCE**

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### **AGENDA:**

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (14.08.2022).
2. Deciding on the refresher training programme for the eligible Students.

#### **PROCEEDINGS:**

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Placement Officer.

#### **Steps Taken for Last Meeting Action Plan**

<b>S.NO</b>	<b>Action Task</b>	<b>Responsible /Deadline</b>
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by TCS .

- Eligible Departments : All Branch 2023 BE Passouts
- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview



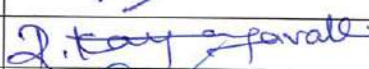

3. The On campus drive is scheduled on 14.08.2022
4. Eligible students count to be ready by August 1st, 2022.
5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator R.Ramachandra Prabu

**PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. THAMARAISELVAN	Head P & T	
2	MR. V. RAVINDRAKRISHNA CHANDAR	Jr. Head - Placement	
3	DR. R. KARPAGAVALLI	Jr. Head - Training	
4	MR. RAMACHANDRA PRABHU	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member
14	ANISH S	Student Coordinator / CHEMICAL	Member
15	AAZIK RASUL M	Student Coordinator / CIVIL	Member



16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- August 22, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- August 24, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (26.08.2022).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Placement Officer.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Hexaware.

- Eligible Departments : All Branch 2023 BE Passouts
- Eligibility Criteria : 70% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview


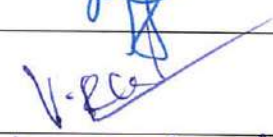
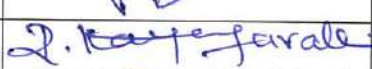

3. The On campus drive is scheduled on 26.08.2022
4. Eligible students count to be ready by August 10th, 2022.
5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator R.Karpagavalli

**PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. THAMARASELVAN	Head P & T	
2	MR. V. RAVINDRAKRISHNA CHANDAR	Jr. Head - Placement	
3	DR. R. KARPAGAVALLI	Jr. Head - Training	
4	MR. RAMACHANDRA PRABHU	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member
14	ANISH S	Student Coordinator / CHEMICAL	Member
15	AAZIK RASUL M	Student Coordinator / CIVIL	Member

16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- September 05, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- September 6, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (24.09.2022).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Placement Officer.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Techmahindra.

- Eligible Departments : All Branch 2023 BE Passouts
- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on 24.09.2022
4. Eligible students count to be ready by September 10th, 2022.
5. The above details to be briefed to the department placement coordinators.

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator R.Karpagavalli

**PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. THAMARAISELVAN	Head P & T	
2	MR. V. RAVINDRAKRISHNA CHANDAR	Jr. Head - Placement	
3	DR. R. KARPAGAVALLI	Jr. Head - Training	R. Karpagavalli
4	MR. RAMACHANDRA PRABHU	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member
14	ANISH S	Student Coordinator / CHEMICAL	Member
15	AAZIK RASUL M	Student Coordinator / CIVIL	Member



16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- September 26, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- Septemper 28, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (03.10.2022).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Placement Officer.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Renault Nissan.
- Eligible Departments : CSE, EIE, IT, ECE, EEE, Mechanical, MCT, Auto, Chemical
    - Eligibility Criteria : 70% throughout in academics, No standing arrears

- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

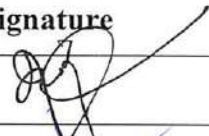



3. The On campus drive is scheduled on 03.10.2022
4. Eligible students count to be ready by September 27th, 2022.
5. The above details to be briefed to the department placement coordinators.

#### Action Plan

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator R.Karpagavalli

#### **PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. THAMARAISELVAN	Head P & T	
2	MR. V. RAVINDRAKRISHNA CHANDAR	Jr. Head - Placement	
3	DR. R. KARPAGAVALLI	Jr. Head - Training	
4	MR. RAMACHANDRA PRABHU	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member

14	ANISH S	Student Coordinator / CHEMICAL	Member
15	AAZIK RASUL M	Student Coordinator / CIVIL	Member
16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- October 10, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- October 12, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team .
2. Deciding on the Communication training programme service provider for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 11:30 AM by Mr. R.Thamaraiselvan, Head – P & T regarding Internal Training

2. Mr. R.Thamaraiselvan briefed on the upcoming On Campus drive by the Team-Wipro.

- Eligible Departments : All Branches
- Eligibility Criteria : Above 60% Onwards (Upto 5<sup>th</sup> Semster), No Standing Arrears
- Selection Process :

Round -1: Online test

Round -2: Essay Writing

Round-3: Technical Interview

Round-4: HR Interview

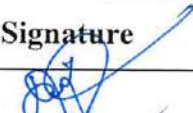
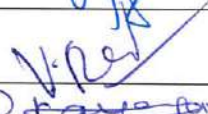
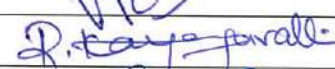

3. The On campus drive is scheduled on 20.02.2023
  4. Eligible students count to be ready by October 31,2022.
  5. The above details to be briefed to the department placement coordinators.
  6. Computer labs to be identified for conducting the test on the drive day.
  7. Internal Trainers will be hosting the Training Programme for the eligible students.
- It offers company pattern online tests with answers for the students throughout the year.
  - Study Materials

**Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Conduct training for Aptitude class	Training Team
2	Organize Mock interview	Training Team

8. Meeting adjourned at 12.15 PM.
9. Minutes submitted by Placement Coordinator, Dr. R. Karpagavalli.

**PLACEMENT COMMITTEE MEMBERS (FACULTY):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	Mr. R. Thamaraiselvan	Head – Placement & Training	
2	Mr. V. Ravindrakrishna Chandar	Jr. Head - Placement	
3	Dr. R. Karpagavalli	Jr. Head - Training	
4	Mr. Ramachandra Prabhu	Placement Trainer	
5	Mr. D. Boopathi	Faculty Coordinator / EEE	Member
6	Mr. Loganathan	Faculty Coordinator / CSE	Member
7	Mr. N.Manigandan	Faculty Coordinator / MECH	Member
8	Ms. B. Kiruthika	Faculty Coordinator / Civil	Member
9	Ms. Vijayakumar	Faculty Coordinator / ECE	Member
10	Mr. Gokulnath	Faculty Coordinator / AERO	Member
11	Mr. Rajesh	Faculty Coordinator / IT	Member
12	Mr. Vipin Stalin	Faculty Coordinator / MCT	Member
13	Mr. Sathish	Faculty Coordinator / AGRI	Member
14	Ms. Nivetha	Faculty Coordinator / Chemical	Member



15	Mr. Ponmanian	Faculty Coordinator / Pharma	Member
16	Mr. Gowthamkumar	Faculty Coordinator / Food Tech	Member
17	Dr. Udhiyavani	Faculty Coordinator / BME	Member
18	Mr. Jotheshwaran	Faculty Coordinator / MDE	Member
19	Ms.Geetha	Faculty Coordinator / MCA	Member
20	Dr. Kavitha	Faculty Coordinator / MBA	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- November 28, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- November 29, 2022
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (12.12.2022).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Head – P & T.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Skill Safari.
  - Eligible Departments : CSE, IT, ECE, EEE, MCA
    - Eligibility Criteria : 75% throughout in academics, No standing arrears

- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

3. The On campus drive is scheduled on 12.12.2022
4. Eligible students count to be ready by November 1st, 2022.
5. The above details to be briefed to the department placement coordinators.

#### **Action Plan**

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator Dr.R.Karpagavalli

#### **PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	MR. R. THAMARASELVAN	Head P & T	
2	MR. V. RAVINDRAKRISHNA CHANDAR	Jr. Head - Placement	
3	DR. R. KARPAGAVALLI	Jr. Head - Training	
4	MR. RAMACHANDRA PRABHU	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member
14	ANISH S	Student Coordinator / CHEMICAL	Member

15	AAZIK RASUL M	Student Coordinator / CIVIL	Member
16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- February 1st, 2023
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- February 2nd, 2023
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (20.02.2023).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Head – P & T.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Wipro.

- Eligible Departments : All Branches

- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview


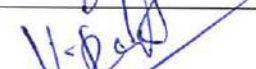
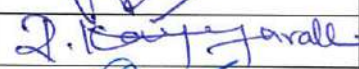

3. The On campus drive is scheduled on 20.02.2023
4. Eligible students count to be ready by February 1st, 2023.
5. The above details to be briefed to the department placement coordinators.

#### Action Plan

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator Dr.R.Karpagavalli

#### **PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

S.NO	NAME OF THE MEMBER	DESIGNATION	Signature
1	Mr. R. Thamaraiselvan	Head P & T	
2	Mr. V. Ravindrakrishna Chandar	Jr. Head - Placement	
3	Dr. R. Karpagavalli	Jr. Head - Training	
4	Mr. Ramachandra Prabhu	Placement Trainer	
5	MOHAMMED KAIF S	Student Coordinator / AERO	Member
6	THIIRUMAL A	Student Coordinator / AERO	Member
7	MADHUMITHA R	Student Coordinator / AGRI	Member
8	BOOBALAN T	Student Coordinator / AGRI	Member
9	SAIJANARTHANAN S	Student Coordinator / AGRI	Member
10	SUGIRTHA S	Student Coordinator / AGRI	Member
11	PRASSANAPRIYA R	Student Coordinator / BME	Member
12	JAYAPRAKASH R	Student Coordinator / BME	Member
13	BAVADHARANI G	Student Coordinator / CHEMICAL	Member



14	ANISH S	Student Coordinator / CHEMICAL	Member
15	AAZIK RASUL M	Student Coordinator / CIVIL	Member
16	THENSWETHA P N	Student Coordinator / CIVIL	Member
17	MEGHNA	Student Coordinator / FOOD TECH	Member
18	RAJASHIMMAN	Student Coordinator / FOOD TECH	Member
19	NAVEEN V	Student Coordinator / MCT	Member
20	RAMACHANDRAN S	Student Coordinator / MCT	Member
21	ANBARASAN A	Student Coordinator / MECH	Member
22	MAHENDRAN G	Student Coordinator / MECH	Member
23	PRIYADHARSHINI K	Student Coordinator / PHARMA	Member
24	SANTHOSH S	Student Coordinator / PHARMA	Member
25	MAIYALAGAN D	Student Coordinator / MED ELECTRONICS	Member
26	KIRUTHIKA S	Student Coordinator / MED ELECTRONICS	Member

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Circular

<b>Meeting Date</b>	- April 1st, 2023
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

### INVITES

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

# PAAVAI ENGINEERING COLLEGE

## Placement & Training

### Minutes of Meeting

<b>Meeting Date</b>	- April 3rd, 2023
<b>Meeting Venue</b>	- GD Hall – Placement & Training Centre
<b>Meeting Time</b>	- 10.30 AM

#### IN ATTENDANCE

1. Mr. R.Thamaraiselvan - Head – T & P
2. Mr.V.Ravindra Krishna Chandar - Jr. Head Placement
3. Ms. R. Karpagavalli - Jr. Head Training
4. Mr.R.Ramachandra Prabhu - Placement Trainee

#### AGENDA:

1. Briefing of the duties and responsibilities of the placement team for the On Campus Drive (20.02.2023).
2. Deciding on the refresher training programme for the eligible Students.

#### PROCEEDINGS:

1. Meeting was called to order at 10:30 AM by Mr.R.Thamaraiselvan, Head – P & T.

#### Steps Taken for Last Meeting Action Plan

S.NO	Action Task	Responsible /Deadline
1	Need Technical interview session	Session start
2	Need Technical test Practice	Paper based test start

2. Mr.R.Thamaraiselvan briefed on the upcoming On Campus drive by Visionware Technologies.

- Eligible Departments : CSE, IT, ECE, EEE, MCA

- Eligibility Criteria : 60% throughout in academics, No standing arrears
- Selection Process :

Round -1: Technical Objective test

Round-2: Technical Interview

Round-3: HR Interview

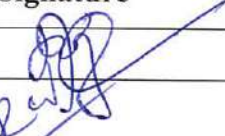
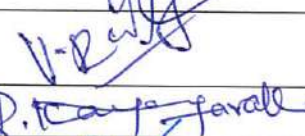
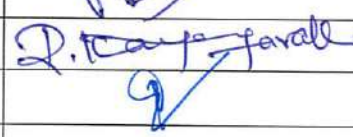
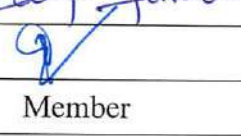
3. The On campus drive is scheduled on 11.04.2023
4. Eligible students count to be ready by April 1st, 2023.
5. The above details to be briefed to the department placement coordinators.

#### Action Plan

S.NO	Action Task	Responsible /Deadline
1	Test Practice, Aptitude session	Placement Team, Placement coordinator
2	Mock Interview	Department Placement Cordinator, Training Team

6. Meeting adjourned at 12.30 PM.
7. Minutes submitted by Placement Coordinator Dr.R.Karpagavalli

#### **PLACEMENT COMMITTEE MEMBERS (STUDENTS):**

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