# Minutes of academic and administrative audit committee meeting

Date: 22.02.2024

The academic audit committee meeting was conducted on 22.02.2024 to discuss academic audit for ODD semester for the academic year 2023-24.

#### Members Present

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	pe
2	Dr.K.Sundaramurthy	IQAC Coordinator	Sh
3	Dr.G.Balaji	HOD/EEE	500-25
4	Dr.D.R.P.Rajarathnam	HOD/MCT	my
5	Dr.B. Venkatesan	HOD/IT	13.4
6	Dr.A.P.Sivasubramaniam	HOD/MECH	000.12
7	Dr.T. Arun kumar	HOD/BME	South
8	Dr.S.Kailash	HOD/FT	8-wilder
9	Dr.R.Arravind	HOD/AERO	RS
10	Dr.D.Banumathy	HOD/CSE	(NO AY
11	Dr.P.Muthusamy	HOD/MCA	Armi

### Points discussed:

- The academic audit will be conducted from 26.02.2024 to 29.02.2024.
- All HoDs need to be informed to keep ready all documents for audit and complete the audit from 26.02,2024 to 29.02,2024.
- The audit team is approved by the committee.
- Dr.K.G Saravanan, Professor/Mechanical, Sona College of Technology will be acting as an external member of the audit team.
- Action taken report shall be submitted by heads of the department after the audit.

IOA Co-ordinator

# 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	Jn.
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	15/-
3	Dr.G.Balaji	HOD/EEE	CPC T
4	Dr.D.R.P.Rajarathnam	HOD/MCT	03
5	Dr.B.Venkatesan	HOD/IT	D. Je
6	Dr.A.P.Sivasubramaniam	HOD/MECH	Donks
7	Dr.T. Arun kumar	HOD/BME	South
8	Dr.M. Sudha	HOD/ECE	4.2
9	Dr.R.Arravind	HOD/AERO	19-
10	Dr.D.Banumathy	HOD/CSE	RIGHT
11	Dr.P.Muthusamy	HOD/MCA	B- Car Maring
			1 130

#### 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.

IOAC Co-ordinator

## 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	· Sa
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	5/
3	Dr.G.Balaji	HOD/EEE	480
4	Dr.D.R.P.Rajarathnam	HOD/MCT	3
5	Dr.B.Venkatesan	HOD/IT	Bill
6	Dr.A.P.Sivasubramaniam	HOD/MECH	DD. 12
7	Dr.T. Arun kumar	HOD/BME	Josep .
8	Dr.M. Sudha	HOD/ECE	4.2
9	Dr.R.Arravind	HOD/AERO	19-
10	Dr.D.Banumathy	HOD/CSE	COL
11	Dr.P.Muthusamy	HOD/MCA	8- m/ Newy

#### 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.

IOAC Co-ordinator

# Minutes of academic and administrative audit committee meeting

Date: 01.08.2022

The academic audit committee meeting was conducted on 01.08.2022 to discuss academic audit for EVEN semester for the academic year 2021-2022.

### **Members Present**

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	Pr.
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	26
3	Dr.G.Balaji	HOD/EEE	age -
4	Dr.D.R.P.Rajarathnam	HOD/MCT	alles
5	Prof.B. Venkatesan	HOD/IT	But
6	Dr.A.P.Sivasubramaniam	HOD/Mech	000.60
7	Dr.T. Arun kumar	HOD/BME	A 69
8	Dr.M. Sudha	HOD/ECE	M. Li
9	Dr.R.Arravind	HOD/AERO	RS
10	Dr.D.Banumathy	HOD/CSE	antes
11	Prof.S.Senthilvelan	HOD/MCA	Sim

#### Points discussed:

- The academic and administrative audit will be conducted from 04.08.2022 to 05.08.2022.
- · An external member will be heading the audit team
- · All HoDs need to be informed to keep ready all documents for audit.
- The audit team is constituted and approved.
- 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

# Minutes of academic and administrative audit committee meeting

Date: 07.03.2022

The academic audit committee meeting was conducted on 07.03.2022 to discuss academic audit for ODD semester for the academic year 2021-22.

#### Members Present

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	Jan 1
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	3/
3	Dr.G.Balaji	HOD/EEE	coart
4	Dr.D.R.P.Rajarathnam	HOD/MCT	my my
5	Prof.B. Venkatesan	HOD/IT	D.W
6	Dr.A.P.Sivasubramaniam	HOD/Mech	100: Km
7	Dr.T. Arun kumar	HOD/BME	Share
8	Dr.M. Sudha	HOD/ECE	Mai
9	Dr.R.Arravind	HOD/AERO	ng
10	Dr.D.Banumathy	HOD/CSE	ant
11	Prof.S.Senthilvelan	HOD/MCA	Lerm.

#### Points discussed:

- The academic audit will be conducted from 11.03.2022 to 12.03.2022.
- An external member will be heading the audit team
- All HoDs need to be informed to keep ready all documents for audit.
- The audit team is constituted and approved.
- 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

# Minutes of academic and administrative audit committee meeting

Date: 23.09.2021

The academic audit committee meeting was conducted on 23.09.2021to discuss academic audit for EVEN semester for the academic year 2020-2021.

#### **Members Present**

S.No.	Name of the member	Designation	Signature
1 .	Dr.M.Premkumar	Principal	The state of the s
2,	Dr.K.Sundaramurthy	IQAC Co-ordinator	3/2
3	Dr.G.Balaji	HOD/EEE	about
4	Dr.D.R.P.Rajarathnam	HOD/MCT	3 mil
5	Prof.B.Venkatesan .	HOD/IT	D.VI
6	Prof.A.P.Sivasubramaniam	HOD/Mech	mohr
7	Dr.T. Arun kumar	HOD/BME	Deen
8	Dr.M. Sudha	HOD/ECE	My
9	Dr.R.Arravind	HOD/AERO	15
10	Dr.D.Banumathy,	HOD/CSE	C402
11	Prof.S.Senthilvelan	HOD/MCA	Frein

# Points discussed:

- The academic audit will be conducted from 27.09.2021 to 30.09.2021.
- An external member will be heading the audit team
- All HoDs need to be informed to keep ready all documents for audit.
- The audit team is constituted and approved.
- 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
PRINCIPAL
PAAVAI ENGINEERING COLLEGE
MH-7. PACHAL Post, NAMAKKAL Dist

## Minutes of academic and administrative audit committee meeting

Date: 12.03.2021

The academic audit committee meeting was conducted on 12.03.2021 to discuss academic audit for ODD semester for the academic year 2020-21.

#### **Members Present**

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	pr
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	3/2
3	Dr.G.Balaji	HOD/EEE	Logo
4	Dr.D.R.P.Rajarathnam	HOD/MCT	gring
5	Prof.B.Venkatesan	HOD/IT	D.V4
6	Prof.A.P.Sivasubramaniam	HOD/Mech	1000
7	Dr.T. Arun kumar	HOD/BME	6000
8	Dr.M. Sudha	HOD/ECE	4 24
9	Dr.R.Arravind	HOD/AERO	No.
10	Dr.A.Suphalakshmi	HOD/CSE	Mari
11	Prof.S.Senthilvelan	HOD/MCA	Stow

#### Points discussed:

- The academic audit will be conducted from 16.03.2021 to 20.03.2021.
- An external member will be heading the audit team
- All HoDs need to be informed to keep ready all documents for audit.
- The audit team is constituted and approved.
- 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 PRINCIPAL

PAAVAI ENGINEERING COLLEGE

## Minutes of academic and administrative audit committee meeting

Date: 18.06.2020

The academic audit committee meeting was conducted on 18.06.2020 to discuss academic audit for EVEN semester for the academic year 2019-20

## **Members Present**

S.No.	Name of the member	Designation	Signature
1	Dr.M.Premkumar	Principal	The
2	Dr.K.Sundaramurthy	IQAC Co-ordinator	3/2
3	Dr.G.Balaji	HOD/EEE	- Calle
4	Dr.D.R.P.Rajarathnam	HOD/MCT	Zuk
5	Prof.B.Venkatesan	HOD/IT	D.W.G
6	Prof.A.P.Sivasubramaniam	HOD/Mech	room
7	Dr.T. Arun kumar	HOD/BME	aport
8	Dr.M. Sudha	HOD/ECE	M.hr
9	Dr.R.Arravind	HOD/AERO	Bi
10	Dr.A.Suphalakshmi	HOD/CSE	Volgen
11	Prof.S.Senthilvelan	HOD/MCA	Show

#### Points discussed:

- The academic audit will be conducted from 22.06.2020 to 25.06.2020.
- An external member will be heading the audit team.
- All HoDs need to be informed to keep ready all documents for audit.
- The audit team is constituted and approved.
- 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
PRINCIPAL
PAAVAI ENGINEERING COLLEGE
HH-7, PACHAL POST, NAMAKKAL DIST

### PAAVAI ENGINEERING COLLEGE

### (AUTONOMOUS)

## Minutes of Academic and administrative audit committee meeting

Date: 02.12.2019

The academic audit committee meeting was conducted on 02.12.2019 to discuss the audit process for ODD semester of the academic year 2019-2020.

**Members present:** 

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.K.Sundara murthy	IQAC Co-ordinator
3	Dr.A.Suphalakshmi	HOD/CSE
4	Dr.G.Balaji	HOD/EEE
5	Mr.M.Mohan	HOD/S&H
6	Dr.A.Arravind	HOD/AERO
7	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
8	Ms.M.Sudha	HOD/ECE
9	Dr.G.Srinivasan	HOD/Chemical
10	Dr.D.R.P.Rajarathnam	HOD/MCT
11	Mrs.J.Umanambi	HOD/Civil
12	Mr.B.Venkatesan	HOD/IT
13	Dr.T.Arunkumar	HOD/Bio medical
14	Mr.S.Senthilvelan	HOD/MCA

#### **Points discussed:**

- The academic audit will be conducted from 10.12.2019 to 12.12.2019.
- The audit team is constituted and approved.
- An external member will be included in audit team.
- All HoDs are informed to update all documents and kept ready for audit.
- The Audit should be conducted as per schedule.
- The audit team should submit the report on next day of audit.
- The HoDs need to submit action taken report after auditing for the each remark given by audit team.

IQAC Co-ordinator

Principal
PRINCIPAL,
PAAVAI ENGINEERING COLLEGE,
NH-7, PACHAL Post, Namankal Dr

# PAAVAI ENGINEERING COLLEGE

# (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 27.05.2019

The academic audit committee meeting was conducted on 27.05.2019 to discuss the academic audit for even semester of academic year 2018-2019.

# Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2.	Dr.K.Selvi	IQAC Co-ordinator
3	Mr.M.Mohan	HOD/S&H
4	Dr.A.Suphalakshmi	HOD/CSE
5	Dr.G.Balaji	HOD/EEE
6	Mr.B. Venkatesan	HOD/IT
7	Mr. A. P. Sivasubramaniam	HoD/ Mechanical
8	Dr.A.Arravind	HOD/AERO
9	Dr.A.Arangasamy	HOD/ECE
10	Dr.G.Srinivasan	HOD/Chemical
11	Dr.D.R.P.Rajarathnam	HOD/MCT
12	Mrs.J.Umanambi	HOD/Civil

## Points discussed:

- The auditors list is approved.
- Academic and administrative audits need to be conducted.
- Academic audit will be conducted from 27.05.2019 to 29.05.2019.
- Administrative audit will be conducted from 30.05.2019 to 01.06.2019.
- All departments should provide documents for auditing.
- Audit committee shall submit the report to the principal within a week after auditing.
- The department heads should submit action taken report for audit committee report.

IOAC Co-ordinator

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# PAAVAI ENGINEERING COLLEGE

# (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 27.11.2018

The academic audit committee meeting was conducted on 27.11.2018 to discuss the academic audit which will be held from 03.12.2018 to 08.12.2018.

Members present:

No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.K.Selvi	IQAC Co-ordinator
3	Mr.M.Mohan	HOD/S&H
4	Dr.A.Suphalakshmi	HOD/CSE
5	Dr.G.Balaji	HOD/EEE
6	Mr.B.Venkatesan	HOD/IT
7	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
8	Dr.A.Arravind	HOD/AERO
9	Dr.A.Arangasamy	HOD/ECE
10	Dr.G.Srinivasan	HOD/Chemical
11	Dr.D.R.P.Rajarathnam	HOD/MCT
12	Mrs.J.Umanambi	HOD/Civil

# Points discussed:

- The audit team is framed and approved.
- The auditing will be headed by an external faculty member.
- The academic audit will be conducted from 03.12.2018 to 08.12.2018.
- The committee needs to be more focused on teaching learning process.
- The heads are informed to rectify the remarks and submit action taken report.

10AC Co-ordinator

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Principal

PANAI ENGINEERING COLLEGE, NH-T. PACHAL POST Namerkal Dr.

# PAAVAI ENGINEERING COLLEGE (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 14,06,2018

The academic audit committee meeting was conducted on 14.06.2018 to discuss the academic and administrative audit of academic year 2017-2018 – Even semester.

# Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.S.Sukumar	IQAC Co-ordinator
3	Mr.B.Venkatesan	HOD/IT
4	Dr.G.Balaji	HOD/EEE
5	Mr.M.Mohan	HOD/S&H
6	Dr.A.Arravind	HOD/AERO
7	Dr.D.R.P.Rajarathnam	HOD/MCT
8	Dr.G.Srinivasan	HOD/Chemical
9	Dr.A.Arangasamy	HOD/ECE
10	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
11	Mrs.J.Umanambi	HOD/Civil
12	Dr.A.Suphalakshmi	HOD/CSE

## Points discussed:

- The academic audit will be held from 21.06.2018 to 23.06.2018 and administrative audit will be held from 24.06.2018 to 26.06.2018.
- The auditors list is submitted and approved.
- The auditors need to verify all the related documents and submit the report in the format given.
- The heads of the departments should take required action for comments given by auditors.

IOAC Co-ordinator

MAMAYKAL EN DIST

Principal

PRINCIPAL,
PAAVAI ENGINEERING COLLEGE,
NH-7, PACHAL Post, Namakkai Pri

# PAAVAI ENGINEERING COLLEGE (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 27.11.2017

The academic audit committee meeting was conducted on 27.11.2017 to discuss the 2017-2018 ODD semester academic auditing.

# Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.S.Sukumar	IQAC Co-ordinator
3	Mr.B.Venkatesan	HOD/IT
4	Dr.G.Balaji	HOD/EEE
5	Mr.M.Mohan	HOD/S&H
6	Dr.A.Arravind	HOD/AERO
7	Dr.D.R.P.Rajarathnam	HOD/MCT
8	Dr.G.Srinivasan	HOD/Chemical
9	Dr.A.Arangasamy	HOD/ECE
10	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
11	Mrs.J.Umanambi	HOD/Civil
12	Dr.A.Suphalakshmi	HOD/CSE

# Points discussed:

The auditor panel is constituted and approved.

The academic audit is scheduled from 04.12.2017 to 09.12.2017.

The academic audit report format is approved.

**IQAC** Co-ordinator

Pr<sup>i</sup>ncipal

PRINCIPAL,
AAVAI ENGINEERING COLLEGE,
NH-7, PACHAL Post, Namarkal Dt

# PAAVAI ENGINEERING COLLEGE, NAMAKKAL (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 15.05.2017

The academic audit committee meeting was conducted on 15.05.2017 to discuss about academic and administrative audit for even semester of academic year 2016 – 2017.

# Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.S.Sukumar	IQAC Co-ordinator
3	Dr.A.Arangasamy	HOD/ECE
4	Dr.A.Suphalakshmi	HOD/CSE
5	Ms.S.Lavanya	HOD/IT
6	Dr.G.Balaji	HOD/EEE
7	Mr.M.Mohan	HOD/S&H
8	Dr.A.Arravind	HOD/AERO
9	Dr.D.R.P.Rajarathnam	HOD/MCT
10	Mr.P.Muthusamy	HOD/MCA
11	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
12	Mr.P.Kalimuthu	HOD/Civil

## Points discussed:

- The academic auditing is scheduled from 25.05.2017 to 27.05.2017.
- The administrative auditing is scheduled from 29.05.2017 to 31.05.2017.
- An external audit will be heading the audit process.
- The audit team should submit the report within two days of audit.
- All the documents should be presented to the auditor during auditing.

**IOAC** Co-ordinator

HAMAKKAI LEGA

Principal

PRINCIPAL,
PAAVAI ENGINEERING COLLEGE,
NH-7, PACHAL Post, Namarkai Dt.

# PAAVALENGINEERING COLLEGE, NAMAKKAL, (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 28,11,2016

The academic audit committee meeting was conducted on 28.11.2016 to discuss academic audit process of academic year 2016-2017 – odd semester.

## Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.S.Sukumar	IQAC Co-ordinator
3	Dr.A.Arangasamy	HOD/ECE
4	Dr.A.Suphalakshmi	HOD/CSE
5	Ms.S.Lavanya	HOD/IT
6	Dr.G.Balaji	HOD/EEE
7	Mr.M.Mohan	HOD/S&H
8	Dr.A.Arravind	HOD/AERO
9	Dr.D.R.P.Rajarathnam	HOD/MCT
10	Mr.P.Muthusamy	HOD/MCA
11	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
12	Mr.P.Kalimuthu	HOD/Civil

## Points discussed:

- > The academic audit will held from 05.12,2016 to 10.12.2016.
- > The heads of the department are informed to prepare all the relevant documents for auditing.
- > The auditors list is approved.
- > The auditors are required to submit the report within three days of auditing.

**IQAC** Co-ordinator

HAMAKKAL EN DIST

Principal
PRINCIPAL,
PAAVAI ENGINEERING COLLEGE,
VH-7, PACHAL Post, Namarkai Dt

# PAAVAI ENGINEERING COLLEGE, NAMAKKAL (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 13.05.2016

The academic audit committee meeting was conducted on 13.05,2016 and auditing procedure for even semester of academic year 2015-2016 is discussed.

## Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.R.Arangasamy	IQAC Co-ordinator & HOD ECE
3	Mr.M.Mohan	HOD/S&H
4	Dr.G.Balaji	HOD/EEE
5	Dr.A.Suphalakshmi	HOD/CSE
6	Dr.A.Arravind	HOD/AERO
7	Mr.P.Kalimuthu	HOD/Civil
8	Dr.D.R.P.Rajarathnam	HOD/MCT
9	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
10	Mr.P.Muthusamy	HOD/MCA
11	Ms.S.Lavanya	HOD/IT

## Points discussed:

- The academic audit and administrative audits are scheduled from 23.05.2016 to 28.05.2016.
- > The auditors list is approved.
- > The files and documents required for auditing must be kept ready.
- > The audit team will submit the report within 3 days of the auditing.

IOAC Co-ordinator

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Principal

PRINCIPAL,
PAAVAI ENGINEERING COLLEGE,
NH-7, PACHAL Post, Namaikai Dt.

# PAAVAI ENGINEERING COLLEGE, NAMAKKAL (AUTONOMOUS)

# Minutes of Academic and administrative audit committee meeting

Date: 26.11.2015

The academic audit committee meeting was conducted on 26.11.2015 to discuss the academic audit.

# Members present:

S.No.	Name of the member	Designation
1	Dr.M.Premkumar	Principal
2	Dr.R.Arangasamy	IQAC Co-ordinator & HOD ECE
3	Dr.A.Suphalakshmi	HOD/CSE
4	Dr.G.Balaji	HOD/EEE
5	Mr.M.Mohan	HOD/S&H
6	Mr.P.Kalimuthu	HOD/Civil
7	Ms.S.Lavanya	HOD/IT
8	Dr.D.R.P.Rajarathnam	HOD/MCT
10	Mr.A.P.Sivasubramaniam	HoD/ Mechanical
11	Mr.P.Muthusamy	HOD/MCA

## Points discussed:

- > The list of auditors is submitted and approved.
- > The audit will be held from 07.12.2015 to 12.12.2015.
- > The audit team should verify all the documents listed and submit the report to the principal.

IOAC Co-ordinator

CHEERING COLLING COLLI

Principal
PRINCIPAL,
PAAVAI ENGINEERING COLLEGE.
VH-7, PACHAL Post, Namakkal Dr