



PAAVAI ENGINEERING COLLEGE
(AUTONOMOUS)
PACHAL, NAMAKKAL



Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The first meeting of the IQAC for the academic year 2023-2024 was held on 21.07.2023 at 10.30 AM in Smart Hall.

The following members were present:

S.No	Category	Name	Designation
1	Management	Dr K K Ramasamy	Director Administration
2	Chair Person	Dr M Premkumar	Principal
3	Coordinator of IQAC	Dr K Sundara Murthy	Professor /Mechanical
4	Administrative Officers	Dr B Muralibabu	Professor & CoE
		Prof M.Mohan	Professor/Chemistry
5	Teachers	Dr G Balaji	Professor & Head/EEE
		Dr.B Venkatesan	Professor & Head/ IT
		Dr M Sudha	Professor & Head/ECE
		Dr A P Sivasubramaniam	Professor & Head /Mechanical
		Dr D R P Rajarathnam	Professor & Head/MCT
		Dr D Banumathi	Professor & Head /CSE
		Dr.P.Muthusamy	Professor/IT
		Prof K Sharmila Devi	Associate Professor & Head/Civil
		Dr T Arunkumar	Professor & Head /Bio Medical
		Dr A.Vivekanandhini	Associate Professor & Head /Agri
		Dr R Arravind	Professor & Head /Aero
		Dr R.Balasubramani	Professor & Head/Chemical
		Dr.S.Dinakaran	Associate Professor & Head S&H
		Dr G Raja	Professor / Chemistry

6	Local Society, Students and Alumni	Mr.Arun Prakasam	CEO, Extromind Technologies, Tiruchengode
		Ms.N.S Chandalini	Third Year ECE
		Mr.R Kishore	Third Year Mech
		Mr Velmurugan Palanivel	Senior Software Engineer Robert Bosch Engineering and Business Solutions (Alumnus from IT Department)
7	Employer and Industrialist	Mr.R.Dhamodaran	HR/Admin Manager Ital Plastic Compounds Pvt.Ltd, Chennai
		Mr Senthilkumar	Managing Director , Orbit Controls & Service Chennai
	Parent Member	Mrs.N.Anitha B.Sc., B.Ed.,	Teacher, Modern Academy, Namakkal.

- The IQAC Coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
- The minutes of the last meeting were reviewed.
- Action taken report on the Minutes of previous IQAC meeting was presented by the IQAC Coordinator and approved by the members.

The committee had discussed the following activities.

1. The academic calendar for 2023-24 are proposed, discussed and approved.
2. Schedule of meetings of statutory and non-statutory committees are proposed and approved.
3. Academic audit of the ACY 2023-2024 Odd semester is planned to be conduct during the month of January 2024.
4. Academic audit of the ACY 2023-2024 Even semester and Administrative Audit of the ACY 2023-2024 is planned to be conduct during the month of July 2024.
5. Works were delegated to different heads to collect data, consolidate data for AQAR 2022-23.

6. Meetings were planned to conduct for monitoring and verifying the status of file preparation of AQAR 2022-23 on Criteria wise.
7. Applying for NBA for departments of EEE, MECH, IT, ECE, CSE and Mechatronics is also proposed and approved.
8. National Level Technical Symposium (Techfinix'23) is planned to conduct in the month of October, 2023.
9. Proposed to organize International Conference ICATS during April 2024 and it is approved.
10. All the departments are asked to conduct FDPs, workshops, webinars etc to our faculty members, students and also for other college faculty members and students.
11. The heads are requested to encourage the faculty members and students to attend various online/offline courses such as NPTEL, FDPs, workshops, webinars, internships and other certification courses.
12. Placement activities are proposed and approved.
13. The heads of the departments are advised to prepare and submit the research proposals and other proposals to various funding agencies.
14. The heads of departments are advised to encourage and support their students to apply for various project proposal schemes, competitions and awards.
15. Action plan to achieve Strategic plan 2020-2025 is discussed. Preparation of Strategic plan 2026-2030 is also discussed.
16. All the departments are informed to update their activities in our college website regularly.
17. The outcomes of these activities will be discussed in next IQAC meeting for necessary corrective actions and remedial steps. IQAC Coordinator proposed the vote of thanks and then meeting came to an end.


IQAC Coordinator


Chairperson



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IQAC- ACTION TAKEN REPORT



Academic year 2023-2024

Action Taken Report on the decision of the IQAC Meetings held on 21.07.2023 during the academic year 2023-2024 .To implement the decisions of the IQAC meetings, the following action were taken:

Plan of Action	Action Taken
Academic calendar for 2023-24	IQAC coordinator is assigned to prepare and submit
Statutory Committee	Governing Council meeting was proposed on 04.11.2023
Academic Audit	Audit committee need to be convened in Feb, 2023 to prepare audit schedule.
International Conference	Proposed to conduct in April 2024 and Dr.T.Arun Kumar, Head of the Department, BME will be convenor
NAAC AQAR	NAAC AQAR 22-23 – Criteria heads are informed to prepare as per NAAC guidelines.
Applying for NBA for departments of EEE, MECH, IT, ECE, CSE and Mechatronics	Heads to of EEE, MECH, IT, ECE, CSE and Mechatronics instructed to prepared pre-qualifiers and SAR in next 3 months
Symposium 2023	Symposium was planned to conduct on 19.10.2023 and Convenors are assigned and informed to take necessary steps to organise it successfully.
Conduction of online FDPs, webinars, workshops	Department heads are advised to organise various FDP's, webinars, workshops through online and offline mode.
Placement training	Training is planned to prepare the students for Tier I companied placement. Training will be conducted with External and internal experts. Placement officer need to submit within 15 days.

IQAC Coordinator

Chairperson



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The second meeting of the IQAC for the academic year 2023-2024 was held on 29.01.2024 at 11.00 a.m in Smart Hall.

The following members were present:

S.No	Category	Name	Designation
1	Management	Dr K K Ramasamy	Director Administration
2	Chair Person	Dr M Premkumar	Principal
3	Coordinator of IQAC	Dr K Sundara Murthy	Professor /Mechanical
4	Administrative Officers	Dr B Muralibabu	Professor & CoE
		Prof M.Mohan	Professor/Chemistry
5	Teachers	Dr G Balaji	Professor & Head/EEE
		Dr.B Venkatesan	Professor & Head/ IT
		Dr M Sudha	Professor & Head/ECE
		Dr A P Sivasubramaniam	Professor & Head /Mechanical
		Dr D R P Rajarathnam	Professor & Head/MCT
		Dr D Banumathi	Professor & Head /CSE
		Dr.P.Muthusamy	Professor/IT
		Prof K Sharmila Devi	Associate Professor & Head/Civil
		Dr T Arunkumar	Professor & Head /Bio Medical
		Dr A.Vivekanandhini	Associate Professor & Head /Agri
		Dr R Arravind	Professor & Head /Aero
		Dr R.Balasubramani	Professor & Head/Chemical
		Dr.S.Dinakaran	Associate Professor & Head S&H
		Dr G Raja	Professor / Chemistry

6	Local Society, Students and Alumni	Mr.Arun Prakasam	CEO, Extromind Technologies, Tiruchengode
		Ms.N.S Chandalini	Third Year ECE
		Mr.R Kishore	Third Year Mech
		Mr Velmurugan Palanivel	Senior Software Engineer Robert Bosch Engineering and Business Solutions (Alumnus from IT Department)
7	Employer and Industrialist	Mr.R.Dhamodaran	HR/Admin Manager Ital Plastic Compounds Pvt.Ltd, Chennai
		Mr Senthilkumar	Managing Director , Orbit Controls & Service Chennai
	Parent Member	Mrs.N.Anitha B.Sc., B.Ed.,	Teacher, Modern Academy, Namakkal.

- The IQAC Coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
- The minutes of the previous meeting were reviewed.
- Action taken report on the Minutes of previous IQAC meeting was presented by the IQAC Coordinator and approved by the members.

The committee had discussed the following activities.

1. Academic calendar for 2024-25 is need to be prepared and submitted by IQAC co-ordinator.
2. The activities proposed for 2023-24 in the last meeting discussed and verified. The heads are advised to stick on the schedule.
3. Approved schedule of meetings of statutory and non-statutory committees are verified.
4. Report of the Academic audit of the ACY 2023-2024 Odd semester is approved.
5. Academic audit of the ACY 2023-2024 Even semester and Administrative Audit of the ACY 2023-2024 is planned to be conduct during the month of September 2024.

6. Works were delegated to different heads to collect data, consolidate data for AQAR 2023-24.
7. Meetings were planned to conduct for monitoring and verifying the status of file preparation of AQAR 2023-24 on Criteria wise.
8. NBA SAR for departments of EEE, MECH, IT, ECE, CSE and Mechatronics is planned to submit in the month of August 2024.
9. Activities of International Conference ICATS 2024 are discussed.
10. All the departments are asked to conduct FDPs, workshops, webinars etc to our faculty members, students and also for other college faculty members and students.
11. The heads are requested to encourage the faculty members and students to attend various online/offline courses such as NPTEL, FDPs, workshops, webinars, internships and other certification courses.
12. Placement activities are discussed.
13. The heads of the departments are advised to prepare and submit the research proposals and other proposals to various funding agencies.
14. The heads of departments are advised to encourage and support their students to apply for various project proposal schemes, competitions and awards.
15. Action plan to achieve Strategic plan 2020-2025 is discussed. Preparation of Strategic plan 2026-2030 is also discussed.
16. All the departments are informed to update their activities in our college website regularly.
17. The outcomes of these activities will be discussed in next IQAC meeting for necessary corrective actions and remedial steps. IQAC Coordinator proposed the vote of thanks and then meeting came to an end.



IQAC Coordinator



Chairperson



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IQAC- ACTION TAKEN REPORT



Academic year 2023-2024

Action Taken Report on the decision of the IQAC Meetings held on 29.01.2024 during the academic year 2023-2024 .To implement the decisions of the IQAC meetings, the following action were taken:

Plan of Action	Action Taken
Academic calendar for 2024-25	IQAC coordinator is assigned to prepare and submit
Academic Audit	Audit committee need to be convened in October, 2024 to prepare audit schedule.
International Conference	Dr.T.Arun Kumar, Head of the Department, BME and Dr.D. Banumathy Head of the Department, CSE will be convenors
NAAC AQAR	NAAC AQAR 23-24 – Criteria heads are informed to prepare as per NAAC guidelines.
Applying for NBA for departments of EEE, MECH, IT, ECE, CSE and Mechatronics	Heads to of EEE, MECH, IT, ECE, CSE and Mechatronics instructed to prepared SAR in next 3 months
Conduction of online FDPs, webinars, workshops	Department heads are advised to organise various FDP's, webinars, workshops through online and offline mode.
Placement training	Placement officer need to submit status of placement and action taken for Tier I placement within 10 days.


IQAC Coordinator


Chairperson