



PAAVAI ENGINEERING COLLEGE
(AUTONOMOUS)
PACHAL, NAMAKKAL





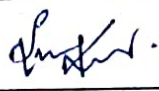

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The first meeting of the IQAC for the academic year 2024-2025 was held on 03.06.2024 at 11.00 a.m in Smart Hall.

The following members were present:

S.No	Category	Name	Designation	Signature
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 A P Sivasubramaniam	Professor & Head /Mechanical	
		Dr D R P Rajarathnam	Professor & Head/MCT	
		Dr D Banumathi	Professor & Head /CSE	
		Prof K Sharmila Devi	Associate Professor & Head/Civil	
		Dr T Arunkumar	Professor & Head /Bio Medical	
		Dr R Arravind	Professor & Head /Aero	
		Dr. M. Sathish Kumar	Professor & Head / Maths	
		Dr G Raja	Professor / Chemistry	
6	Local Society, Students and Alumni	Mr.Arun Prakasam	CEO, Extromind Technologies, Tiruchengode	
		Ms.N.S Chandalini	Final Year ECE	
		Mr.R Kishore	Final 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 2024-25 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 even semester is approved.
5. Academic audit of the ACY 2024-2025 odd semester is planned to be conduct during the month of February 2025.
6. Meetings were planned to conduct for monitoring and verifying the status of data collection for AQAR 2024-25 on Criteria wise.
7. Works were delegated to different heads to collect data, consolidate data for AQAR 2024-25.
8. Data collection for AQAR 2024-25 is to be carried out periodically.

9. Heads departments of EEE, MECH, IT, ECE, CSE and Mechatronics is are informed to prepare the required documents for NBA.
10. Activities of International Conference ICATS 2025 and Technical Symposium 2024 are discussed.
11. 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.
12. 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.
13. Placement activities are discussed.
14. The heads of the departments are advised to prepare and submit the research proposals and other proposals to various funding agencies.
15. The heads of departments are advised to encourage and support their students to apply for various project proposal schemes, competitions and awards.
16. Action plan to achieve Strategic plan 2020-2025 is discussed. Preparation of Strategic plan 2026-2030 is also discussed.
17. All the departments are informed to update their activities in our college website regularly.
18. Heads are advised to encourage the students to upskill themselves through undergoing courses in various Centres of Excellence.
19. 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



PAAVAI ENGINEERING COLLEGE

(AUTONOMOUS)

PACHAL, NAMAKKAL

IQAC- ACTION TAKEN REPORT

Academic year 2024-2025



Action Taken Report on the decision of the IQAC Meetings held on 03.06.2024 during the academic year 2024-2025. 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
Statutory Committees	Academic Council meeting was planned on 08.06.2024 Governing Council meeting was planned on 06.07.2024
Academic Audit	Audit committee need to be convened in Jan, 2025 to prepare audit schedule for ODD semester
International Conference	Proposed to conduct in April 2025 and Dr.T.Arun Kumar, Head of the Department, BME will be convenor
NAAC AQAR	NAAC AQAR 23-24 – Criteria heads are informed to prepare as per NAAC guidelines. NAAC AQAR 24-25 – Criteria heads are advised to collect Data periodically.
NBA documents for departments of EEE, MECH, IT, ECE, CSE and Mechatronics	Heads to of EEE, MECH, IT, ECE, CSE and Mechatronics instructed to prepared required documents for NBA
Symposium 2024	Symposium was planned to conduct on Nov 8 & 9, 2024 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 10 days.


IQAC Coordinator


Chairperson



PAAVAI ENGINEERING COLLEGE
(AUTONOMOUS)
PACHAL, NAMAKKAL







Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The second meeting of the IQAC for the academic year 2024-2025 was held on 22.01.2025 at 11.00 A.M in Smart Hall.

S.No	Category	Name	Designation	Signature
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 A P Sivasubramaniam	Professor & Head /Mechanical	
		Dr D R P Rajarathnam	Professor & Head/MCT	
		Dr D Banumathi	Professor & Head /CSE	
		Prof K Sharmila Devi	Associate Professor & Head/Civil	
		Dr T Arunkumar	Professor & Head /Bio Medical	
		Dr R Arravind	Professor & Head /Aero	
		Dr. M. Sathish Kumar	Professor & Head / Maths	
		Dr G Raja	Professor / Chemistry	
	Local Society, Students and Alumni	Mr.Arun Prakasam	CEO, Extromind Technologies, Tiruchengode	
		Ms.N.S Chandalini	Final Year ECE	
		Mr.R Kishore	Final 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 2025-26 is need to be prepared and submitted by IQAC co-ordinator.
2. The activities proposed for 2024-25 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 even semester is approved.
5. Academic audit of the ACY 2024-2025 odd semester is planned to be conduct during the month of January 2025.
6. Meetings were planned to conduct for monitoring and verifying the status of data collection for AQAR 2024-25 on Criteria wise.
7. Works were delegated to different heads to collect data, consolidate data for AQAR 2024-25.

8. Heads departments of EEE, MECH, IT, ECE, CSE and Mechatronics is are informed to prepare the SAR for NBA to submit in the month of March, 2025
9. Activities of International Conference ICATS 2025 to organise in the month of May 2025.
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 and training are discussed to place the students in the reputed companies with higher packages.
13. The heads of the departments are advised to prepare and submit the research proposals and other proposals to various funding agencies like DST, AICTE, ISRO etc
14. The heads of departments are advised to encourage and support their students to apply for various innovation project schemes, competitions and awards like Yukti, MSME, etc
15. All the departments are informed to update their activities in our college website regularly.
16. Heads are advised to encourage the students to upskill themselves through undergoing courses in various Centres of Excellence.
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.
18. Components for Strategic plan 2026-2030 is discussed. HoD/Aero will be Co-ordinator for preparation of Strategic plan.


IQAC Coordinator


Chairperson



PAAVAI ENGINEERING COLLEGE
(AUTONOMOUS)

IQAC- ACTION TAKEN REPORT

Academic year 2024-2025



Action Taken Report on the decision of the IQAC Meetings held on 22.01.2025 during the academic year 2024-2025. 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.
Statutory Committees	Academic Council meeting was planned on 25.01.2025 Governing Council meeting was planned on 22.02.2025
Academic Audit	Audit committee need to be convened in Jan, 2025 to prepare audit schedule for Even semester
International Conference	Proposed to conduct in May 2025 and Dr.D.Banumathy, HoD/CSE will be convenor.
NAAC AQAR	NAAC AQAR 24-25 – Criteria heads are informed to prepare as per NAAC guidelines. NAAC AQAR 24-25 – Criteria heads are advised to collect Data periodically. The documents can be prepared based on the new format once it is released.
NBA documents for departments of EEE, MECH, IT, ECE, CSE and Mechatronics	Heads to of EEE, MECH, IT, ECE, CSE and Mechatronics instructed to prepared SAR for NBA to submit the same in the month of March, 2025
Symposium 202	Symposium was planned to conduct in Nov, 2025.
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 to place the students with higher package. Placement officer shall submit schedule within 1 week.


IQAC Coordinator


Chairperson