




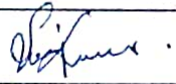

**PAAVAI ENGINEERING COLLEGE**  
(AUTONOMOUS)  
**PACHAL, NAMAKKAL**  
**Internal Quality Assurance Cell (IQAC)**



**Minutes of Meeting**

The first meeting of the IQAC for the academic year 2025-2026 was held on 14.07.2025 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	
6	Local Society, Students and Alumni	Mr.Arun Prakasam	CEO, Extromind Technologies, Tiruchengode	
		Ms.S.Swathi	Final Year CSE	
		Mr.V.Gunalan	Final Year EEE	
		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	P.Suresh Kumar	Proprietor, Sri Sharvesh & Co., 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. The activities proposed for 2024-25 even semester in the last meeting discussed and verified.
2. Approved schedule of meetings of statutory and non-statutory committees are verified.
3. Academic calendar for academic year 2025-26 is approved.
4. Report of the Academic audit of the ACY 2024-2025 even semester is approved.
5. Academic audit of the ACY 2025-2026 odd semester is planned to be conduct during the month of January 2026.
6. Heads are informed to AQAR 2024-25 on Criteria wise. Once new format has come, it can be revised.
7. Works were delegated to different heads to collect data, consolidate data for AQAR 2024-25.
8. Heads departments of EEE, MECH, IT, ECE and CSE is are informed to prepare the all the documents for NBA expert team visit.
9. MCT, Aero, Pharma and BME heads are advised to prepare the Pre qualifier for NBA.
10. Activities of International Conference ICATS 2026 to organise in the month of March 2026.

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 and training are discussed to place the students in the reputed companies with higher packages.
14. The departments participated in DST FIST proposal are appreciated.
15. The heads of the departments are advised to prepare and submit the research proposals and other proposals to various funding agencies like ARG, DST, AICTE, ISRO etc
16. 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 5.0, etc
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.
20. Strategic plan 2025-2030 is approved.

  
IQAC Coordinator

  
Chairperson





# PAAVAI ENGINEERING COLLEGE

(AUTONOMOUS)

## IQAC- ACTION TAKEN REPORT

Academic year 2025-2026



Action Taken Report on the decision of the IQAC Meetings held on 14.07.2025 during the academic year 2025-2026. To implement the decisions of the IQAC meetings, the following action were taken:

Plan of Action	Action Taken
Academic calendar for 2025-26	Academic calendar for 2025-26 is submitted
Statutory Committees	Academic Council meeting is planned on August, 2025 Governing Council meeting is planned on August, 2025
Academic Audit	Audit committee need to be convened in Dec,2025 to prepare audit schedule for ODD semester
International Conference	Proposed to conduct in March 2026 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 and CSE	Heads to of EEE, MECH, IT, ECE and CSE instructed to prepared files and documents for NBA expert team visit.
NBA for few more programs	MCT, Aero, Pharma and BME heads are advised to prepare the Pre qualifier for NBA
Symposium 2025	Symposium is planned to conduct in Nov, 2025. HoD/EEE will be the Convenor.
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 to place the more number of students in Tire I companies is suggested. Placement officer shall submit the Training schedule.

  
IQAC Coordinator

  
Chairperson