



**P. A. COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**POLLACHI – 642 002**

Approved by AICTE and Affiliated to Anna University, Chennai  
Accredited by NBA (CSE, ECE, EEE & MECH) and NAAC with 'A' Grade)



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: PACET/ IQAC /MoM/ 2021-22/01


06.07.2021

**CIRCULAR**

It is proposed to convene the 1<sup>st</sup> Internal meeting of IQAC of the academic year 2021-22 on 12.07.2021 at 10.30 A.M. in the Conference Hall, P.A.College of Engineering and Technology. The IQAC Council members are requested to attend the Meeting:

**Agenda:**

1. Welcome address
2. Review of the previous internal meeting minutes
3. IQAC Roadmap for the year 2020-21
4. Board of Study, Academic Council Meeting and Governing Body Meeting
5. ISO internal Audit for Even Semester (2020-2021)
6. Circular for AQAR 2020-21 and Preparation
7. Semester Result analysis
8. Any other points brought by the IQAC Members
9. Vote of thanks

  
6/7/21  
Co-ordinator – IQAC

  
6/7/2021  
Principal & Chairperson (IQAC)

Copy submitted to the Chairman for kind Information

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1. Administrative Officer
  2. Controller of Examinations
  3. HODs of CIVIL/ CSE/ECE/ EEE/ MECH/ S&H
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2021 - 2022**

**Meeting No: 01**

**12.07.2021**

**Date and Time: 12.07.2021 and 10.30 am**

**Venue: Conference Hall, PACET**

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Designation/Department	Responsibility
1.	Dr. T. Manigandan	Principal	Chairperson
2.	Dr.P. Appukutty	Chairman	Management
3.	Prof.R.Palanisami	Administrative Officer	Administrative Officer
4.	Mr.R.Srinivasan	Manager	Office
5.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
6.	Dr.D.Chitra	HoD / CSE	Member
7.	Dr.G.Balamurugan	HoD/CIVIL	Member
8.	Dr.L.Murali	HoD/ECE	Member
9.	Dr.S.Vijayabaskar	HoD/EEE	Member
10.	Dr.T.Varunkumar	HoD/MECH	Member
11.	Dr.M.Yuvaraja	HoD /S&H	Member
12.	Dr.D.Senthilkumar	Prof/MECH	Member
13.	Dr.P.Mariaraja	AP/EEE	Member
14.	Dr.A.Sangeetha Devi	ASP/S&H	Member
15.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Member
16.	Ms.K.Dhivya Bharathi,	III CSE, Reg No. 19CS024	Student
17.	Mr.U. Keshavan	III ECE, Reg No. 19EC026	Student

Dr. T. Manigandan, Principal and Chairperson of the IQAC welcomed all the Members and the following points were discussed.

- The Principal instructed to follow the guidelines framed by both state and Central Governments to prevent COVID 19 inside the campus.
- The Principal went through the Governing Body Meeting, Academic Council Meeting, and Board of Study schedules for the Civil, CSE, ECE, EEE, and Mechanical departments.
- The Principal addressed the UG and PG Regulation 2019, as well as the curricula and syllabi for the fifth and sixth semesters.
- Chairperson reviewed the minutes of the previous Internal Meeting for the academic year 2020-21 and discussed about the action taken on the Academic Audit, Training and placement, internal assessment, Research proposals and Journal Publication of the faculty.
- The IQAC Coordinator presented the roadmap for 2021-22 and briefed IQAC team members on their roles and obligations. She recommended that all faculty members carry out the tasks outlined in the roadmap in a timely manner.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- The IQAC Audit Schedule for the 2020-21 Even Semester as well as the ISO 9001:2015 Recertification Audit is discussed. Periodic audits are addressed in terms of depth, reporting, submission and evaluation processes.

**Action to be taken by: Dr. K.Saritha and all HoDs**

- The Chairperson instructed Dr. K. Saritha to prepare the circular for AQAR 2020-21 that would be distributed to all Departments. He insisted to all department members to take care of necessary follow-up for collection of data pertaining to their departments.

**Action to be taken by: Dr.K.Saritha (circular) and all department Coordinators (data collection)**

- The Chairperson instructed Dr.D.Senthilkumar to prepare AISHE report for the Academic year 2021-22. He insisted to all department members to take care of necessary follow-up for collection of data pertaining to their departments.

**Action to be taken by: Dr.D.Senthilkumar and HODs**

- Chairperson discussed about the academic process of year as:

- Student admission for the Academic year 2021-2022
- Feedback collection from the Stakeholders
- Insisting faculty to use ICT for Effective Teaching
- Organizing seminar/Workshop/conferences/FDP
- Encouraging faculty to attend online seminar/Workshop/conferences and register NPTEL courses offered by various IIT's.
- Sending Proposal to various funding Agencies likes CSIR, ICMR and TNSCST etc.
- Encouraging faculty to publish papers/Patent/books
- Organizing events to the students through Department Association
- Organizing Value added Courses and Alumni guest lecture to the students
- Scheduling Training for Placement
- Improvement in the Consultancy Activity, industry visit by the faculty and Collaborative activities for research
- Extension and outreach activities to be planned
- Internal test schedule and remedial classes for slow learners

- The Chairperson thanked the IQAC members for their participation and requested them to work as a collective team for quality improvement of the institution.

  
12/7/2021  
IQAC Coordinator

Copy to:

1. All Members
2. File



  
12/07/2021  
Principal & Chairperson (IQAC)  
P.A. College of Engineering & Technology,  
Palladam Road, Pollachi - 2





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2021 - 2022

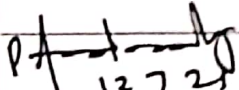
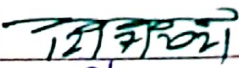
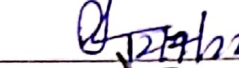
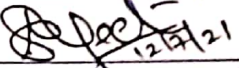
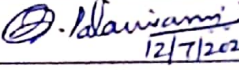
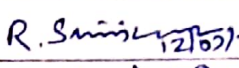
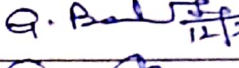

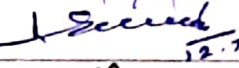
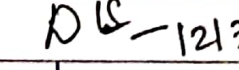
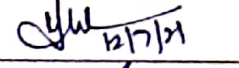
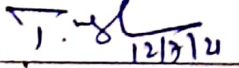
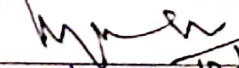
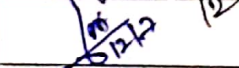
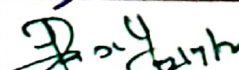
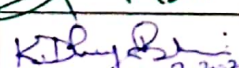
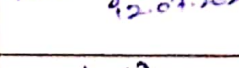
Meeting No: 01

Date and Time: 12.07.2021 and 10.30 am

12.07.2021

Venue: Conference Hall PACET

### Attendance Sheet

S.No.	Name of the Members	Nature of Membership	Signature
1.	Dr. P. Appukutty, Chairman	Management	 12/7/21
2.	Dr. T. Manigandan, Principal	Chairperson	 12/7/21
3.	Dr. K. Saritha, ASP/S&H	IQAC Coordinator	 12/7/21
4.	Dr. A. Sangeetha Devi, ASP/S&H	IQAC Coordinator	 12/7/21
5.	Prof. R. Palanisami, Administrative Officer	Member	 12/7/2021
6.	Mr. R. Srinivasan, Officer Manager	Member	 12/05/2021
7.	Dr. G. Balamurugan, Prof & Head /Civil	Member	 12/5/2021
8.	Dr. D. Chitra, Prof & Head /CSE	Member	 12/7/21
9.	Dr. S. Vijayabaskar, Prof & Head /EEE	Member	 12.7.21
10.	Dr. D. Senthilkumar, Prof/Mech	Member	 12/7/21
11.	Dr. L. Murali, ASP & Head /ECE	Member	 12/7/21
12.	Dr. T. Varunkumar, ASP & Head /MECH	Member	 12/7/21
13.	Dr. M. Yuvaraja, ASP & Head /S&H	Member	 12/7/21
14.	Dr. P. Mariaraja, ASP/EEE	Member	 12/7/21
15.	Mr. A. Ponnambalam, Principal, P. A. Polytechnic College	Local Society Member	 12/7/21
16.	Ms. K. Dhivya Bharathi, III CSE, Reg No. 19CS024	Student Member	 12.07.2021
17.	Mr. U. Keshavan, III ECE, Reg No. 19EC026	Student Member	 12.07.21



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2021 – 2022**

**Ref: PACET/ IQAC / MoM/2021-22/02**

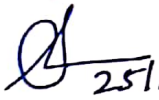
**25.10.2021**

**CIRCULAR**

It is proposed to convene the 2<sup>nd</sup> Internal meeting of IQAC of the Academic year 2021-22 on 01.11.2021 at 10.30 A.M. in the Conference Hall, P.A.College of Engineering and Technology. The IQAC Council members are requested to attend the Meeting:

**Agenda:**

1. Welcome address
2. Review of the previous internal meeting minutes
3. Circular for IQAC Internal Audit for Odd Semester
4. ISO Recertification Audit
5. I BE Programme Inauguration
6. Teaching – Learning Process - Continuous improvement
7. End Semester Examination
8. Even semester Schedule
9. Industry related activities
10. Vote of thanks

  
25/10/21  
Co-ordinator (IQAC)

  
25/10/2021  
Principal & Chairperson (IQAC)

Copy submitted to the Chairman for kind Information

- Copy to:
1. Administrative Officer
  2. Controller of Examinations
  3. HODs of CIVIL/ CSE/ECE/ EEE/ MECH/ S&H
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Meeting No: 02

01.11.2021

Date and Time: 01.11.2021 and 10.30 am

Venue: Conference Hall, PACET

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Designation/Department	Responsibility
1.	Dr. T. Manigandan	Principal	Chairperson
2.	Dr.P. Appukutty	Chairman	Management
3.	Prof.R.Palanisami	Administrative Officer	Administrative Officer
4.	Mr.R.Srinivasan	Manager	Office
5.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
6.	Dr.D.Chitra	HoD / CSE	Member
7.	Dr.G.Balamurugan	HoD/CIVIL	Member
8.	Dr.L.Murali	HoD/ECE	Member
9.	Dr.S.Vijayabaskar	HoD/EEE	Member
10.	Dr.T.Varunkumar	HoD/MECH	Member
11.	Dr.M.Yuvaraja	HoD /S&H	Member
12.	Dr.D.Senthilkumar	Prof/MECH	Member
13.	Dr.P.Mariaraja	AP/EEE	Member
14.	Dr.A.Sangeetha Devi	ASP/S&H	Member
15.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Member
16.	Ms.K.Dhivya Bharathi,	III CSE, Reg No. 19CS024	Student
17.	Mr.U. Keshavan	III ECE, Reg No. 19EC026	Student

Dr. T. Manigandan, Principal and Chairperson of the IQAC welcomed all the Members and the following points were discussed.

- Chairperson insisted the norms prescribed by both State and Central Governments to prevent and spread of COVID 19 inside the campus.
- Chairperson reviewed the minutes of the previous internal meeting and discussed about the action taken on the following:
  - Submission of AQAR 2020-21 report to NAAC
  - Discussed about the Inauguration of I BE Programme.
  - Discussed about the Academic Schedule for the Even Semester of Higher semesters of the Academic year 2021-22 and discussed the plan for conducting various meetings like Parents meeting, Alumni meeting and Professional society and club activities.
  - Submission of AISHE Report
  - Submission of reports to CSIR, ICMR and TNSCST sponsored seminars which were conducted by departments.
- The Chairperson instructed to prepare the procedure for Question paper setting, Scrutiny and Evaluation Process for the End Semester Examination.





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Action to be taken by: Dr.D.Chitra, Controller of Examination**

- The Chairperson instructed to Dr. K. Saritha to prepare the circular for first Internal ISO Audit for the academic year 2021 -2022 (odd semester) in the 2<sup>nd</sup> week of December 2021 and to Schedule ISO Recertification Audit and narrated about the documents to be verified. Also insisted to all HoDs and department coordinator to prepare the documents based on the NAAC guidelines.

**Action to be taken by: Dr.K.Saritha and  
all department coordinators**

- Chairperson instructed all the faculty members to register Online courses

**Action to be taken by: All HoDs and  
Coordinator of each activities**

- Chairperson discussed the trust scholarship for the meritorious, sports excellence students for the academic year 2021-2022.
- Chairperson explained the Teaching – Learning Process and its continuous improvement in terms of Internal Tests and other indicators to be evaluated which include Assignments, Seminar and MCQ test.
  - Organization of various events through Students Association, Professional Society and other Co-curricular activities.
  - Internal cycle test performance and Remedial classes for slow learners
  - Industry related activities organized such as Guest Lectures, Industry visits etc. for the benefit of the students
  - Student placement details
  - Sponsored seminar and conference report of all department
  - Student sports details

**Action to be taken by: All HoDs and  
Coordinator of each activities**

- Chairperson discussed about the plan for Placement training to students and insisted faculty members to attend more seminar/workshop/FDP.
- IQAC Coordinator thanked the Chairperson, HoDs and all the IQAC Members for the details submitted in time and all the supports rendered time to time.

  
11/11/21  
IQAC Coordinator



  
11/11/2021  
Principal & Chairperson (IQAC)  
P.A. College of Engineering & Technology,  
Polladam Road, Pollachi - 2

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: PACET/ IQAC /MoM/ 2021-22/03

04.02.2022

**CIRCULAR**

It is proposed to convene the 3<sup>rd</sup> Internal meeting of IQAC of the Academic year 2021-22 on 11.02.2022 at 3.30 PM in the Conference Hall, P.A.College of Engineering and Technology. The IQAC Council members are requested to attend the Meeting:

**Agenda:**

1. Welcome address
2. Review of the previous internal meeting minutes
3. ISO 9001:2015 Recertification Audit
4. Teaching – Learning Process continuous improvement
5. Organization of various events in the even semester
6. Vote of thanks

  
4/2/22  
IQAC Coordinator

  
4/2/2022  
Principal & Chairperson (IQAC)

Copy submitted to the Chairman for kind Information

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1. Administrative Officer
  2. Controller of Examinations
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2021-2022**

**Meeting No: 03**

**11.02.2022**

**Date and Time: 11.02.2022 and 3.30 PM**

**Venue: Conference Hall, PACET**

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Designation/Department	Responsibility
1.	Dr. T. Manigandan	Principal	Chairperson
2.	Dr.P. Appukutty	Chairman	Management
3.	Prof.R.Palanisami	Administrative Officer	Administrative Officer
4.	Mr.R.Srinivasan	Manager	Office
5.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
6.	Dr.D.Chitra	HoD / CSE	Member
7.	Dr.G.Balamurugan	HoD/CIVIL	Member
8.	Dr.L.Murali	HoD/ECE	Member
9.	Dr.S.Vijayabaskar	HoD/EEE	Member
10.	Dr.T.Varunkumar	HoD/MECH	Member
11.	Dr.M.Yuvaraja	HoD /S&H	Member
12.	Dr.D.Senthilkumar	Prof/MECH	Member
13.	Dr.P.Mariaraja	AP/EEE	Member
14.	Dr.A.Sangeetha Devi	ASP/S&H	Member
15.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Member
16.	Ms.K.Dhivya Bharathi,	III CSE, Reg No. 19CS024	Student
17.	Mr.U. Keshavan	III ECE, Reg No. 19EC026	Student

Dr. T. Manigandan, Principal and Chairperson of the IQAC welcomed all the Members and the following points were discussed.

- Chairperson reviewed the minutes of the previous internal meeting and discussed about the action taken on the following:
- Chairperson appreciated ISO MR & HOD's for the successful completion of the ISO Recertification Audit .
- Chairperson appreciated Dr.D.Senthilkumar & Dr. R. P. Meenaakshi Sundhari for the successful submission of Institution report to AISHE (All India Survey on Higher Education).
- Principal reviewed the online class of first year UG students
- Principal briefed the status of opening of the institution for PG students. Also instructed that Standard Operation Procedure prescribed by the state Government has to be strictly followed by both Faculty and Students.
- Principal discussed about the online End Semester Examination
- Principal Reviewed feedback from the students about the teaching learning Process.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

- Reviewed the status of student training and placement
- Chairperson insisted the faculty members to do more consultancy activities, Scopus journal publications and usage of e-journals.
- Discussed about applying proposals to various funding agencies for conducting Seminars, Workshops and R&D Projects.
- IQAC Co-ordinator Dr.K.Saritha thanked the Chairperson, HoDs and all the IQAC Members for the details submitted in time and all the supports rendered time to time.

  
11/2/22  
IQAC Co-ordinator

Copy to: 1. All Members  
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11/2/2022  
Principal & Chairperson (IQAC)  
P.A. College of Engineering & Technology,  
Polladam Road, Pollachi - 2



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Ref: PACET/ IQAC/MoM / 2021-22/04

18.05.2022

**CIRCULAR**

It is proposed to convene the 4<sup>th</sup> Internal meeting of IQAC of the Academic year 2021-22 on 25.05.2022 at 3.30 PM in the Conference Hall, P.A.College of Engineering and Technology. The IQAC Council members are requested to attend the Meeting:

**Agenda:**

1. Welcome address
2. Review of the previous internal meeting minutes
3. Sports Achievements
4. Teaching – Learning Process continuous improvement
5. Placement Achievements
6. Industry related activities
7. Any other points brought by the IQAC Members
8. Vote of thanks

  
18/5/22  
IQAC Co-Ordinator

  
18/5/22  
Principal & Chairperson (IQAC)

**Copy to:**

1. All Members
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2021- 2022**

**Meeting No: 04**

**25.05.2022**

**Date and Time: 25.05.2022 and 03.30 pm**

**Venue: Conference Hall**

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Designation/Department	Responsibility
1.	Dr. T. Manigandan	Principal	Chairperson
2.	Dr.P. Appukutty	Chairman	Management
3.	Prof.R.Palanisami	Administrative Officer	Administrative Officer
4.	Mr.R.Srinivasan	Manager	Office
5.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
6.	Dr.D.Chitra	HoD / CSE	Member
7.	Dr.G.Balamurugan	HoD/CIVIL	Member
8.	Dr.L.Murali	HoD/ECE	Member
9.	Dr.S.Vijayabaskar	HoD/EEE	Member
10.	Dr.T.Varunkumar	HoD/MECH	Member
11.	Dr.M.Yuvaraja	HoD /S&H	Member
12.	Dr.D.Senthilkumar	Prof/MECH	Member
13.	Dr.P.Mariaraja	AP/EEE	Member
14.	Dr.A.Sangeetha Devi	ASP/S&H	Member
15.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Member
16.	Ms.K.Dhivya Bharathi,	III CSE, Reg No. 19CS024	Student
17.	Mr.U. Keshavan	III ECE, Reg No. 19EC026	Student

Dr. T. Manigandan, Principal and Chairperson of the IQAC welcomed all the Members and the following points were discussed.

- Principal discussed about the modifications or problems relating to external and internal issues that are relevant to the quality management system due to COVID 19.
- Chairperson reviewed the minutes of the previous Internal Meeting and discussed about the action taken on the following:
  - End Semester Result for II, III and IV years students
  - Various activities of the each discipline
- The chairperson appreciated all the faculty members and Head of the departments for involving various activities (seminar, FDP and workshop etc.,)
- Chairperson briefed the placement status for the academic year 2021-2022 and also the academic departments are expected to coordinate with placement section to achieve 100% placement.
- Chairperson appreciated physical director Mr.D.Kannan for Organizing IDA Tamil Nadu State sports Meet "RACE – 21" hosted by IDA Pollachi and Udumalpet branch



## P. A. COLLEGE OF ENGINEERING AND TECHNOLOGY

POLLACHI – 642 002

Approved by AICTE and Affiliated to Anna University, Chennai  
Accredited by NBA (CSE, ECE, EEE & MECH) and NAAC with 'A' Grade)




### INTERNAL QUALITY ASSURANCE CELL (IQAC)

successfully.

- Discussed about the IQAC Internal Audit for Even Semester during the month of June 2022.

**Action to be taken by: Dr.K.Saritha and  
all department coordinators**

- Chairperson explained the following academic process during summer vacation
  - Career Guidance and Placement Training
  - Inplant Training and Internship for students
  - Faculty members to do more consultancy activities and Scopus journal publications.
  - Applying proposals to various funding agencies for conducting Seminars, Workshops and R&D Projects.
- IQAC Co-ordinator Dr.K.Saritha thanked the Chairperson, HoDs and all the IQAC Members for their participation.

  
25/5/22  
IQAC Co-ordinator



  
25/5/2022  
Principal & Chairperson (IQAC)  
P.A. College of Engineering & Technology,  
Palladam Road, Pollachi - 2

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1. All Members
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