



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/ 2020-21/01

06.08.2020

CIRCULAR

It is proposed to convene the 1st Internal meeting of IQAC of the academic year 2020-21 on 14.08.2020 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. NAAC SSR preparation and Submission
6. Circular for AQAR 2019-20 and Preparation
7. Semester Result analysis
8. Any other points brought by the IQAC Members
9. Vote of thanks


6/8/2020
Co-ordinator – IQAC


6/8/2020
Principal & Chairperson (IQAC)

Copy submitted to the Chairman for kind Information

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 3. HODs of CIVIL/ CSE/ECE/ EEE/ MECH/ S&H
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020 - 2021

Meeting No: 01

14.08.2020

Date and Time: 14.08.2020 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 & COE	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.	Mr.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.A.Sinthu	III CSE, Reg No.721718104054	Student
17.	Mr.P. Mothilal	III ECE, Reg No. 721718106038	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 first to eighth semesters. He made detailed analysis of the third and forth semesters syllabi.
- Chairperson reviewed the minutes of the previous Internal Meeting for the academic year 2019-20 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 2020-21 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.
- The Chairperson instructed Dr.L.Murali to prepare SSR for NAAC Extension He insisted



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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.L.Murali (circular) and all department Coordinators (data collection)

- The IQAC Audit Schedule for the 2020-21 Odd and Even Semesters, as well as the ISO 9001:2015 Surveillance 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 2019-20 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 2020-21. 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 2020-2021
- 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.


14/08/2020

IQAC Coordinator


14/8/2020
Principal & Chairperson (IQAC)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PACET/ IQAC / MoM/2020-21/02


06.11.2020

CIRCULAR

It is proposed to convene the 2nd Internal meeting of IQAC of the Academic year 2020-21 on 13.11.2020 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. Teaching – Learning Process - Continuous improvement
5. End Semester Examination
6. Even semester Schedule
7. Industry related activities
8. Vote of thanks


6/11/2020
Co-ordinator (IQAC)


6/11/2020
Principal & Chairperson (IQAC)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020 - 2021

Meeting No: 02

13.11.2020

Date and Time: 13.11.2020 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 & COE	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.A.Sinthu	III CSE, Reg No.721718104054	Student
17.	Mr.P. Mothilal	III ECE, Reg No. 721718106038	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 2019-20 report to NAAC
 - Discussed about the Academic Schedule for the Even Semester of academic year 2020-21 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.
- Principal briefed the procedure for handling the class through online platform.
- The Chairperson instructed to prepare the procedure for Question paper setting, Scrutiny and Evaluation Process for the End Semester Online Examination.

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

- The Chairperson instructed to Dr. K. Saritha to prepare the circular for first Internal ISO Audit for the academic year 2020 -2021 (odd semester) in the Third week of December 2020 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 NPTEL and NTTR 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 2020-2021.

- 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
- Submission of AICTE-AQIS
- 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.


13/11/2020
IQAC Coordinator


13/11/2020
Principal & Chairperson (IQAC)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PACET/ IQAC /MoM/ 2020-21/03

18.01.2021

CIRCULAR

It is proposed to convene the 3rd Internal meeting of IQAC of the Academic year 2020-21 on 25.01.2021 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. Result Passing Board Meeting
4. AISHE Report
5. ISO 9001:2015 Surveillance Audit
6. Reopening of UG and PG students
7. Teaching – Learning Process continuous improvement
8. Organization of various events in the even semester
9. Vote of thanks


18/01/2021
IQAC Coordinator


18/01/2021
Principal & Chairperson (IQAC)

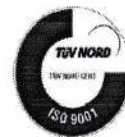
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020-2021

Meeting No: 03

25.01.2021

Date and Time: 25.01.2021 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.A.Sinthu	III CSE, Reg No.721718104054	Student
17.	Mr.P. Mothilal	III ECE, Reg No. 721718106038	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:
 - ISO Internal audit report and documentation
 - Status of Student Placement training report
- Chairperson appreciated ISO MR & HOD's for the successful completion of the ISO Second Surveillance Audit.
- Chairperson appreciated Dr.D.Senthilkumar for the successful submission of Institution report to AISHE(All India Survey on Higher Education).
- Principal reviewed the online class of first year PG students
- Principal briefed the status of Reopening of the institution for UG students. Also instructed that Standard Operation Procedure prescribed by the state Government has to be strictly followed by both Faculty and Students.
- Principal Instructed to COE to prepare the schedule for Result Passing Board Meeting.

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

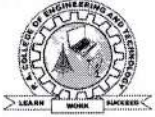
- Principal explained the process of collecting feedback from the students about the teaching learning Process.
- Reviewed the status of student training and placement
- Chairperson insisted the faculty members to do more consultancy activities, Scopus journal publications and usage of e-journals.
- Discussed about the Music Club and Tamil Mandram activities during the month of March 2021.
- 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.


25/01/2021
IQAC Co-ordinator


25/01/2021
Principal & Chairperson (IQAC)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PACET/ IQAC/MoM / 2020-21/04

16.04.2021

CIRCULAR

It is proposed to convene the 4th Internal meeting of IQAC of the Academic year 2020-21 on 22.04.2021 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. Result of End Semester Examination
4. Sports Achievements
5. Teaching – Learning Process continuous improvement
6. Placement Achievements
7. Industry related activities
8. Any other points brought by the IQAC Members
9. Vote of thanks


16/4/2021
IQAC Co-Ordinator


16/04/2021
Principal & Chairperson (IQAC)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2020- 2021

Meeting No: 04

22.04.2021

Date and Time: 22.04.2021 and 03.30 am

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.A.Sinthu	III CSE, Reg No.721718104054	Student
17.	Mr.P. Mothilal	III ECE, Reg No. 721718106038	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.
- Staff members were asked to wear face mask, maintain social distance and other precautionary against COVID 19.
- Principal discussed and informed about conducting online class and tests in the respective department effectively.
- 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 through online
- The chairperson appreciated all the faculty members and Head of the departments for involving various activities (webinar, online FDP and workshop) during this pandemic period.
- Chairperson briefed the placement status for the academic year 2020-2021 and also the



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

academic departments are expected to coordinate with placement section to achieve 100% placement.

- Chairperson appreciated physical director Mr.D.Kannan for Organizing Chess Men and Women inter College Tournament as Zonal Sports Co-ordinating Centre successfully.
- Chairperson appreciated physical director Mr.D.Kannan for the remarkable achievements in Ball Badminton (Men), Chess (Men), Kho-Kho (Men) and Badminton (Women) at Anna University, Chennai Zone 10 Athlete's meet (Men& Women) 2020-2021.
- Discussed about the IQAC Internal Audit for Even Semester during the month of June 2021.

**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.


22/4/2021
IQAC Co-ordinator


22/4/2021
Principal & Chairperson (IQAC)

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