



# 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)

Academic Year 2022 - 2023

Ref: PACET/ IQAC /MoM/ 2022-23/01

26.08.2022

### CIRCULAR

It is proposed to convene the 1<sup>st</sup> Internal meeting of IQAC of the academic year 2022-23 on 02.09.2022 at 10.30 A.M. in the Conference Hall. All members of IQAC are requested to attend the meeting. The agenda for the meeting is given below.

#### Agenda:

1. Welcome address
2. Review of Quality Plan Components
3. NBA, SAR preparation
4. Review of the previous internal meeting minutes
5. IQAC strategic plan for the year 2022-23
6. Board of Studies, Academic Council Meeting and Governing Body Meeting
7. ISO internal Audit for Even Semester (2021-2022)
8. Circular for AQAR 2021-22 and Preparation
9. Semester Result Analysis of even semester for the Academic Year 2021-2022.
10. Any other matters for discussion
11. Vote of thanks

  
Co-Ordinator - IQAC



  
Principal & Chairperson (IQAC)

P.A. College of Engineering & Technology,  
Palladam Road, Pollachi - 2

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  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 2022 - 2023**

**Meeting No: 01**

**Date and Time: 02.09.2022 and 10.30 am**

**02.09.2022**

**Venue: Conference Hall PACET**

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Nature of Membership
1.	Dr. P. Appukutty, Chairman	Management
2.	Dr. T. Manigandan, Principal	Chairperson
3.	Dr. K. Saritha, ASP/S&H	Coordinator of the IQAC
4.	Dr. A. Sangeetha Devi, ASP/S&H	Coordinator of the IQAC
5.	Prof.R.Palanisami, Administrative Officer	Member
6.	Mr. R. Srinivasan, Office Manager	Member
7.	Dr.G.Balamurugan, Prof & Head/Civil	Member
8.	Dr. D. Chitra, Prof & Head/CSE	Member
9.	Dr. S. Vijayabaskar, Prof & Head/EEE	Member
10.	Dr. D. Senthilkumar, Prof/MECH	Member
11.	Dr. L. Murali, ASP & Head/ECE	Member
12.	Dr. T.Varunkumar, ASP& Head/MECH	Member
13.	Dr. M. Yuvaraja, ASP & Head/S&H	Member
14.	Dr. N. K. Priyadharsini, AP/CSE	Member
15.	Mrs. J. Kalaiselvi Nivedha, AP/Civil	Member
16.	Mr. A. Ponnambalam, Principal, P. A. Polytechnic College	Local Society Member
17.	Ms. R. Anbu, III CSE, Reg No.721720104003	Student Member
18.	Mr.K.Mathiprakasham, III ECE, Reg No. 721720106017	Student Member





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022 - 2023**

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

- The Chairperson addressed and instructed the members to extend their kind co-ordination for the NAAC Program in order to raise the standards of Higher Education in terms sustenance and enhancement of the quality of education being provided in this Institution, Cells and departments may inform the IQAC about revamping the incharges.

**Action to be taken by: all Cell incharges, Department Co-Ordinators  
and all HoDs**

- Pre-qualifiers may be prepared for all the eligible UG courses and SAR Preparation work may be started for CSE, ECE, EEE and MECH

**Action to be taken by: all HoDs**

- The Chairperson reviewed the minutes of the previous internal meeting for the academic year 2021-22 and discussed the action taken during the Academic Audit, Training and placement, Improvement of Quality Cell, Development of Academic e-Content, internal assessment, Research proposals and Journal Publication of the faculty.

**Action to be taken by: all HoDs**

- The IQAC Coordinator presented the strategic plan for the Academic Year 2022-23 and briefed their role and obligations of the IQAC team members. Also recommended all the faculty members to carry out the tasks outlined on time.

**Action to be taken by: all HoDs**

- The Chairperson reviewed the document of the Governing Body Meeting, Academic Council Meeting, and Board of Studies schedules for the AI&DS, Civil, CSE(UG & PG), ECE, EEE(UG & PG), IT and Mechanical departments.
- The IQAC Audit Schedule for the even semester 2021-22 were discussed. Periodic audits are addressed in terms of depth, reporting, submission and evaluation processes.

**Action to be taken by: IQAC Co-Ordinators and all HoDs**



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022 - 2023**

- The Chairperson ensured IQAC co-ordinators to prepare the circular for AQAR 2021-22 and to distribute to all the departments. He ensured all the department members to take necessary follow-up in collecting data pertaining to their departments.

**Action to be taken by: IQAC Co-Ordinators (Circular) and all department  
Co-Ordinators (data collection)**

- The Chairperson discussed about the result analysis of the even semester for the Academic year 2021-22.
- The Chairperson addressed the UG and PG Regulation 2019 as well as the curricula and syllabi for the seventh and eighth semester and detailed discussion has been made on the syllabi of the course AI&DS and IT.
- The Chairperson instructed to prepare AISHE report for the Academic year 2022-23. He ensured all the department members to take necessary follow-up in collecting data pertaining to their departments.

**Action to be taken by: Placement Cell and HODs**

- Chairperson discussed the following academic process:
  - Students' admission for the Academic year 2022-2023
  - Feedback from the Stakeholders
  - Ensured faculty to use ICT for Effective Teaching
  - Organizing seminar/Workshop/conferences/FDP
  - Encouraged faculty to attend more online and offline Seminar/Workshop/Conferences and to register NPTEL, Refresher courses offered by reputed institutions.
  - Proposal to various funding Agencies likes CSIR, ICMR, SERB and TNSCST etc
  - Encouraged faculty to pursue research activities, to do Ph.D., and to publish papers/Patent/books
  - Organizing events to the students through Department Association
  - Organizing Value added Courses and Alumni guest lecture to the students
  - Schedule for Training and Placement



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022 - 2023**

- Improvement in the Consultancy Activity, industry visit by the faculty and Collaborative activities for research
- Extension and outreach activities to be planned
- Plan to conduct Bridge Course for first year students.

**Action to be taken by: all Cell incharges, Department co-ordinator and HoDs**

- The IQAC co-ordinator thanked the IQAC members for their participation and requested them to work as a team to be recorded for onward transmission and effective implementation of quality culture towards the betterment of the institution.

  
IQAC Coordinator



  
2/9/2022  
Principal & Chairperson (IQAC)  
P.A. College of Engineering & Technology,  
Palladam Road, Pollachi - 2

Copy to:

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

**Academic Year 2022 - 2023**

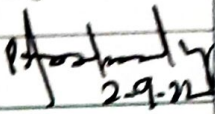

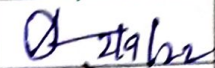

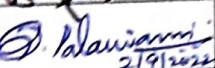
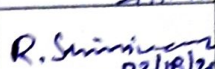
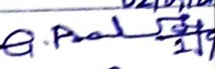

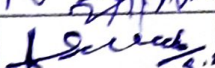
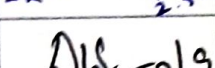
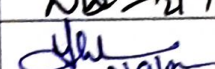
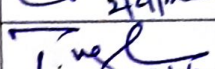

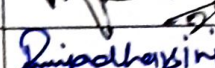
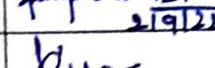
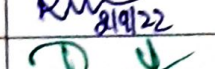
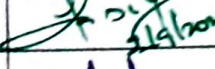
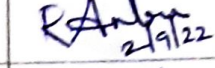
Meeting No: 01

Date and Time: 02.09.2022 and 10.30 am

02.09.2022

Venue: Conference Hall PACET

**Attendance Sheet**

S.No.	Name of the Members	Nature of Membership	Signature
1.	Dr. P. Appukutty, Chairman	Management	 29.12
2.	Dr. T. Manigandan, Principal	Chairperson	 27/9/22
3.	Dr. K. Saritha, ASP/S&H	Coordinator of the IQAC	 27/9/22
4.	Dr. A. Sangeetha Devi, ASP/S&H	Coordinator of the IQAC	 27/9/22
5.	Prof.R.Palanisami, Administrative Officer	Member	 27/9/2022
6.	Mr. R. Srinivasan, Office Manager	Member	 02/09/2022
7.	Dr.G.Balamurugan, Prof & Head/Civil	Member	 27/9/2022
8.	Dr. D. Chitra, Prof & Head/CSE	Member	 27/9/2022
9.	Dr. S. Vijayabaskar, Prof & Head/EEE	Member	 27/9/22
10.	Dr. D. Senthilkumar, Prof/MECH	Member	 27/9/22
11.	Dr. L. Murali, ASP & Head/ECE	Member	 27/9/22
12.	Dr. T.Varunkumar, ASP& Head/MECH	Member	 27/9/22
13.	Dr. M. Yuvaraja, ASP & Head/S&H	Member	 27/9/22
14.	Dr. N. K. Priyadharsini, AP/CSE	Member	 27/9/22
15.	Mrs. J. Kalaiselvi Nivedha, AP/Civil	Member	 27/9/22
16.	Mr. A. Ponnambalam Principal, P. A. Polytechnic College	Local Society Member	 27/9/2022
17.	Ms. R. Anbu, III CSE Reg No.721720104003	Student Member	 27/9/22
18.	Mr. K. Mathiprakasam, III ECE Reg No. 721720106017	Student Member	 02/09/2022



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022 – 2023**

**Ref: PACET/ IQAC / MoM/2022-23/02**


**12.01.23**

**CIRCULAR**

It is proposed to convene the 2<sup>nd</sup> Internal meeting of IQAC of the Academic year 2022-23 on 23.01.2023 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. End Semester Examination
5. ISO Surveillance Audit
6. NBA – SSR - Preparation and Submission
7. AQAR 2021-22 - Preparation and Submission
8. Teaching – Learning Process - Continuous improvement
9. Even semester Schedule
10. Industry related activities
11. Any other points brought by the IQAC Members
12. Vote of thanks

  
12/1/23  
**Co-ordinator (IQAC)**

  
12/1/23  
**Principal & Chairperson (IQAC)**

Copy submitted to the Chairman for kind Information

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- 1.. Controller of Examinations
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Meeting No: 02

23.01.2023

Date and Time: 23.01.2023 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.P. Appukutty	Chairman	Management
2.	Dr. T. Manigandan	Principal	Chairperson
3.	Mr.R.Srinivasan	Manager	Office Manager
4.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
5.	Dr.D.Chitra	Prof & HoD / CSE	Member
6.	Dr.G.Balamurugan	Prof & HoD/CIVIL	Member
7.	Dr.L.Murali	Prof & HoD/ECE	Member
8.	Dr.S.Vijayabaskar	Prof & HoD/EEE	Member
9.	Dr.T.Varunkumar	ASP & HoD/MECH	Member
10.	Dr.M.Yuvaraja	ASP & HoD /S&H	Member
11.	Dr.D.Senthilkumar	Prof/MECH	Member
12.	Dr.P.Mariaraja	ASP/EEE	Member
13.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Local Society Member
14.	Ms.R.Anbu	III CSE, Reg No. 721720104003	Student
15.	Mr.K.Mathiprakasam	III ECE, Reg No. 721720106017	Student

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:
  - Submission of AISHE Report
  - NIRF 2023 Submission
  - Submission of AQAR 2021-22 report to NAAC
  - NBA – SSR Preparation and Submission
  - Discussed about the Academic Schedule for the Even Semester of Higher semesters of the Academic year 2022-23 and discussed the plan for conducting various meetings like Parents meeting, Alumni meeting and Professional society and club activities.
- The Chairperson discussed the procedure for Question paper setting, Scrutiny and Evaluation Process and result for the Odd Semester Examination.

**Action to be taken by: Controller of Examination**
- Chairperson appreciated the coordinator for the successful submission of Institution report to AISHE (All India Survey on Higher Education).
- Chairperson appreciated the coordinator for the successful submission of Institution report to NIRF 2023 (The National Institutional Ranking Framework).
- The Chairperson instructed to IQAC Coordinator to prepare the circular for first Internal ISO Audit for the academic year 2022 -2023 (odd semester) and to Schedule ISO





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Surveillance 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: IQAC Coordinator and all department coordinators**

- Chairperson instructed to NBA Coordinator to prepare and submit SSR for NBA reaccreditation and He insisted to all department coordinators to take care of necessary follow up for collection of data pertaining to their departments.

**Action to be taken by: NBA Coordinators and Department Coordinators**

- Chairperson discussed the trust scholarship for the meritorious, sports excellence students for the academic year 2022-2023.
- 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.
  - Organizing various events through Students Association, Professional Society and other Extra and 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

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

- Chairperson 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.
- Chairperson discussed about the celebration of Women's day, Panchamithra cultural fest, Sports day and Annual Day
- 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.

  
23/1/23  
IQAC Coordinator

  
23/1/23  
Principal & Chairperson (IQAC)

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022- 2023**

**Meeting No: 02**

**23.01.2023**

**Date and Time: 23.01.2023 and 10.30 am**

**Venue: Conference Hall, PACET**

**Attendance Sheet**

S.No.	Name of the Members	Responsibility	Signature
1.	Dr.P. Appukutty Chairman	Management	P. Appukutty 23/1/23
2.	Dr. T. Manigandan Principal	Chairperson	T. Manigandan 23/01/2023
3.	Mr.R.Srinivasan Manager	Office Manager	R. Srinivasan 23/01/2023
4.	Dr.K. Saritha ASP/S&H	IQAC Coordinator	K. Saritha 23/1/23
5.	Dr.D. Chitra Prof & HoD/CSE	Member	D. Chitra 23/1/2023
6.	Dr.G. Balamurugan Prof & HoD/CIVIL	Member	G. Balamurugan 23/1/2023
7.	Dr.L. Murali Prof & HoD/ECE	Member	L. Murali 23/1/23
8.	Dr.S. Vijayabaskar Prof & HoD/EEE	Member	S. Vijayabaskar 23.1.23
9.	Dr.T. Varunkumar ASP & HoD/MECH	Member	T. Varunkumar 23/1/23
10.	Dr.M. Yuvaraja ASP & HoD /S&H	Member	M. Yuvaraja 23/1/23
11.	Dr.D.Senthilkumar Prof/MECH	Member	D. Senthilkumar 23/1/23
12.	Dr.P.Mariaraja ASP/EEE	Member	P. Mariaraja 23/1/23
13.	Mr.A.Ponnambalam Principal P.A.Polytechnic College	Local Society Member	A. Ponnambalam 23/1/2023
14.	Ms.R.Anbu III CSE Reg No. 721720104003	Student	Anbu. R 23/1/23
15.	Mr.K.Mathiprakasam III ECE Reg No. 721720106017	Student	K. Mathiprakasam 23/01/2023





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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022 - 2023**

**Ref: PACET/ IQAC / MoM/2022-23/03**

**15.05.23**

**CIRCULAR**

It is proposed to convene the 3<sup>rd</sup> Internal meeting of IQAC of the Academic year 2022-23 on 22.05.2023 at 03.30 P.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. AQAR 2021-22 - Preparation and Submission
4. End Semester Examination
5. Circular for IQAC Internal Audit for Even Semester
6. NBA - Mock Audit
7. Teaching - Learning Process - Continuous improvement
8. Industry related activities
9. Placement Achievements
10. Sports Achievements
11. Any other points brought by the IQAC Members
12. Vote of thanks

  
15/5/23  
**Co-ordinator (IQAC)**



  
15/5/2023  
**Principal & Chairperson (IQAC)**

**P. A. College of Engineering & Technology**  
(Autonomous)  
Palladam Road, Pollachi - 642 002.

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Meeting No: 03**

**22.05.2023**

**Date and Time: 22.05.2023 and 03.30 pm**

**Venue: Conference Hall, PACET**

**Minutes of the Meeting**

**Members Present:**

S.No.	Name of the Members	Designation/Department	Responsibility
1.	Dr.P. Appukutty	Chairman	Management
2.	Dr. T. Manigandan	Principal	Chairperson
3.	Mr.R.Srinivasan	Manager	Office Manager
4.	Dr.K. Saritha	ASP/S&H	IQAC Coordinator
5.	Dr.D.Chitra	Prof & HoD / CSE	Member
6.	Dr.G.Balamurugan	Prof & HoD/CIVIL	Member
7.	Dr.L.Murali	Prof & HoD/ECE	Member
8.	Dr.S.Vijayabaskar	Prof & HoD/EEE	Member
9.	Dr.T.Varunkumar	ASP & HoD/MECH	Member
10.	Dr.M.Yuvaraja	ASP & HoD /S&H	Member
11.	Dr.D.Senthilkumar	Prof/MECH	Member
12.	Dr.N.K.Priyadharshini	ASP/CSE	Member
13.	Mrs. J. Kalaiselvi Nivetha	AP/Civil	Member
14.	Mr.A.Ponnambalam	Principal, P.A.Polytechnic College	Local Society Member
15.	Ms.R.Anbu	III CSE, Reg No. 721720104003	Student
16.	Mr.K.Mathiprakasam	III ECE, Reg No. 721720106017	Student

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:
  - Submission of AQAR 2021-22 report to NAAC
  - NBA – Mock Audit
  - Discussed about the Academic Schedule for the Even Semester of First year of the Academic year 2022-23 and discussed the plan for conducting various meetings like Parents meeting, Alumni meeting and Professional society and club activities.
- The Chairperson discussed the procedure for Question paper setting, Scrutiny and Evaluation Process and result for the Even Semester Examination.

**Action to be taken by: Controller of Examination**

- The Chairperson instructed to IQAC Coordinator to prepare the circular for Internal ISO Audit for the academic year 2022 -2023. Also insisted to all HoDs and department coordinator to prepare the documents based on the NAAC guidelines.

**Action to be taken by: IQAC Coordinator and  
all department coordinators**





**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)**

- Chairperson instructed to NBA Coordinator to conduct NBA Mock audit effectively and He insisted to all department coordinators to take care of necessary follow up for collection of data pertaining to their departments.

**Action to be taken by: NBA Coordinator and  
Department Coordinators**

- Chairperson briefed the placement status for the academic year 2022-2023 and also the academic departments are expected to coordinate with placement section to achieve 100% placement.
- The chairperson congratulated the physical director for their accomplishments in a variety of sports, including volleyball men's runner-up and throw ball women's champion.
- 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 thanked the Chairperson, HoDs and all the IQAC Members for their participation.

  
22/5/23  
**IQAC Coordinator**



  
22/5/2023  
**Principal & Chairperson (IQAC)**

**P. A. College of Engineering & Technology**  
(Autonomous)  
Palladam Road, Pollachi - 642 002.

Copy to:

1. All Members
2. File



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Academic Year 2022- 2023**

**Meeting No: 03**

**22.05.2023**

**Date and Time: 22.05.2023 and 03.30 pm**

**Venue: Conference Hall, PACET**

**Attendance Sheet**

S.No.	Name of the Members	Nature of Membership	Signature
1.	Dr.P. Appukutty Chairman	Management	P. Appukutty 22/5/23
2.	Dr. T. Manigandan Principal	Chairperson	T. Manigandan 22/5/2023
3.	Mr.R.Srinivasan Office Manager	Senior Administrative officer	R. Srinivasan 22/05/2023
4.	Dr.K.Saritha ASP/S&H	IQAC - Coordinator	K. Saritha 22/5/23
5.	Dr.D.Chitra Prof & HoD / CSE	Member	D. Chitra 22/5/2023
6.	Dr.G.Balamurugan Prof & HoD/CIVIL	Member	G. Balamurugan 22/5/2023
7.	Dr.L.Murali Prof & HoD/ECE	Member	L. Murali 22/5/23
8.	Dr.S.Vijayabaskar Prof & HoD/EEE	Member	S. Vijayabaskar 22/5/23
9.	Dr.T.Varunkumar ASP & HoD/MECH	Member	T. Varunkumar 22/5/23
10.	Dr.M.Yuvaraja ASP & HoD /S&H	Member	M. Yuvaraja 22/5/23
11.	Dr.D.Senthilkumar Prof/MECH	Member	D. Senthilkumar 22/5/23
12.	Dr.N.K.Priyadharshini, ASP/CSE	Member	N. K. Priyadharshini 22/5/23
13.	Mrs. J. Kalaiselvi Nivetha AP/Civil	Member	J. Kalaiselvi Nivetha 22/5/23
14.	Mr.A.Ponnambalam Principal, P.A.Polytechnic College	Local Society Member	A. Ponnambalam 22/5/2023
15.	Ms.R.Anbu III CSE, Reg No. 721720104003	Student Member	R. Anbu 22/05/23
16.	Mr.K.Mathiprakasam III ECE, Reg No. 721720106017	Student Member	K. Mathiprakasam 22/5/2023