ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/2023-24/MINS-17 **Date: 06/03/2024**

CIRCULAR

To address the grievances of the student community the following IQAC committee is reconstituted. All the members are requested to extend their utmost cooperation.

Serial Number	Name of the Committee Member	Role
1	Dr.R.Angeline Prabhavathy, Principal	IQAC Chairperson
2	Dr.N.Abilash, Professor	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.J.Sunil, Professor	Member
11	Dr.Johny Varghese, Training & Placement Officer	Member
12	Dr.Golding Sheeba.G, S&H	Member
13	Mrs.M.MorrinGracida, Civil	Member
14	Mrs.Anon.K.Jenifer, CSE	Member
15	Mrs.Renuka.P, ECE	Member
16	Mrs. Sivakala, BME	Member
17	Mrs.Jenefa, AI&DS	Member
18	Dr.Jenihar Prabhu.S, Physical Director	Member
19	Mrs.Susikala, Librarian	Member
20	Mrs.Viji, Office Staff	Member
21	Mr.Banister, CEO, Banibro IT Solutions	Alumni Member
22	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
23	Ms.S.Jeshika (Civil)	Student
24	Mr.Surender (Mech)	Student
25	Ms.Pon Shalini (ECE)	Student
26	Mr.Abishek (CSE)	Student
27	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

Copy to:

1. **Chairman**
2. **Manager**
3. **Director**
4. **Vice Principal**
5. **Dean**
6. **HoDs**

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM P.O. KANYAKUMARI DISTRICT 629 401

06/03/2024

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ANNAI VAILANKANNI COLLEGE OF ENGINEER POTTALKULAM AZHAGAPPAPURAM - 629 401 KANYAKUMARI DIST.

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AVCE/IQAC/ 2021-22/ CIR-01

Date:17/08/2021

CIRCULAR

It has been decided to constitute the Internal Quality Assurance Cell (IQAC) of our institution on 18/08/2021 (Wednesday) in the Principals Chamber at 2.20 pm. All the department heads and the senior members of the Administration are requested to attend the meeting without fail.

AGENDA: IQAC Formation

VENUE: Principal's Chamber

Date: 18/08/2021 (Wednesday)

Time: 2.20 pm

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AVCE/IQAC/ 2021-22/ MINS-01 **Date: 19/08/2021**

IQAC-Minutes of the meeting

The IQAC Constitution meeting held on 18/08/2021 in the Principals' chamber at 2.20 pm was started by welcoming the Heads of the departments and other senior administrative staff members by the Principal. The Principal briefed about the importance of IQAC and the members for the IQAC cell were installed and introduced to the gathering. The duties and responsibilities were discussed in the meeting.

The members of the IQAC cell are..

Internal Quality Assurance Cell				
Appointed Members				
SI NO	**Composition of IQAC**	**Names**	**Signature**	**Designation**
1	**Chairperson**	Dr.A.Benham		Principal
2	**IQAC Coordinator**	Prof. Gaswin Kastro		Head ECE Department
3	**Administrative officers**	Mr. David Philip Daniel		Director
4		Mr. Manikandan		Manager
5	**Members from the Management**	Mr. Praveen Jesudhas		Vice-Chairman
6	**Members of the Departments**	Dr. Sebastin Antony Joe		Dean of CSE
7		Dr. J.Sunil		HOD Mechanical Engineering
8		Mrs. Golding Sheeba		Co-Head - S&H Department

9		Mrs. Morin Gracida		Asst. Prof. of Civil Engineering
		Dr.Jaffer Sathik Ali		Asst. Prof. of Electrical & Electronics Engineering
10		Dr.Jereesha		Head CSE Department
11	**Members of Society**	Dr. C. Seldev Christopher		Prof. CSE Department, St. Xaviers Catholic College of Engieering
12		Mr. Vincent Jain		IEEE Organiser
13	**Legal Advisors**	Adv. Rethnaswamy		Advocate of Crime Branch
14		Adv. Benjamin Franklin		Advocate of Civil Branch
15	**PTA Member**	Major. K. A Gipson		Indian Army
17	**Alumini**	Mr. Banister		CEO, Banibro IT Solutions
18	**Companies**	Mr. Praveen Rajan		CEO, Ellas Group of Companies

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AVCE/IQAC/ 2021-22/ CIR-02

Date:20/09/2021

CIRCULAR

It has been decided to conduct the first Internal Quality Assurance Cell (IQAC) meeting on 21/09/2021 (Tuesday) in the IQAC room at 11.00 am. All the department heads and the senior members of the Administration are requested to attend the meeting for discharging the duties as discussed in the previous meeting.

AGENDA:

1. Introduction about NAAC
2. Metrics Assignment to staff

VENUE: IQAC Room

Date: 21/09/2021 (Tuesday)

Time: 11.00 am

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ MINS-02 **Date: 22/09/2021**

IQAC-Minutes of the meeting

The first Internal IQAC meeting held on 21/09/2021 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. The duties and responsibilities of each criterion incharge were discussed in the meeting.

The following metrics were assigned to the members of IQAC cell

Chairperson : Dr.A.Benham

IQAC Coordinator: Dr.G.Gaswin Kastro

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Dr.J.Sunil (HOD/Mech)

Criterion 3 Incharge: Dr.Supriya (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anugraha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.Anila Rose (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.Lalu Gladson Robin (Placement Officer)

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ CIR-03 **Date: 19/04/2022**

CIRCULAR

It has been decided to conduct the Second Internal Quality Assurance Cell (IQAC) meeting on 20/04/2022 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the activities to be carried out.

AGENDA:

1. Review of Previous IQAC meeting.
2. Initiation of IQAC Activity.

VENUE: IQAC Room

Date: 20/04/2022 (Wednesday)

Time: 10.00 am

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ MINS-03 **Date:21/04/2022**

IQAC-Minutes of the meeting

The second Internal IQAC meeting held on 20/04/2022 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator.

Chairperson : Dr.A.Benham

IQAC Coordinator: Dr.G.Gaswin Kastro

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Dr.J.Sunil (HOD/Mech)

Criterion 3 Incharge: Dr.G.Gaswin Kastro (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anugraha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.Anila Rose (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.Lalu Gladson Robin (Placement Officer)

The following discussions were made..

No	Agenda	Discussion	Resolution
1.	Review of previous IQAC meeting	Recollected the discussion in the previous meeting.	Decided to improve the quality of the work
2.	Initiation of IQAC activity	It is planned to verify the course file and Assessment book regularly	Resolved to ask the HODs of each department to verify the Course File and Assessment Book regularly.

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IQAC Coordinator

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AVCE/IQAC/ 2022-23/ CIR-04 **Date:23/08/2022**

CIRCULAR

It has been decided to reconstitute the Internal Quality Assurance Cell (IQAC) of our institution on 24/08/2022 (Wednesday) in the Principals Chamber at 2.20 pm. All the department heads and the senior members of the Administration are requested to attend the meeting without fail.

AGENDA: IQAC Reconstitution

VENUE: Principal's Chamber

Date: 24/08/2022 (Wednesday)

Time: 2.20 pm

23/8/22

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AVCE/IQAC/ 2022-23/ MINS-04 **Date: 25/08/2022**

IQAC-Minutes of the meeting

The IQAC Reconstitution meeting held on 24/08/2022 in the Principals' chamber at 2.20 pm was started by welcoming the Heads of the departments and other senior administrative staff members by the Principal. The Principal briefed about the importance of IQAC and the members for the IQAC cell were installed and introduced to the gathering. The duties and responsibilities were discussed in the meeting.

The following Role were given to the members of IQAC cell

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Serial Number	Name of the Committee Member	Role
1	Dr.G.Kalivarathan, Principal	IQAC Chairperson
2	Dr.N.Abilash, Dean Academics	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.T.Sunil,Vice Principal	Member
11	Mr.Robert R, Placement Officer	Member
12	Dr.Golding Sheeba.G, HoD S&H	Member
13	Mrs.M.Morrin Gracida, HoD Civil	Member
14	Dr.Jereesha, HoD CSE	Member
15	Mrs.Renuka.P, HoD ECE	Member
16	Mr.N.Manikandan, HoD Mech	Member
17	Mrs.Berlin Shaheema, HoD AI & DS	Member
18	Dr.Jenihar Prabhu.S, Physical Director	Member
19	Mrs.Susikala, Librarian	Member
20	Mrs.Viji, Office Staff	Member

21	Mr.Banister,CEO,Banibro IT Solutions	Alumini Member
22	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
23	Ms.S.Jeshika (Civil)	Student
24	Mr.Surender (Mech)	Student
25	Ms.Pon Shalini (ECE)	Student
26	Mr.Abishek (CSE)	Student
27	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

25/8/22

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AVCE/IQAC/ 2022-23/ CIR-05

Date:17/11/2022

CIRCULAR

It has been decided to conduct the fourth Internal Quality Assurance Cell (IQAC) meeting on 18/11/2022 (Friday) in the IQAC room at 11.00 am. All the department heads and the senior members of the Administration are requested to attend the meeting for discharging the duties as discussed in the previous meeting.

AGENDA:

1. Awareness of Accreditation.
2. Assignment of Incharge for NAAC work.

VENUE: IQAC Room

Date: 18/11/2022 (Friday)

Time: 11.00 am

17/11/22.

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ MINS-05 **Date: 19/11/2022**

IQAC-Minutes of the meeting

The fourth Internal IQAC meeting held on 18/11/2022 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. The necessity for accreditation and OBE were discussed. The duties and responsibilities of each criterion Incharge were discussed in the meeting.

The following metrics were assigned to the members of IQAC cell

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

19/11/22

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ CIR-06

Date:12/12/2022

CIRCULAR

It has been decided to conduct the Fifth Internal Quality Assurance Cell (IQAC) meeting on 13/12/2022 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the required and available datas based on the NAAC criterion.

AGENDA:

1. Available data for the NAAC Criterion
2. Datas to be created and verified

VENUE: IQAC Room

Date: 13/12/2022 (Tuesday)

Time: 10.00 am

12/12/22.

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ MINS-06 **Date: 14/12/2022**

IQAC-Minutes of the meeting

The Fifth Internal IQAC meeting held on 13/12/2022 in the IQAC Room at 10.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. For SSR preparation the data available and to be created were discussed with the criterion incharge and a report was prepared.

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Status of Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM P.O. KANYAKUMARI DISTRICT 629 401

1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Data Fully Collected	To be Scanned & uploaded	Calculation not completed
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	To be Scanned & uploaded	Supporting Evidences to be collected
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	To be Scanned & uploaded	Data for 21-22 Academic Year has to be included, Calculation is pending
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	ATR & Analysis report to be uploaded	URL for stakeholder to be generated
1.4.2	*Feedback process of the Institution may be classified as follows:*	Completed	ATR & Feedback report to be	URL for stakeholder to be generated

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			uploaded	

Metric No.	Key Indicators	Requirement	Source	Remarks
		CRITERIA - II		
2.6.1	***Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)***	PO's and CO's framed should be displayed on Website	HOD's	Website Team
2.7.1	***Online student satisfaction survey regarding to teaching learning process.***	Online Students Feedback about Teaching Learning	HOD's	ERP or Website
		CRITERIA - III		
3.1.1	***Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)***	Grants from Non Government agencies	Private Research Agencies	Can be arranged from private funding agencies and audit statement should include it.
3.1.3	***Percentage of departments having Research projects funded by government and non government agencies during the last five years***			
3.5.1	***Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year***	Collaborative activities for Research, Faculty exchange, Student exchange/ internship	Private Research Agencies	Can be arranged from private Research agencies
		CRITERIA - IV		
4.1.2	***The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)***	Indoor Game facilities, Gymnasium, Yoga etc.	Physical Director	Gymnasium can be Constructed, Indoor game kits like Carom, Chess, Table Tennis boards can be procured.
4.1.3	***Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.***	Smart class rooms, Seminar halls should be equipped with ICT facilities	System Admin	Fault Projectors can be repaired and necessary ICT tools can be procured
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Integrated Library Management System (ILMS)	Librarian	Library Automation required

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4.2.2	***The institution has subscription for the following e-resources*** ***1. e-journals*** ***2. e-ShodhSindhu*** ***3. Shodhganga Membership*** ***4. e-books*** ***5. Databases*** ***6. Remote access to e-resources***	Low Subscription fee E-Resources can be Chosen	Librarian	Low Subscription fee E-journals & periodicals can be procured
4.3.1	***Institution frequently updates its IT facilities including Wi-Fi (Qi)***	Invoice/Cash bill/Tariff details of Internet facility	Director	AT Broadband Tariff and bill details representing updates in speed plan
		CRITERIA - V		
5.1.2	***Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years***	Freeships/Scholarships provided by the Institution or Non Govt Agencies to students.	Accounts	From Miscellaneous income shown in Audit statement, these scholarships can be shown.
5.4.1	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)***	Registered Alumni Association	Director	Alumni wing to be created and registered
5.4.2	***Alumni contribution during the last five years (INR in Lakhs)*** **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Alumni Contribution as Sponsorship, Prizes, Assets etc	Director	From Miscellaneous income shown in Audit statement funds can be utilized
		CRITERIA - VI		
6.3.1	***The institution has effective welfare measures for teaching and nonteaching Staff (Qi)***	Staff Welfare Association	Director	Staff Group Insurance, ESI, welfare activities like awarding, loan schemes etc.
6.4.1	***Institution conducts internal and external financial audits regularly(Qi)***	Financial Audit	Accounts	Internal/External Financial Audit statement
6.4.2	***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)***	Funding source from individuals not covered in Criteria III	Accounts	Annual Account statements to be done
		CRITERIA - VII		
7.1.2	***The Institution has facilities for alternate sources of energy and energy***	Solar street lights, Solar water heaters, compact Bio Gasifiers, Sensor based security lamps, sensor	Director	Description and Geo Tagged Photo

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	conservation measures **1. Solar energy** **2. Biogas plant** **3. Wheeling to the Grid** **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment**	based water level Indicator in overhead tanks, Replacing fluorescent lamps with LED lights		
7.1.3	***Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)***	Waste Bins, Waste Disposal/Recycling arrangements, Displays to keep the campus neat and clean	Manager	Earthworm Manure preparation, plastic waste to recycled products using moulding machines, Additives to Concrete/Tar etc...Geo Tagged Photo
7.1.4	***Water conservation facilities available in the Institution:*** **1. Rain water harvesting** **2. Borewell /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**	Rain water harvesting units to all blocks, Open well recharge from rain water, construction of small check dams/bunds. Waste water recycling unit using filtration process atleast	Manager	Water conserving methods like automatic water alarm in overhead tanks, Pebble stones for filtration process...Geo Tagged Photo
7.1.5	***Green campus initiatives include*** **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	Barry Guards, Bicycles, Plastic free campus, Battery powered vehicles, Display Boards, Campus map etc	Manager	Available Solar operated Tri Cycle can be repaired and Hybrid (Solar and Electric) concept can be used. Geo Tagged Photo & Proof required
7.1.6	***Quality audits on environment and energy are regularly undertaken by the Institution*** **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Green audit certification & awards Energy audit certification Environment audit/Pollution certificate	Director	Environment Promotion rally, tree plantation, issuance of saplings to local community/school children
7.1.7	***The Institution has disabled-friendly, barrier free environment*** **1. Built environment with ramps/lifts for easy access to**	Ramp with steel guide facility to all buildings, Disabled friendly washrooms with steel guides, display boards, signpost, screen reading, CCTV, Day care centre, Health	Manager	Geo Tagged Photo & software purchased Proof required

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	classrooms. **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (** ***Divyangjan*****) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Centre Scribe facility during examination		
7.1.10	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*** **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**	Code of Conduct should be displayed on the website	Website Team	Programmes on code of conduct, committee to monitor it, Professional Ethics programmes to be organized
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Best Practices displayed in website (Career development, Extra coaching, Competitive Exam guidance etc..)	Website Team	At least two best practices description should be available in Website
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Institution performance in one area like Internships, Placements, Skill development, Results etc..	Website Team	In Website this should be available

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14/12/22

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-07

Date:28/12/2022

CIRCULAR

It has been decided to conduct the Sixth Internal Quality Assurance Cell (IQAC) meeting on 29/12/2022 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the progress and issues faced in completing the target work.

AGENDA:

1. Review the progress of NAAC Criterion
2. Issues and the ways to resolve

VENUE: IQAC Room

Date: 29/12/2022 (Thursday)

Time: 10.00 am

28/12/22.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-07 **Date: 30/12/2022**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 29/12/2022 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator :Dr.N. Abilash

Agenda of the Meeting

Review the status of NAAC Criterion

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (AP/Mech)

Criterion 3 Incharge: Prof.Mrs.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.S.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.G.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Status of Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included

	affiliating University and/are represented on the following academic bodies during the last five years *1. Academic council/BoS of Affiliating university* *2. Setting of question papers for UG/PG programs* *3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses* *4. Assessment /evaluation process of the affiliating University*			
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Data Fully Collected	To be Scanned & uploaded	Calculation not completed
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	To be Scanned & uploaded	Supporting Evidences to be collected
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	To be Scanned & uploaded	Data for 21-22 Academic Year has to be included, Calculation is pending
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	ATR & Analysis report to be uploaded	URL for stakeholder to be generated
1.4.2	*Feedback process of the Institution may be classified as follows:*	Completed	ATR & Feedback report to be uploaded	URL for stakeholder to be generated
2.1.1	*Average Enrolment percentage (Average of last five years)*	Not Completed	Not Completed	Format Prepared to collect data
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	Not Completed	Not Completed	Format Prepared to collect data
2.2.1	*The institution assesses the learning levels of the studentsandorganises special Programmes for advanced learners and slow learners. (Qi)*	Not Completed	Not Completed	Format Prepared to collect data, Link for provided information to be generated

2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic year)*	Not Completed	Not Completed	Format Prepared to collect data of latest Academic Year
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	Not Completed	Not Completed	Format Prepared to collect data, Link for provided information to be generated
2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	Not Completed	Not Completed	Circulars for mentor details, Year wise students enrolled and staff on roll for latest Academic year is required
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	Not Completed	Not Completed	Calculation to be done, 5 Years full time teachers list required
2.4.2	*Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D'Lit. during the last five years*	Not Completed	Not Completed	Format Prepared to collect data, Calculation to be done
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	Data Available	Not Completed	Calculation, PAN details, Experience, designation to be done
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	Not Completed	Not Completed	Link for provided information to be generated, CO & PO to be uploaded
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.6.3	*Average pass percentage of Students during last five years*	Not Completed	Not Completed	Format Prepared to collect data for 5 years, Calculation to be done, Data template for all programmes to be uploaded
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	Not Completed	Not Completed	Currently enrolled student details to be uploaded with QIF
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the*	Data Available	Not Completed	Data table and proof to be uploaded

	five years			
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc(Qi)*	Data Available	Not Completed	Link & Proof to be uploaded
4.1.2	*The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)*	Data Available	Not Completed	Link & Proof to be uploaded
4.1.3	*Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	Data Available	Not Completed	Need to update, Calculation to be done, Link & data template to be uploaded
4.1.4	*Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)*	Not Completed	Not Completed	Audit statement, Data template to be uploaded
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Not Available	Not Available	Library Automation required
4.2.2	*The institution has subscription for the following e-resources* *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books* *5. Databases* *6. Remote access to e-resources*	Not Available	Not Available	Subscription for E-journals & periodicals to be made
4.2.3	*Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years*	Not Completed	Not Completed	Data Template, Audit statement, Calculation to be done
4.2.4	*Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)*	Not Completed	Not Completed	Library accession, E-Journal usage proof to be uploaded
4.3.1	*Institution frequently updates its IT facilities including Wi-Fi (Qi)*	Available	Not Completed	Link & proof to be uploaded
4.3.2	*Student – Computer ratio (Data for the latest completed academic year)*	Not Completed	Not Completed	Proof and Student-Computer ratio to be prepared
4.3.3	*Bandwidth of internet connection in the Institution* *Options:* *A. ≥50 MBPS* *B. 30 MBPS – 50 MBPS* *C. 10 MBPS – 30 MBPS* *D. 10 MBPS – 05 MBPS* *E. < 05 MBPS*	Not Completed	Not Completed	Proof for band width to be prepared
4.4.1	*Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years*	Not Completed	Not Completed	Calculation, Audit statement & Data Templates to be uploaded
4.4.2	*There are established systems and procedures*	Not	Not Completed	Link and data to be

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	for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Qi)	Completed		updated
5.1.1	*Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	Not Completed	Not Completed	Sanctioned Scholarship list to be self attested, Data Template and proof to be uploaded
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years*	Not Completed	Not Completed	Data Template and proof to be uploaded
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills*	Available	Not Completed	Link & Data Template to be uploaded
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years*	Not Completed	Not Completed	Data Template and calculation to be done
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	Available	Not Completed	Minutes of meeting, proof of grievances to be uploaded
5.2.1	*Average percentage of placement of outgoing students during the last five years*	Not Completed	Not Completed	Data Template, self attested list of students placed and calculation to be done
5.2.2	*Average percentage of students progressing to higher education during the last five years*	Not Completed	Not Completed	Data Template, supporting document of Alumni/Student & calculation to be done
5.2.3	*Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*	Not Completed	Not Completed	Data Template and calculation to be done
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.*	Not Completed	Not Completed	Data Template and E-Copies of awards/certificates to be done
5.3.2	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student*	Not Completed	Not Completed	Link & Proof to be uploaded

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	council, students representation on various bodies)(Qi)			
5.3.3	*Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)*	Not Completed	Not Completed	Data Template and calculation & Report of the event to be done
5.4.1	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)*	Not Available	Not Completed	Link & Proof to be done
5.4.2	*Alumni contribution during the last five years (INR in Lakhs)* **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Not Available	Not Completed	Audit statement & Proof to be done
6.1.1	*The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.1.2	*The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.2.2	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)*	Not Completed	Not Completed	Institution link and additional information link to be done
6.2.3	*Implementation of e-governance in areas of operation* **1. Administration** **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**	Not Completed	Not Completed	ERP document, screenshots of user interfaces, Data Template to be uploaded
6.3.1	*The institution has effective welfare measures for teaching and nonteaching Staff (Qi)*	Not Available	Not Completed	link to be done
6.3.2	*Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*	Not Available	Not Completed	Data Template, Calculation to be done
6.3.3	*Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years*	Not Completed	Not Completed	Data Template, Calculation to be done
6.3.4	*Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last*	Not Completed	Not Completed	IQAC report Summary, Data Template, Calculation to be done

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	five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)			
6.3.5	*Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)*	Not Completed	Not Completed	Link & proof to be done
6.4.1	*Institution conducts internal and external financial audits regularly(Qi)*	Available	Not Completed	Link & proof to be done
6.4.2	*Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)*	Available	Not Completed	Data Template & Annual Account statements to be done
6.4.3	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.1	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.2	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	Not Completed	Not Completed	Link & proof to be done
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	Not Completed	Not Completed	Link & proof to be done
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment**	Available	Not Completed	Geo Tagged Photo
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	Available	Not Completed	Geo Tagged Photo & Proof required
7.1.4	*Water conservation facilities available in the*	Available	Not Completed	Geo Tagged Photo &

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	Institution: **1. Rain water harvesting** **2. Bore well /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**			Proof required
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	Available	Not Completed	Geo Tagged Photo & Proof required
7.1.6	*Quality audits on environment and energy are regularly undertaken by the Institution* **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Available	Not Completed	Reports, certificates/awards, audit certificate required
7.1.7	*The Institution has disabled-friendly, barrier free environment* **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Not Completed	Not Completed	Geo Tagged Photo & software purchased Proof required
7.1.8	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)*	Available	Not Completed	Proof required
7.1.9	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)*	Not Completed	Available	Proof for activities required
7.1.10	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* **1. The Code of Conduct is displayed on the website**	Not Completed	Not Completed	Proof required

	2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized			
7.1.11	***Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)***	Available	Not Completed	Weblink, Geo tagged Photo Proof required
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Not Completed	Not Completed	Website this should be available
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Not Completed	Not Completed	Website this should be available

30/12/22

IQAC Coordinator

ANNAI VAILANKANNI COLLEGE OF ENGINEERING
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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-08

Date:23/01/2023

CIRCULAR

It has been decided to conduct the Seventh Internal Quality Assurance Cell (IQAC) meeting on 24/01/2023 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Dress code, Discipline etc..

AGENDA:

1. Dress code
2. Discipline
3. Class Engagement
4. Result

VENUE: IQAC Room

Date: 24/01/2023 (Tuesday)

Time: 10.00 am

23/1/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

ANNAI VAILANKANNI COLLEGE OF ENGINEERING
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AVCE/IQAC/ 2022-23/ CIR-08 **Date:23/01/2023**

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AGENDA:

1. Dress code
2. Discipline
3. Class Engagement
4. Result

VENUE: IQAC Room

Date: 24/01/2023 (Tuesday)

Time: 10.00 am

23/1/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM P.O KANYAKUMARI DISTRICT 629 401

Address:
AVK Nagar, Pottalkulam,
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AVCE/IQAC/ 2022-23/ MINS-08 **Date: 25/01/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 24/01/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson :Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof. Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Dress Code	Student Dress Code & Staff Dress Code	The Students Should follow the Prescribed Dress Code, All Days Full Uniform. Teaching Staff Should follow decent dress code, lady staff should wear Overcoat while going to class/Lab.

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2.	Discipline	Discipline committee, Surveillance team, Bus yard surveillance	During Lunch break and Intervals, every department should form a surveillance team to monitor discipline.
3.	Class Engagement	Class adjustment-Faculty on leave	Staff availing leave should adjust their classes and should inform the HOD and also asked to circulate in the Whatsapp group. All staff should fully engage the class and should wait in the class till the next teacher arrives.
4.	Result Improvement	Internal Assessment Test, Additional Coaching	All Students should write the IAT test without fail, Failures should write the same test questions as Assignments without choice. Absentees should write the questions twice without choice.
5	Follow up Activity	Report the progress	HoD's should report the progress on weekly basis to the Principal.

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25/11/23

IQAC Coordinator

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-09

Date:21/02/2023

CIRCULAR

It has been decided to conduct the Eighth Internal Quality Assurance Cell (IQAC) meeting on 22/02/2023 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Library, Extra Curricular activities etc..

AGENDA:

1. Library Usage
2. Staff Participation in FDP, Workshop, Seminar, Conference etc.
3. Sports and Extra curricular activities
4. Additional Coaching
5. Seminar classes

VENUE: IQAC Room

Date: 22/02/2022 (Wednesday)

Time: 10.00 am

21/2/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-09 **Date: 23/02/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 22/02/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs. Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Library Usage	Staff & Students using the library facility	All the Students should access the library every day. Those students who haven't applied for library card should be informed to apply immediately. Staff members are asked to access the Digital Library (DELNET)

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2.	Staff Participation in FDP, Workshop, Seminar, Conference etc.	Staff Participation in Conference	Staff members who were attending any FDP, workshop etc. Should adjust their classes and OD leave should be applied in advance.
3.	Sports and Extra curricular activities	House wise student groups for sports, NCC training etc	Physical Director is asked to give sports training everyday after the class hours (Evening). House wise team members should be selected and intensive coaching should be given. NCC Coordinator Lt.Jegatheesan is asked to give awareness about Exam preparation for C-Certification and weekly parade training to the cadets is mandatory.
4.	Additional Coaching	Sequence of coaching and test hours and evaluation	Additional Exam coaching to the students should be given in a new sequence for improving the results. First one hour should be coaching for a particular unit and followed by test (Two questions) and again coaching etc. The exam papers should be evaluated during coaching and special care should be given on the next day to the slow learners.
5	Seminar classes	Video recording of seminar classes and post it in staff group for evaluation and improvement.	Every day every period should organize a student seminar by giving the topic on the previous day to take seminar for about 5 minutes, it should be recorded and posted in the department staff whatsapp group for evaluation, suggestions and improvement.

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23/2/23

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AVCE/IQAC/ 2022-23/ CIR-10 **Date:15/03/2023**

CIRCULAR

It has been decided to conduct the Ninth Internal Quality Assurance Cell (IQAC) meeting on 16/03/2023 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Seminar, Aptitude, Guest lecture etc..

AGENDA:

1. Seminar
2. Vocabulary words
3. Aptitude
4. Guest lecture
5. Inplant Training

VENUE: IQAC Room

Date: 16/03/2023 (Thursday)

Time: 10.00 am

15/3/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-10 **Date: 17/03/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 16/03/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Seminar	All student should take Seminar	Students at least two should take seminar on the topic to be dealt and the same should be recorded and circulate to the staff for correction.

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2.	Vocabulary words	Meanings for at least two words daily	All students should find out two new words and their meanings and should circulate in their class groups. For final year students it is advised to identify ten words.
3.	Aptitude	Answer for Aptitude	The Questions posted for aptitude should be attended by all the students on the same day and it should be valued and informed to the students on the same day itself. The immediate next day the correct answers should be posted in the student group for verification of right answers. Follow this twice a week and the report of attendees and absentees should be submitted by the placement cell.
4.	Guest lecture	All the department should organize	Every department should organize Guest lecture every month in recent topics.
5	Inplant Training	All students should undergo Inplant training	All the students should be motivated to undergo inplant training during their vacation in all the semester. They should submit the certificate to the concern HoD.

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17/3/23

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AVCE/IQAC/ 2022-23/ CIR-11

Date:17/04/2023

CIRCULAR

It has been decided to conduct the Tenth Internal Quality Assurance Cell (IQAC) meeting on 18/04/2023 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the status of datas submitted by departments.

AGENDA:

Review of status of work/datas submitted by departments

VENUE: IQAC Room

Date: 18/04/2023 (Tuesday)

Time: 10.00 am

17/4/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-11 **Date:19/04/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date&Time : 18/04/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

Status of Data Submitted by Departments for IQAC

Metric No.	Key Indicators	Mech	Civil	ECE	CSE	AI& DS
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	√	√	√	√	√
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	√	√	√	√	√

1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years* *1. Academic council/BoS of Affiliating university* *2. Setting of question papers for UG/PG programs* *3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses* *4. Assessment /evaluation process of the affiliating University*	√		√	√	
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	√	√	√	√	√
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	√	√	√	√	√
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	√	√	√	√	√
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics* *,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	√	√	√	√	√
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	√	√	√	√	√
1.3.3	*Percentage of students undertaking project work/field work / internship* *(Data for the latest completed academic year)*	√	√	√	√	√
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students 2)Teachers 3)Employers 4)Alumni*	√	√	√	√	√
1.4.2	*Feedback process of the Institution may be classified as follows:*	√	√	√	√	√
2.1.1	*Average Enrolment percentage (Average of last five years)*	√	√	√	√	
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	√	√	√	√	√
2.2.1	*The institution assesses the learning levels of the studentsandorganises* *special Programmes for advanced learners and slow learners. (Qi)*	√	√	√	√	√
2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic* *year)*	√	√	√	√	√
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	√	√	√	√	√
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	√	√	√	√	√

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2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	√	√	√	√	√
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	√	√	√	√	√
2.4.2	*Average percentage of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years*	√	√	√	√	√
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	√	√	√	√	√
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	√	√	√	√	√
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient (Qi)*	√	√	√	√	√
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	√	√	√	√	√
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	√	√	√	√	√
2.6.3	*Average pass percentage of Students during last five years*	√	√	√	√	√
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	√	√	√	√	√
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)*	√		√	√	√
3.1.2	*Percentage of teachers recognized as research guides (latest completed academic year)*	√	√			
3.1.3	*Percentage of departments having Research projects funded by government and non government agencies during the last five years*	√		√	√	√
3.2.1	*Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge(Qi)*	√	√	√	√	√
3.2.2	*Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*	√	√	√	√	√
3.3.1	*Number of Ph.Ds registered per eligible* teacher *during the last five years*	√	√			
3.3.2	*Number of research papers per teachers in the Journals notified on UGC website during the last five years*	√	√	√		

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3.3.3	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years*	√	√			
3.4.1	*Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.(Qi)*	√	√	√	√	√
3.4.2	*Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years*	√	√	√	√	√
3.4.3	*Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community*	√	√	√	√	√
3.4.4	*Average percentage of students participating in extension activities at 3.4.3. above during last five years*	√	√	√	√	√
3.5.1	*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	√	√	√	√	√
3.5.2	*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years*	√	√	√	√	
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc(Qi)*	√	√	√	√	√
4.1.2	*The institution has adequate facilities for cultural activities,yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)*	√	√	√	√	√
4.1.3	*Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	√	√	√	√	√
4.1.4	*Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)*	√	√	√	√	√
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	√	√	√	√	√
4.2.2	*The institution has subscription for the following e-resources* *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books* *5. Databases* *6. Remote access to e-resources*	√	√	√	√	√
4.2.3	*Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years*	√	√	√	√	√
4.2.4	*Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)*	√	√	√	√	√

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4.3.1	*Institution frequently updates its IT facilities including Wi-Fi (Qi)*	√	√	√	√	√
4.3.2	*Student – Computer ratio (Data for the latest completed academic year)*	√	√	√	√	√
4.3.3	*Bandwidth of internet connection in the Institution* *Options:* *A. ≥50 MBPS* *B. 30 MBPS – 50 MBPS* *C. 10 MBPS – 30 MBPS* *D. 10 MBPS – 05 MBPS* *E. < 05 MBPS*	√	√	√	√	√
4.4.1	*Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years*	√	√	√	√	√
4.4.2	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library,* *sports complex, computers, classrooms etc. (Qi)*	√	√	√	√	√
5.1.1	*Average percentage of students benefited by scholarships and freeships* *provided by the Government during last five years*	√	√	√	√	√
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc.* *provided by the institution / non- government agencies during the last five years*	√	√	√	√	√
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills*	√	√	√	√	√
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the* *last five years*	√	√	√	√	√
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	√	√	√	√	√
5.2.1	*Average percentage of placement of outgoing students during the last five* *years*	√	√	√	√	√
5.2.2	*Average percentage of students progressing to higher education during* *the last five years*	√	√	√	√	√
5.2.3	*Average percentage of students qualifying in state/national/ international* *level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*		√	√		
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural* *activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.*	√	√	√	√	√

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5.3.2	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)(Qi)*	√	√	√	√	√
5.3.3	*Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)*	√	√	√	√	√
5.4.1	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)*	√	√	√	√	√
5.4.2	*Alumni contribution during the last five years (INR in Lakhs)* **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	√	√	√	√	√
6.1.1	*The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)*	√	√	√	√	√
6.1.2	*The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)*	√	√	√	√	√
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed(Qi)*	√	√	√	√	√
6.2.2	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)*	√	√	√	√	√
6.2.3	*Implementation of e-governance in areas of operation* **1. Administration** **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**	√	√	√	√	√
6.3.1	*The institution has effective welfare measures for teaching and nonteaching Staff (Qi)*	√	√	√	√	√
6.3.2	*Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*	√	√	√	√	√
6.3.3	*Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years*	√	√	√	√	√
6.3.4	*Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)*	√	√	√	√	√

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6.3.5	*Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)*	√	√	√	√	√
6.4.1	*Institution conducts internal and external financial audits regularly(Qi)*	√	√	√	√	√
6.4.2	*Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)*	√	√	√	√	√
6.4.3	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)*	√	√	√	√	√
6.5.1	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)*	√	√	√	√	√
6.5.2	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)*	√	√	√	√	√
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	√	√	√	√	√
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	√	√	√	√	√
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment**	√	√	√	√	√
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	√	√	√	√	√
7.1.4	*Water conservation facilities available in the Institution:* **1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus**	√	√	√	√	√
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants**	√	√	√	√	√

7.1.6	*Quality audits on environment and energy are regularly undertaken by the Institution* **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	√	√			
7.1.7	*The Institution has disabled-friendly, barrier free environment* **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	√	√	√	√	√
7.1.8	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)*	√	√	√	√	√
7.1.9	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)*	√	√	√	√	√
7.1.10	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**	√	√	√	√	√
7.1.11	*Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)*	√	√	√	√	√
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	√	√	√	√	√
7.3.1	*Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)*	√	√	√	√	√

ANNAI VAILANKANNI COLLEGE OF ENGINEERING
POTTALKULAM
AZHAGAPPAPURAM P.O
KANYAKUMARI DISTRICT
629 401

19/4/23.

IQAC Coordinator

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-12

Date:23/06/2023

CIRCULAR

It has been decided to conduct the Eleventh Internal Quality Assurance Cell (IQAC) meeting on 26/06/2023 (Monday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Lecture Plan & Subject Coverage, Student Attendance etc..

AGENDA:

1. Lecture Plan & Subject Coverage
2. Student Attendance
3. Absence Intimation to parents
4. Leave form
5. Mentor

VENUE: IQAC Room

Date: 26/06/2023 (Monday)

Time: 10.00 am

23/6/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-12 **Date:27/06/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 26/06/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Mr.P.S.S.Malik (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Lecture Plan & Subject Coverage	Submission of Lecture Plan before the commencement of classes and Subject coverage at the end of the semester.	Lecture plan in the prescribed format should be submitted for approval to the principal and Subject coverage should be submitted at the end of the semester in the course file given.
2.	Student Attendance	Posting the students attendance in the ERP and Whatsapp group	Student attendance should be taken within five minutes of the beginning of the class and should be posted in the ERP along with sharing in the Whatsapp group.

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info@avce.edu.in

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3.	Absence Intimation to parents	Students absence should be informed to their parents	Those students who were absent should be informed to their parents through the class coordinator/Mentor on the same day itself. Moreover the Progress of the student along with the attendance percentage should be sent via post to their parents.
4.	Leave form	Students leave form	Those students who have taken un informed leave should apply for leave in the leave form on the immediate next day. The mentor after confirming with their parents can sign in the leave form. Similarly for pre applied/Informed leave the mentor should confirm.
5	Mentor	Mentor should hold the complete student record	The Mentor should motivate and counsel the students who are in need of. They should hold the complete status of attendance percentage, arrears, Student issues etc.

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27/6/23

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Website: www.avce.edu.in

AVCE/IQAC/ 2023-24/ CIR-13

Date:23/08/2023

CIRCULAR

It has been decided to conduct the Twelfth Internal Quality Assurance Cell (IQAC) meeting on 24/08/2023 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the status of data completion of NAAC work.

AGENDA:

- Status of data completion for NAAC work

VENUE: IQAC Room

Date: 24/08/2023 (Thursday)

Time: 10.00 am

23/8/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-13 **Date:25/08/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 24/08/2023 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator : Dr.N. Abilash

Agenda of the Meeting:

Review of Status of NAAC Criterion

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	Lecture Plan Subject Coverage Timetable Subject Allocation	Mech Timetable 22-23 ODD pending, CSE 22-23 ODD pending, 2023-24 to be updated, Link to be generated Subject Allocation for 21-22 & 22-23 pending in Mech, CSE, AI&DS, ECE
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	Academic Calendar IAT Timetable, Seating, Invigilation list, proof of events listed in the Acad. calendar	Link to be generated
1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and*	Completed	Question Paper Setting Invigilation Duty Lab/Project Examiners Paper Valuation	Link to be generated

	assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University		Curriculum Development	
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Completed	Elective course list Curriculum & Syllabi	
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Completed	Certificate courses, Programs	
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Completed	Attendance of Certificate courses, certificate copies	
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	Women Empowerment club, Women's day celebration proof, Participation proof of Girl students in committees etc, syllabus of Environmental science, professional Ethics	Principal Attestation of that particular period is pending, Recent event proof to be added
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Completed	Curriculum showing lab exp & Projects Subject related courses organized by other Experts/companies with student details, Project work/Internships/Field trips etc.	Recent proof to be added
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	Proof of Inplant training/Internship/Project work certificates etc	
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	Feedback from stakeholders, ATR & Analysis report	URL link for stakeholder to be generated
1.4.2	*Feedback process of the*	Completed	ATR & Feedback reports	URL for stakeholder to be generated.

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	Institution may be classified as follows: feedback collected, analysed, action taken and available in website			Feedback to be uploaded in website
2.1.1	*Average Enrolment percentage (Average of last five years)*	Completed	AICTE Approval	
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	Completed	DOTE Approval	
2.2.1	*The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners. (Qi)*	Not Completed	Refresher courses, Higher education awareness program, Aptitude training, soft skill, software training, slow learners coaching schedule/Attendance	Coaching TT for previous years is pending, Proof to be uploaded, Link for provided information to be generated
2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic year)*	Completed	Student name list, Staff name list	
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	Not Completed	Workshops, Industrial visit, Inplant training, Internships, participation in symposia/conference, guest lecture, NPTEL, club activities, EDC, Hackathons etc	Industrial visit proof pending for all dept, Proof to be uploaded, Link for provided information to be generated
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	Not Completed	Smart class, LCD projector, Audio visual systems, DELNET, Digital library, E-Journals, E-books, Wi-Fi campus, GCR, mock online test/Assignment/Quiz, Digital circulars, ERP etc.	Link for provided information to be generated
2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	Completed	Circulars for mentor details, Year wise students enrolled and staff on roll for latest Academic year	Link for provided information to be generated
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	Completed	Faculty list	
2.4.2	*Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years*	Not Completed	Faculty list with Ph.D, Doctoral Degree copies	Proof to be uploaded, Link for provided information to be generated
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	Completed	Faculty list with PAN details, Experience, designation	Proof to be uploaded, Link for provided information to be generated
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	Not Completed	Examination Cell Circulars, Examination time table, Invigilation Duty Chart, Seating Plans	Proof to be uploaded, Link for provided information to be generated

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			for the students in the Examination halls, Question paper	
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient (Qi)*	Not Completed	Grievance Redressal cell circular, Apology, punishment etc	Proof to be uploaded, Link for provided information to be generated
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	Not Completed	Curriculum PO/CO, Vision/Mission of dept/Institute, PEO/PSO display	Proof to be uploaded, Link for provided information to be generated
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	Not Completed	IAT/Univ Exam performance analysis, student performance review meetings, Course attainment Bar chart	Proof to be uploaded, Link for provided information to be generated
2.6.3	*Average pass percentage of Students during last five years*	Not Completed	Univ Exam Result Analysis, Gally sheet	Proof to be uploaded, Link for provided information to be generated
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	Not Completed	Teaching/Learning online feedback from students (ERP)	Proof to be uploaded, Link for provided information to be generated
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)*	Not Completed	Proof of funding	Project with good scope collected from depts, Miscellaneous income identified, letters from funding agencies is under progress.
3.1.2	*Percentage of teachers recognized as research guides (latest completed academic year)*	Completed	Guideship details	Few data is available
3.1.3	*Percentage of departments having Research projects funded by government and non government agencies during the last five years*	Not Completed	Proof of funding	Project with good scope collected from depts, Miscellaneous income identified, letters from funding agencies is under progress.
3.2.1	*Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge(Qi)*	Completed	R&D, IIC, EDC, Clubs, Patent filed/awarded, Research/Reviewer awards etc.	Proof is pending, Link and proof to be uploaded
3.2.2	*Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*	Not Completed	Proof of workshops, brochure, attendance, report, photos, certificates etc.	3 years data not available (17-18,18-19,19-20)
3.3.1	*Number of Ph.Ds registered per eligible* teacher *during the last five years*	Completed	Scholar details	Few data is available

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3.3.2	*Number of research papers per teachers in the Journals notified on UGC website during the last five years*	Completed	Staff Publication details	Few data is available
3.3.3	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years*	Completed	Books, Book Chapters, Edited volumes in conferences	Few data is available
3.4.1	*Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.(Qi)*	Completed	Awareness camps/Rally/Events etc.	Link to be uploaded
3.4.2	*Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years*	Completed	Awards/Certificates for the Institution	Few data available
3.4.3	*Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swatch Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community*	Completed	Report of events (NSS/NCC/YRC etc)	Link & Proof to be uploaded
3.4.4	*Average percentage of students participating in extension activities at 3.4.3. above during last five years*	Completed	Student details/Attendance/ photos of the events	Link & Proof to be uploaded
3.5.1	*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	Completed	Inplant training/ Internship, student exchange etc	Link & Proof to be uploaded
3.5.2	*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years*	Completed	MoU copy	Link & Proof to be uploaded
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories,*	Completed	Facility Photos	Link & Proof to be uploaded

	computing equipment, etc(Qi)			
4.1.2	***The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)***	Completed	Facility Photos	Link & Proof to be uploaded
4.1.3	***Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.***	Partially completed	Smart class, Seminar halls with ICT, LMS	Bosch lab, Conference room
4.1.4	***Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)***	Completed	Audit statement	2022-23 Audit statement is pending
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Completed	DELNET, Digital library	Link & Proof to be uploaded
4.2.2	***The institution has subscription for the following e-resources*** ***1. e-journals*** ***2. e-ShodhSindhu*** ***3. Shodhganga Membership*** ***4. e-books*** ***5. Databases*** ***6. Remote access to e-resources***	Completed	DELNET, E-Journals, E-Books etc	Link & Proof to be uploaded
4.2.3	***Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years***	Completed	Bills for Book/ Periodicals/ journal purchase	Link & Proof to be uploaded
4.2.4	***Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)***	Not Completed	Lib Accession register, E-Lib access	Library accession, E-Journal usage proof to be uploaded
4.3.1	***Institution frequently updates its IT facilities including Wi-Fi (Qi)***	Completed	Wi-Fi Bill (AT Broadband)	Link & proof to be uploaded
4.3.2	***Student – Computer ratio (Data for the latest completed academic year)***	Completed	Computer stock register, students accessing the lab details	Link & proof to be uploaded
4.3.3	***Bandwidth of internet connection in the Institution Options:*** ***A. ≥50 MBPS*** ***B. 30 MBPS – 50 MBPS*** ***C. 10 MBPS – 30 MBPS*** ***D. 10 MBPS – 05 MBPS*** ***E. < 05 MBPS***	Completed	Wi-Fi Bill (AT Broadband)	Link & proof to be uploaded
4.4.1	***Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years***	Not Completed	Budget and expense statement	Audit statement & Data Templates to be uploaded
4.4.2	***There are established systems***	Not	Stock registers,	Link and data to be updated

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	and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Qi)	Completed	Maintenance registers, breakdown registers etc	
5.1.1	*Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	Completed	Student scholarship details	
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years*	Not Completed	Proof of scholarship received from non govt agencies or institution	proof to be uploaded
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills*	Completed	Proof of soft skill, life skill, communication skill, computing skills	Link to be uploaded
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years*	Completed	Beneficiary details in terms of placement record through career counselling	
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	Completed	Minutes of meeting, proof of grievance redressal	proof of grievance redressal to be uploaded
5.2.1	*Average percentage of placement of outgoing students during the last five years*	Completed	Placement order	
5.2.2	*Average percentage of students progressing to higher education during the last five years*	Completed	Proof of higher education	supporting document of student/Alumni higher education to be uploaded
5.2.3	*Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*	Completed	Scorecard of competitive exams	Few data available
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural activities at*	Completed	Certificates, photos, reports	Few data available

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	university/state/national / international level (award for a team event should be counted as one) during the last five years.			
5.3.2	***Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)(Qi)***	Completed	Student representation in various event committees	Link & Proof to be uploaded
5.3.3	***Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)***	Completed	Student sports certificates	Link & Proof to be uploaded
5.4.1	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)***	Not Available	Alumni registration, minutes of meetings, proof of alumni contribution	To be generated
5.4.2	***Alumni contribution during the last five years (INR in Lakhs)*** **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Not Available	Audit statement, Alumni contribution bills	To be generated
6.1.1	***The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)***	Completed	Institution vision, mission	Link & proof to be uploaded
6.1.2	***The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)***	Completed	Proof of role, responsibilities of management hierarchy	Link & proof to be uploaded
6.2.1	***The institutional Strategic/ perspective plan is effectively deployed(Qi)***	Completed	Strategic and future plans	Link & proof to be uploaded
6.2.2	***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)***	Completed	Organization chart, role & responsibilities, institutional rules/policies	Institution link and additional information link to be done
6.2.3	***Implementation of e-governance in areas of operation***	Completed	ERP clips, proof of software used in different sections	Link & proof to be uploaded

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	1. Administration **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**			
6.3.1	***The institution has effective welfare measures for teaching and nonteaching Staff (Qi)***	Completed	Incentives, rewards, FDP, Orientation, cash benefits to participate in conferences, tour, free transport, leave benefits etc.	link to be done
6.3.2	***Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years***	Completed	Proof of financial support to staff	Few data is available
6.3.3	***Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years***	Completed	Proof of programs organized for professional & administrative development of staff	Link & proof to be uploaded
6.3.4	***Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)***	Completed	Proof of FDP & online programs/courses attended by staff	Link & proof to be done
6.3.5	***Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)***	Completed	Proof of Performance appraisal	Link & proof to be done
6.4.1	***Institution conducts internal and external financial audits regularly(Qi)***	Completed	Audit statement	2022-23 audit report is pending
6.4.2	***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)***	Not Completed	Proof of fund received	Discuss with Criterion 3&5 incharge
6.4.3	***Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)***	Not Completed	Budget	Link & proof to be done
6.5.1	***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)***	Not Completed	IAT, Coaching, Examination reforms, feedback system, club activities	Link & proof to be done
6.5.2	***The institution reviews its teaching learning process, structures &***	Not Completed	Weekly reports	Link & proof to be done

	methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)			
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** **2. Collaborative quality initiatives with other institution(s)** **3. Participation in NIRF** **4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	Not Completed	Minutes of meeting, feedback analysis, NIRF, MOU	Link & proof to be done
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	Not Completed	Counselling room, common room, day care centre, CCTV, Security etc	Link & proof to be done
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy** **2. Biogas plant** **3. Wheeling to the Grid** **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment**	Not Completed	Proof of Solar, Bio gas, Grid, Sensor based energy conservation, LED etc.	Geo Tagged Photo
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	Not Completed	Waste management system, E-Waste vendor MOU	Geo Tagged Photo & Proof required
7.1.4	*Water conservation facilities available in the Institution:* **1. Rain water harvesting** **2. Borewell /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**	Not Completed	Images of water conservation facilities	Geo Tagged Photo & Proof required
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles**	Not Completed	Green campus initiative	Geo Tagged Photo & Proof required

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	3. Pedestrian Friendly pathways **4. Ban on use of Plastic** **5. landscaping with trees and plants**			
7.1.6	***Quality audits on environment and energy are regularly undertaken by the Institution*** **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Not Completed	Green, Energy, Environment audit report	Reports, certificates/awards, audit certificate required
7.1.7	***The Institution has disabled-friendly, barrier free environment*** **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Not Completed	Text to speech and speech to text software, ramps, scribe etc	Geo Tagged Photo & software purchased Proof required
7.1.8	***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)***	Not Completed	Photos of cultural, regional, linguistic functions	Proof required
7.1.9	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)***	Not Completed	Independence day celebrations, right to vote awareness, anti corruption awareness etc	Proof for activities required
7.1.10	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this***	Not Completed	Ethics to be followed, salary benefits, disciplinary measures etc	Proof required

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	regard. **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**			
7.1.11	***Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)***	Not Completed	Women's day, religious celebrations, independence day etc	Web link, Geo tagged Photo Proof required
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Not Completed	Aptitude, seminar, coaching, placement & training, EDC etc	Website this should be available
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Not Completed	Academic Excellence & Placement	Website this should be available

25/8/23

IQAC Coordinator

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Website: www.avce.edu.in

AVCE/IQAC/ 2023-24/ CIR-14

Date:17/10/2023

CIRCULAR

It has been decided to conduct the Thirteenth Internal Quality Assurance Cell (IQAC) meeting on 18/10/2023 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for review of previous IQAC and discussing the status of data completion of NAAC work.

AGENDA:

- Status of data completion for NAAC work

VENUE: IQAC Room

Date: 18/10/2023 (Wednesday)

Time: 10.00 am

17/10/23

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-14 **Date:19/10/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 18/10/2023 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Review of previous IQAC meeting	Recollected the discussion in the previous meeting.	Decided to Complete the SSR work before December End.
2.	Criterion 1	1.1.3 Question Paper setting, Univ Exam Evaluation, BOS	Decided to collect the Orders from the staff regarding Question Paper setting, Examiner order, Univ Exam Evaluation, BOS

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3.	Criterion 2	2.7.1 Online student satisfaction survey regarding to teaching learning	Feedback forms created online should be circulated via email, Whatsapp etc.
4.	Criterion 3	3.1.2 Research guides 3.3.2 Research papers 3.3.3 Books and chapters in edited volumes/books	Staff members with Doctoral degree are asked to submit the requested information regarding Guideship, Research Publications and Editors in Book chapters
5.	Criterion 4	4.2.1 ILMS	The librarian is asked to attend the DELNET Training programme.
6.	Criterion 5	5.2.3 JAM/NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc	The Heads of every department are asked to collect the students details who have recently selected for civil services and other competitive exams.
7.	Criterion 6	6.3.5 Performance Appraisal System	The Criterion Incharge is asked to collect the proof of staff appraised for best performing in curricular and co curricular activities.
8.	Criterion 7	7.1.6 Green audit, Energy audit, Environment audit	The Criterion Incharge is asked to collect the proof of the certificate received from Green Campus Initiative.

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19/10/23

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-15 **Date:04/01/2024**

CIRCULAR

It has been decided to conduct the Fourteenth Internal Quality Assurance Cell (IQAC) meeting on 05/01/2024 (Friday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for Barcode Generation for Library upgrade using LMS, Naan Mudhalvan Niral Thiruvila student project teams etc..

AGENDA:

1. Barcode Generation for Library upgrade using LMS
2. Naan Mudhalvan Niral Thiruvila student project teams
3. Result Analysis for IAT-3 for First and Second year students
4. Course file submission
5. Staff load, Course plan, Class Timetable
6. Department Events planned for the upcoming semester (Even 2023-24)

VENUE: IQAC Room

Date: 05/01/2024 (Friday)

Time: 10.00 am

4/1/24.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-15 **Date:06/01/2024**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 05/01/2024 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Barcode Generation for Library upgrade using LMS	All the department books should be bar-coded	All the department library books should be bar-coded by entering the book details in the LMS database and hence issuance and return of book accession will be automated.

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2.	Naan Mudhalvan Niral Thiruvila student project teams	A maximum of 4 students can join as a team to participate in Naan Mudhalvan niral thiruvila.	As per the problem statement given by the Naan mudhalvan team, each batch of four students can choose a topic in the problem statement as per their interest and guides also to be chosen for discussion and those details should be entered in the NM portal and placement officer should monitor it.
3.	Result Analysis for IAT-3 for First and Second year students	First year HoD and Department Heads to submit the third internal assessment test result analysis	The First year HoD and Department Heads are asked to submit the third internal assessment test result analysis and should come with a solution for the improvement of slow learners.
4.	Course file submission	Staff members to submit the course file for the completed classes (Higher semesters)	The completed course file should be submitted for evaluation.
5	Staff load, Course plan, Class Timetable	HoD's to submit the Staff load, Course plan, Class Timetable for the Higher Semesters	Before the commencement of classes, all the HoD's should submit the Staff workload, Course plan, Class Timetable for the Higher Semesters.
6	Department Events planned for the upcoming semester (Even 2023-24)	HoD's to submit the events planned to conduct in their respective departments	For the benefit of every students all the HoD's should submit the events planned to conduct in their respective departments along with date, venue, topic, resource person, student details etc.

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6/11/24

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-16 **Date:05/02/2024**

CIRCULAR

It has been decided to conduct the Fifteenth Internal Quality Assurance Cell (IQAC) meeting on 06/02/2024 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for Aptitude Training Programme, Mega Placement drive etc..

AGENDA:

1. Aptitude Training Programme
2. Mega Placement drive
3. College day, sports day and fine arts day

VENUE: IQAC Room

Date: 06/02/2024 (Tuesday)

Time: 10.00 am

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-16

Date:07/02/2024

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 06/02/2024 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.P.S.Hampton (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Jenefa (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Aptitude Training Programme	All the department final year students should participate in the one week Aptitude Training Programme	All the department final year students should participate in the one week Aptitude Training Programme from 12th Feb to 17th Feb so that their aptitude skill can be improved.

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2.	Mega Placement drive	Placement officer should identify suitable students for each company with the support from the department Heads.	Placement officer should identify suitable students for each company with the support from the department Heads and training regarding technical, aptitude and reasoning skill development should be provided and their updated resume should be collected.
3.	College day, sports day and fine arts day	Student coordinators should be selected for the upcoming College day, sports day and fine arts day	Student coordinators should be selected for the upcoming College day, sports day and fine arts day for encouraging the students to expose their hidden talents in extracurricular and co curricular activities.

7/12/22

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-17 **Date:04/03/2024**

CIRCULAR

It has been decided to conduct the Sixteenth Internal Quality Assurance Cell (IQAC) meeting on 05/03/2024 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for reconstituting the members of the cell.

AGENDA:

Reconstitution of IQAC Cell

VENUE: IQAC Room

Date: 05/03/2024 (Tuesday)

Time: 10.00 am

4/3/24.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-17 **Date:06/03/2024**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 05/03/2024 & 10.00 -11:00 am

Venue : NAAC Room

AGENDA:

Reconstitution of IQAC Cell

Chairperson : Dr.R.Angeline Prabhavathy

IQAC Coordinator: Dr.N.Abilash

Serial Number	Name of the Committee Member	Role
1	Dr.R.Angeline Prabhavathy, Principal	IQAC Chairperson
2	Dr.N.Abilash, Professor	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.T.Sunil, Professor	Member

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11	Mr.Robert. R, Placement Officer	Member
12	Dr.Golding Sheeba.G, S&H	Member
13	Mrs.M.Morrin Gracida, Civil	Member
14	Mrs.Anon.K.Jenifer, CSE	Member
15	Mrs.Renuka.P, ECE	Member
16	Mr.P.S.Hampton, Mech	Member
17	Dr.Johny Varghese, Mech	Member
18	Mrs.Jenefa, AI & DS	Member
19	Dr.Jenihar Prabhu.S, Physical Director	Member
20	Mrs.Susikala, Librarian	Member
21	Mrs.Viji, Office Staff	Member
22	Mr.Banister,CEO,Banibro IT Solutions	Alumni Member
23	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
24	Ms.S.Jeshika (Civil)	Student
25	Mr.Surender (Mech)	Student
26	Ms.Pon Shalini (ECE)	Student
27	Mr.Abishek (CSE)	Student
28	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

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6/3/24

IQAC Coordinator

IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 8th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2022-23/ MINS-08	a) Dress Code.	The Students Should follow the Prescribed Dress Code, All Days Full Uniform. Teaching Staff Should follow decent dress code, lady staff should wear Overcoat while going to class/Lab.
2	AVCE/IQAC/ 2022-23/ MINS-08	b) Discipline	During Lunch break and Intervals, every department should form a surveillance team to monitor the students discipline.
3	AVCE/IQAC/ 2022-23/ MINS-08	c) Class Engagement	Staff availing leave should adjust their classes and should inform the HOD and also asked to circulate in the Whatsapp group. All staff should fully engage the class and should wait in the class till the next teacher arrives.
4	AVCE/IQAC/ 2022-23/ MINS-08	d) Result Improvement	All Students should write the IAT test without fail, Failures should write the same test questions as Assignments without choice. Absentees should write the questions twice without choice.
5	AVCE/IQAC/ 2022-23/ MINS-08	e) Follow up Activity	HoD's should report the progress on weekly basis to the Principal.

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IQAC Coordinator

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IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 9th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2022-23/ MINS-09	a) Library Usage	All the Students should access the library every day. Those students who haven't applied for library card should be informed to apply immediately. Staff members are asked to access the Digital Library (DELNET)
2	AVCE/IQAC/ 2022-23/ MINS-09	b) Staff Participation in FDP, Workshop, Seminar, Conference etc.	Staff members who were attending any FDP, workshop etc. Should adjust their classes and OD leave should be applied in advance.
3	AVCE/IQAC/ 2022-23/ MINS-09	c) Sports and Extra curricular activities	Physical Director is asked to give sports training everyday after the class hours (Evening). House wise team members should be selected and intensive coaching should be given. NCC Coordinator Lt.Jegatheesan is asked to give awareness about Exam preparation for C-Certification and weekly parade training to the cadets is mandatory..
4	AVCE/IQAC/ 2022-23/ MINS-09	d) Additional Coaching	Additional Exam coaching to the students should be given in a new sequence for improving the results. First one hour should be coaching for a particular unit and followed by test (Two questions) and again coaching etc. The exam papers should be evaluated during coaching and special care should be given on the next day to the slow learners.
5	AVCE/IQAC/ 2022-23/ MINS-09	e) Seminar classes	Every day every period should organize a student seminar by giving the topic on the previous day to take seminar for about 5 minutes, it should be recorded and posted in the department staff whatsapp group for evaluation, suggestions and improvement.

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM P.O. KANYAKUMARI DIST. 629 401

IQAC Coordinator

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IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 10th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2022-23/ MINS-10	a) Seminar	Students at least two should take seminar on the topic to be dealt and the same should be recorded and circulate to the staff for correction.
2	AVCE/IQAC/ 2022-23/ MINS-10	b) Vocabulary words	All students should find out two new words and their meanings and should circulate in their class groups. For final year students it is advised to identify ten words.
3	AVCE/IQAC/ 2022-23/ MINS-10	c) Aptitude	The Questions posted for aptitude should be attended by all the students on the same day and it should be valued and informed to the students on the same day itself. The immediate next day the correct answers should be posted in the student group for verification of right answers. Follow this twice a week and the report of attendees and absentees should be submitted by the placement cell
4	AVCE/IQAC/ 2022-23/ MINS-10	d) Guest lecture	Every department should organize Guest lecture every month in recent topics.
5	AVCE/IQAC/ 2022-23/ MINS-10	e) Inplant Training	All the students should be motivated to undergo inplant training during their vacation in all the semester. They should submit the certificate to the concern HoD..

ANNAI VAILANKANNI COLLEGE OF E... POTTALKULAM AZHAGAPPAPURAM P.O KANYAKUMARI DISTRICT 629 40...

IQAC Coordinator

IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 12th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2022-23/ MINS-12	a) Lecture Plan & Subject Coverage	Lecture plan in the prescribed format should be submitted for approval to the principal and Subject coverage should be submitted at the end of the semester in the course file given.
2	AVCE/IQAC/ 2022-23/ MINS-12	b) Student Attendance	Student attendance should be taken within five minutes of the beginning of the class and should be posted in the ERP along with sharing in the Whatsapp group
3	AVCE/IQAC/ 2022-23/ MINS-12	c) Absence Intimation to parents	Those students who were absent should be informed to their parents through the class coordinator/Mentor on the same day itself. Moreover the Progress of the student along with the attendance percentage should be sent via post to their parents.
4	AVCE/IQAC/ 2022-23/ MINS-12	d) Leave form	Those students who have taken un informed leave should apply for leave in the leave form on the immediate next day. The mentor after confirming with their parents can sign in the leave form. Similarly for pre applied/Informed leave the mentor should confirm.
5	AVCE/IQAC/ 2022-23/ MINS-12	e) Mentor	The Mentor should motivate and counsel the students who are in need of. They should hold the complete status of attendance percentage, arrears, Student issues etc.

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IQAC Coordinator

IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 14th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2023-24/ MINS-14	a) Review of previous IQAC meeting	Decided to Complete the SSR work before December End.
2	AVCE/IQAC/ 2023-24/ MINS-14	b) Criterion 1	Decided to collect the Orders from the staff regarding Question Paper setting, Examiner order, Univ Exam Evaluation, BOS
3	AVCE/IQAC/ 2023-24/ MINS-14	c) Criterion 2	Feedback forms created online should be circulated via email, Whatsapp etc.
4	AVCE/IQAC/ 2023-24/ MINS-14	d) Criterion 3	Staff members with Doctoral degree are asked to submit the requested information regarding Guideship, Research Publications and Editors in Book chapters
5	AVCE/IQAC/ 2023-24/ MINS-14	e) Criterion 4	The librarian is asked to attend the DELNET Training programme.
6	AVCE/IQAC/ 2023-24/ MINS-14	f) Criterion 5	The Heads of every department are asked to collect the students details who have recently selected for civil services and other competitive exams.

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7	**AVCE/IQAC/ 2023-24/ MINS-14**	g) Criterion 6	The Criterion Incharge is asked to collect the proof of staff appraised for best performing in curricular and co curricular activities.
8	**AVCE/IQAC/ 2023-24/ MINS-14**	h) Criterion 7	The Criterion Incharge is asked to collect the proof of the certificate received from Green Campus Initiative.

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IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 15th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2023-24/ MINS-15	a) Barcode Generation for Library upgrade using LMS	All the department library books should be barcoded by entering the book details in the LMS database and hence issuance and return of book accession will be automated.
2	AVCE/IQAC/ 2023-24/ MINS-15	b) Naan Mudhalvan Niral Thiruvila student project teams	As per the problem statement given by the Naan mudhalvan team, each batch of four students can choose a topic in the problem statement as per their interest and guides also to be chosen for discussion and those details should be entered in the NM portal and placement officer should monitor it.
3	AVCE/IQAC/ 2023-24/ MINS-15	c) Result Analysis for IAT-3 for First and Second year students	The First year HoD and Department Heads are asked to submit the third internal assessment test result analysis and should come with a solution for the improvement of slow learners.
4	AVCE/IQAC/ 2023-24/ MINS-15	d) Course file submission	The completed coursefile should be submitted for evaluation.
5	AVCE/IQAC/ 2023-24/ MINS-15	e) Staff load, Course plan, Class Timetable	Before the commencement of classes, all the HoD's should submit the Staff workload, Course plan, Class Timetable for the Higher Semesters.
6	AVCE/IQAC/ 2023-24/ MINS-15	f) Department Events planned for the upcoming semester (Even 2023-24)	For the benefit of every students all the HoD's should submit the events planned to conduct in their respective departments along with date, venue, topic, resource person, student details etc.

POTTALKULAM AZHAGAPPAPURAM P.O. KANYAKUMARI DISTRICT TN 629 401

IQAC Coordinator

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IQAC-Internal Quality Assurance Cell

ACTION TAKEN REPORT BASED ON THE MINUTES OF 16th IQAC MEETING

Sl.No.	IQAC Meeting No.	Agenda/Discussion topic in IQAC Meeting	Action Taken Subsequently on the agenda points discussed in the IQAC Meeting
1	AVCE/IQAC/ 2023-24/ MINS-16	a) Aptitude Training Programme	All the department final year students should participate in the one week Aptitude Training Programme from 12th Feb to 17th Feb so that their aptitude skill can be improved.
2	AVCE/IQAC/ 2023-24/ MINS-16	b) Mega Placement drive	Placement officer should identify suitable students for each company with the support from the department Heads and training regarding technical, aptitude and reasoning skill development should be provided and their updated resume should be collected.
3	AVCE/IQAC/ 2023-24/ MINS-16	c) College day, sports day and fine arts day	Student coordinators should be selected for the upcoming College day, sports day and fine arts day for encouraging the students to expose their hidden talents in extra curricular and cocurricular activities.

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AVCE/IQAC/2023-24/MINS-17 **Date: 06/03/2024**

CIRCULAR

To address the grievances of the student community the following IQAC committee is reconstituted. All the members are requested to extend their utmost cooperation.

Serial Number	Name of the Committee Member	Role
1	Dr.R.Angeline Prabhavathy, Principal	IQAC Chairperson
2	Dr.N.Abilash, Professor	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.J.Sunil, Professor	Member
11	Dr.Johny Varghese, Training & Placement Officer	Member
12	Dr.Golding Sheeba.G, S&H	Member
13	Mrs.M.MorrinGracida, Civil	Member
14	Mrs.Anon.K.Jenifer, CSE	Member
15	Mrs.Renuka.P, ECE	Member
16	Mrs. Sivakala, BME	Member
17	Mrs.Jenefa, AI&DS	Member
18	Dr.Jenihar Prabhu.S, Physical Director	Member
19	Mrs.Susikala, Librarian	Member
20	Mrs.Viji, Office Staff	Member
21	Mr.Banister, CEO, Banibro IT Solutions	Alumni Member
22	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
23	Ms.S.Jeshika (Civil)	Student
24	Mr.Surender (Mech)	Student
25	Ms.Pon Shalini (ECE)	Student
26	Mr.Abishek (CSE)	Student
27	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

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3. **Director**
4. **Vice Principal**
5. **Dean**
6. **HoDs**

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06/03/2024

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AVCE/IQAC/ 2021-22/ CIR-01

Date:17/08/2021

CIRCULAR

It has been decided to constitute the Internal Quality Assurance Cell (IQAC) of our institution on 18/08/2021 (Wednesday) in the Principals Chamber at 2.20 pm. All the department heads and the senior members of the Administration are requested to attend the meeting without fail.

AGENDA: IQAC Formation

VENUE: Principal's Chamber

Date: 18/08/2021 (Wednesday)

Time: 2.20 pm

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AVCE/IQAC/ 2021-22/ MINS-01 **Date: 19/08/2021**

IQAC-Minutes of the meeting

The IQAC Constitution meeting held on 18/08/2021 in the Principals' chamber at 2.20 pm was started by welcoming the Heads of the departments and other senior administrative staff members by the Principal. The Principal briefed about the importance of IQAC and the members for the IQAC cell were installed and introduced to the gathering. The duties and responsibilities were discussed in the meeting.

The members of the IQAC cell are..

Internal Quality Assurance Cell				
Appointed Members				
SI NO	**Composition of IQAC**	**Names**	**Signature**	**Designation**
1	**Chairperson**	Dr.A.Benham		Principal
2	**IQAC Coordinator**	Prof. Gaswin Kastro		Head ECE Department
3	**Administrative officers**	Mr. David Philip Daniel		Director
4		Mr. Manikandan		Manager
5	**Members from the Management**	Mr. Praveen Jesudhas		Vice-Chairman
6	**Members of the Departments**	Dr. Sebastin Antony Joe		Dean of CSE
7		Dr. J.Sunil		HOD Mechanical Engineering
8		Mrs. Golding Sheeba		Co-Head - S&H Department

9		Mrs. Morin Gracida		Asst. Prof. of Civil Engineering
		Dr.Jaffer Sathik Ali		Asst. Prof. of Electrical & Electronics Engineering
10		Dr.Jereesha		Head CSE Department
11	**Members of Society**	Dr. C. Seldev Christopher		Prof. CSE Department, St. Xaviers Catholic College of Engieering
12		Mr. Vincent Jain		IEEE Organiser
13	**Legal Advisors**	Adv. Rethnaswamy		Advocate of Crime Branch
14		Adv. Benjamin Franklin		Advocate of Civil Branch
15	**PTA Member**	Major. K. A Gipson		Indian Army
17	**Alumini**	Mr. Banister		CEO, Banibro IT Solutions
18	**Companies**	Mr. Praveen Rajan		CEO, Ellas Group of Companies

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AVCE/IQAC/ 2021-22/ CIR-02

Date:20/09/2021

CIRCULAR

It has been decided to conduct the first Internal Quality Assurance Cell (IQAC) meeting on 21/09/2021 (Tuesday) in the IQAC room at 11.00 am. All the department heads and the senior members of the Administration are requested to attend the meeting for discharging the duties as discussed in the previous meeting.

AGENDA:

1. Introduction about NAAC
2. Metrics Assignment to staff

VENUE: IQAC Room

Date: 21/09/2021 (Tuesday)

Time: 11.00 am

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ MINS-02 **Date: 22/09/2021**

IQAC-Minutes of the meeting

The first Internal IQAC meeting held on 21/09/2021 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. The duties and responsibilities of each criterion incharge were discussed in the meeting.

The following metrics were assigned to the members of IQAC cell

Chairperson : Dr.A.Benham

IQAC Coordinator: Dr.G.Gaswin Kastro

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Dr.J.Sunil (HOD/Mech)

Criterion 3 Incharge: Dr.Supriya (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anugraha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.Anila Rose (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.Lalu Gladson Robin (Placement Officer)

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ CIR-03 **Date: 19/04/2022**

CIRCULAR

It has been decided to conduct the Second Internal Quality Assurance Cell (IQAC) meeting on 20/04/2022 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the activities to be carried out.

AGENDA:

1. Review of Previous IQAC meeting.
2. Initiation of IQAC Activity.

VENUE: IQAC Room

Date: 20/04/2022 (Wednesday)

Time: 10.00 am

IQAC Coordinator

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AVCE/IQAC/ 2021-22/ MINS-03 **Date:21/04/2022**

IQAC-Minutes of the meeting

The second Internal IQAC meeting held on 20/04/2022 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator.

Chairperson : Dr.A.Benham

IQAC Coordinator: Dr.G.Gaswin Kastro

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Dr.J.Sunil (HOD/Mech)

Criterion 3 Incharge: Dr.G.Gaswin Kastro (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anugraha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.Anila Rose (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.Lalu Gladson Robin (Placement Officer)

The following discussions were made..

No	Agenda	Discussion	Resolution
1.	Review of previous IQAC meeting	Recollected the discussion in the previous meeting.	Decided to improve the quality of the work
2.	Initiation of IQAC activity	It is planned to verify the course file and Assessment book regularly	Resolved to ask the HODs of each department to verify the Course File and Assessment Book regularly.

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AVCE/IQAC/ 2022-23/ CIR-04 **Date:23/08/2022**

CIRCULAR

It has been decided to reconstitute the Internal Quality Assurance Cell (IQAC) of our institution on 24/08/2022 (Wednesday) in the Principals Chamber at 2.20 pm. All the department heads and the senior members of the Administration are requested to attend the meeting without fail.

AGENDA: IQAC Reconstitution

VENUE: Principal's Chamber

Date: 24/08/2022 (Wednesday)

Time: 2.20 pm

23/8/22

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AVCE/IQAC/ 2022-23/ MINS-04 **Date: 25/08/2022**

IQAC-Minutes of the meeting

The IQAC Reconstitution meeting held on 24/08/2022 in the Principals' chamber at 2.20 pm was started by welcoming the Heads of the departments and other senior administrative staff members by the Principal. The Principal briefed about the importance of IQAC and the members for the IQAC cell were installed and introduced to the gathering. The duties and responsibilities were discussed in the meeting.

The following Role were given to the members of IQAC cell

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Serial Number	Name of the Committee Member	Role
1	Dr.G.Kalivarathan, Principal	IQAC Chairperson
2	Dr.N.Abilash, Dean Academics	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.T.Sunil,Vice Principal	Member
11	Mr.Robert R, Placement Officer	Member
12	Dr.Golding Sheeba.G, HoD S&H	Member
13	Mrs.M.Morrin Gracida, HoD Civil	Member
14	Dr.Jereesha, HoD CSE	Member
15	Mrs.Renuka.P, HoD ECE	Member
16	Mr.N.Manikandan, HoD Mech	Member
17	Mrs.Berlin Shaheema, HoD AI & DS	Member
18	Dr.Jenihar Prabhu.S, Physical Director	Member
19	Mrs.Susikala, Librarian	Member
20	Mrs.Viji, Office Staff	Member

21	Mr.Banister,CEO,Banibro IT Solutions	Alumini Member
22	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
23	Ms.S.Jeshika (Civil)	Student
24	Mr.Surender (Mech)	Student
25	Ms.Pon Shalini (ECE)	Student
26	Mr.Abishek (CSE)	Student
27	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

25/8/22

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AVCE/IQAC/ 2022-23/ CIR-05

Date:17/11/2022

CIRCULAR

It has been decided to conduct the fourth Internal Quality Assurance Cell (IQAC) meeting on 18/11/2022 (Friday) in the IQAC room at 11.00 am. All the department heads and the senior members of the Administration are requested to attend the meeting for discharging the duties as discussed in the previous meeting.

AGENDA:

1. Awareness of Accreditation.
2. Assignment of Incharge for NAAC work.

VENUE: IQAC Room

Date: 18/11/2022 (Friday)

Time: 11.00 am

17/11/22.

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AVCE/IQAC/ 2022-23/ MINS-05 **Date: 19/11/2022**

IQAC-Minutes of the meeting

The fourth Internal IQAC meeting held on 18/11/2022 in the IQAC Room at 11.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. The necessity for accreditation and OBE were discussed. The duties and responsibilities of each criterion Incharge were discussed in the meeting.

The following metrics were assigned to the members of IQAC cell

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

19/11/22

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ CIR-06

Date:12/12/2022

CIRCULAR

It has been decided to conduct the Fifth Internal Quality Assurance Cell (IQAC) meeting on 13/12/2022 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the required and available datas based on the NAAC criterion.

AGENDA:

1. Available data for the NAAC Criterion
2. Datas to be created and verified

VENUE: IQAC Room

Date: 13/12/2022 (Tuesday)

Time: 10.00 am

12/12/22.

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ MINS-06 **Date: 14/12/2022**

IQAC-Minutes of the meeting

The Fifth Internal IQAC meeting held on 13/12/2022 in the IQAC Room at 10.00 am was started by welcoming the Heads of the departments and other senior administrative staff members by the IQAC Coordinator. For SSR preparation the data available and to be created were discussed with the criterion incharge and a report was prepared.

Chairperson : Dr.G.Kalivarathan

IQAC Coordinator: Dr.N.Abilash

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Status of Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated

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1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Data Fully Collected	To be Scanned & uploaded	Calculation not completed
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	To be Scanned & uploaded	Supporting Evidences to be collected
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	To be Scanned & uploaded	Data for 21-22 Academic Year has to be included, Calculation is pending
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	ATR & Analysis report to be uploaded	URL for stakeholder to be generated
1.4.2	*Feedback process of the Institution may be classified as follows:*	Completed	ATR & Feedback report to be	URL for stakeholder to be generated

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			uploaded	

Metric No.	Key Indicators	Requirement	Source	Remarks
		CRITERIA - II		
2.6.1	***Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)***	PO's and CO's framed should be displayed on Website	HOD's	Website Team
2.7.1	***Online student satisfaction survey regarding to teaching learning process.***	Online Students Feedback about Teaching Learning	HOD's	ERP or Website
		CRITERIA - III		
3.1.1	***Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)***	Grants from Non Government agencies	Private Research Agencies	Can be arranged from private funding agencies and audit statement should include it.
3.1.3	***Percentage of departments having Research projects funded by government and non government agencies during the last five years***			
3.5.1	***Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year***	Collaborative activities for Research, Faculty exchange, Student exchange/ internship	Private Research Agencies	Can be arranged from private Research agencies
		CRITERIA - IV		
4.1.2	***The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)***	Indoor Game facilities, Gymnasium, Yoga etc.	Physical Director	Gymnasium can be Constructed, Indoor game kits like Carom, Chess, Table Tennis boards can be procured.
4.1.3	***Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.***	Smart class rooms, Seminar halls should be equipped with ICT facilities	System Admin	Fault Projectors can be repaired and necessary ICT tools can be procured
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Integrated Library Management System (ILMS)	Librarian	Library Automation required

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4.2.2	***The institution has subscription for the following e-resources*** ***1. e-journals*** ***2. e-ShodhSindhu*** ***3. Shodhganga Membership*** ***4. e-books*** ***5. Databases*** ***6. Remote access to e-resources***	Low Subscription fee E-Resources can be Chosen	Librarian	Low Subscription fee E-journals & periodicals can be procured
4.3.1	***Institution frequently updates its IT facilities including Wi-Fi (Qi)***	Invoice/Cash bill/Tariff details of Internet facility	Director	AT Broadband Tariff and bill details representing updates in speed plan
		CRITERIA - V		
5.1.2	***Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years***	Freeships/Scholarships provided by the Institution or Non Govt Agencies to students.	Accounts	From Miscellaneous income shown in Audit statement, these scholarships can be shown.
5.4.1	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)***	Registered Alumni Association	Director	Alumni wing to be created and registered
5.4.2	***Alumni contribution during the last five years (INR in Lakhs)*** **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Alumni Contribution as Sponsorship, Prizes, Assets etc	Director	From Miscellaneous income shown in Audit statement funds can be utilized
		CRITERIA - VI		
6.3.1	***The institution has effective welfare measures for teaching and nonteaching Staff (Qi)***	Staff Welfare Association	Director	Staff Group Insurance, ESI, welfare activities like awarding, loan schemes etc.
6.4.1	***Institution conducts internal and external financial audits regularly(Qi)***	Financial Audit	Accounts	Internal/External Financial Audit statement
6.4.2	***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)***	Funding source from individuals not covered in Criteria III	Accounts	Annual Account statements to be done
		CRITERIA - VII		
7.1.2	***The Institution has facilities for alternate sources of energy and energy***	Solar street lights, Solar water heaters, compact Bio Gasifiers, Sensor based security lamps, sensor	Director	Description and Geo Tagged Photo

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	conservation measures **1. Solar energy** **2. Biogas plant** **3. Wheeling to the Grid** **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment**	based water level Indicator in overhead tanks, Replacing fluorescent lamps with LED lights		
7.1.3	***Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)***	Waste Bins, Waste Disposal/Recycling arrangements, Displays to keep the campus neat and clean	Manager	Earthworm Manure preparation, plastic waste to recycled products using moulding machines, Additives to Concrete/Tar etc...Geo Tagged Photo
7.1.4	***Water conservation facilities available in the Institution:*** **1. Rain water harvesting** **2. Borewell /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**	Rain water harvesting units to all blocks, Open well recharge from rain water, construction of small check dams/bunds. Waste water recycling unit using filtration process atleast	Manager	Water conserving methods like automatic water alarm in overhead tanks, Pebble stones for filtration process...Geo Tagged Photo
7.1.5	***Green campus initiatives include*** **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	Barry Guards, Bicycles, Plastic free campus, Battery powered vehicles, Display Boards, Campus map etc	Manager	Available Solar operated Tri Cycle can be repaired and Hybrid (Solar and Electric) concept can be used. Geo Tagged Photo & Proof required
7.1.6	***Quality audits on environment and energy are regularly undertaken by the Institution*** **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Green audit certification & awards Energy audit certification Environment audit/Pollution certificate	Director	Environment Promotion rally, tree plantation, issuance of saplings to local community/school children
7.1.7	***The Institution has disabled-friendly, barrier free environment*** **1. Built environment with ramps/lifts for easy access to**	Ramp with steel guide facility to all buildings, Disabled friendly washrooms with steel guides, display boards, signpost, screen reading, CCTV, Day care centre, Health	Manager	Geo Tagged Photo & software purchased Proof required

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	classrooms. **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (** ***Divyangjan*****) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Centre Scribe facility during examination		
7.1.10	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.*** **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**	Code of Conduct should be displayed on the website	Website Team	Programmes on code of conduct, committee to monitor it, Professional Ethics programmes to be organized
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Best Practices displayed in website (Career development, Extra coaching, Competitive Exam guidance etc..)	Website Team	At least two best practices description should be available in Website
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Institution performance in one area like Internships, Placements, Skill development, Results etc..	Website Team	In Website this should be available

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14/12/22

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-07

Date:28/12/2022

CIRCULAR

It has been decided to conduct the Sixth Internal Quality Assurance Cell (IQAC) meeting on 29/12/2022 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the progress and issues faced in completing the target work.

AGENDA:

1. Review the progress of NAAC Criterion
2. Issues and the ways to resolve

VENUE: IQAC Room

Date: 29/12/2022 (Thursday)

Time: 10.00 am

28/12/22.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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Email:
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Phone:
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+91-98410 11760

AVCE/IQAC/ 2022-23/ MINS-07 **Date: 30/12/2022**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 29/12/2022 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator :Dr.N. Abilash

Agenda of the Meeting

Review the status of NAAC Criterion

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (AP/Mech)

Criterion 3 Incharge: Prof.Mrs.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.S.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.G.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Status of Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	To be Scanned & uploaded	Soft Copy Available, Spell & Plagiarism Check Required, Link to be generated
1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included

	affiliating University and/are represented on the following academic bodies during the last five years *1. Academic council/BoS of Affiliating university* *2. Setting of question papers for UG/PG programs* *3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses* *4. Assessment /evaluation process of the affiliating University*			
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Data Fully Collected	To be Scanned & uploaded	Calculation not completed
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	To be Scanned & uploaded	Supporting Evidences to be collected
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Partially Completed	To be Scanned & uploaded	Data from 20-21 Academic Year has to be included, Calculation is pending
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	To be Scanned & uploaded	Data for 21-22 Academic Year has to be included, Calculation is pending
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	ATR & Analysis report to be uploaded	URL for stakeholder to be generated
1.4.2	*Feedback process of the Institution may be classified as follows:*	Completed	ATR & Feedback report to be uploaded	URL for stakeholder to be generated
2.1.1	*Average Enrolment percentage (Average of last five years)*	Not Completed	Not Completed	Format Prepared to collect data
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	Not Completed	Not Completed	Format Prepared to collect data
2.2.1	*The institution assesses the learning levels of the studentsandorganises special Programmes for advanced learners and slow learners. (Qi)*	Not Completed	Not Completed	Format Prepared to collect data, Link for provided information to be generated

2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic year)*	Not Completed	Not Completed	Format Prepared to collect data of latest Academic Year
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	Not Completed	Not Completed	Format Prepared to collect data, Link for provided information to be generated
2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	Not Completed	Not Completed	Circulars for mentor details, Year wise students enrolled and staff on roll for latest Academic year is required
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	Not Completed	Not Completed	Calculation to be done, 5 Years full time teachers list required
2.4.2	*Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Super speciality/D.Sc./D'Lit. during the last five years*	Not Completed	Not Completed	Format Prepared to collect data, Calculation to be done
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	Data Available	Not Completed	Calculation, PAN details, Experience, designation to be done
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient (Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	Not Completed	Not Completed	Link for provided information to be generated, CO & PO to be uploaded
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	Not Completed	Not Completed	Link for provided information to be generated
2.6.3	*Average pass percentage of Students during last five years*	Not Completed	Not Completed	Format Prepared to collect data for 5 years, Calculation to be done, Data template for all programmes to be uploaded
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	Not Completed	Not Completed	Currently enrolled student details to be uploaded with QIF
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the*	Data Available	Not Completed	Data table and proof to be uploaded

	five years			
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc(Qi)*	Data Available	Not Completed	Link & Proof to be uploaded
4.1.2	*The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)*	Data Available	Not Completed	Link & Proof to be uploaded
4.1.3	*Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	Data Available	Not Completed	Need to update, Calculation to be done, Link & data template to be uploaded
4.1.4	*Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)*	Not Completed	Not Completed	Audit statement, Data template to be uploaded
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Not Available	Not Available	Library Automation required
4.2.2	*The institution has subscription for the following e-resources* *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books* *5. Databases* *6. Remote access to e-resources*	Not Available	Not Available	Subscription for E-journals & periodicals to be made
4.2.3	*Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years*	Not Completed	Not Completed	Data Template, Audit statement, Calculation to be done
4.2.4	*Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)*	Not Completed	Not Completed	Library accession, E-Journal usage proof to be uploaded
4.3.1	*Institution frequently updates its IT facilities including Wi-Fi (Qi)*	Available	Not Completed	Link & proof to be uploaded
4.3.2	*Student – Computer ratio (Data for the latest completed academic year)*	Not Completed	Not Completed	Proof and Student-Computer ratio to be prepared
4.3.3	*Bandwidth of internet connection in the Institution* *Options:* *A. ≥50 MBPS* *B. 30 MBPS – 50 MBPS* *C. 10 MBPS – 30 MBPS* *D. 10 MBPS – 05 MBPS* *E. < 05 MBPS*	Not Completed	Not Completed	Proof for band width to be prepared
4.4.1	*Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years*	Not Completed	Not Completed	Calculation, Audit statement & Data Templates to be uploaded
4.4.2	*There are established systems and procedures*	Not	Not Completed	Link and data to be

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	for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Qi)	Completed		updated
5.1.1	*Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	Not Completed	Not Completed	Sanctioned Scholarship list to be self attested, Data Template and proof to be uploaded
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years*	Not Completed	Not Completed	Data Template and proof to be uploaded
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills*	Available	Not Completed	Link & Data Template to be uploaded
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years*	Not Completed	Not Completed	Data Template and calculation to be done
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	Available	Not Completed	Minutes of meeting, proof of grievances to be uploaded
5.2.1	*Average percentage of placement of outgoing students during the last five years*	Not Completed	Not Completed	Data Template, self attested list of students placed and calculation to be done
5.2.2	*Average percentage of students progressing to higher education during the last five years*	Not Completed	Not Completed	Data Template, supporting document of Alumni/Student & calculation to be done
5.2.3	*Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*	Not Completed	Not Completed	Data Template and calculation to be done
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.*	Not Completed	Not Completed	Data Template and E-Copies of awards/certificates to be done
5.3.2	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student*	Not Completed	Not Completed	Link & Proof to be uploaded

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	council, students representation on various bodies)(Qi)			
5.3.3	*Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)*	Not Completed	Not Completed	Data Template and calculation & Report of the event to be done
5.4.1	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)*	Not Available	Not Completed	Link & Proof to be done
5.4.2	*Alumni contribution during the last five years (INR in Lakhs)* **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Not Available	Not Completed	Audit statement & Proof to be done
6.1.1	*The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.1.2	*The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed(Qi)*	Available	Not Completed	Link & proof to be uploaded
6.2.2	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)*	Not Completed	Not Completed	Institution link and additional information link to be done
6.2.3	*Implementation of e-governance in areas of operation* **1. Administration** **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**	Not Completed	Not Completed	ERP document, screenshots of user interfaces, Data Template to be uploaded
6.3.1	*The institution has effective welfare measures for teaching and nonteaching Staff (Qi)*	Not Available	Not Completed	link to be done
6.3.2	*Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*	Not Available	Not Completed	Data Template, Calculation to be done
6.3.3	*Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years*	Not Completed	Not Completed	Data Template, Calculation to be done
6.3.4	*Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last*	Not Completed	Not Completed	IQAC report Summary, Data Template, Calculation to be done

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	five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)			
6.3.5	*Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)*	Not Completed	Not Completed	Link & proof to be done
6.4.1	*Institution conducts internal and external financial audits regularly(Qi)*	Available	Not Completed	Link & proof to be done
6.4.2	*Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)*	Available	Not Completed	Data Template & Annual Account statements to be done
6.4.3	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.1	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.2	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)*	Not Completed	Not Completed	Link & proof to be done
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	Not Completed	Not Completed	Link & proof to be done
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	Not Completed	Not Completed	Link & proof to be done
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment**	Available	Not Completed	Geo Tagged Photo
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	Available	Not Completed	Geo Tagged Photo & Proof required
7.1.4	*Water conservation facilities available in the*	Available	Not Completed	Geo Tagged Photo &

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	Institution: **1. Rain water harvesting** **2. Bore well /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**			Proof required
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles** **3. Pedestrian Friendly pathways** **4. Ban on use of Plastic** **5. landscaping with trees and plants**	Available	Not Completed	Geo Tagged Photo & Proof required
7.1.6	*Quality audits on environment and energy are regularly undertaken by the Institution* **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Available	Not Completed	Reports, certificates/awards, audit certificate required
7.1.7	*The Institution has disabled-friendly, barrier free environment* **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Not Completed	Not Completed	Geo Tagged Photo & software purchased Proof required
7.1.8	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)*	Available	Not Completed	Proof required
7.1.9	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)*	Not Completed	Available	Proof for activities required
7.1.10	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* **1. The Code of Conduct is displayed on the website**	Not Completed	Not Completed	Proof required

	2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized			
7.1.11	***Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)***	Available	Not Completed	Weblink, Geo tagged Photo Proof required
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Not Completed	Not Completed	Website this should be available
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Not Completed	Not Completed	Website this should be available

30/12/22

IQAC Coordinator

ANNAI VAILANKANNI COLLEGE OF ENGINEERING
POTTALKULAM
AZHAGAPPAPURAM P.O.
KANYAKUMARI DISTRICT
629 401

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-08

Date:23/01/2023

CIRCULAR

It has been decided to conduct the Seventh Internal Quality Assurance Cell (IQAC) meeting on 24/01/2023 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Dress code, Discipline etc..

AGENDA:

1. Dress code
2. Discipline
3. Class Engagement
4. Result

VENUE: IQAC Room

Date: 24/01/2023 (Tuesday)

Time: 10.00 am

23/1/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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VENUE: IQAC Room

Date: 24/01/2023 (Tuesday)

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AVCE/IQAC/ 2022-23/ MINS-08 **Date: 25/01/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 24/01/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson :Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof. Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Dress Code	Student Dress Code & Staff Dress Code	The Students Should follow the Prescribed Dress Code, All Days Full Uniform. Teaching Staff Should follow decent dress code, lady staff should wear Overcoat while going to class/Lab.

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2.	Discipline	Discipline committee, Surveillance team, Bus yard surveillance	During Lunch break and Intervals, every department should form a surveillance team to monitor discipline.
3.	Class Engagement	Class adjustment-Faculty on leave	Staff availing leave should adjust their classes and should inform the HOD and also asked to circulate in the Whatsapp group. All staff should fully engage the class and should wait in the class till the next teacher arrives.
4.	Result Improvement	Internal Assessment Test, Additional Coaching	All Students should write the IAT test without fail, Failures should write the same test questions as Assignments without choice. Absentees should write the questions twice without choice.
5	Follow up Activity	Report the progress	HoD's should report the progress on weekly basis to the Principal.

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25/11/23

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ CIR-09

Date:21/02/2023

CIRCULAR

It has been decided to conduct the Eighth Internal Quality Assurance Cell (IQAC) meeting on 22/02/2023 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Library, Extra Curricular activities etc..

AGENDA:

1. Library Usage
2. Staff Participation in FDP, Workshop, Seminar, Conference etc.
3. Sports and Extra curricular activities
4. Additional Coaching
5. Seminar classes

VENUE: IQAC Room

Date: 22/02/2022 (Wednesday)

Time: 10.00 am

21/2/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-09 **Date: 23/02/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 22/02/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs. Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Library Usage	Staff & Students using the library facility	All the Students should access the library every day. Those students who haven't applied for library card should be informed to apply immediately. Staff members are asked to access the Digital Library (DELNET)

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2.	Staff Participation in FDP, Workshop, Seminar, Conference etc.	Staff Participation in Conference	Staff members who were attending any FDP, workshop etc. Should adjust their classes and OD leave should be applied in advance.
3.	Sports and Extra curricular activities	House wise student groups for sports, NCC training etc	Physical Director is asked to give sports training everyday after the class hours (Evening). House wise team members should be selected and intensive coaching should be given. NCC Coordinator Lt.Jegatheesan is asked to give awareness about Exam preparation for C-Certification and weekly parade training to the cadets is mandatory.
4.	Additional Coaching	Sequence of coaching and test hours and evaluation	Additional Exam coaching to the students should be given in a new sequence for improving the results. First one hour should be coaching for a particular unit and followed by test (Two questions) and again coaching etc. The exam papers should be evaluated during coaching and special care should be given on the next day to the slow learners.
5	Seminar classes	Video recording of seminar classes and post it in staff group for evaluation and improvement.	Every day every period should organize a student seminar by giving the topic on the previous day to take seminar for about 5 minutes, it should be recorded and posted in the department staff whatsapp group for evaluation, suggestions and improvement.

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23/2/23

IQAC Coordinator

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AVCE/IQAC/ 2022-23/ CIR-10 **Date:15/03/2023**

CIRCULAR

It has been decided to conduct the Ninth Internal Quality Assurance Cell (IQAC) meeting on 16/03/2023 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Seminar, Aptitude, Guest lecture etc..

AGENDA:

1. Seminar
2. Vocabulary words
3. Aptitude
4. Guest lecture
5. Inplant Training

VENUE: IQAC Room

Date: 16/03/2023 (Thursday)

Time: 10.00 am

15/3/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
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6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-10 **Date: 17/03/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 16/03/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Seminar	All student should take Seminar	Students at least two should take seminar on the topic to be dealt and the same should be recorded and circulate to the staff for correction.

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2.	Vocabulary words	Meanings for at least two words daily	All students should find out two new words and their meanings and should circulate in their class groups. For final year students it is advised to identify ten words.
3.	Aptitude	Answer for Aptitude	The Questions posted for aptitude should be attended by all the students on the same day and it should be valued and informed to the students on the same day itself. The immediate next day the correct answers should be posted in the student group for verification of right answers. Follow this twice a week and the report of attendees and absentees should be submitted by the placement cell.
4.	Guest lecture	All the department should organize	Every department should organize Guest lecture every month in recent topics.
5	Inplant Training	All students should undergo Inplant training	All the students should be motivated to undergo inplant training during their vacation in all the semester. They should submit the certificate to the concern HoD.

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17/3/23

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AVCE/IQAC/ 2022-23/ CIR-11

Date:17/04/2023

CIRCULAR

It has been decided to conduct the Tenth Internal Quality Assurance Cell (IQAC) meeting on 18/04/2023 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the status of datas submitted by departments.

AGENDA:

Review of status of work/datas submitted by departments

VENUE: IQAC Room

Date: 18/04/2023 (Tuesday)

Time: 10.00 am

17/4/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-11 **Date:19/04/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date&Time : 18/04/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Dr.Jereesha (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Berlin Shaheema (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

Status of Data Submitted by Departments for IQAC

Metric No.	Key Indicators	Mech	Civil	ECE	CSE	AI& DS
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	√	√	√	√	√
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	√	√	√	√	√

1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years* *1. Academic council/BoS of Affiliating university* *2. Setting of question papers for UG/PG programs* *3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses* *4. Assessment /evaluation process of the affiliating University*	√		√	√	
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	√	√	√	√	√
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	√	√	√	√	√
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	√	√	√	√	√
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics* *,Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	√	√	√	√	√
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	√	√	√	√	√
1.3.3	*Percentage of students undertaking project work/field work / internship* *(Data for the latest completed academic year)*	√	√	√	√	√
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students 2)Teachers 3)Employers 4)Alumni*	√	√	√	√	√
1.4.2	*Feedback process of the Institution may be classified as follows:*	√	√	√	√	√
2.1.1	*Average Enrolment percentage (Average of last five years)*	√	√	√	√	
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	√	√	√	√	√
2.2.1	*The institution assesses the learning levels of the studentsandorganises* *special Programmes for advanced learners and slow learners. (Qi)*	√	√	√	√	√
2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic* *year)*	√	√	√	√	√
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	√	√	√	√	√
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	√	√	√	√	√

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2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	√	√	√	√	√
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	√	√	√	√	√
2.4.2	*Average percentage of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years*	√	√	√	√	√
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	√	√	√	√	√
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	√	√	√	√	√
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time- bound and efficient (Qi)*	√	√	√	√	√
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	√	√	√	√	√
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	√	√	√	√	√
2.6.3	*Average pass percentage of Students during last five years*	√	√	√	√	√
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	√	√	√	√	√
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)*	√		√	√	√
3.1.2	*Percentage of teachers recognized as research guides (latest completed academic year)*	√	√			
3.1.3	*Percentage of departments having Research projects funded by government and non government agencies during the last five years*	√		√	√	√
3.2.1	*Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge(Qi)*	√	√	√	√	√
3.2.2	*Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*	√	√	√	√	√
3.3.1	*Number of Ph.Ds registered per eligible* teacher *during the last five years*	√	√			
3.3.2	*Number of research papers per teachers in the Journals notified on UGC website during the last five years*	√	√	√		

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3.3.3	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years*	√	√			
3.4.1	*Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.(Qi)*	√	√	√	√	√
3.4.2	*Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years*	√	√	√	√	√
3.4.3	*Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community*	√	√	√	√	√
3.4.4	*Average percentage of students participating in extension activities at 3.4.3. above during last five years*	√	√	√	√	√
3.5.1	*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	√	√	√	√	√
3.5.2	*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years*	√	√	√	√	
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc(Qi)*	√	√	√	√	√
4.1.2	*The institution has adequate facilities for cultural activities,yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)*	√	√	√	√	√
4.1.3	*Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.*	√	√	√	√	√
4.1.4	*Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)*	√	√	√	√	√
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	√	√	√	√	√
4.2.2	*The institution has subscription for the following e-resources* *1. e-journals* *2. e-ShodhSindhu* *3. Shodhganga Membership* *4. e-books* *5. Databases* *6. Remote access to e-resources*	√	√	√	√	√
4.2.3	*Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years*	√	√	√	√	√
4.2.4	*Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)*	√	√	√	√	√

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4.3.1	*Institution frequently updates its IT facilities including Wi-Fi (Qi)*	√	√	√	√	√
4.3.2	*Student – Computer ratio (Data for the latest completed academic year)*	√	√	√	√	√
4.3.3	*Bandwidth of internet connection in the Institution* *Options:* *A. ≥50 MBPS* *B. 30 MBPS – 50 MBPS* *C. 10 MBPS – 30 MBPS* *D. 10 MBPS – 05 MBPS* *E. < 05 MBPS*	√	√	√	√	√
4.4.1	*Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years*	√	√	√	√	√
4.4.2	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library,* *sports complex, computers, classrooms etc. (Qi)*	√	√	√	√	√
5.1.1	*Average percentage of students benefited by scholarships and freeships* *provided by the Government during last five years*	√	√	√	√	√
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc.* *provided by the institution / non- government agencies during the last five years*	√	√	√	√	√
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills*	√	√	√	√	√
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the* *last five years*	√	√	√	√	√
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	√	√	√	√	√
5.2.1	*Average percentage of placement of outgoing students during the last five* *years*	√	√	√	√	√
5.2.2	*Average percentage of students progressing to higher education during* *the last five years*	√	√	√	√	√
5.2.3	*Average percentage of students qualifying in state/national/ international* *level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*		√	√		
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural* *activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.*	√	√	√	√	√

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5.3.2	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)(Qi)*	√	√	√	√	√
5.3.3	*Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)*	√	√	√	√	√
5.4.1	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)*	√	√	√	√	√
5.4.2	*Alumni contribution during the last five years (INR in Lakhs)* **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	√	√	√	√	√
6.1.1	*The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)*	√	√	√	√	√
6.1.2	*The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)*	√	√	√	√	√
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed(Qi)*	√	√	√	√	√
6.2.2	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)*	√	√	√	√	√
6.2.3	*Implementation of e-governance in areas of operation* **1. Administration** **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**	√	√	√	√	√
6.3.1	*The institution has effective welfare measures for teaching and nonteaching Staff (Qi)*	√	√	√	√	√
6.3.2	*Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years*	√	√	√	√	√
6.3.3	*Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years*	√	√	√	√	√
6.3.4	*Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)*	√	√	√	√	√

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6.3.5	*Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)*	√	√	√	√	√
6.4.1	*Institution conducts internal and external financial audits regularly(Qi)*	√	√	√	√	√
6.4.2	*Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)*	√	√	√	√	√
6.4.3	*Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)*	√	√	√	√	√
6.5.1	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)*	√	√	√	√	√
6.5.2	*The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)*	√	√	√	√	√
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements 2. Collaborative quality intitiatives with other institution(s) 3. Participation in NIRF 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	√	√	√	√	√
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	√	√	√	√	√
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment**	√	√	√	√	√
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	√	√	√	√	√
7.1.4	*Water conservation facilities available in the Institution:* **1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus**	√	√	√	√	√
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants**	√	√	√	√	√

7.1.6	*Quality audits on environment and energy are regularly undertaken by the Institution* **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	√	√			
7.1.7	*The Institution has disabled-friendly, barrier free environment* **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	√	√	√	√	√
7.1.8	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)*	√	√	√	√	√
7.1.9	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)*	√	√	√	√	√
7.1.10	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**	√	√	√	√	√
7.1.11	*Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)*	√	√	√	√	√
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	√	√	√	√	√
7.3.1	*Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)*	√	√	√	√	√

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19/4/23.

IQAC Coordinator

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

Approved by AICTE, New Delhi & Affilliated to Anna University, Chennai

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

AVCE/IQAC/ 2022-23/ CIR-12

Date:23/06/2023

CIRCULAR

It has been decided to conduct the Eleventh Internal Quality Assurance Cell (IQAC) meeting on 26/06/2023 (Monday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the Lecture Plan & Subject Coverage, Student Attendance etc..

AGENDA:

1. Lecture Plan & Subject Coverage
2. Student Attendance
3. Absence Intimation to parents
4. Leave form
5. Mentor

VENUE: IQAC Room

Date: 26/06/2023 (Monday)

Time: 10.00 am

23/6/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2022-23/ MINS-12 **Date:27/06/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 26/06/2023 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Mr.P.S.S.Malik (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Lecture Plan & Subject Coverage	Submission of Lecture Plan before the commencement of classes and Subject coverage at the end of the semester.	Lecture plan in the prescribed format should be submitted for approval to the principal and Subject coverage should be submitted at the end of the semester in the course file given.
2.	Student Attendance	Posting the students attendance in the ERP and Whatsapp group	Student attendance should be taken within five minutes of the beginning of the class and should be posted in the ERP along with sharing in the Whatsapp group.

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Email:
info@avce.edu.in

Phone:
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3.	Absence Intimation to parents	Students absence should be informed to their parents	Those students who were absent should be informed to their parents through the class coordinator/Mentor on the same day itself. Moreover the Progress of the student along with the attendance percentage should be sent via post to their parents.
4.	Leave form	Students leave form	Those students who have taken un informed leave should apply for leave in the leave form on the immediate next day. The mentor after confirming with their parents can sign in the leave form. Similarly for pre applied/Informed leave the mentor should confirm.
5	Mentor	Mentor should hold the complete student record	The Mentor should motivate and counsel the students who are in need of. They should hold the complete status of attendance percentage, arrears, Student issues etc.

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27/6/23

IQAC Coordinator

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Website: www.avce.edu.in

AVCE/IQAC/ 2023-24/ CIR-13

Date:23/08/2023

CIRCULAR

It has been decided to conduct the Twelfth Internal Quality Assurance Cell (IQAC) meeting on 24/08/2023 (Thursday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for discussing the status of data completion of NAAC work.

AGENDA:

- Status of data completion for NAAC work

VENUE: IQAC Room

Date: 24/08/2023 (Thursday)

Time: 10.00 am

23/8/23.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-13 **Date:25/08/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 24/08/2023 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator : Dr.N. Abilash

Agenda of the Meeting:

Review of Status of NAAC Criterion

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Metric No.	Key Indicators	Status of Data	Proof	Remarks
1.1.1	*The Institution ensures effective curriculum delivery through a well planned and documented process (Qi)*	Completed	Lecture Plan Subject Coverage Timetable Subject Allocation	Mech Timetable 22-23 ODD pending, CSE 22-23 ODD pending, 2023-24 to be updated, Link to be generated Subject Allocation for 21-22 & 22-23 pending in Mech, CSE, AI&DS, ECE
1.1.2	*The institution adheres to the academic calendar including for the conduct of CIE (Qi)*	Completed	Academic Calendar IAT Timetable, Seating, Invigilation list, proof of events listed in the Acad. calendar	Link to be generated
1.1.3	*Teachers of the Institution participate in following activities related to curriculum development and*	Completed	Question Paper Setting Invigilation Duty Lab/Project Examiners Paper Valuation	Link to be generated

	assessment of the affiliating University and/are represented on the following academic bodies during the last five years 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University		Curriculum Development	
1.2.1	*Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented*	Completed	Elective course list Curriculum & Syllabi	
1.2.2	*Number of Add on /Certificate programs offered during the last five years*	Completed	Certificate courses, Programs	
1.2.3	*Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years*	Completed	Attendance of Certificate courses, certificate copies	
1.3.1	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values ,Environment and Sustainability into the Curriculum (Qi)*	Completed	Women Empowerment club, Women's day celebration proof, Participation proof of Girl students in committees etc, syllabus of Environmental science, professional Ethics	Principal Attestation of that particular period is pending, Recent event proof to be added
1.3.2	*Average percentage of courses that include experiential learning through project work/field work/internship during last five years*	Completed	Curriculum showing lab exp & Projects Subject related courses organized by other Experts/companies with student details, Project work/Internships/Field trips etc.	Recent proof to be added
1.3.3	*Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)*	Partially Completed	Proof of Inplant training/Internship/Project work certificates etc	
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*	Completed	Feedback from stakeholders, ATR & Analysis report	URL link for stakeholder to be generated
1.4.2	*Feedback process of the*	Completed	ATR & Feedback reports	URL for stakeholder to be generated.

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	Institution may be classified as follows: feedback collected, analysed, action taken and available in website			Feedback to be uploaded in website
2.1.1	*Average Enrolment percentage (Average of last five years)*	Completed	AICTE Approval	
2.1.2	*Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years*	Completed	DOTE Approval	
2.2.1	*The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners. (Qi)*	Not Completed	Refresher courses, Higher education awareness program, Aptitude training, soft skill, software training, slow learners coaching schedule/Attendance	Coaching TT for previous years is pending, Proof to be uploaded, Link for provided information to be generated
2.2.2	*Student - Full time teacher ratio (Data for the latest completed academic year)*	Completed	Student name list, Staff name list	
2.3.1	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences (Qi)*	Not Completed	Workshops, Industrial visit, Inplant training, Internships, participation in symposia/conference, guest lecture, NPTEL, club activities, EDC, Hackathons etc	Industrial visit proof pending for all dept, Proof to be uploaded, Link for provided information to be generated
2.3.2	*Teachers use ICT enabled tools for effective teaching-learning process.(Qi)*	Not Completed	Smart class, LCD projector, Audio visual systems, DELNET, Digital library, E-Journals, E-books, Wi-Fi campus, GCR, mock online test/Assignment/Quiz, Digital circulars, ERP etc.	Link for provided information to be generated
2.3.3	*Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)*	Completed	Circulars for mentor details, Year wise students enrolled and staff on roll for latest Academic year	Link for provided information to be generated
2.4.1	*Average percentage of full time teachers against sanctioned posts during the last five years*	Completed	Faculty list	
2.4.2	*Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the last five years*	Not Completed	Faculty list with Ph.D, Doctoral Degree copies	Proof to be uploaded, Link for provided information to be generated
2.4.3	*Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)*	Completed	Faculty list with PAN details, Experience, designation	Proof to be uploaded, Link for provided information to be generated
2.5.1	*Mechanism of internal assessment is transparent and robust in terms of frequency and mode (Qi)*	Not Completed	Examination Cell Circulars, Examination time table, Invigilation Duty Chart, Seating Plans	Proof to be uploaded, Link for provided information to be generated

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			for the students in the Examination halls, Question paper	
2.5.2	*Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient (Qi)*	Not Completed	Grievance Redressal cell circular, Apology, punishment etc	Proof to be uploaded, Link for provided information to be generated
2.6.1	*Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.(Qi)*	Not Completed	Curriculum PO/CO, Vision/Mission of dept/Institute, PEO/PSO display	Proof to be uploaded, Link for provided information to be generated
2.6.2	*Attainment of programme outcomes and course outcomes are evaluated by the institution.(Qi)*	Not Completed	IAT/Univ Exam performance analysis, student performance review meetings, Course attainment Bar chart	Proof to be uploaded, Link for provided information to be generated
2.6.3	*Average pass percentage of Students during last five years*	Not Completed	Univ Exam Result Analysis, Gally sheet	Proof to be uploaded, Link for provided information to be generated
2.7.1	*Online student satisfaction survey regarding to teaching learning process.*	Not Completed	Teaching/Learning online feedback from students (ERP)	Proof to be uploaded, Link for provided information to be generated
3.1.1	*Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)*	Not Completed	Proof of funding	Project with good scope collected from depts, Miscellaneous income identified, letters from funding agencies is under progress.
3.1.2	*Percentage of teachers recognized as research guides (latest completed academic year)*	Completed	Guideship details	Few data is available
3.1.3	*Percentage of departments having Research projects funded by government and non government agencies during the last five years*	Not Completed	Proof of funding	Project with good scope collected from depts, Miscellaneous income identified, letters from funding agencies is under progress.
3.2.1	*Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge(Qi)*	Completed	R&D, IIC, EDC, Clubs, Patent filed/awarded, Research/Reviewer awards etc.	Proof is pending, Link and proof to be uploaded
3.2.2	*Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years*	Not Completed	Proof of workshops, brochure, attendance, report, photos, certificates etc.	3 years data not available (17-18,18-19,19-20)
3.3.1	*Number of Ph.Ds registered per eligible* teacher *during the last five years*	Completed	Scholar details	Few data is available

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3.3.2	*Number of research papers per teachers in the Journals notified on UGC website during the last five years*	Completed	Staff Publication details	Few data is available
3.3.3	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years*	Completed	Books, Book Chapters, Edited volumes in conferences	Few data is available
3.4.1	*Extension activities are carried out in the neighbourhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.(Qi)*	Completed	Awareness camps/Rally/Events etc.	Link to be uploaded
3.4.2	*Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years*	Completed	Awards/Certificates for the Institution	Few data available
3.4.3	*Number of extension and outreach Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swatch Bharat, AIDS awareness, Gender issues etc.)and/or those organised in collaboration with industry, community*	Completed	Report of events (NSS/NCC/YRC etc)	Link & Proof to be uploaded
3.4.4	*Average percentage of students participating in extension activities at 3.4.3. above during last five years*	Completed	Student details/Attendance/ photos of the events	Link & Proof to be uploaded
3.5.1	*Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year*	Completed	Inplant training/ Internship, student exchange etc	Link & Proof to be uploaded
3.5.2	*Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years*	Completed	MoU copy	Link & Proof to be uploaded
4.1.1	*The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories,*	Completed	Facility Photos	Link & Proof to be uploaded

	computing equipment, etc(Qi)			
4.1.2	***The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre etc.)(Qi)***	Completed	Facility Photos	Link & Proof to be uploaded
4.1.3	***Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc.***	Partially completed	Smart class, Seminar halls with ICT, LMS	Bosch lab, Conference room
4.1.4	***Average percentage of expenditure excluding salary for infrastructure augmentation during the last five years (INR in Lakhs)***	Completed	Audit statement	2022-23 Audit statement is pending
4.2.1	**Library is automated using Integrated Library Management System (ILMS)**	Completed	DELNET, Digital library	Link & Proof to be uploaded
4.2.2	***The institution has subscription for the following e-resources*** ***1. e-journals*** ***2. e-ShodhSindhu*** ***3. Shodhganga Membership*** ***4. e-books*** ***5. Databases*** ***6. Remote access to e-resources***	Completed	DELNET, E-Journals, E-Books etc	Link & Proof to be uploaded
4.2.3	***Average annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the last five years***	Completed	Bills for Book/ Periodicals/ journal purchase	Link & Proof to be uploaded
4.2.4	***Percentage per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)***	Not Completed	Lib Accession register, E-Lib access	Library accession, E-Journal usage proof to be uploaded
4.3.1	***Institution frequently updates its IT facilities including Wi-Fi (Qi)***	Completed	Wi-Fi Bill (AT Broadband)	Link & proof to be uploaded
4.3.2	***Student – Computer ratio (Data for the latest completed academic year)***	Completed	Computer stock register, students accessing the lab details	Link & proof to be uploaded
4.3.3	***Bandwidth of internet connection in the Institution Options:*** ***A. ≥50 MBPS*** ***B. 30 MBPS – 50 MBPS*** ***C. 10 MBPS – 30 MBPS*** ***D. 10 MBPS – 05 MBPS*** ***E. < 05 MBPS***	Completed	Wi-Fi Bill (AT Broadband)	Link & proof to be uploaded
4.4.1	***Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years***	Not Completed	Budget and expense statement	Audit statement & Data Templates to be uploaded
4.4.2	***There are established systems***	Not	Stock registers,	Link and data to be updated

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	and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (Qi)	Completed	Maintenance registers, breakdown registers etc	
5.1.1	*Average percentage of students benefited by scholarships and freeships provided by the Government during last five years*	Completed	Student scholarship details	
5.1.2	*Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years*	Not Completed	Proof of scholarship received from non govt agencies or institution	proof to be uploaded
5.1.3	*Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills*	Completed	Proof of soft skill, life skill, communication skill, computing skills	Link to be uploaded
5.1.4	*Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years*	Completed	Beneficiary details in terms of placement record through career counselling	
5.1.5	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases*	Completed	Minutes of meeting, proof of grievance redressal	proof of grievance redressal to be uploaded
5.2.1	*Average percentage of placement of outgoing students during the last five years*	Completed	Placement order	
5.2.2	*Average percentage of students progressing to higher education during the last five years*	Completed	Proof of higher education	supporting document of student/Alumni higher education to be uploaded
5.2.3	*Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)*	Completed	Scorecard of competitive exams	Few data available
5.3.1	*Number of awards/medals for outstanding performance in sports/cultural activities at*	Completed	Certificates, photos, reports	Few data available

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	university/state/national / international level (award for a team event should be counted as one) during the last five years.			
5.3.2	***Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)(Qi)***	Completed	Student representation in various event committees	Link & Proof to be uploaded
5.3.3	***Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)***	Completed	Student sports certificates	Link & Proof to be uploaded
5.4.1	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services (Qi)***	Not Available	Alumni registration, minutes of meetings, proof of alumni contribution	To be generated
5.4.2	***Alumni contribution during the last five years (INR in Lakhs)*** **Options:** **A. ≥ 5 Lakhs** **B. 4 Lakhs - 5 Lakhs** **C. 3 Lakhs - 4 Lakhs** **Opt one** **D. 1 Lakhs - 3 Lakhs** **E. <1 Lakhs**	Not Available	Audit statement, Alumni contribution bills	To be generated
6.1.1	***The governance of the institution is reflective of and in tune with the vision and mission of the institution(Qi)***	Completed	Institution vision, mission	Link & proof to be uploaded
6.1.2	***The effective leadership is visible in various institutional practices such as decentralization and participative management(Qi)***	Completed	Proof of role, responsibilities of management hierarchy	Link & proof to be uploaded
6.2.1	***The institutional Strategic/ perspective plan is effectively deployed(Qi)***	Completed	Strategic and future plans	Link & proof to be uploaded
6.2.2	***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.(Qi)***	Completed	Organization chart, role & responsibilities, institutional rules/policies	Institution link and additional information link to be done
6.2.3	***Implementation of e-governance in areas of operation***	Completed	ERP clips, proof of software used in different sections	Link & proof to be uploaded

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	1. Administration **2. Finance and Accounts** **3. Student Admission and Support** **4. Examination**			
6.3.1	***The institution has effective welfare measures for teaching and nonteaching Staff (Qi)***	Completed	Incentives, rewards, FDP, Orientation, cash benefits to participate in conferences, tour, free transport, leave benefits etc.	link to be done
6.3.2	***Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years***	Completed	Proof of financial support to staff	Few data is available
6.3.3	***Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years***	Completed	Proof of programs organized for professional & administrative development of staff	Link & proof to be uploaded
6.3.4	***Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)***	Completed	Proof of FDP & online programs/courses attended by staff	Link & proof to be done
6.3.5	***Institutions Performance Appraisal System for teaching and nonteaching Staff (Qi)***	Completed	Proof of Performance appraisal	Link & proof to be done
6.4.1	***Institution conducts internal and external financial audits regularly(Qi)***	Completed	Audit statement	2022-23 audit report is pending
6.4.2	***Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)***	Not Completed	Proof of fund received	Discuss with Criterion 3&5 incharge
6.4.3	***Institutional strategies for mobilisation of funds and the optimal utilisation of resources(Qi)***	Not Completed	Budget	Link & proof to be done
6.5.1	***Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes(Qi)***	Not Completed	IAT, Coaching, Examination reforms, feedback system, club activities	Link & proof to be done
6.5.2	***The institution reviews its teaching learning process, structures &***	Not Completed	Weekly reports	Link & proof to be done

	methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities(Qi)			
6.5.3	*Quality assurance initiatives of the institution include:* **1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** **2. Collaborative quality initiatives with other institution(s)** **3. Participation in NIRF** **4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**	Not Completed	Minutes of meeting, feedback analysis, NIRF, MOU	Link & proof to be done
7.1.1	*Measures initiated by the Institution for the promotion of gender equity during the last five years.(Qi)*	Not Completed	Counselling room, common room, day care centre, CCTV, Security etc	Link & proof to be done
7.1.2	*The Institution has facilities for alternate sources of energy and energy conservation measures* **1. Solar energy** **2. Biogas plant** **3. Wheeling to the Grid** **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment**	Not Completed	Proof of Solar, Bio gas, Grid, Sensor based energy conservation, LED etc.	Geo Tagged Photo
7.1.3	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste(Qi)*	Not Completed	Waste management system, E-Waste vendor MOU	Geo Tagged Photo & Proof required
7.1.4	*Water conservation facilities available in the Institution:* **1. Rain water harvesting** **2. Borewell /Open well recharge** **3. Construction of tanks and bunds** **4. Waste water recycling** **5. Maintenance of water bodies and distribution system in the campus**	Not Completed	Images of water conservation facilities	Geo Tagged Photo & Proof required
7.1.5	*Green campus initiatives include* **1. Restricted entry of automobiles** **2. Use of Bicycles/ Battery powered vehicles**	Not Completed	Green campus initiative	Geo Tagged Photo & Proof required

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	3. Pedestrian Friendly pathways **4. Ban on use of Plastic** **5. landscaping with trees and plants**			
7.1.6	***Quality audits on environment and energy are regularly undertaken by the Institution*** **1.Green audit** **2. Energy audit** **3.Environment audit** **4.Clean and green campus recognitions/awards** **5. Beyond the campus environmental promotional activities**	Not Completed	Green, Energy, Environment audit report	Reports, certificates/awards, audit certificate required
7.1.7	***The Institution has disabled-friendly, barrier free environment*** **1. Built environment with ramps/lifts for easy access to classrooms.** **2. Disabled-friendly washrooms** **3. Signage including tactile path, lights, display boards and signposts** **4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment** **5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**	Not Completed	Text to speech and speech to text software, ramps, scribe etc	Geo Tagged Photo & software purchased Proof required
7.1.8	***Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities(Qi)***	Not Completed	Photos of cultural, regional, linguistic functions	Proof required
7.1.9	***Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens(Qi)***	Not Completed	Independence day celebrations, right to vote awareness, anti corruption awareness etc	Proof for activities required
7.1.10	***The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this***	Not Completed	Ethics to be followed, salary benefits, disciplinary measures etc	Proof required

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	regard. **1. The Code of Conduct is displayed on the website** **2. There is a committee to monitor adherence to the Code of Conduct** **3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**			
7.1.11	***Institution celebrates / organizes national and international commemorative days, events and festivals(Qi)***	Not Completed	Women's day, religious celebrations, independence day etc	Web link, Geo tagged Photo Proof required
7.2.1	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.**	Not Completed	Aptitude, seminar, coaching, placement & training, EDC etc	Website this should be available
7.3.1	***Portray the performance of the Institution in one area distinctive to its priority and thrust(Qi)***	Not Completed	Academic Excellence & Placement	Website this should be available

25/8/23

IQAC Coordinator

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Website: www.avce.edu.in

AVCE/IQAC/ 2023-24/ CIR-14

Date:17/10/2023

CIRCULAR

It has been decided to conduct the Thirteenth Internal Quality Assurance Cell (IQAC) meeting on 18/10/2023 (Wednesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for review of previous IQAC and discussing the status of data completion of NAAC work.

AGENDA:

- Status of data completion for NAAC work

VENUE: IQAC Room

Date: 18/10/2023 (Wednesday)

Time: 10.00 am

17/10/23

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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+91-98410 11760

AVCE/IQAC/ 2023-24/ MINS-14 **Date:19/10/2023**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 18/10/2023 & 10.00 -11:00 am

Venue : NAAC Room

Coordinator : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Review of previous IQAC meeting	Recollected the discussion in the previous meeting.	Decided to Complete the SSR work before December End.
2.	Criterion 1	1.1.3 Question Paper setting, Univ Exam Evaluation, BOS	Decided to collect the Orders from the staff regarding Question Paper setting, Examiner order, Univ Exam Evaluation, BOS

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3.	Criterion 2	2.7.1 Online student satisfaction survey regarding to teaching learning	Feedback forms created online should be circulated via email, Whatsapp etc.
4.	Criterion 3	3.1.2 Research guides 3.3.2 Research papers 3.3.3 Books and chapters in edited volumes/books	Staff members with Doctoral degree are asked to submit the requested information regarding Guideship, Research Publications and Editors in Book chapters
5.	Criterion 4	4.2.1 ILMS	The librarian is asked to attend the DELNET Training programme.
6.	Criterion 5	5.2.3 JAM/NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc	The Heads of every department are asked to collect the students details who have recently selected for civil services and other competitive exams.
7.	Criterion 6	6.3.5 Performance Appraisal System	The Criterion Incharge is asked to collect the proof of staff appraised for best performing in curricular and co curricular activities.
8.	Criterion 7	7.1.6 Green audit, Energy audit, Environment audit	The Criterion Incharge is asked to collect the proof of the certificate received from Green Campus Initiative.

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19/10/23

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-15 **Date:04/01/2024**

CIRCULAR

It has been decided to conduct the Fourteenth Internal Quality Assurance Cell (IQAC) meeting on 05/01/2024 (Friday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for Barcode Generation for Library upgrade using LMS, Naan Mudhalvan Niral Thiruvila student project teams etc..

AGENDA:

1. Barcode Generation for Library upgrade using LMS
2. Naan Mudhalvan Niral Thiruvila student project teams
3. Result Analysis for IAT-3 for First and Second year students
4. Course file submission
5. Staff load, Course plan, Class Timetable
6. Department Events planned for the upcoming semester (Even 2023-24)

VENUE: IQAC Room

Date: 05/01/2024 (Friday)

Time: 10.00 am

4/1/24.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-15 **Date:06/01/2024**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 05/01/2024 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.N.Manikandan (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Dr.R.S.Aashmi (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Barcode Generation for Library upgrade using LMS	All the department books should be bar-coded	All the department library books should be bar-coded by entering the book details in the LMS database and hence issuance and return of book accession will be automated.

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2.	Naan Mudhalvan Niral Thiruvila student project teams	A maximum of 4 students can join as a team to participate in Naan Mudhalvan niral thiruvila.	As per the problem statement given by the Naan mudhalvan team, each batch of four students can choose a topic in the problem statement as per their interest and guides also to be chosen for discussion and those details should be entered in the NM portal and placement officer should monitor it.
3.	Result Analysis for IAT-3 for First and Second year students	First year HoD and Department Heads to submit the third internal assessment test result analysis	The First year HoD and Department Heads are asked to submit the third internal assessment test result analysis and should come with a solution for the improvement of slow learners.
4.	Course file submission	Staff members to submit the course file for the completed classes (Higher semesters)	The completed course file should be submitted for evaluation.
5	Staff load, Course plan, Class Timetable	HoD's to submit the Staff load, Course plan, Class Timetable for the Higher Semesters	Before the commencement of classes, all the HoD's should submit the Staff workload, Course plan, Class Timetable for the Higher Semesters.
6	Department Events planned for the upcoming semester (Even 2023-24)	HoD's to submit the events planned to conduct in their respective departments	For the benefit of every students all the HoD's should submit the events planned to conduct in their respective departments along with date, venue, topic, resource person, student details etc.

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6/11/24

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-16 **Date:05/02/2024**

CIRCULAR

It has been decided to conduct the Fifteenth Internal Quality Assurance Cell (IQAC) meeting on 06/02/2024 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for Aptitude Training Programme, Mega Placement drive etc..

AGENDA:

1. Aptitude Training Programme
2. Mega Placement drive
3. College day, sports day and fine arts day

VENUE: IQAC Room

Date: 06/02/2024 (Tuesday)

Time: 10.00 am

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-16

Date:07/02/2024

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 06/02/2024 & 10.00 -11:00 am

Venue : NAAC Room

Chairperson : Dr.N. Abilash

Members Present:

Criterion 1 Incharge: Prof.Mrs.M.Morrin Gracida (HOD/Civil)

Criterion 2 Incharge: Prof.Mr.P.S.Hampton (HOD/Mech)

Criterion 3 Incharge: Prof.Mrs.P.Renuka (HOD/ECE)

Criterion 4 Incharge: Prof.Mrs.Anon.K.Jenifer (HOD/CSE)

Criterion 5 Incharge: Prof.Mrs.Jenefa (HOD/AI & DS)

Criterion 6 Incharge: Prof.Dr.G.Golding Sheeba (HOD/S&H)

Criterion 7 Incharge: Prof.Mr.R.Robert (Placement Officer)

Agenda of the Meeting

No	Agenda	Discussion	Resolution
1.	Aptitude Training Programme	All the department final year students should participate in the one week Aptitude Training Programme	All the department final year students should participate in the one week Aptitude Training Programme from 12th Feb to 17th Feb so that their aptitude skill can be improved.

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2.	Mega Placement drive	Placement officer should identify suitable students for each company with the support from the department Heads.	Placement officer should identify suitable students for each company with the support from the department Heads and training regarding technical, aptitude and reasoning skill development should be provided and their updated resume should be collected.
3.	College day, sports day and fine arts day	Student coordinators should be selected for the upcoming College day, sports day and fine arts day	Student coordinators should be selected for the upcoming College day, sports day and fine arts day for encouraging the students to expose their hidden talents in extracurricular and co curricular activities.

7/12/22

IQAC Coordinator

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AVCE/IQAC/ 2023-24/ CIR-17 **Date:04/03/2024**

CIRCULAR

It has been decided to conduct the Sixteenth Internal Quality Assurance Cell (IQAC) meeting on 05/03/2024 (Tuesday) in the IQAC room at 10.00 am. All the Criterion Incharge and the senior members of the Administration are requested to attend the meeting for reconstituting the members of the cell.

AGENDA:

Reconstitution of IQAC Cell

VENUE: IQAC Room

Date: 05/03/2024 (Tuesday)

Time: 10.00 am

4/3/24.

IQAC Coordinator

Copy To:

1. Chairman
2. Principal
3. Director
4. Manager
5. Office
6. All HoDs

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AVCE/IQAC/ 2023-24/ MINS-17 **Date:06/03/2024**

IQAC-Minutes of the meeting

Meeting : IQAC members

Date & Time : 05/03/2024 & 10.00 -11:00 am

Venue : NAAC Room

AGENDA:

Reconstitution of IQAC Cell

Chairperson : Dr.R.Angeline Prabhavathy

IQAC Coordinator: Dr.N.Abilash

Serial Number	Name of the Committee Member	Role
1	Dr.R.Angeline Prabhavathy, Principal	IQAC Chairperson
2	Dr.N.Abilash, Professor	IQAC Coordinator
3	Dr.N.Saravanan, HoD/MECH, Anna University Reional Campus, Nagercoil	Academic Expert
4	Dr.Giridharan, Director Research, Retired Scientist F/DRDO	Research Expert
5	Er.M.Praveen Mathias MATT Engineering Equipments	Industrial Expert
6	Mrs.S.Selvakani, President	Local Government Body Representative
7	Mrs.A.P.S.Viji	Advocate
8	Mr.David Phillip Daniel, Director	Member
9	Mr.Manikandan, Manager	Member
10	Dr.T.Sunil, Professor	Member

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11	Mr.Robert. R, Placement Officer	Member
12	Dr.Golding Sheeba.G, S&H	Member
13	Mrs.M.Morrin Gracida, Civil	Member
14	Mrs.Anon.K.Jenifer, CSE	Member
15	Mrs.Renuka.P, ECE	Member
16	Mr.P.S.Hampton, Mech	Member
17	Dr.Johny Varghese, Mech	Member
18	Mrs.Jenefa, AI & DS	Member
19	Dr.Jenihar Prabhu.S, Physical Director	Member
20	Mrs.Susikala, Librarian	Member
21	Mrs.Viji, Office Staff	Member
22	Mr.Banister,CEO,Banibro IT Solutions	Alumni Member
23	Mr.S.Ramesh (F/O Ponshalini, ECE)	PTA Member
24	Ms.S.Jeshika (Civil)	Student
25	Mr.Surender (Mech)	Student
26	Ms.Pon Shalini (ECE)	Student
27	Mr.Abishek (CSE)	Student
28	Mr.Anto Sahaya Jaiwin (AI&DS)	Student

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6/3/24

IQAC Coordinator

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AVCE/IQAC/ 2020-21/ AAA-01 **Date: 26/08/2021**

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT REPORT

Academic Year 2020-21

Name of the Auditee: Annai Vailankanni College of Engineering
Year of establishment: 2008
Dates on which audit was conducted: 25.8.21 and 26.8.21

Audit peer team committee members:

Audit committee members	Position / Department
Dr. J.Sunil	IQAC Coordinator, AVCE.
Dr. Lalu Gladson Robin	Placement Officer, AVCE.

Sl.No	Parameter	Verification Yes/No	Observations/ Suggestions
	Curricular Aspects		
1	Is the Institution ensures effective curriculum delivery through a well planned and documented process	Yes	Verified the curriculum delivery through lecture planning and periodical review of syllabus coverage.
2	Is the institution adheres to the academic calendar including for the conduct of CIE	Yes	Verified the components of the Academic Calendar
3	Is the Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University	Yes	Verified the role and responsibilities of teachers involved in Question paper setting and evaluation process.
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course on Universal Human Values, Professional Ethics etc.
6	Is value added course/ field projects /research projects/ internships introduced and students enrolled	Yes	Need to identify organizations providing paid internships and students have to be trained for such selection process.

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM P.O KANYAKUMARI DISTRICT 629 401

Address:
AVK Nagar, Pottalkulam,
Azhagappapuram Post, Kanyakumari District - 629401.

Email:
info@avce.edu.in

Phone:
+91-98410 11758
+91-98410 11759
+91-98410 11760

7	Is the Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders	Yes	Verified the feedback analysis and ATR
Teaching, Learning and Evaluation			
8	Average Enrolment percentage and seats filled against reserved categories	Yes	Verified the DOTE approval and other supporting documents
9	Is measures taken for supporting advanced learners and slow learners?	Yes	Verified the coaching timetable for slow learners and support to participate in GATE exams and value added courses for advanced learners.
10	Student – Full time teacher ratio	Yes	12:1
11	Is student centric method used for enhancing learning experiences?	Yes	Experimental and participative learning methodologies are practiced. Efforts need to be taken for motivating all the students to get involved in such practice.
12	Is ICT enabled Teaching / Examination / evaluation practiced?	Yes	Efficient teaching using ICT enabled Teaching tools.
13	Ratio of mentor to students for academic and other related issues	Yes	Circulars of mentor details, Year wise students enrolled and staff on roll for latest Academic year is verified
14	Average percentage of full time teachers against sanctioned posts	Yes	Teaching post availability was calculated based on the student enrolment.
15	Number of full-time teachers with Ph.D	Yes	More number of Ph.D teachers should be filled.
16	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Yes	The IAT marks are displayed in the department Notice Board and the parents were informed about this.
17	Number of teachers who received awards and recognitions	Yes	Awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies are verified
18	Is grievances related to teaching - learning / examination / evaluation / facilities addressed?	Yes	Fully functional Grievances redressal Cell
19	Availability /Dissemination /Attainment of POs, & Cos	Yes	Verified dissemination strategies and outcome attainment.
20	Average Pass Percentage	Yes	Need to be improved
21	Is Student satisfaction survey (SSS) taken on teaching learning process / action taken?	Yes	SSS and ATR are verified
Research and Development			
22	Is Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution	Yes	Verified and need to be improved
23	Is teachers recognized as research guides	Yes	Need to be improved
24	Is departments having Research projects funded by government and non government agencies	Yes	Need to be improved
25	Eco system for innovations including Incubation centre and other initiatives	Yes	Functional IIC Cell is taking initiatives.

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26	Is workshops/seminars conducted on Research methodology, IPR, entrepreneurship, skill development	Yes	Programmes are organized by Training & Placement Cell.
27	Patents published/awarded	Yes	Patents are filed
28	Research papers / books and chapters / E-content / Citation Index/ h-index	Yes	Research Papers, Book Chapters are available
29	Extension activities in the neighbourhood community / awards received / programs conducted/ students participated	Yes	Outreach Programmes are organized
30	Collaborative activities/functional MoUs	Yes	Functional MoUs are available
Infrastructure			
31	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / laboratories	Yes	ICT enabled class rooms and seminar halls available. 3D printing & Robotics centre are available.
32	ICT - enabled facilities	Yes	ICT enabled class rooms and seminar halls available.
33	Facilities for / cultural activities, yoga and sports	Yes	Cricket ground, GYM and Yoga centre facilities, Open air Theatre
34	Hostel facility / guest room facility / Secured Campus	Yes	Security personnel guarding the entire campus area both in day and night shifts - CCTV cameras located at all the strategic locations in the campus - Biometric devices are available for faculty, Fire extinguishers and first aid boxes are kept at all the necessary locations
35	Infrastructure augmentation, Is the Institution has disabled-friendly, barrier free environment	Yes	Establishment of special labs – AI supercomputing labs. 3D printing, Robotics etc. The Institution has ramps, disabled friendly toilets, Sign boards etc.
36	Innovation cell	Yes	(AIC) Centre for Innovation and Technology Transfer are the supporting systems available to promote a culture of innovation.
37	Is Library automated using Integrated Library Management System	Yes	Under process
38	Student - Computer ratio / available bandwidth of internet	Yes	Ratio is 3:1 & Available Bandwidth : 100 MBPS (wired and Wi-Fi)
39	Facilities for e-content access	Yes	Digital Library available
40	Budget allocation	Yes	Verified the finance reports
Student Support and Progression			
41	Students benefited by scholarships / career counselling/ guidance for competitive examinations	Yes	Students were benefitted
42	Capacity development and skills enhancement initiatives	Yes	Capacity development and skills enhancement programmes were organized
43	Redressal of student grievances / ragging / Sexual harassment	Yes	Verified Minutes of Meeting in Student grievance cell
44	Students qualifying in state/ national/ international level examinations	Yes	Some of the recently graduated students have progressed to Higher studies.

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45	Placement of outgoing students/ progressed to higher education/Capability enhancement programs for Placement	Yes	Most of the students have been placed - Verified database with Training & placement cell
46	Awards won by students for outstanding performance in sports/cultural activities	Yes	Many students have won in sports and cultural activities
47	Representation of students on Academic and administration activities	Yes	Various sports, cultural and club activities are conducted by student's participation & Leadership.
48	Sports and cultural events / competitions organized	Yes	Regular sports meet and events are organized
49	Registered and functional alumni association/ alumni contribution	Yes	Student mentorship programmes, Induction programmes, lecture series , mock interviews are organized with the support of Alumni association, but not registered.
Governance, Leadership and Management			
50	Is Statutory committee meetings held periodically	Yes	Verified Minutes of Meeting
51	Vision and Mission of the institution	Yes	The institution has well defined vision and mission statements.
52	Is e-governance implemented?	Yes	Through ERP & Library management system E-Governance is implemented.
53	Performance appraisal system, promotional avenues	Yes	Performance appraisal is done on regular basis.
54	Faculty and staff effective welfare measures	Yes	Medical insurance, Eye camps, General health check-up, Children day care facility, Faculty appreciation with cash awards for academic progress and service achievements
55	Financial support to attend conferences / workshops and membership fee of professional bodies	Yes	Faculty were provided with financial assistance as per the norms in Guidelines for attending conferences and workshops
56	Professional development / administrative training Programmes organized / attended	Yes	Programmes were organised
57	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	Needs improvement in this area
58	Internal and external financial audits	Yes	Verified Audited statements
59	Internal Quality Assurance Cell (IQAC)	Yes	Verified the Meeting minutes and the steps taken for the institutional growth.
60	Is IQAC reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals	Yes	Periodical review mechanism to ensure effective teaching learning process and regular academic audit is in practice.
61	Quality assurance initiatives of the institution	Yes	Regular IQAC Meetings, Review of Feedback analysis, MoU's with Companies, Participation in NIRF, regular academic/administrative audits
Institutional Values and Best Practices			
62	Promotion of gender equity	Yes	Gender equity programmes organized - Female faculty is available in Internal complaints

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			committee for Sexual Harassment, grievance redressal cell, Students Help Desk, Anti-Ragging committee, International women's day celebrated
63	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-waste management	Yes	LED bulbs and power efficient Equipment are used, Water conservation facility Available, Waste management is carried out efficiently (solid, liquid, e waste)
64	Green campus initiatives /audits on environment and energy/ disabled-friendly / Rainwater harvesting	Yes	Rain water harvesting and Green campus initiatives have been taken
65	Efforts/initiatives in providing an inclusive environment	Yes	Diverse Religious festivals are celebrated
66	National and international commemorative days, events and festivals	Yes	Religious Festivals, National and International Days of Importance are celebrated such as World sparrow Day, Women's day etc - Verified the report of the activities
67	Best practices	Yes	• Practice of Sustainable development • Scholarship schemes for underprivileged • Faculty motivation by way of Cash prize for research related activities. • Psychological counselling

Suggestions:

- To concentrate more with staff and student publications.
- To motivate the staff and students to file more patents

Observation:

Need improvements in the following areas.

- Percentage of internships to Students
- Grants received for development and maintenance of infrastructure from Government and Non-Government Organizations
- To Strengthen awards on research and Innovation
- Number of programs on entrepreneurship
- Placement in core companies

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Audit peer team member

Audit peer team member

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KANYAKUMARI DIST.

AVCE/IQAC/ 2021-22/ AAA-02 **Date: 24/08/2022**

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT REPORT

Academic Year 2021-22

Name of the Auditee: Annai Vailankanni College of Engineering
Year of establishment: 2008
Dates on which audit was conducted: 23.8.22 and 24.8.22

Audit peer team committee members:

Audit committee members	Position / Department
Dr. N.Abilash	IQAC Coordinator, AVCE.
Mr. R.Robert	Placement Officer, AVCE.

Sl.No	Parameter	Verification Yes/No	Observations/ Suggestions
	Curricular Aspects		
1	Is the Institution ensures effective curriculum delivery through a well planned and documented process	Yes	Lecture plan and periodical review of syllabus coverage has been undergone.
2	Is the institution adheres to the academic calendar including for the conduct of CIE	Yes	Verified the Academic Calendar and verified with the conduct of Internal Assessment tests.
3	Is the Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University	Yes	Verified the role and responsibilities of teachers' involved in Question paper setting and evaluation process.
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course on Universal Human Values, Professional Ethics etc.
6	Is value added course/ field projects /research	Yes	Need to strengthen the internships

ANNAI VAILANKANNI COLLEGE OF ENGINEERING POTTALKULAM AZHAGAPPAPURAM PO KANYAKUMARI DISTRICT 629 401

	projects/ internships introduced and students enrolled		and innovative research projects.
7	Is the Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders	Yes	Verified the feedback analysis and ATR
Teaching, Learning and Evaluation			
8	Average Enrolment percentage and seats filled against reserved categories	Yes	Verified the DOTE approval and other supporting documents
9	Is measures taken for supporting advanced learners and slow learners?	Yes	Verified the coaching timetable for slow learners and support to participate in GATE exams and value added courses for advanced learners.
10	Student – Full time teacher ratio	Yes	12:1
11	Is student centric method used for enhancing learning experiences?	Yes	Experimental and participative learning methodologies are practiced. Efforts need to be taken for motivating all the students to get involved in such practice.
12	Is ICT enabled Teaching / Examination / evaluation practiced?	Yes	Efficient teaching using ICT enabled Teaching tools.
13	Ratio of mentor to students for academic and other related issues	Yes	Circulars of mentor details, Year wise students enrolled and staff on roll for latest Academic year is verified
14	Average percentage of full time teachers against sanctioned posts	Yes	Teaching post availability was calculated based on the student enrolment.
15	Number of full-time teachers with Ph.D	Yes	More number of Ph.D teachers should be filled.
16	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Yes	The IAT marks are informed to the students and displayed in the department Notice Board and the parents were informed about this.
17	Number of teachers who received awards and recognitions	Yes	Awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies are verified
18	Is grievances related to teaching - learning / examination / evaluation / facilities addressed?	Yes	Fully functional Grievances redressal Cell
19	Availability /Dissemination /Attainment of POs, & Cos	Yes	Verified dissemination strategies and outcome attainment.
20	Average Pass Percentage	Yes	Need to be improved
21	Is Student satisfaction survey (SSS) taken on teaching learning process / action taken?	Yes	SSS and ATR are verified
Research and Development			
22	Is Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution	Yes	Verified and need to be improved
23	Is teachers recognized as research guides	Yes	Need to be improved

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24	Is departments having Research projects funded by government and non government agencies	Yes	Need to be improved
25	Eco system for innovations including Incubation centre and other initiatives	Yes	Functional IIC Cell is taking initiatives.
26	Is workshops/seminars conducted on Research methodology, IPR, entrepreneurship, skill development	Yes	Programmes are organized by Training & Placement Cell in association with external research organizations.
27	Patents published/awarded	Yes	Patents are filed and some are under evaluation for grant.
28	Research papers / books and chapters / E-content / Citation Index/ h-index	Yes	Research Papers, Book Chapters are available
29	Extension activities in the neighbourhood community / awards received / programs conducted/ students participated	Yes	Outreach Programmes are organized
30	Collaborative activities/functional MoUs	Yes	Functional MoUs are available
Infrastructure			
31	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / laboratories	Yes	ICT enabled class rooms and seminar halls available. 3D printing & Robotics centre are available.
32	ICT - enabled facilities	Yes	ICT enabled class rooms and seminar halls available.
33	Facilities for / cultural activities, yoga and sports	Yes	Cricket ground, GYM and Yoga centre facilities, Open air Theatre
34	Hostel facility / guest room facility / Secured Campus	Yes	Security personnel guarding the entire campus area both in day and night shifts - CCTV cameras located at all the strategic locations in the campus - Biometric devices are available for faculty, Fire extinguishers and first aid boxes are kept at all the necessary locations
35	Infrastructure augmentation, Is the Institution has disabled-friendly, barrier free environment	Yes	Establishment of special labs – AI supercomputing labs, 3D printing, Robotics etc. The Institution has ramps, disabled friendly toilets, Sign boards etc.
36	Innovation cell	Yes	(AIC) Centre for Innovation and Technology Transfer are the supporting systems available to promote a culture of innovation.
37	Is Library automated using Integrated Library Management System	Yes	Automated using Fenix Ninja.
38	Student - Computer ratio / available bandwidth of internet	Yes	Ratio is 4:1 & Available Bandwidth : 100 MBPS (wired and Wi-Fi)
39	Facilities for E-content access	Yes	Digital Library available
40	Budget allocation	Yes	Verified the finance reports
Student Support and Progression			
41	Students benefited by scholarships / career counselling/ guidance for competitive	Yes	Students were benefitted

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	examinations		
42	Capacity development and skills enhancement initiatives	Yes	Capacity development and skills enhancement programmes were organized
43	Redressal of student grievances / ragging / Sexual harassment	Yes	Verified Minutes of Meeting in Student grievance cell
44	Students qualifying in state/ national/ international level examinations	Yes	Some of the recently graduated students have progressed to Higher studies and some got placed in govt sectors.
45	Placement of outgoing students/ progressed to higher education/Capability enhancement programs for Placement	Yes	Most of the students have been placed - Verified database with Training & placement cell
46	Awards won by students for outstanding performance in sports/cultural activities	Yes	Many students have won in sports and cultural activities
47	Representation of students on Academic and administration activities	Yes	Various sports, cultural and club activities are conducted by student's participation & Leadership.
48	Sports and cultural events / competitions organized	Yes	Regular sports meet and events are organized
49	Registered and functional alumni association/ alumni contribution	Yes	Student mentorship programmes, Induction programmes, lecture series, mock interviews are organized with the support of Alumni association and initiatives were taken for registration.
Governance, Leadership and Management			
50	Is Statutory committee meetings held periodically	Yes	Verified Minutes of Meeting
51	Vision and Mission of the institution	Yes	The institution has well defined vision and mission statements.
52	Is E-governance implemented?	Yes	Through ERP & Library management system E-Governance is implemented.
53	Performance appraisal system, promotional avenues	Yes	Performance appraisal is done on regular basis.
54	Faculty and staff effective welfare measures	Yes	Medical insurance, Eye camps, General health check-up, Children day care facility, Faculty appreciation with cash awards for academic progress and service achievements
55	Financial support to attend conferences / workshops and membership fee of professional bodies	Yes	Faculty were provided with financial assistance as per the norms in Guidelines for attending conferences and workshops
56	Professional development / administrative training Programmes organized / attended	Yes	Programmes were organised
57	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	Needs improvement in this area
58	Internal and external financial audits	Yes	Verified Audited statements
59	Internal Quality Assurance Cell (IQAC)	Yes	Verified the Meeting minutes and the steps taken for the institutional growth.

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60	Is IQAC reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals	Yes	Periodical review mechanism to ensure effective teaching learning process and regular academic audit is in practice.
61	Quality assurance initiatives of the institution	Yes	Regular IQAC Meetings, Review of Feedback analysis, MoU's with Companies, Participation in NIRF, regular academic/administrative audits
Institutional Values and Best Practices			
62	Promotion of gender equity	Yes	Gender equity programmes organized - Female faculty is available in Internal complaints committee for Sexual Harassment, grievance redressal cell, Students Help Desk, Anti-Ragging committee, International women's day celebrated
63	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-waste management	Yes	Bio gas unit has been Installed, Solar plants has been established for energy saving, LED bulbs and power efficient Equipment are used, Water conservation facility Available, Waste management is carried out efficiently (solid, liquid, e waste)
64	Green campus initiatives /audits on environment and energy/ Rainwater harvesting	Yes	Rain water harvesting and Green campus initiatives have been taken
65	Efforts/initiatives in providing an inclusive environment	Yes	Diverse Religious festivals are celebrated
66	National and international commemorative days, events and festivals	Yes	Religious Festivals, National and International Days of Importance are celebrated such as Engineers day, World sparrow Day, Women's day etc - Verified the report of the activities
67	Best practices	Yes	• Vermi compost production for bio inspired vegetation. • Practice of Sustainable development • Scholarship schemes for underprivileged • Faculty motivation by way of Cash prize for research related activities. • Psychological counselling

Suggestions:

- To concentrate more with staff and student publications.
- To concentrate more with research funding.
- To motivate the staff and students to file more patents

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Observation:

Need improvements in the following areas.

- University exam results to be improved.
- Need to improve the grants from Government and Non-Government Organizations.
- To strengthen the research publications.
- Concentrate for consultancy work.
- Placement in core companies.

24/8/22.

Audit peer team member

Audit peer team member

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24/08/22

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AZHAGAPPAPURAM - 629 401
KANYAKUMARI DIST.

AVCE/IQAC/ 2022-23/ AAA-03 **Date: 09/08/2023**

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT REPORT

Academic Year 2022-23

Name of the Auditee: Annai Vailankanni College of Engineering
Year of establishment: 2008
Dates on which audit was conducted: 7.8.23 and 8.8.23

Audit peer team committee members:

Audit committee members	Position / Department
Dr. N.Abilash	IQAC Coordinator, AVCE.
Mr. R.Robert	Placement Officer, AVCE.

Sl.No	Parameter	Verification Yes/No	Observations/ Suggestions
	Curricular Aspects		
1	Is the Institution ensures effective curriculum delivery through a well planned and documented process	Yes	Lecture plan and periodical review of syllabus coverage has been undergone.
2	Is the institution adheres to the academic calendar including for the conduct of CIE	Yes	Verified the Academic Calendar and verified with the conduct of Internal Assessment tests.
3	Is the Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University	Yes	Verified the role and responsibilities of teachers' involved in Question paper setting and evaluation process.
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course on Universal Human Values, Professional Ethics etc.
6	Is value added course/ field projects /research projects/ internships introduced and students enrolled	Yes	Need to strengthen the internships and innovative research projects.

7	Is the Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders	Yes	Verified the feedback analysis and ATR
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20	Average Pass Percentage	Yes	Need to be improved
21	Is Student satisfaction survey (SSS) taken on teaching learning process / action taken?	Yes	SSS and ATR are verified
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23	Is teachers recognized as research guides	Yes	Need to be improved
24	Is departments having Research projects funded by government and non government agencies	Yes	Need to be improved
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	centre and other initiatives		initiatives.
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44	Students qualifying in state/ national/ international level examinations	Yes	Some of the recently graduated students have progressed to Higher studies and some got placed in govt sectors.
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56	Professional development / administrative training Programmes organized / attended	Yes	Programmes were organised
57	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	Needs improvement in this area
58	Internal and external financial audits	Yes	Verified Audited statements
59	Internal Quality Assurance Cell (IQAC)	Yes	Verified the Meeting minutes and the steps taken for the institutional growth.
60	Is IQAC reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals	Yes	Periodical review mechanism to ensure effective teaching learning process and regular academic audit is in practice.
61	Quality assurance initiatives of the institution	Yes	Regular IQAC Meetings, Review of Feedback analysis, MoU's with Companies, Participation in NIRF, regular academic/administrative

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			audits
Institutional Values and Best Practices			
62 . .	Promotion of gender equity	Yes	Gender equity programmes organized - Female faculty is available in Internal complaints committee for Sexual Harassment, grievance redressal cell, Students Help Desk, Anti-Ragging committee, International women's day celebrated
63	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-waste management	Yes	Bio gas unit has been Installed, Solar plants has been established for energy saving, LED bulbs and power efficient Equipment are used, Water conservation facility Available, Waste management is carried out efficiently (solid, liquid, e waste)
64	Green campus initiatives /audits on environment and energy/ Rainwater harvesting	Yes	Rain water harvesting and Green campus initiatives have been taken
65	Efforts/initiatives in providing an inclusive environment	Yes	Diverse Religious festivals are celebrated
66	National and international commemorative days, events and festivals	Yes	Voters day awareness, Religious Festivals, National and International Days of Importance are celebrated such as Engineers day, World sparrow Day, Women's day etc - Verified the report of the activities
67	Best practices	Yes	• Vermi compost production for bio inspired vegetation. • Vocabulary words preparation • Aptitude and reasoning practice • Faculty motivation by way of Cash prize for research related activities. • Psychological counselling

Suggestions:

- To concentrate more with staff and student publications.
- To concentrate more with research funding.
- To motivate the staff and students to file more patents

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Observation:

Need improvements in the following areas.

- University exam results to be improved.
- Need to improve the grants from Government and Non-Government Organizations.
- To strengthen the research publications.
- Concentrate for consultancy work.
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9/8/23.

Audit peer team member

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AVCE/IQAC/ 2023-24/ AAA-04 **Date: 09/08/2024**

INTERNAL QUALITY ASSURANCE CELL

INTERNAL ACADEMIC AUDIT REPORT

Academic Year 2023-24

Name of the Auditee: Annai Vailankanni College of Engineering
Year of establishment: 2008
Dates on which audit was conducted: 2.8.24 and 3.8.24

Audit peer team committee members:

Audit committee members	Position / Department
Dr. N.Abilash	IQAC Coordinator, AVCE.
Dr. Johny Varghese	Placement Officer, AVCE.

Sl.No	Parameter	Verification Yes/No	Observations/ Suggestions
	Curricular Aspects		
1	Is the Institution ensures effective curriculum delivery through a well planned and documented process	Yes	Lecture plan and periodical review of syllabus coverage has been undergone.
2	Is the institution adheres to the academic calendar including for the conduct of CIE	Yes	Verified the Academic Calendar and verified with the conduct of Internal Assessment tests.
3	Is the Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University	Yes	Verified the role and responsibilities of teachers' involved in Question paper setting and evaluation process.
4	Is CBCS / elective system implemented	Yes	Verified curriculum and regulation
5	Whether the issues of Environment and Sustainability, Gender, Human Values and Professional Ethics addressed by courses	Yes	Offering Course on Universal Human Values, Professional Ethics etc.
6	Is value added course/ field projects /research projects/ internships introduced and students enrolled	Yes	Need to strengthen the internships and innovative research projects.

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7	Is the Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders	Yes	Verified the feedback analysis and ATR
Teaching, Learning and Evaluation			
8	Average Enrolment percentage and seats filled against reserved categories	Yes	Verified the DOTE approval and other supporting documents
9	Is measures taken for supporting advanced learners and slow learners?	Yes	Verified the coaching timetable for slow learners and support to participate in GATE exams and value added courses for advanced learners.
10	Student – Full time teacher ratio	Yes	9:1
11	Is student centric method used for enhancing learning experiences?	Yes	Experimental and participative learning methodologies are practiced. Efforts need to be taken for motivating all the students to get involved in such practice.
12	Is ICT enabled Teaching / Examination / evaluation practiced?	Yes	Efficient teaching using ICT enabled Teaching tools.
13	Ratio of mentor to students for academic and other related issues	Yes	Circulars of mentor details, Year wise students enrolled and staff on roll for latest Academic year is verified
14	Average percentage of full time teachers against sanctioned posts	Yes	Teaching post availability was calculated based on the student enrolment.
15	Number of full-time teachers with Ph.D	Yes	More number of Ph.D teachers should be filled.
16	Mechanism of internal assessment is transparent and robust in terms of frequency and mode	Yes	The IAT marks are informed to the students and displayed in the department Notice Board and the parents were informed about this.
17	Number of teachers who received awards and recognitions	Yes	Awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies are verified
18	Is grievances related to teaching - learning / examination / evaluation / facilities addressed?	Yes	Fully functional Grievances redressal Cell
19	Availability /Dissemination /Attainment of POs, & Cos	Yes	Verified dissemination strategies and outcome attainment.
20	Average Pass Percentage	Yes	Need to be improved
21	Is Student satisfaction survey (SSS) taken on teaching learning process / action taken?	Yes	SSS and ATR are verified
Research and Development			
22	Is Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution	Yes	Verified and need to be improved
23	Is teachers recognized as research guides	Yes	Need to be improved
24	Is departments having Research projects funded by government and non government agencies	Yes	Need to be improved

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25	Eco system for innovations including Incubation centre and other initiatives	Yes	Functional IIC Cell is taking initiatives.
26.	Is workshops/seminars conducted on Research methodology, IPR, entrepreneurship, skill development	Yes	Programmes are organized by Training & Placement Cell in association with external research organizations.
27	Patents published/awarded	Yes	Patents are filed and some are under evaluation for grant.
28	Research papers / books and chapters / E-content / Citation Index/ h-index	Yes	Research Papers, Book Chapters are available
29	Extension activities in the neighbourhood community / awards received / programs conducted/ students participated	Yes	Outreach Programmes are organized
30	Collaborative activities/functional MoUs	Yes	Functional MoUs are available
Infrastructure			
31	Facilities for smart class rooms / virtual rooms / conference rooms / furnished staff cabin / laboratories	Yes	ICT enabled class rooms and seminar halls available. 3D printing & Robotics centre are available.
32	ICT - enabled facilities	Yes	ICT enabled class rooms and seminar halls available.
33	Facilities for / cultural activities, yoga and sports	Yes	Cricket ground, GYM and Yoga centre facilities, Open air Theatre
34	Hostel facility / guest room facility / Secured Campus	Yes	Security personnel guarding the entire campus area both in day and night shifts - CCTV cameras located at all the strategic locations in the campus - Biometric devices are available for faculty, Fire extinguishers and first aid boxes are kept at all the necessary locations
35	Infrastructure augmentation, Is the Institution has disabled-friendly, barrier free environment	Yes	Establishment of special labs – AI supercomputing labs, 3D printing, Robotics etc. The Institution has ramps, disabled friendly toilets, Sign boards etc.
36	Innovation cell	Yes	(AIC) Centre for Innovation and Technology Transfer are the supporting systems available to promote a culture of innovation.
37	Is Library automated using Integrated Library Management System	Yes	Automated using Fenix Ninja.
38	Student - Computer ratio / available bandwidth of internet	Yes	Ratio is 4:1 & Available Bandwidth : 100 MBPS (wired and Wi-Fi)
39	Facilities for E-content access	Yes	Digital Library available
40	Budget allocation	Yes	Verified the finance reports
Student Support and Progression			
41	Students benefited by scholarships / career counselling/ guidance for competitive examinations	Yes	Students were benefitted
42	Capacity development and skills enhancement initiatives	Yes	Capacity development and skills enhancement programmes were organized

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43	Redressal of student grievances / ragging / Sexual harassment	Yes	Verified Minutes of Meeting in Student grievance cell
44	Students qualifying in state/ national/ international level examinations	Yes	Some of the recently graduated students have progressed to Higher studies and some got placed in govt sectors.
45	Placement of outgoing students/ progressed to higher education/Capability enhancement programs for Placement	Yes	Most of the students have been placed - Verified database with Training & placement cell
46	Awards won by students for outstanding performance in sports/cultural activities	Yes	Many students have won in sports and cultural activities
47	Representation of students on Academic and administration activities	Yes	Various sports, cultural and club activities are conducted by student's participation & Leadership.
48	Sports and cultural events / competitions organized	Yes	Regular sports meet and events are organized
49	Registered and functional alumni association/ alumni contribution	Yes	Student mentorship programmes, Induction programmes, lecture series, mock interviews are organized with the support of Alumni association and initiatives were taken for registration.
Governance, Leadership and Management			
50	Is Statutory committee meetings held periodically	Yes	Verified Minutes of Meeting
51	Vision and Mission of the institution	Yes	The institution has well defined vision and mission statements.
52	Is E-governance implemented?	Yes	Through ERP & Library management system E-Governance is implemented.
53	Performance appraisal system, promotional avenues	Yes	Performance appraisal is done on regular basis.
54	Faculty and staff effective welfare measures	Yes	Medical insurance, Eye camps, General health check-up, Children day care facility, Faculty appreciation with cash awards for academic progress and service achievements
55	Financial support to attend conferences / workshops and membership fee of professional bodies	Yes	Faculty were provided with financial assistance as per the norms in Guidelines for attending conferences and workshops
56	Professional development / administrative training Programmes organized / attended	Yes	Programmes were organised
57	Grants received for development and maintenance of infrastructure from govt./ non-govt. bodies	Yes	Needs improvement in this area
58	Internal and external financial audits	Yes	Verified Audited statements
59	Internal Quality Assurance Cell (IQAC)	Yes	Verified the Meeting minutes and the steps taken for the institutional growth.
60	Is IQAC reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals	Yes	Periodical review mechanism to ensure effective teaching learning process and regular academic audit is in practice.
61	Quality assurance initiatives of the institution	Yes	Regular IQAC Meetings, Review of Feedback analysis, MoU's with

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			Companies, Participation in NIRF, regular academic/administrative audits
Institutional Values and Best Practices			
62	Promotion of gender equity	Yes	Gender equity programmes organized - Female faculty is available in Internal complaints committee for Sexual Harassment, grievance redressal cell, Students Help Desk, Anti-Ragging committee, International women's day celebrated
63	Is facilities available for alternate sources of energy/ energy and water conservation/ management of degradable and non-degradable waste /e-waste management	Yes	Bio gas unit has been Installed, Solar plants has been established for energy saving, LED bulbs and power efficient Equipment are used, Water conservation facility Available, Waste management is carried out efficiently (solid, liquid, e waste)
64	Green campus initiatives /audits on environment and energy/ Rainwater harvesting	Yes	Rain water harvesting and Green campus initiatives have been taken
65	Efforts/initiatives in providing an inclusive environment	Yes	Diverse Religious festivals are celebrated
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