



ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

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

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

Dr.R.AngelinePrabhavathy
PRINCIPAL

AUTHENTICATION CERTIFICATE

This is to certify that the institutional perspective plan is effectively deployed and functioning bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.



Angel
06/09/2024

PRINCIPAL

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



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CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1 The institutional perspective plan is effectively deployed and functioning bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

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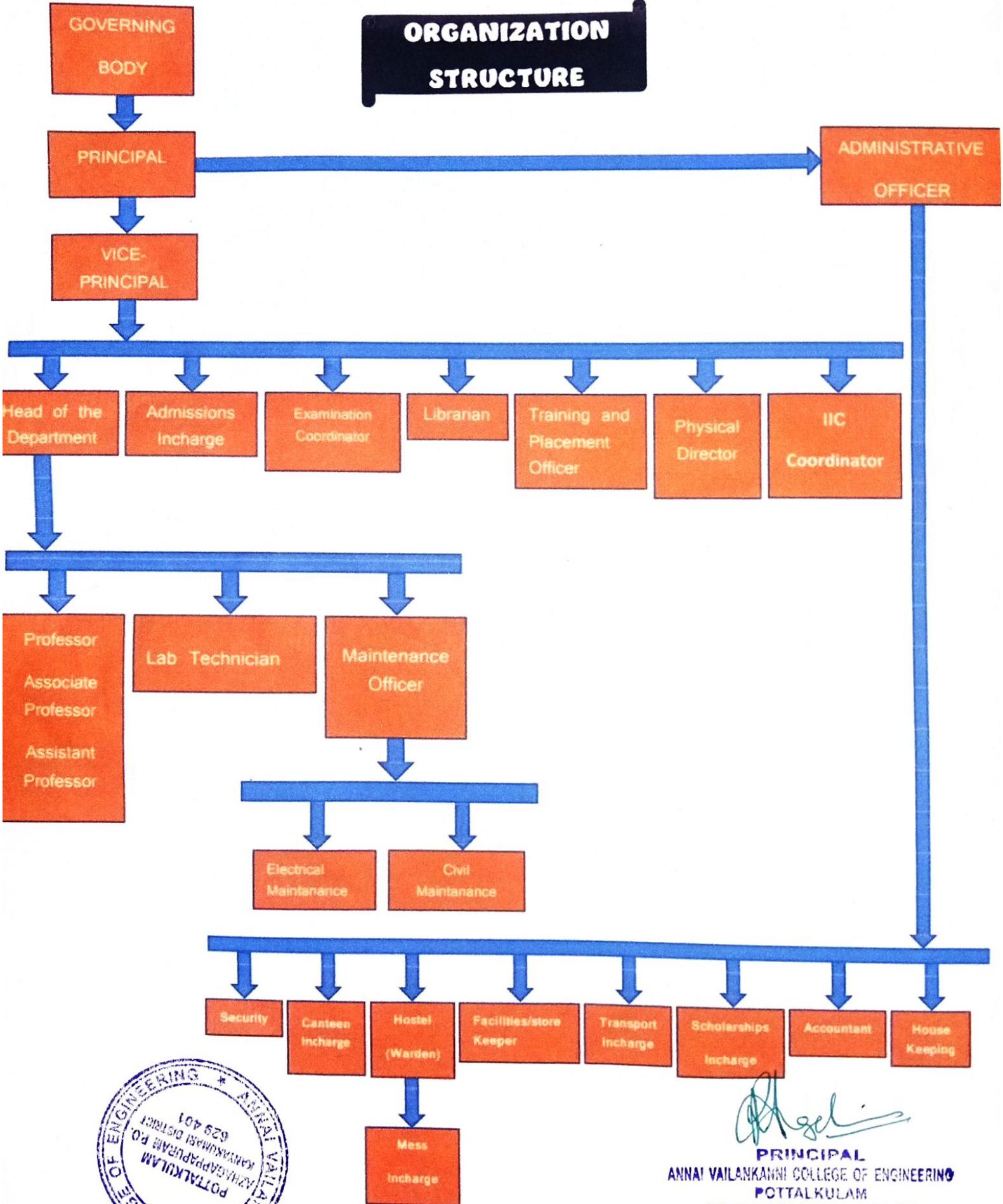
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ORGANIZATION STRUCTURE



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HR POLICY

1. General

Working days and timings

- The College functions from Monday to Saturday every week except 2nd Saturday.
- The College working hours are from 9.00 am to 3.30 pm for Faculty and Staff members.
- The Class timings are between 9.00 am and 12.30pm in the FN session. The Lunch break is from 12.30 pm to 1.00 pm. Afternoon session is between 1.00 pm and 3.30 pm.

Maintenance of Attendance

- Attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and exit time is after 3.40 PM. The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

2. Service Rules

- The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.
- All appointments shall ordinarily be made on probation for a period of one year. The Faculty member is treated as "Regular" on completion of one year service.

Faculty Salary and Increment



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- Salary based on the experience and qualification, the monthly salary will be paid as per AICTE norms.

Faculty Resignation

- Resignation will not be accepted in the middle of the academic year.
- No teacher is permitted to leave during the middle of the semester.
- Two months notice is to be submitted or two months salary needs to be paid in lieu of such notice for Teaching and Non-Teaching staff.

Quality Improvement Program (QIP)

- Faculty and staff members are supported to attend courses, workshops, Seminars , conferences and undergo higher education.
- More than 50% of faculty members are permitted per semester, to attend FDP, Conference and Seminar.
- Faculties who are in probationary period are also eligible to attend FDP.
- We are providing allowance for the staff who are attending FDP, Conference based on the distance TA and DA, registration fees, accommodation amount more than 5000 rupees.

3. Faculty Recruitment Procedure and Promotion Policy

Recruitment Procedure

- Based on the requirement, advertisement is given in local and national level newspapers/ Job portals.
- Based on the AICTE faculty qualification guidelines, applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.

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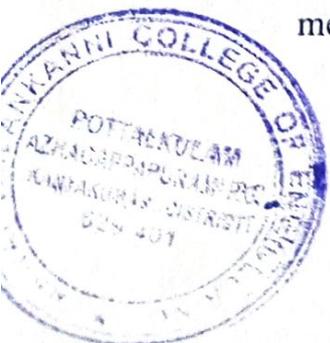
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- The Staff Selection Committee will conduct the interview. Selected candidates are recommended for appointment.
- The appointment is made after due approval from the Management through the Principal.
- The appointment is given under probation for a period of one year from the date of joining in service. After one year he/she will be considered as regular and confirmed employees.

Promotion Policies

- The college follows AICTE norms for qualification and experience for promotion of the faculty members
- In addition, due consideration is given to academic performance and overall contribution by the faculty members.
- Incentives are offered to faculty members who excel in academics.
- Performance appraisal for faculty is carried out at the end of the academic year and a filled-in format has been obtained from each faculty member comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- Based on their performance in that academic year, they are suitably rewarded and honored. Faculty members producing 100% in the Theory Subjects during the Anna University examinations, will be awarded Rs.1,000 cash reward and appreciation certificates.
- A special allowance Rs.10,000 for the engineering department and Rs.6,000 for the science and humanities department will be given to the faculty members who completed their Ph.D. Degree.




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- The leave rules for faculty and staff are circulated for information to all. The faculty and other staff members are informed to strictly adhere these rules.

4. Leave Benefits and Rules

Casual Leave (CL)

- Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.
- The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- Holidays interposed between CLs will be considered as CL.
- No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7 days.
- If it exceeds 7 days all the general holidays or ODs will be considered as CL.
- The number of medical leave, in case of genuine reasons of emergency, per year is 8 days.

Maternity Leave (MAL)

- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institution.

Compensatory Leave (CCL)

- Faculty members are eligible to avail CCL in lieu of working for the institution / management on Sundays / general holidays.



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Late attendance

- Number of Late Attendance(LR)per month is 2.(Maximum of One hour)
- LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

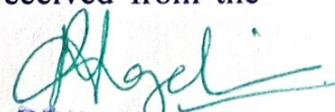
Permission

- The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

Exam On Duty (EOD)

- Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.
- Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.
- Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.
- Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.




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- Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

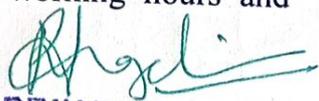
Other On Duty Related to Academic Work (OOD).

- The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.
- Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
- Invited to other Colleges /Organizations for honoring a faculty member for his/her achievements
- Attending Conventions/Meeting etc., of professional bodies like ISTE, IEEE,CSI, IEI etc.

5. Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tamil Nadu Private Colleges Regulation Act 1976.)

- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every teacher shall at all times maintain absolute integrity and devotion to duty. He / She shall be strictly honest and impartial in his / her Official dealings.
- Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and




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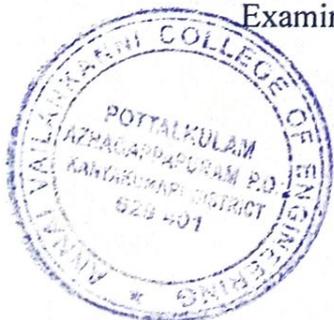
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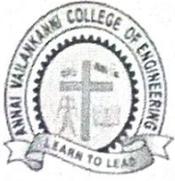
announced holidays including Sunday without claim for additional remuneration.

- No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- Whenever leaving the college premises, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence.
- Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes' and other activities conducive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practical's and assessment / examination / evaluation work assigned to him/her by the college authorities.
- Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- Every teacher shall help the college authorities in enforcing and maintaining discipline among students
- Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practical's , Dissertations, Thesis etc,



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- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.



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10/11/2016



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ADMISSION POLICY

Government Quota	50%	Admission done by Government of Tamilnadu through Anna University, Chennai. The admission is based on the marks scored in Mathematics, Physics & Chemistry In +2 examinations.
Management Quota	50%	Admission based on Merit list prepared by Consortium of Self Financing Engineering Colleges (as per Government & Supreme Court Guidelines)
AICTE Fee waiver scheme	5%	Merit-Cum-means based
Lateral Entry (Admission to Direct Second year)	20%	50% of 20% Government Quota and 50% of 20% Management Quota

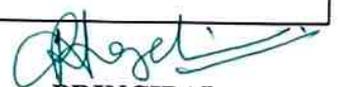
Admission Policy-PG (As per State Government Norms)

Government Quota	50%	Admission done by Government of Tamilnadu through Anna University, Chennai.
Management Quota	50%	Admission based on Merit list prepared by Consortium of Self Financing Engineering Colleges (as per Government & Supreme Court Guidelines)

Reservation Policy

Reservation	Admission As Per AICTE/ANNAUNIVERSITY/GOVT.OF Tamilnadu Norms.
Merit Seats	Filled up as per the norms framed by AICTE/ANNA UNIVERSITY/ Govt. of Tamilnadu.
Management Quota	Management quota seats are filled up based on AICTE/ANNA UNIVERSITY/ Govt. of Tamilnadu and merit list based on consortium of Self-Financing Engineering Colleges.




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FINANCE POLICY

Anna Vailankanni Educational & Charitable Trust was established in the year 2008 to serve the society. Institutional financial management is a well-planned and transparent mechanism. The Resource Mobilization Policy enumerates strategies and protocols for financial planning and fund mobilization. The Management monitors the optimal utilization of funds in a manner that promotes learning and keeps in line with the vision and mission of the institution. The process involves various committees of the institute as well as the Department Heads and Accounts office.

Objectives

The financial policy of the institution intends to achieve the following objectives:

- Prudent and effective management of financial resources.
- Honesty and transparency in all aspects of financial management and financial reporting.
- To comply with the legal requirements of various acts.
- Documentation of income and expenditure, assets and liabilities, banking requirements, budgeting, internal controls, reporting, etc.
- To execute the project according to the terms and conditions of the donor and to achieve the goal of the project.
- To ensure desirable standards of accountability and credibility of the institution in the use of funds entrusted to it.
- To deliver maximum benefits at minimal cost.
- To practice standards according to practices in the management of financial resources.

Planning Infrastructural requirements

In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are worked out by the heads of concern departments and get approved by the Governing Body in terms of financial load and time needed.

Programme-wise budgets for equipment, instruments, and consumables, are prepared by the HODs and submitted to the principal.

The main sources of funds are:

Students Tuition Fee

Anna Vailankanni Educational & Charitable Trust Fund

Alumni Contribution

Government and Non-Government Agencies.

Funds received from the industries for consultancy work.



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The institute budget is finalized in the following procedure:

- The budget proposal for every academic year is prepared by individual departments.
- The collective budget proposals are scrutinized by the Finance committee at the college level and thereafter submitted to the principal
- After the principal approval, the budget proposals are placed in Governing council meetings for final approval.
- The Governing council approves almost 80% of the budget proposed by the departments.
- At the end of every year, all the departments should submit the utilization details to the principal.
- The Finance committee of the college take the review of department fund utilizations.
- All the incomes and expenditures of the institute are effectively monitored by the principal in consultation with the accounts department and management of the institution.

Utilization of Funds:

- The quotations are scrutinized by the finance committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.

Financial Audit of Grant

The college adopts the following mechanism for conducting financial audits. The institute has established a mechanism for conducting Internal and External Financial audits every year to ensure Financial Compliance. The Management has appointed a Chartered Accountant as the external auditor of the Management accounts. The statutory financial audit of all accounts of the College is conducted after the end of the financial year from April to March. Finalization of accounts is completed and the audited statement is prepared.

The College is a self-financing institution, the source of funds is mainly the Tuition fee paid by students admitted to the institution. The management and the institution have a well-defined financial policy to ensure effective and optimal utilization of resources for academic, administrative and developmental activities which help to achieve the institute's vision and mission.



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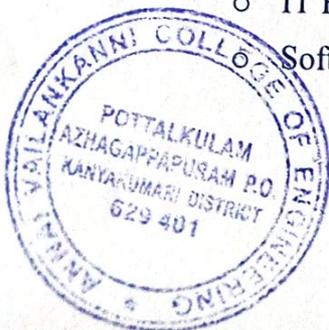
IT POLICY

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the college in the campus.
- To establish college-wide strategies and responsibilities for protecting the information assets that are accessed created, managed, and/or controlled by the college.
- To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- College IT Policy applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories and Administrative Offices of the College
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.
- **IT policies broadly concentrates on the following areas**
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines



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- Network (Intranet & Internet) Use Guidelines
- E-mail Account Use Guidelines
- Web Site Hosting Guidelines
- College Database Use Guidelines
- Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the department can submit IT Hardware requirements based on their academic requirements.
- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments / equipments, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed by them only.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.




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- Open source software should be used in their systems where ever possible.
- Licensed software need to be installed in the systems.
- Antivirus Software need to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.

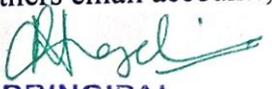
Network (Intranet &Internet) Use Guidelines

- Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if the other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

Email Account Use Guidelines

- Every faculty is provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.




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- Impersonating email account of others will be taken as a serious offence under the College IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.

Web Site Hosting Guidelines

- The College Website should be used to provide academic and administrative information for its stakeholders.
- Website in charge is responsible for content updating and maintenance of the website.
- Maintain up to date pages. Proof read pages and test links before putting the month Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the College Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
- Website Up dating Committee need to take proper measures in safe guarding the security of the data hosted on the website.

College Database Use Guidelines

- The databases maintained by the College administration under the College's e-Governance must be protected.
- College is the data owner of all the College's institutional data generated in the College.
- Individual or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.




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- The College's data policies do not allow the distribution of data that is identify able to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff is for internal College purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data.
- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the college Office for response.
- At no time May information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared /compiled and submitted by the Dean, IQAC coordinator, Exam cell In charge and Finance officer of the College.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to.
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design College Network and perform Backbone operations

- To follow Global Naming & IP Addressing conventions




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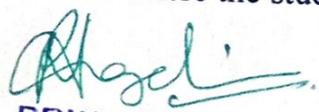
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- To review the existing networking facilities and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in classrooms, Labs and Seminar halls.
- To receive and address complaints from users of college network
- To Maintain servers in the server room
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- The major e-waste such as written off instruments/equipments, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged/repaired/exchanged by the suppliers.
- Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCB sand electronic items are collected from every department and office and delivered for safe disposal.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.




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Maintenance Policy Statement:

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipments and laboratories etc.

Objectives:

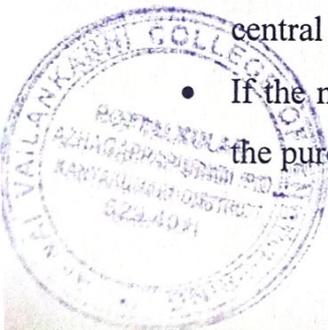
- To maintain equipment and amenities in laboratories in proper order.
- To maintain the print and digital resources of the Central Library in proper order.
- To maintain ICT-enabled classrooms, seminar halls and faculty rooms in proper order and necessary up gradation.
- To ensure regular maintenance of buildings with minimum disturbance to the stakeholders.
- To ensure proper maintenance of IT Network and CCTV cameras within the campus.

Administration

- The maintenance supervisor shall be appointed by the Principal to look after all the maintenance related activities of the institute with assistance from other staff.
- The systems maintenance section is headed by system admin who is responsible for maintaining computer and ICT facilities.

Maintenance Procedure:

- Any problem that occurs in the department is recommended to the maintenance supervisor through a letter/mail.
- The supervisor deputs a skilled person/technician to attend the specific problem.
- The skilled person will resolve the problem on site without requirement of additional material. In case of material requirement, it is received from the maintenance section or central store through proper request.
- If the material needs to be procured from outside, permission must be obtained from the purchase committee on recommendation of maintenance supervisor.



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- Annual stock verification is conducted every year and the status of furniture, lab equipment, stationery, ICT facilities, Library, sports items and all other assets is collected .All the items usable are accordingly repaired and maintained.
- While purchasing any new equipment, the terms of Annual Maintenance Contract(AMC) are also taken into consideration before deciding the purchase.

I-ACADEMIC FACILITIES:

Laboratories:

- The maintenance and repair of equipment is done by the respective department with the help of technical assistants as well as external agencies, if required.
- Each department of the institute carries out the calibration and maintenance of the measuring instruments periodically.
- All other equipment in the laboratories is maintained regularly.
- Then -house maintenance and repairs are addressed by the respective department technicians who are qualified and trained.
- Major problems and repairs will be attended in consultation with the suppliers following the central purchase procedure

i. Class Rooms:

- Every department has a faculty in-charge who will periodically check the condition of classroom amenities like benches, chairs, black boards, fans, lights and ICT facilities.
- The incharge will resolve the problem through the Head of the Department following the internal operating procedure.

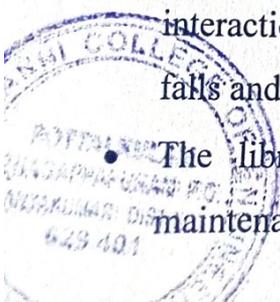
ii. Library:

- The maintenance of library is taken care by Librarian and his supporting staff. Internal periodic audits are done in the library for maintaining wellness of the books. Frequent interactions are made by the librarian with the students and faculty to know the short falls and take necessary action to overcome them.

• The librarian takes the responsibility of scheduling and coordinating all the maintenance activities of the library.

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II. Computer and ICT Facilities:

- All computers in the institute premises have been connected by LAN. The systems section maintains the fire wall, LAN connectivity, The entire campus is Connected by the Wi-Fi facility.
- Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to technician. In case the problem persists, the same is referred to the outside vendor.
- The functioning of college internet and internet facility is monitored and maintained by the hard ware technicians in association with Network administrator.
- Fiber Optic cable issue was rectified with the support of vendor.
- Any up gradations or modification of the existing Network Model is carried out by inviting quotations from external agencies by following the central purchase procedure.

III. Maintenance of Infra structure (Building):

- Building maintenance includes civil work modifications, civil repairs in buildings, other repairs and maintenance of internal roads, plumbing, colouring and painting or structures.
- It will monitor housekeeping, cleaning of water tanks, and sanitary arrangements.
- Small repairs and maintenance is carried in-house whereas contractor services are obtained for major maintenance requirements.

IV. Electrical Systems Maintenance:

- Monthly monitoring of electrical systems such as generator, UPS, and batteries is done and its status is entered in the maintenance log Book. The suppliers/service providers are approached incase of any major fault.
- Major electrical equipment is covered under Annual Maintenance Contract (AMC) by the suppliers.
- Adequate number of UPS is installed in each department to ensure un interrupted power supply for all computers.
- Technicians are available as part of maintenance section to maintain refrigeration and air conditioning systems.



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Furniture Maintenance:

- Furniture maintenance includes customized fabrication of cabinets, desks, counter tops, installation of doors and windows, and concerned supporting staff attends to all repairs and maintenance.
- The internal operating procedures are followed for maintaining the furniture in the institution.

V.SPORTS AND GAMES FACILITIES:

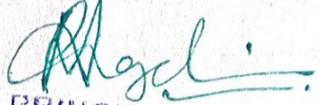
- The stadium, gymnasium, playgrounds, and all other sporting equipment are regularly supervised and maintained by the Physical Director with the help of supporting staff.

VI. OTHER FACILITIES:

- The RO plant, which provides 24 X 7 drinking water facility, is maintained with periodic testing of the quality of water by technicians.
- One staff member is appointed as transport in-charge to supervise and maintain all transport facilities of the institution with the help of supporting staff.
- Adequate man power is employed to maintain cleanliness of the campus, Classrooms, Staff rooms, Seminar halls and Laboratories, wash rooms and rest rooms for good ambience.
- The Green Cover of the campus is well maintained by full time gardeners as well as contractual labor.
- The campus security is monitored through surveillance Cameras and is maintained by the supplier.
- The college has Canteen facility where subsidized food is provided to staff and students. The maintenance of the canteen is the responsibility of canteen manager.

The Institute shall continuously review and update the approved policy and is committed to its implementation.




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Research Policy

Aims of the Research Policy

Anna Vailankanni College Engineering aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers, staff and students. It helps to realize the vision and missions of the Institution and for contributing to national development by establishing an institutional fund and plan for facilitating their participation in research and related activities and by providing the required resources and appropriate facilities.

It also aims at ensuring that the research activities of the University conform to all applicable rules and regulation as well as to the established standards and norms relating to safe and ethical conduct of research.

Objectives of the Research Policy

- Strengthening the institutional capacity for strategic, technical and operational planning, budgeting and control of all research activities of the Institution.
- Creating and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students
- Developing rules, procedures and guidelines for granting research support, instituting awards, and supporting all other related activities
- Developing rules, procedures and guidelines for granting study leave, sabbatical leave, duty leave, reduction in workload, etc. for faculty members undertaking research activities

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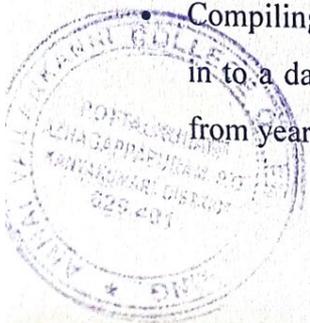
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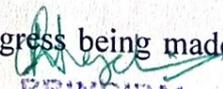
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- Providing a modality for proper coordination of all research activities of the Institution and aligning these to the vision and missions of the Institution and national development goals.
- Preparing and updating the research agenda of the Institution outlining the preferred focus areas and priorities of research activities to be supported
- Guide faculty members in the effective integration research projects with the regular curriculum implementation and curriculum enrichment activities
- Identifying and informing researchers about the appropriate research opportunities announced by different academic, research, industry or government organizations
- Promoting inter disciplinary research and establishing modalities for preparing and undertaking joint research projects covering more than one knowledge domain as well as policies for involving external agencies/experts in such projects
- Enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project
- Identifying and establishing link ages including MOUs for long term relationships with industry bodies and individual companies for creating opportunities for teachers and students of the Institution to involve themselves in real life research projects and obtaining sponsorships
- Encouraging and facilitating the publication of the research work/projects in reputed academic journals
- Encouraging and facilitating the presentation/communication of the research work/projects as well as their findings and recommendations through academic events such as workshops/seminars/guest lectures or the media
- Compiling data on all the research work/projects undertaken by the teachers and students in to a data base for easy monitoring and analysis of the progress being made by them from year to year




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- Providing mechanism to ensure that academic staff attain the desired mix of teaching, research and consultancy outputs so as to achieve the level stated in the Institution mission;
- Adopting research code, which informs all researchers about the ethical and legal norms and principles to be followed in the conduct of research
- Preparing and implementing research quality assurance mechanism for ensuring that all research activities of the Institution conform to standard quality specifications
- Developing and administering rules and procedures to ensure the compliance of all researchers to the research quality assurance framework, the research code and all the applicable rules and regulations.

Composition of Research Cell

Research Cell will have the following composition

- Principal–Chair person
- Dean academics–Member Secretary
- Dean R&D-Co-ordinator
- Two teachers–Members
- Industry/Academia representative-Member
- Two student representatives-Members

Research Cell may be expanded with the inclusion of more members as necessary .It may also setup and promote 'Action Groups' for managing specific projects/activities.



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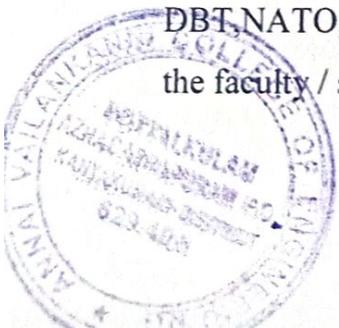
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Research Policy Implementation Mechanism

The Research Cell of the Institution shall be responsible for implementing this research policy of the University by working closely with the management .The specific roles and functions of the research cell will be as follows

1. Facilitate the faculty in undertaking research and will work with the management to setup a research fund for providing seed money
2. Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty.
3. Encourage and promote a research culture (eg.Teaching work load remission, opportunities for attending conferences,etc.).
4. Encourage the faculty to undertake research by collaborating with other research organizations/industry.
5. Create suitable procedures for giving due recognition for guiding research.
6. Facilitate the establishment of specific research units/centres by funding agencies.
7. Organize workshops/training programs/sensitization programs are conducted by the institution to promote a research culture on campus.
8. Prepare budgets for supporting students' research projects.
9. Invite industry to use the research facilities of the Institution and sponsor research projects.
10. Approach National and international organizations such as UGC,CSIR,DST-SERB, DST, DBT,NATO,DRDO and BARC to fund major and minor research projects undertaken by the faculty / students



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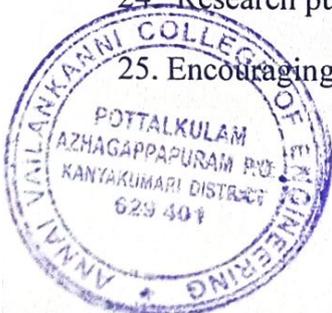
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11. Make efforts to improve the availability of research infrastructure requirements to facilitate research.
12. Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.
13. Facilitate Inter departmental/inter disciplinary research projects.
14. Institute research awards.
15. Create incentives for the faculty who receive state, national and international recognition for research contributions as well as research awards and recognition from reputed professional bodies and agencies.
16. Encourage and promote the publication of research articles by the faculty in reputed/ refereed journals.
17. Create and maintain a database of research work and research projects undertaken by the faculty and students as well as collect data by metrics such as Citation Index, Impact Factor, h-index, SNIP, SJR, etc.
18. Publicize the research expertise and consultancy capabilities available in the Institution.
19. Facilitate the provision consultancy services to industries / Government /Non-Government organizations/ community/public.
20. Prepare Rules & Guidelines for Grant of Research related to leave and other remissions
21. Prepare Guidelines for design and evaluation of curriculum oriented research projects
22. Prepare a research agenda with relative priorities.
23. Center of excellence in Engineering.
24. Research publication leading to Patent/Patenting Research activities.
25. Encouraging collaborative research with International/National reputed institutes.




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SCHOLARSHIP POLICY

MISSION STATEMENT

Annai Vailankanni College of Engineering strongly believes in empowering People with Higher standard of Education. As apart of its institutional social responsibility, the Management of the college through the provision of scholarship enables deserving recipients to complete their higher education.

LIST OF SCHOLARSHIPS:

- BC/MBC/DNC TAMILNADU GOVERNMENT SCHOLARSHIP.
- SC/ST GOVERNMENT OF INDIA / TAMILNADU GOVERNMENT SCHOLARSHIP.
- FIRST GRADUATE SCHOLARSHIP- TAMILNADU GOVERNMENT SCHOLARSHIP.
- MINORTY SCHOLARSHIP.
- MANAGEMENT SCHOLARSHIP, etc.

Such scholarships may cover tuition fees and related expenses, as applicable, and are awarded as per the conditions listed in this document.

1) BC/MBC/DNC TAMILNADU GOVERNMENT SCHOLARSHIP:

- a) Those candidates who belong to BC / MBC /DNC community are eligible for this scholarship
- b) The annual income of the parents of the scholar should not exceedRs.2,00,000/-
- c) The candidate should have 75% attendance every year
- d) The candidates who are admitted through Single Window System are eligible
- e) The scholarship award is subject to good conduct and character. It is renewable every year on promotion

Certificates to be closed with Scholarship Application:

- 1) Original Income Certificate from Thasildar Office
- 2) School Attendance Certificate




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- 3) Copy of Community Certificate
- 4) Copy of Aadhar Card
- 5) Student Bank Accounts Details
- 6) Government Allotment Order(GQ)

2) SC/ST GOVERNMENT OF INDIA / TAMILNADU GOVERNMENT SCHOLARSHIP:

- a) Those candidates who are Indian citizens and who have passed School leaving examination, viz. Higher Secondary/ Indian School Certificate, etc. are eligible for this scholarship.
- b) The income of the parent should not exceed Rs.2,50,000 per annum.
- c) The scholarship is renewable from year to year with in the stages of education.
- d) The candidate should not be in receipt of another scholarship/assistance from other sources.
- e) The scholar should have 75% attendance every year.
- f) The award of scholarship is subject to good conduct and character. It is renewable every year on promotion.

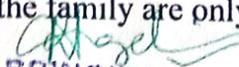
Certificates to be closed with Scholarship Application

- 1) Original Income Certificate from Thasildar Office
- 2) School Attendance Certificate
- 3) Copy of Community Certificate
- 4) Copy of Aadhar Card
- 5) Student Bank Accounts Details
- 6) Government Allotment Order(GQ) or Consortium Allotment Order(MQ)

3) FIRST GRADUATE SCHOLARSHIP- TAMILNADU GOVERNMENT SCHOLARSHIP:

- a) Those candidates who belong to OC/BC/MBC/SC/SCA/ST community are eligible for this scholarship
- b) Candidates who undergo graduate study for the first time in the family are only




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eligible and there should not be any graduate other than the applicant.

- c) The candidates who are admitted through Single Window System are eligible.

Certificates to be closed with Scholarship Application

- 1) First Graduate Certificate from Thasildar Office
- 2) Declaration by Parents

4. MINORITY SCHOLARSHIP:

- a) Minority scholarships—for a ll minority community
- b) Students Joined Under Government Quota and Management Quota
- c) Income up to Rs.2.5Lakhs per annum
- d) Max:Rs.25000/-

Certificates to be closed with Scholarship Application

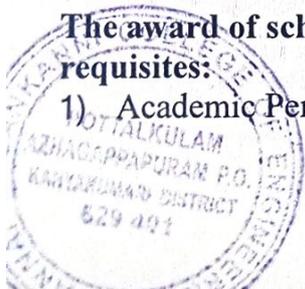
- 1) Copy of Income Certificate
- 2) Aadhar Copy
- 3) Bonafide Certificate from College
- 4) Copy of +2 Mark Sheet
- 5) Student Account Details

5. MANAGEMENT SCHOLARSHIP:

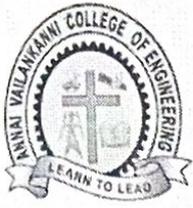
- a) The candidate must be a citizen of India
- b) Have received an unconditional admission offer from the college (applicable to Ist year applicants only)
- c) Have maintained the minimum attendance as specified by the college rules and regulations
- d) Candidate must not be a beneficiary of any other scholarship award provided. by any party.

The award of scholarships will be made based on one or more of the following pre-requisites:

- 1) Academic Performance in the preceding academic year(1st to 4th year students) and marks



Principal
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obtained in Boards /CGPA obtained.

- 2) Economically deserving
- 3) Academic merit for differently abled
- 4) Excellence in sports
- 5) Excellence in social work or community service
- 6) Students with single parent.



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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2019-20

Date: 19.07.19

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience (10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Mrs. Maria Gracida	AP/Civil	18	17	9	17	9	9	8	87



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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2020-21

Date: 10.09.20

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience(10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Dr. Johnny Rose	AP/327L	15	18	8	12	8	8	8	77



B. Sundar

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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2020-21

Date : 25.01.21

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience(10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Mrs. Anlin Sanjay	AP/Civil	17	18	7	12	7	8	8	77
Mrs. Jenny Raj	AP/ECE	18	18	7	14	8	8	8	81



Principals
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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2021-22

Date: 17.09.21

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience (10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Dr. Kalivarathan	Prof / mech	18	17	8	15	8	8	8	82



Principal

PRINCIPAL
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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2021-22

Date: 27.12.21

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience(10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Mr. Babu	AP/AIIDS	17	18	7	12	8	8	8	78
Dr. Supriya	AP/ECE	16	18	8	13	7	8	8	78
Dr. Remi	AP/SPH(Phy)	16	18	8	15	7	8	8	80
Dr. Angelia Prabud	Prof/Civil	18	19	8	17	8	8	8	86



Principals

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ANNA VAILANKANNI COLLEGE OF ENGINEERING

AVK Nagar, Azhagappapuram PO, Kanyakumari - 629401

2022 - 23

Date: 06.06.22

INTERVIEW MARKING SHEET

NAME OF CANDIDATE	Position/department	SUBJECT KNOWLEDGE (20)	COMMUNICATION (20)	PRESENTATION /Demonstration SKILLS (10)	Projects/P ublications (20)	Administrat ive experience(10)	CHARACTER (10)	RECENT TRENDS (10)	TOTAL MARKS (100)
Dr. R. Mini	ASP / IET (Phy)	17	18	8	15	7	8	8	81
Dr. Rama Vidhya	ASP / IET (Chem)	17	18	7	12	7	7	8	75



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ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

NOTICE

28/07/2018

It is decided to conduct the Eleventh meeting of the Governing Council in the Conference Hall of Annai Vailankanni College of Engineering at 11.00 AM on 30th July 2018 (Monday) at the Conference Hall, AVCE. All the members are requested to attend the meeting without fail.

Date: 30.07.2018

Venue: Conference Hall

Time: 11.00 AM

Governing Council Members:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil Kumar, Principal
3. Mr.Valan Arasu, Vice Principal
4. Dr.Chellakumar, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member



Dr.D.Peter Jesudhas, MBA
(Chairman)



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Minutes of the Eleventh Meeting of the Governing Council

Date: 30.07.2018

Venue: Conference Hall

Time: 11.00 AM

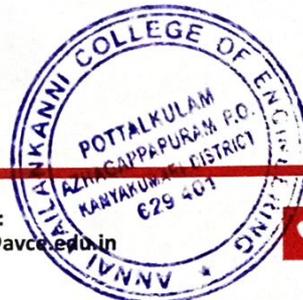
Members Present:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil Kumar, Principal
3. Mr.Valan Arasu, Vice Principal
4. Dr.Chellakumar, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member

The Eleventh meeting of the Governing Council commenced at 11.00 AM in the Conference Hall. The Principal Dr. P.Senthil Kumar welcomed the members.

The following points were discussed during the meeting:

1. It was decided to conduct special coaching for the slow learners based on the performance in the Internal Assessment Tests. Previous year question papers have to be discussed during additional coaching.
2. Staff selection panel to be formulated for the interview and new staff members are to be appointed based on the student staff ratio.
3. 63 Percentage of the budgeted amount shall be permitted for departmental utilization based on the finance committee recommendation.



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4. Advanced Learners must be provided with skill development courses and training to be given to face interview panel and group discussion.
5. Encourage students to participate in Sports and Games activities
6. Handwritten class notes for all the subjects must be uploaded in the Google Classroom, so that the absentees will be benefitted.
7. Faculty should take part in Faculty Development Programmes, symposiums, conferences etc.
8. Motivate the students to undergo innovative projects either Industrial or Domestic application based.
9. Encourage both staff and students to do NPTEL online courses for their career development.

Finally the Dean-Academic thanked the members for their valuable suggestions. The meeting ended at 12.45 PM.




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28/07/2018

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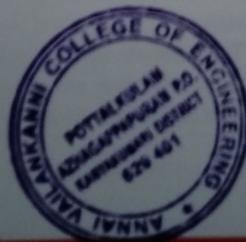
Date: 30.07.2018

Venue: Conference Hall

Time: 11.00 AM

Governing Council Members:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil Kumar, Principal
3. Mr.Valan Arasu, Vice Principal
4. Dr.Chellakumar, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member



Dr.D.Peter Jesudhas, MBA
(Chairman)



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Minutes of the Eleventh Meeting of the Governing Council

Date: 30.07.2018

Venue: Conference Hall

Time: 11.00 AM

Members Present:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil Kumar, Principal
3. Mr.Valan Arasu, Vice Principal
4. Dr.Chellakumar, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
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The Eleventh meeting of the Governing Council commenced at 11.00 AM in the Conference Hall. The Principal Dr. P.Senthil Kumar welcomed the members.

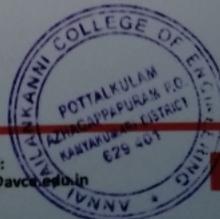
The following points were discussed during the meeting:

1. It was decided to conduct special coaching for the slow learners based on the performance in the Internal Assessment Tests. Previous year question papers have to be discussed during additional coaching.
2. Staff selection panel to be formulated for the interview and new staff members are to be appointed based on the student staff ratio.
3. 63 Percentage of the budgeted amount shall be permitted for departmental utilization based on the finance committee recommendation.

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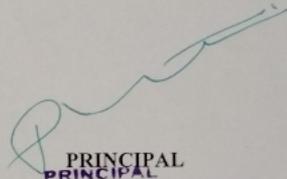
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4. Advanced Learners must be provided with skill development courses and training to be given to face interview panel and group discussion.
5. Encourage students to participate in Sports and Games activities
6. Handwritten class notes for all the subjects must be uploaded in the Google Classroom, so that the absentees will be benefitted.
7. Faculty should take part in Faculty Development Programmes, symposiums, conferences etc.
8. Motivate the students to undergo innovative projects either Industrial or Domestic application based.
9. Encourage both staff and students to do NPTEL online courses for their career development.

Finally the Dean-Academic thanked the members for their valuable suggestions. The meeting ended at 12.45 PM.




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NOTICE

19/08/2020

It is decided to conduct the Online Thirteenth meeting of the Governing Council through Google Meet at 11.00 AM on 20th August 2020 (Thursday), All the members are requested to attend the meeting without fail.

Date: 20.08.2020

Venue: Online

Time: 11.00 AM

Governing Council Members:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil kumar, Principal
3. Dr. Sebastin Antony Joe, Vice Principal
4. Prof. Eminence. Dr. P. Kaliraj, Member
5. Mr. Sivasankara Prasad Thupalli, Member
6. Dr. S. Godwin Wesley, Member
7. Mr. Anthony Wilson, Member
8. Mr. Andi S. Giri, Member
9. Mr. N. Ramachandran, Member



Dr.D.Peter Jesudhas, MBA
(Chairman)



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Website: www.avce.edu.in

Minutes of the Online Thirteenth Meeting of the Governing Council

Date: 20.08.2020

Venue: Online

Time: 11.00 AM

Members Present:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. P.Senthil kumar, Principal
3. Dr. Sebastin Antony Joe, Vice Principal
4. Prof. Eminence. Dr. P. Kaliraj, Member
5. Mr. Sivasankara Prasad Thupalli, Member
6. Dr. S. Godwin Wesley, Member
7. Mr. Anthony Wilson, Member
8. Mr. Andi S. Giri, Member
9. Mr. N. Ramachandran, Member

The Thirteenth meeting of the Governing Council commenced at 11.00AM through Online mode. The Principal Dr. P.Senthil Kumar welcomed the members.

The following points were discussed during the meeting:

1. Staff selection to be made online for recruiting new staff members to be appointed based on the student staff ratio.
2. For the new UG Course, Lab requirements and other infrastructural requirements should be consolidated by the department HoD and should give their recommendation for purchase by the purchase committee.
3. Skill development courses/training sessions should be conducted periodically.



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4. Daily Online Assignments should be given in connection with Aptitude & Reasoning so that the final year Students from all the branches will be trained for improving their Technical as well as communication skills.
5. Short term Courses should be organized based on the active MOU's
6. Faculty should take part in online Faculty Development Programmes, symposiums, conferences etc.
7. Make the Final year Students to submit online projects as a technical paper for publishing in a reputed journal.



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NOTICE

It is decided to conduct the Sixteenth meeting of the Governing Council in the Conference Hall of Annai Vailankanni College of Engineering at 11.00 AM on 13th April 2024 (Saturday) at the Conference Hall, AVCE. All the members are requested to attend the meeting without fail.

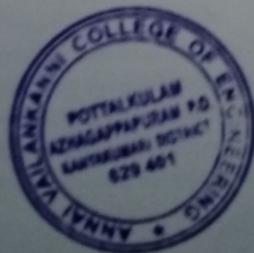
Date: 13.04.2024

Venue: Conference Hall

Time: 11.00 AM

Governing Council Members:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. R. Angeline Prabhavathy, Principal
3. Dr. J.Sunil, Vice Principal
4. Dr. N.Abilash, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member



Dr.D.Peter Jesudhas, MBA
(Chairman)



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Minutes of the Sixteenth Meeting of the Governing Council

Date: 13.04.2024

Venue: Conference Hall

Time: 11.00 AM

Members Present:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. R. Angeline Prabhavathy, Principal
3. Dr. J.Sunil, Vice Principal
4. Dr. N.Abilash, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
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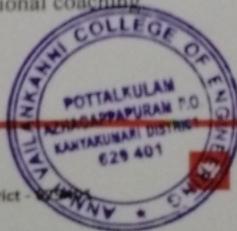
The Sixteenth meeting of the Governing Council commenced at 11.00AM in the Conference Hall. The Principal Dr. R. Angeline Prabhavathy welcomed the members.

The following points were discussed during the meeting:

1. The NAAC SSR scrutiny work should be completed within a week and IIQA should be submitted by May month.
2. The staff Academic Performance Index should be calculated and this can be included for considering the staff rewards.
3. It was decided to conduct special coaching for the slow learners based on the performance in the Internal Assessment Tests. Previous year question papers have to be discussed during additional coaching.



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4. Advanced Learners must be provided with skill development courses and training to be given to face interview panel and group discussion.
5. The Placement and Training Cell must bring more MNCs for On Campus Selection during this semester.
6. Daily Online Assignments should be given in connection with Aptitude & Reasoning so that the final year Students from all the branches will be trained for improving their Technical as well as communication skills.
7. Every department should organize special programmes related with skill development in their domain areas.
8. Short term Courses should be organized based on the active MOU's
9. Importance should be given to self discipline, hence students should be given motivational classes
10. Encourage students to participate in Sports and Games activities
11. Handwritten class notes for all the subjects must be uploaded in the Google Classroom, so that the absentees will be benefitted.
12. Faculty should take part in Faculty Development Programmes, symposiums, conferences etc.
13. Make the Final year Students project as a technical paper for publishing in a reputed journal.
14. Motivate the students to undergo innovative projects either Industrial or Domestic application based.
15. Encourage both staff and students to do NPTEL online courses for their career development.
16. 80 Percentage of the budgeted amount shall be permitted for departmental utilization based on the finance committee recommendation.
17. E-Governance is approved.

Finally the Dean-Academic thanked the members for their valuable suggestions. The meeting ended at 12.45PM.



A handwritten signature in blue ink, appearing to read "Ajgel".

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NOTICE

It is decided to conduct the Fifteenth meeting of the Governing Council in the Conference Hall of Annai Vailankanni College of Engineering at 11.00 AM on 13th April 2023 (Thursday) at the Conference Hall, AVCE. All the members are requested to attend the meeting without fail.

Date: 13.04.2023

Venue: Conference Hall

Time: 11.00 AM

Governing Council Members:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. R. Angeline Prabhavathy, Principal
3. Dr.J.Sunil, Vice Principal
4. Dr.N.Abilash, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member



Dr.D.Peter Jesudhas, MBA
(Chairman)



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Website: www.avce.edu.in

Minutes of the Fifteenth Meeting of the Governing Council

Date: 13.04.2023

Venue: Conference Hall

Time: 11.00 AM

Members Present:

1. Dr. D. Peter Jesudhas, Chairman
2. Dr. R. Angeline Prabhavathy, Principal
3. Dr.J.Sunil, Vice Principal
4. Dr.N.Abilash, Dean-Academic
5. Prof. Eminence. Dr. P. Kaliraj, Member
6. Mr. Sivasankara Prasad Thupalli, Member
7. Dr. S. Godwin Wesley, Member
8. Mr. Anthony Wilson, Member
9. Mr. Andi S. Giri, Member
10. Mr. N. Ramachandran, Member

The Fifteenth meeting of the Governing Council commenced at 11.00AM in the Conference Hall. The Principal Dr. R. Angeline Prabhavathy welcomed the members.

The following points were discussed during the meeting:

1. It was decided to conduct special coaching for the slow learners based on the performance in the Internal Assessment Tests. Previous year question papers have to be discussed during additional coaching.
2. 72 Percentage of the budgeted amount shall be permitted for departmental utilization based on the finance committee recommendation.
3. Staff selection panel to be formulated for the interview and new staff members are to be appointed based on the student staff ratio.



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4. Advanced Learners must be provided with skill development courses and training to be given to face interview panel and group discussion.
5. The Placement and Training Cell must bring more MNCs for On Campus Selection during this semester.
6. Daily Online Assignments should be given in connection with Aptitude & Reasoning so that the final year Students from all the branches will be trained for improving their Technical as well as communication skills.
7. Every department should organize special programmes related with skill development in their domain areas.
8. Short term Courses should be organized based on the active MOU's
9. Importance should be given to self discipline, hence students should be given motivational classes
10. Encourage students to participate in Sports and Games activities
11. Handwritten class notes for all the subjects must be uploaded in the Google Classroom, so that the absentees will be benefitted.
12. Faculty should take part in Faculty Development Programmes, symposiums, conferences etc.
13. Make the Final year Students project as a technical paper for publishing in a reputed journal.
14. Motivate the students to undergo innovative projects either Industrial or Domestic application based.
15. Encourage both staff and students to do NPTEL online courses for their career development.
16. The E-Governance report is revealed and approved.

Finally the Dean-Academic thanked the members for their valuable suggestions. The meeting ended at 12.45PM.



PRINCIPAL

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ANNA VAILANKANNI COLLEGE OF ENGINEERING

(A Christian Minority Institution)

AVK Nagar, Pothaiyadisalai, Pottalkulam, Azhagappapuram Post, Kanyakumari District - 629401

Phone : 04652-266500, 266637 Fax : 04652-266657

Website : www.avce.edu.in e-mail : info@avce.edu.in

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

DR.R.ANGELINE PRABHAVATHY
PRINCIPAL

Ref.: AVCE/CIR/22-2022-22

Date: 13-04-2023

Circular

As per the AICTE regulations 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 and the Governing Body (GB), AVCE constituted Student Grievance Redressal Committee with the objective of resolving the grievances of students and their parents. Provision has been made available in the Institute website, for registering the grievance through grievance-redressal@pkiet.edu.in. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the GRC headed by the principal, and appropriate action taken and the decision of the GRC will be intimated to the complainant. The grievances include

- making admission contrary to merit
- irregularity in the admission process
- withhold or refuse to return any certificates
- demand of money in excess specified
- breach of the policy of reservation
- complaints of alleged discrimination (SC/ST, OBC, Women, minority or PH)
- non-payment or delay in payment of scholarships to students
- delay in conduct of examinations or declaration of results
- withholding student amenities
- denial of quality education
- non transparent or unfair evaluation practices
- harassment and victimization of students including sexual harassment
- Refund of fees on withdrawal of admissions, etc.

Members of Grievance Redressal Committee

S. No	Name	Category	Present Designation/ Occupation	Mobil Number	E-mail ID	Address
1	Dr.R.Angeline Prabhavathy	Member	Principal	9841011759	principal@avc.du.in	62,Devasahayam Street,W.C.C. Road Nagercoil-629001
2	Dr. Abilash N	Member	Dean	9994098362	david26571@gmail.com	28a,Vallankumaranvilai, Chidambaranathan Street,Nagercoil-629002

S. No	Name	Category	Present Designation/ Occupation	Mobil Number	E-mail ID	Address
3	Dr.K.Giridharan	Member	Professor	9444958950	giritdharan-me@avce.edu.in	262/1,No 1,Anand apartments, Poonamallee high road,kilpauk, Chennai.600010
4	Mrs.S.Berlin Shaheema	Member	Associate Professor	9841017399	hod-ai@avce.edu.in	3/277 A, Town Railway Nager, B block, IV Street, Vetoornimadam, Nagercoil, 629003
5	Dr.G.Golding Sheeba	Member	Associate Professor	9487850204	sheeba-ph@avce.edu.in	8/42,Moni Star,Santhapuram, Kanyakumari 629201
6	Mr.R.Robert	Member	Assistant Professor	7418714763	robert-ec@avce.edu.in	16/7, Kadukkavilai, kallukoottam post,629802
7	Mrs.M.Morrin Gracida	Member	Assistant Professor	9486960942	Hod-ce@avce.edu.in	226/198, Joshua Street,College road, Nagercoil, KK Dist.629001

Copy to:

1. Chairman
2. Manager
3. Director
4. Vice Principal
5. Dean
6. HoD's
7. Warden (Men's , Women's)



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POTTALKULAM
AZHAGAPPAPURAM - 629 401
KANYAKUMARI DIST.**



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(A Christian Minority Institution)

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

Recognized under section 2(f) of UGC Act 1956

Website: www.avce.edu.in

Ref : AVCE/CIR/2023-24/10

Date : 20/03/2024

CIRCULAR

For the smooth Conduction of college without any hassles for the fresher's. The Anti Ragging Committee is reconstituted with the following members as per the norms.

S. No	Name	Position	Category	Present Designation/ Occupation	Mobile Number	E-mail ID	Address
1	Dr.R.Angeline Prabavathy	Chairman	Principal	Principal	9841011759	principal@avce.edu.in	62,Devasahayam Street, W.C.C.Road Nagercoil-629001
2	Dr.S.Jenihar Prabhu	Member	Staff Representative	Physical Director	9994844195	Jenihar-pd@avce.edu.in	27,Pathrakali Amman Kovil Street, Panagudi – 627109, Tirunelveli District.
3	Mr.Hampton	Member	Staff Representative	Assistant Professor	9442301801	hod-me@avce.edu.in	2/15,Zionpuram, M.K Pottal post, K.K District, 629501.
4	Mr.Napoleon	Member	Police Department	DSP	04652246947	dsp.kanyakumari@tnctns.gov.in	Deputy Superintendent of Police Kanyakumari
5	Mrs.Sarjila Bindhu	Member	Advocate	Advocate	9443993038	advocate@avce.edu.in	4/161,St.Antony's Street, Pandarakkadu,Villukkuri.
6	Mrs.Selvakani	Member	Local Government Body Representative	President	9486387348	selvakanni@avce.edu.in	Ampedkar street, NNCR Road, Kottaram Post, K.K District
7	Lingam	Member	Parent Representative	Parent	8675314277	lingam0405@gmail.com	19/55B pulluvilai,Erumbukadu
8	S.Siva Raj	Member	Student Representative	Student	8754834912	Sivaabd100@gmail.com	19.90,Thattaikadu, Ammandivilai, 629204.
9	A.Muthu Anusiya	Member	Student Representative	Student	9363653179	anumurali1906@gmail.com	3/11/34 Water Tank Street,Karkudy,Tenkassi
10	N.Abinesh	Member	Student Representative	Student	9345784490	abineshabinagendran@gmail.com	212 Perumal illam,Vadalivilai, Kottar.
11	W.Sharmi	Member	Student Representative	Student	8015642813	Wsharmi5@gmail.com	Pakthankadu, Erumbukadu Post.
12	Ms.Menaka	Member	Non-Teaching Representative	Lab Assistant	7339308112	menaka-shlab@avce.edu.in	10/262, west street, Chettikulam, Radhapuram-627120

Copy to:

- 1.Chairman
- 2.Principal
- 3.Vice Principal
- 4.Manager
- 5.Director
- 6.Dean
- 7.HOD's
- 8.Warden(Men's , Women's)



[Signature]
20/03/2024
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Ref :AVCE/CIR/2023-24/12

Date :05/04/2024

CIRCULAR

To address the grievances of the students against sexual harassment and other matters the internal complaint committee is reconstituted. All the members are requested to extend their utmost cooperation. Students are advised to use the facility.

S. No	Name	Category	Present Designation/Occupation	Mobile Number	E-mail ID	Address
1	Dr.R.Angeline Prabavathy	Member	Principal	9841011759	principal@avce.edu.in	62,Devasahayam Street, W.C.C.Road Nagercoil-629001
2	Dr.J.Sunil	Member	Vice-Principal	9841017289	viceprincipal@avce.edu.in	11-128, Poonthoppu, Mukkalampattu Vilai, Kannanoor Post-629158
3	Mr.Manikandan. B	Member	Manager	9578512300	manager@avce.edu.in	1/2/4,Sundara puram, Kottaram Post-629703
4	Mr.David Philip Daniel	Member	Director	984101760	director@avce.edu.in	10A,Pipe Well Street, Ramavarma Puram, Nagercoil,629001
5	Dr.S.Jenihar Prabhu	Member	Physical Director	9994844195	Jenihar-pd@avce.edu.in	27,Pathrakali Amman Kovil Street, Panagudi – 627109, Tirunelveli District.
6	Mrs.Morrin Gracida	Member	Assistant Professor	9486960942	morrin-ce@avce.edu.in	226,Joshua Street, Nagercoil-629001
7	Dr.G.Golding Sheeba	Member	Assistant Professor	9487850204	sheeba-ph@avce.edu.in	8-42,Moni Star, Main Road, Santhapuram.
8	Mrs.Renuka	Member	Assistant Professor	9443671072	Renuka-ec@avce.edu.in	223/17,Abraham Street, Puthukudiruppu,
9	Mrs.Anon K Jenifer	Member	Assistant Professor	9489618101	anon-cs@avce.edu.in	3/318 B, "A Block", Town Railway Nager, Krishnoncoil, Nagercoil, Kanyakumari – 629 001
10	Mrs B.Jenifa	Member	Assistant Professor	7708661151	Jenifa-cs@avce.edu.in	116,Sargunastreet, Mela Ramanputhoor, Nagercoil- 629201.
11	Mrs.S.Sivakala	Member	Assistant Professor	9994895781	sivakala-cs@avce.edu.in	10/45-2, Pillaiyar Kovil Street, Kottaram.

Copy to:

- 1.Chairman
- 2.Principal
- 3.Vice Principal
- 4.Manager
- 5.Director
- 6.Dean
- 7.HOD's
- 8.Warden(Men's , Women's)



Angel
05/04/2024

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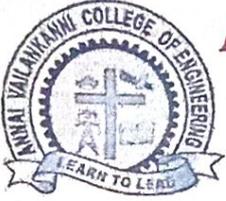
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Women Empowerment Cell

The Women Empowerment Cell in our college is established to empower girl students and staffs and to enhance their understanding of issues related to women in the society and to face the challenges with great courage. The goal of the cell is to bring about the advancement, development and empowerment of women.

VISION

To enhance the overall welfare of female students, faculty members, and non-teaching staff at the College. Additionally, the goal is to create and preserve a respectful and comfortable work environment for women, allowing them to reach their full potential in all areas.

MISSION

To provide women with the training they need to become well-versed in a variety of subjects, as well as to grow in their social, economic, and intellectual talents in order to promote world peace, security, and prosperity.

Objectives

- To promote a culture of respect and equality for female gender.
- To conduct guest lectures, seminars and workshops to impart knowledge of opportunities and tools available and train the women.
- To create a conducive counseling environment for female gender to share their problems.
- To sensitize the college community on the need for empowerment of women.
- To enable the College community understand the role of everyone in empowering women students.
- To help women students understand their strength and potential.
- To educate girl students on women specific health issues and measures to be taken.

Roles and Responsibilities

- To organize Programs and Activities for Women Empowerment.



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- To encourage Girl Students and Female Staff Members to participate enthusiastically in various Programs and Competitions.
- To sensitize the Student Community on Eve-teasing, Violence against Women, harassment etc.
- To develop the Self-Confidence of women in building their Self-Identity.
- To review safety and security measures for Female Employees and Girl Students at Campus.
- To promote a Culture of respect, equality and freedom for Female Gender.
- To provide psychological support for the Students lagging in Academic Performance.
- To counsel the Girls Students to overcome their Anxiety, Depression, Health issues and Psychological problems.
- To enhance their understanding of issues related to women in the Society and to face the challenges with great courage.

Sl. No	Name of the Committee members	Designation	Position
1	Dr. R.Angelin Prabhavathy	Principal	Chairman
2	Mrs. G.Golding Sheeba	Assistant Professor in S & H	Coordinator
3	Mrs.Morrin Gracida	Assistant Professor in CIVIL	Member
4	Mrs.Renuka	Assistant Professor in ECE	Member
5	Dr. Usha Ruby	Assistant Professor in CSE	Member
6	Dr. Mini	Assistant Professor in S & H	Member
7	Dr.Johnsy Rose	Assistant Professor in S & H	Member
8	Mrs. Priya	Assistant Professor in S & H	Member
9	Ms.Anusuya	Assistant Professor in S & H	Member



[Handwritten Signature]
Principal

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DR.R.ANGELINE PRABHAVATHY
PRINCIPAL

Ref.: AVCE/CIR/22-2023-18

Date: 14-04-2023

Circular

To address the grievances of the student community the following SC/ST Committee is reconstituted. All the members are requested to extend their utmost cooperation.

Committee for SC/ST

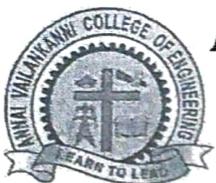
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1	Dr. R. Angeline Prabhavathy	Member	Principal	9841011759	principal@avce.edu.in	62, Devasahayam Street, W.C.C. Road Nagercoil-629001
2	Manikandan B	Member	Manager	9578512300	manager@avce.edu.in	1/2/4, Sundara puram, Kottaram Post. 629703
3	Mrs. Morrin Gracida	Member	Assistant Professor	9486960942	morrin-ce@avce.edu.in	226, Joshua Street, Nagercoil-629001
4	A. Pavithra	Member	Student	8870060773	anantpavi5899@gmail.com	135, South Street, Keela Asaripallam, Kanyakumari Dist-629201
5	Mr. David Philip Daniel	Member	Director	9841011760	director@avce.edu.in	10A, Pipe Well Street, Ramavarma Puram, Nager Coil, 629001
6	S. Reshma	Member	Student	9500994546	reshmasakthi155@gmail.com	3/62 Middle St, Sethurayanputhur, Tirunelveli
7	B. Monisha	Member	Student	8925364248	moniabi4999@gmail.com	605, Azhagapuriyan Kovil Street, M.P.K. Puddu Patti, Rajapalayam

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Institutional Perspective Plan

Sl.No	Perspective Plan	Current status/Action Plan
1.	To acquire endorsement from the National Assessment and Accreditation Council – NAAC	IIQA has been approved and SSR to be submitted.
2.	To organize faculty development programs. National and International Conferences	Few FDPs and National conferences were organized, planned to organize more Programs and International Conferences.
3.	To set off good employability to students	Value added courses, Aptitude training, Skill oriented training and other related activities were given to the students to set off good employability.
4.	More than 50 – 60% of the students should graduate with Distinction in all branches every year	Special coaching classes, written exams , revision of university question papers were conducted regularly for above average students.
5.	To persuade the faculty members to enhance their qualification by pursuing Ph.Ds in their respective specialization.	At present nearly 45% of faculty members completed their Ph.D, 5 members are pursuing Ph.D and for the forthcoming year our aim is to improving 70% of the faculty with Ph.D.
6.	To achieve accreditation from the National Board of Accreditation – NBA for all eligible program	After obtaining the accreditation from NAAC, will try to achieve NBA for all eligible Program.
7.	To facilitate a research environment in the College, which encourages Faculty to undertake research	As per HR Policy our institution, we provide OD and financial support for attending conferences, to concentrate on Research.



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