



# 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](http://www.avce.edu.in)

Dr.R.AngelinePrabhavathy  
PRINCIPAL

## AUTHENTICATION CERTIFICATE

This is to certify that the institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.



*Angel*  
06/09/2024

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



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



Email:  
[info@avce.edu.in](mailto:info@avce.edu.in)



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

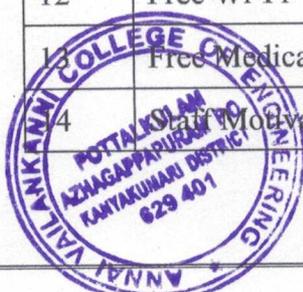
### CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT

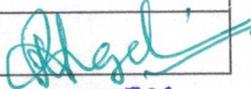
#### 6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

#### INDEX

S.No	Description	Page Number
1	HR Manual	1-8
2	Appraisal form-Teaching Staff	9-10
3	Appraisal form-Non Teaching Staff	11-13
4	Appraisal Form teaching Samples	14-19
5	Appraisal Form Non- teaching Samples	20-25
6	Various Leave Samples	26-40
7	Beneficiary list PF and ESI	41
8	PF and ESI Samples	42-44
9	Appreciation and Promotion Certificates	45
10	Staff awards and Incentives	46
11	Staff Tour	47-48
12	Free Wi-Fi	49
13	Free Medical Camp	50
14	Staff Motivation Program	50



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

### HR POLICY

#### 1. General

##### Working days and timings

- The College functions from Monday to Saturday every week except 2<sup>nd</sup> 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



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

- 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.

PRINCIPAL

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





## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O), Kanyakumari District-629 401

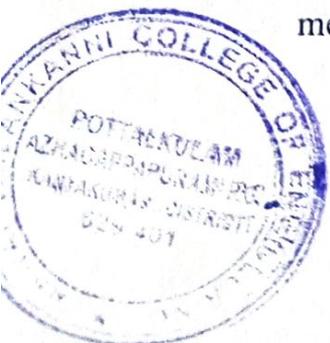
EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

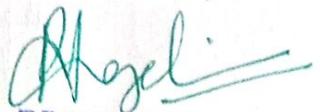
WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

- 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.



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

- 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.



*[Signature]*  
PRINCIPAL  
ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
AZHAGAPPAPURAM - 629 401  
KANYAKUMARI DIST.



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). Kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

### 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

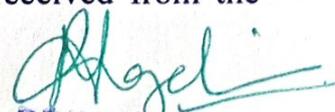
### Permission

- 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.



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

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

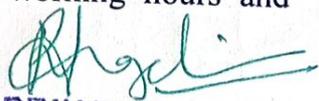
### Other On Duty Related to Academic Work (OOD).

- 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



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

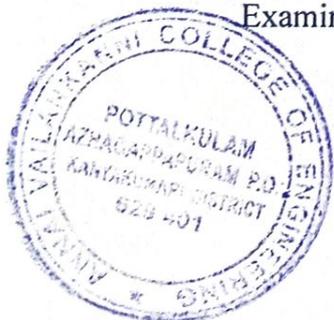
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

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,



PRINCIPAL

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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

- 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.



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

10/11/2016

**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

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

AVK Nagar,,Pottalkualm, Azhagappapuram P.O. kanyakumari District-629 401



**FACULTY SELF APPRAISAL FORM**

**PART I: GENERAL INFORMATION**

<b>Name of the Faculty Member</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Qualification</b>	

**PART II: ACADEMIC PERFORMANCE-TEACHING, LEARNING & EVALUATION PROCESS [35]**

Parameters	Credit Points Allotted	Grade/Points Earned
➤ End Semester Examination Result [10]	[100%] = 10	
	[90%+] = 9	
	[80%+] = 8	
	[70%+] = 7	
	[60%+] = 6	
	[50%+] = 5	
➤ Course file [5]	5	
➤ Innovative Teaching Methods Adopted [5]	ITMA ≥ 3 = 5	
	ITMA ≥ 2 = 3	
	ITMA ≥ 1 = 1	
➤ Project Guidance [5]	PG ≥ 2 = 5	
	PG = 1 = 2	
	PG = 1 = 2	
➤ Industrial Visit/In-Plant Training [5]	FB ≥ 9 = 5	
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
➤ Student Feedback [5]	FB ≥ 9 = 5	
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<b>Total (Part I)</b>		
<b>PART II: RESEARCH AND DEVELOPMENT</b>		<b>[35]</b>
➤ Online Certification Course [10]	OCC ≥ 5 = 10	
	OCC ≥ 3 = 5	

		<b>OCC ≥ 1 = 2</b>	
➤ Faculty Participation in Programmes – FDP, Seminar, Conference, Workshop etc per Year [10]		<b>FPP ≥ 5 = 10</b>	
		<b>FPP ≥ 3 = 5</b>	
		<b>FPP ≥ 1 = 2</b>	
➤ Research Publications [10]		<b>First/Corresponding Author = 10</b>	
		<b>Co-Author = 5</b>	
➤ Patents, Copy rights etc [5]		<b>Published = 5</b>	
<b>Total (Part II)</b>			
<b>PART III: DEPARTMENT/ADMINISTRATION RESPONSIBILITY</b>			<b>[30]</b>
➤ Additional Responsibility (Exam Cell, Accreditation Work, Placement, Alumni Association etc) [10]		<b>More than 2 Positions – 10 One Position – 5</b>	
➤ Proctorship (Guidance/Counseling, Students achievements and participation in events) [10]		<b>10</b>	
➤ Support in Administration at Institution level (Organizing programmes, workshops etc) (10) / ➤ Extension and Outreach Activities: NSS / YRC / Sports & Games / Clubs etc [10]		<b>10</b>	
<b>Total (Part III)</b>			
<b>SUMMARY OF API SCORES</b>			
<b>Part</b>	<b>Parameters</b>	<b>Total API Score for Assessment Period</b>	
I	Academic Performance - Teaching, Learning & Evaluation Process [35]		
II	Research and Development [35]		
III	Department/Administration Responsibility [30]		
<b>Total (100 Points)</b>			

**Certificate**

Certified that the information furnished above by me has been verified and are true to the best of my knowledge.

**Name of the Faculty**

**Signature of the Faculty**

**HoD**

**Principal**





## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### Performance Appraisal Form for Non-Teaching Staff

- 1) Name of the Faculty :
- 2) Qualification :
- 3) Position of Title :
- 4) Department :
- 5) Experience :
- 6) Contact number :
- 7) Email Address :

S.No	Professional competence	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load					
4	Creativity and innovation					
5	Responsibility towards your tasks/ areas of management assigned to?					
6	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
7	Cooperation with your colleagues?					
8	Ability to learn and perform new duties					
9	Interrelation and their attitudes with the co-workers.					



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

S.No	Performance	Excellent	Good	Satisfactory	Average	Poor
1	Diligence and sense of Responsibility, Punctuality and Behavior.					
2	Maintenance of Files/Records					
3	Completion of work on schedule					
4	Neatness & tidiness of work					

HOD Recommendation:

--

Date:

HOD:

PRINCIPAL

**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**  
 (Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
 AVK Nagar, Pottalkualem, Azhagappuram P.O. Kanyakumari District-629 401



**FACULTY SELF APPRAISAL FORM**  
**PART I: GENERAL INFORMATION**

**2020-2021**

<b>Name of the Faculty Member</b>	Dr.M.Sterlin Leo Hudson
<b>Designation</b>	Associate Professor
<b>Department</b>	Science and Humanities (Physics)
<b>Qualification</b>	M.Sc; M.Phil; Ph.D

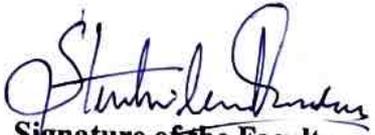
<b>PART II: ACADEMIC PERFORMANCE - TEACHING, LEARNING &amp; EVALUATION PROCESS [35]</b>		
<b>Parameters</b>	<b>Credit Points Allotted</b>	<b>Grade/Points Earned</b>
➤ End Semester Examination Result [10]	[100%] = 10	7
	[90%+] = 9	
	[80%+] = 8	
	[70%+] = 7	
	[60%+] = 6	
	[50%+] = 5	
	[<50%] = NIL	
➤ Course file[5]	5	5
➤ Innovative Teaching Methods Adopted [5]	ITMA ≥ 3 = 5	3
	ITMA ≥ 2 = 3	
	ITMA ≥ 1 = 1	
➤ Project Guidance[5]	PG ≥ 2 = 5	Nil
	PG = 1 = 2	
	PG = 1 = 2	
➤ Industrial Visit /In-Plant Training [5]	FB ≥ 9 = 5	Nil
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
➤ Student Feedback [5]	FB ≥ 9 = 5	5
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<b>Total (Part I)</b>		20
<b>PART II: RESEARCH AND DEVELOPMENT [35]</b>		
➤ Online Certification Course [10]	OCC ≥ 5 = 10	2
	OCC ≥ 3 = 5	
	OCC ≥ 1 = 2	
➤ Faculty Participation in Programmes –	FPP ≥ 5 = 10	

FDP, Seminar, Conference, Workshop etc per Year [10]	FPP $\geq 3 = 5$	10
➤ Research Publications [10]	FPP $\geq 1 = 2$	10
	First/Corresponding Author = 10	
➤ Patents, Copyrights etc [5]	Co-Author = 5	5
	Published = 5	
<b>Total (Part II)</b>		27
<b>PART III: DEPARTMENT/ ADMINISTRATION RESPONSIBILITY [30]</b>		
➤ Additional Responsibility (Exam Cell, Accreditation Work, Placement, Alumni Association etc [10])	More than 2 Positions - 10 One Position - 5	5
➤ Proctorship (Guidance/ Counseling, Students achievements and participation in events) [10]	10	10
➤ Support in Administration at Institution level (Organizing programmes, workshops etc) (10) / ➤ Extension and Outreach Activities: NSS/ YRC / Sports & Games / Clubs etc [10]	10	10
<b>Total (Part III)</b>		25
<b>SUMMARY OF API SCORES</b>		
Part	Parameters	Total API Score for Assessment Period
I	Academic Performance - Teaching, Learning & Evaluation Process [35]	20
II	Research and Development [35]	27
III	Department/ Administration Responsibility [30]	25
<b>Total (100 Points)</b>		72

**Certificate**

Certified that the information furnished above by me has been verified and are true to the best of my knowledge.

Dr.M.Sterlin Leo Hudson  
Name of the Faculty

  
Signature of the Faculty

  
HoD



  
Principal

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



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

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

AVK Nagar,,Pottalkuaim, Azhagappapuram P.O.kanyakumari District-629 401

**FACULTY SELF APPRAISAL FORM**

2019 - 2020

<b>Name of the Faculty Member</b>	Dr. Usha Ruby
<b>Designation</b>	AP
<b>Department</b>	CSE
<b>Qualification</b>	Ph.d

**PART II: ACADEMIC PERFORMANCE - TEACHING, LEARNING & EVALUATION PROCESS [35]**

Parameters	Credit Points Allotted	Grade/Points Earned
<input type="checkbox"/> End Semester Examination Result [10]	[100%] = 10	8
	[90%+] = 9	
	[80%+] = 8	
	[70%+] = 7	
	[60%+] = 6	
	[50%+] = 5	
	[<50%] = NIL	
<input type="checkbox"/> Course file [5]	5	5
<input type="checkbox"/> Innovative Teaching Methods Adopted [5]	ITMA ≥ 3 = 5	5
	ITMA ≥ 2 = 3	
	ITMA ≥ 1 = 1	
<input type="checkbox"/> Project Guidance [5]	PG ≥ 2 = 5	2
	PG = 1 = 2	
	PG = 1 = 2	
<input type="checkbox"/> Industrial Visit / In-Plant Training [5]	FB ≥ 9 = 5	5
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<input type="checkbox"/> Student Feedback [5]	FB ≥ 9 = 5	4
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<b>Total (Part I)</b>		29

**PART II: RESEARCH AND DEVELOPMENT**

**[35]**

<input type="checkbox"/> Online Certification Course [10]	OCC ≥ 5 = 10	5
	OCC ≥ 3 = 5	
	OCC ≥ 1 = 2	
<input type="checkbox"/> Faculty Participation in Programs – FDP,	FPP ≥ 5 = 10	5
	FPP ≥ 3 = 5	

Seminar, Conference, Workshop etc per Year [10]	FPP $\geq 1 = 2$	
<input type="checkbox"/> Research Publications [10]	First / Corresponding Author = 10	10
	Co-Author = 5	
<input type="checkbox"/> Patents, Copyrights etc [5]	Published = 5	-
<b>Total (Part II)</b>		20

<b>PART III: DEPARTMENT / ADMINISTRATION RESPONSIBILITY [30]</b>		
<input type="checkbox"/> Additional Responsibility (Exam Cell, Accreditation Work, Placement, Alumni Association etc [10])	More than 2 Positions – 10 One Position - 5	10
<input type="checkbox"/> Proctorship (Guidance/ Counseling, Students achievements and participation in events) [10]	10	10
<input type="checkbox"/> Support in Administration at Institution level (Organizing programs, workshops etc) (10) / <input type="checkbox"/> Extension and Outreach Activities: NSS / YRC / Sports & Games / Clubs etc [10]	10	10
<b>Total (Part III)</b>		30

<b>SUMMARY OF API SCORES</b>		
Part	Parameters	Total API Score for Assessment Period
I	Academic Performance - Teaching, Learning & Evaluation Process [35]	29
II	Research and Development [35]	20
III	Department / Administration Responsibility [30]	30
<b>Total (100 Points )</b>		79

**Certificate**

Certified that the information furnished above by me has been verified and are true to the best of my knowledge.

Name of the Faculty: *Dr. Usha Prathy*

*Usha Prathy*  
Signature of the Faculty

*Johny S. Arif*  
HoD

*Principal*

Principal  
ANNAL VAILANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
KANNIYAKUMARI DISTRICT  
TAMIL NADU - 629 401



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**(Approved  
by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar,,Pottalkuam, Azhagappapuram P.O.kanyakumari District-629 401



**FACULTY SELF APPRAISAL FORM**

**2022-2023**

<b>Name of the Faculty Member</b>	<b>Mrs. RADHIKA</b>
<b>Designation</b>	<b>ASSISTANT PROFESSOR</b>
<b>Department</b>	<b>AI&amp;DS</b>
<b>Qualification</b>	<b>M. Tech</b>

**PART II: ACADEMIC PERFORMANCE-TEACHING, LEARNING & EVALUATION PROCESS[35]**

Parameters	Credit Points Allotted	Grade/Points Earned
<input type="checkbox"/> End Semester Examination Result [10]	[100%] = 10	6
	[90%+] = 9	
	[80%+] = 8	
	[70%+] = 7	
	[60%+] = 6	
	[50%+] = 5	
	[<50%]= NIL	
<input type="checkbox"/> Course file[5]	5	5
<input type="checkbox"/> Innovative Teaching Methods Adopted [5]	ITMA ≥ 3 = 5	3
	ITMA ≥ 2 = 3	
	ITMA ≥ 1 = 1	
<input type="checkbox"/> Project Guidance[5]	PG ≥ 2 = 5	5
	PG = 1 = 2	
	PG = 1 = 2	
<input type="checkbox"/> Industrial Visit/In-Plant Training[5]	FB ≥ 9 = 5	4
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<input type="checkbox"/> Student Feedback[5]	FB ≥ 9 = 5	5
	8 to 9 = 4	
	7 to 8 = 3	
	FB < 7 = NIL	
<b>Total (Part I)</b>		<b>28</b>
<b>PART II: RESEARCH AND DEVELOPMENT</b>		<b>[35]</b>
<input type="checkbox"/> Online Certification Course[10]	OCC ≥ 5 = 10	5
	OCC ≥ 3 = 5	
	OCC ≥ 1 = 2	

<input type="checkbox"/> Faculty Participation in Programs – FDP, Seminar, Conference, Workshop etc per Year [10]	FPP ≥ 5 = 10	10
	FPP ≥ 3 = 5	
	FPP ≥ 1 = 2	
<input type="checkbox"/> Research Publications[10]	First/Corresponding Author=10	NIL
	Co-Author=5	
<input type="checkbox"/> Patents, Copyrights etc[5]	Published =5	NIL
<b>Total (Part II)</b>		15

<b>PART III: DEPARTMENT/ADMINISTRATION RESPONSIBILITY [30]</b>		
<input type="checkbox"/> Additional Responsibility (Exam Cell, Accreditation Work, Placement, Alumni Association etc)[10]	More than 2 Positions –10 One Position-5	5
<input type="checkbox"/> Proctorship(Guidance/Counseling, Students achievements and participation in events) [10]	10	10
<input type="checkbox"/> Support in Administration at Institution level(Organizing programs, workshops etc) (10) / <input type="checkbox"/> Extension and Outreach Activities :NSS/ YRC / Sports & Games / Clubs etc [10]	10	10
<b>Total (Part III)</b>		25

<b>SUMMARY OF API SCORES</b>		
Part	Parameters	Total API Score for Assessment Period
I	Academic Performance - Teaching, Learning & Evaluation Process [35]	28
II	Research and Development [35]	15
III	Department/Administration Responsibility[30]	25
<b>Total(100Points)</b>		68

**Certificate**

Certified that the information furnished above by me has been verified and are true to the best of my knowledge.

Name of the Faculty

*Radhika*

Signature of the Faculty

*Radhika*

*Radhika*  
HOD



*Bowling*  
Principal  
ANNA VAILANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
AZHAGAPPAPURAM - 629 401  
KANYAKUMARI DIST.



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

**Performance Appraisal Form for Non-Teaching Staff**

- 1)Name of the Faculty : *Menaka.K*  
2) Qualification : *B.C.A*  
3)Position of Title : *Lab Assistant*  
4)Department : *SEH*  
5)Experience : *1-year*  
6)Contact number : *7339308112*  
7)Email Address : *menaka-shlab@avce.edu.in*

S.No	Professional competence	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out			✓		
3	Ability and willingness to take up additional load		✓			
4	Creativity and innovation			✓		
5	Responsibility towards your tasks/ areas of management assigned to?	✓				
6	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
7	Cooperation with your colleagues?		✓			
8	Ability to learn and perform new duties	✓				
9	Interrelation and their attitudes with the co-workers.		✓			



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). Kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

S.No	Performance	Excellent	Good	Satisfactory	Average	Poor
1	Diligence and sense of Responsibility, Punctuality and Behavior.		✓			
2	Maintenance of Files/Records		✓			
3	Completion of work on schedule		✓			
4	Neatness & tidiness of work		✓			

HOD Recommendation:

Good.

Date: 7/3/24

HOD:



07/03/24  
PRINCIPAL

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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### Performance Appraisal Form for Non-Teaching Staff

- 1) Name of the Faculty : A. Paulin Christina Viji  
2) Qualification : B.Sc; B.ed; HDCA  
3) Position of Title : office Assistant.  
4) Department : -  
5) Experience : 5 yrs  
6) Contact number : 9994658964  
7) Email Address : [viji-admin@avce.edu.in](mailto:viji-admin@avce.edu.in)

S.No	Professional competence	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure	✓				
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load			✓		
4	Creativity and innovation			✓		
5	Responsibility towards your tasks/ areas of management assigned to?		✓			
6	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
7	Cooperation with your colleagues?		✓			
8	Ability to learn and perform new duties			✓		
9	Interrelation and their attitudes with the co-workers.		✓			



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in

S.No	Performance	Excellent	Good	Satisfactory	Average	Poor
1	Diligence and sense of Responsibility, Punctuality and Behavior.		✓			
2	Maintenance of Files/Records		✓			
3	Completion of work on schedule	✓				
4	Neatness & tidiness of work		✓			

HOD Recommendation:

Good.

Date: 7/3/2024

HOD:



07/03/24

PRINCIPAL

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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### Performance Appraisal Form for Non-Teaching Staff

- 1) Name of the Faculty : *G. David*  
2) Qualification : *+2*  
3) Position of Title : *office Assistant*  
4) Department : *office*  
5) Experience : *16 Years*  
6) Contact number : *9786183191*  
7) Email Address : *davidrajo1805@gmail.com*

S.No	Professional competence	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out	✓				
3	Ability and willingness to take up additional load		✓			
4	Creativity and innovation			✓		
5	Responsibility towards your tasks/ areas of management assigned to?		✓			
6	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
7	Cooperation with your colleagues?	✓				
8	Ability to learn and perform new duties	✓				
9	Interrelation and their attitudes with the co-workers.	✓				



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

S.No	Performance	Excellent	Good	Satisfactory	Average	Poor
1	Diligence and sense of Responsibility, Punctuality and Behavior.	✓				
2	Maintenance of Files/Records	✓				
3	Completion of work on schedule	✓				
4	Neatness & tidiness of work		✓			

HOD Recommendation:

Concentrate more on upgrading knowledge in interested area

Date: 07/03/2024

HOD: 

  
07/03/24

PRINCIPAL

PRINCIPAL

ANNAI VAILANKANNI COLLEGE OF ENGINEERING

POTTALKULAM

AZHAGAPPAPURAM - 629 401

KANYAKUMARI DIST.



**MAI VAILANKANNI COLLEGE OF ENGINEERING SF-LA-01**  
 AVK Nagar, Pothaiyadisalai, Pottalkulam, Azhagappapuram P.O.,  
 Kanyakumari District, Tamil Nadu, Pin - 629 401

**STAFF LEAVE APPLICATION**

: Dr. Sebastian Year: 2021 2022 (ODD/EVEN)  
 : Professor Antony Joe S  
 : CL / EL / LLP\* / ML\* (\*Tick the appropriate)  
 : Health issue  
 : 2 months  
 : 16/5/2022 to 16/7/2022  
 : Nil  
 : Nil  
 : Nil  
 : All duties Adjusted

Designation  
 Nature of Leave  
 Reason of Leave  
 No. of days requested  
 Period of Leave  
 No. of days of leave availed  
 No. of days of leave availed  
 in this calendar year  
 Total no. of days of leave availed  
 including this  
 Balance of leave in the account  
 Details of alternate arrangement

Date	Day Order	Period	Subject	Alternate Staff member	
				Name	Signature

Signature (With Name, Designation, Department & Date)

*[Signature]*  
Staff

*[Signature]*  
Head

Remarks : (If any - office use only)

Signature of Administrative Officer

*[Signature]*  
 Dr. A. BENHAM, M.B., Ph.D.  
 PRINCIPAL  
 MAI VAILANKANNI COLLEGE OF ENGINEERING  
 Pottalkulam, Azhagappapuram - 629 401  
 Kanyakumari District

*[Signature]*  
13/5/22  
PRINCIPAL

From,  
Dr. Sebastian Antony Joe.

Professor,  
Department of Computer Science and Engineering,  
AVCE.

To,  
The Principal,  
AVCE

Sub: Requesting medical leave regarding.

Respected Sir,

This is my application for medical leave. As I have been suffering from health issues, the doctor has advised me to accept treatment which will take some time to finish. So I request you grant me leave for two months, from 16-05-2022 to 16-07-2022.

Thanking You, Yours faithfully,

Place: Pottalkulam,

Date: 13-05-2022.

Dr. A. BENHAM, M.B., Ph.D.  
PRINCIPAL

HOD/AVCE  
LANKANNI COLLEGE OF ENGINEERING  
Pottalkulam, Azhagappapuram - 629 401  
Kanyakumari District

H. J. J. J.  
13/5/22

13/5/22

# ANNAI 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.

AVCE/AU/2021-22/AF/05

Date 11.07.2022.....

To  
The Registrar,  
Anna University,  
Chennai- 600 025.

Respected Sir,

Sub: Medical Leave – Dr S Sebastin Anoty Joe (Prof./CSE) – Reg.

Dr.S.Sebastin Anoty Joe is working as a Professor, Department of Computer Science and Engineering, in our college since 03/09/2018. Due to health issues, as per doctor's advice he has applied medical leave for two months (form 16/05/2022 to 16/07/2022). He was in rest, so he was not able to attend the inspection on 01/6/2022. Herewith the documents related to his medical leave are attached for your kind perusal and favorable necessary action.

Thanking You,

Yours Faithfully,

  
REGISTRAR  
ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
AZHAGAPPAPURAM POST - 629401  
KANYAKUMARI DIST.

# ANNAI 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](http://www.avce.edu.in) e-mail : [info@avce.edu.in](mailto:info@avce.edu.in)

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

Ref.: AVCE/AU/2021-22/AF/08

Date: 11:07:2022.....

To

The Registrar,  
Anna University,  
Chennai- 600 025.

Respected Sir,

Sub: Medical Leave – Dr.A.Cyril Joseph (Asso.Prof /CIVIL) – Reg.

Dr.A.Cyril Joseph is working as an Associate Professor, Department of Civil Engineering, in our college since 14/03/2021. Due to health issues, as per doctor's advice he has applied medical leave for 5 days (form 30/05/2022 to 03/06/2022). He was in rest, so he was not able to attend the inspection on 01/6/2022. Herewith the documents related to his medical leave are attached for your kind perusal and favorable necessary action.

Thanking You,

Yours Faithfully,



**FORM OF MEDICAL CERTIFICATE LEAVE OR EXTENSION OR COMMUNICATION OF LEAVE**

Gazetted Officer :

**Medical Certificate of Communication of Leave**

Signature of Applicant .....

I ..... **Dr. J. A. Jayan M.S.**..... after careful personal examination of the case certify that

..... **Dr. A. Cyril Joseph, Civil Associate Professor...** Annai. vai. ba. kanni. college  
..... of **Engineering...** Pottal. kula. m.....

Whose signature is given above is suffering from **fe. bronchitis** (copy. Reg. No. **48052**)  
and I consider that a period of absence from duty of ..... **18** ..... days with  
effect from **30/05/2022 to 13/06/2022** is absolutely necessary for the restoration of his / her health.

Station : ..... **Kottaram**.....

Address : .....

**Dr. J. A. Jayan M.S.**  
Medical Attendant

(Registered Medical Practitioner & Registration Certificate No.)  
**48052**  
**A. J. Hospital**

**Dr. J. A. Jayan, M.B.B.S., M.A.**  
**Reg. No: 48052**

**MEDICAL HISTORY**

PRINCIPAL  
ANNAI VAIRANKANNI COLLEGE OF ENGINEERING  
POTTALAKULA

(The nature and probable duration of illness specified)

Date : **30/05/2022** **Dr. Jayan**

Registered Medical Practitioner  
**Dr. Jayan** Medical Attendant

# ANNAI VAILANKANNI COLLEGE OF ENGINEERING SF-LA-01



AVK Nagar, Pothaiyadisalai, Pottalkulam, Azhagappapuram P.O.,  
Kanyakumari District, Tamil Nadu, Pin - 629 401

## STAFF LEAVE APPLICATION

Name : *A. Cyril Joseph* Year : 2024 20<sup>22</sup> (ODD/EVEN) ✓  
 Designation : *ASP*  
 Nature of Leave : *CL / EL / LLP\* / ML\** ✓ (\*Tick the appropriate)  
 Reason of Leave : *Sick*  
 No. of days requested : *5*  
 Period of Leave : *30-05-2022 to 03-06-2022*  
 No. of days of leave availed } : *03*  
 sofar in this calender year }  
 Total no. of days of leave availed } : *08*  
 including this }  
 Balance of leave in the account :  
 Details of alternate arrangement : *-*

Date	Day Order	Period	Subject	Alternate Staff member	
				Name	Signature

Signature (With Name, Designation, Department & Date)

*Cy*  
Staff

*Hem*  
Head

Remarks : (If any - office use only)

Signature of  
Administrative  
Officer

*27.5.22*  
PRINCIPAL

Correspondent / Chairman

*Dr. A. BENJAMIN, M.E., Ph.D.,*  
PRINCIPAL

ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
Pottalkulam, Azhagappapuram - 629 401  
Kanyakumari District



# ANNAI 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](http://www.avce.edu.in) e-mail : [info@avce.edu.in](mailto:info@avce.edu.in)

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

AVCE/AU/2021-22/AF/07

Date 1.07.2022.....

To  
The Registrar,  
Anna University,  
Chennai- 600 025.

Respected Sir,

Sub: Medical Leave – Mrs.C.Annlin Sanju (Asst.Prof /CIVIL) – Reg.

Mrs.C.Annlin Sanju is working as an Assistant Professor, Department of Civil Engineering, in our college since 01/02/2021. Due to health issues, as per doctor's advice she has applied medical leave for two months (from 02/05/2022 to 31/07/2022). She was in rest, so she was not able to attend the inspection on 01/6/2022. Herewith the documents related to her medical leave are attached for your kind perusal and favorable necessary action.

Thanking You,

Yours Faithfully,

**FORM OF MEDICAL CERTIFICATE LEAVE OR EXTENSION OR COMMUNICATION OF LEAVE**

Gazetted Officer :

**Medical Certificate of Communication of Leave**

Signature of Applicant .....  
I ..... Dr. J. A. Jayan, M.S. ..... after careful personal examination of the case certify that  
..... C. Annalin Sanyu, Civil, Assistant Professor, Anna Vailankanni College  
..... of Engineering, Pattadakulam .....

Whose signature is given above is suffering from ..... Acute Leukemia .....  
and I consider that a period of absence from duty of ..... 22 ..... days with  
effect from 02.05.2022 to 23.05.2022 is absolutely necessary for the restoration of his/her health.

Station : ..... Kottaram .....  
Address : .....

Dr. J. A. Jayan, M.B.B.S. Medical Attendent  
(Registered Medical Practitioner & Registration Certificate No.) 48052  
A. J. Hospital

Dr. J. A. Jayan, M.B.B.S. Dr. J. A. Jayan, M.B.B.S.  
Reg. No: 48052

**MEDICAL HISTORY**

PRINCIPAL  
ANNAMALAI UNIVERSITY  
KOTTAI KULAI  
AZHAKKAPURAM - 622 401

(The nature and probable duration of illness specified by .....  
Date : 02.05.2022 .....  
Registered Medical Practitioner  
Medical Attendent

From

Mrs. C. Annlin Sanju

AP/CIVIL

AVCE

To

The Principal

AVCE

Pottalkulam

Respected Sir,

sub: Availing medical leave - reg,

As per the advice of our doctor

I am in complete bedrest. So kindly

approve me medical leave from

02.05.2022 to 31.07.2022

Thanking You

Yours sincerely,



(C. ANNLIN SANJU)

Pottalkulam,

02.05.2022

  
DR. A. BENHARI, M.S., P.L.D.,  
PRINCIPAL  
ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
Pottalkulam, Azhagappuram - 622 401  
Kanyakumari District.

# ANNAI VAILANKANNI COLLEGE OF ENGINEERING SF-LA-01

AVK Nagar, Pothaiyadisalai, Pottalkulam, Azhagappapuram P.O.,  
Kanyakumari District, Tamil Nadu, Pin - 629 401



## STAFF LEAVE APPLICATION

Name : C. Annlin Sanjey ✓  
 Designation : AP  
 Nature of Leave : CL / EL / LLP\* / ML\* (\*Tick the appropriate)  
 Reason of Leave : Medical  
 No. of days requested : 2 months  
 Period of Leave : 02.05.2022 - 31.07.2022  
 No. of days of leave availed :  
 sofar in this calender year }  
 Total no. of days of leave availed } :  
 including this }  
 Balance of leave in the account :  
 Details of alternate arrangement :

Date	Day Order	Period	Subject	Alternate Staff member	
				Name	Signature

Signature (With Name, Designation, Department & Date)

*[Signature]*  
Staff

*[Signature]*  
Head

Remarks : (If any - office use only)

Signature of Administrative Officer

*[Signature]*  
29.4.22  
PRINCIPAL

Currerespondent / Chairman

*[Signature]*

Dr. A. BENJARA, M.B., Ph.D.,  
PRINCIPAL  
ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
Pottalkulam, Azhagappapuram - 629 401  
Kanyakumari District.

**ANNAI 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.

Date : 11.07.2022

AVCE/AU/2021-22/AF/11

The Registrar,  
Anna University,  
Chennai- 600 025.

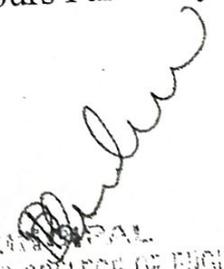
Respected Sir,

Sub: Casual Leave – Dr. Kings Krishna Nagarajasingh.R (Asso.Prof./MECH) – Reg.

Dr. Kings Krishna Nagarajasingh.R is working as Associate Professor, Mechanical Engineering in our college since 30/01/2020. Due to health issue, he applied leave for 1 day (11/06/2022). So he was not able to attend the inspection. Herewith the documents related to his leave are attached for your kind perusal and favorable necessary action.

Thanking You,

Yours Faithfully,

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

**STAFF LEAVE APPLICATION**

*R. Kings Krishna* Year: 2021-22 (ODD/EVEN)

: AP  
 : CL / EL / LLP\* / ML\* (\*Tick the appropriate)

: Personal

: 1  
 : 01-06-2022

: 2

: 3

: 2

: -

Days requested  
 Days of leave availed  
 in this calendar year  
 Days of days of leave availed  
 in this  
 Days of leave in the account  
 Days of alternate arrangement

Day Order	Period	Subject	Alternate Staff member	
			Name	Signature
-	-	-	-	-

Signature (With Name, Designation, Department & Date)

*R. Kings Krishna*, AP, Mech. Dept., 02/06/22  
 Staff

*[Signature]*  
 Head 02/06/22

Remarks: (If any - office use only)

Signature of Administrative Officer

*[Signature]*  
 02/06/22

**PRINCIPAL**

**Correspondent / Chairman**



# ANNAI VAILANKANNI COLLEGE OF ENGINEERING SF-CA-02

AVK Nagar, Pothaiyadi Salai, Pottalkulam, Azhagappapuram PO,  
Kanyakumari District, Tamil Nadu Pin - 629 401.

## STAFF OD / COMPENSATION / VACATION APPLICATION

Name : V. THAMOTHARAN Year : 20 22 - 20 23 (ODD/EVEN)  
Designation : Professor Department : Mathematics  
No. of days requested : 1 Days Month : April  
Period of Leave : From : 12/4/23 To :  
In-Lieu of the days worked & Purpose : External Involvement  
Total No. of days leave availed }  
including this } : -

Details of alternate arrangement :

Date	Day order	Period	Subject	Alternate Staff Member	
				Name	Signature
12/4/23	wednesday	3	P-S	L. Muthukumar	

Signature (with Name, Designation, Department & Date)

12/4/23  
V. Thamotheeran  
Prof/ Maths  
Correspondent / Chairman

12/4/23  
Staff

13/4/23  
PRINCIPAL



# ANNA UNIVERSITY

Chennai - 600 025

## ATTENDANCE CERTIFICATE

This is to certify that V. Thamotharan

9601, AVCE

has attended Anna University Theory External Examiner

at Lord Jeganath college of Engg & Tech.

on 12/04/2023 from \_\_\_\_\_ to \_\_\_\_\_ both days

inclusive.

  
Principal / Chief Superintendent  
LORD JEGANNATH COLLEGE OF ENGG. & TECH.  
PSN NAGAR, RAMANATHICHANPUTHUR - 629 402.  
KANYAKUMARI DISTRICT



**VAILANKANNI COLLEGE OF ENGINEERING SF-LA-01**  
**AVK Nagar, Pothaiyadisalai, Pottalkulam, Azhagappapuram P.O.,**  
**Kanyakumari District, Tamil Nadu, Pin - 629 401**  
**STAFF LEAVE APPLICATION**

Name : V. THAMOTHARAN Year : 20<sup>22</sup>-20<sup>23</sup> (ODD/EVEN)  
 Designation : Prof.  
 Nature of Leave : CL / EL / LLP\* / ML\* (\*Tick the appropriate)  
 Reason of Leave : personal work.  
 No. of days requested : 2  
 Period of Leave : 5/4/23 to 6/4/23  
 No. of days of leave availed } : 4  
 sofar in this calender year }  
 Total no. of days of leave availed } : -  
 including this }  
 Balance of leave in the account :  
 Details of alternate arrangement :

*[Handwritten signature in green ink]*

Date	Day Order	Period	Subject	Alternate Staff member	
				Name	Signature
5/4/23	wednesday	3	2,5,6T P.S	SONY ANGELEIN ROSE N. Nuthu Cuman	<i>[Signature]</i>
6/4/23	Thursday	5	3 P.S	SONY ANGELEIN ROSE N. Nuthu Cuman	<i>[Signature]</i>

Signature (With Name, Designation, Department & Date)  
*[Signature]*  
3/4/23  
V. Thamothan, Prof/math

*[Signature]*  
3/4/23  
 Staff

*[Signature]*  
3/4/23  
 Head

Remarks : (If any - office use only)

Signature of Administrative Officer

*[Large handwritten signature in green ink]*

**Correspondent / Chairman**

*[Signature]*  
5/4/23

**PRINCIPAL**



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401  
EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in) WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

**STAFF AVAILING EMPLOYEES' STATE INSURANCE SCHEME**

S.No.	NAME
1	Dr.Jenihar Prabhu
2	Mr.Jegathesan
3	Mr.Prabhu
4	Mrs.Emmimal
5	Mr.David
6	Mr.Ulaganathan
7	Mrs.Rajeshwari

**STAFF AVAILING PROVIDENT FUND**

S.No.	NAME
1	Dr.Golding Sheeba
2	Mrs.Emmimal
3	Mr.David
4	Mr.Manikandan
5	Mr.Ulaganathan



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



**EMPLOYEE'S PROVIDENT FUND**  
**ELECTRONIC CHALLAN CUM RETURN (ECR)**

Name of Establishment	ANNAI VELANKANI COLLEGE OF ENG		
Establishment Id	MDNKL0079039000	LIN	1210681850
Wage Month	JAN-2024	Return Month	FEB-2024
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	31-JAN-2024	Uploaded Date Time	15-JUN-2024 15:58
Exemption Status	Unexempted	TRRN Number	
Remarks	OK	ECR Id	107087063
Total Members	3		
<b>Contribution and Remittance Details (In Rupees) :</b>			
Total EPF Contribution Remitted	3,035	Total EPS Contribution Remitted	2,108
Total EPF-EPS Contribution Remitted	927	Total Refund Advance	0
<b>PMRPY Upfront Benefit Details (In Rupees) :</b>			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
<b>ABRY Upfront Benefit Details (In Rupees) :</b>			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks			



**PRINCIPAL**  
ANNAI VELANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
AZHAGAPPAPURAM - 629 401  
KANYAKUMARI DIST.

Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	100130610257	DAVID GOPALAN	DAVID GOPALAN	5,000	3,500	3,500	3,500	420	292	128	26	0	-	-	-	N.A.
2	100154392264	GOLDING SHEEBA G	GOLDING SHEEBA G	25,686	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
3	100394549715	ULAGANATHAN MURUGAN	ULAGANATHAN MURUGAN	9,701	6,791	6,791	6,791	815	566	249	0	0	-	-	-	N.A.

Note:

- 1) UANs are prefixed with Asterisk sign (\*) in case AADHAAR is not seeded /unverified
- 2) EPS Contribution Remitted is prefixed with Hash sign (#) when Member's age is more than 58 years. Please ensure that this is the case of "Deferred Pension".

PMRPY Benefit Not Given Remarks :-

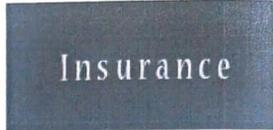
ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name
EC10001	ECR already filed for this member
EC10002	Parallel Employment: ECR already filed for this
EC10003	Benefit already availed for this member
EC10004	Gross/EPF wages greater than 15,000/-
EC10005	Mismatch in EPF and EPS wages
EC10006	Mismatch in Due and Remitted values
EC10007	UAN Deactivated

Reason Code	Reason Name
GK10001	EPF wages are greater than or equal to 15,000/-
GK10002	Mismatch in EPF and EPS wages
GK10003	EPF contribution remitted is greater than due remittance
GK10004	EPS contribution remitted is greater than due remittance
GK10005	(EPF - EPS) diffrence contribution remitted is greater than due
GK10006	EPS contribution remitted is greater than due remittance
GK10007	Aadhaar not seeded



*(Signature)*  
 PRINCIPAL  
 ANNA VAILANKANNI COLLEGE OF ENGINEERING  
 POTTALKULAM  
 AZHAGAPPAPURAM - 629 401  
 NANTAKUNARI DIST.



**Monthly Contribution Details (Contractor-wise) for the month of Dec-2021**

Employer Code :66000402950001304

Employer Name :ANNAI VAILANKANNI COLLEGE OF ENGINEERING

S.No	Employee IP Number	Employee Name	Days Worked	Monthly Wages	Is Disable	Reason	IP Contribution
Name : ANNAI VAILANKANNI COLLEGE OF ENGINEERING-							
1	6633140701	J.EMIMAL	26	8925.00 -	-	-	67.00
2	6633140704	G.DAVID	26	8550.00 -	-	-	65.00
3	6633140706	M.ULAGANATHAN	26	7701.00 -	-	-	58.00
4	6633141715	C.JEGATHESAN	25	19414.00 -	-	-	146.00
5	6633196326	SELVA PANDIAN	0	0.00 -	-	On Leave	0.00
6	6633335755	B.MANIKANDAN	0	0.00 -	-	Doesnt Belong To This Employer	0.00
7	6633364888	D.GODWIN	26	9500.00 -	-	-	72.00
8	6633530711	JEIHAR PRABU S	25	19937.00 -	-	-	150.00
9	6633530736	PRABHU J	26	19019.00 -	-	-	143.00
10	6633656576	JEYAKUMAR J	23	16258.00 -	-	-	122.00
<b>Total Monthly Wages :</b>				<b>109,304.00</b>	<b>Total IP Contribution :</b>		<b>823.00</b>

Total IP Contribution	Total Employer Contribution	Total Contribution	Total Government Contribution	Total Monthly Wages
823.00	3,553.00	4,376.00	0.00	109,304.00

-- End of Report --



*[Signature]*  
PRINCIPAL  
ANNAI VAILANKANNI COLLEGE OF ENGINEERING  
POTTALKULAM  
AZHAGAPPAPURAM - 629 401  
KANYAKUMARI DIST.



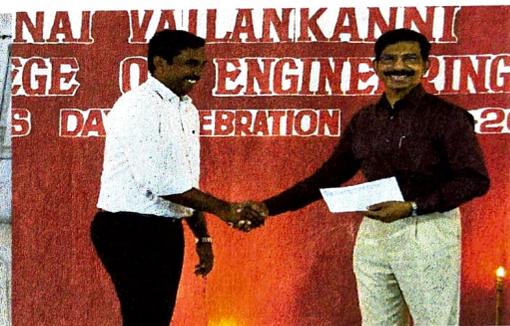
## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O), Kanyakumari District-629 401  
EMAIL : info@avce.edu.in WEBSITE :www.avce.edu.in

### Staff awarded for best contribution in academic for the year 2022- 2023



### Staff awarded for Eminent Administration for the year 2022-2023



### Staff awarded for producing 90% result for the academic year 2022-2023



### Staff awarded for producing 90% result for the academic year 2022-2023

### (a) Staff awarded for producing 90% result for the academic year 2022-2023



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



**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). Kanyakumari District-629 401

EMAIL : info@avce.edu.in

WEBSITE :www.avce.edu.in



(b)Staff awarded for encouraging the students and make participation in sports for the year 2021-2022

**Certificate of Appreciation for producing good results**

**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**  
 (AVK Nagar, Azhagappapuram P.O., Kanyakumari District)

**CERTIFICATE OF APPRECIATION**

This certificate is issued to Dr/Mr/Ms Goldin Sheeba S of Science & Humanities department for having achieved 93 % result in Phisic Engineering Physics subject handled by him/her in the Anna University Examination held during APR-MAY 2018/NOV-DEC 2018.

*Velamandaz*  
Principal

*Chairman*  
Chairman

**PRINCIPAL**  
**ANNAI VAILANKANNI COLLEGE OF ENGINEERING**  
**POTTALKULAM**  
**AZHAGAPPAPURAM - 629 401**  
**KANYAKUMARI DISTRICT**

**POTTALKULAM**  
**AZHAGAPPAPURAM P.O.**  
**KANYAKUMARI DISTRICT**  
**629 401**





## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O), Kanyakumari District- 629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### Staff Tour to Poovar



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

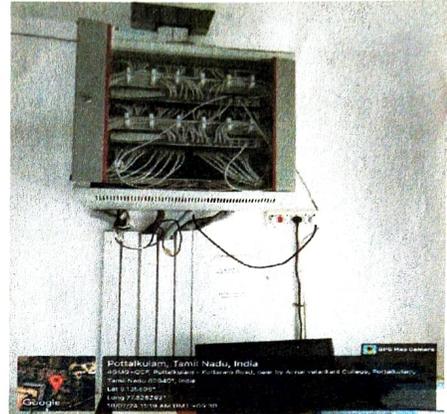
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### FREE WIFI FOR AI & DS and CSE DEPT

### FREE WIFI FOR ECE DEPT



### FREE WIFI FOR S & H DEPT



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### Staff Free Medical Camp



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



## ANNAI VAILANKANNI COLLEGE OF ENGINEERING

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

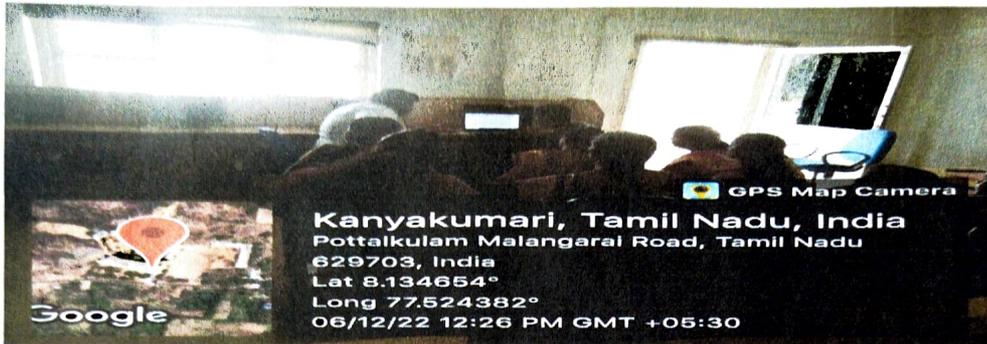
AVK Nagar, Pottalkulam, Azhagappapuram (P.O). kanyakumari District-629 401

EMAIL : [info@avce.edu.in](mailto:info@avce.edu.in)

WEBSITE : [www.avce.edu.in](http://www.avce.edu.in)

### STAFF MOTIVATIONAL PROGRAM

#### (a) ERP Training for Faculties



#### (b) Motivational Program for faculties



#### (C) Orientation Program for faculties



*[Signature]*  
PRINCIPAL  
ANNAI VAILANKANNI COLLEGE  
POTTALKULAM  
AZHAGAPPAPURAM  
KANYAKUMARI DIST.