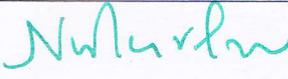
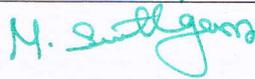
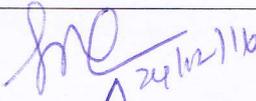
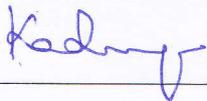
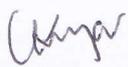
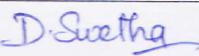


**A.V.C. COLLEGE OF ENGINEERING,  
MAYILADUTHURAI, MANNAMPANDAL = 609 305**

**IQAC (2016-17) MEETING HELD ON 24.12.2016**

S.No	Name	Signature
1	<b>Dr.N. Vijayrangan, MD,</b> Chairman, AVC Institutions.	
2	<b>Mr.K. Karthikeyan, MCA,</b> Secretary, AVC Institutions.	 24-12-16
3	<b>Dr.S. Balasubramanian,</b> Principal; A.V.C. College of Engineering	 S. Balasubramanian
4	<b>Dr.S. Senthilmurugan,</b> Director (Administration) A.V.C. College of Engineering	
5	<b>Dr.S. Selvamuthukumar,</b> Director / MCA and Vice Principal A.V.C. College of Engineering	 24/12/16
6	<b>Dr.C. Sundar Raj,</b> HOD/ Mech. Engg., Director/ R&D A.V.C. College of Engineering	
7	<b>Dr.S. Vijayaraj ,</b> Dean (Administration) A.V.C. College of Engineering	 24/12/16
8	<b>Dr.G. Pradeep,</b> Dean (Academics) A.V.C. College of Engineering	 24/12/16
9	<b>Mr.J. Rajesh Khanna,</b> T&P Officer A.V.C. College of Engineering	
10	<b>Mrs.K.A. Suriya Prabha,</b> Asst. Prof / ICE A.V.C. College of Engineering	
11	<b>Dr.K. Ragukandan,</b> Professor, Mfg Department, Annamalai University	
12	<b>Dr.R. Nagarajan,</b> Principal, AVC College (Autonomous)	 24/12/16
13	<b>Mr.C. Kumar,</b> Managing Director, CRP(India) Pvt. Ltd,	
14	<b>Mr.T. Hariharan,</b> Manager CAE, Ford Motor India, Chennai	
15	<b>Ms. D. Swetha</b> Student, IV Year B.E (CSE) A.V.C. College of Engineering	

**A.V.C. COLLEGE OF ENGINEERING,  
MAYILADUTHURAI, MANNAMPANDAL – 609 305**

09-01-17

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE IQAC MEETING HELD ON 24-12-16**

The IQAC meeting was held on 24<sup>th</sup> December 2016 at 10.35 a.m in the placement Hall of A.V.C.College of Engineering. The following members were present for the meeting.

1. Dr. N. Vijayarangan, MD, Chairman, A.V.C Institutions
2. Mr. K. Karthikeyan, MCA, Secretary, A.V.C Institutions
3. Dr. B. Balasubramanian, Principal
4. Dr. R. Nagarajan, Principal, A.V.C. College (Autonomous), Mannampadal-Mayiladuthurai.
5. Mr. C. Kumar, Managing Director, CRP (India) Pvt., Ltd., Chennai
6. Dr. M. Senthilmurugan, Director (Administration)
7. Dr. S. Selva Muthu Kumaran, Director /MCA & Vice-Principal
8. Dr. C. Sundar Raj, HOD / Mech. & Director / R&D
9. Dr. S. Vijayaraj, Dean (Administration) & Coordinator - IQAC
10. Dr. G. Pradeep, Dean (Academic)
11. Mr. J. Rajesh Kanna, Training and Placement Officer
12. Mrs. K. A. Suriya Prabha, Asst.Prof. / ICE
13. Ms. D. Swetha, IV B.E (CSE)

**Minutes:**

**Agenda No.1: To review the previous meeting minutes for compliance.**

The Action-Taken-Report (ATR) for the previous IQAC meeting was presented by the IQAC Coordinator. The members of the committee have shared their views in response to the ATR presented.

1. Secretary has presented his views regarding improving the employability of students especially women by improving their language skills. Pertaining to this view point, the industrial expert insisted to provide foreign languages like German, Japanese and Chinese to improve the employability of students in a global market. He suggested to utilize the experts from M/s Suja Shoei Industry, who are dealing with Japanese companies for Japanese language training. Further Secretary has given inputs for offering French language for the students through French language teachers from Pondicherry. The IQAC coordinator insisted the necessity of conducting Hindi language classes for improving students employability in various states across India.

2. In response to the above point, Secretary's opinion is to conduct foreign language and other Indian languages through language club and provision for an hour in regular class time table. Attending such programmes to be made compulsory for students from their second year classes onwards based on their language of interest for two hours per week.
3. It has been recorded that more than 25 programmes related to technical and softskill have been conducted in various departments to improve students employability and 9 training programmes have been conducted for getting success in certification examination. Due to these programmes more placement offers were fetched especially by female students.
4. The Secretary insisted to effectively utilize the services of Programme Advisory Committee by conducting the above committee meeting at regular intervals. The members of the IQAC gave advice to prepare a suitable plan and execute appropriate action to implement the above committee recommendation.
5. Members of the committee recommend uploading course materials in pdf format classified under each department in 'Classle Cloud Campus' intranet facility. Additionally video lectures by eminent faculty of the college can be uploaded in the above portal.
6. Industry expert suggested to implement good practices to ensure Cleanliness in the institution as per environmental management standards followed in industries. Engage students under clean India movement to implement environmental awareness and cleanliness inside the institution through ECO club.
7. The Chairman suggested to invite experts from funding agencies to be a member of the college R&D cell to instill instigation for funding by faculty from various funding agencies. Director (R&D) presented and recorded the progress made by faculty pursuing Ph.D. and their progress.
8. Secretary advised the Director (R&D) to enhance the activities of 'R&D Cell' by applying for funds and to organize programmes related to research skill developments.
9. The members of the committee accepted and approved the new procedure recommended by the 'Publication Scrutiny Committee'. They also appreciated the efforts taken by the management for providing publication incentives to various faculties following the recommendation of the 'Publication Scrutiny Committee' constituted for this purpose.
10. Secretary insisted to apply for UGC funding to establish IQAC office.
11. The cell appreciated efforts taken by the placement department for conducting HR interaction programmes with HR professional from industries for final year students

**Agenda No.2: To review and record the Institution's admission status for the academic year 2016-2017**

Programme-wise admission status for the academic year 2016-17, has been reviewed and recorded.

**Agenda No.3: To review the initiations taken by the IQAC for monitoring the quality practices of the Institution.**

1. The IQAC meetings conducted for the Head Level and department NAAC coordinators level are briefed by the IQAC Coordinator.
2. Based on the recommendation of UGC, 43 files were created for monitoring the quality practices of the institution.
3. Orientation programmes were arranged for new faculty members regarding Know Your Organization (KYO), teaching-learning process and counseling process.
4. Department annual budget presentation by the heads of various departments and review was conducted by IQAC.
5. IQAC initiated a plan of action for post Ph.D. work to be rendered by Ph.D. holders like research supervisor recognition from Anna University, number of publications and funded projects.
6. Specific targets have been assigned to Professor/ Assoc. Professor/ Asst. Professor by IQAC for annual review.

**Agenda No.4: To record the initiatives taken by the Institution in the preparatory works towards National Institutional Ranking Framework (NIRF) system by MHRD.**

Data were submitted in the NIRF web portal based on various weighted parameters.

**Agenda No. 5: To review and record the research activities and faculty research publications in the academic year 2015-16 and support offered by the management.**

1. The department-wise faculty research progress of their Ph.D. work was obtained and recorded. The necessary feedback about their progress has been deliberated by R&D Director.
2. As per the revised procedure and recommendation by the Publication Scrutiny Committee, management offered incentives to eligible faculty members for their publications.

**Agenda No.6: To recommend domain specific and students-centric learning initiatives through student's chapter.**

1. The cell appreciate the initiatives taken to create student chapters like IEI (Electrical) student chapter for EEE and ICE departments and IETE Students chapter for ECE department.
2. Further, through these student chapters, technical & skill based competitions, project exhibitions and special lectures can be conducted.

**Agenda No.7: To review and record the placement activities and training inputs offered to students through Training & Placement Cell / Department for improving the employability skills of students.**

1. The details of on-campus and off-campus drives offered to students and the information regarding placement offers obtained by the students, training programmes conducted through placement cell were recorded by the placement officer.
2. The Industrial nominee requested the Training and Placement officer to increase the placement offers through alumni network established by Alumni Association.
3. Through Industry Institute Partnership cell, industry oriented training and skill development programmes by industrial expert can be arranged for students to improve the employability skill.

**Agenda No.8: To review and recommend activities under the Alumni Association initiated by the Institution.**

1. The cell appreciates the effort taken by the management to form the registered Alumni Association under society registered act to strengthen the alumni contribution.
2. In order to commemorate 20th year of college inception, a 'Mega Alumni Meet' has been conducted on 24<sup>th</sup> September 2016 with alumni from various batches across different departments to select office bearers for the Alumni Association.
3. The Industrial nominee requested to take initiatives to contact alumni through social media networks to strengthen the alumni bonding with the institution.
4. The IQAC coordinator has suggested conducting Alumni Meeting outside the campus in major cities like Chennai to build the alumni base and strengthen the alumni activities.

**Agenda No.9: To review and recommend under Industry Institute Partnership Cell (IIPC)**

1. The IQAC recorded the formation of IIPC cell and approved the aim and objectives of the IIPC cell.
2. Through the IIPC cell, Industrial nominee recommended activities like internship to students from industries, industry-oriented projects for students, industrial consultancy for faculty and funded project with industry collaboration from DST, AICTE and other funding agencies.

**Agenda No.10: To review and record the FDP / Seminar / Symposium / Workshop etc., initiatives undertaken by the Institution.**

1. The Faculty Development Programmes (FDP) organized by the Institution and FDP's attended by the faculty members in various Institutions/Organizations during the academic year 2015-16 are briefed by the IQAC coordinator.
2. The cell appreciated the efforts and financial assistance provided by the Management for conducting the Faculty Development Programmes, "Mixed Signal Analysis in VLSI Design using ASIC Tools" by Electronics and Communication Engineering Department, Two day FDP on "Data Mining & Grid Lab" and Two Day Workshop on "Cryptography & Security Lab" organized by Computer Science and Engineering Department.

**Agenda No.11: To discuss and recommend initiatives to promote submission of funded project proposals by the faculty members in their area of specialization/ inter-disciplinary domain.**

1. IQAC members suggested to form a scrutiny committee headed by R&D Director with senior faculties as members to fix targets for faculties for preparing project proposals to various funding agencies. Those proposals should be presented before the scrutiny committee before applying the proposal to the concern funding agencies.
2. The expert members strongly recommend submitting project proposal for the thrust areas focused by the concerned funding agencies.

**Agenda No.12: To record the success rate in the University results and rank holders list in the recently announced Anna University results.**

1. The cell appreciated effort taken by the principal and faculties to improve the academic pass percentage and university rank holders.
2. It has been recorded that the pass percentage has been increased by more than four percentage and University rank holder's number has been increased from 22 to 29 compared to previous academic year 2014-15.

**Agenda No.13: Further initiation for setting quality benchmarks in academic, administrative, research and extension activities in the Institution apart from the existing best practices.**

The following recommendations were suggested by members of the IQAC:

1. Formations of 'Quality Circle' to discuss the quality problems, investigate causes, recommend solutions, and take corrective actions for quality related problems in academics and administration.
2. 'Incubation Centre' has to be initiated for encouraging entrepreneurship among students and to create and grow young businesses.
3. Formation of committee to adapt best practices as per NBA, NAAC and NIRF system with external faculty participation.
4. Communication skill / soft skill programme should be initiated for the first year students of all departments.
5. Student feedback regarding academic and facilities offered to them through a common mail-id.
6. Conduct environmental awareness programmes about Clean India Movement (CIM) to the society through eco-club.
7. Greeting E-Mails to be sent to HRs/Alumni/Students.
8. Industry expert advised to implement Faculty Ranking System to motivate the faculty.
9. Accreditation for the institution by prominent software companies like CTS, WIPRO and TCS in order to invite Tier-I and Tier -II companies for campus placements.
10. Establish Linkage with industries through Memorandum of Understanding (MOU).

**Agenda No.14: To consider and approve the Annual Quality Assurance Report (AQAR) prepared for the academic year 2015-16.**

The prepared Annual Quality Assurance Report (AQAR) for the academic year 2015-16 was presented by the IQAC coordinator and it got approved by the cell with some amendments suggested by the IQAC members for e-submission to NAAC office.

The meeting ended at 2.30 P.M with vote of thanks by Principal.