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

Ref: AVCCE / NAAC / CIR / F109 / 2013 – 14

23.10.2013

As a post accreditation activity, Internal Quality Assurance Cell (IQAC) has been constituted in our Institution as per guidelines framed by NAAC. The composition of the AVCCE-IQAC is mentioned below. The formed IQAC would facilitate better planning, coordination and monitoring of various functions within the organization.

Internal Quality Assurance Cell (IQAC)

Chairperson
1. Dr. C. Sundarraj, Principal i/c

Members from Management
2. Er. J. Manikandan, Chairman & Secretary i/c
   Board of Management, A.V.C. College of Engineering

Teachers
3. Dr. S. Selvamuthukumaran, Vice-Principal & Director / CA
4. Dr. S. Vijayaraj, Professor / Mech
5. Mr. G. Pradeep, Professor & Head / IT
6. Dr. S. Karthikeyan, Professor & Head / ICE
7. Mr. N. Dhanasekar, Asso. Professor & Head / EEE

Administrative Staff
7. Mr. A. Viswanathan, Finance Officer
8. Mr. K. Asokan, Superintendent
9. Mr. D.S. Nagarajan, Assistant

Nominees from Local Society
10. Mr. K. Jayaraj
    Managing Director,
    ASA Diagnostics, Chennai
11. Prof. Dr. M. Varadharajan
    Head, Dept. of Zoology
    A.V.C. College (Autonomous), Mayiladuthurai

Special Invitees
12. Mr. Ganesh Gopalan, Senior Manager – Products, Odyssey Technologies, Chennai
13. Mr. V. Harikrishnan, Training & Placement Officer
14. Ms. T. Suchitra, Pre-Final Year Student, ECE Branch

Coordinator
15. Dr. T. Ramkumar, Professor, Computer Applications

The first meeting of the IQAC of A.V.C.College of Engineering is scheduled on 25.10.2013, Friday at 12.01 p.m. in the college premises. The members are requested to attend the meeting.
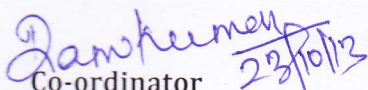
Principal

Encl: Agenda of the Meeting

Copy to:

1. The Principal
2. NAAC File
3. Individual Copy to the IQAC Members

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

FIRST IQAC MEETING - AGENDA

1. Review of Existing NAAC process and task to be done – Report by the coordinator.

2. Review of Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of the Institution conceived by NAAC Peer Team.

3. To consider and confirm the recommendations suggested by the NAAC peer Team.

4. Identification of best practices going on in different departments of the Institution.

5. Further Initiations for setting quality benchmarks in Academic, Administrative, Research and Extension activities in the Institution apart from the existing best practices.

6. To enhance the strategy of disseminating all relevant information to all stakeholders for sensitizing them on all quality parameters of Higher & Technical Education.

7. Proposals for conducting Faculty Competency and Development Programme/Staff Development Programme / Student Mentoring Programme under ISTE Staff Chapter.

8. Proposals for organizing value added Programme/Community Extension Programme under ISTE Students Chapter.

9. Reporting on the progress relating to preparation of AQAR (Annual Quality Assurance Report) for the academic year 2012-13

10. Submission of proposals under IQAC to hold Seminars / Workshop for Faculty members with a grant-in aid from NAAC on quality related themes and promotion of academic quality related activities.

11. Review of Students Admission for the academic Year 2013-14.

12. Review of on-going Training inputs for the students for effective placements.

13. To consider and approval of various online Proposals to be submitted by the Departments under AQIS Funding Scheme (AICTE Quality Improvement Scheme)

14. Any other matters with the permission of Members from Management / Chair.

Co-ordinator 23/10/13
AVCCE - IQAC

Dr.T.RAMKUMAR, M.C.A.,Ph.D.,
Professor
Department of Computer Applications
A.V.C. College of Engineering
Mayiladuthurai, Mannampandal - 609305.

Principal

PRINCIPAL,
A.V.C. COLLEGE OF ENGINEERI
Mayiladuthurai, Mannampanda
PIN-609 305.

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

25.10.2013

INTERNAL QUALITY ASSURANCE CELL

PROCEEDINGS OF THE FIRST MEETING OF IQAC HELD ON 25.10.2013

The first IQAC meeting was held on 25th October 2013 at 12.30 p.m. at IQAC office. The chairperson (Dr. C. Sundarraj, Principal i/c) extended his welcome to all the members. By initiating the agenda items, the chairperson requested all the members for their valuable contribution and participation towards attainment of excellence and quality in academic and administrative matter of the institution.

Members presented:

1. Er. J. Manikandan, Chairman & Secretary/c Board of Management, A.V.C.College of Engineering
2. Dr.C.Sundarraj, Principal i/c
3. Dr. S. Selvamuthukumaran, Vice-Principal & Director / CA
4. Dr. T.Ramkumar, Professor, Computer Applications
5. Mr. K. Jayaraj, Managing Director, ASA Diagnostics
6. Prof. Dr. M. Varadharajan,Assoc.Professor & Head, A.V.C.College (Autonomous)
7. Dr. S. Vijayaraj, Professor / Mech
8. Dr. S. Karthikeyan, Professor & Head / ICE
9. Mr. G. Pradeep, Professor & Head / IT
10. Mr. N. Dhanasekar, Asso. Professor & Head / EEE
11. Mr. K. Asokan, Office Superintendent
12. Mr. D.S. Nagarajan, Assistant
13. Mr.V.Harikrishnan, Training & Placement Officer
14. Ms.T.Suchitra, Pre-Final Year Student, ECE Branch

1. *Review of Existing NAAC process and task to be done – Report by the coordinator.*

   Dr. T. Ramkumar, Coordinator – NAAC, narrated the efforts taken by the Institution for NAAC accreditation and explained the post-accreditation activities such as submission of Annual Quality Assurance Report (AQAR) through online and periodical conduct of IQAC meetings for ensuring quality enhancement process.

2. *Review of Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis of the Institution conceived by NAAC Peer Team.*

   The coordinator of IQAC-NAAC briefed about the SWOT analysis perceived by the NAAC peer team during their visit. Based on that, members have suggested the following:

   i.   Nodal centre of the institution at state capital which facilitates Industry Institution Interaction and attracting mixed group (both from urban & rural students) for admission.

ii.   Career guidance program for the benefit of student community during the month of January with a special focus on Higher secondary schools.

iii.   Modernizing Hostel infrastructure for students in view of creating better learning environment and hospitality.

3.   *To consider and confirm the recommendations suggested by the NAAC peer Team.*

i.   The IQAC approves the recommendations made by the NAAC peer team and members suggested to modernize at-least one classroom as SMART classroom with digital equipments per department.

ii.   The Chairman, Board of Management has recommend the proposal – STAR (Standard Training Assessment & Reward) Scheme for encouraging skill development of youth by providing monetary rewards for successful completion of approved training programs. The scheme 'STAR' by National Skill Development Corporation (NSDC) transforms the unskilled labor to skilled labor by setting up modern equipments in the thirst areas like welding technology, fitting and others.

iii.   The Chairman also initiated training cum awareness program for setting up 'Incubation centre' in the research departments as a trial. Through this proposal, Department of Mechanical Engineering and Computer Applications will be benefited.

4.   *Identification of best practices going on in different departments of the Institution.*

The members of IQAC appreciated the best practices inculcated in the Institution and suggested to extend further by introducing concurrent courses and certificate programs in the needed topic. They also suggested that individual performance of the staff members may be measured and rewarded.

5.   *Further Initiations for setting quality benchmarks in Academic, Administrative, Research and Extension activities in the Institution apart from the existing best practices.*

i.   It has been decided to initiate functional English program as part of communication laboratory exercises with the help of native trainers.

ii.   A central team of academicians may be formed to review the teaching materials and presentations of budding faculty members in view of strengthening the teaching learning process.

6.   *To enhance the strategy of disseminating all relevant information to all stakeholders for sensitizing them on all quality parameters of Higher & Technical Education.*

The chairman is kind enough to convene an 'Inter disciplinary research forum' which facilitates research ambience and funded projects in thirst areas as a composite research work of different academic departments.

7.   *Proposals for conducting Faculty Competency and Development Programme / Staff Development Programme / Student Mentoring Programme under ISTE Staff Chapter.*

i.   The Cell suggested to organize an induction program for young teachers under ISTE staff chapter and also proposed to submit proposals for the ISTE collaborative programmes.

ii.   Dr. J. Swaminathan, Associate Professor – Chemistry has been assigned to carry over the tasks of ISTE Staff Chapter and asked to report to the Head of the Institution.

8. *Proposals for organizing value added Programme / Community Extension Programme under ISTE Students Chapter.*

The student member of IQAC involved in the discussion and conveyed that more value added programs are to be conducted in the ISTE student chapter for preparing GATE examination, Current trends in the Industry and others.

9. *Reporting on the progress relating to preparation of AQAR (Annual Quality Assurance Report) for the academic year 2012-13.*

The coordinator, IQAC – NAAC briefed the progress of the preparatory works of AQAR and online submission will be made during the first week of November 2013.

10. *Submission of proposals under IQAC to hold Seminars / Workshop for Faculty members with a grant-in aid from NAAC on quality related themes and promotion of academic quality related activities.*

It has been decided to send a proposal under seminar grant for conducting seminar on NAAC Quality parameters with a target audience of young teachers.

11. *Review of Students Admission for the academic Year 2013-14.*

The Principal reviewed the admission of the ongoing academic year and the committee commended the students intake.

12. *Review of on-going Training inputs for the students for effective placements.*

The committee recorded the efforts made by the management for the training and placement activities. Earlier the chairman conveyed the budget allocation of Rs. 11,16,000 for the academic year 2013 – 14.

13. *To consider and approve various online Proposals to be submitted by the Departments under AQIS Funding Scheme (AICTE Quality Improvement Scheme)*

Principal informed that around 10 proposals are going to be submitted to AICTE under AQIS funding scheme for grant-in-aid on various categories.

PRINCIPAL
&
Chairperson- IQAC