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

## IQAC (2015-16) MEETING HELD ON 23-12-15

| S.No | Name | Signature |
|---|---|---|
| 1. | **Dr. N. Vijayarangan**, MD<br>Chairman, AVC Institutions | |
| 2. | **Mr. K. Karthikeyan**, MCA<br>Secretary, AVC Institutions | 23/12/15 |
| 3. | **Dr. C. Sundar Raj**<br>Principal i/c<br>A.V.C.College of Engineering | 23/12/15 |
| 4. | **Dr. S. Selvamuthukumaran**<br>Vice-Principal<br>A.V.C.College of Engineering | 23/12/15 |
| 5. | **Dr. S. Vijayaraj**<br>HOD-Mech<br>A.V.C.College of Engineering | 23/12/15 |
| 6. | **Mr. G. Pradeep**<br>HOD-IT<br>A.V.C.College of Engineering | 23.12.15 |
| 7. | **Mr. T. Anand**<br>HOD-CSE<br>A.V.C.College of Engineering | 23.12.15 |
| 8. | **Mr. Rajesh Kanna**<br>T&P Officer<br>A.V.C.College of Engineering | (J. Rajesh Kanna) |
| 9. | **Dr. K. Ragukandan**<br>Professor,<br>Mfg. Department, Annamalai University | 23/12/2015 |
| 10. | **Dr. R. Nagarajan**<br>Asso. Professor- Zoology<br>AVC College (Autonomous) | 23/12/15 |
| 11. | **Mr. C. Kumar**<br>Managing Director<br>CRP (India) Pvt. Ltd. | |
| 12. | **Mr. T. Hariharan**<br>Manager CAE, Ford Motor India. | |
| 13. | **Ms.Swetha**<br>Student, III Year B.E(CSE)<br>A.V.C.College of Engineering | 23/12/15 |
| 14. | **Dr. T. Ramkumar**<br>Professor –MCA<br>A.V.C.College of Engineering | 23/12/15 |

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

08-01-16

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE IQAC MEETING HELD ON 23-12-15**

The IQAC meeting was held on 23rd December 2015 at 11.00 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. C. Sundar Raj, Principal i/c
4. Dr. S. Selva Muthu Kumaran, Vice-Principal
5. Dr. S. Vijayaraj, HoD – Mechanical Engineering
6. Mr. G. Pradeep, HoD-Information Technology
7. Mr. T. Anand, HoD-Computer Science and Engineering
8. Mr. Rajesh Kanna, Training and Placement Officer
9. Prof. Dr. K. Raghukandan, Professor, Department of Manufacturing Engineering, Annamalai University, Annamalai Nagar,Chidambaram
10. Dr.R.Nagarajan, Assoc. Professor, Department of Zoology, A.V.C.College (Autonomous), Mannampadal-Mayiladuthurai.
11. Ms.D.Swetha, III B.E(CSE)
12. Dr.T.Ramkumar, Professor – Computer Applications & Coordinator -IQAC

**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. The chairman has provided an intensive attention in organizing academic and co-curricular activities for the girls under Women Empowerment Cell. Though two department level (ECE, CSE) programmes and World's women day have been celebrated in the Institution, it has been decided to conduct more training programmes to female students in the department level in association with Women Empowerment Cell of the Institution.

2. The expert members have appreciated the efforts of secretary for forming the committee namely, 'Placement Assistance Committee' in the Academic Year 2014-15 for the smooth conduct of placement and training related activities to the students. It has been recorded that so far 7 proposals have been scrutinized and forwarded to the Head of the Institution through the committee. With the inception of the committee, proposals related to placement and training activities have received special attention and forwarded to the HoI, Board of Management for the effective decision.

3. Though the "Programme Advisory Committee" is effectively functioning in the ECE,IT,ICE,MCA and MBA departments which are going for NBA-accreditation, the cell recommends the inception and effective functioning of the same to all the departments for the smooth monitoring of quality inputs offered to the students.

4. The Secretary has added his view for organizing training programmes for certificate courses such as MCSD, Oracle certification in-association with the leading corporate trainers. The members of the committee have solemnly agreed with this innovative initiation.

5. It has been decided to establish intranet facilities for placement services inside the Institution for the effective sharing of placement alerts.

6. The external expert members have also insisted to organize a minimum of two alumni guest lectures per semester by each department. Alumni, who are working in the strategic level, are to be invited as resource person for such programmes. In response to this, secretary has explained his on-going efforts for establishing strong Alumni base of ICT branches.

7. The activities performed by the MoU made by the ECE department have been recorded in the meeting and the members of the committee insisted the need for effective functioning of MoU towards the benefit of both sides.

8. The cell extended its support in forming ECO-Club and instructed to conduct Institutional environmental audit, environmental awareness programmes under this club. Accordingly, the secretary has noted that a rally with a theme of "Climatic Changes" has been planned in Mayiladuthurai Town on 31-12-15 for creating environmental awareness.

9. The activities carried out under 'Research and Development Cell' have been briefed by the Principal. The expert member has insisted the importance of completing Ph.D programme on-time by faculty members. He further added to conduct periodical 'Research Progress Meeting' for monitoring and regularizing the faculty members' Ph.D work.

10. Progress made so far in obtaining 12(B) and 2f status has been reviewed. The secretary asked Dr.S.Vijayaraj, Head-Mech, and Mr.G.Pradeep,Head-IT for speeding up the task.

11. The cell appreciated the efforts rendered by the Management for establishing the 'Publication incentive system' towards encouraging faculty members' publications. So far, a total amount of Rs.24,000/- has been granted as publication incentive to the faculty members by the Management. In this regard, the external members strongly insisted the R&D coordinator to consider the reputed journals listed in SCI, SCI-expanded under higher priority. Though Anna University Annexure-II journals are also considered as candidature for incentive, the members have insisted to take great care in choosing the journals. They added that poor quality journals (in-terms of formatting, fake impact factors) are not to be forwarded even they are indexed in benchmarked publication databases. Furthermore, it has been decided that the amount of incentive should be based on the impact factor (developed by Thomson Reuters) of respective publication.

12. The external member has insisted to promote the practice of in-house software development for the Institutional automation. The coordinator-IQAC has briefed about the efforts made by the IT & MCA departments and technical inputs offered by the secretary in developing in-house softwares.

**Agenda No.2: To review and record the Institution's admission status for the academic year 2015-2016**

Programme-wise admission status for the academic year 2015-16, 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 co-ordinators level are briefed by the IQAC Coordinator.

2. The expert member has suggested to obtain the UGC-IQAC grant for establishing the separate IQAC office.

3. The expert member asked the IQAC coordinator to organize the IQAC file system under 41 files as recommended by the UGC.

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

The various weighted parameters included in the NIRF and the marks claimed in each parameters by the Institution and work progress made so for in the NIRF preparatory works are briefed by the Principal.

**Agenda No. 5: To record the NBA preparatory works carried out by the Institution for the proposed NBA visits of five departments.**

1. It has been decided to complete the departmental and Institution's presentations, Institutional and Programme specific file system on or before 10-01-2016.

2. Though, a mock visit by an external expert has been already conducted for the proposed NBA departments, the expert member has advised to conduct programme-wise mock visit using specific subject experts.

3. In responds to the communication from the office of the NBA, a set of slots has been furnished by the Institution for the peer team visit. Since there is no reply/communication from the NBA office, it has been decided to request the NBA office to get other slots.

**Agenda No. 6: To review and record the research activities and faculty research publications in the academic year 2014-15 and support offered by the management.**

1. The department-wide faculty research publications are presented by the IQAC-Coordinator.

2. Since the announced NIRF system provides publication weightage of 0.6, 0.3 and 0.1 for Scopus, Web-of-Science and Google Scholar respectively, the expert member has advised to encourage publications in peer-reviewed, impact factor journals listed in Thomson Reuters. He also asked the management to offer cash incentive in-proportionate with the impact factor of the publication.

**Agenda No.7: To consider and recommend specific students chapters in the needed domain and identify the scope for organizing students-centric learning initiatives under the forum.**

1. Decided to start ECO-Club in the Department of Civil Engineering for performing activities related to environmental welfare and audit.

2. Recommended to incept domain specific, technically recognized students chapters in EEE, ICE, ECE and MBA departments for strengthening student learning initiatives.

**Agenda No.8: 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 conducted on-campus and off-campus drives and the placed student's information, conducted training programmes are briefed by the placement officer.
2. The expert member requested the Training and Placement officer to conduct 'HR Summit' every year to have strong rapport with Industry. In addition, it has been added by the external expert that programmes such as "HR-Invite" and "Job Oriented HR programmes" are to be frequently organized at the department level for bridging the Industry-Institute interaction.
3. In response to this, Secretary has added his initiation for organizing training cum certificate programme for the students in collaboration with organization namely, IT Infrastructure Library (ITIL) and the task has been assigned to the Vice-Principal.
4. Further, It has been decided to put placement openings and recruitment information of Tier-I & Tier-II companies in Institutional web site.

**Agenda No.9: To review and record the FDP 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 2014-15 are briefed by the IQAC coordinator.
2. The cell appreciated the efforts and financial assistance provided by the Management for conducting the recent Faculty Development Programmes, "Renewable Energy for Sustainable Future" by Mechanical Engineering Department and Faculty Development Programme on "Soft computing" (Seven Days Faculty Programme Approved by Anna University) organized by Computer Application Department.

**Agenda No.10: To consider the possibilities for organizing Training cum Awareness programmes for faculty members to draft funded project proposals based on their specialization.**

1. The expert member has strongly advised for submitting project proposals to the organizations such as DST, DRDO, ICMR and DBT in addition to AICTE.

2. As an initiation, the HoD's of different departments are asked to to invite chief Scientific officers in the respective domain for establishing rapport with such organizations.

**Agenda No.11: To record the success rate in the University results and rank holders list in the recently announced Anna University results.**

1. The programme-wise pass percentage and University rank holders details are presented. The institution's position in the Anna University ranking is also recorded in the meeting.

2. The expert member has advised all HoD's to take effort for increasing the pass percentage and University rank holders.

**Agenda No.12: To consider and approve the Annual Quality Assurance Report (AQAR) prepared for the academic year 2014-15.**

The prepared Annual Quality Assurance Report (AQAR) for the academic year 2014-15 was presented by the IQAC coordinator and it got approved by the cell for e-submission to NAAC office.

**Other agendas as moved by the members of the Cell:**

1. The chairman has moved an agenda item for the welfare of students' placement services. Accordingly, the placement officer has been requested to provide supplementary issues of magazines such as Hindu and others for improving Students communications and learning ability.

2. The student member has submitted a request to the cell. Accordingly, in addition to the existing placement hour, an hour can be extended for the innovative purpose for organizing events such as product design and others which are to be conducted entirely by students.

The meeting ended at 2.30 pm with a vote of thanks by Principal.

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