



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

(An ISO 9001: 2015 Certified Institution)

ANGUCHETYPALAYAM, PANRUTI – 607 106.

HOD Minutes of Meeting

Place: Principal Chamber

Date/Time: 02.05.2022/11:15AM

- All the teaching staff are instructed to complete the CIA-1 mark entry in our College website within today.
- Parents Meeting will be conducted for all the classes on 21st May 2022.
- The students selected for Second round from Infiniti Software solutions will attend the interview on 6th May 2022 in Chennai.
- Cia-II will be commenced on 19th May 2022 and one and half units should be completed for CIA-II exam.

R. Aradiass
PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

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Place: Principal Chamber

Date/Time: 25.04.2022/11:15AM

- All the fees dues and no dues should be paid soon by students and it should be conveyed to parents by counsellors.
- Revision classes will be allocated and question bank to be given for the students before the CIA exam to improve the student performance of CIA.
- The following companies will be visited our college for campus placement as below:
 - Infiniti Software Solutions
 - K7 Computing Private Limited
 - Graspear Solutions Pvt. Ltd.
- Staff can avail On Duty for admission work.
- Parents- Teachers Meeting will be conducted in the first week of May 2022.
- R& D Cell conducts the seminar on Intellectual property rights tomorrow at 11:30am.
- Sports day will be conducted in the month of May 2022.

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Date/Time: 11.04.2022/11:15AM

- The second unit syllabus completion date is modified as 22.04.2022.
- Department of EEE conduct the National level seminar in this month.
- Video coverage for advertisement and final year group photo is planned on 20th April 2022.
- All the department should plan for proposal submission in DRDO.

R. Arakiadass
PRINCIPAL

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Place: Principal Chamber

Date/Time: 21.03.2022/11:15AM

- Parents -Teachers Meeting should be conducted after the CIA-I exam.
- Class Committee Meeting for each classes will be conducted before the CIA-1 exam.
- The portions completion deadline date is decided as below:
- **Unit I completion date – 31.03.2022**
- **Unit II completion date – 13.04.2022**
- Conduct the tutorial classes for problem involved theory subjects.

R. Arakiadass

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MINUTES OF THE HOD MEETING

Place: Principal chamber


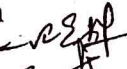
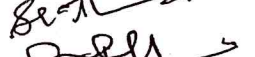


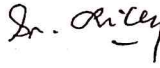
Date/Time: 01.03.2021 /11.15 am

- After the discussion with the HoDs', principal suggested CIA-2 will start from 18.03.2021 to 24.03.2021. Since the last date for the report entry in the anna university web portal is 29.03.2021, principal insisted in complete the all the valuation works before last date.
- Fee dues for the students should be completed before the university practical work and records should be completed before the model practical exam.
- Principal asserted on improved on admission in the forth coming semester and instructed the HoDs' to convey the same to the staff to give their fullest cooperation for above said issues.
- SC/ST scholarships for the students is given by TADCO for those students' who have their annual income below 3lakhs per annum. The scholarship will be given as a loan to the students and they should repay it before 60 months after the completion of the degree.
- After the discussion with the HoDs', principal suggested to conduct the project review – first review on 17.03.2021 and second review on 31.03.2021.
- Staff can collect the gift for staff and students of the respective allocated schools and principal asked to distribute as early as possible.


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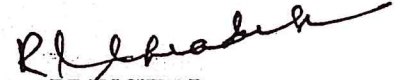
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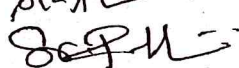

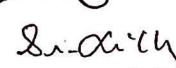
Date/Time: 01.02.2021 /11.15 am

- Principal insisted the HoDs' to inform the Project Coordinator to submit the project assessment record to the principal.
- As per the earlier discussion about the National Science Day on 28.02.2021, Principal insisted to complete the project before that day and best project from each department will receive the prizes.
- Conference for this academic year is planned to conduct as international conference in the month of march via online mode
- I year arrear classes has been planned to conduct for III year students as it was conducted in the last semester.
- HoDs' are insisted to check the valuation of assignments submitted by the students.
- HoDs' are insisted to follow up the issues told by the students in the class committee meeting and the same should be submitted to the principal.


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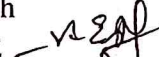
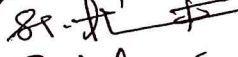

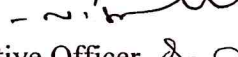

Date/Time: 04.01.2021 /11.15 am

- Principal informed the HoD's that the Project review – Zeroth Review should be conducted in a very strict manner, Also, informed the students should develop their presentation skills.
- Principal insisted in project completion should be done before February 2021.
- Principal insisted the HoDs' to inform the final year students to make use of the Pongal holidays effectively in order to do the project work.
- Project classes attendance should be maintained properly and Principal insisted on encouraging the in-house projects.
- As per the earlier discussion, the absentee's information should be given to the parents on the same day.
- IV year students should adhere the college timings on Fridays and Saturdays, not to come at any time to the college to meet the respective guide. And the publication of the project should be published.
- Unit Completion details, log book, master attendance and lesson plan should be submitted to the Principal and he also asked HoDs' to make sure of completing 2 units before Pongal holidays.
- Principal proposed to organize a International Conference this year via online mode, he also assigned Sr. Anita, HoD/ECE to be the convener for the conference.
- Fee details should be informed to the parents and inform the to pay the fee without any dues as early as possible.
- Principal insisted that all should staff members should publish a paper and also to present the paper in the upcoming International Conference.


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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 11.10.2021 /11.15 am

- CIA analysis should be submitted and internal marks should not be below 14.
- Exam fees should be paid and last date is 13.10.2021.
- Fees dues should be cleared before the payment of exam fees.
- As per the earlier discussion, records for laboratory classes have to be get signed as early as possible.
- Unit Completion details should be submitted to principal and before CIA 2 4 units should be completed.
- Principal insisted HoD's to inform the staff to give importance Part – C questions in all the subjects.
- Project work of the final year students has to be published as a paper without fail. Staff are insisted to select the project as such that can be converted as paper.
- **Result in this semester has to be improved**, if offline exam conducted which in turn improve our admission also. So, principal insisted the HoD's to put forward to the staff very strictly to improve the results.
- **Assignment should be returned to students in order help them in their exam preparation.**

R. Arakadass
PRINCIPAL

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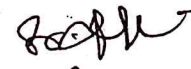
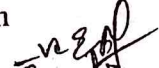


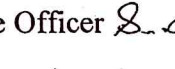

Date/Time: 07.10.2021 /11.15 am

- Principal suggested to conduct a working model explanation for school students on 10.11.2019, which in turn helps us to improve to advert the college to the surrounding schools in Cuddalore district.
- Alumni meet and Cultural events should be conducted in this semester and asked to make ready with the preparatory works for the same.
- **CIA analysis should be submitted to the principal.**
- Saturday 09.10.2021 will be a working day for staff.


PRINCIPAL

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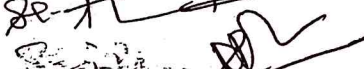



Date/Time: 13.09.2021 /11.15 am

- National academic depository has been formed by the Govt. of India and has initiated to register all the students and get their unique NAD-ID. And this has been prompted by the Anna university and made it as mandatory, so all the students should register themselves in the NAD portal and get their ID and submit the same to the exam cell through the concerned exam cell coordinator.
- First year students will attend the placement awareness program has been planned on 16.09.2021 in the topic of "Scope of Engineering".
- CIA I has been scheduled on 01.10.2021 to 07.10.2021.
- Project proposal should be sent to TNSCTE on or before 17.09.2021.
- On account of Engineer's day on 15.09.2021, events should be planned in each department separately.


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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 05.04.2020 /10.30 pm

- Principal reminded about the anna university inspection to be held tentatively on last week of April. He also insisted on the preparatory works to be done for the inspection like file maintenance, certificates of the staff, genuineness certificate and informed about the Aadhar card and PAN card is mandatory for inspection. Every staff should bring their originals.
- Attendance for the online classes should be monitored, Principal insisted HoDs' to make necessary actions on the defaulters.
- Principal informed the final report entry for the anna university is on 15.04.2021 and all the works regarding the same should be completed before that.
- Truntin Software has been planned to purchase in order to help the staffs to check their plagiarism in the publication work.
- Principal informed that the list of Hostel Students from 01.04.2021 and online time table copy should be submitted to DOTE office within 06.04.2021.
- Principal discussed about the no dues fee collection with HoDs' and decided to collect the exam fees and no dues withing 12.04.2021. And also asked HoDs' to collect the recent photo of IV-year students to print in the degree certificate.

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MINUTES OF THE HOD MEETING

Place: Secretary chamber

Date/Time: 16.03.2020 /11.15 am

- Principal acknowledged the works done by all the staff members for function held on 14.03.2020.
- The last date for the exam registration is 23.03.2020 for the university and to make last date in rush, our students will be informed the last date as 21.03.2020.
- University practical exam is scheduled between 07.04.2020 to 13.04.2020 and university exam is scheduled from 17.04.2020. As discussed in earlier meeting, practical schedule should be completed within 07.04.2020 to 09.04.2020 and 13.04.2020, if possible.
- Principal proposed to give the minimum internal marks should be given to all the students', who deserves it. Not to award the excess marks to students without writing retest or assignments.
- Principal proposed to have the farewell for the final year students in the first week of April 2020. Secretary had a discussion with the Principal and HoDs' for conducting farewell on the same day. After the discussion, it is decided to have the farewell function on the same day with different timings.
- Scholarships for the students from farmers association is initiated and list should be prepared within 04.04.2020.
- Secretary advised the HoDs' to prepare the year plan for the next academic year and informed them to conduct at-least one FDP program and Inter-collegiate workshop every semester also stressed in completing 2 online courses per semester per staff.
- Secretary insisted on extra-curricular and co-curricular activities to the students. Sr. Punitha, VP has proposed to conduct the cultural events for students and Sr. Anita, HoD/ECE proposed to have a sports day, principal discussed the pros and cons of the both events and decided to conduct sports day and fine arts day in the next semester.
- Secretary stressed on updating all the event in the college website and main events should be given in newspaper.

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[Handwritten signatures and initials for the copy distribution list]

[Handwritten signature of Dr. R. Arokiadass]
16.3.2020

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Place: Principal chamber

Date/Time: 09.03.2020 /11.15 am

- Principal had a word with all the HoDs' about the Syllabus completion and suggested to start the coaching schedule as early as possible according to the completion status.
- As discussed earlier the national conference has been postponed to the month of September and graduation day will be scheduled in the month of August.
- Principal insisted to inform the staff about the improvement of results and admissions.
- On Saturday, the 14th of March, the congregation level function is going to be held in our campus. Staff are instructed to come on formal dress and students should come in Thursday uniform. Principal insisted on maintaining the discipline in the function.
- Principal suggested to have the offer letter issue day on March 30,2020 or on March 31,2020 and instructed to complete the recruitment process before that day.

R. Aradiadass
9.3.2020
PRINCIPAL

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2.3.2020
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ANGUCHETYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING


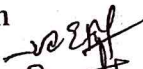

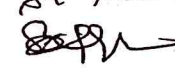
Place: Mechatronics Laboratory

Date/Time: 26.02.2020 /03.00 pm

- Principal reminded about the anna university inspection to be held tentatively on last week of February or first week of March. He also insisted on the preparatory works to be done for the inspection like file maintenance, certificates of the staff, genuineness certificate and informed about the Aadhar card and PAN card is mandatory for inspection. Every staff should bring their originals.
- Principal instructed the HoDs' to maintain and improve the students' discipline inside the campus.
- Principal insisted in completion of the Lab classes initially and the same should be completed within 12.03.2021
- Attendance should be marked as per the time table in order to satisfy the anna university report schedule.


PRINCIPAL

Copy To:

1. The Secretary
2. Vice Principal 
3. HOD/Mech
4. HOD/EEE 
5. HOD/ECE 
6. HOD/CSE 
7. HOD/S&H
8. Administrative Officer
9. File



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

(An ISO 9001: 2015 Certified Institution)

ANGUCHETTPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 17.02.2020 /11.15 am

- Principal reminded about the anna university inspection to be held tentatively on last week of February or first week of March. He also insisted on the preparatory works to be done for the inspection like file maintenance, certificates of the staff, genuineness certificate and informed about the Aadhar card and PAN card is mandatory for inspection. Every staff should bring their originals.
- Principal instructed the HoDs' to maintain and improve the students' discipline inside the campus.
- NSS 7 day camp has been successfully completed and principal acknowledged the support given by the NSS team and the whole department.
- HoDs' informed the principal about the objective test timings is not sufficient for the students, so after a discussion principal has suggested to change the timing of the test from 9.20pm to 12.40pm.
- The forthcoming anna university inspection is scheduled from 07.04.2020. Due to the Good Friday and Easter Sunday holidays falling in that time principal suggested to complete the practical exam from 07.04.2020 to 09.04.2020 and on 13.04.2020, if possible without having any overlapping subjects for the students.

R. Arukiadass
17.2.2020

PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,

Principal,

St. Anne's College of Engineering & Technology

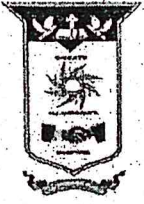
ANGUCHETTPALAYAM,

Siruvathur-(Post), Panruti-(T k).

Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal *[Signature]*
3. HOD/Mech *[Signature]*
4. HOD/EEE *[Signature]*
5. HOD/ECE *[Signature]*
6. HOD/CSE *[Signature]*
7. HOD/S&H *[Signature]*
8. Administrative Officer *[Signature]*
9. File



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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 10.02.2020 /11.15 am

- Principal investigated about the parent teachers' meeting held on 07.02.2020 and insisted the HoDs' to prepare the absentees list and inform those parents to come to college on 18.02.2020 to meet concern subject handling staffs.
- CIA-1 report entry last date in university portal is 13.02.2020, hence Principal instructed to staff through HoDs' to evaluate the papers and distribute the same to the students, after that same has entered in the web portal. CIA-1 retest can be conducted to the students those who got the permission to take leave on exam days. No marks should be awarded without conducting test to those students, which was very strictly instructed by Principal.
- Principal suggested to give assignments to the students on basis of individual analysis of the students.
- Principal also stressed on improving the teaching learning process and suggested to take class as a interactive session, which in turn boost the students confidence level as well.
- MHRD Innovative projects - presentation done by the students were good. Principal congratulated those students and the staff guiding them and suggested to improve the level of presentation.
- Result in the forthcoming semester should be improved at any cost, Principal instructed the HoDs' to make separate strategy to their concern departments, and that should be presented to the principal on 15.02.2020.
- Principal again insisted on result improvement, since it is interconnected in all aspects of the college growth like accreditation, admissions and placement etc., so staff should take sole responsibility to improve the result in their subjects irrespective of the external causes and make sure to eliminate the internal causes for low results.
- For the forthcoming anna university inspection all the staff who finished the Doctoral degree has to produce the genuineness certificate before the inspection committee.
- As discussed in the earlier meetings, the project presentation competition on the account of National Science day to be held on 28.02.2020, principal instructed to present a minimum of two projects.
- As per the earlier discussion, arrear classes for III year students will be started after CIA-2.

R. Arukiadass
10.2.2020

PRINCIPAL
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 29.01.2020/11.15 am

- With regard to the Anna university results for examination conducted in previous semester, Principal inspected all the result of each subject department wise and discussed cons in the results.
- Principal proposed to conduct the parents' teachers meeting on 07.02.2020 at 10.00 am. All the students must bring the parents on the day of meeting and the same should informed to the parents by the counsellors.
- Principal informed to prepare the comparison of other college results and should submit the same by 30.01.2020.
- The efforts made by the counsellors for the improvement in the students' mindset regarding the studies. Principal was very keenly insisted to put a constant effort on this by the counsellors.

Copy To:

1. The Secretary
2. Vice Principal *[Signature]* (Sr. Panitha)
3. HOD/Mech *[Signature]*
4. HOD/EEE *[Signature]*
5. HOD/ECE *[Signature]*
6. HOD/CSE *[Signature]* (Sr. Panitha)
7. HOD/S&H *[Signature]* (A. Panitha)
8. Administrative Officer *[Signature]* (Sr. Rose)
9. File

[Signature]
29.1.2020
PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,

Principal,

St. Anne's College of Engineering & Technology,

ANGUCHETYPALAYAM,

Siruvathur-(Post), Panruti-(T.k),

Cuddalore-(Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 27.01.2020/11.15 am

- As discussed in the previous meeting, CIA-I will be conducted in between 03.02.2020 to 08.02.2020. In connection to that, principal advised to complete two units on or before 31.01.2020.
- Principal insisted the HoDs' to inform the Project Coordinator to submit the project assessment record to the principal.
- As per the earlier discussion about the National Science Day on 28.02.2020, Principal insisted to complete the project before that day and best project from each department will receive the prizes.
- National conference for this academic year is postponed to month of July or August because of a greater number of holidays, informed by the Principal to the HoDs'.
- I year arrear classes has been planned to conduct for III year students as it was conducted in the last semester.
- HoDs' are insisted to check the valuation of assignments submitted by the students and slip test conducted.
- HoDs' are insisted to follow up the issues told by the students in the class committee meeting and the same should be submitted to the principal.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

[Handwritten signatures and initials for each department: Mech, EEE, ECE, CSE, S&H, and Administrative Officer]

[Handwritten signature of Dr. R. Arokia Dass]
PRINCIPAL
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 20.01.2020/11.15 am

- Principal welcomed the HoDs' for the meeting and following that he informed the HoDs' to strictly adhere the anna university schedule circulated earlier by the exam cell.
- Principal had decided that the CIA-1 will be in between 03.02.2020 to 08.02.2020 and CIA-2 will be in between 27.02.2020 and 04.03.2020, after the brief discussion with the HoDs'.
- CIA pattern will be the same as the last semester pattern. CIA will be conducted for 3 hours followed by the Objective test.
- Principal informed the HoDs' to monitor the unit completion status, if needed, the lab classes may be canceled for completion of the syllabus.
- To reduce the student absentees, Principal has proposed to collect a fine of Rs. 100 for leave taken without prior permission and also insisted to collect the Medical certificate even for one day leave taken by the student. He also insisted to collect the fine with the parents' presence and they should know about it.
- Principal advised the HoDs' to inform the staff and students to adhere the proper dress code inside the campus. And also insisted on reducing the leave availed by the staff on Saturdays'.
-

R. Aradi
PRINCIPAL 20.1.2020
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Srivathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

[Signatures]
[S. Punithay]
[A. John netty]
[S. Rave]



ST. ANNE'S

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ANGUCHETTPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 16.12.19/11.15 am

- Principal welcomed the HoD's for the first meeting for the current even semester.
- Principal stressed on the student's presence for the classes from the day 1 of the semester and if the student absent on the day, the same should be informed to the parents on the same day.
- The placement training classes initiated for the IV year students, monitoring the attendance of the classes in very much necessary to improve the skills of the students to compete with others.
- Principal insisted the HoDs' to inform the training and placement coordinators of each department to collect the reports for the In-plant training and Internships and same should be submitted to the principal.
- The technical seminar, mini project and the project reviews has to be conducted in front of the external evaluators' from other department.
 - For ECE Department - Mr. K. Sriram, ASP/EEE and Mr. K. Saravannan, ASP/Mechanical.
 - For EEE Department - Mrs. D. Pauline Freeda, ASP/CSE and Mrs. D. Uma Maheshwari, ASP/ECE.
 - For CSE Department - Mr. S. Balabasker, ASP/ECE and Mr. Annie John, AP/Mechanical.
 - For Mechanical Department- Mr. A. Richard Pravin, ASP/EEE and Mrs. Z. Asmathumnisa, ASP/CSE.
- Audio PPT should be prepared for the all the subject which will help in revision classes. Principal informed the HoDs' to monitor the preparation of audio PPT.
- Principal insisted the HoDs' to insist all the subject handling staff to do student-wise analysis, which in turn help the understand the students need in the subject. Also insisted to circulate the important repeated questions in university examination and all the possible ways of asking a question.

R. Aradiass
PRINCIPAL 16.12.2019

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,

St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE

[Handwritten signatures and initials for each HOD, with a note "(See Panruti)"/>



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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 10.12.19/11.15 am

- The College reopens on 16.12.2019 as per Anna University schedule. After a discussion with the HoD's it is decided to conduct the lab classes in the first week after reopen since we have university examination for First year students and arrear exam for higher semester students.
- In the same week IV students will have their placement training program for six days from 16.12.2019.
- It has been identified that after the company visit done by the placement cell members, two software companies will come for campus recruitment in the last week of December or first week of January.
- The IV year students projects has to be published in a journal, Principal insisted to inform the same to all staff who are guiding the students in their project work.
- For project problem formulation, principal insisted to take the real time problems identified by the industries. Students can access those problems in the MHRD Smart India Hackathon.
- Christmas celebration will be celebrated in the campus on 23.12.2019. Crib decorated will be common for both institution this year.
- After a discussion with the secretary, Principal proposed that we should conduct moral classes to all the students in the common time. These classes are conducted in order to improve the morale of the students.
- The syllabus for the class will be designed by the Mr. A. Richard Pravin, ASP/EEE, Mr. A. John Peter, ASP/Physics and Mr. ShanmugaElango, ASP/Mechanical. After the discussion it is decided that this class should be schedule on all Fridays in between 1.15pm to 2.05 pm for II year and III year students and for IV year students it will be on Wednesday between 1.15pm to 2.05pm.
- Principal insisted to have a keen note on the staff notes preparation and the quality of teaching with modern teaching aids. Video lectures has to be encouraged.
- Regarding the admission, the same fee structure will be followed for next year also. In spite of low fees management has decided to give more concession for poor students with very good marks.

Copy To:

1. The Secretary
2. Vice Principal

R. Arukiadass
PRINCIPAL (10.12.19)

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,

St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

[Signature]



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ANGUCHETTPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 14.10.19/11.15 am

- Principal insisted on awarding of internal marks to the students, positively a minimum of 14 marks should be awarded and strongly insisted not to award grace marks in order to give the minimum marks. Informed that the students should earn their marks not award excess marks without any work from the students.
- Student fee collection should be done before the practical exam and they clear all dues before the exams, it is strongly insisted by the principal.
- Principal suggested that all the HoDs' should allocate the subject for the next semester before 06.11.2019 and that should be done on the basis of staff specialization and previous results given by the concern staff.
- Elective selection should be done with respect to the students interest and the book availability for the students, if not the requirement of books should be submitted to the library.
- Leaves availed by the staff may be reduced. Principal asked the HoDs' to inform the staff members to avoid availing leave in excess of allocated leaves.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

R. Aradiass
PRINCIPAL 14.10.19
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur (Post), Panruti (T.k),
Cuddalore (Dist), Pin: 607 110.

S. P. N. (S. P. N. Panruti)
S. P. N. (S. P. N. Panruti)
A. V. R. (A. V. R. Panruti)
S. R. (S. R. Panruti)



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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Secretary chamber

Date/Time: 26.08.19/11.15 am

- The Principal acknowledged everyone work behind the successful completion of the graduation day held on 24.08.2019.
- Attendance entry for the second report period should be completed on or before 26.08.2019 in college mark entry portal and it has to be entered in the anna university portal only after the principal approval on or before 28.08.2019.
- For first year students' profile entry in anna university portal has to be completed as soon as possible in order to complete their registration.
- ISO Internal audit will be planned in first week of September, schedule will be circulated at the earliest. Principal insisted to complete all the files that should be in order before the audit.
- As per the earlier discussion, records for laboratory classes has to be get signed as early as possible.
- Due to change in bus timings, college timings till special class has been changed
 - Fourth Hour – 1.15pm to 2.05 pm
 - Fifth hour – 2.05pm to 2.50pm
 - Sixth hour – 3.00pm to 3.45pm
 - Seventh hour – 3.45pm to 4.30pm
 - Special class – 4.30pm to 5.30pm
- Principal insisted HoD's to inform the staff to give importance Part – C questions in all the subjects.
- CIA -1 analysis should be submitted to principal on 26.08.2019.
- Project work of the final year students has to be published as a paper without fail. Staff are insisted to select the project as such that can be converted as paper.
- Result in this semester has to be improved which in turn improve our admission also. So, principal insisted the HoD's to put forward to the staff very strictly to improve the results.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech

[Handwritten signatures]

[Handwritten signature]
PRINCIPAL 26.8.19

Dr. R. AROKIADASS, M.E., Ph.D.,

Principal,

St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Coimbatore-(Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 16.07.19/11.15 am

- Fees dues for the students has to be cleared on or before 16.08.2019. This information has to be passed on to the parents.
- In order to improve results of I semester for III year students, arrear classes has been scheduled from 17.07.2019 between 3.05 pm and 4.45pm daily.
- Arrear classes information has to be informed to the students and their parents through the each counsellors.
- **University results should be sent to parents without any delay.**
- In order to improve the internal marks of the students, internal marks split up has been reformed internally.
 - 10 marks for continuous internal assessment
 - 5 marks for Assignments
 - 3 marks for Objective test
 - 2 marks for Attendance.
- On St. Anne's Feast, staff and students are requested to wear the uniform.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

[Handwritten signatures and initials for each HOD position]

[Handwritten signature of Dr. R. Arokiadass]
PRINCIPAL 16.7.19

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur (Post), Panruti (T k),
Tirunelveli (Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 08.07.19/11.15 am

- An orientation program has been planned for students, a team from St. Joseph's College, Tiruchirappalli will be the resource team on 15.07.2019.
- Venue for orientation program CSE and EEE will be in auditorium, for ECE it will be in Optical and Microwave Lab and for MECH it will be scheduled in conference hall.
- In regard to St. Anne's feast, Novena Prayer has been scheduled from 17.07.2019 and Feast celebration will be on 24.07.2019 in college auditorium. Schedule for novena will be circulated at the earliest.
- Newsletter will be released in the inaugural function of first year classes. News letter will be published a yearly issue for the past academic year. Necessary data should be submitted to the editorial board on or before 18.07.2019.
- Staff are requested to follow the dress code strictly and will be role model to the students.
- Graduation day has been planned on 24.08.2019. Graduation report of that batch has to be submitted to the principal on or before 29.07.2019.
- Students late comers has to be reduced; a monitoring committee will be formed to reduce the late comers.
- Staff are requested to avoid taking leave on a day before and after holidays.
- Placement training for the IV-year students will commence on 01.08.2019 to 03.08.2019 for communication-based training.
- Unit completion has to be monitored by the HoD's and make sure two units should be completed before CIA - 1.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

[Handwritten signatures and initials for each department: Mech, EEE, ECE, CSE, S&H, and Admin. Officer]

[Handwritten signature of Dr. R. Arokia Dass]
PRINCIPAL 8-7-19

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,

St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



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MINUTES OF THE HOD MEETING




Place: Principal Chamber

Date/Time: 05.07.19 /11:15 am

- As per the earlier discussion, it is decided to commence the laboratory classes (19.07.2021) earlier than the stipulated date given by Anna University (01.07.2019) to enhance the teaching methodology.
- A Prayer session is organized by the management for all the staff on 18.06.2021 at 9.30am in chapel, followed by the staff meeting at 11.00 am in Conference hall. All the staff members are insisted to attend the prayer and the meeting without fail.
- On the day of commencement of laboratory classes, instead of common prayer department wise prayer has to be arranged by the concern departments.
- The management has insisted in following the rules of looks and attire of the both staff and students. Hence, all the HODs are insisted to convey the same to staff and students and have a keen eye on the same.
- All the HODs are requested to insist the staff to plan accordingly in span of a week time to complete all the work allocated. so that it will be easier at the end and overburden of work will be reduced.
- As per the previous feedback given by the staff, this semester has been planned with 3 Continuous internal assessments (CIA I, II &III) instead of 5 unit tests.
- After discussion with all HODs, it is decided that all the three Continuous internal assessments will be conducted for 3 hours in the morning session in between 9.30 am and 12.30 pm.
- Since the last working day for the this semester is 19.10.2021 as per Anna university and we have a total of 76 working days, all the HoDs are requested to plan the unit completion dates and the same will be review in next meeting to get a unanimous decision.
- It is suggested to all the HoDs that to insist the staff to enhance the level of preparation for the class according to the students capability.


PRINCIPAL

Copy To:

1. The Secretary
2. Vice Principal 
3. HOD/Mech
4. HOD/EEE 
5. HOD/ECE
6. HOD/CSE 
7. HOD/S&H
8. Administrative Officer
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ANGUCHETTPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 01.07.19/11.15 am

- Laboratory classes have to be completed by the end of this month, since it has been started a week before and the completion status has to be submitted to the principal in the prescribed format.
- Question bank and notes submitted by the staff members has to be verified by the HoD of the concern department and the report has to be submitted to the principal.
- Principal insisted to make the classes to be an interactive session with more questions from the students, this will make a better classroom atmosphere.
- Department events planned has to be completed on the planned date, try not to postpone the date at any cost.
- The last date for the transfer and readmission is 12.07.2019. So, staff are requested to refer any readmission.
- Second Saturday and fourth Saturday of every month will be declared as holiday.
- For R-2017, special preparation has to be made with respect to the previous question papers, since the question papers are bit tough to attend for the students.
- Students discipline has to be monitored regularly without any lag.
- Department wise meeting with principal will be conducted once in every month after working hours. Staff are requested make necessary arrangements on the day for the own transport, this meeting is conducted after working hours because it should not disturb the regular classes.

Copy To:

1. The Secretary
2. Vice Principal - *[Signature]*
3. HOD/Mech - *[Signature]*
4. HOD/EEE - *[Signature]*
5. HOD/ECE - *[Signature]*
6. HOD/CSE - *[Signature]*
7. HOD/S&H - *[Signature]*
8. Administrative Officer - *[Signature]*
9. File

[Signature]
PRINCIPAL 1.7.19

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,

St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Srivathur (Post), Panruti (T. K),
Cuddalore (Dist), Pin. 607 106.



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
(An ISO 9001: 2015 Certified Institution)
ANGUCHETTYPALAYAM, PANRUTI - 607 106.

MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 19.06.19/11:15 am

- For the forthcoming semester, staff are insisted to complete the syllabus on time as per the academic schedule.
- The unit completion dates have to be followed since it has been accordingly with the anna university internal exam schedule.
 - Unit 1 - 16.07.2019
 - Unit 2 - 02.08.2019
 - Unit 3 - 30.08.2019
 - Unit 4 - 14.09.2019
 - Unit 5 - 09.10.2019
- Continuous Internal assessment has been planned as per anna university schedule
 - CIA - 1 - 05.08.2019 to 10.08.2019
 - CIA - 2 - 19.09.2019 to 21.09.2019
 - CIA - 3 - 11.10.2019 to 17.10.2019
 - Model Lab - 18.10.2019 to 19.10.2019
- If possible, a revision test will be planned after last working day 19.10.2019.
- Notes preparation of the staff should be circulated to the students and staff should very keen on notes preparation and handling of classes, which should be very effective to improve the results.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE
5. HOD/ECE
6. HOD/CSE
7. HOD/S&H
8. Administrative Officer
9. File

[Handwritten signatures and initials next to the copy list items]

[Handwritten signature of Dr. R. Arokia Dass]
PRINCIPAL 19.6.19

DR. R. AROKIADASS, M.E., Ph.D.,
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 17.06.19/11:15 am

- As per the earlier discussion, it is decided to commence the laboratory classes (19.06.2019) earlier than the stipulated date given by Anna University (01.07.2019) to enhance the teaching methodology.
- A Prayer session is organized by the management for all the staff on 18.06.2019 at 9.30am in chapel, followed by the staff meeting at 11.00 am in Conference hall. All the staff members are insisted to attend the prayer and the meeting without fail.
- On the day of commencement of laboratory classes, instead of common prayer department wise prayer has to be arranged by the concern departments.
- The management has insisted in following the rules of looks and attire of the both staff and students. Hence, all the HODs are insisted to convey the same to staff and students and have a keen eye on the same.
- All the HODs are requested to insist the staff to plan accordingly in span of a week time to complete all the work allocated. so that it will be easier at the end and overburden of work will be reduced.
- As per the previous feedback given by the staff, this semester has been planned with 3 Continuous internal assessments (CIA I, II & III) instead of 5 unit tests.
- After discussion with all HODs, it is decided that all the three Continuous internal assessments will be conducted for 3 hours in the morning session in between 9.30 am and 12.30 pm.
- Since the last working day for the this semester is 19.10.2019 as per Anna university and we have a total of 76 working days, all the HoDs are requested to plan the unit completion dates and the same will be review in next meeting to get a unanimous decision.
- It is suggested to all the HoDs that to insist the staff to enhance the level of preparation for the class according to the students capability.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE

80-PA-CST-Panruti
Boyd
Boyd

R. Arakidass
PRINCIPAL 17.6.19
Dr. R. AROKIADASS, M.E., Ph.D.,
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 16.03.19 /11:15 AM

- The last date for report entry (attendance and assessment marks) in the Anna University web portal for period IV is 23. 03. 2019. Hence all the HODs are requested to insist the faculty members to complete the entry in our college website on or before 22. 03. 2019.
- HODs and class incharges have to make sure that the total hours required as per the university regulation is met for all the subjects.
- A minimum of 14 marks in the internal assessment for all the students is expected. Hence all the HODs are insisted to check before entry. If not, necessary corrective action can be taken and the supportive document for awarding the marks is to be maintained. Project internal marks have to be allotted as per the university norms, considering the reviews.
- For shortage of attendance (60-74%), either medical certificate or sports certificate or principal's letter for sports can be submitted.
- **University practical exams commences on 25. 03. 2019.** Therefore, all the HODs have to insist the lab incharges to make necessary arrangements for the smooth conduction of the practical exam and the same has to be checked by the HODs. All the program backups, has to be deleted before the commencement of the practical exams.
- All the HODs are expected to be present and go around all the labs during the practical examinations.
- The internal examiners for the practical examinations have to confirm the external examiners about their arrival and are instructed to strictly follow the timings during the exams. If any delay, the same has to be brought to the knowledge of exam cell for further actions.
- Attendance has to be strictly closed after 30 minutes from the commencement of exams (9:30 am in the forenoon and 1:30 pm in the afternoon) as per the university norms.
- **After the completion of exam, mark entry in the university web portal has to be made by both the internal and external examiners.**
- If breakfast is required for the external examiners, prior information has to be given to the exam cell for making necessary arrangements.
- College buses will start 10 minutes earlier than the usual timings, during the practical examinations.



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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 29.11.2018/11:15 AM

- It is discussed with all the HODs about monitoring the discipline of the students inside the college campus and all the HODs are expected to extend their support towards it.
- The I year exams will be commence on 29. 12. 2018, the second floor of the main building will be utilized for conducting the examinations. After discussing with all the HODs, it is decided to conduct the classes for the students of ECE and CSE in the admin block.
- The students having I semester arrear exams can avail OD on the exam day. If necessary, they can avail leave on the previous day of the exam.
- Staffs have to follow dress code properly and all the staffs have to be present inside the campus before prayer.
- All the HODs have to regularly monitor the classes and strictly monitor the absentees.
- HODs have to plan the department activities for the current semester and the same must be submitted to the Principal.
- New faculty details in all the departments must be submitted to Mr. Dominic Savio / Special Officer.
- Master time table for the academic year 2018 – 19 (July'18 – Nov'18 & Dec'18 – May'19) and lab details have to be submitted to the Special Officer for affiliation purpose.
- As given in Anna University academic schedule the last working day is 22. 03. 2018. So the HODs have to discuss with the faculty members and plan accordingly.
- As per the schedule from Anna University, 29. 12. 2018 will be a working day. As decided by the management 31. 12. 2018 will be a holiday and the college again reopens on 02. 01. 2019.
- It is discussed with the HODs and decided that the completion date for Unit I is 04. 01. 2019.
- As the number of working days is limited, the faculty members are insisted to avoid availing leave during this semester.

R. Arokiadass
29.11.18

PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,

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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 29.11.2018/11:15 AM

- It is instructed to all HODs to discuss and prepare the academic schedule for the forthcoming semester in accordance with the academic schedule given by the Anna University.
- HODs have to discuss with the department faculty members about the department activities to be conducted in the forthcoming semester.
- It is discussed with the HODs about the Admission process that could be followed for the next academic year.
 - The area to be covered for admission has to be extended.
 - Passed out students from our college can be contacted for admission.
 - Admission camp can be conducted for 10 / 20 days in outer areas.
 - Student address and contact numbers have to be collected.
 - Student Addresses from St. Anne's congregation institutions will be collected by our sisters.
 - Around 20 locations have to be identified and team work is to be initiated.
 - A minimum of 10 admissions per team is to be aimed.
 - To frame the Fees structure.
- A separate team for lateral admission will be formed in a similar manner.
- HODs have to discuss with the faculty members regarding the admission and valuable suggestions are invited.

Copy To:

1. The Secretary
2. Vice Principal *Se. A. Anita*
3. HOD/Mech *Prof. C.D. Prineyadasan*
4. HOD/EEE *A. Richard Prasad*
5. HOD/ECE *Se. A. Anita*
6. HOD/CSE *Se. A. Anita*
7. HOD/S&H *A. I. Ank (A. John Peter)*
8. Administrative Officer *Se. R. [Se. Rose]*
9. File

R. Arunadass
PRINCIPAL 29.11.18
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 08.10.2018/11:15 AM

- All the HODs and faculty members have to go rounds and monitor the students during the conduction of their respective model exam.
- Special coaching has to be given to the hostel and interested students in the evening from 5:30 pm to 7:30 pm and from 8:30 pm to 10:00 pm during the model exam from 08. 10. 2018 to 13. 10. 2018.
- Anna University Theory Exam invigilation duty must be allotted to the respective staffs based on their availability on their concerned exam dates.
- HODs have to collect the expected results from the individual staffs for their respective subjects.
- I semester arrear internal examination for the II year students has been planned. Students are insisted to meet Dr. A. John Peter, HOD / S & H regarding the Continuous Internal Assessment and Internal Marks.

R. Aradiass
8.10.18

PRINCIPAL

Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,

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Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal *R. Aradiass (Dr. Anita)*
3. HOD/Mech *Boopda D. omranyathasan*
4. HOD/EEE *R. Aradiass (Dr. Anita)*
5. HOD/ECE *R. Aradiass (Dr. Anita)*
6. HOD/CSE *R. Aradiass (R. Aradiass)*
7. HOD/S&H *A. John Peter (A. John Peter)*
8. Administrative Officer *Sr. Rose [Sr. ROSE]*
9. File



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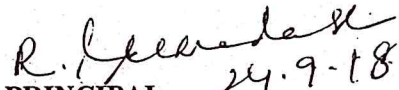
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 24.09.2018/11:15 AM

- All the HODs in coordination with the exam cell have to make certain that the profile of all the teaching faculties is updated for the current semester in the Anna University Web portal.
- As already circulated and instructed, the last date for paying exam fees is 28. 09. 2018. College tuition fee, bus fee, hostel fee and other dues must be cleared before the payment of Exam fee.
- In order to inculcate the reading habit and develop the language skill, it is decided to buy Newspaper and distribute to the I year students. HOD / S & H have to discuss and decide which newspaper to buy, The Hindu or Times of India, report duly to the Principle.
- A change in question paper pattern for 7th semester has been notified by the Anna University. HODs are hereby requested to intimate the same to the staff members and students.
- A coaching schedule is to be planned and must be effectively conducted by the respective subject handling staffs. HODs should monitor the classes regularly. It should be made certain that all the students have their own study material during the coaching period.
- Before the commencement of revision classes, there will be a Department wise meeting for the below average students with the Principal on 25. 09. 2018 and 26. 09. 2018.
- Faculties have to give selective questions for the most below average students and make them study at least these questions.
- For the smooth conduction of coaching classes, it is required that all the faculties to avoid availing leave during the coaching period.
- HODs and exam cell members have to plan the Anna University Practical Exam Schedule, as per the slot given.
- Attendance has to be calculated as per the norms given by the Anna University. The total number of working hours for Regulation 2017 is as follows:
 - I year – 465 hours
 - II year
 - CSE – 465 hours
 - ECE – 450 hours
 - EEE – 450 hours
 - MECH – 495 hours
- The consumables required for conduction of Practical Exam must be kept ready before the commencement of the practical exams.


PRINCIPAL
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ANGUCHETTPALAYAM, PANRUTI - 607-106.

MINUTES OF THE HOD MEETING

Place: Exam Cell

Date/Time: 19.09.2018/10:15 AM

- The class incharges and Exam cell members have to make sure that the Examination Registration fee is paid on or before 28. 09. 2018.
- College tuition fee, bus fee, hostel fee and No due fee must to be cleared before the payment of Exam fee.
- No due fee must be displayed in the Department Notice Board.
- University practical exam schedule has to be prepared after taking the arrear count. Schedule has to be put between 22. 10. 2018 and 24. 10. 2018. If not possible, permission from zonal office can be availed to conduct on 25. 10. 2018.
- IInd year students arrear registered subjects has to be given to the First year exam cell to conduct Continuous Internal Assessment as per the regulation 2017.

Copy To:

1. The Secretary
2. Vice Principal *Dr. A. J. (St. Anita)*
3. HOD/Mech *Dr. S. S. D. Srinivasan*
4. HOD/EEE *Dr. A. J. (St. Anita)*
5. HOD/ECE *Dr. A. J. (St. Anita)*
6. HOD/CSE *Dr. P. M. (Dr. Pulli)*
7. HOD/S&H *A. J. (A. J. Jovan Peter)*
8. Administrative Officer *Dr. R. [Dr. ROSE]*
9. File

R. Aravindan
19.9.18
PRINCIPAL
Dr. R. AROKIADASS, M.E., Ph.D.,
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 17.09.2018/11:15 AM

- The Heads of various departments were insisted to concentrate on all possible ways to improve the results of the students. No compromise will be accepted.
- The books / notes that are specified to the students must contain the same syllabus as it is in the recommended textbooks given by the Anna University. All the HoDs have to check and recommend it.
- HoDs have to continuously monitor the conduction of classes.
- The quality objective board has to be updated in all the departments.
- Secretary-staff meeting will be held based on the result analysis.
- The special coaching must be conducted in such a manner as to improve the results. Most important questions and examination tips can be given to the students.
- As this week is having a long weekend, special classes, if required can be conducted between 21. 09. 2018 to 23. 09. 2018.
- Attendance should be strictly monitored and % attendance of each student should be displayed in the notice board.
- Conduction of Model theory and practical exams has to be discussed and planned.
- Tentative date for conducting University Practical exams will be from 22. 10. 2018 to 24. 10. 2018.
- The Department of Electrical and Electronics Engineering have to put more effort for result improvement.

R. Arokiasami
PRINCIPAL 17.9.18

Dr. R. AROKIASAMI, M.E., Ph.D.,
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St. Anne's College of Engineering & Technology,
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 10. 09. 2018 / 11:15 AM

- The Department organizing the common assembly on Monday is responsible for the opening and closing of the auditorium.
- If the theory session is to be handled with the aid of the LCD projector, it has to be pre-planned by the concerned faculty member before the session and should make necessary arrangements. Faculty members can get help from the Lab assistants for setting the projector in the Lecture Hall.
- The following procedure has to be followed for availing OD / permission for the sports activities:
 - Physical Director has to discuss with the Principal a week ahead about the tournament.
 - The students has to write a letter to the Principal specifying the nature of the game, TA and DA, if needed duly signed by the Physical Director and forwarded to Principal.
 - Principal, after consideration will send it to the concerned HoDs.
 - HoDs after properly assessing the students can grant permission or retain the students, if necessary.
 - After the approval from Principal and HoDs, the photocopy of the final list of students has to be sent to the departments.
 - Class incharges has to maintain the photocopy of the OD letter.
- Physical director comes under the control of S & H Department. No alteration is required for the Physical Director of availing OD for sport relevant activities.
- Discipline has to be maintained and monitored in the training program conducted by the Training and Placement Cell.
- As per the academic plan, the CIA II (Unit IV) will be conducted for II and III year students from 14. 09. 2018. For IV year students, CIA II will be conducted from 18. 09. 2018 to 20. 09. 2018, two tests per day, from 9:30 am to 11:00 am and 1:30 pm to 3:00 pm respectively.
- HoDs should have special concentration on the II year students and monitor them, owing to the new regulation R-2017.
- HoDs have to take necessary action for the fee payment of the II year students. Class incharges of II Year has to intimate the parents about the fee dues.
- A coaching schedule has to be prepared by the class incharges specifying the subject name, staff name and the appropriate topic in which the coaching will be done. HoDs have to follow up the schedule regularly.
- On account of Vinayagar Chaturthi, 13. 09. 2018 will be a holiday. 14. 09. 2018 and 15. 09. 2018 will be a working day.
- Practical classes have to be completed. If necessary, repeat class can be conducted for absentees.



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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 27.08.18/11:15 AM

- On behalf of management, Principal conveyed thanks and congratulations to the whole team for the success of Graduation Day Celebration.
- Principal insisted all the faculty members to complete the attendance and mark entry for report period II in the college website on or before 28. 08. 2018 by 12:00 pm.
- The internal assessment marks that have to be uploaded in the Anna University web portal has to be entered in the CIA-I column for the corresponding subjects in the college website. No moderation should be done in unit test I and II mark statements.
- CIA I Analysis has to be done and corrective action has to be taken.
- Class committee meeting for all the classes must be conducted by 27. 08. 2018 and the report must be submitted to Principal.
- Parent – teachers' meeting should be conducted on 28. 08. 2018 and 29. 08. 2018. In addition to the academic details, Parents should also be intimated about the fees details. Feedback from the parents should be got and must be documented.
- Unit test III will be commenced from 30. 08. 2018. HoDs must make sure that all the faculties have completed Unit III and corresponding subject notes have been given to students. Simplified notes may be given to improve the performance of the students.
- Unit test III question paper must be submitted to the exam cell as per the schedule.
- Principal insisted the HoDs to follow up the payment of fees by the II year students.
- As per the schedule Log books, master attendance and counseling records must be completed and submitted to the principal.
- AnMoU has been signed. A one week training programme for IV year students will be conducted in the month of September 2018 during working hours. The payment for training is Rs.2000 per student. All the regular classes will be suspended. The faculties therefore have to plan accordingly for the smooth completion of the syllabus. If necessary classes can be conducted after 4:45 pm. Faculties have to insist the students to take part in the training sincerely.
- An Interview is scheduled by the Training and Placement Cell on 29. 08. 2018. All the Nil Arrear and less than 3 arrear students can attend the interview. A payment of Rs.200 per student has to be done for attending the interview.
- The major criticism from General Body meeting was that the overall result is poor. HoDs and all the faculty members have to concentrate to improve the result. Individual faculty member is responsible for their subject result.



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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 06.08.18/11:15 AM

- The academic schedules for odd semester and a checklist is prepared and has to be followed.
- Parent Teacher Meeting has to be conducted as per the schedule given. All parents have to attend the meeting. Academic status of the student and fees dues if any has to be informed to them. It is to be strictly informed that only parent or guardian has to attend the meeting.
- All Non-Conformance (NC) found in the ISO Internal Audit has to be closed by 08.08.2018 and must be submitted to the ISO coordinator. Management Representative Meeting (MRM) will be held on 14.08.2018. All HODs and Process Heads have to attend the meeting.
- R & D Cell coordinator and members have to trigger and initiate the activities for the development of faculties and students.
- Department Training and Placement Coordinator has to identify and visit companies/industries and to prepare the proposal for Internship and Inplant training.
- The following clubs have to be inaugurated and the activities have to be initiated for the overall development of the faculties and students;
 - EEE - Renewable Energy Club
 - MECH - Robotics Club
 - CSE - Computer Security Club
 - ECE - HAM Club
 - Library - library Club
 - S & H - Astronomy Club
 - Overall - Green Initiative Club
 - NSS/YRC
 - Entrepreneurship Development
- Independence Day Celebration will be coordinated by Literary Association. Mr. Harikrishnan, ASP/S&H will be coordinating the function.
- Graduation day will be held on 25.08.2018. Chief Guest will be Scientist from BARC.
- Alumni Committee has to plan an Alumni Meet on any Sunday.
- The number of absentees has to be controlled. All the class in charges must maintain a call log for the absentees.
- HODs have to monitor the classes regularly.



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MINUTES OF THE HOD MEETING

Place: Principal Chamber

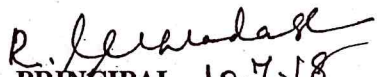
Date/Time: 09.07.18/11:15 AM

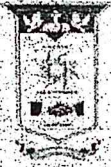
- Class Incharges has to make certain that, those students who were absent from last week have to resume to the classes by tomorrow (10.07.2018). The Absentees Information Record has to be maintained regularly.
- All staffs and students are insisted to be present by 9:10 am in the Auditorium for Monday prayer.
- Slip tests has to be conducted from 16.07.2018. Slip tests schedule can be planned accordingly considering the Monday assembly. If Saturday is a holiday, the test planned on that day has to be conducted on week days.
- The Unit completion dates have been formulated. Faculties are hereby requested to plan accordingly. The Last working day for the current semester will be 17.10.2018.
 - Unit I – 18.07.2018
 - Unit II – 03.08.2018
 - Unit III – 21.08.2018
 - Unit IV – 07.09.2018
 - Unit V – 27.09.2018
- Unit Tests schedule will be circulated shortly. HODs of all departments are requested to insist the faculties to prepare the question bank in the prescribed format and assure that it is done before the start of unit test.
- Previous semester procedure will be followed for conducting the Assessments. For Continuous Internal Assessment - I (CIA I), it is the summative of Unit Test I and II. For CIA II, it is summative of Unit Test III and IV. Model Examination will be considered as CIA III.
- Special coaching classes can be conducted for students who have performed poorly in the Unit Tests after 4:45 pm.
- ISO Internal Audit will be held on 19.07.2018 and 20.07.2018. HODs have to make sure that the documents are updated before auditing.
- Calibration of meters and equipments must be done by the concerned Lab in charges.

- Coordinators of various Department events for the current semester have to be displayed in the Department Notice Board.
- As said in the previous meeting, dated 06.07.2018, Bridge Course will be commenced from 16.07.2018. Dr. John Peter, Head/S&H, will be the coordinator.
- HODs have to encourage and motivate the staffs in every positive aspect.
- Saturdays will be declared as holiday, if there is a power shut down on that day.
- All Staff and Students should strictly follow the dress code in the college campus.
- Students, who are applying for Identity Card, can get sign from Vice Principal to avoid unnecessary wastage of time.
- Apart from Curriculum, workshops and seminars have to be conducted to the students.
- Industries have to be identified for Inplant training and Internship.

Copy To:

1. The Secretary
- ✓ 2. File


PRINCIPAL 10.7.18
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



ST. ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
(AN ISO 9001:2015 CERTIFIED INSTITUTION)
ANGUCHETTYPALAYAM, PANRUTI - 607 110.



MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 19.02.18/11:15 AM

- CIA II (Unit test IV) will be held from 05.03.18 to 10.03.18.
- Special coaching classes after 4:45 pm have to be followed regularly as per the plan.
- IVth year students must be insisted to present their projects in the national conference to be held in our college on 16.03.18.
- All the faculties are insisted to present paper in the conference to held in our college on 16.03.18 and also encourage external participants to present paper in our conference.
- On account of National Science and Researchers' Day the best project in each department must be presented on 28.02.18 in R & D Cell.

R. Subramanian
PRINCIPAL 19.2.18

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2. The Secretary *S. J. S.*
3. Vice Principal *S. J. S.*
4. HOD/Mech *S. J. S.*
5. HOD/EEE *S. J. S.*
6. HOD/ECE *S. J. S.*
7. HOD/CSE *M. R. S.*
8. HOD/S&H *A. I. S.*
9. Administrative Officer *S. R. S.*



ST. ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
ANGUCHETTYPLAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 30.10.2017/11.15AM

- All the students should pay the exam fees before 5pm today. All the students should clear tuition fees and bus fees on or before paying the exam fees.
- **Model practical exam will be conducted on Oct 16,17 and 19th 2017.**
- All the students should attend the model practical exam compulsorily. If not, he/she will not be permitted to attend the University practical. The practical record note should be completed on or before 7th Oct 2017.
- All clear minority students can avail scholarship. So HODs should instruct the eligible students to avail this facility.
- All the faculty members and final year students should present the paper in national conference NCRDSET'18.

R. Arokia Dass
PRINCIPAL 30-10-17

Copy To:

1. File
2. The Secretary *[Signature]*
3. Vice Principal *[Signature]*
4. HOD/Mech *[Signature]*
5. HOD/EEE *[Signature]*
6. HOD/ECE *[Signature]*
7. HOD/CSE = *[Signature]*
8. HOD/S&H - *[Signature]*
9. Administrative Officer *[Signature]*

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 20.09.2017/11.15AM

- It is planned to conduct the model theory exam from 09.10.2017 to 14.10.2017 and model practical exam from 16.10.2017 to 19.10.2017.
- The exam fees last date is 26.09.2017. All the students should clear tuition fees and bus fees on or before 26.09.2017. The miscellaneous amount for passed out students is Rs.50.
- All the assessment marks of practical exam should be uploaded on or before 19.10.2017.
- Attendance shortage students name list will be displayed in the department notice board by the HOD.

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2. The Secretary *h.v.v.*
3. Vice Principal *[Signature]*
4. HOD/Mech *[Signature]*
5. HOD/EEE *[Signature]*
6. HOD/ECE *[Signature]*
7. HOD/CSE *[Signature]*
8. HOD/S&H *[Signature]*
9. Administrative Officer *[Signature]*

R. Arukiadass
20.9.17
PRINCIPAL
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 24.08.2017/11.15AM

- CIA-I test marks will be entered as average of Unit-I and Unit-II test.
- All the Class In-charges are instructed to conduct the Class Committee meeting on 28.08.2017.
- All the staff should get prior permission to avail Casual leave.
- Our management arrange the staff tour on 5th August 2017.
- All the staff should complete the syllabus as per schedule.
- Unit Test III mark statement will be analysed on 28.08.2017.

Copy To:

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5. HOD/EEE *[Signature]*
6. HOD/ECE *[Signature]*
7. HOD/CSE *[Signature]*
8. HOD/S&H *[Signature]*
9. Administrative Officer *[Signature]*

[Signature]
PRINCIPAL 24.8.17
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.