



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

(A Unit of the Sisters of St. Anne, Trichy)

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

(An ISO 9001 : 2015 Certified Institution)

Anguchettypalayam, Panruti - Taluk, Cuddalore District - 607106

Phone: 04142-242661, 243661. Mobile: 9442389466

Web site: www.stannescet.ac.in Email: stannescet@gmail.com

Lr. From AICTE File No. 07/08/TN/E&T/2009/20



Ref. No. SACET / GC – 20 /2017

Date: 04/07/2017

Respected Sir/Sister/Madam,

It is my pleasure to invite you to attend the Governing Council meeting which is to be held on 10.07.2017 to discuss about the following agenda.

Venue: Administrative Block, ST. ANNE'SCET, Anguchettypalayam

Date: 10.07.2017 Time: 10.00 am

AGENDA:

1. Prepare academic calendar with academic schedule.
2. Discuss about academic and other important activities and events
1. Preparing for 4th Graduation Day & Celebration for St. Anne's Feast
2. Preparing for the 1st year Bridge Course & Organizing 1st year Inauguration
3. Preparing for ISO Certification
4. Confirm and approve on Budget proposed by Principal
5. Collecting feedback from stakeholders
6. Implementation on fees management in CEEMS ERP
7. Create Awareness on 17th Regulation
8. CO – PO Attainment in Curriculum
9. Tuition and Bus fee concession to merit students/Economically weaker/widow's children's / FG.
10. To discuss about Higher education and promotion of teaching and non – teaching staff.

Copy to

- | | |
|--------------------------------|-------------|
| 1. Rev. Sr. Rajeenal | - President |
| 2. Rev. Sr. Victoria | - Member |
| 3. Rev. Sr. Rexy | - Member |
| 4. Mr. K. G Manivasagam | - Member |
| 5. Sr. Avila | - Member |
| 6. Sr. Anita | - Member |
| 7. Sr. Rose Mary | - Member |
| 8. Dr. S. Savariraj | - Member |
| 9. Sr. Gnana Jency Salete Mary | - Member |
| 10. Mrs. M. Phemina Selvi | - Member |

Yours Sincerely

R. Arokiadass

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 GOVERNING COUNCIL MEETING

The Governing Council meeting started with a short prayer in the administrative building at 10.00 a.m. on **10th July 2017**.

The following programmers and agenda were discussed in the meeting by the members of the council.

- ✓ Planning and monitoring is instructed to prepare academic calendar for academic year 2017 – 2018 which reflects academic schedule of the events.
- ✓ Due to delay of Degree certificates from the Anna University the arrangements 4th Graduation Day function was planned in the month of July 2017.
- ✓ The GB decided to plan 1st year Inauguration and conduct the Bridge course for the 1st year students to make them to understand the basics of Engineering Subjects.
- ✓ The committee recommended to plan more value-added courses for students.
- ✓ The committee approved the Budget for the academic year 2017-2018.
- ✓ First year Inaugural function has planned in the month of September 2017.
- ✓ Preparation works to be done for getting ISO Certification.
- ✓ St. Anne's Feast going to be celebrated in the month of July 2017.
- ✓ The committee approved Loan and Gifts to staff members on the special occasion.
- ✓ Planned to collect fees through CEEMS ERP.
- ✓ Feedback of stakeholders should be greater than 70%.
- ✓ Fee concession will be provided to Merit Students/Economically Weaker/Widow's children /FG/Orphan students.
- ✓ The GB approved promotion and higher studies for Teaching and Non – Teaching staff in the coming Academic year.

- ✓ Discussed about CO – PO the target level for the batches 2017 – 2018, 2018 – 2022 and fixed by the governing council meeting as below for 2017 -2018 batch.

45% of students obtaining 53% marks ----> **Level 1**

50% of students obtaining 55% marks ----> **Level 2**

55 % of students obtaining 55% marks ----> **Level 3**

The Meeting came to an end at 12.00 noon.

Copy to

S. No.	Name	Designation	Signature
1.	Rev. Sr. Rajeenal	President	<i>Rev. Sr. Rajeenal</i>
2.	Rev. Sr. Victoria	Secretary	<i>Rev. Sr. Victoria</i>
3.	Rev. Sr. Remy	Member	<i>Rev. Sr. Remy</i>
4.	Mr. K G Manivasagam	Member	<i>K.G. Manivasagam</i>
5.	Sr. Anita	Member	<i>Sr. Anita</i>
6.	Sr. Rose Mary	Member	<i>Sr. Rose Mary</i>
7.	Dr. S. Savariraj	Member	<i>Dr. S. Savariraj</i>
8.	Sr. Gnana Jency Salette Mary	Member	<i>Sr. Gnana Jency Salette Mary</i>
9.	Sr. Avila	Member	<i>Sr. Avila</i>
10.	Mrs. M. Phemina Selvi	Member	<i>M. Phemina Selvi</i>

R. Arukiadass
10.7.2017
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 11



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Ref. No. SACET / GC – 21 / 2018

Date: 05/01/2018

Respected Sister / Sir /Madam,

It is my pleasure to invite you all to the Governing Council meeting which is to be held on **12.01.2018** to discuss about the following agenda.

Venue: Administrative Block, ST. ANNE'S CET, Anguchettypalayam

Date: 12.01.2018 Time: 10.00 am

AGENDA:

1. Prepare academic calendar with academic schedule.
2. Confirm and approve on Budget proposed by Principal
3. Organizing Alumni Meet 2018.
4. Organizing Science Day Celebration
5. Organizing 4th National Conference
6. Preparing for ISO Certification audit
7. Celebration of Women's Day & Hostel Day
8. Form the admission committee
9. Staff Welfare Schemes
10. Insisted to conduct more value-added courses for students
11. Discuss about CO – PO attainment

Copy to

- | | |
|--------------------------------|-------------|
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| 2. Rev. Sr. Victoria | - Member |
| 3. Rev. Sr. Rexy | - Member |
| 4. Mr. K G Mani Vasagam | - Member |
| 5. Sr. Avila | - Member |
| 6. Sr. Anita | - Member |
| 7. Sr. Rose Mary | - Member |
| 8. Dr. S. Savariraj | - Member |
| 9. Sr. Gnana Jency Salete Mary | - Member |
| 10. Mrs. M. Phemina Selvi | - Member |

Yours Sincerely

R. Arokiadass
05/01/2018
DR. R. AROKIADASS, M.E., Ph.D
Principal,
St. Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Siravathur-(Post), Panruti-(T.k),
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MINUTES OF GOVERNING COUNCIL MEETING

The Governing Council meeting started with a short prayer in the Administrative building at 10.00 a.m. on 12th January 2018.

The following programmes and agenda were discussed in the meeting by the members of the council.

- ✓ Planning and monitoring is instructed to prepare academic calendar for academic 2017 – 2018 which reflects academic schedule.
- ✓ The committee approved the Budget for the academic year 2018-2019
- ✓ Alumni Meet 2018 will be planned in the month of February 2018.
- ✓ Celebration of Science Day was planned in the month of February 2018.
- ✓ The National Level Conference will be conducted in the month of March 2018.
- ✓ Records have to be prepared for ISO Certification audit.
- ✓ Women's Day & Hostel Day have to be celebrated in the month of March 2018.
- ✓ Admission Committee has to be formed for admission in the students in the academic year 2018-2019.
- ✓ The committee approved to avail Staff Welfare Scheme for Teaching & non-teaching Staff.
- ✓ All the departments are instructed to conduct more value added courses to enhance the technical knowledge of the students.

The Meeting came to an end at 12.00 noon.

Copy to

R. Arakiadass
2018
Dr. R. AROKIADASS, M.E., Ph.D
Principal,

S. No.	Name	Designation	Signature
1.	Rev. Sr. Rajeenal	President	<i>Rev. Sr. Rajeenal</i>
2.	Rev. Sr. Dr. Yesu Thangam	Secretary	<i>Dr. Yesu Thangam</i>
3.	Rev. Sr. Raxy	Member	<i>Rev. Sr. Raxy</i>
4.	Mr. K G Manivasagam	Member	<i>K. G. Manivasagam</i>
5.	Sr. Punitha Jilt	Member	<i>Sr. Punitha Jilt</i>
6.	Sr. Anita	Member	<i>Sr. Anita</i>
7.	Sr. Rose Mary	Member	<i>Sr. Rose Mary</i>
8.	Dr. S. Savariraj	Member	<i>Dr. S. Savariraj</i>
9.	Sr. Gnana Jency Saleté Mary	Member	<i>Sr. Gnana Jency Saleté Mary</i>
10.	Mrs. M. Phemina Selvi	Member	<i>M. Phemina Selvi</i>

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Ref. No. SACET / GC – 22 / 2018

Date: 09/07/2018

Respected Sir/Sister/Madam,

It is my pleasure to invite you all to the Governing Council meeting which is to be held on 13.07.2018 to discuss about the following agenda.

Venue: Administrative Block, ST. ANNE'SCET, Anguchettypalayam

Date: 13.07.2018 Time: 10.00 am

AGENDA:

1. Prepare academic calendar with academic schedule
2. Insisted to conduct more value-added courses for students
3. Preparing for 5th Graduation Day
4. Preparing for the 1st year Bridge Course
5. Organizing 1st year Inauguration
6. Organizing Alumni Meet & Sign MOU's
7. ATM Centre
8. ISO audit
9. Staff Welfare Schemes & Recruiting Teaching Staff
10. Parents and teachers meet, Industrial Visit
11. Discuss about the Anna university 17th Regulation

Copy to

- | | |
|--------------------------------|-------------|
| 1. Rev. Sr. Rajeenal | - President |
| 2. Rev. Sr. Dr. Yesu Thangam | - Secretary |
| 3. Rev. Sr. Remy | - Member |
| 4. Mr. K G Manivasagam | - Member |
| 5. Sr. Punitha Jilt | - Member |
| 6. Sr. Anita | - Member |
| 7. Sr. Rose Mary | - Member |
| 8. Dr. S. Savariraj | - Member |
| 9. Sr. Gnana Jency Salete Mary | - Member |
| 10. Mrs. M. Phemina selvi | - Member |

Yours Sincerely

R. Arokiasami
9.7.2018
Dr. R. AROKIASAMI, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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MINUTES OF GOVERNING COUNCIL MEETING

The Governing Council meeting started with a short prayer in the Administrative building at 10.00 a.m. on 13th July 2018. The Council Members congregated and offered a warm welcome to **Rev. Sr. Dr. Yesu Thangam**, Secretary of the College.

The following program and agenda were discussed in the meeting by the members of the council.

- ✓ The committee decided to organize a function for inviting new Secretary.
- ✓ St. Anne's Feast has to be celebrated in the month of July 2018.
- ✓ Due to delay of Degree certificates from the Anna University the arrangements 5th Graduation Day function was proposed in the month of August 2018.
- ✓ Members of the committee decided to conduct the Bridge course for the 1st year students to make them to understand the basics of engineering subjects.
- ✓ First year Inaugural has to be planned in the month of September 2018.
- ✓ Appoint the Teaching staff for the department of ECE and CSE.
- ✓ The recommended to plan parent's teachers meeting to discuss the students' academic performance.
- ✓ The committee instructed all the departments to arrange Industrial visit and In-plant-Training for the students.
- ✓ The committee proposed to set up ATM facility inside the college campus.
- ✓ Planning and monitoring committee discussed about Anna University 17th Regulation.
- ✓ The committee planned to sign more MOUs for the academic year.

The Meeting came to an end at 12.00 noon.

Copy to

S. No.	Name	Designation	Signature
1.	Rev. Sr. Rajeenal	President	<i>Rev. Sr. Rajeenal</i>
2.	Rev. Sr. Dr. Yesu Thangam	Secretary	<i>Rev. Sr. Dr. Yesu Thangam</i>
3.	Rev. Sr. Remy	Member	<i>Rev. Sr. Remy</i>
4.	Mr. K. G. Manivasagam	Member	<i>K. G. Manivasagam</i>
5.	Sr. Punitha Jilt	Member	<i>Sr. Punitha Jilt</i>
6.	Sr. Anita	Member	<i>Sr. Anita</i>
7.	Sr. Rose Mary	Member	<i>Sr. Rose Mary</i>
8.	Dr. S. Savariraj	Member	<i>Dr. S. Savariraj</i>
9.	Sr. Gnana Jency Salete Mary	Member	<i>Sr. Gnana Jency Salete Mary</i>
10.	Mrs. M. Phemina Selvi	Member	<i>Mrs. M. Phemina Selvi</i>

R. Arukiadass
13.7.2018
Dr. B. AROKIADASS, M.E., Ph.D.,
Principal,

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Ref. No. SACET / GC – 23 / 2018

Date: 10/12/2018

Respected Sir/Sister/Madam,

It is my pleasure to invite you all to the Governing Council meeting which is to be held on 15.12.2018 to discuss about the following agenda.

Venue: Administrative Block, ST. ANNE'SCET, Anguchettypalayam

Date: 15.12.2018 **Time:** 10.00 am

AGENDA:

1. Organizing 5th National Conference
2. Preparing for ISO surveillance audit
3. Celebration of Women's Day & Hostel Day
4. Organizing Campus Interview for students
5. Resolve the Grievances within a day
6. Placement enhancement.
7. Anna university affiliation.
8. Christmas celebration.
9. Staff welfare scheme.
10. Launching CEEMS ERP – Enterprise Resource Learning in SACET Website
11. Organize Science Expo for final year students.
12. Discuss about Admission.
13. Stake holders' feedback.
14. Discuss about result analysis.

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- | | |
|-------------------------------|-------------|
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| 3. Rev. Sr. Remy | - Member |
| 4. Mr. K G Manivasagam | - Member |
| 5. Sr. Anita | - Member |
| 6. Sr. Rose Mary | - Member |
| 7. Dr. S. Savariraj | - Member |
| 8. Sr. Gnana Jency Salet Mary | - Member |
| 9. Sr. Punitha Jilt | - Member |
| 10. Mrs. M. Phemina Selvi | - Member |

Yours Sincerely


Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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MINUTES OF GOVERNING COUNCIL MEETING

The Governing Council meeting started with a short prayer in the administrative building at 10.00 a.m. on **15th December 2018**.

The following programmers and agenda were discussed in the meeting by the members of the council.

- ✓ The committee planned to conduct National Level in the month of February 2019.
- ✓ The committee instructed to prepare for ISO surveillance audit.
- ✓ The committee planned to celebrate Women's Day & Hostel Day in the month of March 2019.
- ✓ The committee decided to conduct Campus Interview through our college Training and Placement cell in the month of September 2018.
- ✓ The committee decided to collect feedback from the stake holders.
- ✓ The committee planned to celebrate Christmas function.
- ✓ Science Expo for final year students will be planned.
- ✓ Results Analysis meeting will be planned to discuss students' performance.
- ✓ For the maintenance of instrument CEEMS ERP has planned.
- ✓ The committee recommended actions against Grievances within a day.
- ✓ The committee approved Medical leave, On Duty for staff members.
- ✓ Discussed about CO – PO the target level for the batches 2017 – 2018, 2018 – 2022 and fixed by the governing council meeting as below for 2018 -2022 batch.

50% of students obtaining 50% marks ----> **Level 1**

55% of students obtaining 50% marks ----> **Level 2**

60 % of students obtaining 50% marks ----> **Level 3**

The Meeting came to an end at 12.00 noon.

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S. No.	Name	Designation	Signature
1.	Rev. Sr. Rajeenal	President	
2.	Rev. Sr. Dr. Yesu Thangam	Secretary	
3.	Rev. Sr. Remy	Member	
4.	Mr. K. G. Manivasagam	Member	
5.	Sr. Punitha Jilt	Member	
6.	Sr. Anita	Member	
7.	Sr. Rose Mary	Member	
8.	Dr. S. Savariraj	Member	
9.	Sr. Gnana Jency Salete Mary	Member	
10.	Mrs. M. Phemina Selvi	Member	

15.12.2018
Dr. R. AROKIADASS, M.E., Ph.D.

Principal,
St. Anne's College of Engineering & Technology,
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