

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

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

## CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/07

Date: 26.07.2019

It is to be informed that the Department meeting will be held on **30**.07.2019 at 12.40 PM. All the staff members are requested to assemble in the Department on time without fail.

Agenda:

1. CIA -1

2. Portion Completion

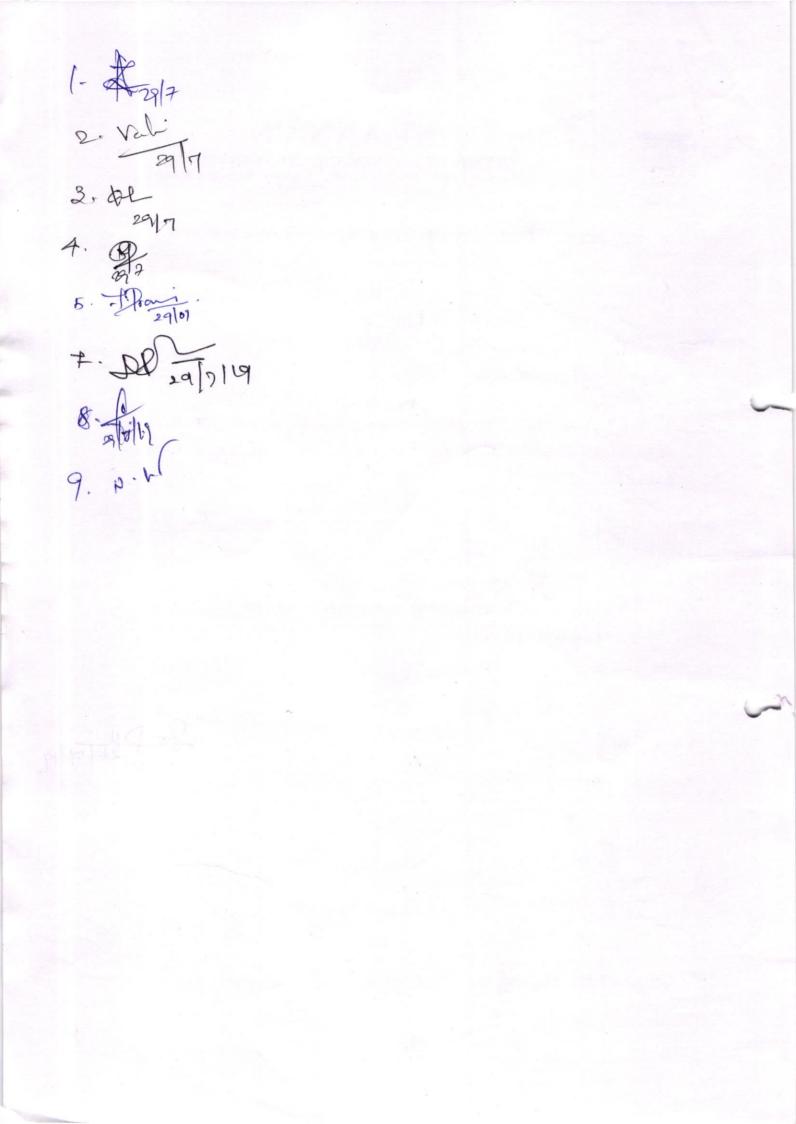
3. Department activities like Workshop, Industrial Visit

4. General discussion

So-PH HOD 26 4 19

FILE NO. SACET/CSE/FIL/035

REV.NO. 00



ST.ANNE'S **COLLEGE OF ENGINEERING AND TECHNOLOGY** (Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI - 607 106. **DEPARTMENT MEETING MINUTES** Venue : CSE Dept. Date 30.07.2019 9.F.Pramisha 5. Mr.S.Manavalan (P) 1.Sr.Punitha Jilt Members Present: M/s. HOD ASP AP 6. Mrs.Z.Asmathunnisa 2. Mrs.D.Pauline Freeda ASP AP AP 7. Ms.V.Varalakshmi 3. Mr.S.Rajarajan AP 4. Mrs.K.Poornambigai AP 8.N.Kumar AP Xn : NIL **Members** Absent S.NO. **POINTS DISCUSSED & DECISIONS TAKEN** RESPONSIBILITY REMAR TARGET KS DATE All subject handling staff Course file along with question bank need to be submitted 02.08.2019 1. members and HOD Regarding Internal Marks Components like Assignment, Objective Test All subject handling staff 2. and attendance members and HOD Log book, Master attendance should be submitted every Friday to HOD All Class Incharges and HOD 3. All subject handling staff Evening Class from 4.45 to 5.45 pm 01.08.2019 4. members and HOD Discussion about prayer, Floor duty, Bridge course for I year 5. Mrs.Z.Asmathunnisa,AP Prepared by Sr.Punitha Jilt, HOD Approved by Date 31.07.2019 1/10 0 17 Page No.

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

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/13

Date: 22.08.2019

It is to be informed that the Department meeting will be held on 26.08.2019 at 04.45 PM. All staff members are requested to assemble in the Department on time without fail.

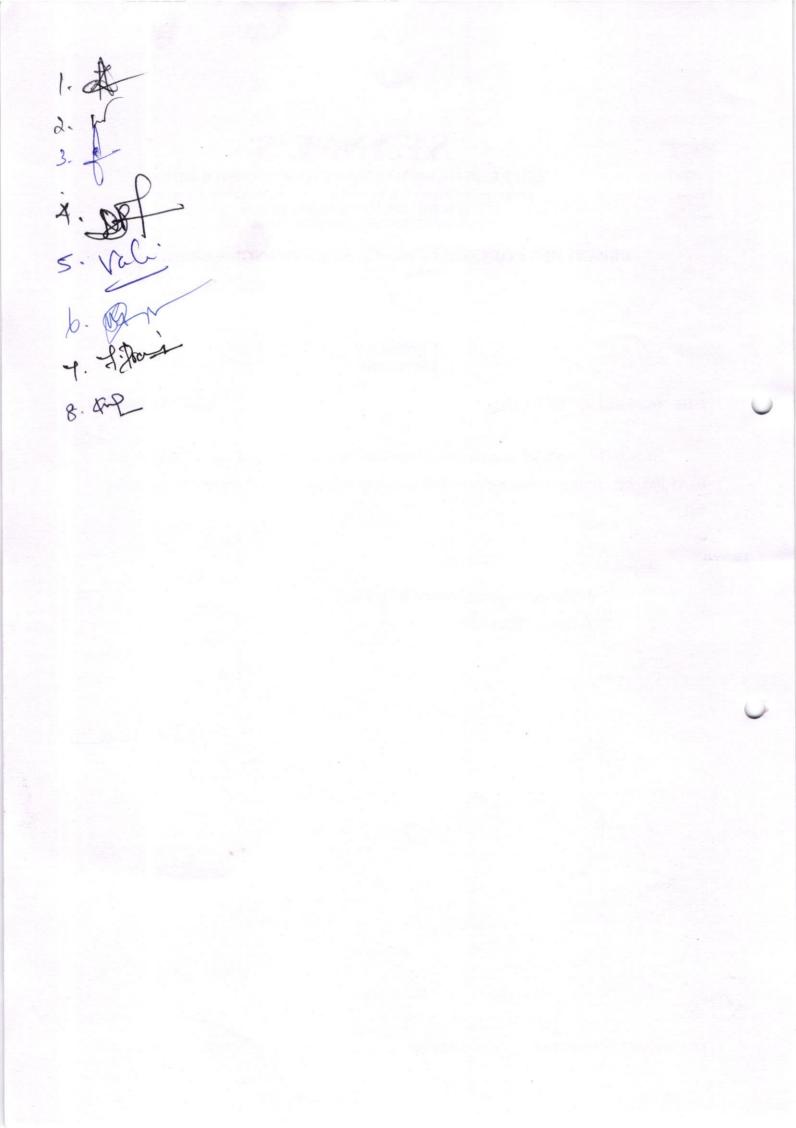
Agenda:

1. Discussion about General Body Meet

2. General discussion

HOD

REV.NO. 00



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			pproved by A	ICTE New Dell (An ISO 9001::	EERING AN hi, Affiliated to 2015 Certified I AYAM, PANR	Anna U Instituti	University, on)			
			DEPART	MENT MEE	ETING MIN	UTES	5			
Venue	: CSE Dept.				Date	26.08	3.2019			
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S.Ma	anavalan 🥳	P	ASP	9. Ms.F.Pramisha •	AN A	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnisa	A	AP			
		3. Mr.S.Rajarajan	~ AP	7. Ms.V.Va	aralakshmi √	de	AP			-
		4. Mrs.K.Poornambigai 🗙	AP	8. Mr. N.K	umar p	1.2	AP			
Memb	ers Absent :	-								
S.NO.	POIN	TS DISCUSSED & DECISIO	NS TAKEN	N	TARGE DATE	T	RESPONSIBILITY			MAR KS
1.	Discussion about	General Body Meet			-		-			
2.	Results percentag	e need to be improved			-			ct handling staff and HOD		
3.	Admission proces	ss need to be started earlier.			-	1	All staff	members and HOD		
4.		s have to publish more papers need to be converted into paper.		. All	-			ct handling staff and HOD		
5.								andling staff and HOD		i.
6.	6. Assignment have to be collected before CIA II				09.09.201	0		ct handling staff and HOD		
ing a subscription of the		e e se der agen ander aller en recent anne er som en er er ser ander aller er		genderspect of open day	Prepared b	by I	Mrs.Z.As	smathunnisa,AP	and shares of the	der der
					Approved Date	•		a Jilt, HOD		
	방법 경험 방법 방법 이 전 방법						09.04.2019			
					Page No.		1/1			



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

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/21

Date: 25.09.2019

It is to be informed that the Department meeting will be held on 26.09.2019 at 02.30 PM. All the staff members are requested to assemble in the Department on time without fail.

Agenda:

- 1. Syllabus Completion
- 2. Revision Schedule
- 3. Responsibilities of Councellor
- 4. General discussion

And 19/19

FILE NO. SACET/CSE/FIL/035

REV.NO. 00

2.00 2.00 3.00 4. vel: 5.00 6.0 7. 10 8. 20 9. S.A.T 10.00

(A TRANK		(App	roved by A ANC	OF ENGIN ICTE New De (An ISO 9001) GUCHETTYPI	lhi, Affiliated t 2015 Certified AYAM, PAN	ND T to Anna I Institut RUTI –	ECHNO University, ion) 607 106.	<b>LOGY</b> Chennai)		
Venue	: CSE Dept.	D	DEPART	MENT MEI						
	ers Present: M/s.	1.0-D. 11. 11.		1	Date		9.2019			
WICHIDC	ors rresent: 101/S.	1.Sr.Punitha Jilt	HOD	5. Mr.S.M	anavalan	EF.	ASP	9.F.Pramisha	X	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnis	a 🗸	AP			
		3. Mr.S.Rajarajan	AP	7. Ms.V.V	aralakshmi	ver	AP			
		4. Mrs.K.Poornambigai	AP	8.N.Kuma	r N	W	AP			
Membe	ers Absent :	NIL								
S.NO.	POIN	POINTS DISCUSSED & DECISIONS TAKEN				T	RES	PONSIBILITY		MAR
1.	Syllabus should b	e completed			27.09.2019		All subject handling staff members and HOD			
2.	18.10.19), Model (28.10.19)	A 3(09.10.19 to 15.10.19), Model exam (19.10.19 to 25.10.19) and U	lab (16.1) University	0.19 to y lab	-		All subject handling staff members and HOD			
3.	(30/9,1/1,.3/10,4/1				-			t handling staff and HOD		
4.	CIA 3 and urge the councelling record		he same i	n the	01.10.201		All counce			
5.	5. Discussion about parents meet, Discipline and effective way to conduct revision schedule.				-	-				
			ender gestand diese bei		Prepared	by N	Ars.Z.Asr	nathunnisa,AP		-
					Approved					
Ø	B			and provide	Date	2	26.09.2019			
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/25

Date: 25.10.2019

It is to be informed that the Department meeting will be held on 25.10.2019 at 03.00 PM. All the staff members are requested to assemble in the Department on time without fail.

#### Agenda:

- 1. University Exams
- 2. Subject allocation
- 3. General discussion

FILE NO. SACET/CSE/FIL/035

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		D	EPART	MENT MEE	T		and being the second second second second second second			
Venue	: CSE Dept.				Date	25.1	0.2019			
Membe	rs Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S.Ma	navalan	C.	ASP	9.F.Pramisha	AP	
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnis	sa 👬	AP			
	•	3. Mr.S.Rajarajan	AP	7. Ms.V.Va	aralakshmi	Not	AP			
		4. Mrs.K.Poornambigai	AP	8. Mr. N.K	umar	2	AP			
Memb	ers Absent :	NIL								
S.NO.	POIN	TS DISCUSSED & DECISIONS	S TAKE	N	TARG DAT	1.0	RES	REMAR KS		
1.	Discussion regard	ling organsing FDP,Worshop,Gue emester *	st Lectur	e,Internship	Within Dec 31,2	019	E ent ha	ndling I/C & HOD ,	1	
2.	Discussion about	Discussion about Subject allocation for forthcoming semester						ct handling staff and HOD		
3.	Attend FDP,W/S	Attend FDP,W/S, Conference and publish in journals.					All staff	members and HOD		
					Prepared	I b;		smathunnisa,AP		
				Approve	d by	Sr.Punith				
	P			0			25.10.20			
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**COLLEGE OF ENGINEERING AND TECHNOLOGY** 

(Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/26.

#### Date: 03.12.2019

It is to be informed that the Department meeting will be held on 04.12.2019 at 03.30 PM. All the staff members are requested to assemble in the Department on time without fail.

Agenda:

- 1. FDP arrangements
- 2. Forthcoming semester plan
- 3. General discussion

Sc-P-112/19 HOD 3/12/19

FILE NO. SACET/CSE/FIL/035

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V		D	EPART	MENT MEI	1	UTES						
Venue	: CSE Dept.					04.12.2	2019	1				
Membe	rs Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S.M	anavalan 🚯	2	ASP	9.F.Pramisha		AP		
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnisa	,	AP					
		3. Mr.S.Rajarajan	AP	7. Ms.V.Varalakshmi AP								
		4. Mrs.K.Poornambigai &	AP	8. Mr. N.K	umar N.	1	AP					
Membe	ers Absent :	NIL			P	<u>N</u>						
S.NO.	POIN	TS DISCUSSED & DECISIONS	TAKEN	1	TARGET DATE		RESPONSIBILITY			MAR		
1.	Discussion regard	ing conducting FDP			4 <sup>th</sup> DEC ,201	19 Al	ll staff r	nembers and HOD				
2.	Discussion about forthcoming seme	Project teams and conducting about ester	ut reviews	s for	-			t handling staff and HOD				
3.	PPT slides should be prepared for all units for subjects.					Al	l subjec	et handling staff and HOD				
					Prepared by		and the second se	mathunnisa,AP				
					Approved b	y Sr.	.Punitha	a Jilt, HOD	10			
					Date		.12.201	9				
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### **ST.ANNE'S** COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2018-2019)

#### CIR. No.: SACET/CSE/CIR/ 27

#### Date: 11.12.2019

It is to be informed that the Department meeting will be held on 12.12.2019 at 03.30 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

12/19 HOD

FILE NO. SACET/CSE/FIL/035

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		D	EPART	MENT MEI	ETING MINU	TES				
Venue	: CSE Dept.				Date	12.12.	2019			
Memb	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S.M	anavalan 🕱		ASP	9.F.Pramisha	N.	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnisa 🤇	X	AP	1.75		
		3. Mr.S.Rajarajan	AP	7. Ms.V.V	aralakshmi √	ali/	AP			
		4. Mrs.K.Poornambigai	AP	8. Mr. N.K	lumar N.L	ŕ	AP			
Memb	ers Absent :	-								
S.NO.	POIN	TS DISCUSSED & DECISIONS	S TAKEN	1	TARGET DATE		RES	PONSIBILITY		EMAR KS
1.	Discussion regard	ling Lab Schedule for II and III ye	ar		16 <sup>th</sup> to 21st Dec 2019		l Lab h embers	andling staff		
2.	Discussion about	Training Placement for IV year			-			and Placement and HOD		
3.	General discussio		- /			-				
			lagetti kana diserti kana	Second Company and	Prepared by	M	rs.Z.As	mathunnisa, AP		
					Approved by			a Jilt, HOD		
			Date		.12.201	9				
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2018-2019)

#### CIR. No.: SACET/CSE/CIR/30

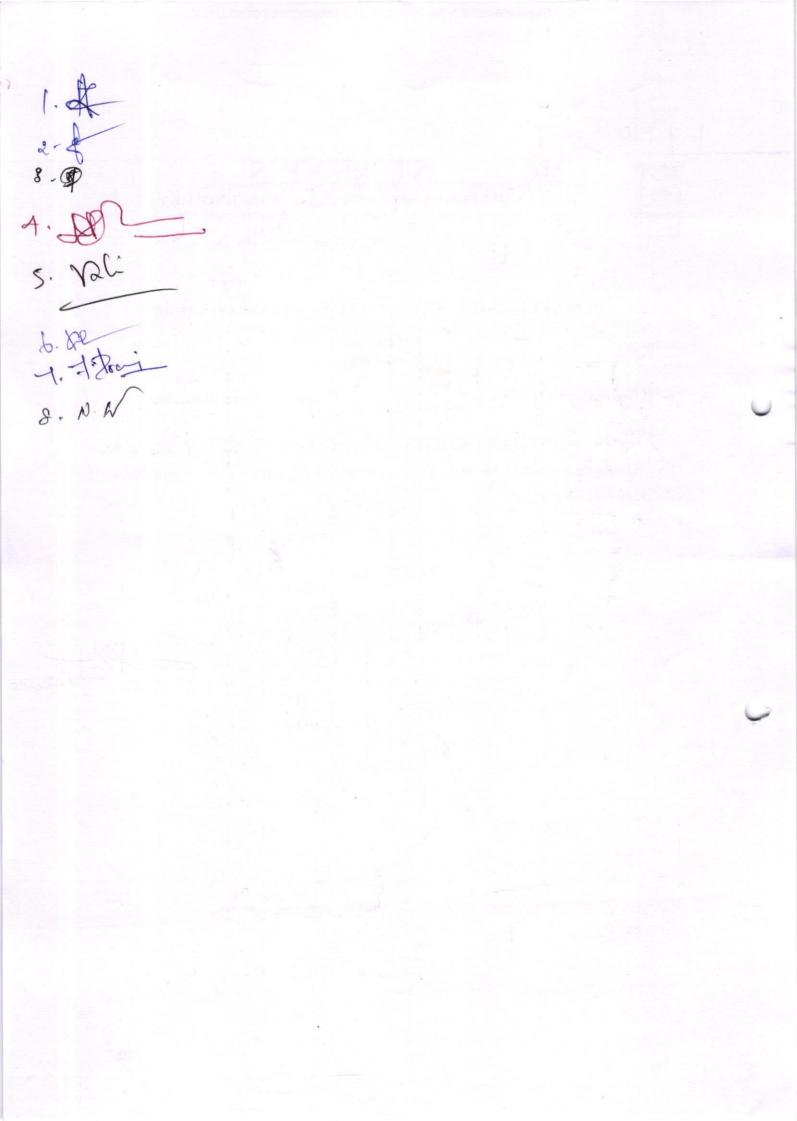
#### Date: 02.01.2020

It is to be informed that the Department meeting will be held on 02.01.2020 at 04.30 PM. All the staff members are requested to assemble in the Server room (Admin Block –II floor) on time without fail.

11/2020

FILE NO. SACET/CSE/FIL/035

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Venue	: CSE Dept.	D	EPART	MENT ME	ETING MINUT			
	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5 Mag M		2.01.2020	0.0.0	
WICHIO	cis i resent. 141/s.	2			anavalan	ASP	9.F.Pramisha	APX
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	Asmathunnisa	AP		in the second second
		3. Mr.S.Rajarajan	AP	7. Ms.V.V	aralakshmi V	AP		
		4. Mrs.K.Poornambigai	AP	8. Mr. N.k	Kumar k	AP		
Memb	ers Absent : ·	-	(				<u> </u>	
S.NO.	POIN	TS DISCUSSED & DECISIONS	TAKEN	N	TARGET DATE	RES	REMAR KS	
1.	Instructed to be re	eady for surveillence audit			08.01.2020	All staff		
2.	Units completion Lesson plan comp	dates, Thursday working day for bletion	final yea	r students,	-	All staff	members and HOD	
3.	Slip test starting d		20.01.2020	All staff	members and HOD			
4.	Project team mem		Every Friday	All staff	members and HOD			
				Prepared by	Mrs.Z.As	smathunnisa,AP		
					Approved by		a Jilt, HOD	
					Date	02.01.2020		
					Page No.	1/1		



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

### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2018-2019)

#### CIR. No.: SACET/CSE/CIR/31

#### Date: 07.01.2020

It is to be informed that the Department meeting will be held on 07.01.2020 at 04.30 PM. All the staff members are requested to assemble in the Server room (Admin Block –II floor) on time without fail.

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FILE NO. SACET/CSE/FIL/035

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Vanna	CCE D		DEPART	MENT ME	ETING MINUT			
Venue	: CSE Der	0				.01.2020		X
Membe	ers Present: M/	s. 1.Sr.Punitha Jilt	HOD	5. Mr.S.M	anavalan	• ASP	9.F.Pramisha	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.Z.A	smathunnisa	AP		
		3. Mr.S.Rajarajan	AP	7. Ms.V.V	aralakshmi 🗸	AP		
		4. Mrs.K.Poornambigai	AP	8. Mr. N.K	lumar M	AP		
Memb	ers Absent	: -						
S.NO.	PO	DINTS DISCUSSED & DECISIONS	S TAKEN	N	TARGET DATE	RES	PONSIBILITY	REMAR KS
1.	Instructed to b	e ready for surveillence audit			25.01.2020	All staff 1	members and HOD	
2.	All counselors	must submit their completed counse	eling reco	rds	Every weekend	All Coun	sellors	
3.	Industrial Visi	t may be arranged for 2, 3 & 4 <sup>th</sup> Year	Students		After CIA-I	IV Inchar	ge and HOD	
4.	Workshop for	III and IV Year students		February,2020	Event Co	-ordinator and HOD		
					Prepared by	Mrs.Z.As	mathunnisa,AP	
					Approved by	Sr.Punitha	a Jilt, HOD	
					Date	07.01.202	.0	
					Page No.	1/1		



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

### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2018-2019)

#### CIR. No.: SACET/CSE/CIR/33

#### Date: 11.01.2020

It is to be informed that the Department meeting will be held on 13.01.2020 at 12.40 PM. All the staff members are requested to assemble in the Server room (Admin Block –II floor) on time without fail.

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FILE NO. SACET/CSE/FIL/035

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		D	DEPART	MENT N	IEETING MINUT			
Venue	: CSE Dept.	0		1		3.01.2020	× ×	
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S	S.Manavalan	ASP	9.F.Pramisha	× AP
	e	2. Mrs.D.Pauline Freeda	ASP	6. Mrs.	Z.Asmathunnisa 🌶	AP		
		3. Mr.S.Rajarajan	AP	7. Ms.V	V.Varalakshmi 🗸	AP		
		4. Mrs.K.Poornambigai	AP	8. Mr. 1	N.Kumar 📈	AP	-	
Memb	ers Absent : -							
S.NO.	POINT	S DISCUSSED & DECISIONS	TAKEN		TARGET DATE	RES	PONSIBILITY	REMAR KS
1.	Instructed to be re	eady for ISO Internal Quality Aud	lit	-	14 <sup>th</sup> ,18 <sup>th</sup> , 20 <sup>th</sup> of January,,2020	All staff n	nembers and HOD	
2.	All subjects staff covered and infor	members need to prepare all possi m to students	ible on the	e topics	End of each topic	members	t handling staff	
3.	Students taking le	Students taking leave should be minimized				All staff n and HOD	nembers,Councellors	
4.	4. Alteration of classes should be intimated to the Principal				-		t handling staff and Class Incharges	
					Prepared by		mathunnisa,AP	
					Approved by		a Jilt, HOD	
					Date	13.01.202	0	and the second
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**ST.ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY** (Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/34

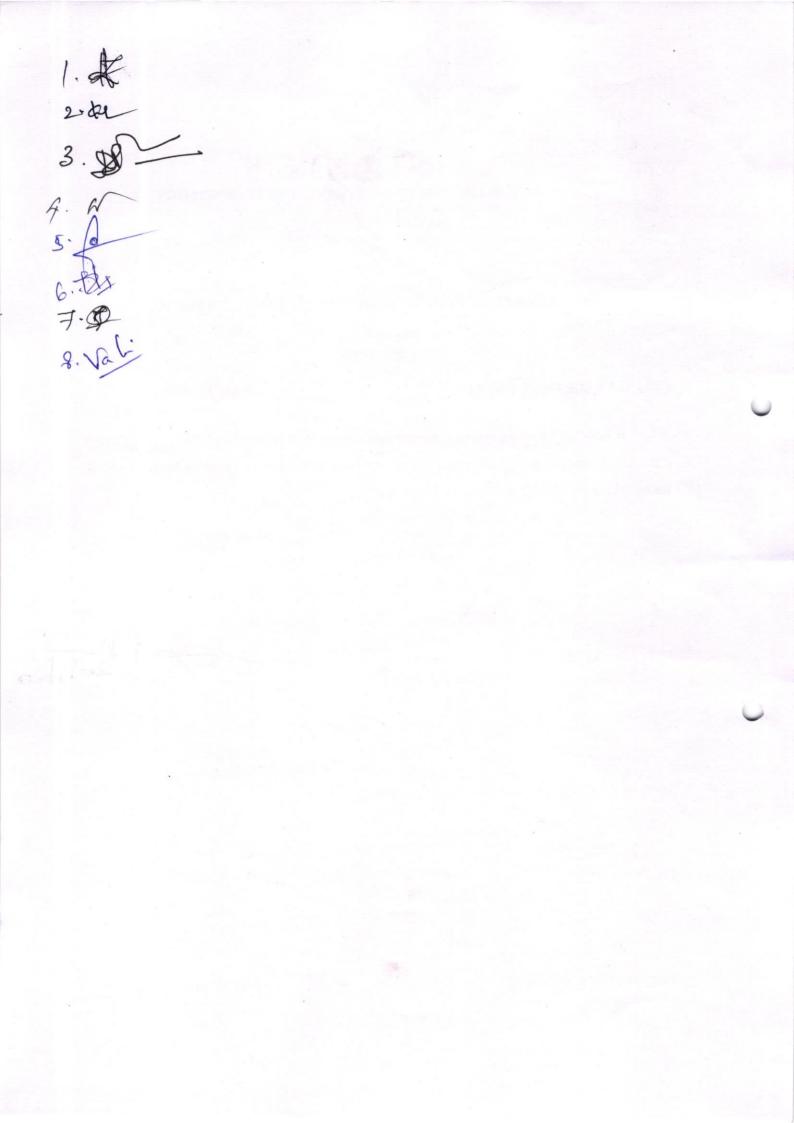
#### Date: 20.01.2020

It is to be informed that the Department meeting will be held on 20.01.2020 at 03.40 PM. All the staff members are requested to assemble in the Server room (Admin Block –II floor) on time without fail.

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FILE NO. SACET/CSE/FIL/035

REV.NO. 00



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		D	DEPART	MENT N	MEETING MIN	NUTE	S		
Venue	: CSE Dept.				Date	20.0	1.2020		
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.5	S.Manavalan	50	ASP	9.F.Pramisha 💥	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs	.Z.Asmathunnis	a	AP	/\	
		3. Mr.S.Rajarajan	AP		V.Varalakshmi	Val	AP		
		4. Mrs.K.Poornambigai	AP	8. Mr.	N.Kumar	A	AP		
Memb	ers Absent : ·				/N				
S.NO.	POINTS	S DISCUSSED & DECISIONS	TAKEN		TARGET DATE		RESPONSIBILITY		
1.	Log book for theo	bry and lab should be completed			21.01.2020		All subject and lab handling staff members and HOD		
2.		t for the first entry should be enter			21.01.2020			t and lab handling bers and HOD	
3.	Two units need to sent to exam cell	be completed and Question bank Coordinator	for it sho	uld be	30.01.2020	A	All subject	t handling staff and HOD	
4.	Result in CIA -1 need to be 80% and attendance percentage should be 90%				I <sup>st</sup> of week of Feb,2020	n		t handling staff Councellors and arges	
5.	Call log should be submitted at 4 PM to HOD				Everyday		All counce		
					Prepared by	N	Ars.Z.Asn	nathunnisa,AP	
					Approved by			Jilt, HOD	
					Date Date		20.01.2020		
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#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/35

#### Date: 27.01.2020

It is to be informed that the Department meeting will be held on 27.01.2020 at 04.15 PM. All the staff members are requested to assemble in the Server room (Admin Block –II floor) on time without fail.

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FILE NO. SACET/CSE/FIL/035

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Venue	: CSE Dept.	I	DEPART	MENT N	IEETING MINU				
			HOD			27.01.202			
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S	.Manavalan	A	SP	9.F.Pramisha	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.	Z.Asmathunnisa	A	P		
		3. Mr.S.Rajarajan	AP	7. Ms.V	/.Varalakshmi	a A	P	talaali marke karalariya ahariya ta	
		4. Mrs.K.Poornambigai	AP	8. Mr. 1	N.Kumar	A	Р		
Membe	ers Absent : ·					·			
S.NO.	NO. POINTS DISCUSSED & DECISIONS TAKEN					]	RESPONSIBILITY		
1.	CIA -1 commence	es from Feb 1 <sup>st</sup> ,2020			01.02.2020		All subject handling staff members and HOD		
2.		V year students and Mini project be presented in National Science I		r	28.02.2020	All pr	oject	guides, Project Co- and HOD	
3.	Reports of all rev	iews of projects should be sent to	Principal	a sumple stem radio	After completing the reviews	T		-Ordintor and HOD	
4.	Evaluation of the mandatory	e slip test, Assignment and MCQ t	est papers	are	-	All su memb		handling staff	
5.	Record of Counse	eling the students should be enter	ed proper	ly	-	All co	ounce	llors	
6.	Ask students to re	emit their pending fees and current	t semester	fees	Feb last week	All co inchai		llors and Class	
					Prepared by	and the second design of the s	-	nathunnisa,AP	
					Approved by	Sr.Pu	nitha	Jilt, HOD	
		•			Date	27.01.	2020		
					Page No.	1/1			

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

### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/37

#### Date: 10.02.2020

It is to be informed that the Department meeting will be held on 10.02.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

HOD 192/20.

FILE NO. SACET/CSE/FIL/035

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¥7		D	DEPART	MENT N	<b>MEETING MIR</b>					
Venue	: CSE Dept.				Date	10.02.	2020			
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.5	5. Mr.S.Manavalan		ASP	9.F.Pramisha	ix	AP
		2. Mrs.D.Pauline Freeda	ASP	6. Mrs.	Z.Asmathunnis	a	AP			
		3. Mr.S.Rajarajan	AP	7. Ms.	V.Varalakshmi	Valie	AP			1
		4. Mrs.K.Poornambigai	AP	8. Mr.	N.Kumar	n (	AP			
Membe	ers Absent :	-		1						
S.NO.	POINT		TARGET DATE		RESPONSIBILITY			MAR KS		
1.		ould be uploaded and updated			11.02.2020		All subject handling staff members and HOD			
2.	Retest should be a failures during 6 <sup>t</sup>	conducted to all students including <sup>h</sup> and 7 <sup>th</sup> hours this week	g absentee	es and	-	All	l subjec	t handling staff and HOD		
3.		eek and may take classes			-	All	subjec	t handling staff and HOD		•
4.	Lab need to be ch	anged to theory to complete portio	on		-			Incharge		
5.	Atleast 5 different Assignment tonics - 1				-			t handling staff and HOD		
6.	6. II year will be participating NSS camp during this week					NS		ber, Class		
					Prepared by			nathunnisa,AP		
					Approved by			Jilt, HOD		
					Date		02.2020			
					Page No.	1/1				

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

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR (2019-2020)

### CIR. No.: SACET/CSE/CIR/41

#### Date: 02.03.2020

It is to be informed that the Department meeting will be held on 02.03.2020 at 02.30 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### Agenda:

- 1. CIA 3 commence dates
- 2. Industrial visit
- 3. Model and University Lab Exam dates

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FILE NO. SACET/CSE/FIL/035

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Venue	: CSE Dept.	D	EFARI	MENT MEH	Date	02.03				
Membe	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5. Mr.S.Ma	anavalan (		ASP	9.F.Pramisha	A.A.	AP
		2. Mrs.D.Pauline Freeda	ASP		smathunnis	A No	AP			
		3. Mr.S.Rajarajan	AP	7. Ms.V.Va	aralakshmi	Vet	AP			
		4. Mrs.K.Poornambigai	AP	8. Mr. N.K	umar N		AP			
Memb	ers Absent :									L
S.NO.	NO. POINTS DISCUSSED & DECISIONS TAKEN		TARGET DATE   RES		SPONSIBILITY			MAR KS		
1.	CIA -3 commence	ement dates	18.	03.2020	All subject handling staff members and HOD			-		
2.	Unit 5 completion	n date	13.0	03.2020	All subject handling staff members and HOD					
3.	Model lab conduc	cting dates	26 & 2	27.03.2020	All lab handling staff members and HOD					
4.	III year arrear clas	sses commencement date	04.0			charge and respective subject				
5.	Instructing to remit Tuition and bus fees to students			- Councellors and			HOD			
6.	Dates of Universit	ty Lab exams	7/4 to 9/4 & 13/4		All lab handling staff members and HOD		nbers and HOD			
7.	Industrial visit for	r II and III year students	05.0	03.2020	IV incharg	e,HOD,	,Class Ir	ncharge		
			Prepa	red by	Mrs.Z.Asn	nathunn	isa,AP			
			Appro	ved by	Sr.Punitha	,	DD			
			Date		02.03.2020	)				
			Page N	0.	1/1					



## **ST.ANNE'S** COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE New Delhi, Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPLAYAM, PANRUTI – 607 106.

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR (2019-2020)

## CIR. No.: SACET/CSE/CIR/

## Date: 22.03.2020

It is to be informed that the Department meeting will be held on 23.03.2020 at 03.00PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### Agenda:

1. Next semester paper allocation

- 2. Next Semester open electives
- 3. Exam fees and Nodues collection

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FILE NO. SACET/CSE/FIL/035

REV.NO. 00

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2019-2020)

#### CIR. No.: SACET/CSE/CIR/

#### Date: 22.03.2020

It is to be informed that the Department meeting will be held on 23.03.2020 at 03.00PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### Agenda:

1. p. N

- 1. Next semester paper allocation
- 2. Next Semester open electives
- 3. Exam fees and Nodues collection

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#### FILE NO. SACET/CSE/FIL/035

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Venue	: CSE Dept.				Date	17.03.2	2020			
Memb	ers Present: M/s.	1.Sr.Punitha Jilt	HOD	5 Mr	S.Manavalan	082	ASP	9.F.Pramisha 💓		AP
		2. Mrs.D.Pauline Freeda	ASP		Z.Asmathunn		AP			
		3. Mr.S.Rajarajan	AP		V.Varalakshm		AP			
		4. Mrs.K.Poornambigai	AP		NIZ	N·W	AP	-		
Memb	ers Absent : ·					N- M			l.	·····
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN			TARGET RESPON DATE		ONSIB	SIBILITY		REMAR KS	
1.	Students have to remit all pending fees along with no dues and exam fees before University Exam registration			3.2020	Class Incharges, Councellors and HOD		and HOD			
2.	Students have to c report	complete their records, Project	21.03	.2020	All lab handling staff members, Guides and HOD			rs,Guides and HOD		
3.	Log book, master kept ready for insp	attendence and labs should be pection	18.03	.2020	All staff members and HOD					
4.	Select any 5 eligi Scholarship	ble students to avail Agriculture		- Class Incharges and HOD						
5.	Have to attend atleast 2 Online Courses, FDP, Conference, Journal publication		-	- All staff members and HOD						
6.	When, How many days, Who for FDP of our department need to fixed		-		All staff mer	nbers,Eve	nt Coo	rdinator and HOD		
7.	Model lab resched	luled date and Farewell	I week o	of April	Class inchar	ges,HOD				
			Prepar	*	Mrs.Z.Asma	-				a, and a
			Appro		Sr.Punitha Ji					
			Date	¥	17.03.2020				1	
			Page N	0.	1/1					



## **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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/06

Date: 02. 07. 2019

It is informed that a department meeting will be held on 02. 07. 2019 at 10:55a.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. Orientation program
- 2. Leave
- 3. Permission



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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## **DEPARTMENT MEETING MINUTES**

Circular Ref. No. : SACE	T/EEE/CIR/06 Date of Mee	ting: 02. 07. 2019	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AV/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL	V	1

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Our management arranged orientation program for students in motivational topics.	-	All faculty members	
2.	HOD gets suggestion from all faculty members for workshop or seminar on respective topics to be as resource person for other departments in our college or other colleges.	-	All faculty members	-
3.	All faculty members are insisted to get leave with proper prior permission. If any emergency condition inform to Principal and then HOD.	-	All faculty members	-
4.	All the faculty members are insisted as during lunch hour don't go outside the college. If you want to go, mention it with reason in movement register.		All faculty members	



FILE NO: SACET/EEE/FIL/035-02

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Principal, ASTAROSCOLOR OBMGINGERING & Technology, EFFECTIONS WITH DET MADAYAM, Siruvathur-(Post), Panruti-IT kl, Cudd-lore-Inter

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

### CIR. No.: SACET/EEE/CIR/07

#### Date: 09. 07. 2019

It is informed that a department meeting will be held on 09. 07. 2019 at 12:00 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. Orientation program
- 2. St. Anne's Feast
- 3. Graduation day
- 4. Discipline
- 5. Leave
- 6. Corrective action
- 7. News letter
- 8. Slip test
- 9. Industrial Visit





# 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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACE	T/EEE/CIR/07 Date of Mee	ting: 09. 07. 2019	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
<b>Staff Members Present:</b>	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL		A.

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Orientation program for students has to be organized at auditorium; it must be combined with the students of HEE and CSE department.	15.07.2019	All faculty members	-
2.	From 17.07.2019 onwards Novena prayer starts. Our department prayer is about Self estimation.	20.07.2019	All faculty members	-
3.	Reg ding St. Anne s Feast (24.07.2019), before 17.( 2019 cultural committee member have to give the nam list of students those who are going to participate in vari is competitions.	17.07.2019	Cultural committee member	-
4.	Gra ation day has been planned and all committee mer ers have to do their committee work.	24.08.2019	All class in-charge	and the second
5.	All ulty members are insisted to maintain discipline.	-	All faculty members	

6.	All faculty members are insisted to avoid getting continuous leave before and after the regular leave day.		All faculty members	
7.	All faculty members are insisted to put their individual subject corrective action for University result.		All faculty members	-
8.	Regarding Newsletters for previous and present semester are planned to release in this semester itself. Newsletter committee member is insisted to finish their work.	Before 18.07.2019	Mr. A. Sundara Pandiyan	-
9.	Slip test has to be conducted for all the years.	18.07.2019 onwards	All faculty members	-
10.	Industrial Visit has to be planned for II year students Kumili on 12.07.2019, III and IV year students Saravana Global energy limited at Kurinjipadi on 17 <sup>th</sup> or 18 <sup>th</sup> July 2019.		Mr. J. Ramesh	



JC 20X VERIFIED BY

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.

FILE NO: SACET/EEE/FIL/035-02

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## **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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

### CIR. No.: SACET/EEE/CIR/12

Date: 23. 07. 2019

It is informed that a department meeting will be held on 23. 07. 2019 at 11:45a.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. Workshop
- 2. Internship program
- 3. University result
- 4. Internal marks
- 5. St. Anne's feast



**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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACE	T/EEE/CIR/12 Date of Mee	ting: 23. 07. 2019	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
Staff Members Present:	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE &	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL		-Jr

Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
HOD thanked all the faculty members for our department Novena prayer.	-		, farst stat <u>i</u> , farst stat <u>i</u> , sant stati
Workshop will be arranged for II year students in Arduino.	Either 2 <sup>nd</sup> , 3 <sup>rd</sup> or 16, 17 of August 2019	All faculty members	ingeneration in all
All faculty members have to insist the IV year students to attend internship program.		All faculty members	-
All class in-charge have to send students university result to their parents through letter.	-	All class in-charge	a a anti-
Internal marks split up for CIA exam are as follows CIA Test – 10 marks Assignment – 5 marks Objective test – 3 marks Attendance – 2 marks	-	All faculty members	-
	<ul> <li>HOD thanked all the faculty members for our department Novena prayer.</li> <li>Workshop will be arranged for II year students in Arduino.</li> <li>All faculty members have to insist the IV year students to attend internship program.</li> <li>All class in-charge have to send students university result to their parents through letter.</li> <li>Internal marks split up for CIA exam are as follows CIA Test – 10 marks Assignment – 5 marks</li> <li>Objective test – 3 marks</li> </ul>	HOD thanked all the faculty members for our department Novena prayerWorkshop will be arranged for II year students in Arduino.Either 2 <sup>nd</sup> , 3 <sup>rd</sup> or 16, 17 of August 2019All faculty members have to insist the IV year students to attend internship programAll class in-charge have to send students university result to their parents through letterInternal marks split up for CIA exam are as follows CIA Test – 10 marks Assignment – 5 marks Objective test – 3 marks-	HOD thanked all the faculty members for our department Novena prayerWorkshop will be arranged for II year students in Arduino.Either 2 <sup>nd</sup> , 3 <sup>rd</sup> or 16, 17 of 

SACET/EEE/FIL/035-02

	The average of above split up will be considered as final internal marks of respective CIA exam. It has to be implemented from CIA I onwards.			
6.	St Anne's Feast is to be celebrated in our college itself. From 9.30 to 10.30 a.m Tableau completion, 10.30 a.m onwards program will be started and all faculty members have to maintain discipline inside the auditorium. All faculty members are informed to come with grand uniform.	-	All faculty members	-

PREPARED BY

VERIFIED BY

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.

FILE NO: SAC T/EEE/FIL/035-02

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## **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.

### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/13

#### Date: 30. 07. 2019

It is informed that a department meeting will be held on 30. 07. 2019 at 11:45a.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. CIA
- 2. Prayer
- 3. College working hour
- 4. ISO files
- 5. Parents meeting



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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACE	CT/EEE/CIR/13 Date of Mee	eting: 30. 07. 2019	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
Staff Members Present:	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL	V	J.

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Next week CIA I will be started. Question paper for CIA I is set by exam cell member.	-	Exam cell member	- 10
2.	Coming week Monday prayer is our department prayer. All faculty members and students have to come earlier at before 9.00 a.m inside the auditorium.	05.08.2019	All faculty members	
3.	CIA exam will be conducted at morning session; paper valuation time is to be extended for one day of each exam.	-	All faculty members	- -
4.	College working hours has been extended to coach the students and also all the staff members have to stay.	From 01.08.2019 onwards	All faculty members	1 <u>-</u>
5.	Next week after 4.45 p.m, any one day Principal will check our ISO files.	- 16	All faculty members	

<ul><li>All counselors have to inform about parents</li><li>6. 16.08.2019 and 17.08.2019 to the parents thro</li><li>call.</li></ul>		All counselors	-
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PREPARED BY

VERIFIED BY 8/19

Rewater APPROVED BY 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.

FILE NO: SACET/EEE/FIL/035-02

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## **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.

#### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/20

Date: 12. 09. 2019

It is informed that a department meeting will be held on 12. 09. 2019 at 12:35 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. CIA
- 2. Unit completion
- 3. Objective test
- 4. ISO files



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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACI	ET/EEE/CIR/20 Date of	f Meeting: 12. 09. 2019	Venue : Dept. of EEE
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE		Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEF	Mr. K. Sriram AP/EEE
	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE	
Staff Members Absent:	Mr. V. Balaji AP/EEE		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	For better improvement in university exam all faculty have to motivate the students from CIA exam onwards.	-	All faculty members	was specify and every press
2.	All faculty members are insisted to complete 5 units of syllabus on 28.09.2019. From 30 <sup>th</sup> September onwards special coaching schedule will be followed till last working day.	28.09.2019	All faculty members	noverse og som
3.	CIA II exam question paper is set by exam cell member and it must be verified by concerned subject faculty.	-	All faculty members	
4.	Objective ter have to conduct for all subjects		All faculty members	

5.	September 21, 2019 will be our department internal ISO audit. All faulty members have to submit your individual
	ISO files on 18 <sup>th</sup> morning itself.

18.09.2019

All faculty members

1 reader

PREPARED BY

Ve VERIFIED BY

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.

APPROVED BY



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.

#### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/20

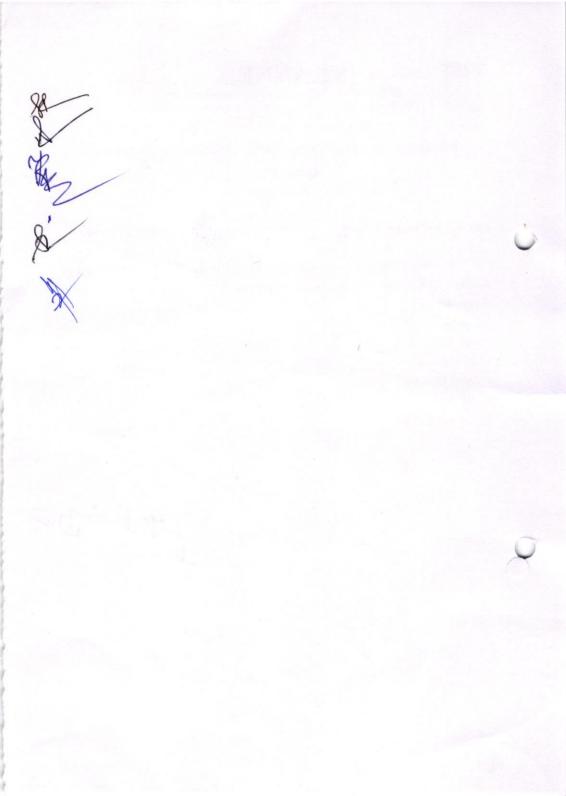
#### Date: 12. 12. 2019

It is informed that a department meeting will be held on 12. 12. 2019 at 12:35 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- 1. Academic plan
- 2. Christmas celebration
- 3. Stock verification
- 4. ISO files
- 5. Lab requirement

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACE	T/EEE/CIR/01 Date of	Meeting: 12. 12. 2019	Venue : Dept. of EEE
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Ms. M. Premalatha AP/EEE	Mr. V. BALAJI AP/EEE	
Staff Members Absent:	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	College reopens on 16th December 2019 for higher semester students.	16.12.19	All faculty members	-
2.	Lab classes can be conducted for II and III year students in the first week.	28.09.2019	All faculty members	-
3.	Six days training program will conducted for IV year students in admin block.	16.12.19- 21.12.19	All faculty members	
4.	Two software companies will arrive for the campus recruitment by last month of December or first week of January.	1 <sup>st</sup> week of January	All faculty members	-
5.	Placement team should make arrangement to visit companies.	Month of December	All faculty members	-
	The projects done by our students should be published in journals.	_	All faculty members	-

FILE NO: SACET/EEE/FIL/035-02

Notes preparation and the quality of teaching should be improved. Staff are encouraged to do Video lectures.	09.12.19	All faculty members	
Xmas mass will be on 23.12.19 in common auditorium for both polytechnic and Engineering colleges followed by a small cultural program having 3 events from each college. Xmas celebration for staff alone will be at 2.30 PM on the same day.	23.12.19	All faculty members	-
Moral class will be scheduled at 1.15 PM- 2.05 PM for II and III year students on Friday and for IV year students on Wednesday. The syllabus for the moral classes will be scheduled by Mr. John Peter, Mr. Richard Pravin, and Mr. Shanmuga Elango.	Current semester	Mr. John Peter, Mr. Richard Pravin, and Mr. Shanmuga Elango	-
The national level conference will be planned in the month of February.	Month of February	All faculty members	124
To cooperate with the team to complete the work for the Anna University Affiliation for which the submission of the hard copies will be on 10.01.20.	10.01.20	All faculty members	-
To finish the stock verification in the department level and give the report.	30.09.19	Mr. Richard Pravin, Mr. Sriram, Mr. Ramesh, Mr. SundaraPandiyan	-
In need of additional lab and equipment for the new lab (Renewable Energy) in the next semester. Requirements given to the management.	-	HOD, Management	
To give the book requirements list to the librarian.	16.12.12	HOD	-

13/12/18 PREPARED BY

13/2/19 VERIFIED BY

Dr.R.AROKIADASS. M.E., Ph.D., Panavpai, Stames College of Engineering & Technology, PROVED State of Engineering & Technology, ANGUCHETTYPALAYAM, EFFECTIVE BATE 106.10. 2017 ruti-(T.k), ... ilver, essi, em. 607 110.

FILE NO: SACET/EEE/FIL/035-02

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#### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

#### (2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/23

#### Date: 13.01. 2020

It is informed that a department meeting will be held on 13.01.2020 at 2.55 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- 1. ISO Surveillance audit
- 2. National Science Day
- 3. Aurdino Workshop
- 4. Class Incharge meeting

fr HOD





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.

## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACE	T/EEE/CIR/23 Date of N	Aeeting: 13. 01. 2020	Venue : Dept. of EEE
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE V
	Ms. M. Premalatha AP/EEE	MT. V. BALAJI AP/EFE S.	
Staff Members Absent:			

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	14.01.20 and 18.01.20 will be working day for both staff and students.	-	All faculty members	-
2.	There will be internal ISO audit on 18.01.20 in our department. So all the files and records need to be made ready before the stipulated time.	18.01.20	All faculty members	-
3.	National science day on 28.02.20 will be celebrated by conducting the project competition for final year students. So to make sure that the projects will be completed before the date.	28.02.20	All faculty members	-
4.	Staff meeting should be conducted s parately by the class incharges. All the staff member should support the class incharges in all the aca emic activities towards the student's welfare.	20.01.20	All faculty members	-

	Hereafter all Saturdays may be working days since we have had already many holidays.			
5.	To complete whole syllabus and not to omit any of the portion inspite of the shortage of hours. To complete the portions before the commencement of the CIAs.	-	All faculty members	
6	Arrear classes for Maths will be scheduled after February.	After February	All faculty members	n - La ser la
7	Staff are not allowed to alter the classes except their absence. If any necessary alteration is needed, it should be informed in advance to the one who is going to alter.	-	All faculty members	-
8	There will be ISO surveillance audit on 25.01.20. All files will be checked by Mr. Sugurthan before the audit.	25.01.20	All faculty members	
9	Aurdino workshop (IOT) will be conducted by Mr. Sriram, Mr. BalaBaskar for III year students during 23.01.20& 24.01.20.	23.01.20& 24.01.20	HOD	-
10	To put more effort to give good result		All faculty members	- //

19/01/20

PREPARED BY

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Dr.R.AROPERONED BYPh.D.,

St.Anne's College of Engineering & Technology, ANGUCHETTYPALAYAM, Sirovathur-(Post), Panruti-(T.k), Collectore: (Vist), Pin: 607 110, EFFECTIVE DATE: 06.10, 2017

FILE NO: SACET/EEE/FIL/035-02

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

## CIRCULAR

#### (2019 - 2020)

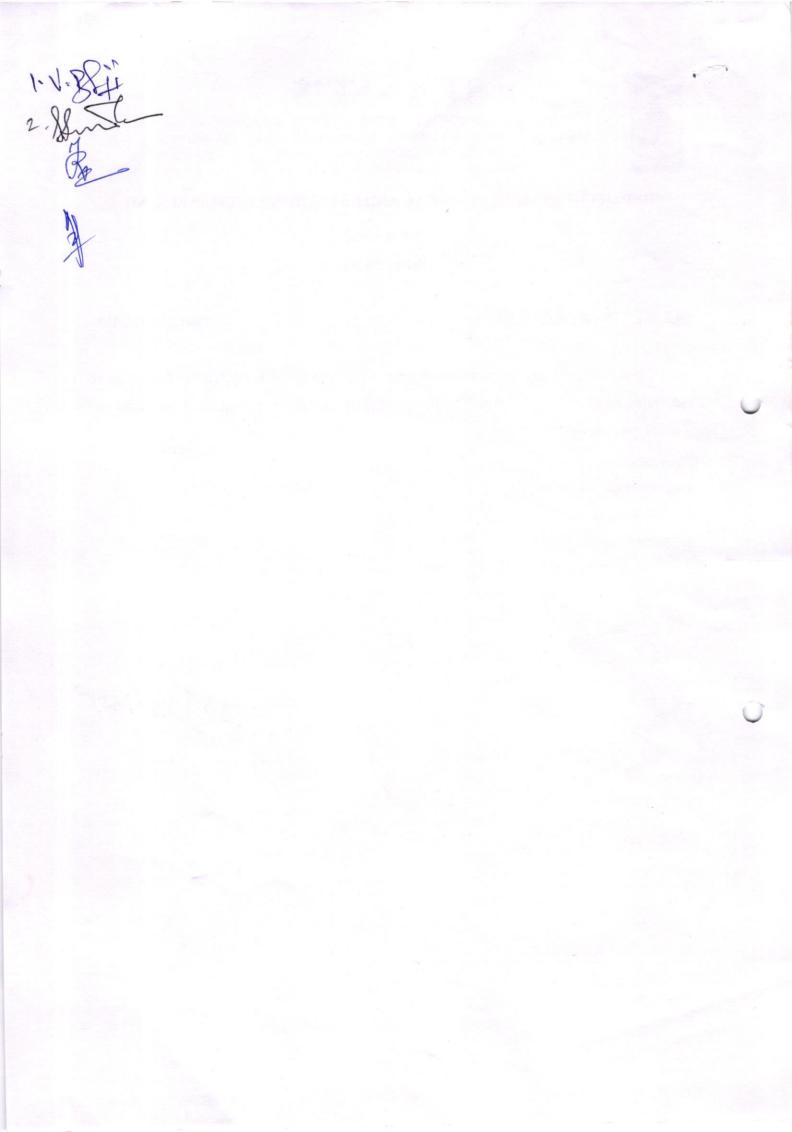
## CIR. No.: SACET/EEE/CIR/24

#### Date: 30.01.2020

It is informed that a department meeting will be held on 30.01.2020 at 12:35 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. Academic result analysis
- 2. Revaluation
- 3. Parents meeting

\$ 31/1/2020.





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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACI		f Meeting: 30.01.20	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
Staff Members Present:	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP	P/EE
	Mr. V. Balaji AP/ EEE V. 2	Ms. M. Premalatha AP/EEE	S
Staff Members Absent:	Mr. K. Sriram AP/EEE		Station of the second

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Staff were appreciated by HOD for the improvement of the result. Despite this improvement, the result is not in satisfactory level. Girls have improved their result and to be motivated to improve bit more. Prepare the students to face the hard question papers also.		All faculty members	elled a
2.	To motivate the faled students to apply for revaluation if they have done well. It also may be helpful for them to correct the mistake that they have done in writing.	04.02.2020	All faculty members	-
3.	Slip test should be conducted regularly and effectively. If an student doesn't write the test, the staff should make him/ her to complete before he/she goes home.	-	All faculty members	-

4.	There is a common parents meeting on February 7 <sup>th</sup> in college level. Our college secretary and principal will address the parents. To communicate this information to the students and parents.	07.02.2020	All faculty members	
5.	Counsellors should motivate the students under their care to improve their studies and the curricular activities in which they are interested in. To find out the interest, skills and talents of the students and motivate them to shine in that field.	-	All faculty members	-

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aber APPROVED BY 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,

FILE NO: SACET/EEE/FIL/035-02

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

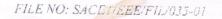
(2019 - 2020)

## CIR. No.: SACET/EEE/CIR/25

## Date: 11. 02. 2020

It is informed that a department meeting will be held on 11. 02. 2020 at 2.55 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

- 1. CIA I analysis
- 2. Students Attendance
- 3. Counselling the students
- 4. CIA II exam
- 5. Project exhibition- National science day





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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACH	CT/EEE/CIR/25 Date o	of Meeting: 11. 02. 2020	Venue : Dept. of EEE
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE 💃	Mr. A. Richard Pravin ASP/EEE
Statt Michiners rresent:		Mr. A. Sundara Pandiyan AP/EE	Mr. K. Sriram AP/EEE
	Mr. V. Balaji AP/EEE V. 24	Ms. M. Premalatha AP/EEE	and a special substantial a substance
Staff Members Absent:	Mr. J. Ramesh AP/EEE		AND TO DEPENDENCE IN

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	CIA I exam analysis was done. Performance is very poor in all the three classes, especially II and IV year. Any action should be taken by the subject staff to improve the internal marks. Each staff has the responsibility to give 100% input to students and give good result.	-	All faculty members	-
2.	The count of attendance shortage is getting increased day by day. So counselors have to note down the absentees under their counselling and motivate to improve the attendance percentage.	-	All faculty members	-
3.	Writing the objective test in exam hall with CIA test is not useful for the students. The internal mark is getting reduced by this. So this matter will be forwarded to the principal and management.	-	All faculty members	

4.	Coming Saturday there will be a department meeting to explain the strategies that are going to be followed in this semester to improve the result. So each staff is supposed to give his/her valuable suggestions.	15.02.20	All faculty members	-
5.	Every Friday 5 <sup>th</sup> hour will be counselling hour. So it should be utilized effectively to counsel the students.	-	All faculty members	-
6	CIA II exam begins on 27.02.20.	27.02.20	All faculty members	-
7	To make the final year students to complete their projects before science day.	Before 28.02.20	All faculty members	-

12/2/20 X PREPARED BY

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APPROVED BY 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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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/EEE/CIR/ 26

It is informed that a department meeting will be held on 18. 02. 2020 at 12.30 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- 1. Exam fee collection
- 2. Conducting workshops
- 3. Online Courses
- 4. Extra-Curricular Activities

REV.NO:00

Date: 18. 02. 2020



## **COLLEGE OF ENGINEERING AND TECHNOLOGY**

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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Circular Ref. No. : SACE	T/EEE/CIR/26 Date of N	leeting: 18.02.20	Venue : Dept. of EEE
	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
Staff Members Present:	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Mr. V. Balaji AP/ EEE 16	Ms. M. Premalatha AP/EEE	-
Staff Members Absent:	-	0	

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Subject allocation for next semester	-	HOD & All Staff	-
2.	24.05.20-30.03.20 two teaching staff and one non-teaching staff were allocated to come to college and collect the exam fees from all students	24.05.20- 30.03.20	HOD	diality interacting with Concern the state
3.	Exam fees registration has been extended upto 8 <sup>th</sup> April.	8 <sup>th</sup> April.	All staff	aprilade Brussa mitt Perio
4.	Every semester intra college or intercollege workshops should be conducted.	-	HOD/ Event incharge	Contraction of the second
5.	Online courses for 8 credits should be done by the staff per year.	Every year	All faculty members	-
6	Care should be taken to bring up the students is extracurricular activities (Ex: Sports) also. So fine arts competitions will be planned for the students.	This sem	HOD & All staff	

Staff are advised to publish papers and do Ph.D.

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theader **APPROVED BY** 

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.

FILE NO: SACET/EEE/FIL/035-02



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### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

### CIR. No. : SACET/ECE/CIR/15

### Date: 22.07.2019

✓ It is to be informed that the department meeting will be held on 22.07.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### **AGENDA**

- 1. Plan for St.Anne's feast.
- 2. Plan for CIA exam.
- 3. Plan for Industrial visit.
- 4. General discussion.

FILE NO.: SACET/ECE/FIL/035

REV.NO.00

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10	(Approved by AICTE, New Delhi. Affi			
20	(An ISO 9001:2015 C		versity, chemiary	
	ANGUCHETTYPALAYAM		7 006.	
	DEPARTMENT MEETING			
Venue	: ECE DEPT	Date	22.07.2019	
Membe	rs Present: M/s. 1. Mrs.D.UmaMaheswari 🗭 ASP 4. Mr.V.Venkatesan	Mhit AP	7.Mr.S.Durairaj	AP
		AP	8.Mrs.B.MaryAmalaJe	
	3. Mr.R.Radha Krishnan AP 6.Ms.M.Sahinippriya	AP		
Membe	rs Absent : -			
<b>a b</b>		Target	Responsibility	Remarks
S.No.	Points Discussed & Decisions taken	Date	responsionity	ixemai ks
	Catholic staff should attend the Mass in chapel at 11.30 am on the day of	Date		
1.	St.Anne's feast.		Staff members	
	All staff members should upload the question bank in corresponding			
2.	Google drive.		Staff members	
			B.MaryAmalaJenni	
3.	Journal should be submitted on (or) before 31 <sup>st</sup> July.	31.07.2019	V.Venkatesan	
5.	souther should be submitted on (or) before 51 July.	51.07.2019	B.ArunKumar	
	Industrial visit with tour has been arranged for the final year students to	15.07.2019 -	D.ArunKumar	
4.	ISRO, Tirunelveli on	17.07.2019 -	R.RadhaKrishnan	
	CIA Exam has been schedule as below	17.07.2019		
	CIA -1	5 09 2010		
		5.08.2019 -		
	CIA -2	10.08.2019		
5.	CIA-2	16.09.2019 -		
5.	CIA -3	27.09.2019		
	CIA-5	11.10.2019 -		
	Model practical	17.10.2019		5. 
	Model practical	18.10.2019 -		
		19.10.2019		
			1	
		Prepared by	Mr.V.Venkatesan, AP	V.h.h Tesm
		Approved by	Sr.Anita, HOD	Set I
		Date	22.07.2019	- 2
		Page No.	1/1	



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### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

### CIR. No. : SACET/ECE/CIR/22

### Date: 23.08.2019

It is to be informed that the department meeting will be held on 23.08.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

- 1. Regarding graduation day.
- 2. Regarding evening class.
- 3. Regarding internal mark.
- 4. General discussion.

FILE NO.: SACET/ECE/FIL/035

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(雪季)	COLLEGE OF ENGINEERI (Approved by AICTE, New Delhi. Affi (An ISO 9001:2015 CO ANGUCHETTYPALAYAM	NG AND TECH liated to Anna Univ ertified Institution)	rersity, Chennai)	
	DEPARTMENT MEETING	<b>G</b> MINUTES		
Venue	: ECE DEPT	Date	23.08.2019	
Member	s Present: M/s. 1. Mrs.D.UmaMaheswar 🎲 ASP 4. Mr.V. Venkatesan 👔	AP AP	7.Mr.S.Durairaj	AP
In the second	2. Mr.S.BalaBasker 🖉 ASP 5. Mr.B.Arunkumar 🚱		8. Mrs.B.MaryAmalaJ	lenni AP
	3. Mr.R.Radha Krishnan 🖌 AP 🛛 6.Ms.M.sahinippriya	AS AP		
Member	rs Absent : nil	1		
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All staff members and final year students must come to the graduation day.	24.08.2019	Staff members	
2.	Alumini meet will be conduct for passed out students in Micro wave lab on	24.08.2019	Staff members	
3.	Evening class will be scheduled from 4.30pm-5.30pm from	22.08.2019	Staff members	
4.	Internal component of CIA is decided as follows Objective type -30 mark Assignment 1 -25 mark Assignment 2 -25 mark Attendance -20 mark		Staff members	
5.	Small changes in internal component for CIA -1 Alone 50 marks for assignment 30 marks for objective		Staff members	
6.	Students absent in objective test enter Assignment marks will be considered.		Staff members	
7.	All staff has to complete mark and attendance entry before	27.08.2019	Staff members	
8.	Discipline incharges should monitor the student's discipline and collect fine from the students if they are not follow the rules.		Staff members	
		Prepared by	Mr.V.Venkatesan, AP	V. M. J. Thomas
	2. 5월 19일 년 2월 2월 2일 1일 - 1일 1일 2월 2월 2일 1일	Approved by	Sr.Anita, HOD	St-tt +
	옷 이렇게 비행하는 것이 아니는 것이 같아. 그는 것이 많았는 것이 가슴에 많을 수 없다.	Date	23.08.2019	
	그는 것이 같아요. 그는 것이 같아요. 그는 것이 같아요. 그는 것이 같아요. 그는 것이 가지 않아? 그 것이 같아요. 그는 것이 그 것이 같아요. 그는 것이	Page No.	1/1	

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COLLEGE OF ENGINEERING AND TECHNOLOGY

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR

(2018-2019)

### CIR .No. : SACET/ECE/CIR/26

### Date: 28.08.2019

It is to be informed that the department meeting will be held on 28.08.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

- 1. ISO audit.
- 2. Record submission.
- 3. Regarding evening class.
- 4. General discussion.

FILE NO .: SACET/ECE/FIL/035

REV.NO.00

Venue Member	ST. AN COLLEGE OF ENGINEER (Approved by AICTE, New Delhi. A (An ISO 9001:2015 ANGUCHETTYPALAY/ DEPARTMENT MEETIN : ECE DEPT rs Present: M/s. 1. Mrs.D.UmaMaheswari ASP 4. Mr.V.Venkatesan 2. Mr.S.BalaBasker ASP 5. Mr.B.Arunkumar 3. Mrs.B.MaryAmalaJeni AP 6.Ms.M.sahinippriya	RING AND TECH ffiliated to Anna Univ Certified Institution) AM, PANRUTI – 607 NG MINUTES Date V·VT AP AP	ersity, Chennai)	AP AP AP
Membe	ers Absent : Nil	->	1	+
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	ISO audit will be conducted for our department on	19.09.2019	Staff members	
2.	All students should finish and submit the record notes on or before	03.09.2019	Staff members	
3.	All staff members should conduct evening classes effectively		Staff members	
4.	Classes in charges are asked to insist the students to pay college fees as early as possible.		Staff members	
6.	Class in charges and counselors are asked to council the student regarding their low attendance.	۰. ۱	Staff members	
7.	Part – C question must be prepared in such a way that it summarizes the concept and it should be understandable by student.		Staff members	
8.	In general body meeting a resolution has been passed stating that every faculty member should admit the students to their respective departments.		Staff members	
9.	None of ECE staff members have published paper in last academic year. so they are asked to publish paper in reputed journals.		Staff members	
		PREPARED BY	Mr.V.Venkatesan,AP	V.Vmb Them
		APPROVED BY	Sr.Anitha,HOD	8 mgd n
		DATE	28.08.2019	
	PAGE NO:1/1			1



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### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

#### CIR. No. : SACET/ECE/CIR/27

#### Date: 10.09.2019

It is to be informed that the department meeting will be held on 10.09.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Regarding CIA II exam.
- 2. University practical.
- 3. General discussion.

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FILE NO .: SACET/ECE/FIL/035

REV.NO.00

	COLLEGE OF ENGINE (Approved by AICTE, New Delh (An ISO 9001:20 ANGUCHETTYPAL) DEPARTMENT MEET	ERING A Affiliated to 5 Certified AYAM, PAN	ND TECH Anna Unive Institution) RUTI – 607	ersity, Chennai)	
Venue	: ECE DEPT		Date	10.09.2019	
	rs Present: M/s. 1. Mrs.D.UmaMaheswari ASP 4. Mr.V.Venkates	an V.LA	AP	7.Mr.S.Durairaj	AP
	2. Mr.S.BalaBasker 🚱 ASP 5. Mr.B.Arunkum		AP		
	3.Mr.R.Radha Krishnan AP 6.Ms.M.sahinippr	iya N.S.	AP		
Membe	ers Absent : Mrs.B.MaryAmalaJeni	*			
S.No.	Points Discussed & Decisions taken	Tar	get Date	Responsibility	Remarks
1.	All staff members are advised to publish papers in the reputed journals.	} .		Staff members	
2.	ISO file has to be completed. ISO audit will be on	19.	19.09.2019 Staff members		
3.	Counselors should motivate their students to improve the performance and call their parents to inform CIA II exam.	nd	ya.	Staff members	
4.	All staff members have to give all five unit notes and has to submit mult choice question on	i 12.	09.2019	Staff members	
6.	Counselors should update the counseling record and submit for ISO audi	t.	1000	Staff members	A A ANDRESS
7.	CIA-II exam will be started on 13th sep, 4 Retest will be conducted.	13.	09.2019	Staff members	
8.	University practical is scheduled in slot II	1		Staff members	
9.	All staff members should participate 4 online courses on NPTEL in one year.			Staff members	
10.	Last working day for students	19.	10.2019		
11.	Each department must maintain the minimum result at 50%				
12.	Coaching is given for students from 30 <sup>th</sup> October. If any students take learness 50 fine will be charged on them.	ave			
13.	Last date for Record submission	30.	09.2019		
	PAGE NO:1/2				I

	The Anna University is arranged the meetings for all principals on 14.09.2019. The following points are discussed to improve the quality of the		a set protone set	
	colleges.			
	1.Placement ratio			
·	2.NBA,NACC			
	3.Entrollement Ratio			
14.	4.Internship			
14.	5.Setting EDC			No. 19 States of the
	6.Industries Instant Comities		and the second	
	7.Pattern Registration			
	8.Gate Enrolment			
	9.Phd Registration			
	10.I <sup>ST</sup> Year Pass Percentage			
		Prepared By Approved By	Mr.V.Venkatesan,AP Sr.Anitha,HOD	VVubertomerall
		Date	10.09.2019	
		Page No	2\2	

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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

### CIR.No. : SACET/ECE/CIR/34

### Date: 18.10.2019

It is to be informed that the department meeting will be held on 18.10.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Regarding University practical.
- 2. College fees.
- 3. Internal mark.
- 4. General discussion.

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FILE NO.: SACET/ECE/FIL/035

19.1	ST. Al	NNE	?S		
	COLLEGE OF ENGINEEI (Approved by AICTE, New Delhi. A (An ISO 9001:2015 ANGUCHETTYPALAY	ffiliated to A Certified In	Anna Univ stitution)	versity, Chennai)	
	DEPARTMENT MEETIN	IG MINU	TES		
Venue	: ECE DEPT		Date	18.10.2019	
Member	<b>s Present: M/s.</b> 1. Mrs.D.Umamaheswari ASP 4. Mr.V.Venkatesan		AP		AP
	2. Mr.S.Balabasker X ASP 5. Mr.B.Arunkumar		AP	8.Mrs.B.MaryAmalaJ	eni AP
Mamba	3.Mr.R.Radha Krishnan AP 6.Ms.M.sahinippriya	N.X	AP		
	rs Adsent : INII	Tai	raot	Responsibility	Remarks
S.No.	Points Discussed & Decisions taken	Da	-	responsionity	inchiai ma
1.	All staff members concentrate on improving the internal marks for students as minimum 14.			Staff members	
2.	Faculty development program is planned during	28.10.2 29.10.2		Mr.R.Radhakrishnan	
3.	All class incharge should collect the college fees before practical exam.	31.10.2	019	Staff members	
4.	For the 3 <sup>rd</sup> year & final year before choosing the elective subjects ask the student for their opinion.			Staff members	
6.	If any staff relieving from college have to clear all dues before relieving.			Staff members	
7.	Model practical examination will be held from	16.10.2 to 18.10		Staff members	
8.	University practical examination will be held from	31.10.2 to 02.10		Staff members	
9.	About CIA –III Performance of the students with all are reviewed staff. on conduct Patest for CIA-III	l		Staff members	
10.	University practical exam should start after the external examiner arrives.			Staff members	
yearant .	All the staff and students should be in time at the respective labs and the practical exam has to be started sharply at 9.00AM.			Staff members	
	A district level science project contest will be conducted on	04.11.2	a second and other and the second second second	Staff members	

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FILE NO.:SACET/ECE/FIL/035

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	Prepared By	Mr.V.Venkatesan, AP VIA Martin
	Approved By	Ør.Anitha,HOD
	Date	18.10.2019
	Page No	2\2



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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2018-2019)

### CIR.No. : SACET/ECE/CIR/ . 36

#### Date:12.12.2019

It is to be informed that the department meeting will be held on 12.12.2019 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Regarding Christmas function.
- 2. College reopens.
- 3. Placement training program.
- 4. General discussion.

FILE NO .: SACET/ECE/FIL/035

REV.NO.00

K/3 WEI		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 – 607 006.							
COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai) (An ISO 0001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTT - 607 006.         DEPARTMENT MEETING MINUTES         Venue       : ECE DEPT       Date       12.12.2019         Members Present: M/s.       I. Mrs.D.Umamaheswarter 3. Mr.R.Balabasker       ASP       4. Mr. V.Venkatesan       V       AP       7.Mr.S.Durairaj         2. Mr.S.Balabasker       ASP       5. Mr.B.Arunkumar - Mo       AP       8.Mrs.B.MaryAm         3.Mr.R.Radha Krishnan       AP       6.Ms.M.sahinippriya       AP         Members Absent       : Nil       Target for even semester.       Responsibilit Date         2.       For students lab section will be conduct on       16.12.2019 to 21.12.2019 to 21.12.2019 to 21.12.2019 to 21.12.2019 to 21.12.2019 to 21.12.2019 Staff members       Staff members         3.       For final year students placement training program will be on 21.12.2019 to 21.12.2019 to 21.12.2019 Staff members       Staff members         4.       All staff members are requested to submit the lab manual and project plan to the HOD on       13.12.2019 Staff members       Staff members         7.       All staff members are requested to submit odd semester course file on.       21.12.2019 Staff members       Staff members         9.       Staffs distribute the record sheets to the student on or before.       17.12.2019 S									
	Duran ( NA/		ACD	4 M X X	11.1.1			0	t A D
An ISO 9001:2015 Certified Ir ANGUCHETTYPALAYAM, PANR         DEPARTMENT MEETING MINU Venue         Venue         ECE DEPT         Members Present: M/s.       1. Mrs.D.Umamaheswari, ASP       4. Mr.V.Venkatesan V.J.F         2. Mr.S.Balabasker       ASP       5. Mr.B.Arunkumar       ASP         3.Mr.R.Radha Krishnan       AP       6.Ms.M.sahinippriya         Members Absent       : Nil       Ta         S.No.       Points Discussed & Decisions taken       Ta         1.       The college reopens on 16 <sup>th</sup> December and last working day is 24 <sup>th</sup> March for even semester.       16.12.2         2.       For students lab section will be conduct on       16.12.2         3.       For final year students placement training program will be on       16.12.2         4.       All staff members are requested to submit the lab manual and project plan to the HOD on       13.12         6.       ISO audit will be held in month of January -2020       11.12         8.       All class incharges are instructed to verify the attendance with log book       17.12         10.       Management decided to provide fuel charges for admission work.       17.12         11.       Staffs have to distribute the Christmas cake, calendar to the respective       17.12		and an an and the second se	Ioni	AP AP					
					-101)		6.1vii 5.D.1viai yAmaic	Jem	
Membe	ers Absent :						I		1
S.No.		Points Discussed & Deci	isions	taken		0	Responsibility	I	Remark
1.		· 특징 / 전 / 이 이 이 이 이 이 있는 것이 있는 것이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이	st work	ing day is 24 <sup>th</sup> March			Staff members		1
2.	For students lab	o section will be conduct on					Staff members		
3.	For final year s	tudents placement training pro	gram v	vill be on			Staff members		
4.		ers are requested to submit the	lab ma	nual and project plan	13.1	2.2019	Staff members		
6.	ISO audit will l	be held in month of January -20	020				Staff members		
7.	All staff memb	ers are requested to submit odd	l semes	ster course file on.	21.1	2.2019	Staff members		
8.	All class inchar	ges are instructed to verify the	attend	ance with log book			Staff members	-	
9.	Staffs distribut	e the record sheets to the stude	ent on c	or before.	17.1	2.2019	Staff members		
10.	Management de	ecided to provide fuel charges	for adn	nission work.			Staff members		
11.		listribute the Christmas cake, c	alenda	r to the respective			Staff members		

FILE NO.:SACET/ECE/FIL/035

13	All staff is requested to publish their project work at least in	one journal.		
14	Staff are advised to attend FDP in the reputed institution con SSN and VIT college Vellore, IIT.	nmonly NIT,		
15	Christmas celebration will be held on 23 <sup>rd</sup> in our college MC to	is handed over		Mrs.D.Uma Maheswari & Mr.S. Balabasker
		Prepared By	Mr.V.Venkatesan ,AP	V. Vhu Deith Sure 12/12/2019.
		Approved By	Sr.Anitha,HOD	St. th Fiztiz119
		Date		12.12.2019
		Page No		2\2

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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2010-2010)

### CIR.No. : SACET/ECE/CIR/ 34

Date:03.01.2020

It is to be informed that the department meeting will be held on 03.01.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

- 1. Regarding ISO audit.
- 2. Unit completion dates.
- 3. Project review.
- 4. General discussion.

3/1/2020

FILE NO.: SACET/ECE/FIL/035

REV.NO.00

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 - 607 006. DEPARTMENT MEETING MINUTES 03.01.2020 : ECE DEPT Date Venue AP 7.Mr.S.Durairaj AP 1. Mrs.D.Umamaheswari ASP 4. Mr .V. Venkatesan Members Present: M/s. 2. Mr.S.Balabasker AP - ASP 5. Mr.B.Arunkumar 6.Ms.M.sahinippriya AP 3.Mr.R.Radha Krishnan AP **Members** Absent : Nil Responsibility Remarks Target S.No. **Points Discussed & Decisions taken** Date Staff members 08.01.2019 ISO audit will be conducted for our department on 1. All Class incharge convert the lab period into theory only for January Staff members 2. month Staff members Unit completion dates 3. 11/01/2020 Unit-1 01/02/2020 Unit-2 17/02/2020 Unit-3

Unit-4 29/02/2020 Unit-5 17/03/2020 20/01/2020 Slip test will be conducted from Staff members 6. Discipline in charges should monitor the students before morning prayer B.Arunkumar. 7. M.Sahinippriya and during break hours Staff members Department meeting will be conducted on every Thursday. 8.

PAGE NO:1/2

REV.NO.00

13	Project review dates						
	I. <sup>st</sup> Review			31/01/2020			
	II <sup>nd</sup> Review	land sa		28/02/2020		<u> </u>	
	III <sup>rd</sup> Review			 15/03/2020			
				Prepared By	Mr.V.Venkatesan, AP	V. Mahrt Slipe	
		÷.		Approved By	Dr.Sr.Anitha, HOD	Sitz	3,12
				Date	03.01.2020		
				Page No	2\2		

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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR

### (2019-2010)

### CIR.No. : SACET/ECE/CIR/. 39

### Date:13.01.2020

It is to be informed that the department meeting will be held on 13.01.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Regarding Project competition.
- 2. General discussion.

F3/ 2020

FILE NO.: SACET/ECE/FIL/035

REV.NO.00

#### 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 - 607 006. DEPARTMENT MEETING MINUTES ECE DEPT Venue Date 13.01.2020 Members Present: M/s. 1. Mrs.D.Umamaheswari 4. Mr. V. Venkatesan AP ASP 7.Mr.S.Durairaj AP 2. Mr.S.Balabasker ASP 5. Mr.B.Arunkumar AP 6.Ms.M.sahinippriya 3.Mr.R.Radha Krishnan AP AP **Members** Absent : Nil Responsibility Target Remarks S.No. Points Discussed & Decisions taken Date College will be working day on 14.01.2020 Staff members 1. 2. Class committee meeting will be conducted on Staff members 21/01/2020 3. Staff alteration should be informed to the principal. Staff members Absentees count has to send in whatsapp to principal In 4. Class in charges Project competition is conducted in R&D Cell for final year 28.02.2020 5. 6 I<sup>st</sup> review will be conducted for final year project on 31.01.2020 Staff members 7. Slip test will be conducted for students from Staff members 20.01.2020 8. Class incharge has to arrange a meeting to their staff every Monday. PAGE NO:1/2

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	Prepared By	Mr.V.Venkatesan, AP	V. Muhtusma
	Approved By	Dr.Sr.Anit#a, HOD	St- th F13/1/2020
	13.01.2020		· · · · · · · · · · · · · · · · · · ·
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2019-2020)

### CIR.No. : SACET/ECE/CIR/43

### Date:22.01.2020

It is to be informed that the department meeting will be held on 22.01.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

AGENDA

- 1. Regarding CIA exam.
- 2. General discussion.

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FILE NO.: SACET/ECE/FIL/035

REV.NO.00

1.1				ST. AN					
				EGE OF ENGINEERI d by AICTE, New Delhi. Aff (An ISO 9001:2015 C	filiated to A	Anna Univ nstitution)		U.I.	
			DEP	ANGUCHETTYPALAYA	and the second se	and the second	006.		
Venue	:	ECE DEPT	DLI		Ginnin	Date	22.	.01.2020	
Membe	rs Present: M/s.	1. Mrs.D.Umamaheswari 🔐	ASP	4. Mr. V. Venkatesan	int	AP		.Durairaj	AP
		2. Mr.S.Balabasker	ASP	5. Mr.B.Arunkumar	4	AP	<i></i>		
		3.Mr.R.Radha Krishnan	AP	6.Ms.M.sahinippriya	Might	AP	(x4)		
Membe S.No.		Nil Points Discussed & Deci	sions	taken	and the second second second	rget ate	Res	ponsibility	Remarks
1.	Last working da	Last working day will be on				27/03/2020			
2.	1 <sup>st</sup> review will be	e conducted for final year on			31/01/2	2020	Sta	ff members	
3.	CIA-1 exam will	l be started on			03.02.2	2020	Sta	ff members	
4.	All subject hand question paper to	ling staff need to submit multi the HOD on	iple cho	pice question and			Clas	ss in charges	
5.	All subject hand	ling staff take attendance in th	ne class	hours					
6	Discipline in cha the morning befo	arges and staff should monitor prayer.	the stu	ident's dress code in			Sta	ff members	
7.	Class incharge h	as to arrange a meeting to thei	ir staff	every Monday.					
				Prepared By	Mr.V.V	Venketes	an, AP	V. Maker	Lame 11/20
				Approved By	Dr.Sr.A	Anita, H	OD	St-te	F22/12
				22.01.2020		nin daga ng dagana			<i>j_'</i> (
				PAGE NO:1/1					

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	Prepared By	Mr.V.Venketesan, AP	
	Approved By	Dr.Sr.Anita, HOD	
	22.01.2020		
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR

(2019-2020)

### CIR.No. : SACET/ECE/CIR/

#### Date:12.02.2020

It is to be informed that the department meeting will be held on 12.02.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

- 1. Regarding work shop.
- 2. Regarding CIA -2 exam.
- 3. General discussion.

2/2020

FILE NO .: SACET/ECE/FIL/035

REV.NO.00

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			ANGUCHETTYPALAYA	the second s		006.	
¥7.			ARTMENT MEETIN	G MINU	1		
Venue	:	ECE DEPT	T		Date	12.02.2020	
Members	s Present: M/s.	1. Mrs.D.Umamaheswari	4. Mr.V.Venkatesan	ist	AP		
		2. Mr.S.Balabasker ASP	5. Mr.B.Arunkumar	1	AP		
N. 1		3.Mr.R.Radha Krishnan AP	6.Ms.M.sahinippriya	NSA	AP		
Member	s Absent :	Mr.S.Durairaj		-			
S.No.	Points Discussed & Decisions taken				rget ate	Responsibility	Remark
1.	CIA -2 will be conducted on				2020	Staff members	
	All final year student need to attend international conference before project viva voce					Staff members	
3.	All final year stu	dent need to complete the project be	efore on	27.02.2	2020	Staff members	
4.	Project competit department will	ion for all the final year students in be conducted on	R&D cell for all the	28.02.2	2020		
	1	For 3 <sup>rd</sup> year tanner workshop will be conducted on next week.					
5. I		er workshop will be conducted on ne	ext week.			B.Arunkumar M .Sahinippiriya	
5. 1			ext week.	13.02.2	2020		
5. I 6 5	For 3 <sup>rd</sup> year tann	conducted on	ext week.	13.02.2 22.02.2		M .Sahinippiriya	

and the second sec				
		Prepared By	Mr.V.Venketesan, AP	1. Vinkertisun 12/2/2020
* 7		Approved By		& - A = 12/2020
		12.02.2020		
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2019-2020)

### CIR.No. : SACET/ECE/CIR/52

Date:20.02.2020

It is to be informed that the department meeting will be held on 20.02.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

AGENDA

- 1. Regarding Model practical.
- 2. Regarding CIA -III exams.
- 3. General discussion.

FILE NO .: SACET/ECE/FIL/035

REV.NO.00

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Venue		ECE DEPT	DEF	AKINENI MEETIN	GIVIIINU	Date	20.02.2020	
	rs Present: M/s.	1. Mrs.D.Umamaheswari	ASP	4. Mr. V. Venketesan		AP	7. Mr.S.Durairaj	AP
		2. Mr.S.Balabasker	ASP	5. Mr.B.Arunkumar	S.P.	AP		
		3.Mr.R.Radha Krishnan	AP	6.Ms.M.sahinippriya	MS	AP		
Membe	ers Absent :	NIL						
S.No.		Points Discussed & Dec	cisions	taken	Tai Da	rget ate	Responsibility	Remarks
1.	Model theory exam will be conducted on				20.03.2 27.03.2		Staff members	
2.	For II <sup>nd</sup> and III <sup>rd</sup> , IV <sup>th</sup> year slip test hour cancelled for finishing the portion.						Staff members	
3.	Fair well function for final year students will be planned in this month.						Staff members	
4.	University pract	tical exam will be conducted	on (slot	II)	07.04.2			
5.	Model practical	exam will be start on			17.03.2 19.03.2			
6	CIA -II will be	conducted from			29.02.2	2020	Staff members	
7.	CIA Exam will be conducted from 9.20am -12.20am for theory and 12.20pm -12.40pm for objective test.							
8.	All staff members are requested to publish their project work in one journal.						Guide	
9.	on March 14 <sup>th</sup> in congregation (S	sically and mentally challeng n our campus. Students from t.Anne's will come and orga m staff's students is expected						

FILE NO.:SACET/ECE/FIL/035

REV.NO.00

	Prepared By	Mr.V.Venketesan, AP	V. Vh Deethsminite. 8. ft Japa
	Approved By	Dr.Sr.Anita, HOD	St. ft Int.
	20.02.2020		21/2/2
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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 – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

### (2010-2010)

### CIR.No. : SACET/ECE/CIR/ 53

### Date:10.03.2020

It is to be informed that the department meeting will be held on 10.03.2020 at 1:15 PM. All members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Regarding Practical exam.
- 2. General discussion.

HOD

LILE NO.: SACET/ECE/FIL/035

REV.NO.00

EFFECTIVE DATES OF

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				na Univ tution)	<b>INOLOGY</b> versity, Chennai)			
		D	EPARTMENT MEETII	NG MINUT	<b>'ES</b>			
Venue	:	ECE DEPT		]	Date	10.03.2020		
Membe	rs Present: M/s.	1. Mrs.D.Umamaheswari	SP 4. Mr. V. Venkatesar		AP	7.Mr.S.Durairaj	V	AP
		2. Mr.S.Balabasker AS	SP 5. Mr.B.Arunkumar	-100	AP			1.1
		3.Mr.R.Radha Krishnan AI	P 6.Ms.M.sahinippriya	1 1159	AP			
Membe	ers Absent :	Nil						
S.No.		Points Discussed & Decisio	ns taken	Targ Dat	-	Responsibility	R	lemarks
1.	Model theory ex	Iodel theory exam will be conducted on				Staff members		
2.	Model practical	odel practical exam will be conducted on				Staff members		
3.		report entry will be on 28 <sup>th</sup> Marc htry on our college website.	h. So staff member kindly	-		Staff members		
4.	Farewell function	n for final year students will be o	n	30.03.2020		Class in charges		
5.	Final year last re	eview for project will be conducte	ed on	27.03.2020		-		
6.	All staff membe journals.	rs are advised to publish paper in	the reputed international			-		
7.	Secretary insiste compulsory.	d that every faculty members sho	ould admit students 2			-		
8.	All ECE staff m get more than 20	embers want to admit students in ) students.	the department ECE to	-		Staff members		
9.	Final year studer signature on (or)	nts should submit the project repo	ort for getting HOD	20.03.20	20	Staff members		an an an Anna

FILE NO.:SACET/ECE/FIL/035

Prepared By Mr.V.Ver	ikatesan, AP V. White Theman 113 2020
Approved By Dr.Sr.Ani	tia, HOD Sende This 2020
10.03.2020	
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COLLEGE OF ENGINEERING AND TECHNOLOGY (Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai) (An ISO 9001:2015 Certified Institution) ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

### CIR. No. : SACET/ECE/CIR/57

#### Date: 03.06.2019

It is to be informed that the department meeting will be held on 03.06.2019 at 1:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

- 1. Submission of course file
- 2. Schedule for practical classes
- 3. Schedule for workshops
- 4. General discussion

FILE NO.: SACET/ECE/FIL/035

**REV.NO.00** 

A THEFT		(Ap	HNOLOGY versity, Chennai) 7 006.					
Venue	:	ЕСЕ ДЕРТ	221	ARTMENT MEETING		Date	03.06.2019	
Membe	rs Present: M/s.		ASP	4. Mr.V.Venkatesan	What	AP	7.Mr.S.Durairaj	AP
		2. Mr.S.BalaBasker	ASP	5. Mr.B.Arunkumar		AP	<u>_</u>	
		3. Mrs.B.MaryAmalaJenni	AP	6.Ms.S.Devika		AP		
Membe	ers Absent :	Mr.R.Radha Krishnan AP	1					
S.No.	o. Points Discussed & Decisions taken					rget ate	Responsibility	Remarks
1.	Orientation prog	gram will be conducted for sta	iff on	June 21 <sup>st</sup> - June 22 <sup>nd</sup>				
2.		gram will be conducted for stu						
3.		tion will be held for staff.			14.06	.2019	Staff members	
4.	Working Lab ma	anual with viva questions shou	ld be	submitted to the HOD.	14.06	.2019	Staff members	
5.	Following works	shops are planned for the next	semes	ster.				
	IV Year – Digita	al Image Workshop on July 5 <sup>th</sup>	– July	y 6 <sup>th</sup>				
		S Workshop on Aug $30^{th}$ – Au						
	IV Year – Embe	dded Workshop on Aug 22 <sup>nd</sup>	– Au	g 23 <sup>rd</sup>				
1	III Year – Scilab	Workshop on July 31 <sup>st</sup>						
		workshop on July 19 <sup>th</sup> - July 2						
6.	Special lab sche	dule should be submitted to the	e HOI	).	7.06.	2019	Class Incharges	
9	1				I			
And and a second second					Prepar	*	Mr.V.Venkatesan, AP	V. Unbertisny
					Appro	ved by	Sr.Anita, HOD	Stoff 2
					Date		03.06.2019	
					Page N	0.	1/1	



# **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 – 607 006.

# DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING CIRCULAR (2018-2019)

#### CIR. No. : SACET/ECE/CIR/58

#### Date: 27.06.2019

It is to be informed that the department meeting will be held on 27.06.2019 at 1:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

- 1. Unit completion dates.
- 2. Regarding Unit test.
- 3. General discussion.

FILE NO.: SACET/ECE/FIL/035

REV.NO.00

EFFECTIVE DATE: 06. 10. 2017

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1	ST. AN COLLEGE OF ENGINEER			INOLOGY						
1.0	(Approved by AICTE, New Delhi, A									
		(Approved by AICTE, New Denni, Annaed to Anna Oniversity, Chemiar) (An ISO 9001:2015 Certified Institution)								
	ANGUCHETTYPALAY			006.						
	DEPARTMENT MEETIN	IG MINU	1							
Venue	: ECE DEPT		Date	27.06.2019						
Membe	rs Present: M/s. 1. Mrs.D.UmaMaheswari ASP 4. Mr.V.Venkatesan	Vnot	AP							
	2. Mr.S.BalaBasker ASP 5. Mr.B.Arunkumar	Don	AP							
	3. Mr.R.Radha Krishnan 🖌 AP 6.Mr.S.Durairaj	X.	AP							
Membe	ers Absent : Mrs.B.MaryAmalaJenni									
S.No.	Points Discussed & Decisions taken	Ta	rget	Responsibility	Remarks					
5.110.	r onnes Discussed & Decisions taken	D	ate							
1.	All staff members should be present in class room before prayer start without fail	5		Staff members						
2.	Class incharge should give new log book, name list, time table for the concern subject handling staff.									
3.	Unit completion dates									
	Unit-1	16.07	7.2019	Staff members						
	Unit-2	02.08	3.2019							
	Unit-3	30.08	8.2019							
	Unit-4	14.09	9.2019							
	Unit-5	09.09	9.2019							
4.	DIP workshop will be conducted for final year student from 5-7-2019 to 6-7-2019									
		Prepa	red by	Mr.V.Venkatesan, AI	· V. Watana					
		Appro	ved by	Sr.Anita, HOD	Sitt					
	and a second	Date	an an the first state of the second	27.06.2019						
		Page N	No.	1/1	C. C. C. C. C.					



# **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.

#### DEPARTMENT OF SCIENCE AND HUMANITIES

#### CIRCULAR

(2019 - 2020)

#### CIR. No.: SACET/S&H/CIR/01

#### Date: 01.08.19

It is to inform that a department meeting will be held on 02.08.19 at 12.40 p.m in the Department. All the faculty members are requested to attend the meeting without fail.

- Subject Allocation
- First Year Inauguration
- Study Material Submission
- First Year Admission
- General Discussion

Derot Atempo N. Garado R. Juit S. A. P Though V- Rottob L. J. A.



# **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.

### DEPARTMENT OF SCIENCE AND HUMANITIES

### DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACE	CT/S&H/CIR/01 Date	of Meeting : 02.08.19	Venue : S&H Department
	Dr. A. John Peter, Prof/Phy	Mrs. S. Ramya, ASP/Chem	Mr. N. Syed Mubarak, ASP/Mat
Staff Members Present:	Ms.N.Saranya, AP/Eng	Mrs. J. Joaquine Arokia Mary, Lect/Cherk	
Stall Members Present:	Mr. R. Vishwalingam, AP/Mat	Dr. A. Azhagappan, Prof/Mat	Mr. D. Sampath Kumar, AP / Eng
	Mr.C. Chakrapani, Librarian.		
Staff Members Absent:			

S. No.	Points Discussed & Decisions taken	Responsibility	Remarks
1.	Staff members were discussed on subject allocation for the forth coming odd semester. The staff members were informed their respective classes.		
2.	Discussion on first year inauguration was done. The role and responsibilities of the staff members were discussed.		
3.	Affidavit Forms & Rules Forms	Mr. A. Arockia raj	
4.	Hall Arrangements	Mr. R. Vishwalingam, Mr. A. Arockia raj Mr. A.Prem kumar	
5	Stage Decoration	Mrs. S. Agnes Mary Mr. A. Arockia raj Mrs. J. Joaquine Arokia Mary	

6	Hospitality &	Mrs. S. Ramya,	
	Board, Rangoli	Mrs. J. Joaquine Arokia Mary,	
7	Invitation > Banner, Invitation > By Post And Message	Mr. R. Vishwalingam, Mr. A. Arockia raj	
8	Staff Members Are Advised To Follow Up Admission process.		
9	First year handling staff members are advised to submit their course material for 3 units. (subject notes, 2 marks with answers, 16 marks questions, question bank for exam cell, CD etc) on or before 16.08.19.	Individual staffs	

A-1-truth PREPARED BY

1 VERIFIED BY

Rfutuadan APPROVED BY 17/9/08

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.

EFFECTIVE DATE: 06.10. 2017

FILE NO: SACET/S&H/FIL/035-02

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REV.NO.: 00



# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

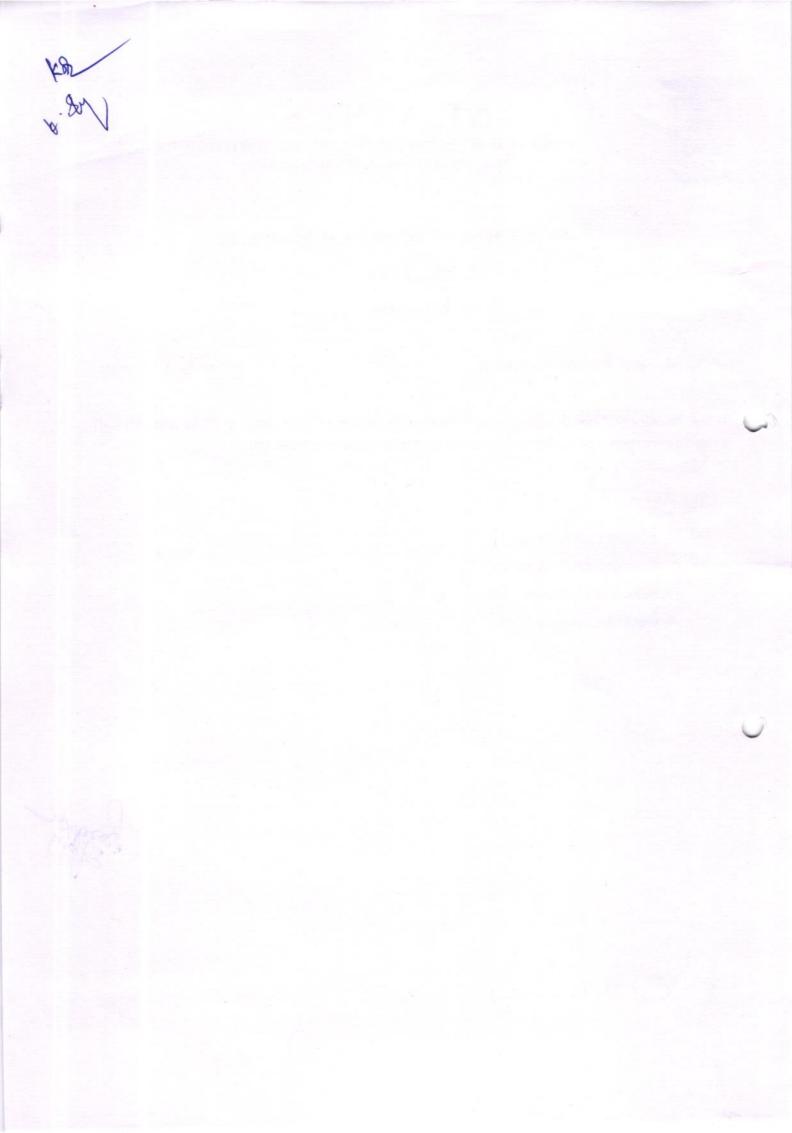
(2019-2020)

# CIR. No. : SACET/MECH/CIR/01

Date: 3. 06. 2019

It is to be informed that the department meeting will be held on 3. 06. 2019 at 11:45 AM. All staff members are requested to assemble in the department on time without fail.

- 1. Reopening of college
- 2. Staff orientation program
- 3. Submission of notes
- 4. General discussion



Sect. Se				ST.A	NNE'	S		
Rent				GE OF ENGINEE				
X				NGUCHETTYPALAY			0.	
¥7		MECH DEPT	DEPAR	RTMENT MEETI	ING MINUT	ES Date	3.06.2019	
Venue Membe	ers Present: M/s.	MECH DEPT 1.Dr.D.Ommurugadhasan	Prof &	4. Mr.R.Sasikun	nar A	AP	7. Sr.Josephine	AP
		der .		HOD			Mary. A	A
		2. Mr. K.Saravanan b. &	ASP	5. Mr. P.Muruga	1.1	AP	8. Mr. T.Elango	van AP
		3. Mr.K.Shanmugha Elango	ASP	6. Mrs. Annie Jo	ohn ' M	ASP	9.Mr.R. Jaya Ku	ımar AP
Membe	ers Absent				-			
S.No.	P	oints Discussed & Decis	en	Target Da	ate I	Responsibility	Remark	
1.	College reopens	on			19.6.2019	9	Each staff	
2.	Names of class	in charges ,should be given to	Principal	1	-		HOD	
3.	Staff orientation	n program			21.6.19 - 22.6.19	-	Each staff	
4.	Lab schedule sh	ould be prepared and submitt	ed to Prin	cipal	7.6.19		Each staff	
5.	Course file shou	Ild be submitted without fail			28.6.19		Each staff	
6.	Casual leave will	Il be calculated from January	- Decemb	ber	1.1.2020	)	Each staff	
7	Stationeries for	the next academic year can be	e obtained	I from the office	-		Each staff	
					Prepared by	, , , , , , , , , , , , , , , , , , , ,	rs.Annie John SP	M
					Approved b		r.D.Ommurugada n, HOD	opende 3619
					Date		06.2019	0 1
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## DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

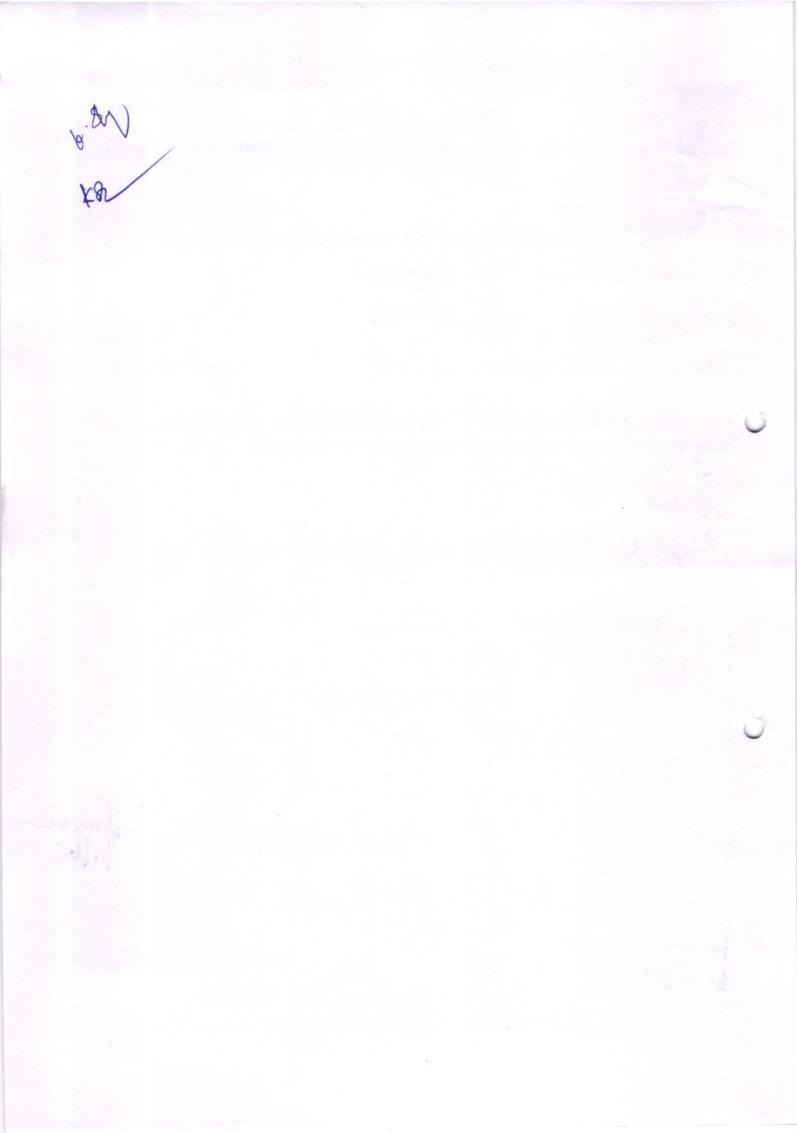
#### (2019-2020)

#### CIR. No. : SACET/MECH/CIR/02

Date: 14. 06. 2019

It is to be informed that the department meeting will be held on 17. 06. 2019 at 4:20 PM. All staff members are requested to assemble in the department on time without fail.

- 1. Schedule for the semester
- 2. Unit completion dates
- 3. CIA dates
- 4. General discussion



No.				ST.A					
Real				<b>GE OF ENGINEE</b>					
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	r			NGUCHETTYPALAY			110.		
			DEPAR	TMENT MEETI	ING MINUT				
Venue	:	MECH DEPT				Date			
Membe	HOD			4. Mr.R.Sasikum	. 0	AP	7. Sr.Josephine Mary. A		AP
		2. Mr. K.Saravanan	ASP	5. Mr. P.Muruga	n k	AP	8. Mr. T.Elangovan		AP 😽
		3. Mr.K.Shanmugha Elango	ASP	6. Mrs. Annie Jo	ohn M ASP		9.Mr.R. Jaya K	umar	AP. S
Membe	ers Absent		L			- I and	I		L
S.No.	Points Discussed & Decisions taken				Target	Date	ate RESPONSIBILI TY		IARKS
1.	College staff pra	College staff prayer					Each staff		
2.	Department pray	ver for students and staff			19.6.20	19	HOD		
3.	Staff orientation	program			21.6.19 - 2	2.6.19 Each staff			
4.	Weekly plan hav	ve to be submitted to Principal	l every we	eek			Each staff		
5.	CIA test will be	conducted for 100 marks from	n this sem	nester			Each staff		
6.	Schedule for thi	s sem according to Anna uni		Reopening date sing date	01.7.20		Each staff		
7	CIA test will be coaching	conducted in the morning a	nd afterno	oon there will be	- Each staff		Each staff		
8	Unit completion Unit 1 Unit 2 Unit 3 Unit 4				16.7.1 2.8.19 30.8.1 14.9.1	9 9	Each staff		
	Unit 5	1			9.10.1				
9	Lab experiments	should be completed			31.7.20	19	Lab handling staff	distant in the	

FILE NO: SACET/MECH/FIL/035

REV.NO:00

EFFECTIVE DATE: 06.10.2017

	CIA exam schedule		
	CIA 1	5.8.19 - 10.8.19	
10	CIA 2	16.9.19 -21.9.19	Each staff
	CIA 3	11.10.19-	
		17.10.19	
11	Model practical	18.10.19 -	Lab handling staff
11		19.10.19	
12	Canteen in charge(Have to get token from him)	10 has	Mr. Santhosh
	N	Prepared by	Mrs.Annie John
			ASP
		Approved by	Mr.D.Ommurugada
			san, HOD
		Date	17.06.2019
		Page No.	1/1

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### DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

#### (2019-2020)

# CIR. No. : SACET/MECH/CIR/02,

## Date: 24. 06. 2019

It is to be informed that the department meeting will be held on 25. 06. 2019 at 12:35 PM. All staff members are requested to assemble in the department on time without fail.

- 1. Anna university results
- 2. ISO File completion
- 3. Preparation for class
- 4. General discussion



se t. er	r		ST.A				
*		COLLE	GE OF ENGINEE	RING AND	TECH	NOLOGY	
S			ANGUCHETTYPALAY			10.	
		DEPA	RTMENT MEETI	NG MINUT		25.06 2010	
Venue	:				Date	And the second	AP
Member	rs Present: M/s.	1.Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikum	ar A	AP	7. Sr.Josephine Mary. A	L
		2. Mr. K.Saravanan ASP	5. Mr. P.Muruga	n W	AP	8. Mr. T.Elango	ovan AP
		3. Mr.K.Shanmugha ASP Elango	6. Mrs. Annie Jo	ohn N	ASP	9.Mr.R. Jaya K	umar AP
Membe	ers Absent					RESPONSIBILI	REMARKS
S.No.	P	oints Discussed & Decisions ta	aken	Target I	Date	TY	KEIVIANKS
1.	Give reasons for results. Get a co	ve reasons for low pass percentage in the recent Anna university ults. Get a comparison with other colleges				Each staff	
2.	Keep the labs no					Lab assistants	
3.	ISO files should					Each staff	
4.		ould be submitted		Every Mo	onday	Each staff	
5.		ıld be submitted		28.6.1	9	Each staff	
<u> </u>		on very essential		Every c	lay	Each staff	
0.				Prepared b	oy	Mrs.Annie John ASP	M
				Approved	by	Mr.D.Ommurugada san, HOD	Jografithe
				Date		25.06.2019	V
				Page No.		1/1	



# DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR

(2019-2020)

# CIR. No. : SACET/MECH/CIR/01-

Date: 29. 06. 2019

It is to be informed that the department meeting will be held on 1. 07. 2019 at 12:35 PM. All staff members are requested to assemble in the department on time without fail.

- 1. Way of teaching
- 2. Discipline of students
- 3. Parents meeting
- 4. General discussion



			COLLEC	<b>ST.A</b> GE OF ENGINEE			OLOGY		
S				NGUCHETTYPALAY					
			DEPAF	RTMENT MEETI	ING MINUT	TES			
Venue	:	MECH DEPT				Date	1.07.2019		
Members Present: M/s		1.Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikum	4. Mr.R.Sasikumar		7. Sr.Josephine Mary. A		AP
		2. Mr. K.Saravanan	ASP	5. Mr. P.Muruga	n ł	AP	8. Mr. T.Elango	ovan	AP St
		3. Mr.K.Shanmugha Elango	ASP	6. Mrs. Annie Jo		ASP	9.Mr.R. Jaya K	umar	AP
Membe	ers Absent								1 <b>T</b> ~
S.No.		oints Discussed & Decis	Target D	Date Responsibility		Remarks			
1.	Mention the tex notes	t book for the subject ,from	which yo	ou have taken the			Each staff		
2.	Real time examp	oles should be explained in the	e class		-		HOD		
3.	Interact with the	students							
4.	Lab completed d	etails should be prepared and	d submitte	ed to Principal			Each staff		
5.	Principal will sig	on the documents only with the	ne current	date			Each staff		
6.		e should be correctly monitor					Each staff		
7	Last date for read	dmission /transfer of students			12.7.201	9	Each staff		
8	Cover the syllab part	us thoroughly, both theory p	ell as problematic			Each staff			
9		All the parents should be informed to come to college within the next two weeks and should made them aware of the latest university results					Each staff		
10	Absentees should	d be followed					Each staff		

11	Counseling should be given to students regularly		Each staff	
		Prepared by	Mrs.Annie John ASP	N
		Approved by	Mr.D.Ommurugada san, HOD	people
		Date	1.07.2019	4.
		Page No.	1/1	



### DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

(2019-2020)

# CIR. No. : SACET/MECH/CIR/05

Date: 5. 07. 2019

It is to be informed that the department meeting will be held on 08. 07. 2019 at 12:35 PM. All staff members are requested to assemble in the department on time without fail.

- 1. Unit 1 completion
- 2. Students orientation program
- 3 .Graduation day
- 4. General discussion



No.	ä			ST.Al	NNE'	S			
21			COLLE	GE OF ENGINEE	RING AND	ГЕСНИ	OLOGY		
S.	2			ANGUCHETTYPLAY					
			DEPA	RTMENT MEETI	NG MINUT	ES			
Venue	:	MECH DEPT	100			Date	08.07.2019	08.07.2019	
Membe	ers Present: M/s.	1. Dr.D.Ommurugadasan	Prof.	5. Mr. P.Muruga	n ly	AP	9.Mr.R. Jaya Ku	mar	AR
		2. Mr. Saravanan	ASP	6. Mrs. Annie Jo		ASPN	/		P
		3. Mr.R.Sasikumar	AP	7. Sr.Josephine	Mary	AP 🖌			
		4. Mr.K.Shanmugha Elango	ASP	8. Mr. T.Elangov	/an	AP	Ž		
		NIL				· · · ·	•1•1•4	D	
S.No.		oints Discussed & Decis	Target D		Responsibility Each staff	Ke	marks		
1.	Unit 1 completio				16.07.201 15.07.201		Each staff		
2.	Daily test results	s should be conducted from be informed of their wards abs			Daily	9	counseling staff		
		tion program: Resource perso	and the second se	St Josephs college					
4.	,Trichy	tion program. Resource perso	ing monn	Strobepin conege	15.07.201	9 A	All staff members		
5.	News letter shou	ld be ready			12.07.201	12.07.2019 in charge			
6.	Gents staff mem	ber should wear tie					Each staff		
7.	Graduation day				24.08.201	.9	Each staff		
8.	Continuous leav	e will not be permitted							
9.	Risk file in char	ge					r.Josephine Mary & Mr. P.Murugan		
10.	While taking cla whole class	try to speak to the			Each staff				
11.	MESA an IST Entrepreneurshi	E conducting orientation pr	ogram'	' The Passion on	12.07.201	9	Each staff		
					Prepared b	•	rs. Annie John, SP	N	/
					Approved I		r.D.Ommurugadh an, HOD	fro	pol

		Date Page No.	8.07.2019 1/1	



### DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

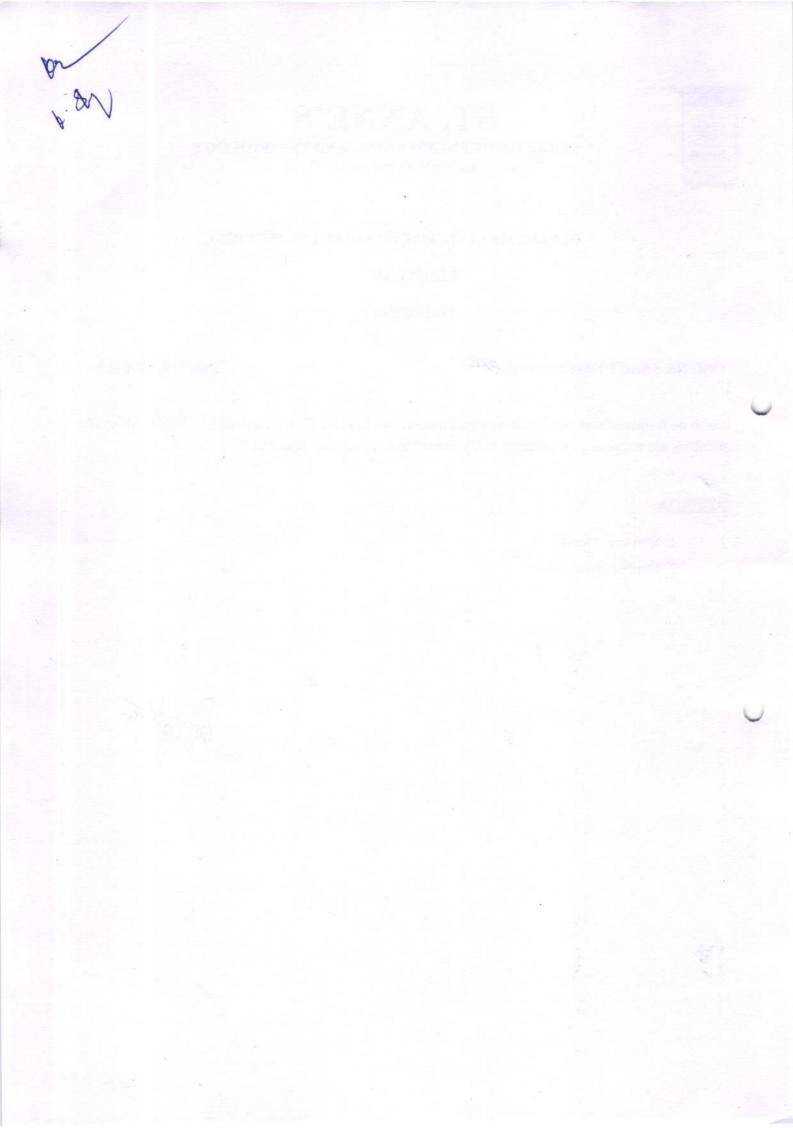
(2019-2020)

# CIR. No. : SACET/MECH/CIR/

Date: 19. 07. 2019

It is to be informed that the department meeting will be held on 22. 07. 2019 at 12:35 AM. All staff members are requested to assemble in the department on time without fail.

- 1. St Anne's feast
- 2. General discussion



14.1.M			ST.A	NNE'	S					
-		COLLEGE OF ENGINEERING AND TECHNOLOGY								
S	5	ANGUCHETTYPALAYAM, PANRUTI – 607 110.								
		DEPA	RTMENT MEETI	ING MINUT	ES					
Venue	:	MECH DEPT		Date	22.07.2019					
Members Present: M/s.		1.Dr.D.Ommurugadhasan, Prof &	4. Mr.R.Sasikum	nar AP		7. Sr.Josephine Mary. A	AP			
		2. Mr. K.Saravanan ASP	5. Mr. P.Muruga	in M	AP	8. Mr. T.Elango	ovan AP			
		3. Mr.K.Shanmugha ASP Elango	6. Mrs. Annie Jo	ohn M	ASP	9.Mr.R. Jaya K	umar AP			
Membe	ers Absent	· · · · · · · · · · · · · · · · · · ·	I							
S.No.	Points Discussed & Decisions taken			Target D	Pate Responsibility		Remarks			
1.	All catholic stat 11.30AM for St.	26.07.201	9 staff							
2.	College will cele	24.07.201	9 Each staff							
3.	Tableau timings for the St Anne's feast day			10.30am o 24.07.201		Each staff				
4.	Counseling fees can be reduced for first year management admission			5.10.201	9 Each staff					
				Prepared by		Ars.Annie John ASP	M.			
						r.D.Ommurugada an, HOD	greek in			
		Date		2.07.2019						
				Page No.	1.	/1				



### DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

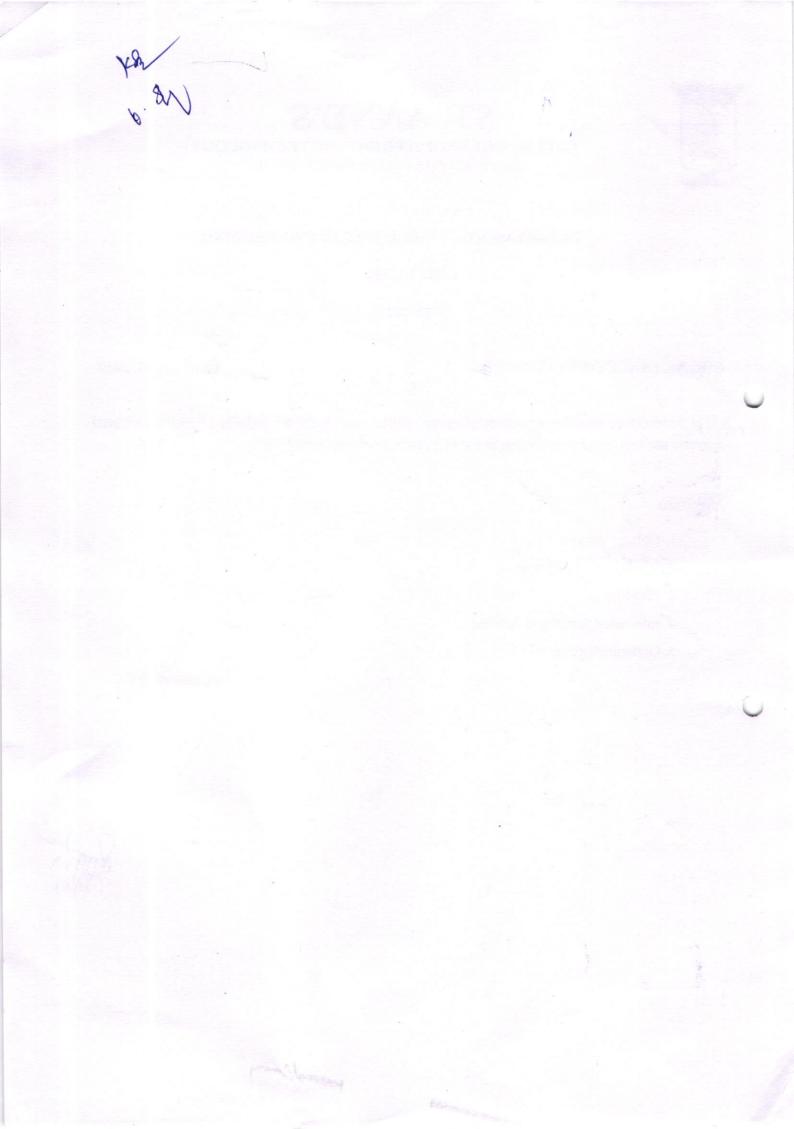
(2019-2020)

# CIR. No. : SACET/MECH/CIR/04

#### Date: 26. 07. 2019

It is to be informed that the department meeting will be held on 29. 07. 2019 at 12:35 PM. All staff members are requested to assemble in the department on time without fail.

- 1. College prayer
- 2. Internal marks split up
- 3. ISO File
- 4. Internship for III year students
- 5. General discussion



			NNE <sup>2</sup> RING AND	TECHN						
Second Second	*			NGUCHETTYPALAY			).			
Venue		MECH DEPT		Date	29.07.2019					
Members Present: M/s.				4. Mr.R.Sasikum	nar & AP		7. Sr.Josephine Mary. A		AP	
		2. Mr. K.Saravanan p. g.	ASP	5. Mr. P.Muruga	n ly	AP	8. Mr. T.Elange	ovan	AP	
		3. Mr.K.Shanmugha Elango	ASP	6. Mrs. Annie Jo	( )	ASP	9.Mr.R. Jaya K	umar	AP	
Membe	ers Absent									
S.No.	P	Points Discussed & Decisions taken				ate R	esponsibility I		Remarks	
1.	All staff members should be present for college prayer at auditorium by 9.05 AM				All Mond	ay	Each staff			
2.	Updated question bank should be submitted to the exam cell with the approval of HOD				5.10.201	9	Each staff			
3.	Internal mark split up should be informed to the students Test -10 Assignment - 05 Objective test- 03 Attendance -02(75%- 85% - 1 mark, >85% - 2marks)						Each staff			
4.	ISO Files will be checked after 4.45 pm by the principal; complete the files				5.10.201	5.10.2019 Each staff				
5.	For III years, Internship program is compulsory. Class in charge should arrange						Class in charge			
6.	University results should be send to parents				29.07.201	19 I	Each counseling staff			

7	Fees collection should be followed	-	Class in charge
		Prepared by	Mrs.Annie John ASP
		Approved by	san, HOD
		Date	29.07.2019 V
		Page No.	1/1

FILE NO: SACET/MECH/FIL/035

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REV.NO:00

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EFFECTIVE DATE: 06.10.2017



#### DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR

(2019-2020)

CIR. No. : SACET/MECH/CIR/05

Date: 09. 08. 2019

It is to be informed that the department meeting will be held on 10. 08. 2019 at 11:30 am. All staff members are requested to assemble in the department on time without fail.

- 1. Graduation day
- 2. Project proposal
- 3. Placement training
- 3. General discussion

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AT ANY		COLLEGE OI	F ENGIN	NNE'S IEERING AND T YPLAYAM, PANRU'	ECHNOLO	GY				
3	-			ENT MEETING N						
Venue	:	MECH DEPT				Date 10.08.2019				
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P.Muruga	n 🗍	AP 9.Mr.R. Jaya k		imar	AP Br.D	
		2. Mr. Saravanan 6. Ser	ASP	6. Mrs. Annie Jo	hn	ASP				
		3. Mr.R.Sasikumar	AP	7. Sr.Josephine	Mary	AP \$				
		4. Mr.K.Shanmugha Elango	ASP	8. Mr. T.Elangov	/an	AP				
	- T	NIL								
S.No.		oints Discussed & Decisi			Target Da				Remarks	
1.	notebook	Parents should be called once in a week and enter the call details in a notebook				Ea	Each counseling staff			
2.		After Graduation day ,collect details of students as where they are working, experience they are obtaining, field of work etc				9	Each staff			
3.	Project proposal should be sent and try to obtain the same.						K.Shanmugha Elango & r.R.Sasikumar			
4.	Placement traini	Placement training program for final year mechanical students				12.8.19 to 14.8.19		Placement Coordinator		
5.	National Academy Depository (NAD) – Identity card should be developed, Aadhar no and mobile no required for each student					C	Class in charge			
					Prepared by	y Mrs ASI	. Annie John,	J	Y	
					Approved b	y Dr.I	D.Ommurugadh 1, HOD	D	mahar a	
					Date		08.2019			
					Page No.	1/1				



### DEPARTMENT OF MECHANICAL ENGINEERING

## CIRCULAR

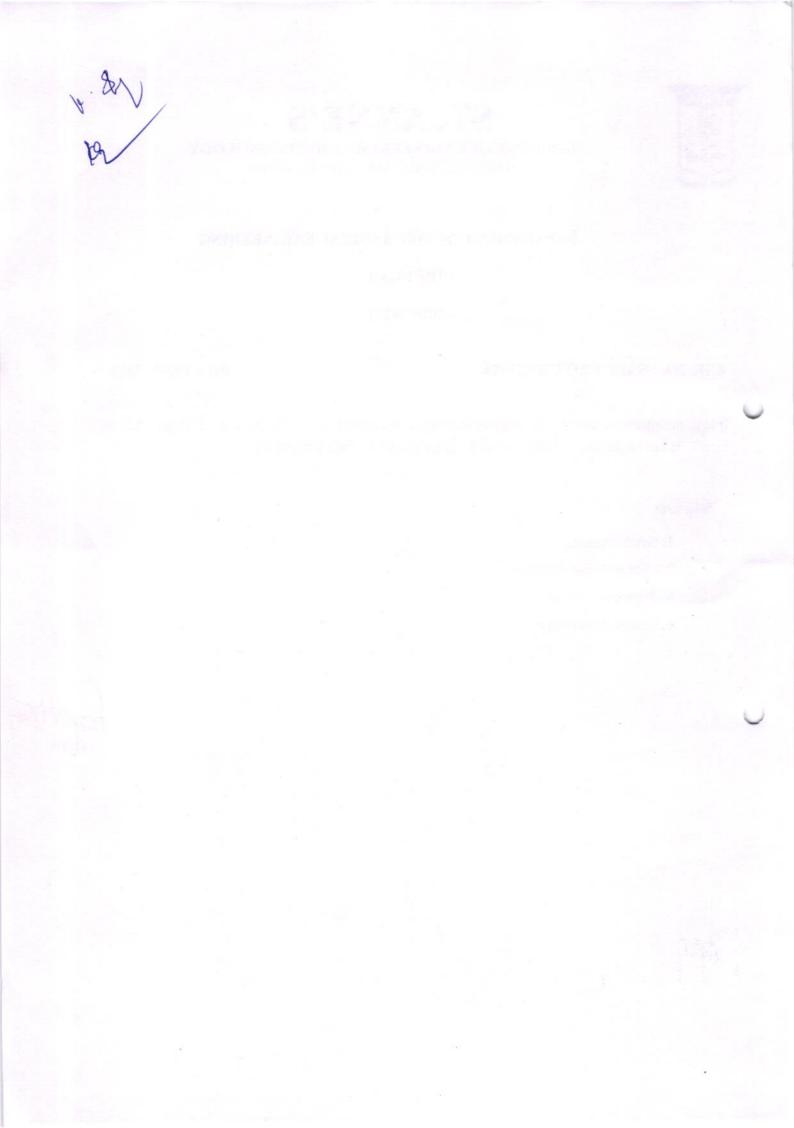
### (2019-2020)

#### CIR. No. : SACET/MECH/CIR/06

### Date: 10. 08. 2019

It is to be informed that the department meeting will be held on 13. 08. 2019 at 12.35 pm. All staff members are requested to assemble in the department on time without fail.

- 1. Graduation day
- 2. First year special class
- 3. Placement classes
- 4. General discussion



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2	<b>\$</b>			TYPLAYAM, PANRU						
¥7.		DE	EPARTM	ENT MEETING	MINUTES					
Venue	:	MECH DEPT				Dat	te	13.08.2019		
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P.Murug	an y	AP		9.Mr.R. Jaya K	umar	AP
		2. Mr. Saravanan	ASP	6. Mrs. Annie Jo	ohn	ASI	PN			pre
		3. Mr.R.Sasikumar	AP	7. Sr.Josephine	Mary	AP	R			
		4. Mr.K.Shanmugha	ASP	8. Mr. T.Elango		AP			 	
Mamb	ers Absent :	Elango br								
S.No.		NIL								
	Parents should b	oints Discussed & Decis	ions tak	en	Target D	ate	Re	sponsibility	Re	marks
1.	notebook with ti	be called once in a week and	a enter the	e call details in a			Eac	ch counseling		
2.		n day ,conduct an Alumini ge	t together		24.08.201	10		staff		
3.	First year special	l classes restarting at 3.05pm	to $4.45$ pr	m from	13.8.19 onwards			Each staff		
4.	be given coachin	should be very effective, prep			onwards	,		Each staff		
5.	During placement should be inform	nt classes, absentees will be	strictly m	onitored; parents			Cla	ass in charge		
6		or final years – ISRO Mahend	lragiri		23.08.19	)		K.Shanmugha Elango & R. Jaya Kumar		
					Prepared by	·		Annie John,	M	
					Approved b			Ommurugadh HOD	long	de 1418/4
					Date			.2019	Ų	
					Page No.		1/1			



COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

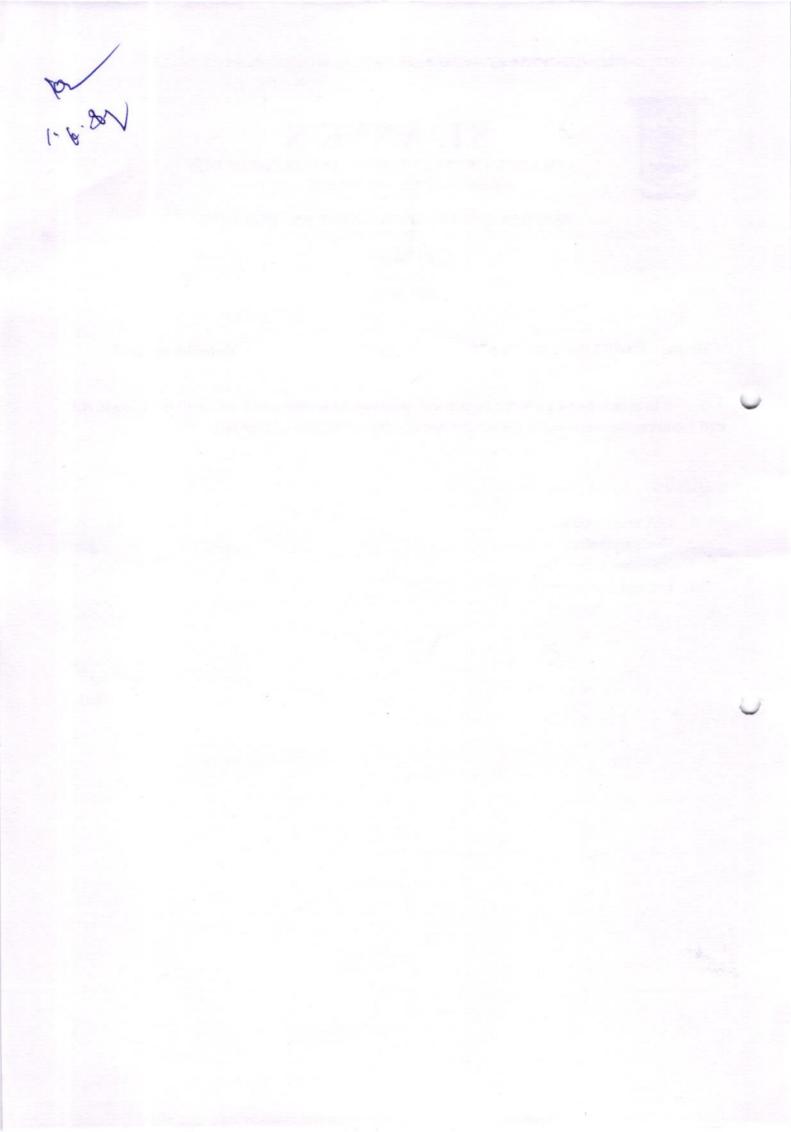
### (2019-2020)

# CIR. No. : SACET/MECH/CIR/07

Date: 16. 08. 2019

It is to be informed that the department meeting will be held on 19. 08. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

- 1. CIA marks updation
- 2. Graduation day
- 3. Attendance updation
- 4. General discussion



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Basel		(	COLLEGI	E OF ENGINEER	LING AND T	ECHN	OLOGY		
No.	5		AN	GUCHETTYPALAY	AM, PANRUTI	- 607 110	).		
			DEPART	<b>MENT MEETIN</b>	<b>IG MINUTE</b>	S			
Venue	:	MECH DEPT				Date	19.08.2019		
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof & HOD	4.Mr.K.Shanmuş	gha Elango	ASP	7. Mr. T.Elange	ovan	AP
		2. Mr. K.Saravanan 💊 🕉	ASP	5. Mr. P.Muruga	n W	AP	8.Mr.R. Jaya K	umar	APJ
		3 Mr.R.Sasikumar	AP	6.Mrs.Annie Joh		ASP .	N		Pris
Membe	ers Absent	Sr.A.Josephine Mary AP	1		V				1
S.No.	P	oints Discussed & Deci	sions tak	en	<b>Target D</b>	ate	Responsibility	Ren	narks
1.		or III year's is being convil be covered, Tests will be					Class in charge		
2.	considered. For	signments should be collected. For CIA -1, objective type test is not sidered. For CIA-1, sum of test mark, assignment mark and mark for endance will be taken.					Each staff		
3.	For CIA -II, asl prescribed portion	k each student to bring at	least 3 qu	estions from the			Each staff		
4.	Attendance mark 85% -2	cs are as follows. For (75 -	85)% - 1	mark, more than			Class in charge		1
5.	Those who are absentees	getting prior permission, r	etest can l	be conducted for			Class in charge		
6.	No leave for CIA	Ι			Transfer to		Class in charge		
7.	Graduation day of Last day for conday	on firmation for students who	are comir	ng for graduation	24.8.201 20.8.201		Each staff	- Au	
8.		rs with second year studen pers in the college campus	nts assemb	ble at 4.45pm to	22.8.201	9	NSS coordinators		
9.		om September .Lab hours	should be	handed over to	1.9.2019	)	Class in charges		

C

10.	One day retreat program for catholic students	20.8.2019	Class in charges	
11.	Updation of attendance in web portal should be very careful, as deviation in this will lead to non award of scholarship.		Each staff	
12.	ISO auditing during next week		Each staff	
		Prepared by	Mrs.Annie John ASP/Mech	M
		Approved by	Dr.D.Ommurugadh asan, HOD	for not sugar
		Date	19.8.2019	•
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**COLLEGE OF ENGINEERING AND TECHNOLOGY** ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

(2019-2020)

# CIR. No. : SACET/MECH/CIR/0\$

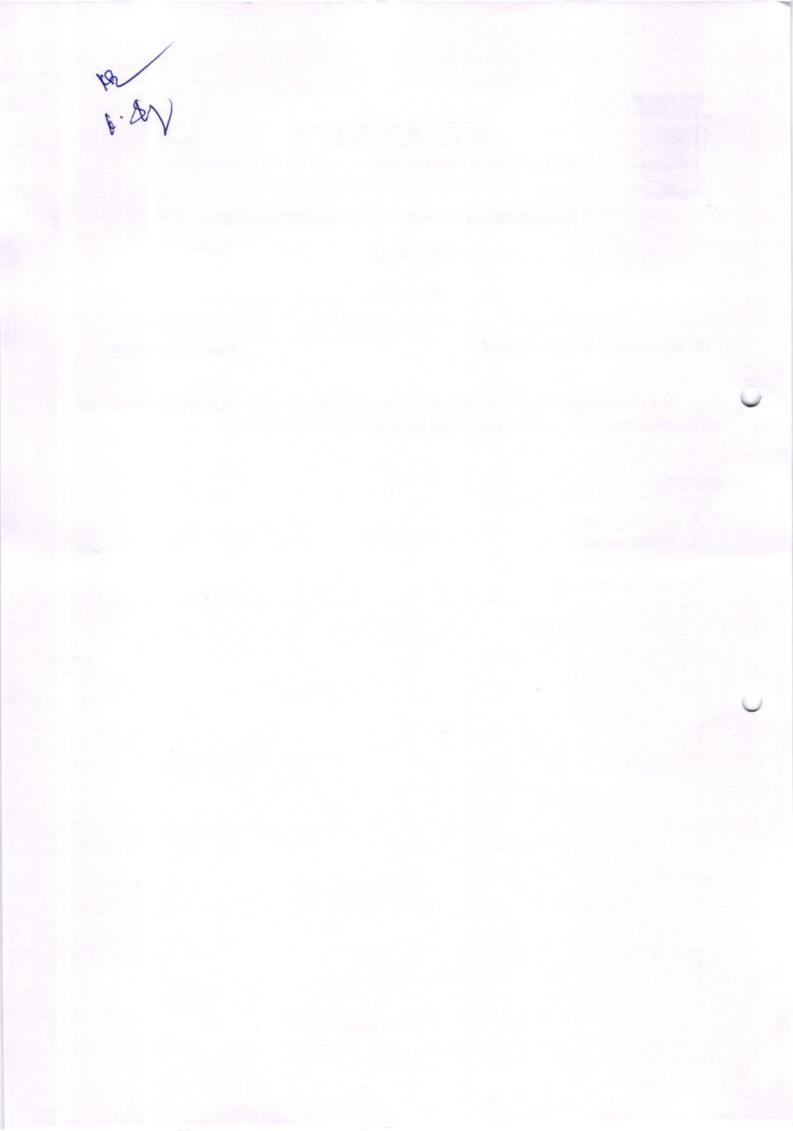
Date: 23. 08. 2019

It is to be informed that the department meeting will be held on 26. 08. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

### AGENDA

- 1. Coaching class
- 2. Project proposal
- 3. Coaching class
- 4. General discussion

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			and the second	GUCHETTYPALAYA			0.			
Venue	:	MECH DEPT			<b>WINDLE</b>	Date 26.08.20				
Membe	rs Present: M/s.	1. Dr.D.Ommurugadhasan	Prof & HOD	4.Mr.K.Shanmuş	gha Elango			7. Mr. T.Elange	ovan	AP
		2. Mr. K.Saravanan 💊 🎾	ASP	5. Mrs.Annie Jo	nie John JM ASP JM 8.Mr.R. Ja				iya Kumar	
		3 Mr.R.Sasikumar	AP	6. Sr.A.Josephin	e Mary	AP	A			p
The second s		Mr. P.Murugan AP				· · · · · · · · · · · · · · · · · · ·		L		1
S.No.		oints Discussed & Decis		en	Target Da	ate	Re	sponsibility	Ren	narks
1.	Attendance entry Attendance entry	tendance entry period in our college web site tendance entry period in our college web site						Each staff		
2.	If the assignmen	ts are not given, put zero for	students					Each staff		<u>.</u>
3.	Coaching class should very int effective	during the evening should reresting. Part-C question,	be very s case stud	erious, coaching dy will be very	Daily			Each staff		
4.	After the industr 100/- fine for one	ial visit, students should con e day absent.	ne to colle	ege regularly. Rs			Cl	lass in charge		
5.	For objective typ	e test, questions should be br	ought by	students				Each staff		
6.		roject proposal should be sent as early as possible					Mr	R.Sasikumar K.Shanmugha Elango		
7.		cord writing should be completed by this week.					L	ab handling faculty	N 4900 1	
8.	UG projects shou journals	projects should be converted into papers and should be published in rnals							Alexandresis	
9.	Staff members ha (i)Result improve	ave the following duties ement						Each staff		

(ii)Admission work ,at least 40 students should be admitted in department (iii)Every one should publish a paper in a journal	a	
이 같은 것 같은 것 같은 것 같은 것은	Prepared by	Mrs.Annie John
		ASP/Mech
	Approved by	Dr.D.Ommurugadh
		asan, HOD
	Date	26.8.2019
	Page No.	2/2

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COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

## CIRCULAR

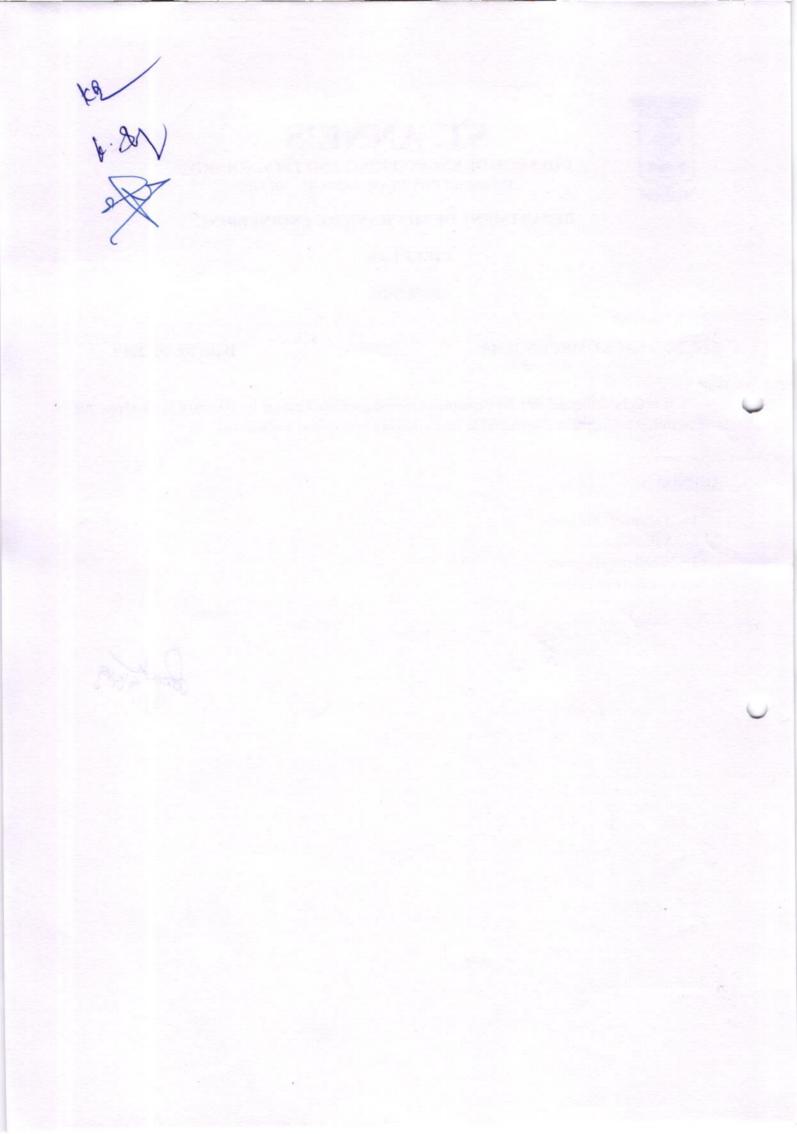
### (2019-2020)

# CIR. No. : SACET/MECH/CIR/09

## Date: 09. 09. 2019

It is to be informed that the department meeting will be held on 10. 09. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

- 1. Awareness program
- 2. Admission
- 3. Women's program
- 4. General discussion



14.1.4 14			ST.A	NNE'	S			
	95'		E <b>GE OF ENGINEE</b> ANGUCHETTYPALAY					
Venue			RTMENT MEETI	ING MINUT				
	ers Present: M/s.	MECH DEPT 1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikum	nar A	Date     AP	10.09.2019 7. Sr.Josephine		AP . P
		2. Mr. K.Saravanan ASP	5. Mr. P.Muruga	in li	AP	Mary. A 8. Mr. T. Elang	ovan	AP o
		3. Mr.K.Shanmugha ASP Elango	6.Mrs.Annie Joh	1	MASP	9.Mr.R. Jaya K		AP
	ers Absent							Fo
S.No.	and the second design of the	oints Discussed & Decisions ta		Target D	ate	Responsibility	Re	marks
1.	Students	ram on 'Self Employment' for Mech		10.09.2019 10.30an		Each staff		
2.		dents not to make sound during the students are shouting during t				Each staff		
3.	Salary delayed d	lue to financial difficulties				Class in charge		
4.	Mother General .She is constan admission proces	enquiring about the poor university tly insisting that staffs should ful ss.	results of students ly involve in the			Class in charge		
5.	Improve internsh	nip program for II and III year studen	ts	Latte sur		Each staff		
6.	Women's awaren	ness program at Annai Velankanni Po	olytechnic,Panruti	10.09.201	19	Mrs. Annie John	N	1
7.	PhD registration	should be done at least by the year 2	021	Year 202	21	Each staff		
8.	Insist students to	pass first year arrear subjects - III ye	ear students	and the second second		Each staff	X	1

9.	ISO files should be completed		Each staff	· · · · · · · · · · · · · · · · · · ·
		Prepared by	Mrs. Annie John ASP/ Mech	M
		Approved by	Dr.D.Ommurugadh asan, HOD	Bogrohn
		Date	10.09.2019	
		Page No.	2/2	•

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COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

### DEPARTMENT OF MECHANICAL ENGINEERING

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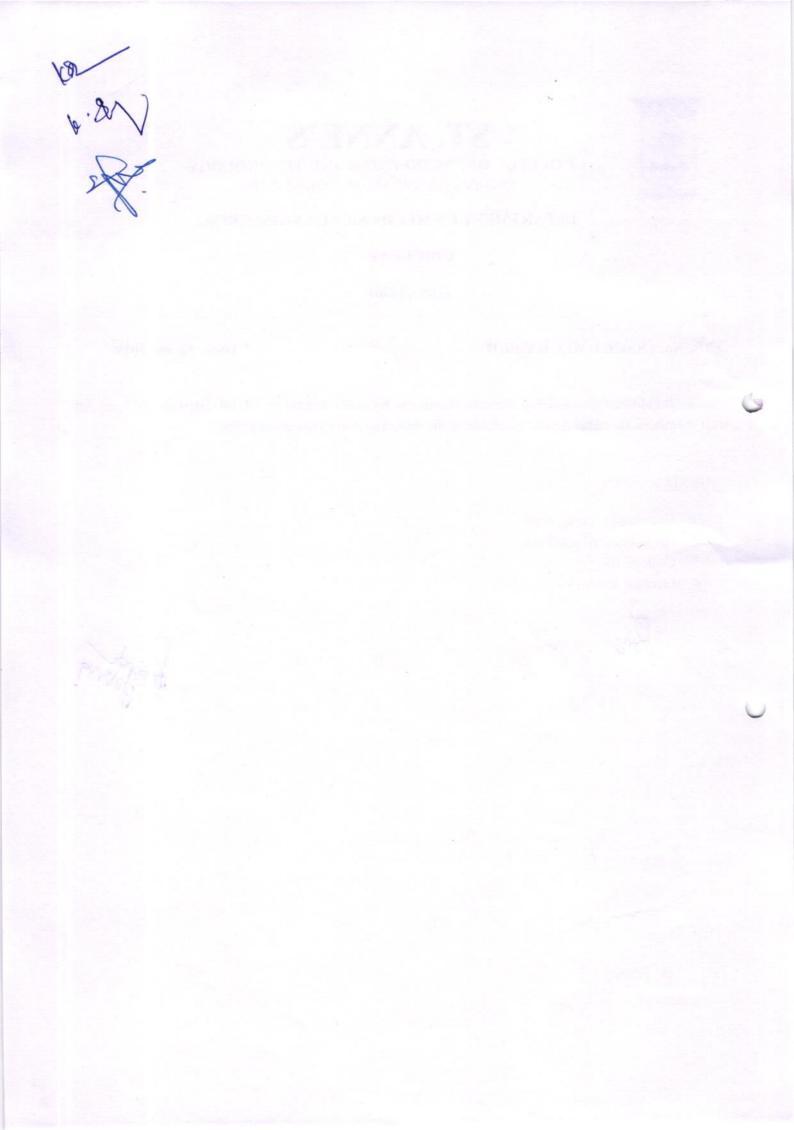
### (2019-2020)

### CIR. No. : SACET/MECH/CIR/10

### Date: 22. 09. 2019

It is to be informed that the department meeting will be held on 23. 09. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

- 1. Evening coaching class
- 2. Attendance of students
- 3. College fees
- 4. General discussion



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In strength			COLLEG	GE OF ENGINEE	RING AND	TECHN	OLOGY		
S	r .		Al	NGUCHETTYPALAY	AM, PANRUT	I – 607 11	0.		
			DEPAR	RTMENT MEETI	NG MINUT	ES			
Venue	:	MECH DEPT				Date	23.09.2019		
Membe	rs Present: M/s.	1. Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikum	mar $\mathcal{V}$ AP		7. Sr.Josephine Mary. A	;	AP
		2. Mr. K.Saravanan	ASP	5. Mr. P.Muruga	n ly	AP	8. Mr. T.Elang	ovan	AP
		3. Mr.K.Shanmugha	ASP	6.Mrs.Annie Joh	n	ASP	9.Mr.R. Jaya K	lumar	AP
Membe	ers Absent	Ų				,			
S.No.	Р	oints Discussed & Decis	ions tak	ken	Target D	ate	Responsibility	Re	marks
1.	Evening coachir	ng class should be strictly more	nitored				Each staff		
2.	-	hould be correctly guided b be useful to college	y staff- F	Projects as far as			Each staff		
3.	Final year stude students are gett	ents should be correctly mor ing absent.	nitored as	more number of			Class in charge		
4.	Students, who a followed.	are having less than 75% att	tendance s	should be strictly			Class in charge		
5.		ould be prepared today itself ore paying the exam fees.	f .Insist th	ne students to pay			Each staff		
					Prepared b		Irs.Annie John SP/Mech	1	2
					Approved b	•	r.D.Ommurugadh san, HOD	progre	sh
					Date		3.09.2019	U	
					Page No.	1/	/1		



COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

### (2019-2020)

# CIR. No. : SACET/MECH/CIR/n

## Date: 24. 09. 2019

It is to be informed that the department meeting will be held on 25. 09. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

### AGENDA

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- 1. Model exam
- 2. Model Practical Exam
- 3. Internal marks
- 4. General discussion

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	J			GE OF ENGINEE					
Section of	5			NGUCHETTYPALA			10.	22.2	
Venue		MECH DEPT	DEPAR	RTMENT MEETI	ING MINUT		25.00.2010		
	ers Present: M/s.	1. Dr.D.Ommuragadhasan	Prof & HOD	4. Mr.R.Sasikum	nar &	Date     AP	<b>25.09.2019</b> 7. Sr.Josephine Mary. A		AP
		2. Mr. K.Saravanan	ASP	5. Mr. P.Muruga	n k	AP	8. Mr. T. Elang	ovan	AP
		3. Mr.K.Shanmugha	ASP	6.Mrs.Annie Joh		ASP			AP
	ers Absent					×			K U
S.No.		oints Discussed & Decis	ions tak	ten	Target D	ate	Responsibility	Re	marks
1.	Model exam dat	es announced			09.09.201 15.09.20		Each staff		
2.	Syllabus should	be completed			30.09.20	19	Each staff		
3.	Model lab shoul	d be completed between			16.10.201 18.10.20		Class in charge		
4.	Practical exams	marks should be uploaded in	the websi	ite	19.10.20	19	Lab handling faculty		
5.	Assignment and model exam.	d objective type III should	be colle	cted/done before			Each staff		
6.	No due list shou	ld be displayed today.			25.09.20	19	Class in charge		
7.	Check internal in the two CIA's.If	marks, whether the students not find the rectification.	are obtai	ning 140/200 for			Each staff		
					Prepared b	•	Mrs. Annie John ASP/ Mech	N	/
					Approved	by I	Dr.D.Ommurugadh Isan, HOD	Dorg	sh
					Date		25.09.2019	V	
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# ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

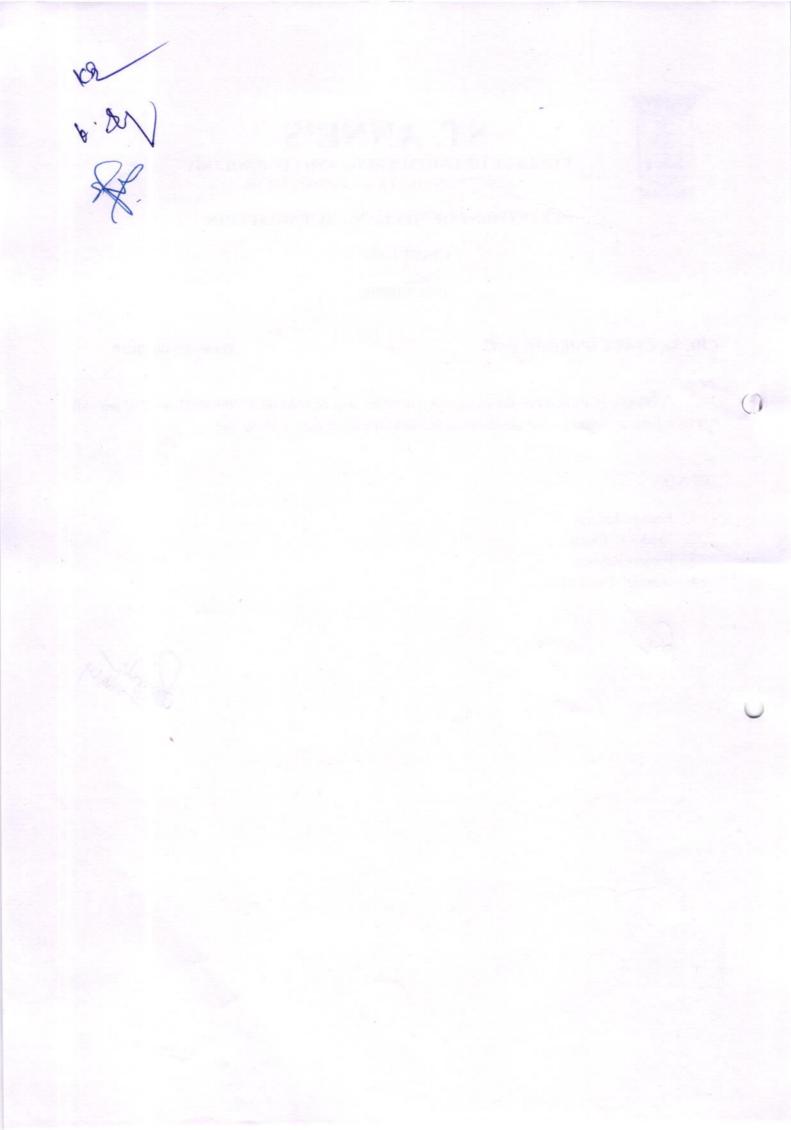
(2019-2020)

# CIR. No. : SACET/MECH/CIR/t2

Date: 27. 09. 2019

It is to be informed that the department meeting will be held on 30. 09. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

- 1. Fees collection
- 2. Model II Exam
- 3. Project batches
- 4. General discussion



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				RTMENT MEETI			-		
Venue	:	MECH DEPT				Date			
Membe	ers Present: M/s.	6-	Prof & HOD	4. Mr.R.Sasikum	har $\Delta$	AP	7. Sr.Josephine Mary. A		AP
		2. Mr. K.Saravanan	ASP	5. Mr. P.Muruga	n ly	AP	8. Mr. T. Elange	ovan	AP
		3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie Joh	n	MSP	9.Mr.R. Jaya Ku	ımar	AP Brdg
Membe	ers Absent								4 0
S.No.	P	oints Discussed & Decis	ions tak	ken	Target D	ate	Responsibility	Rei	narks
1.	Fees should colle	ected as early as possible					Each staff		
2.	Model exam wi afternoon.	ill be conducted in the mor	ning and	coaching in the			Each staff		
3.	First year arrear	coaching over.					Class in charge		
4.	ISO NC's should	d be closed			30.09.201		Each staff		
5.	After completion	n of model I exam, there will	be model	II exam.			Each staff		
6.	There should be	proof for increasing the CIA	marks.				Each staff		
7.	Record must be	completed within this week.					Each staff		
8.	Project batches s	should be made ready. Select d should be cost effective.	t projects	which are useful			Class in charge		
9.	Projects should b	be published as papers in the i	reputed jo	ournals.			Each staff		
					Prepared by		Mrs. Annie John ASP/ Mech	M	/
					Approved b		Dr.D.Ommurugadh asan, HOD		Jeally
						Date 30.09.2019			A
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# **ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY** ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

## CIRCULAR

(2019-2020)

## CIR. No. : SACET/MECH/CIR/13

Date: 10. 12. 2019

It is to be informed that the department meeting will be held on 11. 12. 2019 at 2.00 pm. All staff members are requested to assemble in the department on time without fail.

- 1. Notes preparation
- 2. Discipline of students
- 3. ISO File
- 4. General discussion

1. D. . Je Printing 2. 4 minute 3. 6. 9.9 4. 19 4. 19 11/2/15 5. 24 11-12-19 6. 19/2-18 10-18 19/

		S	ST.A	NNE'S					
				EERING AND T		GY			
, see the	SF			YPLAYAM, PANRUT ENT MEETING N					
Venue	:			ENT MEETING F		Date	11.12.2019		
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P.Muruga	n y	AP	9.Mr.R. Jaya Ku	umar	AP D.J
		2. Mr. Saravanan	ASP	6. Mrs. Annie Jo	hn M	ASP	/		
		3. Mr.R.Sasikumar	AP	7. Sr.Josephine		AP 1			
		4. Mr.K.Shanmugha	ASP	8. Mr. T.Elangov	And a second s	AP	5		
		Elango Vor				- ~			
		NIL	• • •		T (D	4		D	
S.No.		oints Discussed & Decis	sions tak	ten	Target Da 16.12.201		Responsibility Each staff	Re	marks
1.		for the next even semester l be handled for the second	and third	l vear placement	16.12.2019				
2.	program for the		and unit	i year, placement	21.12.201		Each staff		
3.		dustries are coming for place	ement				Placement Coordinator		
4.	Project should b	e converted to journal papers	<b>.</b>				Each staff		
5.	Class notes,PPT ready	F with audio ,updated quest	tion bank	should be made	16.12.201	9	Class in charge		
6	Christmas celeb	ration for students as well as	staff		23.12.201	9	Each staff		
7	Event details for	r Christmas celebration shoul	d be giver	n to VP	20.12.201	9 C	ultural Committee Members		
8	Those students y should repay the	who had availed bond from n e fees.	nanageme	ent for paying fees		-	12		
9		key for CIA Exams should be made ready					Each staff		11 m
10	Student name lis	st for the even semester shoul	у	15.12.201	9	Class in charge	7	W	

	Prepared by	Mrs. Annie John, ASP	M
	Approved by	Dr.D.Ommurugadh asan, HOD	bog ning
	Date	11.12.2019	
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**COLLEGE OF ENGINEERING AND TECHNOLOGY** ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

### (2019-2020)

### CIR. No. : SACET/MECH/CIR/24

## Date: 14. 12. 2019

It is to be informed that the department meeting will be held on 16. 12. 2019 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

- 1. Training program for final years
- 2. Christmas function
- 3. ISO Auditing
- 4. General discussion



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Se and	5	ANGUCHETTYPALAYAM, PANRUTI – 607 110. DEPARTMENT MEETING MINUTES									
Venue		MECH DEPT	DEPAR	IMENI MEETIN	NG MINUTE			36.t2.2019	1		
Members Present: M/s.		1. Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikum	nar V	AP			ne AP		
		2. Mr. K.Saravanan & ASP		5. Mr. P.Muruga	n ly Al	AP		8. Mr. T. Elang	govan	AL	
		3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie Joh		ASP	M	9.Mr.R. Jaya K	umar	AP	
and an other states and the second states an	ers Absent							L		4 0	
S.No.		oints Discussed & Decisi	ions tak	en	Target D	ate	Responsibility			Remarks	
1.	Absentees shoul	ees should be controlled				Each staff					
2.	Placement traini	lacement training program for final years			16.12.201		- Placement co ordinator				
3.	Dates for parent teachers meeting will be announced and all parents should come on that particular day						Cl	lass in charge			
4.		Prepare list for implant training and internship program				Each staff					
5.	For final year and third year students project, content for all reviews should be guided and checked by the corresponding guide							Each staff			
6.	All staff should prepare PPT with audio recorded for first unit						Each staff				
7.	Christmas function for students will be celebrated with mass followed by students program						Each staff				
8.	ISO audit will be	audit will be conducted during			February	February Class in charge					
9.	Student disciplin	udent discipline, dress code should be strictly followed			Every day Each staff						
10	Notes ,question bank,PPT with voice recording for first unit should be ready			17.12.201				- Georgia	tene		
11	Students who are attending arrear exams can be given OD on that particular date					Class in charge			<u></u>		

Annie John / Mech	10 1 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Ommurugadh HOD	
2.2019	

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EFFECTIVE DATE: 06.10.2017

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**COLLEGE OF ENGINEERING AND TECHNOLOGY** ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

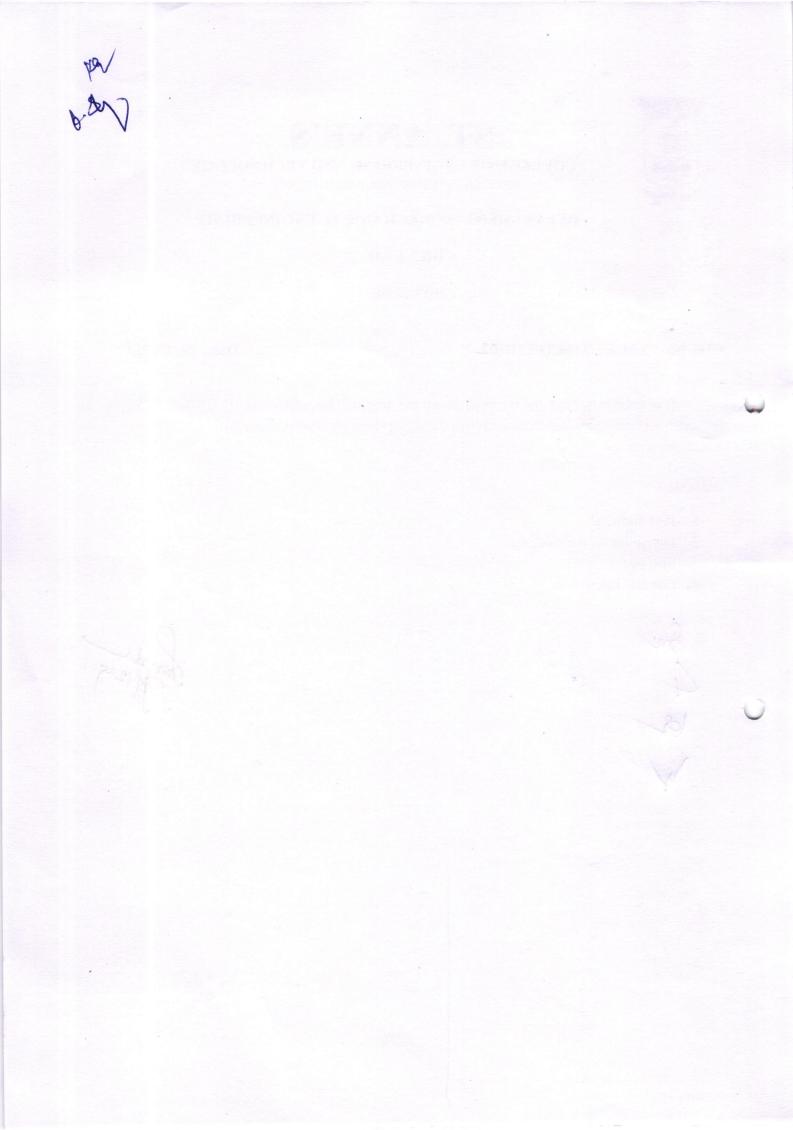
#### (2019-2020)

## CIR. No. : SACET/MECH/CIR/02\_

## Date: 28. 12. 2019

It is to be informed that the department meeting will be held on 02. 01. 2020 at 03.00pm. All staff members are requested to assemble in the department on time without fail.

- 1. ISO auditing
- 2. Discipline of the students
- 3. Slip test
- 4. General discussion



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Rupa		E OF ENGINEER	ING AND	ГЕСНИ	NOL	OGY					
22	5			GUCHETTYPALAYA			10.			)	
¥7			DEPART	IMENT MEETIN	G MINUTI	ES Date		02.01.2020			
Venue Membe	ers Present: M/s.	MECH DEPT 1. Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikum	R.Sasikumar 🖌		<u>,</u>	7. Sr.Josephine Mary. A		AP	
		2. Mr. K.Saravanan N. S. 7	ASP	5. Mr. P.Muruga	n	AP		8. Mr. T. Elang	ovan	AP	
		3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie Joh	n	ASP	M	9.Mr.R. Jaya K	umar	AP	
	ers Absent								T		
S.No.		Points Discussed & Decisions taken			Target I	Date	te Responsibility		Remarks		
1.	ISO surveillance	ISO surveillance audit			08.01.20	20	20 Each staff				
2.	Classes should be conducted according to time table						Each staff				
3.	Thursday working day for final years						С	lass in charge			
4.	On 2.1.2019 ,Monday order should be followed and on 9.1.19 Tuesday order should be followed for final years						Class in charge				
5.	Fridays and Saturdays final years should come regularly for project and should meet the corresponding guides						Each staff				
6.	Project paper should be converted to journal papers, and this is guides responsibility			Landa Ra		Each staff					
7.	Inform students	Inform students to come to college regularly			Each staff			1.5			
8.	On Science day, projects (both third and final year projects) should be completed and should be ready for exhibition			28.02.20	20	20 Class in charge		B	Rapo		
9.	Industrial visits for students should be planned			aga na sa	1.0	1.02	Each staff	11			
10	NSS activities should be conducted			As on sche	edule	a transfer	Each staff		a, asterre		
11	Slip test should	Slip test should be conducted regularly					С	lass in charge			

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12	Staff members should take class by standing on the platform		Each staff	
13	Avoid casual leave if it is not an emergency		Each staff	and the second
14	Theory subjects should be completed as early as possible and that hours can be utilized by tough subjects		Each staff	
		Prepared by	Mrs. Annie John ASP/ Mech	M
		Approved by	Dr.D.Ommurugadh asan, HOD	bogal
		Date	02.01.2020	- 4
		Page No.	2/2	

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

## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR

(2019-2020)

# CIR. No. : SACET/MECH/CIR/03

Date: 04. 01. 2020

It is to be informed that the department meeting will be held on 06. 01. 2020 at 12.35 pm. All staff members are requested to assemble in the department on time without fail.

- 1. Valuation duty
- 2. ISO Audit
- 3. Discipline of students
- 4. General discussion

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	2	COLLEGE OF ENGIN	NEERING AND I TYPLAYAM, PANRU'		GY		
		DEPARTM	ENT MEETING N	MINUTES			
enue	:	MECH DEPT		Date	06.01.2020		
Aembe	ers Present: M/s.	1. Dr.D.Ommurugadhasan Prof.& HOD	n h	AP H	9.Mr.R. Jaya Ku	imar AP	
		2. Mr. Saravanan 😽 🔊 ASP	6. Mrs. Annie Jo	hn	ASP		
		3. Mr.R.Sasikumar 📐 A.P	7. Sr.Josephine	Mary b	AP		
		4. Mr.K.Shanmugha ASP Elango 9	8. Mr. T.Elangov	van	AR	7	
		NIL				•	
S.No.		oints Discussed & Decisions tal	ken	Target Da	ate R	esponsibility	Remarl
1.	Four faculties ha	ave to go for valuation		08.01.202	20		
2.	ISO surveillance	e audit		25.01.202	20	Each staff	
3.	All the staffs sho	ould take classes by standing on the pla	atform	Each staff		Each staff	
4.	Prepare the sub hours of teachin	ject in advance ,so that you can effe	ectively utilize the			Each staff	
5.		vening sign in the main attendance r	register should be	Every da	y	Each staff	
6 Students should not take more than one leave in a month.					0	Class in charge	
Dress code and discipline of students should be strictly followed.				and yes	Cla	ss in charge and discipline	
Riving and						coordinator	A PAN
8	Industrial visit fo	or students should be properly planned	1		C	lass in charge &. IV & ordinator	
9	Zeroth review for	or final year students		09.01.202		Each staff	4

		Prepared by	Mrs. Annie John, ASP	M
		Approved by	Dr.D.Ommurugadh asan, HOD	doman 14 19
		Date	10.08.2019	
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**COLLEGE OF ENGINEERING AND TECHNOLOGY** ANGUCHETTYPLAYAM, PANRUTI – 607 110.

# DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR

#### (2019-2020)

# CIR. No. : SACET/MECH/CIR/4-

# Date: 11. 01. 2020

It is to be informed that the department meeting will be held on 13. 01. 2020 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

#### AGENDA

- 1. ISO audit
- 2. University result
- 3. Admission
- 4. General discussion

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ALVERIAL S			E OF ENGINEER				
2 - Salas	La la		GUCHETTYPALAYA			·	
	Syland and a second strain	DEPART	<b>FMENT MEETIN</b>	G MINUTE		12 01 2020	
Venue	:	MECH DEPT			Date AP	<b>13.01.2020</b> 7. Sr.Josephine	<sub>o</sub> AP
Member	rs Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikuma			Mary. A	A
		2. Mr. K.Saravanan ASP	5. Mr. P.Murugar	W	AP	8. Mr. T. Elang	(
		3. Mr.K.Shanmugha ASP Elango	6.Mrs.Annie Johr	n M	ASP	9.Mr.R. Jaya K	umar AP
	ers Absent			Target D	ato	Responsibility	Remarks
S.No.		oints Discussed & Decisions tak	14.01.202		Responsibility	Ittinurius	
1.	ISO internal au	dit	-	18.01.202 20.01.202	0,	Each staff	
2.	ISO surveillance	e audit		25.01.202	20	Each staff	
3.	Try to improve	university result				Each staff	
4.	Try to bring two	admissions for the next year				Each staff	
5.	Class in charge			11.01.202	20	Class in charge	
6.	auestions	be lectured by giving stress on im-			Each staff		
7.	indiscipline or	Id be reduced. No students should be ununiform.Use the service of lab as to sit in the lab and study.			Each staff		
8.	Sundays can be	utilized for extra classes to complete t	he portions			Class in charge	
11	Slip test should	be conducted regularly				Class in charge	

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Staff members should take class by standing on the platform		Each staff	
	· Prepared by	Mrs. Annie John ASP/ Mech	M
	Approved by	Dr.D.Ommurugadh asan, HOD	log the
	Date	13.01.2020	.04
	Page No.	2/2	

FILE NO: SACET/MECH/FIL/035

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COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

## DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR

#### (2019-2020)

# CIR. No. : SACET/MECH/CIR/ 5

### Date: 14. 01. 2020

It is to be informed that the department meeting will be held on 20. 01. 2020 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

#### AGENDA

- 1. CIA exam
- 2. Syllabus completion
- 3. Student's leave
- 4. General discussion



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		С	OLLEGI	E OF ENGINEER	RING AND T	ECH	NOLOGY		
No.			AN	GUCHETTYPALAY	AM, PANRUTI	- 607 1	10. ``		
			DEPART	<b>FMENT MEETIN</b>	IG MINUTE	S			
Venue	:	MECH DEPT			Da				
Members Present: M/s. 1. Dr.D.Ommurugadhasan Prof & HOD 2. Mr. K.Saravanan ASP			4. Mr.R.Sasikum	nar	AP	7. Sr.Josephine Mary. A	B	AP ·	
		2. Mr. K.Saravanan		5. Mr. P.Muruga			8. Mr. T. Elang	govan	AP
		3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie Joh	in ,	NASP	9.Mr.R. Jaya K	umar	AP
Membe	ers Absent								
S.No.	Points Discussed & Decisions taken				Target D	ate	Responsibility	Ren	narks
1.	CIA exam on				03.02.202	20	Each staff		
2.	Syllabus should	be completed on			01.02.202	20	Each staff		
3.	Last date for At	ttendance report entry			20.01.2020 Each staff		-		
4.	Teach according	g to latest university question	paper	•			Each staff		
5.	Question paper	should be submitted to exam	cell				Each staff		
6.	If students take medical leave	e leave for more than three	days, the	ey should submit	-		Each counselors		
7.	Enquire about f	inal year students who are no	t intereste	ed in placement			Each counselors		
	1				Prepared b		Mrs. Annie John ASP/ Mech	M	-
					Approved I		Dr.D.Ommurugadh asan, HOD	dog	otih
					Date		20.01.2020	Y	
					Page No.		1/1		



COLLEGE OF ENGINEERING AND TECHNOLOGY ANGUCHETTYPLAYAM, PANRUTI – 607 110.

#### DEPARTMENT OF MECHANICAL ENGINEERING

## CIRCULAR

#### (2019-2020)

# CIR. No. : SACET/MECH/CIR/ 6

Date: 25. 01. 2020

It is to be informed that the department meeting will be held on 27. 01. 2020 at 12.35pm. All staff members are requested to assemble in the department on time without fail.

#### AGENDA

- 1. CIA exam
- 2. Project expo
- 3. Correction of CIA answer paper
- 4. General discussion

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Section 2	•		DEPAR	<b>FMENT MEETIN</b>	G MINUTI	ES			
Venue		MECH DEPT				Date	27.01.2020		
	rs Present: M/s.	1. Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikuma	ar	AP	7. Sr.Josephine Mary. A		AP
<u>.</u>		2. Mr. K.Saravanan	ASP	5. Mr. P.Murugar	n h	AP	8. Mr. T. Elang	ovan	APS
		3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie Johr	1	M ASP	9.Mr.R. Jaya K	umar	AP
	ers Absent		tong tol		Target I	Date	Responsibility	Ren	narks
S.No.		oints Discussed & Decis	01.02.202						
1.	CIA exams will	be conducted			07.02.20		Each staff		
2.	We have regular	r classes on Saturday			01.02.2020		Each staff		
3.	Complete all the	e projects by the last week of	February	. Project expo on	28.02.20	020	Class in charges		
4.	Staff members s	should be present before five	minutes i	n the class			Each staff		
5.	CIA exam answer paper, Assignment, objective type paper etc should be correctly evaluated and submit to HOD before entering marks in the website.						Each staff		
6.	Projects should be changed into paper and should be published in the journal.						Each staff		
7.	Try to produce good university result						Each staff		
8.	Every staff sho	uld try admit two students in	the comin	ng academic year			Each staff		

9.	Complete syllabus before Friday	31.01.2020	Each staff	
	the second s	Prepared by	Mrs. Annie John ASP/ Mech	M
		Approved by	Dr.D.Ommurugadh asan, HOD	Dorghan
		Date	27.01.2020	
		Page No.	2/2	

FILE NO: SACET/MECH/FIL/035

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

# DEPARTMENT OF MECHANICAL ENGINEERING

# CIRCULAR (2019-2020)

# CIR. No.: SACET/ME/CIR/7

#### Date: 10.02.2020

It is to be informed that the Department meeting will be held on 10.02.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

- 1. Theory to complete portion
- 2. NSS camp



FILE NO. SACET/ME/FIL/035

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ý			proved by AI	CTE New I An ISO 90			
			DEPARTN	IENT M	EETING MINU	TES	
Venue	: ME Dept.				Date 0 1	0.02.2020	
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P	.Murugan	AP	
		2. Mr. Saravanan 🛛 🛠 🔏	ASP	6. Mr. T	Elangovan	AP	-
		3. Mr.R.Sasikumar	AP	7.Mr.R.	Jaya Kumar 💡	AP	
		4. Mr.K.Shanmugha Elango	ASP	8.Mrs.A	nne John M	ASP	
Memb	ers Absent :	-	.1				
S.NO.	POINT	S DISCUSSED & DECISIONS	S TAKEN		TARGET DATE	RESPONSIBILITY	REMAR KS
1.	CIA -1 marks sho	ould be uploaded and updated			11.02.2020	All subject handling staff members and HOD	
2.		conducted to all students includin th and 7 <sup>th</sup> hours this week	ng absentee	s and	-	All subject handling staff members and HOD	
3.		veek and may take classes			-	All subject handling staff members and HOD	
4.	Lab need to be ch	nanged to theory to complete port	tion		-	All Class Incharge	
5.	At least 5 differen	nt Assignment topics should be g	given to the	whole	-	All subject handling staff members and HOD	
6.		rticipating NSS camp during this	s week	ania at shiny	10/2 to 16/2	NSS member, Class Incharge,HOD	
		· · · · · · · · · · · · · · · · · · ·			Prepared by	Mr.R.Sasikumar,AP	
					Approved by	Dr.D.Ommurugadhasan, HOD	h
					Date	10.02.2020	
					Page No.	1/1	



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

## DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR (2019-2020)

## CIR. No.: SACET/ME/CIR/ &

# Date: 02.03.2020

It is to be informed that the Department meeting will be held on 02.03.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

- 1. Model lab conducting
- 2. Industrial visit

FILE NO. SACET/ME/FIL/035

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Venue Membe	: ME Dept. ers Present: M/s.	(Appro D) 1. Dr.D.Ommurugadhasan 2. Mr. Saravanan K. By	ANC EPART Prof.& HOD ASP AP	ST.A OF ENGINI ICTE New Delh (An ISO 9001:2 GUCHETTYPLA MENT MEE 5. Mr. P.Mi 6. Mr. T.El 7.Mr.R. Jay 8.Mrs.Anno	EERING A hi, Affiliated t 2015 Certified AYAM, PAN TING MII Date urugan angovan ya Kumar	ND TE o Anna U I Institutio RUTI – 6	CHNOI Iniversity, on) 607 106.		
Memb	ers Absent :	-							
S.NO.	POINTS DISC	USSED & DECISIONS TAKEN	TAR	GET DATE		RES	SPONSII	BILITY	REMAR KS
1.	CIA -3 commence	ement dates	18	.03.2020	All subject	et handli	ing staff	members and HOD	
2.	Unit 5 completion	n date	13.	03.2020	All subject handling staff members and HOD				
3.	Model lab condu	cting dates	26 &	27.03.2020	All lab ha	ndling s	staff men	nbers and HOD	
4.		asses commencement date	04	03.2020	III year ( handling		charge ar	d respective subject	
5.	Instructing to ren students	nit Tuition and bus fees to		-	Councello		HOD		
6.	Dates of Univers	ity Lab exams	7/4 to	9/4 & 13/4	All lab ha	ndling s	staff men	nbers and HOD	
7.	Industrial visit fo	or II and III year students	05	.03.2020	IV inchar	ge,HOE	),Class In	ncharge	
			Prepa	ared by	Mr.R.Sas	ikumar,	AP	0	
				oved by	Dr.D.Om	muruga	dhasan, I	HOD Drynde GOH	
			Date		02.03.202	20		U	
			Page	No.	1/1				



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

### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR (2019-2020)

# CIR. No.: SACET/ME/CIR/9

## Date: 17.03.2020

It is to be informed that the Department meeting will be held on 17.03.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

- 1. University Exam registration
- 2. Model lab rescheduled



FILE NO. SACET/ME/FIL/035

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KI BINEI			Approved b	GE OF ENG y AICTE New (An ISO 90	ANNE? INEERING AND Delhi, Affiliated to Am 001:2015 Certified Insti (PLAYAM, PANRUT	<b>TECHNOL</b> na University, C itution)		
× 7	MED		DEPAI	RTMENT N	IEETING MINUT			
Venue Membe	: ME Dept. ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof. HOD		Date 17 P.Murugan	AP		
		2. Mr. Saravanan			F.Elangovan AP			
		3. Mr.R.Sasikumar	AP	7.Mr.R	. Jaya Kumar	P AP		
		4. Mr.K.Shanmugha Elango	O ASP	8.Mrs.A	Anne John M	ASP		
Membo S.NO.	GAD LANDGARD V	Absent : - POINTS DISCUSSED & DECISIONS TAKEN		TARGET DATE	RF	LITY	REMAR KS	
1.	Students have to remit all pending fees along with no dues and exam fees before University Exam registration			21.03.2020 Class Incha		Councellors a	and HOD	
2.	Students have to report	complete their records, Project	2	1.03.2020	All lab handling s	Guides and HOD		
3.		r attendance and labs should b spection	be 1	8.03.2020	All staff members			
4.	Select any 5 elig Scholarship	ible students to avail Agricultu	ıre	-	Class Incharges a			
5.	Have to attend at least 2 Online Courses, FDP, Conference, Journal publication			-	All staff members			
6.	Model lab resche	duled date and Farewell	I we	eek of April	Class incharges,I			
			Pr	epared by	Mr.R.Sasikumar.	AP		
			p	oproved by	Dr.D.Ommurugae		boograph	
			Da	and the second s	17.03.2020		U	
			Pa	ge No.	1/1			



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

#### **DEPARTMENT OF MECHANICAL ENGINEERING**

#### CIRCULAR (2019-2020)

### CIR. No.: SACET/ME/CIR/Jマ

## Date: 23.03.2020

It is to be informed that the Department meeting will be held on 23.03.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

- 1. work for admissions
- 2. Next semester paper allocation



313/20 HOD

FILE NO. SACET/ME/FIL/035

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Von		D			MEETING MI				
Venue	: ME Dept.				Date	the second se	3.2020		
Membe	ers Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr.	P.Murugan		AP		
		2. Mr. Saravanan	ASP	6. Mr.	T.Elangovan 7	Doc	AP		
		3. Mr.R.Sasikumar	AP	7.Mr.F	R. Jaya Kumar	Q	- AP		
3.4 1		4. Mr.K.Shanmugha Elango	ASP			#F			
	ers Absent : -					1			
S.NO.	POINTS DISCU	OINTS DISCUSSED & DECISIONS TAKEN		GET TE	RESPONSIBILITY				REMAR
1.	Next semester pap	per allocation to staff members	-		HOD	KS			
2.	Choosing elective	s for forth coming semester			Staff member				
3.	A REAL PROPERTY AND A REAL	about papers in other department							
4.			-		All staff mem				
т.		emit their tuition fees	-		Class Incharges, Councellors and HOD				
5.	Have to attend at l Conference, Journ	east 2 Online Courses, FDP, al publication	-		All staff members and HOD				
6.	Have to work for a	admissions	-		All staff mem	bers			
7.	Have to prepare S questions, MCQ q	lip test questions, Assignment uestions and Question Bank	-		All Subject in				
			Prepare	ed by	Mr.R.Sasikum	nar,AP			
			Approv	ed by	Dr.D.Ommuru		an, HOD	bognda	
			Date		23.03.2020	<u> </u>		6000Ju	
			Page No	).	1/1				



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.

# DEPARTMENT OF SCIENCE AND HUMANITIES

#### CIRCULAR

(2018 - 2019)

#### CIR. No.: SACET/S&H/CIR/ 334

#### Date: 04.01.2020

It is to inform that a department meeting will be held on 06.01.2020 at 12.40 p.m in the Department. All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

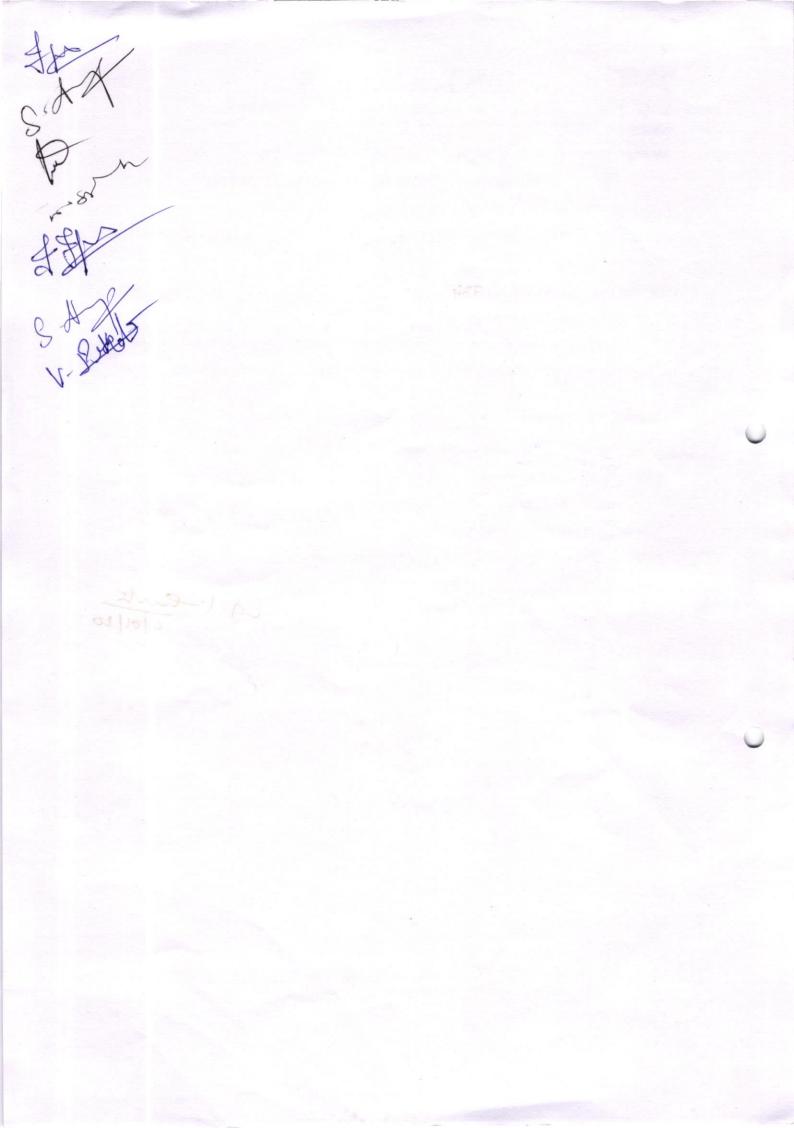
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- ISO files maintenance and Auditing (NC) Reg
- Students Achievements
- Staff Achievements
- Strategies for weak students
- Following Duties, Regulations and responsibilities

A-(-E 4/01/20

FILE NO: SACET/S&H/FIL/035-01

REV.NO:00





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.

## DEPARTMENT OF SCIENCE AND HUMANITIES

# DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACE	T/S&H/CIR/3 4 Dat	te of Meeting : 06.01.20 Vo	enue : S&H Department
	Dr. A. John Peter, Prof/Phy	Mrs. S. Ramya, ASP/Chem	Mr. N. Syed Mubarak, ASP/Mat
Staff Members Present:	N.Saranya, AP/eng	Mrs. J. Joaquine Arokia Mary, Lect/Chem	Mr. V. Prakash, AP/Mat
Stall Michigers Fresent.	Mr.C. Chakrapani, Librarian.*	Dr. A. Azhagappan, Prof/Mat*	Mr. D. Sampath Kumar, AP /Eng
		Mr. R. Vishwalingam, AP/Mat *	
Staff Members Absent:			

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	It is Suggested by faculty members that a certain percentage of registration fee will be supported by department for the Students and Staffs who participate in the reputed national and international events.		-	
2.	In order to have smooth completion of ISO files for the forthcoming semester, On every Saturday after college hours Faculty members are requested to Cross Verify their respective files.		ISO Co-Ordinator.	
3.	Staff members are advised to participate and present their valuable research contributions in various events being circulated through Internal/External.		Individual Staffs	

A-1-Entimiteo PREPARED BY

A-l-anti 611120 **VERIFIED BY** 

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APPROVED BY 1. 2020

