



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)

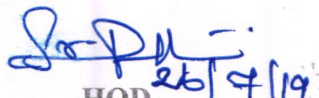
CIR. No.: SACET/CSE/CIR/07

Date: 26.07.2019

It is to be informed that the Department meeting will be held on ~~30~~ 26.07.2019 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


HOD 26/7/19

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







COLLEGE OF ENGINEERING AND TECHNOLOGY

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(An ISO 9001:2015 Certified Institution)

ANGUCHETTYPLAYAM, PANRUTI - 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.		Date		30.07.2019		
Members Present: M/s.	1. Sr. Punitha Jilt 	HOD	5. Mr. S. Manavalan 	ASP	9. F. Pramisha 	AP
	2. Mrs. D. Pauline Freeda 	ASP	6. Mrs. Z. Asmathunnisa 	AP		
	3. Mr. S. Rajarajan 	AP	7. Ms. V. Varalakshmi 	AP		
	4. Mrs. K. Poornambigai 	AP	8. N. Kumar 	AP		
Members Absent : NIL						
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS		
1.	Course file along with question bank need to be submitted	02.08.2019	All subject handling staff members and HOD			
2.	Regarding Internal Marks Components like Assignment, Objective Test and attendance	-	All subject handling staff members and HOD			
3.	Log book, Master attendance should be submitted every Friday to HOD	-	All Class Incharges and HOD			
4.	Evening Class from 4.45 to 5.45 pm	01.08.2019	All subject handling staff members and HOD			
5.	Discussion about prayer, Floor duty, Bridge course for I year	-	-			
		Prepared by	Mrs. Z. Asmathunnisa, AP			
		Approved by	Sr. Punitha Jilt, HOD			
		Date	31.07.2019			
		Page No.	1/1			



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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

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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

26.08.2019

Members Present: M/s.

1. Sr. Punitha Jilt

HOD

5. Mr. S. Manavalan

ASP

9. Ms. F. Pramisha

AP

2. Mrs. D. Pauline Freeda

ASP

6. Mrs. Z. Asmathunnisa

AP

3. Mr. S. Rajarajan

AP

7. Ms. V. Varalakshmi

AP

4. Mrs. K. Poornambigai

AP

8. Mr. N. Kumar

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Discussion about General Body Meet	-	-	
2.	Results percentage need to be improved	-	All subject handling staff members and HOD	
3.	Admission process need to be started earlier.	-	All staff members and HOD	
4.	All staff members have to publish more papers in Journals . All Projects guided need to be converted into paper.	-	All subject handling staff members and HOD	
5.	Record need to be completed	30.08.2019	All lab handling staff members and HOD	
6.	Assignment have to be collected before CIA II	09.09.2019	All subject handling staff members and HOD	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	09.04.2019	
		Page No.	1/1	



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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2019-2020)

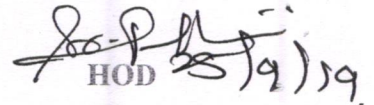
CIR. No.: SACET/CSE/CIR/21

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 Councillor
4. General discussion


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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.	Date	26.09.2019				
Members Present: M/s.	1.Sr.Punitha Jilt 2. Mrs.D.Pauline Freeda 3. Mr.S.Rajarajan 4. Mrs.K.Poornambigai	HOD ASP AP AP	5. Mr.S.Manavalan 6. Mrs.Z.Asmathunnisa 7. Ms.V.Varalakshmi 8.N.Kumar	ASP AP AP AP	9.F.Pramisha	AP

Members Absent : NIL

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Syllabus should be completed	27.09.2019	All subject handling staff members and HOD	
2.	Time table for CIA 3(09.10.19 to 15.10.19), Model lab (16.10.19 to 18.10.19), Model exam (19.10.19 to 25.10.19) and University lab (28.10.19)	-	All subject handling staff members and HOD	
3.	Revision schedule should be conducted for 4 days (30/9,1/10,3/10,4/10,5/10)	-	All subject handling staff members and HOD	
4.	Councillors should counsel the students to improve the performance in CIA 3 and urge them to remit the fees and record the same in the counselling records.	01.10.2019	All councillors	
5.	Discussion about parents meet, Discipline and effective way to conduct revision schedule.	-	-	
		Prepared by	Mrs.Z.Asmathunnisa,AP	
		Approved by	Sr.Punitha Jilt, HOD	
		Date	26.09.2019	
		Page No.	1/1	



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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2019-2020)

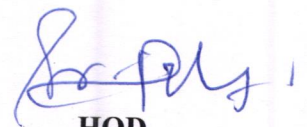
CIR. No.: SACET/CSE/CIR/25

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


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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.		Date		25.10.2019		
Members Present: M/s.	1. Sr. Punitha Jilt	HOD	5. Mr. S. Manavalan	ASP	9. F. Pramisha	AP
	2. Mrs. D. Pauline Freeda	ASP	6. Mrs. Z. Asmathunnisa	AP		
	3. Mr. S. Rajarajan	AP	7. Ms. V. Varalakshmi	AP		
	4. Mrs. K. Poornambigai	AP	8. Mr. N. Kumar	AP		
Members Absent : NIL						
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS		
1.	Discussion regarding organising FDP, Workshop, Guest Lecture, Internship for forthcoming semester	Within Dec 31, 2019	Event handling I/C & HOD			
2.	Discussion about Subject allocation for forthcoming semester	-	All subject handling staff members and HOD			
3.	Attend FDP, W/S, Conference and publish in journals.	-	All staff members and HOD			
		Prepared by	Mrs. Z. Asmathunnisa, AP			
		Approved by	Sr. Punitha Jilt, HOD			
		Date	25.10.2019			
		Page No.	1/1			



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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2019-2020)

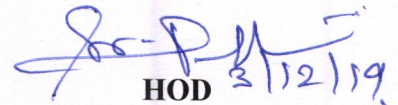
CIR. No.: SACET/CSE/CIR/16

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


HOD 3/12/19

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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

04.12.2019

Members Present: M/s.							
1. Sr. Punitha Jilt		HOD	5. Mr. S. Manavalan	ASP	9. F. Pramisha		AP
2. Mrs. D. Pauline Freeda		ASP	6. Mrs. Z. Asmathunnisa	AP			
3. Mr. S. Rajarajan		AP	7. Ms. V. Varalakshmi	AP			
4. Mrs. K. Poornambigai		AP	8. Mr. N. Kumar	AP			

Members Absent : NIL

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Discussion regarding conducting FDP	4 th DEC ,2019	All staff members and HOD	
2.	Discussion about Project teams and conducting about reviews for forthcoming semester	-	All subject handling staff members and HOD	
3.	PPT slides should be prepared for all units for subjects.	-	All subject handling staff members and HOD	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	04.12.2019	
		Page No.	1/1	



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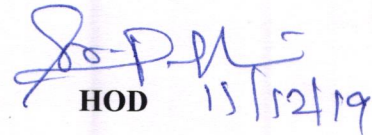
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING


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.


HOD 15/12/19

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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

12.12.2019

Members Present: M/s.								
1. Sr. Punitha Jilt		HOD	5. Mr. S. Manavalan		ASP	9. F. Pramisha		AP
2. Mrs. D. Pauline Freeda		ASP	6. Mrs. Z. Asmathunnisa		AP			
3. Mr. S. Rajarajan		AP	7. Ms. V. Varalakshmi		AP			
4. Mrs. K. Poornambigai		AP	8. Mr. N. Kumar		AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Discussion regarding Lab Schedule for II and III year	16 th to 21 st Dec 2019	All Lab handling staff members	
2.	Discussion about Training Placement for IV year	-	Training and Placement member and HOD	
3.	General discussions about Anna University inspection	-	-	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	12.12.2019	
		Page No.	1/1	



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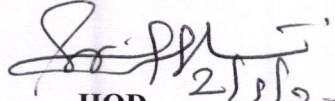
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR (2018-2019)

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

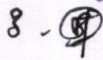
Date: 02.01.2020

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.


HOD 21/1/2020

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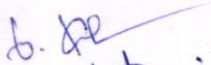
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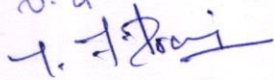
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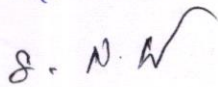
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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

02.01.2020

Members Present: M/s.							
1.Sr.Punitha Jilt		HOD	5. Mr.S.Manavalan		ASP	9.F.Pramisha	AP
2. Mrs.D.Pauline Freeda		ASP	6. Mrs.Z.Asmathunnisa		AP		
3. Mr.S.Rajarajan		AP	7. Ms.V.Varalakshmi		AP		
4. Mrs.K.Poornambigai		AP	8. Mr. N.Kumar		AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Instructed to be ready for surveillance audit	08.01.2020	All staff members and HOD	
2.	Units completion dates , Thursday working day for final year students, Lesson plan completion	-	All staff members and HOD	
3.	Slip test starting date for the current semester	20.01.2020	All staff members and HOD	
4.	Project team members must meet their respective guide	Every Friday	All staff members and HOD	
		Prepared by	Mrs.Z.Asmathunnisa,AP	
		Approved by	Sr.Punitha Jilt, HOD	
		Date	02.01.2020	
		Page No.	1/1	



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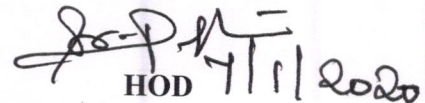
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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.


HOD 7/1/2020

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13/01/2020

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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

07.01.2020

Members Present: M/s.								
1. Sr. Punitha Jilt		HOD	5. Mr. S. Manavalan		ASP	9. F. Pramisha		AP
2. Mrs. D. Pauline Freeda		ASP	6. Mrs. Z. Asmathunnisa		AP			
3. Mr. S. Rajarajan		AP	7. Ms. V. Varalakshmi		AP			
4. Mrs. K. Poornambigai		AP	8. Mr. N. Kumar		AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Instructed to be ready for surveillance audit	25.01.2020	All staff members and HOD	
2.	All counselors must submit their completed counseling records	Every weekend	All Counsellors	
3.	Industrial Visit may be arranged for 2, 3 & 4 th Year Students	After CIA-I	IV Incharge and HOD	
4.	Workshop for III and IV Year students	February, 2020	Event Co-ordinator and HOD	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	07.01.2020	
		Page No.	1/1	



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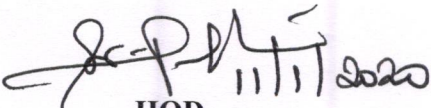
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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.


HOD

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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.			Date		13.01.2020	
Members Present: M/s.	1. Sr. Punitha Jilt	HOD	5. Mr. S. Manavalan	ASP	9. F. Pramisha	AP
	2. Mrs. D. Pauline Freeda	ASP	6. Mrs. Z. Asmathunnisa	AP		
	3. Mr. S. Rajarajan	AP	7. Ms. V. Varalakshmi	AP		
	4. Mrs. K. Poornambigai	AP	8. Mr. N. Kumar	AP		
Members Absent : -						
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS		
1.	Instructed to be ready for ISO Internal Quality Audit	14 th , 18 th , 20 th of January, 2020	All staff members and HOD			
2.	All subjects staff members need to prepare all possible on the topics covered and inform to students	End of each topic	All subject handling staff members			
3.	Students taking leave should be minimized	-	All staff members, Councillors and HOD			
4.	Alteration of classes should be intimated to the Principal	-	All subject handling staff members and Class Incharges			
			Prepared by	Mrs. Z. Asmathunnisa, AP		
			Approved by	Sr. Punitha Jilt, HOD		
			Date	13.01.2020		
			Page No.	1/1		



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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

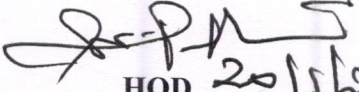
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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.


HOD 20/1/20

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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

20.01.2020

Members Present: M/s.								
1. Sr. Punitha Jilt		HOD	5. Mr. S. Manavalan		ASP	9. F. Pramisha		AP
2. Mrs. D. Pauline Freeda		ASP	6. Mrs. Z. Asmathunnisa		AP			
3. Mr. S. Rajarajan		AP	7. Ms. V. Varalakshmi		AP			
4. Mrs. K. Poornambigai		AP	8. Mr. N. Kumar		AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Log book for theory and lab should be completed	21.01.2020	All subject and lab handling staff members and HOD	
2.	Attendance report for the first entry should be entered	21.01.2020	All subject and lab handling staff members and HOD	
3.	Two units need to be completed and Question bank for it should be sent to exam cell Coordinator	30.01.2020	All subject handling staff members and HOD	
4.	Result in CIA -1 need to be 80% and attendance percentage should be 90%	1 st of week of Feb, 2020	All subject handling staff members, Councillors and Class Incharges	
5.	Call log should be submitted at 4 PM to HOD	Everyday	All councillors	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	20.01.2020	
		Page No.	1/1	



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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING


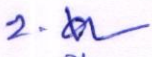

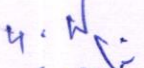
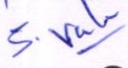


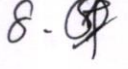
CIRCULAR (2019-2020)

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.

HOD

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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

27.01.2020

Members Present: M/s.

1. Sr. Punitha Jilt

HOD

5. Mr. S. Manavalan

ASP

9. F. Pramisha

AP

2. Mrs. D. Pauline Freeda

ASP

6. Mrs. Z. Asmathunnisa

AP

3. Mr. S. Rajarajan

AP

7. Ms. V. Varalakshmi

AP

4. Mrs. K. Poornambigai

AP

8. Mr. N. Kumar

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	CIA -1 commences from Feb 1 st , 2020	01.02.2020	All subject handling staff members and HOD	
2.	Best Projects of IV year students and Mini project of III year students need to be presented in National Science Day	28.02.2020	All project guides, Project Co-ordinator and HOD	
3.	Reports of all reviews of projects should be sent to Principal	After completing the reviews	Project Co-Ordinator and HOD	
4.	Evaluation of the slip test, Assignment and MCQ test papers are mandatory	-	All subject handling staff members	
5.	Record of Counseling the students should be entered properly	-	All councellors	
6.	Ask students to remit their pending fees and current semester fees	Feb last week	All councellors and Class incharges	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	27.01.2020	
		Page No.	1/1	



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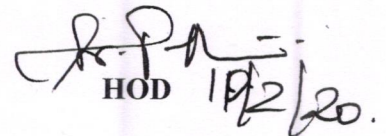
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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 10/2/20.

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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

10.02.2020

Members Present: M/s.							
1.Sr.Punitha Jilt		HOD	5. Mr.S.Manavalan		ASP	9.F.Pramisha	AP
2. Mrs.D.Pauline Freeda		ASP	6. Mrs.Z.Asmathunnisa		AP		
3. Mr.S.Rajarajan		AP	7. Ms.V.Varalakshmi		AP		
4. Mrs.K.Poornambigai		AP	8. Mr. N.Kumar		AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	CIA -1 marks should be uploaded and updated	11.02.2020	All subject handling staff members and HOD	
2.	Retest should be conducted to all students including absentees and failures during 6 th and 7 th hours this week	-	All subject handling staff members and HOD	
3.	No slip test this week and may take classes	-	All subject handling staff members and HOD	
4.	Lab need to be changed to theory to complete portion	-	All Class Incharge	
5.	Atleast 5 different Assignment topics should be given to the whole class	-	All subject handling staff members and HOD	
6.	II year will be participating NSS camp during this week	10/2 to 16/2	NSS member, Class Incharge, HOD	
		Prepared by	Mrs.Z.Asmathunnisa, AP	
		Approved by	Sr.Punitha Jilt, HOD	
		Date	10.02.2020	
		Page No.	1/1	



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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


HOD 2/3/2020



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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

02.03.2020

Members Present: M/s.

1. Sr. Punitha Jilt	HOD	5. Mr. S. Manavalan	ASP	9. F. Pramisha	AP
2. Mrs. D. Pauline Freeda	ASP	6. Mrs. Z. Asmathunnisa	AP		
3. Mr. S. Rajarajan	AP	7. Ms. V. Varalakshmi	AP		
4. Mrs. K. Poornambigai	AP	8. Mr. N. Kumar	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	CIA -3 commencement dates	18.03.2020	All subject handling staff members and HOD	
2.	Unit 5 completion date	13.03.2020	All subject handling staff members and HOD	
3.	Model lab conducting dates	26 & 27.03.2020	All lab handling staff members and HOD	
4.	III year arrear classes commencement date	04.03.2020	III year Class Incharge and respective subject handling staff	
5.	Instructing to remit Tuition and bus fees to students	-	Cancellors and HOD	
6.	Dates of University Lab exams	7/4 to 9/4 & 13/4	All lab handling staff members and HOD	
7.	Industrial visit for II and III year students	05.03.2020	IV incharge, HOD, Class Incharge	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	02.03.2020	
		Page No.	1/1	



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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

HOD

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

HOD

FILE NO. SACET/CSE/FIL/035

REV.NO. 00

EFFECTIVE DATE: 06.10.2017



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DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

17.03.2020

Members Present: M/s.	Name	Designation	Name	Designation	Name	Designation
	1. Sr. Punitha Jilt	HOD	5. Mr. S. Manavalan	ASP	9. F. Pramisha	AP
	2. Mrs. D. Pauline Freeda	ASP	6. Mrs. Z. Asmathunnisa	AP		
	3. Mr. S. Rajarajan	AP	7. Ms. V. Varalakshmi	AP		
	4. Mrs. K. Poornambigai	AP	8. Mr. N. Kumar	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Students have to remit all pending fees along with no dues and exam fees before University Exam registration	21.03.2020	Class Incharges, Councillors and HOD	
2.	Students have to complete their records, Project report	21.03.2020	All lab handling staff members, Guides and HOD	
3.	Log book, master attendance and labs should be kept ready for inspection	18.03.2020	All staff members and HOD	
4.	Select any 5 eligible students to avail Agriculture Scholarship	-	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 members, Event Coordinator and HOD	
7.	Model lab rescheduled date and Farewell	I week of April	Class incharges, HOD	
		Prepared by	Mrs. Z. Asmathunnisa, AP	
		Approved by	Sr. Punitha Jilt, HOD	
		Date	17.03.2020	
		Page No.	1/1	



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2019 – 2020)

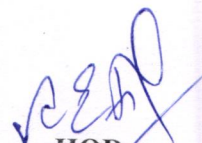
CIR. No.: SACET/EEE/CIR/06

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.

AGENDA:

1. Orientation program
2. Leave
3. Permission


HOD



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/06

Date of Meeting: 02. 07. 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. 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		

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	-

PREPARED BY

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

VERIFIED BY

REV.NO.: 00

Dr. B. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur (Post), Panruti - 607 106,
Cuddalore District.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2019 – 2020)

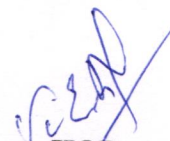
CIR. No.: SACET/EEE/CIR/07

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.

AGENDA:

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


HOD



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/07

Date of Meeting: 09. 07. 2019

Venue : Dept. of EEE

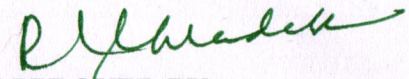
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL		

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 EEE 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.	Regarding St. Anne s Feast (24.07.2019), before 17.07.2019 cultural committee member have to give the name list of students those who are going to participate in various competitions.	17.07.2019	Cultural committee member	-
4.	Graduation day has been planned and all committee members have to do their committee work.	24.08.2019	All class in-charge	-
5.	All faculty 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 th or 18 th July 2019.	-	Mr. J. Ramesh	-


PREPARED BY


VERIFIED BY


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)

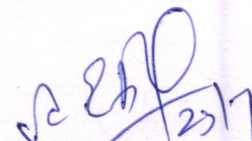
CIR. No.: SACET/EEE/CIR/12

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.

AGENDA:

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


HOD



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/12

Date of Meeting: 23. 07. 2019

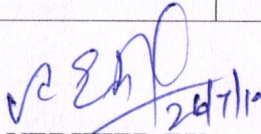
Venue : Dept. of EEE

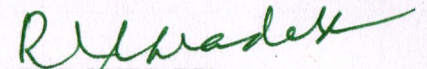
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	HOD thanked all the faculty members for our department Novena prayer.	-	-	-
2.	Workshop will be arranged for II year students in Arduino.	Either 2 nd , 3 rd or 16, 17 of August 2019	All faculty members	-
3.	All faculty members have to insist the IV year students to attend internship program.	-	All faculty members	-
4.	All class in-charge have to send students university result to their parents through letter.	-	All class in-charge	-
5.	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	-

	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


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)

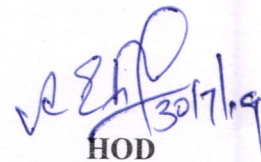
CIR. No.: SACET/EEE/CIR/13

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.

AGENDA:

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


HOD



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

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/13

Date of Meeting: 30. 07. 2019

Venue : Dept. of EEE

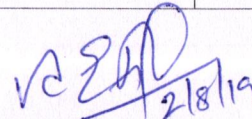
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	NIL		

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	-
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	-
5.	Next week after 4.45 p.m, any one day Principal will check our ISO files.	-	All faculty members	-

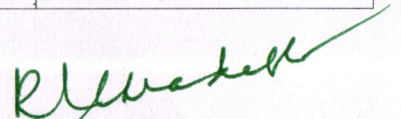
6.	All counselors have to inform about parents meeting on 16.08.2019 and 17.08.2019 to the parents through phone call.	-	All counselors	-
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PREPARED BY



VERIFIED BY



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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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2019 - 2020)

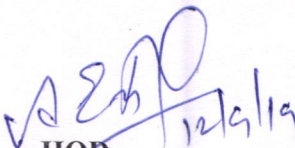
CIR. No.: SACET/EEE/CIR/20

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.

AGENDA:

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


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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/20

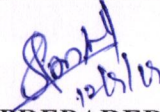
Date of Meeting: 12. 09. 2019

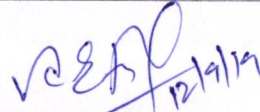
Venue : Dept. of EEE

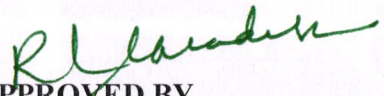
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE	
Staff Members Absent:	Mr. V. Balaji AP/EEE		

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	-
2.	All faculty members are insisted to complete 5 units of syllabus on 28.09.2019. From 30 th September onwards special coaching schedule will be followed till last working day.	28.09.2019	All faculty members	-
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 test have to be 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 th morning itself.	18.09.2019	All faculty members	-
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12/9/19
PREPARED BY


12/9/19
VERIFIED BY


APPROVED BY

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

K. Dragan
12/12
HOD

Handwritten marks in black and blue ink, including a large checkmark and a signature.





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ANGUCHETYPALAYAM, PANRUTI - 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/01

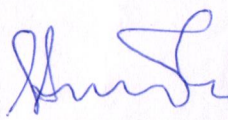
Date of Meeting: 12. 12. 2019

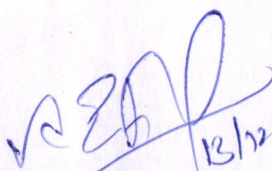
Venue : Dept. of EEE

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 st 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	-

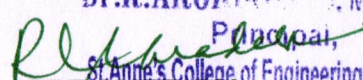
Notes preparation and the quality of teaching should be improved. Staff are encouraged to do Video lectures.	09.12.19	All faculty members	-
Xmas mass will be on 23.12.19 in common auditorium for both polytechnic and Engineering colleges followed by a small cultural program having 3 events from each college. 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	-
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	-


13/12/19
PREPARED BY


13/12/19
VERIFIED BY

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

REL NO: 00

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

APPROVED BY
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Sivakasi (Dist.), Pin. 607 110.
EFFECTIVE DATE: 06.10.2019
ruti-(T.k),



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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

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

A. K. Lian
BTI
HOD

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Handwritten signature in blue ink, consisting of a stylized 'S' followed by a checkmark.

Handwritten signature in black ink, consisting of a stylized 'S' followed by a checkmark.

Handwritten signature in blue ink, consisting of a stylized 'S' followed by a checkmark.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/25

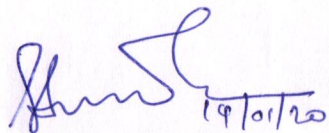
Date of Meeting: 13. 01. 2020

Venue : Dept. of EEE

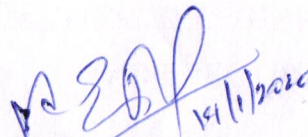
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE <i>AT</i>	Mr. A. Richard Pravin ASP/EEE <i>AP</i>
	Mr. J. Ramesh AP/EEE <i>JR</i>	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE <i>KS</i>
	Ms. M. Premalatha AP/EEE <i>MP</i>	Mr. V. BALAJI AP/EEE <i>VB</i>	
Staff 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 separately by the class incharges. All the staff member should support the class incharges in all the academic activities towards the student's welfare.	20.01.20	All faculty members	-

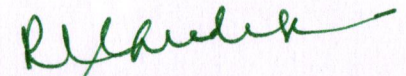
	Hereafter all Saturdays may be working days since we have had already many holidays.			
5.	To complete whole syllabus and not to omit any of the portion inspite of the shortage of hours. To complete the portions before the commencement of the CIAs.	-	All faculty members	-
6	Arrear classes for Maths will be scheduled after February.	After February	All faculty members	-
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. Sugumthan 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	-



PREPARED BY



VERIFIED BY



APPROVED BY
Dr.R.ARO

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

EFFECTIVE DATE: 06.10. 2017



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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2019 - 2020)

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

Date: 30.01.2020

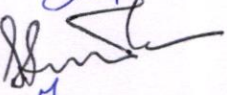
It is informed that a department meeting will be held on 30.01.2020 at 12:35 p.m in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

AGENDA:

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

V. E. P.
31/1/2020
HOD

1. V. 88ⁱⁿ

2. 







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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/24


Date of Meeting: 30.01.20

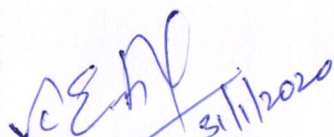
Venue : Dept. of EEE

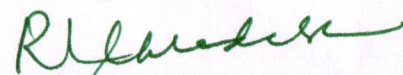
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	
	Mr. V. Balaji AP/EEE	Ms. M. Premalatha AP/EEE	
Staff Members Absent:	Mr. K. Sriram AP/EEE		

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	-
2.	To motivate the failed 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 th 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	-


PREPARED BY


VERIFIED BY


APPROVED BY
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvatbur-(Post), Panruti-(T.k),
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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.

AGENDA:

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


HOD



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/25

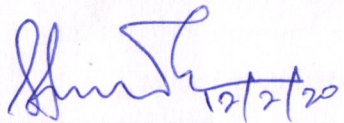
Date of Meeting: 11. 02. 2020

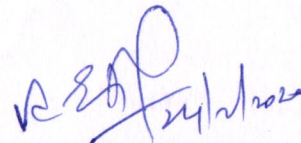
Venue : Dept. of EEE

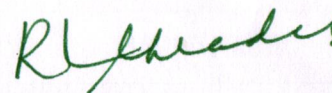
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE <i>V. C. Eugin</i>	Sr. Annai Theresa AP/EEE <i>ST</i>	Mr. A. Richard Pravin ASP/EEE <i>RP</i>
	Mr. V. Balaji AP/EEE <i>V. Balaji</i>	Mr. A. Sundara Pandiyan AP/EEE <i>SP</i>	Mr. K. Sriram AP/EEE <i>KS</i>
	Mr. J. Ramesh AP/EEE <i>J. Ramesh</i>	Ms. M. Premalatha AP/EEE <i>MP</i>	
Staff Members Absent:			

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 th 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	-


PREPARED BY


VERIFIED BY


APPROVED BY
Dr. R. AROKIADASS, M.E., Ph.D.,
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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2019 – 2020)


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

Date: 18. 02. 2020

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


HOD



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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/26

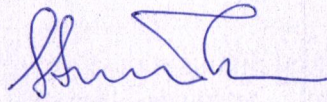
Date of Meeting: 18.02.20

Venue : Dept. of EEE

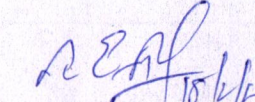
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Mr. V. Balaji AP/EEE	Ms. M. Premalatha AP/EEE	
Staff Members Absent:	-		

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	-
3.	Exam fees registration has been extended upto 8 th April.	8 th April.	All staff	-
4.	Every semester intra college or intercollege workshops should be conducted.	-	HOD/ Event incharge	-
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	-

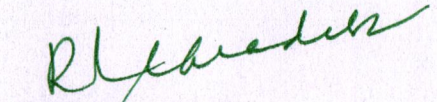
7	Staff are advised to publish papers and do Ph.D.	-	All staff	-
---	--	---	-----------	---



PREPARED BY



VERIFIED BY



APPROVED BY

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



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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.


HOD 22/7/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	22.07.2019
Members Present: M/s.	1. Mrs.D.UmaMaheswari <i>[Signature]</i> ASP	4. Mr.V.Venkatesan <i>[Signature]</i> AP	7.Mr.S.Durairaj <i>[Signature]</i> AP
	2. Mr.S.BalaBasker <i>[Signature]</i> ASP	5. Mr.B.Arunkumar <i>[Signature]</i> AP	8.Mrs.B.MaryAmalaJenni <i>[Signature]</i> AP
	3. Mr.R.Radha Krishnan <i>[Signature]</i> AP	6.Ms.M.Sahinipriya <i>[Signature]</i> AP	
Members Absent	: -		

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Catholic staff should attend the Mass in chapel at 11.30 am on the day of St.Anne's feast.		Staff members	
2.	All staff members should upload the question bank in corresponding Google drive.		Staff members	
3.	Journal should be submitted on (or) before 31 st July.	31.07.2019	B.MaryAmalaJenni V.Venkatesan B.ArunKumar	
4.	Industrial visit with tour has been arranged for the final year students to ISRO, Tirunelveli on	15.07.2019 - 17.07.2019	R.RadhaKrishnan	
5.	CIA Exam has been schedule as below			
	CIA -1	5.08.2019 - 10.08.2019		
	CIA -2	16.09.2019 - 27.09.2019		
	CIA -3	11.10.2019 - 17.10.2019		
	Model practical	18.10.2019 - 19.10.2019		

Prepared by	Mr.V.Venkatesan, AP	<i>[Signature]</i>
Approved by	Sr.Anita, HOD	<i>[Signature]</i>
Date	22.07.2019	
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.

S. H. J.
HOD 23/8/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	23.08.2019	
Members Present: M/s.	1. Mrs.D.UmaMaheşwari ASP	4. Mr.V.Venkatesan AP	7.Mr.S.Durairaj AP	
	2. Mr.S.BalaBasker ASP	5. Mr.B.Arunkumar AP	8. Mrs.B.MaryAmalaJenni AP	
	3. Mr.R.Radha Krishnan AP	6.Ms.M.sahinipriya AP		
Members Absent	: nil			
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.Venkatesan 23/8/19
		Approved by	Sr.Anita, HOD	Sr-Anita 23/8/19
		Date	23.08.2019	
		Page No.	1/1	



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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.

S. Madhavan
HOD
28/8/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT			Date	28.08.2019	
Members Present: M/s.	1. Mrs.D.UmaMaheswari <i>[Signature]</i>	ASP	4. Mr.V.Venkatesan <i>[Signature]</i>	AP	7.Mr.S.Durairaj <i>[Signature]</i>	AP
	2. Mr.S.BalaBasker <i>[Signature]</i>	ASP	5. Mr.B.Arunkumar <i>[Signature]</i>	AP	8.Mr.R.Radha Krishnan <i>[Signature]</i>	AP
	3. Mrs.B.MaryAmalaJehi <i>[Signature]</i>	AP	6.Ms.M.sahinipriya <i>[Signature]</i>	AP		

Members Absent : Nil

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.		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

APPROVED BY Sr.Anitha,HOD

DATE 28.08.2019

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28/8/19
[Signature]
28/8/19

PAGE NO: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.

S. M. S. Man
HOD
10/9/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	10.09.2019	
Members Present: M/s.	1. Mrs.D.UmaMaheswari ASP	4. Mr.V.Venkatesan V.V.T	7.Mr.S.Durairaj ✓ AP	
	2. Mr.S.BalaBasker ASP	5. Mr.B.Arunkumar M.B.A	AP	
	3.Mr.R.Radha Krishnan AP	6.Ms.M.sahinipriya M.S.P	AP	
Members Absent	: Mrs.B.MaryAmalaJeni			
S.No.	Points Discussed & Decisions taken	Target 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	19.09.2019	Staff members	
3.	Counselors should motivate their students to improve the performance and call their parents to inform CIA II exam.		Staff members	
4.	All staff members have to give all five unit notes and has to submit multi choice question on	12.09.2019	Staff members	
6.	Counselors should update the counseling record and submit for ISO audit.		Staff members	
7.	CIA-II exam will be started on 13 th Sep, & Retest will be conducted for CIA-II	13.09.2019	Staff members	
8.	University practical is scheduled in slot II		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 th October. If any students take leave Rs 50 fine will be charged on them.			
13.	Last date for Record submission	30.09.2019		

PAGE NO:1/2

14.	<p>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 colleges.</p> <ol style="list-style-type: none"> 1.Placement ratio 2.NBA,NACC 3.Entrollement Ratio 4.Internship 5.Setting EDC 6.Industries Instant Comities 7.Pattern Registration 8.Gate Enrolment 9.Phd Registration 10.1ST Year Pass Percentage 			
		Prepared By	Mr.V.Venkatesan,AP	<i>V Venkatesan</i> <i>Sr. Anitha</i> <i>10/9/2019</i>
		Approved By	Sr.Anitha,HOD	
		Date	10.09.2019	
		Page No	2/2	



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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.


HOD
18/10/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	18.10.2019	
Members Present: M/s.	1. Mrs.D.Umamaheswari <i>AP</i>	4. Mr.V.Venkatesan <i>AP</i>	7.Mr.S.Durairaj <i>AP</i>	
	2. Mr.S.Balabasker <i>AP</i>	5. Mr.B.Arunkumar <i>AP</i>	8.Mrs.B.MaryAmalaJeni <i>AP</i>	
	3.Mr.R.Radha Krishnan <i>AP</i>	6.Ms.M.sahinipriya <i>AP</i>		
Members Absent	: Nil			
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All staff members concentrate on improving the internal marks for students as minimum 14.		Staff members	
2.	Faculty development program is planned during	28.10.2019 29.10.2019	Mr.R.Radhakrishnan	
3.	All class incharge should collect the college fees before practical exam.	31.10.2019	Staff members	
4.	For the 3 rd 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	16.10.2019 to 18.10.2019	Staff members	
8.	University practical examination will be held from	31.10.2019 to 02.10.2019	Staff members	
9.	About CIA -III Performance of the students with all are reviewed staff. <i>and conduct retest for CIA-III</i>		Staff members	
10.	University practical exam should start after the external examiner arrives.		Staff members	
11.	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	
12.	A district level science project contest will be conducted on	04.11.2019	Staff members	

PAGE NO: 1/2

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

38 21-D



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

CIR.No. : SACET/ECE/CIR/ 136

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.

St. Anne's
HOD
12/12/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	12.12.2019
Members Present: M/s.	1. Mrs.D.Umamaheswari <input checked="" type="checkbox"/> ASP	4. Mr.V.Venkatesan <input checked="" type="checkbox"/> AP	7.Mr.S.Durairaj <input checked="" type="checkbox"/> AP
	2. Mr.S.Balabasker <input checked="" type="checkbox"/> ASP	5. Mr.B.Arunkumar <input checked="" type="checkbox"/> AP	8.Mrs.B.MaryAmalaJeni <input checked="" type="checkbox"/> AP
	3.Mr.R.Radha Krishnan <input checked="" type="checkbox"/> AP	6.Ms.M.sahinipriya <input checked="" type="checkbox"/> AP	

Members Absent : Nil

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	The college reopens on 16 th December and last working day is 24 th March for even semester.		Staff members	
2.	For students lab section will be conduct on	16.12.2019 to 21.12.2019	Staff members	
3.	For final year students placement training program will be on	16.12.2019 to 21.12.2019	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	
6.	ISO audit will be held in month of January -2020		Staff members	
7.	All staff members are requested to submit odd semester course file on.	21.12.2019	Staff members	
8.	All class incharges are instructed to verify the attendance with log book		Staff members	
9.	Staffs distribute the record sheets to the student on or before.	17.12.2019	Staff members	
10.	Management decided to provide fuel charges for admission work.		Staff members	
11.	Staffs have to distribute the Christmas cake, calendar to the respective schools.		Staff members	

PAGE NO:1/2

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 commonly NIT, SSN and VIT college Vellore, IIT.			
15	Christmas celebration will be held on 23 rd in our college MC is handed over to		Mrs.D.Uma Maheswari & Mr.S. Balabasker	
		Prepared By	Mr.V.Venkatesan .AP	V.Venkatesan 12/12/2019
		Approved By	Sr.Anitha.HOD	Sr. Anitha 12/12/19
		Date		12.12.2019
		Page No		2/2



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2019-2020)

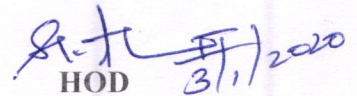
CIR.No. : SACET/ECE/CIR/37

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.


HOD 3/1/2020



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT			Date	03.01.2020	
Members Present: M/s.	1. Mrs.D.Umamaheswari	ASP	4. Mr .V.Venkatesan	AP	7.Mr.S.Durairaj	AP
	2. Mr.S.Balabasker	ASP	5. Mr.B.Arunkumar	AP		
	3.Mr.R.Radha Krishnan	AP	6.Ms.M.sahinipriya	AP		

Members Absent : Nil

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	ISO audit will be conducted for our department on	08.01.2019	Staff members	
2.	All Class incharge convert the lab period into theory only for January month		Staff members	
3.	Unit completion dates		Staff members	
	Unit-1	11/01/2020		
	Unit-2	01/02/2020		
	Unit-3	17/02/2020		
	Unit-4	29/02/2020		
	Unit-5	17/03/2020		
6.	Slip test will be conducted from	20/01/2020	Staff members	
7.	Discipline in charges should monitor the students before morning prayer and during break hours		B.Arunkumar, M.Sahinipriya	
8.	Department meeting will be conducted on every Thursday.		Staff members	

PAGE NO:1/2

13	Project review dates		
	I st Review	31/01/2020	
	II nd Review	28/02/2020	
	III rd Review	15/03/2020	
		Prepared By	Mr.V.Venkatesan, AP <i>V.Venkatesan</i> 31/1/20
		Approved By	Dr.Sr.Anitha, HOD <i>Sr.Anitha</i> 31/1/2020
		Date	03.01.2020
		Page No	2\2



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2019-2020)


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.


HOD 13/1/2020



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	13.01.2020
Members Present: M/s.	1. Mrs.D.Umamaheswari ASP	4. Mr .V.Venkatesan AP	7.Mr.S.Durairaj AP
	2. Mr.S.Balabasker ASP	5. Mr.B.Arunkumar AP	
	3.Mr.R.Radha Krishnan AP	6.Ms.M.sahinipriya AP	
Members Absent	: Nil		

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	College will be working day on	14.01.2020	Staff members	
2.	Class committee meeting will be conducted on	21/01/2020	Staff members	
3.	Staff alteration should be informed to the principal.		Staff members	
4.	Absentees count has to send in whatsapp to principal		Class in charges	<i>Am</i>
5.	Project competition is conducted in R&D Cell for final year	28.02.2020		
6	I st review will be conducted for final year project on	31.01.2020	Staff members	
7.	Slip test will be conducted for students from	20.01.2020	Staff members	
8.	Class incharge has to arrange a meeting to their staff every Monday.			

PAGE NO:1/2

	Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan
	Approved By	Dr.Sr.Anitha, HOD	Dr. Sr. Anitha 13/1/2020
		13.01.2020	
		2\2	



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2019-2020)

CIR.No. : SACET/ECE/CIR/23

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.

[Handwritten Signature]
HOD 22/1/2020



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	22.01.2020
Members Present: M/s.	1. Mrs.D.Umamaheswari <i>WA</i> ASP	4. Mr. V.Venkatesan <i>WA</i> AP	7.Mr.S.Durairaj <i>WA</i> AP
	2. Mr.S.Balabasker <i>WA</i> ASP	5. Mr.B.Arunkumar AP	
	3.Mr.R.Radha Krishnan AP	6.Ms.M.sahinipriya <i>WA</i> AP	

Members Absent : Nil

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Last working day will be on	27/03/2020		
2.	1 st review will be conducted for final year on	31/01/2020	Staff members	
3.	CIA-1 exam will be started on	03.02.2020	Staff members	
4.	All subject handling staff need to submit multiple choice question and question paper to the HOD on		Class in charges	
5.	All subject handling staff take attendance in the class hours			
6.	Discipline in charges and staff should monitor the student's dress code in the morning before prayer.		Staff members	
7.	Class incharge has to arrange a meeting to their staff every Monday.			

Prepared By	Mr.V.Venkatesan, AP	<i>V.Venkatesan</i> 22/1/2020
Approved By	Dr.Sr.Anita, HOD	<i>Dr. Anita</i> 22/1/2020
	22.01.2020	
	PAGE NO:1/1	

		Prepared By	Mr.V.Venketesan, AP
		Approved By	Dr.Sr.Anita, HOD
		22.01.2020	
		2\2	



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2019-2020)

CIR.No. : SACET/ECE/CIR/ ~~18~~

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.

S. K. J.
HOD
12/2/2020



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52

DEPARTMENT MEETING MINUTES

Venue : ECE DEPT

Date

12.02.2020

Members Present: M/s.

1. Mrs.D.Umamaheswari ASP

4. Mr.V.Venkatesan AP

2. Mr.S.Balabasker ASP

5. Mr.B.Arunkumar AP

3.Mr.R.Radha Krishnan AP

6.Ms.M.sahinipriya AP

Members Absent

: Mr.S.Durairaj

S.No.

Points Discussed & Decisions taken

Target Date

Responsibility

Remarks

1.

CIA -2 will be conducted on

29.02.2020

Staff members

2.

All final year student need to attend international conference before project viva voce

Staff members

3.

All final year student need to complete the project before on

27.02.2020

Staff members

4.

Project competition for all the final year students in R&D cell for all the department will be conducted on

28.02.2020

5.

For 3rd year tanner workshop will be conducted on next week.

B.Arunkumar
M.Sahinipriya

6

5G guest lecture conducted on

13.02.2020

Staff members

7.

Practical's have to complete on

22.02.2020

Staff members

8.

Another parents meeting will be conducted for the students those who are not brought their parents on 08.02.2020

18.02.2020

Class in charges

PAGE NO:1/2

	Prepared By	Mr.V.Venketesan, AP	<i>V.Venketesan 12/2/2020</i>
	Approved By	Dr.Sr.Anita, HOD	<i>Dr. Anita 12/2/2020</i>
		12.02.2020	
		2\2	



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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.

[Handwritten Signature]
HOD
20/2/2020



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	20.02.2020
Members 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 AP	
	3. Mr.R.Radha Krishnan ✗ AP	6. Ms.M.sahinipriya ✗ AP	
Members Absent	: NIL		

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Model theory exam will be conducted on	20.03.2020 - 27.03.2020	Staff members	
2.	For II nd and III rd , IV th 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 practical exam will be conducted on (slot II)	07.04.2020		
5.	Model practical exam will be start on	17.03.2020 - 19.03.2020		
6.	CIA -II will be conducted from	29.02.2020	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.	The day of physically and mentally challenged students will be conducted on March 14 th in our campus. Students from 17 institutions of our congregation (St.Anne's) will come and organize a cultural event. Full cooperation from staff's students is expected.			

		Prepared By	Mr.V.Venketesan, AP
		Approved By	Dr.Sr.Anita, HOD
			20.02.2020
			2/2

V.Venketesan
21/2/2020
Dr. Sr. Anita
21/2/2020

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2019-2020)

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 staff members are requested to assemble in the ECE department on time without fail.

AGENDA

1. Regarding Practical exam.
2. General discussion.

S. J.
HOD
10/3/2020



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	10.03.2020
Members Present: M/s.	1. Mrs.D.Umamaheswari ✓ ASP	4. Mr .V.Venkatesan	AP
	2. Mr.S.Balabasker ✓ ASP	5. Mr.B.Arunkumar ✓	AP
	3.Mr.R.Radha Krishnan ✓ AP	6.Ms.M.sahinipriya ✓	AP
Members Absent	: Nil		

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Model theory exam will be conducted on	18.03.2020 - 24.03.2020	Staff members	
2.	Model practical exam will be conducted on	26.03.2020 - 27.03.2020	Staff members	
3.	Anna university report entry will be on 28 th March. So staff member kindly finish and put entry on our college website.	-	Staff members	
4.	Farewell function for final year students will be on	30.03.2020	Class in charges	
5.	Final year last review for project will be conducted on	27.03.2020	-	
6.	All staff members are advised to publish paper in the reputed international journals.	-	-	
7.	Secretary insisted that every faculty members should admit students 2 compulsory.	-	-	
8.	All ECE staff members want to admit students in the department ECE to get more than 20 students.	-	Staff members	
9.	Final year students should submit the project report for getting HOD signature on (or) before	20.03.2020	Staff members	

PAGE NO:1/2

	Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 11/3/2020
	Approved By	Dr.Sr.Anitha, HOD	Dr.Sr.Anitha 11/3/2020
		10.03.2020	
		2\2	



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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


HOD 3/6/19



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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	03.06.2019
Members Present: M/s.	1. Mrs.D.UmaMaheswari ASP	4. Mr.V.Venkatesan <i>WST</i> AP	7.Mr.S.Durairaj AP
	2. Mr.S.BalaBasker <i>✓</i> ASP	5. Mr.B.Arunkumar AP	
	3. Mrs.B.MaryAmalaJenni AP	6.Ms.S.Devika AP	

Members Absent : Mr.R.Radha Krishnan AP *✓*

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Orientation program will be conducted for staff on June 21 st - June 22 nd			
2.	Orientation program will be conducted for students on July 1 st week .			
3.	Project presentation will be held for staff .	14.06.2019	Staff members	
4.	Working Lab manual with viva questions should be submitted to the HOD.	14.06.2019	Staff members	
5.	Following workshops are planned for the next semester.			
	IV Year – Digital Image Workshop on July 5 th – July 6 th			
	IV Year – HFSS Workshop on Aug 30 th – Aug 31 st			
	IV Year – Embedded Workshop on Aug 22 nd – Aug 23 rd			
	III Year – Scilab Workshop on July 31 st			
	II Year - Esim workshop on July 19 th - July 20 th			
6.	Special lab schedule should be submitted to the HOD.	7.06.2019	Class Incharges	

Prepared by	Mr.V.Venkatesan, AP	<i>V.Venkatesan</i>
Approved by	Sr.Anita, HOD	<i>Sr.Anita</i>
Date	03.06.2019	<i>3/6/19</i>
Page No.	1/1	<i>3/6/19</i>



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2018-2019)

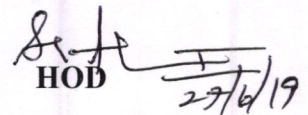
CIR. No. : SACET/ECE/CIR/58

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.


HOD
27/6/19

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DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	27.06.2019	
Members Present: M/s.	1. Mrs.D.UmaMaheswari ASP	4. Mr.V.Venkatesan AP		
	2. Mr.S.BalaBasker ASP	5. Mr.B.Arunkumar AP		
	3. Mr.R.Radha Krishnan AP	6. Mr.S.Durairaj AP		
Members Absent	: Mrs.B.MaryAmalaJenni			
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All staff members should be present in class room before prayer starts without fail		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	16.07.2019	Staff members	
	Unit-2	02.08.2019		
	Unit-3	30.08.2019		
	Unit-4	14.09.2019		
	Unit-5	09.09.2019		
4.	DIP workshop will be conducted for final year student from 5-7-2019 to 6-7-2019			
		Prepared by	Mr.V.Venkatesan, AP	V.Venkatesan
		Approved by	Sr.Anita, HOD	Sr.Anita 27/6/19
		Date	27.06.2019	
		Page No.	1/1	



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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.

AGENDA:

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

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HOD 1/8/19

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A. Ham
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S. A. P.

~~T. K. A. i.~~

V. P. K. K. K.

~~T. J. A.~~



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DEPARTMENT OF SCIENCE AND HUMANITIES

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/S&H/CIR/01

Date of Meeting : 02.08.19

Venue : S&H Department

Staff Members Present:	Dr. A. John Peter, Prof/Phy <i>b</i>	Mrs. S. Ramya, ASP/Chem <i>JS</i>	Mr. N. Syed Mubarak, ASP/Mat
	Ms.N.Saranya, AP/Eng <i>JS</i>	Mrs. J. Joaquine Arokia Mary, Lect/Chem <i>JS</i>	Mr. V. Prakash, AP/Mat
	Mr. R. Vishwalingam, AP/Mat	Dr. A. Azhagappan, Prof/Mat	Mr. D. Sampath Kumar, AP / Eng <i>JS</i>
	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 Mrs. S. Agnes Mary	
5.	Stage Decoration	Mr. A. Arockia raj Mrs. J. Joaquine Arokia Mary	

6	Hospitality & Board, Rangoli	Mrs. S. Ramya, 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. Venk
02/08/19
PREPARED BY

A. Venk
02/08/19
VERIFIED BY

R. Arukiadass
17/9/19
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.



ST. ANNE'S
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ANGUCHETTYPLAYAM, PANRUTI – 607 110.

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

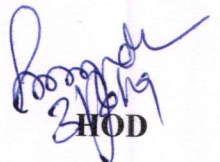
CIR. No. : SACET/MECH/CIR/01

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.

AGENDA

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


HOD

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COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue : MECH DEPT

Date : 3.06.2019

Members Present: M/s.							
1. Dr. D. Ommurugadhasan	Prof & HOD	4. Mr. R. Sasikumar	AP	7. Sr. Josephine Mary. A	AP		
2. Mr. K. Saravanan	ASP	5. Mr. P. Murugan	AP	8. Mr. T. Elangovan	AP		
3. Mr. K. Shanmugha Elango	ASP	6. Mrs. Annie John	ASP	9. Mr. R. Jaya Kumar	AP		

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	College reopens on	19.6.2019	Each staff	
2.	Names of class in charges, should be given to Principal	-	HOD	
3.	Staff orientation program	21.6.19 - 22.6.19	Each staff	
4.	Lab schedule should be prepared and submitted to Principal	7.6.19	Each staff	
5.	Course file should be submitted without fail	28.6.19	Each staff	
6.	Casual leave will be calculated from January - December	1.1.2020	Each staff	
7.	Stationeries for the next academic year can be obtained from the office	-	Each staff	

Prepared by	Mrs. Annie John ASP	
Approved by	Mr. D. Ommurugadhasan, HOD	
Date	3.06.2019	
Page No.	1/1	



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

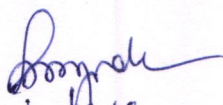
CIR. No. : SACET/MECH/CIR/02

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.

AGENDA

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


HOD

W. J.

K. J.



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COLLEGE OF ENGINEERING AND TECHNOLOGY

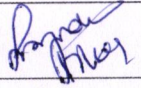
ANGUCHETTYPALAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT				Date	17.06.2019	
Members Present: M/s.	1. Dr. D. Ommurugadhasan <i>Don</i>	Prof & HOD	4. Mr. R. Sasikumar <i>AS</i>	AP	7. Sr. Josephine Mary. A <i>AS</i>	AP	
	2. Mr. K. Saravanan <i>K.S.</i>	ASP	5. Mr. P. Murugan <i>P.M.</i>	AP	8. Mr. T. Elangovan <i>TE</i>	AP	
	3. Mr. K. Shanmugha Elango <i>K.S.</i>	ASP	6. Mrs. Annie John <i>AJ</i>	ASP	9. Mr. R. Jaya Kumar <i>R.J.K.</i>	AP	

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	RESPONSIBILITY	REMARKS
1.	College staff prayer	18.6.2019	Each staff	
2.	Department prayer for students and staff	19.6.2019	HOD	
3.	Staff orientation program	21.6.19 – 22.6.19	Each staff	
4.	Weekly plan have to be submitted to Principal every week		Each staff	
5.	CIA test will be conducted for 100 marks from this semester		Each staff	
6.	Schedule for this sem according to Anna university : Reopening date Closing date	01.7.2019 19.10.2019	Each staff	
7.	CIA test will be conducted in the morning and afternoon there will be coaching	-	Each staff	
8.	Unit completion Unit 1 Unit 2 Unit 3 Unit 4 Unit 5	16.7.19 2.8.19 30.8.19 14.9.19 9.10.19	Each staff	
9.	Lab experiments should be completed	31.7.2019	Lab handling staff	

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



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

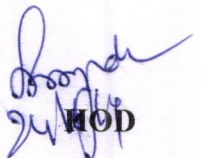
CIR. No. : SACET/MECH/CIR/02

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.

AGENDA

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


HOD

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ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	25.06.2019	
Members Present: M/s.	1. Dr. D. Ommurugadhasan	Prof & HOD	4. Mr. R. Sasikumar	AP	7. Sr. Josephine Mary. A	AP
	2. Mr. K. Saravanan	ASP	5. Mr. P. Murugan	AP	8. Mr. T. Elangovan	AP
	3. Mr. K. Shanmugha Elango	ASP	6. Mrs. Annie John	ASP	9. Mr. R. Jaya Kumar	AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	RESPONSIBILITY	REMARKS
1.	Give reasons for low pass percentage in the recent Anna university results. Get a comparison with other colleges	26.6.2019	Each staff	
2.	Keep the labs neat		Lab assistants	
3.	ISO files should be completed		Each staff	
4.	Weekly plan should be submitted	Every Monday	Each staff	
5.	Course file should be submitted	28.6.19	Each staff	
6.	Class preparation very essential	Every day	Each staff	
		Prepared by	Mrs. Annie John ASP	M
		Approved by	Dr. D. Ommurugadhasan, HOD	Dr. D. Ommurugadhasan 25/6/19
		Date	25.06.2019	
		Page No.	1/1	



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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/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.

AGENDA

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

[Handwritten Signature]
29/6/19
HOD

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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	1.07.2019	
Members Present: M/s.	1. Dr. D. Ommurugadhasan <i>[Signature]</i>	Prof & HOD	4. Mr. R. Sasikumar <i>[Signature]</i>	AP	7. Sr. Josephine Mary. A <i>[Signature]</i>	AP <i>[Signature]</i>
	2. Mr. K. Saravanan <i>[Signature]</i>	ASP	5. Mr. P. Murugan <i>[Signature]</i>	AP	8. Mr. T. Elangovan <i>[Signature]</i>	AP <i>[Signature]</i>
	3. Mr. K. Shanmugha Elango <i>[Signature]</i>	ASP	6. Mrs. Annie John <i>[Signature]</i>	ASP <i>[Signature]</i>	9. Mr. R. Jaya Kumar <i>[Signature]</i>	AP <i>[Signature]</i>

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Mention the text book for the subject, from which you have taken the notes		Each staff	
2.	Real time examples should be explained in the class	-	HOD	
3.	Interact with the students		Each staff	
4.	Lab completed details should be prepared and submitted to Principal		Each staff	
5.	Principal will sign the documents only with the current date		Each staff	
6.	Student discipline should be correctly monitored		Each staff	
7.	Last date for readmission /transfer of students	12.7.2019	Each staff	
8.	Cover the syllabus thoroughly, both theory part as well as problematic part		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	15.07.2019	Each staff	
10.	Absentees should be followed		Each staff	

11	Counseling should be given to students regularly		Each staff	
		Prepared by	Mrs. Annie John ASP	<i>W</i>
		Approved by	Mr. D. Ommurugada san, HOD	<i>[Signature]</i>
		Date	1.07.2019	
		Page No.	1/1	



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

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.

AGENDA

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


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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT	Date	08.07.2019		
Members Present: M/s.	1. Dr.D.Ommurugadasan Prof.	5. Mr. P.Murugan	AP	9. Mr.R. Jaya Kumar	AP
	2. Mr. Saravanan ASP	6. Mrs. Annie John	ASP		
	3. Mr.R.Sasikumar AP	7. Sr.Josephine Mary	AP		
	4. Mr.K.Shanmugha Elango ASP	8. Mr. T.Elangovan	AP		

Members Absent : NIL

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Unit 1 completion	16.07.2019	Each staff	
2.	Daily test results should be conducted from	15.07.2019	Each staff	
3.	Parents should be informed of their wards absence	Daily	counseling staff	
4.	Students orientation program: Resource persons from St Josephs college ,Trichy	15.07.2019	All staff members	
5.	News letter should be ready	12.07.2019	in charge	
6.	Gents staff member should wear tie		Each staff	
7.	Graduation day	24.08.2019	Each staff	
8.	Continuous leave will not be permitted			
9.	Risk file in charge		Sr.Josephine Mary & Mr. P.Murugan	
10.	While taking class don't come outside the platform, try to speak to the whole class		Each staff	
11.	MESA an ISTE conducting orientation program " The Passion on Entrepreneurship"	12.07.2019	Each staff	
		Prepared by	Mrs. Annie John, ASP	
		Approved by	Dr.D.Ommurugadhan, HOD	

	Date	8.07.2019
	Page No.	1/1



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

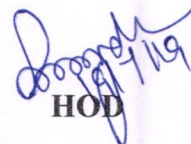
CIR. No. : SACET/MECH/CIR/1806

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.

AGENDA

1. St Anne's feast
2. General discussion


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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT				Date	22.07.2019	
Members Present: M/s.	1. Dr. D. Ommurugadhasan <i>[Signature]</i>	Prof & HOD	4. Mr. R. Sasikumar <i>[Signature]</i>	AP	7. Sr. Josephine Mary. A <i>[Signature]</i>	AP	
	2. Mr. K. Saravanan <i>[Signature]</i>	ASP	5. Mr. P. Murugan <i>[Signature]</i>	AP	8. Mr. T. Elangovan <i>[Signature]</i>	AP	
	3. Mr. K. Shanmugha Elango <i>[Signature]</i>	ASP	6. Mrs. Annie John <i>[Signature]</i>	ASP	9. Mr. R. Jaya Kumar <i>[Signature]</i>	AP	

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All catholic staff members should be present for mass at church by 11.30AM for St. Anne's Feast day	26.07.2019	staff	
2.	College will celebrate the St Anne's feast day on	24.07.2019	Each staff	
3.	Tableau timings for the St Anne's feast day	10.30am on 24.07.2019	Each staff	
4.	Counseling fees can be reduced for first year management admission	5.10.2019	Each staff	
		Prepared by	Mrs. Annie John ASP	<i>[Signature]</i>
		Approved by	Dr. D. Ommurugadhasan, HOD	<i>[Signature]</i> 22/7/19
		Date	22.07.2019	
		Page No.	1/1	



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

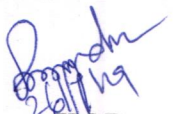
CIR. No. : SACET/MECH/CIR/01

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.

AGENDA

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


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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	29.07.2019	
Members Present: M/s.	1. Dr. D. Ommurugadhasan	Prof & HOD	4. Mr. R. Sasikumar	AP	7. Sr. Josephine Mary. A	AP
	2. Mr. K. Saravanan	ASP	5. Mr. P. Murugan	AP	8. Mr. T. Elangovan	AP
	3. Mr. K. Shanmugha Elango	ASP	6. Mrs. Annie John	ASP	9. Mr. R. Jaya Kumar	AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All staff members should be present for college prayer at auditorium by 9.05 AM	All Monday	Each staff	
2.	Updated question bank should be submitted to the exam cell with the approval of HOD	5.10.2019	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	5.10.2019	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	29.07.2019	Each counseling staff	

7	Fees collection should be followed	-	Class in charge	
		Prepared by	Mrs. Annie John ASP	<i>M</i>
		Approved by	M r. D. Ommurugada san, HOD	<i>[Signature]</i>
		Date	29.07.2019	
		Page No.	1/1	



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

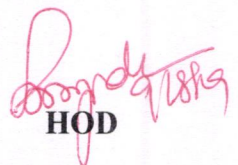
CIR. No. : SACET/MECH/CIR/05

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.

AGENDA

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


HOD

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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	10.08.2019
Members Present: M/s.	1. Dr.D.Ommurugadhasan <i>Dr. D. Ommurugadhasan</i>	Prof.& HOD	5. Mr. P.Murugan <i>P. Murugan</i>	AP	9. Mr.R. Jaya Kumar AP <i>R. Jaya Kumar</i>
	2. Mr. Saravanan <i>Saravanan</i>	ASP	6. Mrs. Annie John	ASP <i>Annie John</i>	
	3. Mr.R.Sasikumar <i>R. Sasikumar</i>	AP	7. Sr. Josephine Mary	AP <i>Josephine Mary</i>	
	4. Mr.K.Shanmugha Elango <i>K. Shanmugha Elango</i>	ASP	8. Mr. T.Elangovan	AP	

Members Absent : NIL

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Parents should be called once in a week and enter the call details in a notebook		Each counseling staff	
2.	After Graduation day ,collect details of students as where they are working, experience they are obtaining, field of work etc	24.08.2019	Each staff	
3.	Project proposal should be sent and try to obtain the same.		Mr.K.Shanmugha Elango & Mr.R.Sasikumar	
4.	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		Class in charge	
		Prepared by	Mrs. Annie John, ASP	<i>Annie John</i>
		Approved by	Dr.D.Ommurugadh asan, HOD	<i>Dr. D. Ommurugadhasan</i>
		Date	10.08.2019	
		Page No.	1/1	



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

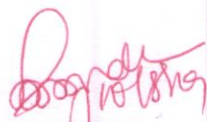
CIR. No. : SACET/MECH/CIR/06

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.

AGENDA

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


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STANDARD

THE UNIVERSITY OF THE STATE OF NEW YORK

THE STATE EDUCATION DEPARTMENT

ALBANY

12244

DATE

EXPIRES

THIS IS TO CERTIFY THAT THE ABOVE NAMED PERSON HAS COMPLETED THE COURSE OF INSTRUCTION IN THE SUBJECT OF

10/1/50



ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue : MECH DEPT

Date : 13.08.2019

Members Present: M/s.	Name	Designation	Name	Designation	Name	Designation
	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P.Murugan	AP	9. Mr.R. Jaya Kumar	AP
	2. Mr. Saravanan	ASP	6. Mrs. Annie John	ASP		
	3. Mr.R.Sasikumar	AP	7. Sr.Josephine Mary	AP		
	4. Mr.K.Shanmugha Elango	ASP	8. Mr. T.Elangovan	AP		

Members Absent : NIL

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Parents should be called once in a week and enter the call details in a notebook with time.		Each counseling staff	
2.	After Graduation day ,conduct an Alumini get together	24.08.2019	Each staff	
3.	First year special classes restarting at 3.05pm to 4.45pm from	13.8.19 onwards	Concerned staff	
4.	Evening classes should be very effective, prepare in advance what is to be given coaching		Each staff	
5.	During placement classes, absentees will be strictly monitored; parents should be informed in such cases.		Class in charge	
6	Industrial visit for final years - ISRO Mahendragiri	23.08.19	Mr.K.Shanmugha Elango & Mr.R. Jaya Kumar	
		Prepared by	Mrs. Annie John, ASP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	13.08.2019	
		Page No.	1/1	



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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.

AGENDA

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


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
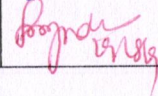
COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT	Date	19.08.2019
Members Present: M/s.	1. Dr.D.Ommurugadhasan <i>Prof & HOD</i>	4. Mr.K.Shanmugha Elango <i>ASP</i>	7. Mr. T.Elangovan <i>AP</i>
	2. Mr. K.Saravanan <i>ASP</i>	5. Mr. P.Murugan <i>AP</i>	8. Mr.R. Jaya Kumar <i>AP</i>
	3 Mr.R.Sasikumar <i>AP</i>	6. Mrs. Annie John <i>ASP</i>	
Members Absent	.Sr.A.Josephine Mary AP		

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Arrear classes for III year's is being conducted during the last two hours. 3.5 units will be covered, Tests will be conducted.		Class in charge	
2.	Assignments should be collected. For CIA -1, objective type test is not considered. For CIA-1, sum of test mark, assignment mark and mark for attendance will be taken.	16.8.19	Each staff	
3.	For CIA -II, ask each student to bring at least 3 questions from the prescribed portions		Each staff	
4.	Attendance marks are as follows. For (75 - 85)% - 1 mark, more than 85% -2		Class in charge	
5.	Those who are getting prior permission, retest can be conducted for absentees		Class in charge	
6.	No leave for CIA		Class in charge	
7.	Graduation day on Last day for confirmation for students who are coming for graduation day	24.8.2019 20.8.2019	Each staff	
8.	NSS coordinators with second year students assemble at 4.45pm to collect plastic papers in the college campus	22.8.2019	NSS coordinators	
9.	No lab hours from September .Lab hours should be handed over to problem based subjects	1.9.2019	Class in charges	

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	
		Approved by	Dr. D. Ommurugadhan, HOD	
		Date	19.8.2019	
		Page No.	2/2	



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

CIR. No. : SACET/MECH/CIR/08

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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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue : MECH DEPT

Date 26.08.2019

Members Present: M/s.	1. Dr.D.Ommurugadhasan <i>Kongdu</i>	Prof & HOD	4. Mr.K.Shanmugha Elango <i>KS</i>	ASP	7. Mr. T.Elangovan <i>AP</i>
	2. Mr. K.Saravanan <i>KS</i>	ASP	5. Mrs. Annie John <i>AN</i>	ASP	8. Mr.R. Jaya Kumar <i>AP</i>
	3 Mr.R.Sasikumar <i>AS</i>	AP	6. Sr.A.Josephine Mary <i>AS</i>	A P	

Members Absent . Mr. P.Murugan AP
PM

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Attendance entry period in our college web site Attendance entry period in our college web site	26.8.19 28.8.19	Each staff	
2.	If the assignments are not given , put zero for students		Each staff	
3.	Coaching class during the evening should be very serious, coaching should very interesting. Part-C question, case study will be very effective	Daily	Each staff	
4.	After the industrial visit, students should come to college regularly. Rs 100/- fine for one day absent.		Class in charge	
5.	For objective type test, questions should be brought by students		Each staff	
6.	Project proposal should be sent as early as possible		Mr.R.Sasikumar Mr.K.Shanmugha Elango	
7.	Record writing should be completed by this week.	24.8.19	Lab handling faculty	
8.	UG projects should be converted into papers and should be published in journals			
9.	Staff members have the following duties (i)Result improvement		Each staff	

	(ii)Admission work ,at least 40 students should be admitted in a department (iii)Every one should publish a paper in a journal			
		Prepared by	Mrs.Annie John ASP/Mech	M
		Approved by	Dr.D.Ommurugadhan, HOD	D. Ommurugadhan 26/8/19
		Date	26.8.2019	
		Page No.	2/2	



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

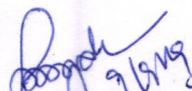
CIR. No. : SACET/MECH/CIR/09

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.

AGENDA

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


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COLLEGE OF ENGINEERING AND TECHNOLOGY

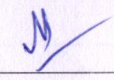
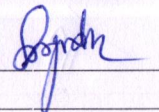
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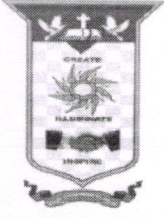
DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT				Date	10.09.2019	
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikumar AP	7. Sr.Josephine Mary. A AP				
	2. Mr. K.Saravanan ASP	5. Mr. P.Murugan AP	8. Mr. T. Elangovan AP				
	3. Mr.K.Shanmugha Elango ASP	6.Mrs.Annie John ASP	9.Mr.R. Jaya Kumar AP				

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Awareness program on 'Self Employment' for Mechanical Engineering Students	10.09.2019 at 10.30am	Each staff	
2.	Advice the students not to make sound during the function at the auditorium as the students are shouting during the Teacher's day function.		Each staff	
3.	Salary delayed due to financial difficulties		Class in charge	
4.	Mother General enquiring about the poor university results of students .She is constantly insisting that staffs should fully involve in the admission process.		Class in charge	
5.	Improve internship program for II and III year students		Each staff	
6.	Women's awareness program at Annai Velankanni Polytechnic,Panruti	10.09.2019	Mrs. Annie John	
7.	PhD registration should be done at least by the year 2021	Year 2021	Each staff	
8.	Insist students to pass first year arrear subjects – III year students		Each staff	

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



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

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(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.

AGENDA

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

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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	23.09.2019	
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikumar AP	7. Sr.Josephine Mary. A AP	2. Mr. K.Saravanan ASP	5. Mr. P.Murugan AP	8. Mr. T.Elangovan AP
	3. Mr.K.Shanmugha Elango ASP	6.Mrs.Annie John ASP	9.Mr.R. Jaya Kumar AP			
Members Absent						
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks		
1.	Evening coaching class should be strictly monitored		Each staff			
2.	Project work should be correctly guided by staff- Projects as far as possible should be useful to college		Each staff			
3.	Final year students should be correctly monitored as more number of students are getting absent.		Class in charge			
4.	Students, who are having less than 75% attendance should be strictly followed.		Class in charge			
5.	No dues fees should be prepared today itself .Insist the students to pay college fees before paying the exam fees.		Each staff			
		Prepared by	Mrs.Annie John ASP/Mech			
		Approved by	Dr.D.Ommurugadhasan, HOD			
		Date	23.09.2019			
		Page No.	1/1			



ST. ANNE'S
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

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

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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	25.09.2019	
Members Present: M/s.	1. Dr.D.Ommurugadhasan <i>[Signature]</i>	Prof & HOD	4. Mr.R.Sasikumar <i>[Signature]</i>	AP	7. Sr.Josephine Mary. A	AP <i>[Signature]</i>
	2. Mr. K.Saravanan <i>[Signature]</i>	ASP	5. Mr. P.Murugan <i>[Signature]</i>	AP	8. Mr. T. Elangovan	AP <i>[Signature]</i>
	3. Mr.K.Shanmugha Elango <i>[Signature]</i>	ASP	6.Mrs.Annie John <i>[Signature]</i>	ASP	9.Mr.R. Jaya Kumar	AP <i>[Signature]</i>

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Model exam dates announced	09.09.2019 – 15.09.2019	Each staff	
2.	Syllabus should be completed	30.09.2019	Each staff	
3.	Model lab should be completed between	16.10.2019 - 18.10.2019	Class in charge	
4.	Practical exams marks should be uploaded in the website	19.10.2019	Lab handling faculty	
5.	Assignment and objective type III should be collected/done before model exam.		Each staff	
6.	No due list should be displayed today.	25.09.2019	Class in charge	
7.	Check internal marks, whether the students are obtaining 140/200 for the two CIA's.If not find the rectification.		Each staff	
		Prepared by	Mrs. Annie John ASP/ Mech	
		Approved by	Dr.D.Ommurugadh asan, HOD <i>[Signature]</i>	
		Date	25.09.2019	
		Page No.	1/1	



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ANGUCHETTYPLAYAM, PANRUTI – 607 110.

DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2019-2020)

CIR. No. : SACET/MECH/CIR/12

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.

AGENDA

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

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ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	30.09.2019	
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikumar	AP	7. Sr.Josephine Mary. A	AP	
	2. Mr. K.Saravanan ASP	5. Mr. P.Murugan	AP	8. Mr. T. Elangovan	AP	
	3. Mr.K.Shanmugha Elango ASP	6.Mrs.Annie John	ASP	9.Mr.R. Jaya Kumar	AP	

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Fees should collected as early as possible		Each staff	
2.	Model exam will be conducted in the morning and coaching in the afternoon.		Each staff	
3.	First year arrear coaching over.		Class in charge	
4.	ISO NC's should be closed	30.09.2019	Each staff	
5.	After completion 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 should be made ready. Select projects which are useful to the society and should be cost effective.		Class in charge	
9.	Projects should be published as papers in the reputed journals.		Each staff	
			Prepared by	Mrs. Annie John ASP/ Mech
			Approved by	Dr.D.Ommurugadhasan, HOD
			Date	30.09.2019
			Page No.	1/1



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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/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.

AGENDA

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

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1. B. V. J. ~~11/12/14~~

2. ~~11/12/14~~

3. B. V. J. ~~11/12/14~~

4. ~~11/12/15~~

5. ~~11.12.19~~

6. ~~11/12/18~~

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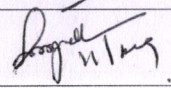
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COLLEGE OF ENGINEERING AND TECHNOLOGY
ANGUCHETTYPLAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	11.12.2019	
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof.& HOD	5. Mr. P.Murugan	AP	9.Mr.R. Jaya Kumar	AP	
	2. Mr. Saravanan ASP	6. Mrs. Annie John	ASP			
	3. Mr.R.Sasikumar AP	7. Sr.Josephine Mary	AP			
	4. Mr.K.Sharmugha Elango ASP	8. Mr. T.Elangovan	AP			

Members Absent : NIL

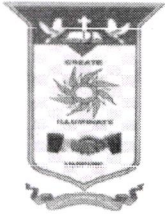
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Reopening date for the next even semester	16.12.2019	Each staff	
2.	Lab classes will be handled for the second and third year, placement program for the final year	16.12.2019 – 21.12.2019	Each staff	
3.	Two software industries are coming for placement		Placement Coordinator	
4.	Project should be converted to journal papers.		Each staff	
5.	Class notes,PPT with audio ,updated question bank should be made ready	16.12.2019	Class in charge	
6	Christmas celebration for students as well as staff	23.12.2019	Each staff	
7	Event details for Christmas celebration should be given to VP	20.12.2019	Cultural Committee Members	
8	Those students who had availed bond from management for paying fees should repay the fees.		115	
9	Answer key for CIA Exams should be made ready		Each staff	
10	Student name list for the even semester should be ready	15.12.2019	Class in charge	

	Prepared by	Mrs. Annie John, ASP	
	Approved by	Dr.D.Ommurugadh asan, HOD	
	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/01

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.

AGENDA

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

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ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	16.12.2019
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikumar	AP	7. Sr.Josephine Mary. A	AP
	2. Mr. K.Saravanan ASP	5. Mr. P.Murugan	AP	8. Mr. T. Elangovan	AP
	3. Mr.K.Shanmugha Elango ASP	6.Mrs.Annie John	ASP	9.Mr.R. Jaya Kumar	AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Absentees should be controlled		Each staff	
2.	Placement training program for final years	16.12.2019 - 21.12.2019	Placement co ordinator	
3.	Dates for parent teachers meeting will be announced and all parents should come on that particular day		Class 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 conducted during	February	Class in charge	
9.	Student 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	17.12.2019	Each staff	
11.	Students who are attending arrear exams can be given OD on that particular date		Class in charge	

	Prepared by	Mrs. Annie John ASP/ Mech	M
	Approved by	Dr.D.Ommurugadh asan, HOD	<i>[Signature]</i> 16/12/19
	Date	16.12.2019	
	Page No.	2/2	



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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.

AGENDA

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

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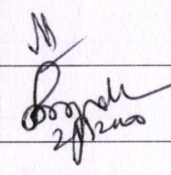
ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	02.01.2020
Members Present: M/s.	1. Dr.D.Ommurugadhasan <i>DM</i>	Prof & HOD	4. Mr.R.Sasikumar <i>X</i>	AP	7. Sr.Josephine Mary. A <i>AP</i>
	2. Mr. K.Saravanan <i>S.S.V</i>	ASP	5. Mr. P.Murugan <i>P</i>	AP	8. Mr. T. Elangovan <i>AP</i>
	3. Mr.K.Shanmugha Elango <i>ch</i>	ASP	6.Mrs.Annie John	ASP <i>M</i>	9.Mr.R. Jaya Kumar <i>AP</i>

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	ISO surveillance audit	08.01.2020	Each staff	
2.	Classes should be conducted according to time table		Each staff	
3.	Thursday working day for final years		Class 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		Each staff	
7.	Inform students to come to college regularly		Each staff	
8.	On Science day, projects (both third and final year projects) should be completed and should be ready for exhibition	28.02.2020	Class in charge	<i>John</i>
9.	Industrial visits for students should be planned		Each staff	
10	NSS activities should be conducted	As on schedule	Each staff	
11	Slip test should be conducted regularly		Class in charge	

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	
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	
		Approved by	Dr.D.Ommurugadh asan, HOD	
		Date	02.01.2020	
		Page No.	2/2	



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.

AGENDA

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

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COLLEGE OF ENGINEERING AND TECHNOLOGY

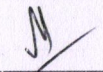
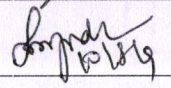
ANGUCHETTYPLAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	06.01.2020	
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof.& HOD	5. Mr. P.Murugan	AP	9. Mr.R. Jaya Kumar	AP	
	2. Mr. Saravanan ASP	6. Mrs. Annie John	ASP			
	3. Mr.R.Sasikumar AP	7. Sr.Josephine Mary	AP			
	4. Mr.K.Shanmugha Elango ASP	8. Mr. T.Elangovan	AP			

Members Absent : NIL

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Four faculties have to go for valuation	08.01.2020		
2.	ISO surveillance audit	25.01.2020	Each staff	
3.	All the staffs should take classes by standing on the platform		Each staff	
4.	Prepare the subject in advance ,so that you can effectively utilize the hours of teaching		Each staff	
5.	Morning and evening sign in the main attendance register should be done properly and correctly.	Every day	Each staff	
6.	Students should not take more than one leave in a month.		Class in charge	
7.	Dress code and discipline of students should be strictly followed.		Class in charge and discipline coordinator	
8.	Industrial visit for students should be properly planned		Class in charge & IV coordinator	
9.	Zeroth review for final year students	09.01.2020	Each staff	

	Prepared by	Mrs. Annie John, ASP	
	Approved by	Dr.D.Ommurugadh asan, HOD	
	Date	10.08.2019	
	Page No.	1/1	



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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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
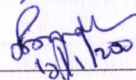
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ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	13.01.2020
Members Present: M/s.	1. Dr.D.Ommurugadhasan Prof & HOD	4. Mr.R.Sasikumar	AP	7. Sr.Josephine Mary. A	AP
	2. Mr. K.Saravanan ASP	5. Mr. P.Murugan	AP	8. Mr. T. Elangovan	AP
	3. Mr.K.Shanmugha Elango ASP	6.Mrs.Annie John	ASP	9.Mr.R. Jaya Kumar	AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	ISO internal audit	14.01.2020, 18.01.2020, 20.01.2020	Each staff	
2.	ISO surveillance audit	25.01.2020	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 meeting on	11.01.2020	Class in charge	
6.	Topics should be lectured by giving stress on important university questions		Each staff	
7.	Absentees should be reduced. No students should be send home for indiscipline or ununiform.Use the service of lab assistant and allow these students to sit in the lab and study.		Each staff	
8.	Sundays can be utilized for extra classes to complete the portions		Class in charge	
11	Slip test should be conducted regularly		Class in charge	

12	Staff members should take class by standing on the platform		Each staff	
		Prepared by	Mrs. Annie John ASP/ Mech	
		Approved by	Dr.D.Ommurugadh asan, HOD	
		Date	13.01.2020	
		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/ 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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COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI - 607 110.

DEPARTMENT MEETING MINUTES

Venue	: MECH DEPT			Date	20.01.2020	
Members Present: M/s.	1. Dr.D.Ommurugadhasan	Prof & HOD	4. Mr.R.Sasikumar	AP	7. Sr.Josephine Mary. A	AP
	2. Mr. K.Saravanan	ASP	5. Mr. P.Murugan	AP	8. Mr. T. Elangovan	AP
	3. Mr.K.Shanmugha Elango	ASP	6.Mrs.Annie John	ASP	9.Mr.R. Jaya Kumar	AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	CIA exam on	03.02.2020	Each staff	
2.	Syllabus should be completed on	01.02.2020	Each staff	
3.	Last date for Attendance report entry	20.01.2020	Each staff	
4.	Teach according to latest university question paper		Each staff	
5.	Question paper should be submitted to exam cell		Each staff	
6.	If students take leave for more than three days, they should submit medical leave		Each counselors	
7.	Enquire about final year students who are not interested in placement		Each counselors	

Prepared by	Mrs. Annie John ASP/ Mech	
Approved by	Dr.D.Ommurugadhasan, HOD	
Date	20.01.2020	
Page No.	1/1	



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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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ST. ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI – 607 110.

DEPARTMENT MEETING MINUTES

Venue : MECH DEPT

Date 27.01.2020

Members Present: M/s.

1. Dr.D.Ommurugadhasan

Prof &
HOD

4. Mr.R.Sasikumar

AP

7. Sr.Josephine
Mary. A

AP

2. Mr. K.Saravanan

ASP

5. Mr. P.Murugan

AP

8. Mr. T. Elangovan

AP

3. Mr.K.Shanmugha
Elango

ASP

6.Mrs.Annie John


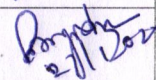
ASP

9.Mr.R. Jaya Kumar

AP

Members Absent

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	CIA exams will be conducted	01.02.2020 – 07.02.2020	Each staff	
2.	We have regular classes on Saturday	01.02.2020	Each staff	
3.	Complete all the projects by the last week of February. Project expo on	28.02.2020	Class in charges	
4.	Staff members should be present before five minutes in 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 should try admit two students in the coming academic year		Each staff	

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



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 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

HOD



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COLLEGE OF ENGINEERING AND TECHNOLOGY

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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

10.02.2020

Members 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.Anne John	ASP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	CIA -1 marks should be uploaded and updated	11.02.2020	All subject handling staff members and HOD	
2.	Retest should be conducted to all students including absentees and failures during 6 th and 7 th hours this week	-	All subject handling staff members and HOD	
3.	No slip test this week and may take classes	-	All subject handling staff members and HOD	
4.	Lab need to be changed to theory to complete portion	-	All Class Incharge	
5.	At least 5 different Assignment topics should be given to the whole class	-	All subject handling staff members and HOD	
6.	II year will be participating NSS camp during this week	10/2 to 16/2	NSS member, Class Incharge,HOD	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	10.02.2020	
		Page No.	1/1	



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR (2019-2020)

CIR. No.: SACET/ME/CIR/ 8

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

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HOD



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DEPARTMENT MEETING MINUTES

Venue : ME Dept.	Date	02.03.2020
Members 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.Anne John ASP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	CIA -3 commencement dates	18.03.2020	All subject handling staff members and HOD	
2.	Unit 5 completion date	13.03.2020	All subject handling staff members and HOD	
3.	Model lab conducting dates	26 & 27.03.2020	All lab handling staff members and HOD	
4.	III year arrear classes commencement date	04.03.2020	III year Class Incharge and respective subject handling staff	
5.	Instructing to remit Tuition and bus fees to students	-	Councillors and HOD	
6.	Dates of University Lab exams	7/4 to 9/4 & 13/4	All lab handling staff members and HOD	
7.	Industrial visit for II and III year students	05.03.2020	IV incharge,HOD,Class Incharge	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	02.03.2020	
		Page No.	1/1	



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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

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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR
(2019-2020)

CIR. No.: SACET/ME/CIR/17

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

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23/3/20
HOD



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DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 23.03.2020

Members 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

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Next semester paper allocation to staff members	-	HOD	
2.	Choosing electives for forth coming semester	-	Staff members and HOD	
3.	Discussed papers about papers in other department	-	All staff members and HOD	
4.	Students should remit their tuition fees	-	Class Incharges, Councillors and HOD	
5.	Have to attend at least 2 Online Courses, FDP, Conference, Journal publication	-	All staff members and HOD	
6.	Have to work for admissions	-	All staff members	
7.	Have to prepare Slip test questions, Assignment questions, MCQ questions and Question Bank	-	All Subject incharges	

Prepared by

Mr.R.Sasikumar, AP

Approved by

Dr.D.Ommurugadhasan, HOD

Date

23.03.2020

Page No.

1/1



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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:

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

A. I. *[Signature]*
HOD 4/01/20

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V. Roberts

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DEPARTMENT OF SCIENCE AND HUMANITIES

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/S&H/CIR/34

Date of Meeting : 06.01.20

Venue : S&H Department

Staff Members Present:	Dr. A. John Peter, Prof/Phy	Mrs. S. Ramya, ASP/Chem	Mr. N. Syed Mubarak, ASP/Mat
	N.Saranya, AP/eng	Mrs. J. Joaquine Arokia Mary, Lect/Chem	Mr. V. Prakash, AP/Mat
	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-I Rukh
6/1/20
PREPARED BY

A-I Rukh
6/1/20
VERIFIED BY

R. Jeyapalan
6.1.2020
APPROVED BY

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