



# 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**  
**(2020 – 2021)**

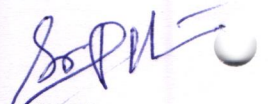
**CIR. No.: SACET/CSE/CIR/**

**Date: 13.08.2020**

It is to be informed that the Department meeting will be held on 14.08.2020 at 10.00 AM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Online class conducting

  
**HOD**



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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

## DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date : 14.08.2020

Members Present: M/s.						
1. Sr. Punitha Jilt	B	HOD	5. Mrs. Z. Asmathunnisa	*	AP	
2. Mrs. D. Pauline Freeda	H	ASP	6. Mr. N. Kumar	N.W	AP	
3. Mr. S. Rajarajan		AP				
4. Mr. S. Manavalan	M	ASP				

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Online classes have to be conducted as 4hrs/day	17.08.2020	All staff members and HOD	
2.	TimeTable has to be framed for 4 hours with sufficient break in between	-	TimeTable Incharge and HOD	
3.	Google Meet Link have to be created for three years separately	-	All Class Incharges and HOD	
4.	Study material have to be uploaded in the GCR	-	All subject Incharges	
5.	Attendance in Google Meet class room is very mandatory	-	All staff members and HOD	
6.	Classes for only theory will be conducted. Classes regarding Lab will be discussed later	-	All staff members	
7.	Have to prepare 30 MCQ in Google form and Assignment has to be assigned for 20 marks for each unit	-	All Subject incharges	
		<b>Prepared by</b>	Mrs. Z. Asmathunnisa, AP	
		<b>Approved by</b>	Sr. Punitha Jilt, HOD	
		<b>Date</b>	14.08.2020	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR

(2020 - 2021)

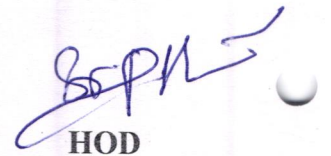
**CIR. No.: SACET/CSE/CIR/**

**Date: 15.09.2020**

It is to be informed that the Department meeting will be held on 16.09.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### **Agenda:**

1. Online class conducting

  
**HOD**



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## DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date : 15.09.2020

Members Present: M/s.						
1. Sr.Punitha Jilt		HOD	5. Mrs.Z.Asmathunnisa		AP	
2. Mrs.D.Pauline Freeda		ASP	6. Mr. N.Kumar		AP	
3. Mr. S.Rajarajan		AP	7. Mr. P.Charles		AP	
4. Mr. S.Manavalan		ASP	8. Mrs.E. Indhuma		AP	

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	MockTest will be conducted for Batch 2016-2020 Students in different slots	19.09.2020	-	
2.	Project Viva_voice will be conducted through Online Mode. Project Coordinator, Internal Examiner, Project Guide presents is mandatory	22.09.2020	Project guides, Project Co-ordinator and HOD	
3.	Power point presentation of the project and Project Report need to be collected as softcopy.	-	Project Guides	
4.	PPT and Report need to be written in CD to send to Anna University	-	Project guide and project Co-ordinator	
5.	Theory exams will be conducted on online mode. Question paper will be having 40 MCQ and duration of exam will be one hour	24.09.2020 to 29.09.2020	All staff members and HOD	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	<b>15.09.2020</b>	
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### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR

(2020 - 2021)

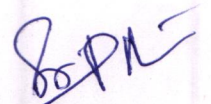
**CIR. No.: SACET/CSE/CIR/**

**Date: 05.10.2020**

It is to be informed that the Department meeting will be held on 05.10.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Online class conducting

  
**HOD**



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## DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

05.10.2020

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mr. P.Charles

AP

4. Mr. S.Manavalan

ASP

8. Mrs.E. Indhuma

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Monitor the classes that are being conducted on online mode	-	Class Incharges and HOD	
2.	Attendance entry need to be done in our webportal. Be generous in allocating attendance to the students	-	All subject handling staff members	
3.	Log book and master attendance need to be get signed from the principal	-	Class incharges	
4.	Online classes should be downloaded and should be written in the CD	-	All subject handling staff members	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	05.10.2020	
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## DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date

16.09.2020

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mr. P.Charles

AP

4. Mr. S.Manavalan

ASP

8. Mrs.E. Indhuma

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Online classes need to be conducted through Google Meet Platform.	-	All subject handling staff members	
2.	Need to cover only 4 units. Unit -5 may be left for self studying by the students	-	All subject handling staff members	
3.	Students should be given assignments, Quizzes and Open book test should be conducted	-	All subject handling staff members	
4.	Online classes should be recorded	-	All subject handling staff members	
5.	Seminars should also be given to the students	-	All staff members and HOD	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	16.09.2020	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR (2020 – 2021)

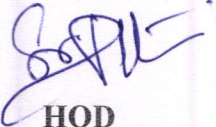
**CIR. No.: SACET/CSE/CIR/**

**Date: 11.11.2020**

It is to be informed that the Department meeting will be held on 12.11.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### **Agenda:**

1. Revision Schedule
2. Log book completion

  
**HOD**





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### DEPARTMENT MEETING MINUTES

Venue : Lab No.4.

Date

12.11.2020

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mr. P.Charles

AP

4. Mr. S.Manavalan

ASP

8. Mrs.E. Indhuma

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Revision classes need to be conducted from 16.11.20 to 21.11.20 only for 2 hours per day	-	Alfl subject handling staff members	
2.	Time Table need to be decided for revision class	-	Class Incharge	
3.	Log book both theory and practical need to be submitted to HOD	19.11.20	All subject handling staff members	
4.	Project teams need to be decided for the final year students	-	Project Coordinator	
5.	Reexam should be intimated to students of batch 2016-2020	17.11.20	Counsellors	
6.	Online classes recording should be downloaded and should be written in CD to submit to the Principal	20.11.20	All subject handling staff members	
s		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	12.11.2020	
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**(2020 – 2021)**

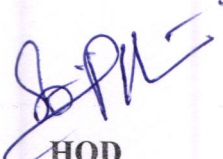
**CIR. No.: SACET/CSE/CIR/**

**Date: 27.10.2020**

It is to be informed that the Department meeting will be held on 27.10.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. MCQ in Google forms

  
**HOD**



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## DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date : 27.10.2020

Members Present: M/s.						
1. Sr.Punitha Jilt		HOD	5. Mrs.Z.Asmathunnisa		AP	
2. Mrs.D.Pauline Freeda		ASP	6. Mr. N.Kumar		AP	
3. Mr. S.Rajarajan		AP	7. Mr. P.Charles		AP	
4. Mr. S.Manavalan		ASP	8. Mrs.E. Indhuma		AP	

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Those who have attained university allotment hours for theory subjects may enter the attendance and marks in our web portal	27.10.20	All subject handling staff members	
2.	Those who are not getting enough hours consult the respective class incharges to make it out.	-	All subject handling staff members and Class Incharge	
3.	Prepare 100 MCQ in google forms by taking 20 questions from each Unit and send the same to HOD		All subject handling staff members	
4.	Exam fees may be intimated to the students after consulting with Exam cell Coordinator	-	Class incharges and Exam cell Coordinator	

s	Prepared by	Mrs.Z.Asmathunnisa, AP
	Approved by	Sr.Punitha Jilt, HOD
	Date	27.10.2020
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR (2020 – 2021)

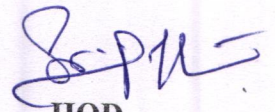
**CIR. No.: SACET/CSE/CIR/**

**Date: 07.12.2020**

It is to be informed that the Department meeting will be held on 08.12.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### **Agenda:**

1. Final year Lab timings and schedule
2. Timetable for 8<sup>th</sup> semester

  
**HOD**

1. ~~✗~~  
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**

**(2020 – 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 11.11.2020**

It is to be informed that the Department meeting will be held on 12.11.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Revision Schedule
2. Log book completion

**HOD**

1. ~~1~~  
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## DEPARTMENT MEETING MINUTES

Venue : Server Room (Library)

Date

08.12.2020

Members Present: M/s.							
	1. Sr.Punitha Jilt	HOD	5. Mrs.Z.Asmathunnisa	AP	9. V.Britta devi	AP	
	2. Mrs.D.Pauline Freeda	ASP	6. Mr. N.Kumar	AP			
	3. Mr. S.Rajarajan	AP	7. Mr. P.Charles	AP			
	4. Mr. S.Manavalan	ASP	8. Mrs.E. Indhuma	AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Lab has to be conducted for final year students by following the timings strictly ie. 9:30 to 12:30 pm and 1:15pm to 4:00 pm	07/12 2020 to 12/12/2020	Final year lab handling staff members	
2.	Attendance has to be put in log book and master attendance	07/12 2020 to 12/12/2020	Final year lab handling staff members	
3.	Next semester (8 <sup>th</sup> Sem) classes may start next week	14/12/2020	All subject handling staff members	
4.	Time Table has to be prepared for final year (8 <sup>th</sup> sem) including netlab, Library, seminar, project, code practicing hours	-	Time Table incharge	
5.	One hour code practicing hour has to be included in the time table		Mr.S.Manavalan, Mr.P.Charles	
6.	Students who are all absent for lab details has to be updated daily		Counsellors	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	08.12.2020	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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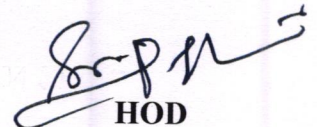
**Date:04.01.2021**

It is to be informed that the Department meeting will be held on 04.01.2021 at 03.40 PM. All the staff members are requested to assemble in the CSE department on time without fail.

### **Agenda:**

1. Project Zeroth review
2. Maintaining Final year documents

04.01.2021

  
**HOD**

1. ~~✱~~  
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## COLLEGE OF ENGINEERING AND TECHNOLOGY

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### DEPARTMENT MEETING MINUTES

Venue : CSE Dept.

Date : 04.01.2021

Members Present: M/s.						
1. Sr. Punitha Jilt	HOD	5. Mrs. Z. Asmathunnisa	AP	9. V. Britta Devi	AP	
2. Mrs. D. Pauline Freeda	ASP	6. Mr. N. Kumar	AP			
3. Mr. S. Rajarajan	AP	7. Mr. P. Charles	AP			
4. Mr. S. Manavalan	ASP	8. Mrs. E. Indhuma	AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Timetable for each batch for zeroth review which is scheduled on 7 <sup>th</sup> Jan 2021 need to be prepared and displayed on the department notice board.	-	Project coordinator	
2.	All staff members of the dept. need to be present during the review.	-	All staff members	
3.	Review comments should be maintained for all batches and checked for their implementation during the future reviews.	-	Project coordinator, Project Guide	
4.	Students have to complete their project by Feb 2021 end.	Feb end	Project coordinator, Project Guide	
5.	All batches have to convert their work into paper and should send the same to our International Conference	I week of March	Project Co-Ordinator, Project Guide	
6.	Final year Students have to remit 2 <sup>nd</sup> 40% fees before Zeroth review or atleast immediate after Pongal.	-	All Counsellors	
7.	Students those who have not remitted tuition fees will be allowed for 1 <sup>st</sup> review.	-	-	

8.	Long absentees and low percentage (<75%) students , letter have to send through registration Post.	-	Final year class incharge	
9.	2 units have to be completed before Pongal holidays	-	All class handling staff members	
10.	Log book, Lesson plan and master attendance of the final year class should be maintained uptodate and get it signed.	-	Final year class incharge	
		<b>Prepared by</b>	Mrs. Z. Asmathunnisa, AP	
		<b>Approved by</b>	Sr. Punitha Jilt, HOD	
		<b>Date</b>	<b>04. 01.2021</b>	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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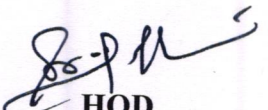
**CIR. No.: SACET/CSE/CIR/**

**Date: 11.01.2021**

It is to be informed that the Department meeting will be held on 11.01.2021 at 03.40 PM. All the staff members are requested to assemble in the CSE department on time without fail.

**Agenda:**

1. Students updation in COE webportal
2. Staff Profile updation

  
**HOD**

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## DEPARTMENT MEETING MINUTES

<b>Venue :</b> CSE Dept.	<b>Date</b>	<b>11.01.2021</b>
<b>Members Present: M/s.</b>	1. Sr. Punitha Jilt 2. Mrs. D. Pauline Freeda 3. Mr. S. Rajarajan 4. Mr. S. Manavalan	HOD ASP AP ASP
	5. Mrs. Z. Asmathunnisa 6. Mr. N. Kumar 7. Mr. P. Charles 8. Mrs. E. Indhuma	AP AP AP AP
<b>Members Absent :</b> Sr.A.Punitha Jilt	9. V. Britta Devi	AP

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	All students (II,III,IV & passed out) those who have registered for exams have to verify their emailed and phone number in coe webportal	12.01.2021	HOD,Class Incharges	
2.	Staff profile updation is very mandatory. Will receive in your mail the profile, take print out and add/update and submit with your sign	12.01.2021	All staff members	
3.	Lab requirements have to be verified and submit the same	11.01.2021	HOD, Lab Incharges	
4.	Newly joined staff have to send UG,PG & Experience Certificate as softcopy and 2 PP size photos to Mr.Richard Pravin	12.01.2021	New Staff members	

<b>Prepared by</b>	Mrs. Z. Asmathunnisa, AP
<b>Approved by</b>	Sr. Punitha Jilt, HOD
<b>Date</b>	<b>11. 01.2021</b>
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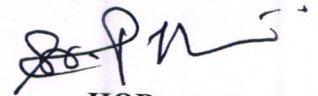
**CIR. No.: SACET/CSE/CIR/**

**Date: 25.01.2021**

It is to be informed that the Department meeting will be held on 25.01.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Online Students User Manual discussion
2. Dept. Events

  
**HOD**



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5. Uly

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# ST. ANNE'S

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## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date 25.01.2021

Members Present: M/s.							
1. Sr.Punitha Jilt	HOD	5. Mrs.Z.Asmathunnisa	AP	9. V.Britta devi	AP		
2. Mrs.D.Pauline Freeda	ASP	6. Mr. N.Kumar	AP				
3. Mr. S.Rajarajan	AP	7. Mr. P.Charles	AP				
4. Mr. S.Manavalan	ASP	8. Mrs.E. Indhuma	AP				

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Student User manual for Online Examination for February 2021 has to be discussed with students	-	All staff members	
2.	Updation of Staff work for forth coming semester has to be submitted to Principal	-	HOD	
3.	First Review for Project for Final year students	After 17/02/2021	Project Coordinator	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	25.02.2021	
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**ST. ANNE'S**  
**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE New Delhi, Affiliated to Anna University, Chennai)  
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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**  
**(2020 – 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 04.02.2021**

It is to be informed that the Department meeting will be held on 04.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Classes for all year students commencement
2. Regular Time table

  
**HOD**

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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date

04.02.2021

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

9. V.Britta devi

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mr. P.Charles

AP

4. Mr. S.Manavalan

ASP

8. Mrs.E. Indhuma

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Classes will commence for all year Students. Students should follow all instructions given by the government	18.02.2021	All staff members	
2.	Final year project need to be finished and need to be converted into paper	February end	Project coordinator, project guides	
3.	Time table for regular classes need to be prepared	-	Time table incharge	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	04.02.2021	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

**CIRCULAR**  
**(2020 - 2021)**

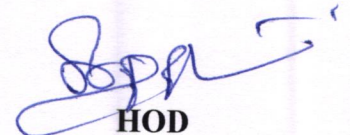
**CIR. No.: SACET/CSE/CIR/**

**Date: 22.02.2021**

It is to be informed that the Department meeting will be held on 22.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Conducting theory and lab classes

  
**HOD**



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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date 22.02.2021

Members Present: M/s.							
1. Sr.Punitha Jilt	B	HOD	5. Mrs.Z.Asmathunnisa	AP	9. V.Britta devi	AP	
2. Mrs.D.Pauline Freeda	AP	ASP	6. Mr. N.Kumar	AP			
3. Mr. S.Rajarajan	AP	AP	7. Mr. P.Charles	AP			
4. Mr. S.Manavalan	AP	ASP	8. Mrs.E. Indhuma	AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Maintain call log for absentees	-	Class incharges and Councillors	
2.	Maintain previous semester course file with video, ppt, question bank, assignment collection, CIA marks in department system	28.02.2021	All subject handling staff	
3.	80% of lab experiments need to be completed	-	Lab handlers	
4.	Instruct the students to wear proper dress code, avoid late coming	-	Class Incharges and discipline committee member	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	22.02.2021	
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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR

(2020 – 2021)

**CIR. No.: SACET/CSE/CIR/**

**Date: 26.02.2021**

It is to be informed that the Department meeting will be held on 26.02.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.


#### **Agenda:**

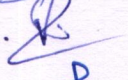
1. Odd sem lab class
2. Even sem lab class
3. Regarding conducting International Conference


**HOD**




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# ST. ANNE'S

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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date 26.02.2021

Members Present: M/s.								
1. Sr.Punitha Jilt		HOD	5. Mrs.Z.Asmathunnisa		AP	9. V.Britta devi		AP
2. Mrs.D.Pauline Freeda		ASP	6. Mr. N.Kumar		AP			
3. Mr. S.Rajarajan		AP	7. Mr. P.Charles		AP			
4. Mr. S.Manavalan		ASP	8. Mrs.E. Indhuma		AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Odd semester lab classes need to be conducted	Upto 02.3.21	Lab handlers	
2.	Current semester lab classes need to be conducted	Upto 12.3.21	Lab handlers	
3.	Current Semester theory classes need to be commenced	15.03.2021	Lab handlers	
4.	International Conference will be conducted in 3 venues, External,internal juries need to be fixed. Coordination in all the 3 venues ned to be done.	-	HOD	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	26.02.2021	
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**  
**(2020 – 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 01.03.2021**

It is to be informed that the Department meeting will be held on 01.03.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. International Conference paper presentation
2. Women's Day
3. Project work of final year

  
**HOD**

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## DEPARTMENT MEETING MINUTES

<b>Venue : CSE dept.</b>		<b>Date</b>		<b>01.03.2021</b>		
<b>Members Present: M/s.</b>	1. Sr.Punitha Jilt	HOD	5. Mrs.Z.Asmathunnisa	AP	9. V.Britta devi	AP
	2. Mrs.D.Pauline Freeda	ASP	6. Mr. N.Kumar	AP		
	3. Mr. S.Rajarajan	AP	7. Mr. P.Charles	AP		
	4. Mr. S.Manavalan	ASP	8. Mrs.E. Indhuma	AP		
<b>Members Absent : -</b>						
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY			REMARKS
1.	3 Googlemeet ID for paper presentation for ICRDSET2021	-	-			
2.	No classes for students on the day of conference	05.03.2021	Lab handlers			
3.	I review and II review and final review for final year students	17.03.2021, 31.03.021, I week of April	Project Coordinator, guides			
4.	Final year CIA II	10 <sup>th</sup> March to 12 <sup>th</sup> March	Fina Year class handlers			
5.	Theory class starts for II an III year students	15.03.2021	Subject handling staff members			
			<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP		
			<b>Approved by</b>	Sr.Punitha Jilt, HOD		
			<b>Date</b>	<b>01.03.2021</b>		
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**

**(2020 – 2021)**

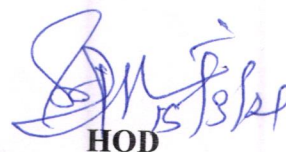
**CIR. No.: SACET/CSE/CIR/**

**Date: 15.03.2021**

It is to be informed that the Department meeting will be held on 15.03.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Placement awareness
2. Project proposal
3. Paer publication

  
**HOD**

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### DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date

15.03.2021

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mrs.E. Indhuma

AP

4. Mr. S.Manavalan

ASP

8. V.Britta devi

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Training and Placement for final year students of Rs.1000 and Rs. 250 for other year students have to be collected along with Nodues.	-	Class Incharges	
2.	RD cell activities will commence shortly	-	Department RD cell member	
3.	Papers have to published in UGC approved journals	27.03.21	All staff members	
4.	Spoken english class to develop communication skills have to be conducted to all year students	-	-	
5.	Placement awareness programme need to be conducted to II and III year students	-	Placement Coordinator	
6.	Project proposal need to be sent to avail fund from funding agencies by forming a team	April 2021	Project proposal team	
7.	Collect all material like Videos,notes,MCQ of odd semester and maintain in our department system	-	Class Inchargers	
8.	Department Events for all year students hane to planned	-	Event Coordinator	
9.	Counselors have to update the absentees in the group	Daily	Councilors	



10.	First 2 units MCQ need to be prepared and CIA1 question paper has to be send to Exam Coordinator	-	All subject holding staff members	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	<b>15.03.2021</b>	
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### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

#### CIRCULAR

(2020 – 2021)

**CIR. No.: SACET/CSE/CIR/**

**Date: 17.03.2021**

It is to be informed that the Department meeting will be held on 17.03.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

#### **Agenda:**

1. ISO files
2. Farewell

**HOD**

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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date 17.03.2021

Members Present: M/s.								
1. Sr.Punitha Jilt		HOD	5. Mrs.Z.Asmathunnisa		AP	9. V.Britta devi		AP
2. Mrs.D.Pauline Freeda		ASP	6. Mr. N.Kumar		AP			
3. Mr. S.Rajarajan		AP	7. Mr. P.Charles		AP			
4. Mr. S.Manavalan		ASP	8. Mrs.E. Indhuma		AP			

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	ISO files need to be completed for verification	-	HOD,ISO coordinator, All staff members	
2.	Verification of files may start shortly	-	All staff members	
3.	Tour can be arranged for one day for students	-	IV Coordinator,HOD	
4.	Farewell may be conducted for final year students departmentwise	-	-	
5.	NSS students can participate in election duty	-	NSS member	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	17.03.2021	
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**  
**(2020 – 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 22.03.2021**

It is to be informed that the Department meeting will be held on 22.03.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. CIA 1 commencement
2. Fees pending
3. Paper publication

**HOD**

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## DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date 22.03.2021

Members Present: M/s.					
1. Sr.Punitha Jilt	HOD	5. Mrs.Z.Asmathunnisa	AP		
2. Mrs.D.Pauline Freeda	ASP	6. Mr. N.Kumar	AP		
3. Mr. S.Rajarajan	AP	7. Mrs.E. Indhuma	AP		
4. Mr. S.Manavalan	ASP	8. V.Britta devi	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Lab experiments have to be completed within this week and Model lab for Odd and Even semester Lab may be conducted	-	Lab handling staff members	
2.	CIA1 may commence for II and III year students	26.03.21	All subject handling staff members	
3.	Project assessment record need to be completed upto date	-	Project Guides	
4.	Project final report need to be ready	April,1	Project Coordinator, project Guides	
5.	Fees pending students have to remit their fees	-	Counselors	
6.	Online classes may commence shrotly	-	All subject handling staff members	
7.	Updation need to be presented to HOD and Principal once you avail admission OD	-	All staff members	
8.	Publish papers in free journals atleast 2 per year	-	All staff members	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	22.03.2021	
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CIRCULAR**  
**(2020 - 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 29.03.2021**

It is to be informed that the Department meeting will be held on 29.03.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.


**Agenda:**


1. Anna University Inspection
2. Final year Fees pending
3. Project report


  
**HOD**



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## COLLEGE OF ENGINEERING AND TECHNOLOGY

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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

### DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date

29.03.2021

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mrs.E. Indhuma

AP

4. Mr. S.Manavalan

ASP

8. V.Britta devi

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Anna University Inspection may be expected shortly, actual date may be intimated 2 days prior to the day of Inspection	April, 2 <sup>nd</sup> week	HOD, Staff members	
2.	Documents in form no.28 should be kept ready in all Departments	March end	HOD, Staff members	
3.	Online classes should not be postponed for admission work	-	HOD, Staff members	
4.	Final Year 7 <sup>th</sup> sem practical attendance and internal marks need to be entered in the website	30.03.31	Final Year lab handling staff members	
5.	Project final report need to be ready	31.03.31	Project coordinator, Project guides	
6.	Before project viva or registration of exams (whichever is earlier) final year students have to remit their pending fees	-	HOD, Class Incharge, Counsiler	
7.	Online classes for II and III year students should be conducted as per Timetable	-	All staff members	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa, AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	29.03.2021	
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**  
**CIRCULAR**  
**(2020 – 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 05.04.2021**

It is to be informed that the Department meeting will be held on 05.04.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Absentees in online classes
2. Farewell
3. Project report

  
**HOD**

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# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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### DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date : 05.04.2021

Members Present: M/s.					
1. Sr.Punitha Jilt	HOD	5. Mrs.Z.Asmathunnisa	AP		
2. Mrs.D.Pauline Freeda	ASP	6. Mr. N.Kumar	AP		
3. Mr. S.Rajarajan	AP	7. Mrs.E. Indhuma	AP		
4. Mr. S.Manavalan	ASP	8. V.Britta devi	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Absentees in online classes have to be reduced by talking to the parents	-	Counsilors	
2.	Talk to the parents regarding fees pending and conversation need to be updated to the HOD	-	Counsilors	
3.	20 MCQ have to be prepared for each topic and ask the students to submit it daily	-	All subject handling staff members	
4.	All students have to submit their odd semester record	10.04.21	Lab handling staff members	
5.	Farewell will be finalized once we receive the viva-voce date	-	II and III year class incharges	
6.	Softcopy of the report need to be submitted to guide and Hardcopy to Project coordinator after guide s approval	-	Project guide ,Project Coordinator	
7.	PPT for final presentation need to be approved by the guide	10.04.21	Project guide ,Project Coordinator	

Prepared by Mrs.Z.Asmathunnisa,AP

Approved by Sr.Punitha Jilt, HOD

Date 05.04.2021

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## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

**CIRCULAR**  
**(2020 - 2021)**

**CIR. No.: SACET/CSE/CIR/**

**Date: 12.04.2021**

It is to be informed that the Department meeting will be held on 12.04.2021 at 03.00 PM. All the staff members are requested to assemble in the Department of CSE on time without fail.

**Agenda:**

1. Review for project and report
2. Fees Pending

  
**HOD**

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- 5. ~~Q~~
- 6. ~~Q~~



# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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

(An ISO 9001:2015 Certified Institution)

ANGUCHETTYPLAYAM, PANRUTI – 607 106.

### DEPARTMENT MEETING MINUTES

Venue : CSE dept.

Date

12.04.2021

Members Present: M/s.

1. Sr.Punitha Jilt

HOD

5. Mrs.Z.Asmathunnisa

AP

9. P.Sujithra Santha Kumari

2. Mrs.D.Pauline Freeda

ASP

6. Mr. N.Kumar

AP

3. Mr. S.Rajarajan

AP

7. Mrs.E. Indhuma

AP

4. Mr. S.Manavalan

ASP

8. V.Britta devi

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	II Review for project will be conducted through online mode in Google meet by using final year google meet id.	15.04.21	Project guide	
2.	Fees pending students have to remit their fees	-	Counselors	
3.	CIA 1 for II and III year will commence shortly.	20.04.21	All subject handling staff members	
4.	ISO inspection work may be in this week	-	-	
		<b>Prepared by</b>	Mrs.Z.Asmathunnisa,AP	
		<b>Approved by</b>	Sr.Punitha Jilt, HOD	
		<b>Date</b>	12.04.2021	
		<b>Page No.</b>	1/1	





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**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**

**CIRCULAR**

**(2020 – 2021)**

**CIR. No.: SACET/EEE/CIR/ 01**

**Date: 11. 12. 2020**

It is informed that a department meeting will be held on 11. 12. 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. Classes for final year students
2. Time table
3. Main and Mini Project works
4. Lab verification
5. International Conference
6. Online webinar and offline seminar for final year students
7. Suppose Christmas Celebration

*V. S. S. S.*  
14/12/20  
**HOD**



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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT MEETING MINUTES

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

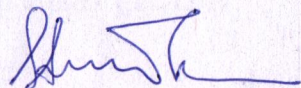
Date of Meeting: 11.12.20

Venue : Dept. of EEE

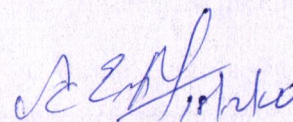
Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Mr. V. Balaji AP/EEE	Ms. M. Premalatha AP/EEE	
Staff Members Absent:	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	The classes for final year students (8 <sup>th</sup> sem) will commence on 14.12.20	14.12.20	All faculty members	-
2.	Time table coordinator can make time table by assigning 35 hours with 5 compulsory working days. 4 hours theory and 4 hours net lab per day.	-	Mr. Sriram	-
3.	It is better to give in house projects to the students during this corona period. Staff can guide the students for simulation part and they can do their hardware after January in companies.	-	All faculty members	-
4.	Staff can let the III and IV year students to select the papers for projects.	-	All faculty members	-
5.	From 14.12.20 all the final year students must come to college. The counsellors or the class in charges to make a call to the student's parents and inform them.	12.12.20	All faculty members	-

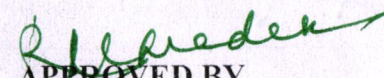
6	Lab verification can be done in department level. Staff were allocated to verify the lab.	Before 22.12.20	Engineering Practices- Mr. Balaji PS lab- Mr. Richard Pravin Power Electronics- Mr. Ramesh Control & Instrumentation- Miss. Premalatha Electrical Machines- Mr. Sriram Renewable energy- Mr. Sundhara Pandiyan	-
7	International conference to be held in our college. We have to arrange the persons for advisory committee and key note address.	Feb 2 <sup>nd</sup> week	HOD and staff	-
8	An online webinar to be conducted before Pongal.	Before Pongal	HOD and staff	-
9	A seminar on "How to attend the online exam" to be conducted for the final year students on Tuesday. Seminar will be delivered by Mr. Rajarajan, Department of CSE.	15.12.20	HOD	-
10	Suppose Christmas function will be celebrated soon. In that we have the responsibility to conduct the prayer.	-	Sr. Annai Theresa and Staff	-



PREPARED BY



VERIFIED BY

  
APPROVED BY  
Dr. R. AROKADASS, 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

(2020 - 2021)

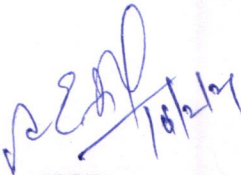
**CIR. No.: SACET/EEE/CIR/02**

**Date: 16. 02. 2021**

It is informed that a department meeting will be held on 16. 02. 2021 at 12.30 p.m in the Electrical Machines Lab (MB 001). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

1. College reopening
2. Conducting lab classes
3. Training and Placement activities
4. Journal publications

  
**HOD**



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### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

#### DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/02

Date of Meeting: 16.02.21

Venue : Electrical Machines Lab

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	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	18.02.21 College reopens for I, II, III year students. College working time is from 9.10 AM to 4.20 PM	18.02.21	All Staff	-
2.	Till 28.02.21 There will be lab classes for the previous semester.	28.02.21	All Staff	-
3.	From 18.02.21 to 22.02.21 lab classes will be conducted for the final year students.	18.02.21 to 22.02.21	Lab handling staff	-
4.	From 24.02.21 the final year students will be engaged with the training and placement activities for 12 days.	-	TPC, HOD, Staff	-
5.	All the 1 <sup>st</sup> and 3 <sup>rd</sup> Saturdays will be working days for staff.	1 <sup>st</sup> , 3 <sup>rd</sup> Saturdays	All faculty members	-
6.	Staff are advised to put papers in the international conference held in our college. Date is extended to 22.02.21.	22.02.21.	All staff	-

PREPARED BY

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

VERIFIED BY

REV.NO.: 00

APPROVED BY

EFFECTIVE DATE: 06.10.2017

Dr. R. AROKIADESSA, M.E., Ph.D.,  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post) Panruti-(T.k),  
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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### CIRCULAR

(2020 – 2021)

CIR. No.: SACET/EEE/CIR/03

Date: 22. 02. 2021

It is informed that a department meeting will be held on 22. 02. 2021 at 02.30 p.m in the Electrical Machines Lab (MB 001). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

1. Academic schedule for IV year students
2. CIA I for IV year students
3. Protection against COVID 19
4. Project completion
5. Commencement of forthcoming semester

*Handwritten signature*  
22/2/21  
HOD



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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/53

Date of Meeting: 22.02.21

Venue : Electrical Machines Lab

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	Mrs. J. Arul Martinal AP/EEE
Staff Members Absent:	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Academic schedule has been arrived for IV year students	-	All Staff	-
2.	Tomorrow (17.02.21) the attendance for the final year students should be entered.	17.02.21	IV year subjects handling staff	-
3.	CIA I for IV year students will be conducted tomorrow (17.02.21). Staff are instructed to take MCQ questions in the google form.	17.02.21	IV year subjects handling staff	-
4.	Usage of Sanitizer and mask is mandatory.	-	All staff and students	-
5.	April 12 <sup>th</sup> will be the last working day for the final year students. Syllabus and Project should be completed before the due date.	April 12 <sup>th</sup>	All faculty members	-
6.	After 28.02.21 the classes for this semester will be started.	March 1 <sup>st</sup>	All staff	-

PREPARED BY

VERIFIED BY

D. R. AROKIDASS, M.E., Ph.D.,  
Principal  
St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### CIRCULAR

(2020 – 2021)

CIR. No.: SACET/EEE/CIR/ 04

Date: 23. 04. 2021

It is informed that a department meeting will be held on 23. 04. 2021 at 01.45 p.m in the Electrical Machines Lab (MB 001). All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

1. Completion of ISO files

*[Handwritten Signature]*  
23/4/21  
HOD





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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR/b4

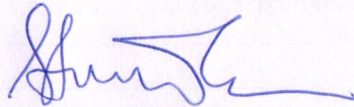
Date of Meeting: 23.04.21

Venue : Renewable Energy Lab

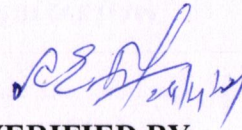
<b>Staff Members Present:</b>	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. A. Richard Pravin ASP/EEE
	Mr. J. Ramesh AP/EEE	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE
	Mr. V. Balaji AP/ EEE	Ms. M. Premalatha AP/EEE	Mrs. J. Arul Martinal AP/EEE
<b>Staff Members Absent:</b>	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	In completion of ISO files, up to March 2020 (CIA I& II, Slip test) result analysis to be completed		All Staff	-
2.	About Students feedback completion details will be announced later		ISO Coordinator	-
3.	For Nov/Dec 2020, the students feedback and staff feedback to be completed		All Staff	-
4.	For the last semester no need of updating slip test file due to the online mode of classes.		All Staff	-
5.	Dispatch register to be completed. (If any messages sent to the students through WhatsApp during online mode of classes)		All Staff	-
6.	For the last semester, revision schedule should be kept from November		Time Table coordinator	-

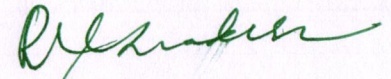
7	This semester, the progress report to be sent to the students		Class In charges	
8	Update the students counselling record and write the GPA for the all clear students up to the current semester		All Staff	
9	Three Google class committee meeting should have to be conducted during the online mode of classes. Up to March 2020 Parents meeting to be updated		Class In charges	
10	Maintain the preventive maintenance register for lab equipment and computers.		Mr. A. Richard Pravin	
11	In risk analysis file the risk of covid-19 to be considered and analysis to be updated		Sr. A. Annai Theresa	



**PREPARED BY**



**VERIFIED BY**



**APPROVED BY**

**Dr. B. AROKIADASS, M.E., Ph.D.,**  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
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## DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### CIRCULAR

(2020 – 2021)


CIR. No.: SACET/EEE/CIR/ 05

Date: 29. 05. 2021

It is informed that a department meeting will be held on 29. 05. 2021 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 Fees
2. University Practical and Theory Exam

  
HOD



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**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**DEPARTMENT MEETING MINUTES**

Circular Ref. No. : SACET/EEE/CIR/05


Date of Meeting: 29.05.21

Venue : Dept. of EEE

<b>Staff Members Present:</b>	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	Mrs. J. Arul Martinal AP/EEE
<b>Staff Members Absent:</b>	-		

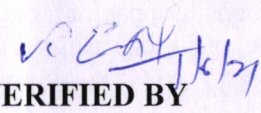
S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	There is a meeting on 21 & 26 <sup>th</sup> June regarding Exam procedure, Registration, fees collection	21.06.21 & 26.06.21	All faculty members	-
2.	June 7 <sup>th</sup> is the last date for exam fees. So collect the fees including tuition fees before 5 <sup>th</sup> June. Exam fees Rs. 150 per paper and Rs. 150- miscellaneous	05.06.21	Class Incharges	-
3.	Online link payment has been provided for paying tuition fees	-	All faculty members	-
4.	Exam fees should be paid through class in charge	-	Class Incharges	-
5.	For II and III year, previous semester practical also will be conducted	-	All faculty members	-

6.	University exam for current students start on June 14 <sup>th</sup>	14.06.21	All faculty members	-
7.	21 <sup>st</sup> for special exams (Prev yr students)	21.06.21	All faculty members	-
8.	7 <sup>th</sup> June is the last date for old students to register for exam	07.06.21	Exam cell member	-
9.	Online mode practical and projects will be conducted. Explanation should be given to the students in online	-	Practical incharges	-
10.	A4 size- 15 sheets only (30 pages) can be used (excluding graph)- In all pages exam register number, name, subj code should be written at the top of the paper	-	All faculty members	-
11.	Date , page number, signature- at the bottom of the paper in all the pages	-	All faculty members	-
12.	Single pdf scanned file name, register number, Subj code are necessary. Answer sheet to be uploaded before 2.00 PM for morning exam, before 6.00 PM for afternoon exam. Speed post or register post can be done and the bill should be safeguarded.	-	All faculty members	-
13.	Answer sheet should be kept inside the cloth line green color cover and sent. For Morning exam the answer sheet should be sent in the after noon	-	All faculty members	-
14.	For AN exam, the answer sheets should be posted next day morning	-	All faculty members	-
15.	No dues will be informed by HOD	-	HOD	-



**PREPARED BY**

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



**VERIFIED BY**

REV.NO.: 00

**Dr. R. AROKIADASS, M.E., Ph.D.,**  
Principal,  
Approved by  
ANGUCHETTYPALAYAM,  
Sivvelur-(Post), Panruti-(T.k),  
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ANGUCHETTYPALAYAM, PANRUTI – 607 006.

**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING.**

## **CIRCULAR**

**(2020 – 2021)**

CIR.No. : SACET/ECE/CIR/01

Date: 15.09.2020

It is to be informed that the department meeting will be held on 15.09.2020 at 1:15 PM. All members are requested to assemble in the ECE department on time without fail.

### AGENDA

1. Regarding admission.
2. General discussion.

*S. H. P.*  
HOD 15/9/2020



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ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT MEETING MINUTES

Venue	: ECE DEPT	Date	15.09.2020 & 3/10/2020		
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.	Secretary insisted that every faculty members should admit students compulsory.	-	Staff members	
2.	Class incharges are asked to insist the students to pay college fees early as possible.	-	Staff members	
3.	As we are going to apply for NBA, the staff members are expected to work for that after lockdown.	-	Staff members	
4.	Each staff member has to admit 2 students. Those who are bringing more than 2 will rewarded by cash Rs10000.	-	Class in charges	
5.	If our college students admit the students in 1 <sup>st</sup> year they will be rewarded Rs5000 fees concession.	-	-	
6.	All staff member need to enter the attendance in web portal for 3rd march to 16 <sup>th</sup> march.	-	Staff members	
7.	Project viva –voice for final year will be conducted on	23.09.2020	Staff members	
8.	For Project viva –voice no external examiner. Instead it will be evaluate by internal staff member in group.	-	-	

PAGE NO:1/2

9.	For project viva –voice if students don't have network they come to college.	-	-	
10.	All staff members request to come college on Thursday.	-	Staff members	
11	Semester exam will be conducted for 24 <sup>th</sup> to 29 <sup>th</sup> September for final year through online.	-	-	
12.	Mock test will be conducted on 19 <sup>th</sup> to 20 <sup>th</sup> September for final year through online.	-	-	
		Prepared By	Mr.V.Venkatesan, AP	V. Venkatesan 15/10/2020
		Approved By	Dr.Sr.Anita, HOD	Dr. Sr. Anita 15/10/2020
		15.09.2020		
		22		



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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### **CIRCULAR** **(2020 - 2021)**

CIR.No. : SACET/ECE/CIR/ 03

Date:20.11.2020

It is to be informed that the department meeting will be held on 20.11.2020 at 1:15 PM. All members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Regarding college fees.
2. Regarding online exam.
3. General discussion.

*S. J.*  
HOD *20/11/2020*



# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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ANGUCHETTYPALAYAM, PANRUTI – 607 006.

### DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT	<b>Date</b>	12.11.2020 & 20.11.2020	
<b>Members Present: M/s.</b>	1. Mrs.D.Umamaheswari ASP	4. Mr.V.Venkatesan	AP	7.Mr.S.Duraiaraj AP
	2. Mr.S.Balabasker ASP	5. Mr.B.Arunkumar	AP	8.Mrs.Mary amala jenni AP
	3.Mr.R.Radha Krishnan AP	6.Ms.M.sahinipriya	AP	
<b>Members Absent</b>	: Nil			

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Those who are not able to attend the semester exam are instructed to appear for the Re exam conducted.	17.11.2020	-	
2.	MCQ online test for II <sup>nd</sup> , III <sup>rd</sup> , IV <sup>th</sup> is planned to conducted on	23.11.2020	Staff members	
3.	Class incharges are requested to prepare the special time table for the revision.	-	Class in charges	
4.	Staff members are requested to submit their log book to the concern class incharges.	-	Class in charges	
5.	All staff members are request to give their willingness to handle the subject for the upcoming semester.	-	Staff members	
6.	Final year class incharge requested to prepare the batches for project.	-	Staff members	
7.	National conference will be conducted for the upcoming semester in our college.	-	Staff members	
8.	Class incharges are asked to insist the students to pay second term fees.	-	Class in charges	

PAGE NO:1/2

9.	All staff members should attend ATAL workshop during	26.11.2020 - 28.11.2020	-	
10.	Staff members are asked to prepare title for their project batches.	-	Staff members	
11	Time table coordinator need to prepare the time table for lateral entry.	-	D.Umamaheswari	
12.	For attending international conference the staff will be given 50% of money (2000) by department.	-	-	
		Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 23/11/2020
		Approved By	Dr.Sr.Anita, HOD	Dr.Sr.Anita 23/11/2020
		20.11.2020		
		2\2		



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ANGUCHETTYPALAYAM, PANRUTI – 607 006.

## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### **CIRCULAR** **(2020 – 2021)**

CIR.No. : SACET/ECE/CIR/04

Date:07.12.2020

It is to be informed that the department meeting will be held on 07.12.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Regarding Exam fees.
2. Regarding online exam.
3. General discussion.

  
HOD 7/12/2020



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## DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT	<b>Date</b>	07.12.2020	09.12.2020
<b>Members Present: M/s.</b>	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	8.Mrs.Mary amala jenni 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.	As per announcement from Anna university, the practical will be started from 9.30am to 12.30am and 1.15pm to 4.00pm.	-	Staff members	
2.	Final year student's the theory classes for current semester will be scheduled from	14.12.2020	Staff members	
3.	Staffs are requested to maintain the log book for the practical classes.	-	Staff members	
4.	Staff members are asked to present their idea regarding project on	14.12.2020	Class in charges	
5.	Anna university online exam all students want to update the cell no and email id.	-	-	
6.	All staff member come to college before 9.20am and sign the attendance within time.	-	Staff members	
7.	Exam fees want to pay for arrear exam on or before	10.12.2020	-	
8.	Aptitude classes are planned for final year.	-	-	

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9.	The 12 CL will be calculated for academic year (January to December).	-	-	
10.	All class incharge are requested to insist the students to pay the college fees.	-	Class in charges	
11	Alumni incharge are asked to collect the passed out contact for conducting webinar.	-	D.Umamaheswari	
12.	International conference is planned on February in our college. The overall incharge is department of ECE. The staffs are requested to look for the foreign delicates, advisory board members, and key note speakers.	-	-	
		Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 8/12/2020
		Approved By	Dr.Sr.Anitha, HOD	Dr.Sr.Anitha 8/12/2020
		07.12.2020		
		2\2		



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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**CIRCULAR**

**(2020-2021)**

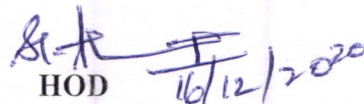
**CIR.No. : SACET/ECE/CIR/ 06**

**Date:16.12.2020**

It is to be informed that the department meeting will be held on 16.12.2020 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

## AGENDA

1. Regarding project.
2. Regarding online practical exam.
3. General discussion.

  
HOD 16/12/2020



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### DEPARTMENT MEETING MINUTES

Venue : ECE DEPT

Date

16.12.2020

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

8.Mrs.Mary Amala Jenni

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.	Christmas celebration will be held on 23 <sup>rd</sup> December, in our college our department presents Christmas friend read & department cultural events handed over to	-	S.Balabasker D.Umamaheswari & R.Radhakrishnan	
2.	University practical examination for arrear student will be conducted on	18.12.2020 - 23.12.2020	Staff members	
3.	Zeroth review will be conducted for final year students on	07.01.2021	Staff members	
4.	For 2 <sup>nd</sup> & 3 <sup>rd</sup> year next week no revision online class	-	-	

Prepared By

Mr.V.Venkatesan, AP

Approved By

Dr.Sr.Anita, HOD

16.12.2020

V.Venkatesan 16/12/2020  
Dr.Sr.Anita 16/12/2020

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2020-2021)

CIR.No. : SACET/ECE/CIR/ 07

Date:04.01.2021

It is to be informed that the department meeting will be held on 04.01.2021 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

## AGENDA

1. Regarding Exam fees.
2. Regarding conference.
3. General discussion.

*S. K.*  
HOD  
4/1/2021



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### DEPARTMENT MEETING MINUTES

Venue : ECE DEPT

Date : 04.01.2021

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	8. Mrs.Mary Amala Jenni	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.	Zeroth review is scheduled on	07.01.2021	Staff members	
2	The supervisors must insist the students to prepare for presentation that should consists of tile, abstract ,existing system drawbacks ,proposed methodology ,progress of work.	07.01.2021	Staff members	
3.	Pongal holidays declared from	13.01.2021 - 18.01.2021	Staff members	
4	Final year students should pay second term fees after pongal holidays.	-	Staff members	
5.	Lesson plan and log book should be completed and submitted as per schedule for the final year	-	Final year staff members.	
6.	International conference is scheduled on	05.03.2021	-	
7	Last date for paper submission in international conference is	20.02.2021	Staff members	
8.	Second and third year class incharge should insist the students to pay second term college fees at the earliest.		Staff members	

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	Prepared By	Mr.V.Venkatesan. AP	V.Venkatesan 4/1/2021
	Approved By	Dr.Sr.Anita, HOD	Sr. Anita 4/1/2021
		04.01.2021	
		2/2	



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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2020-2021)

CIR.No. : SACET/ECE/CIR/09

Date:05.02.2021

It is to be informed that the department meeting will be held on 08.02.2021 at 12:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Machine learning workshop .
2. General discussion.

  
HOD 5/2/2021



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## DEPARTMENT MEETING MINUTES

<b>Venue</b>	<b>: ECE DEPT</b>	<b>Date</b>	<b>08.02.2021</b>	
<b>Members Present: M/s.</b>	1. Mrs.D.Umamaheswari <input checked="" type="checkbox"/> ASP	4. Mr.V.Venketesan <input checked="" type="checkbox"/>	7. Mr.S.Durairaj <input checked="" type="checkbox"/> AP	
	2. Mr.S.Balabasker ASP	5. Mr.B.Arunkumar <input checked="" type="checkbox"/>	8. Mrs.Mary Amala Jenni <input checked="" type="checkbox"/> AP	
	3. Mr.R.Radha Krishnan AP	6. Ms.M.sahinipriya <input checked="" type="checkbox"/>		
<b>Members Absent</b>	<b>: NIL</b>			
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	All staff member come to college before 9.10am and every month have two permission.		Staff members	
2.	Staff member request to prepare paper for conference and publish paper in journal.		Staff members	
3.	Machine learning workshop will be conduct on	25.02.2021 – 26.02.2021		
4.	Class incharge and subject handling staff are asked to insist the students to pay college fees.		Staff members	
5.	For staff petrol allowances will be given by management and requested to achieve target admission in our college.		Staff members	
		Prepared by	Mr.V.Venkatesan,AP	V.Venkatesan 8/2/2021
		Approved by	Dr.St.Anita,HOD	Dr. St. Anita 8/2/2021
			08.02.2021	



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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2020-2021)

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

Date:16.02.2021

It is to be informed that the department meeting will be held on 17.02.2021 at 12:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

### AGENDA

1. Regarding lab.
2. General discussion.

  
HOD



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### DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT	<b>Date</b>	17.02.2021
<b>Members Present: M/s.</b>	1. Mrs.D.Umamaheswari ASP	4. Mr.B.Arunkumar AP	7. Mrs.Mary Amala Jenni AP
	2. Mr.S.Balabasker ASP	5. Ms.M.sahinippriya AP	AP
	3.Mr.V.Venkatesan AP	6. Mr.S.Durairaj AP	AP

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

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Current semester lab will conducted for ten days for second and third year .	-	Staff members	
2	Conference Paper submission for final year date will extend upto 22 <sup>nd</sup> Feb.	-	Students	
3.	Classes will be started 9.15am and end at 4.20pm.	-	-	
4	Lab handling staff must check the lab requirements for conducting lab.	-	Staff members	
5.	Staff is requested to prepare notes and Multiple choice questions for next semester.	-	-	
6.	Class incharge are requested to insist the student to pay college and hostel fees.	-	-	
7	For students holiday and working day for staff on	20.02.2021	Staff members	
8.	Staff members are requested to collect address from school to admit the students in our college.		Staff members	

PAGE NO:1/2

		Prepared By	Mr.V.Venkatesan, AP
		Approved By	Dr.Sr.Anita, HOD
			V.Venkatesan 17/2/2021
			Sr. Anita 17/2/2021
			17.02.2021
			2/2





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**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**

**CIRCULAR**

**(2020-2021)**

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

**Date:23.02.2021**

It is to be informed that the department meeting will be held on 24.02.2021 at 12:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

AGENDA

1. Regarding project.
2. Regarding conference.
3. General discussion.

*S. H. J.*  
HOD  
23/2/2021



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## DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT	<b>Date</b>	24.02.2021
<b>Members Present: M/s.</b>	1. Mrs.D.Umamaheswari ASP	4. Mr.B.Arunkumar AP	7. Mrs.MaryAmalaJenni AP
	2. Mr.S.Balabasker ASP	5. Ms.M.sahinipriya AP	8. Mr.V.Venkatesan AP
	3. Mr.R.Radha Krishnan AP	6. Mr.S.Durairaj AP	

**Members Absent** : Nil

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Second and third year lab completion date :	13.03.2021	Staff members	
2.	Staff are instructed to insist the students to wear proper dress code	-	-	
3.	5 <sup>th</sup> march will be holiday for students	-	Staff members	
4.	I <sup>st</sup> and II <sup>nd</sup> review will be conducted for final year	17.03.2021 & 31.03.2021	Staff members	
5.	6 <sup>th</sup> march will be working day for staffs.	-	Staff members	
6.	Class incharges and subject handling staff should insist the students to pay the college fees at the earliest.	-	-	
7.	Our college international conference will be conducted on 5 <sup>th</sup> march and all the staff members of our department have to present paper and queries 3 minutes, 7 minutes have presentation.	-	Staff members	
		Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 24/2/2021
		Approved By	Dr.Sr.Anita, HOD	Sr.Anita 24/2/2021
			24.02.2021	

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2020-2021)


CIR.No. : SACET/ECE/CIR/ 38

Date:22.03.2021

It is to be informed that the department meeting will be held on 23.03.2021 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Regarding admission.
2. Regarding placement training.
3. General discussion.

  
HOD



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### DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT			<b>Date</b>	23.03.2021	
<b>Members Present: M/s.</b>	1. Mr.R.Radha Krishnan	ASP	4. Mr.B.Arunkumar	AP	7. Mrs.MaryAmalaJenni	AP
	2. Mr.S.Balabasker	ASP	5. Ms.M.sahinipriya	AP	8.Mrs.D.Umamaheswari	ASP
	3. Mr.V.Venkatesan	AP	6. Mr.S.Durairaj	AP		
<b>Members Absent</b>	: Nil					

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	University practical examination for final year will be held on	25.03.2021	Staff members	
2.	Final year students should submit the project report on(or)before	31.03.2021	-	
3.	For second and third year online class will be started on	24.03.2021	Staff members	
4.	Staff members are requested to finish ISO files	-	Staff members	
5.	Final year students should read minimum 50 papers and prepare project report	-		
6.	Staff have to get permission from admission incharge , HOD, principal for admission work	-	-	
7.	Placement training will be conducted offline final year students	-		
		Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 24/3/21
		Approved By	Dr.Sr.Anita, HOD	Sr. Anita 24/3/2021
		23.03.2021		



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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2020-2021)

CIR.No. : SACET/ECE/CIR/14

Date:22.02.2021

It is to be informed that the department meeting will be held on 23.02.2021 at 12:30 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Regarding CIA exam.
2. General discussion.

  
HOD  
22/2/2021



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## DEPARTMENT MEETING MINUTES

<b>Venue</b>	<b>: ECE DEPT</b>	<b>Date</b>	<b>23.02.2021</b>	
<b>Members Present: M/s.</b>	1. Mrs.D.Umamaheswari ✓ ASP	4. Mr.B.Arunkumar ✓ AP	7. Mrs.MaryAmalaJenni ✓ AP	
	2. Mr.S.Balabasker ASP	5. Ms.M.sahinipriya ✓ AP	8. Mr.R.Radha Krishnan AP	
	3. Mr.V.Venkatesan ✓ AP	6. Mr.S.Durairaj ✓ AP		
<b>Members Absent</b>	<b>:</b>			
<b>S.No.</b>	<b>Points Discussed &amp; Decisions taken</b>	<b>Target Date</b>	<b>Responsibility</b>	<b>Remarks</b>
1.	Placement training will be conducted for final year from	25.02.2021	R.Radhakrishnan	
2.	14 <sup>th</sup> April will be last working day for final year	-	-	
3.	Two units have to complete before CIA exam for second and third year.	-	Staff members	
4.	First review will be conduct after conference for final year	-	Staff members	
5.	All staff members request to finish the course material for their respective subject.	-	Staff members	
6.	For the odd semester staff achievement reports have to submit to the principal.	-	-	
7.	Our college international conference will be conducted on 5 <sup>th</sup> march and all the staff members of our department have to present paper and queries 3 minutes, 7 minutes have presentation.	-	Staff members	
		Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 2-3/2/2021
		Approved By	Dr.Sr.Anita, HOD	Dr.Sr.Anita 23/2/2021
			23.02.2021	

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## DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

### CIRCULAR

(2020-2021)

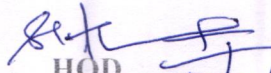
CIR.No. : SACET/ECE/CIR/35

Date:14.03.2021

It is to be informed that the department meeting will be held on 15.03.2021 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

#### AGENDA

1. Regarding admission.
2. Regarding placement training.
3. General discussion.

  
HOD  
14/3/2021



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## DEPARTMENT MEETING MINUTES

<b>Venue</b>	: ECE DEPT	<b>Date</b>	15.03.2021			
<b>Members Present: M/s.</b>	1. Mr.R.Radha Krishnan	ASP	4. Mr.B.Arunkumar	AP	7. Mrs.MaryAmalaJenni	AP
	2. Mr.S.Balabasker	ASP	5. Ms.M.sahinipriya	AP		
	3. Mr.V.Venkatesan	AP	6. Mr.S.Durairaj	AP		

**Members Absent** : Mrs.D.Umamaheswari

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Department meeting will be conducted on every monday	-	Staff members	
2.	All class incharges are asked to insist the students to come in uniform on Monday and thursday.	-	-	
3.	All staff members requested not to take admission OD on monday and Friday.	-	Staff members	
4.	Placement training charge is Rs2000 for final year.	-	Staff members	
5.	All staff members must publish a paper in journal before march.	-	Staff members	
6.	Spoken English class is allotted for final year in the final semester.	-	-	
7.	Staff members are requested to collect address from school to admit the students in our college .	-	Staff members	
8.	Class incharges and subject handling staff are asked to insist the students to pay college fees.	-	-	
	All staff members are insisted to admit students in the ECE department to get more than 20 students in the department.		Staff members	



	Prepared By	Mr.V.Venkatesan, AP	V.Venkatesan 16/3/21
	Approved By	Dr.Sr.Anita, HOD	Dr.Sr.Anita 16/3/2021
		15.03.2021	
		2\2	



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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020 – 2021)

CIR. No.: SACET/ME/CIR/ 1)

Date: 13.08.2020

It is to be informed that the Department meeting will be held on 14.08.2020 at 10.00 AM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class conducting

*dn*  
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*ay*  
*A*

*13/8/20*  
**HOD**



# ST. ANNE'S

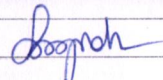
## COLLEGE OF ENGINEERING AND TECHNOLOGY

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### DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>		<b>Date</b>		<b>14.08.2020</b>	
<b>Members Present: M/s.</b>	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			
<b>Members Absent : -</b>					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY		REMARKS
1.	Online classes have to conducted as 4hrs/day	17.08.2020	All staff members and HOD		
2.	Time Table has to be framed for 4 hours with sufficient break in between	-	Time Table Incharge and HOD		
3.	Google Meet Link have to be created for three years separately	-	All Class Incharges and HOD		
4.	Study material have to uploaded in the GCR	-	All subject Incharges		
5.	Attendance in Google Meet class room is very mandatory	-	All staff members and HOD		
6.	Classes for only theory will be conducted. Classes regarding Lab will be discussed later	-	All staff members		
7.	Have to prepare 30 MCQ in Google form and Assignment has to be assigned for 20 marks for each unit	-	All Subject incharges		
<b>Prepared by</b>			Mr.R.Sasikumar.AP		
<b>Approved by</b>			Dr.D.Ommurugadhasan, HOD 		
<b>Date</b>			<b>14.08.2020</b>		
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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

## DEPARTMENT OF MECHANICAL ENGINEERING

### **CIRCULAR** **(2020 – 2021)**

**CIR. No.: SACET/ME/CIR/2**

**Date: 08.09.2020**

It is to be informed that the Department meeting will be held on 10.09.2020 at 11.00 AM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### **Agenda:**

1. Online exam for Final year Students
2. Project Viva -Voce

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8/9/20  
**HOD**



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## DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 10.09.2020

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.Mr.M.Sivamanikandan	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Mock Test will be conducted for Batch 2016-2020 Students in different slots	19.09.2020	-	
2.	Project Viva_voce will be conducted through Online Mode. Project Coordinator, Internal Examiner, Project Guide presents is mandatory	22.09.2020	Project guides, Project Co-ordinator and HOD	
3.	Power point presentation of the project and Project Report need to be collected as softcopy.	-	Project Guides	
4.	PPT and Report need to be written in CD to send to Anna University	-	Project guide and project Co-ordinator	
5.	Theory exams will be conducted on online mode. Question paper will be having 40 MCQ and duration of exam will be one our	24.09.2020 to 29.09.2020	All staff members and HOD	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	10.09.2020	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020 – 2021)

CIR. No.: SACET/ME/CIR/13

Date: 15.09.2020

It is to be informed that the Department meeting will be held on 16.09.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class conducting

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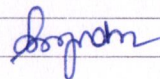
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## DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>		<b>Date</b>		<b>16.09.2020</b>	
<b>Members Present: M/s.</b>	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.Mr.M.Sivamanikandan	AP	
<b>Members Absent : -</b>					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY		REMARKS
1.	Online classes need to be conducted through Google Meet Platform.	-	All subject handling staff members		
2.	Need to cover only 4 units. Unit -5 may be left for self studying by the students	-	All subject handling staff members		
3.	Students should be given assignments, Quizzes and Open book test should be conducted	-	All subject handling staff members		
4.	Online classes should be recorded	-	All subject handling staff members		
5.	Seminars should also be given to the students	-	All staff members and HOD		
		<b>Prepared by</b>	Mr.R.Sasikumar,AP		
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD 		
		<b>Date</b>	16.09.2020		
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### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR

(2020 – 2021)

CIR. No.: SACET/ME/CIR/ 14

Date: 05.10.2020

It is to be informed that the Department meeting will be held on 05.10.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class conducting

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### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 05.10.2020

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.Mr.M.Sivamanikandan	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Monitor the classes that being conducted on online mode	-	Class In charges and HOD	
2.	Attendance entry needs to be done in our web portal. Be generous in allocating attendance to the students	-	All subject handling staff members	
3.	Log book and master attendance need to be get signed from the principal	-	Class in charges	
4.	Online classes should be downloaded and should be written in the CD	-	All subject handling staff members	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	05.10.2020	
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### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR

(2020 – 2021)

CIR. No.: SACET/ME/CIR/15

Date: 27.10.2020

It is to be informed that the Department meeting will be held on 27.10.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. MCQ in Google forms

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## DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 27.10.2020

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.Mr.M.Sivamanikandan	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Those who have attained university allotment hours for theory subjects may enter the attendance and marks in our web portal	27.10.20	All subject handling staff members	
2.	Those who are not getting enough hours consult the respective class in charges to make it out.	-	All subject handling staff members and Class Incharge	
3.	Prepare 100 MCQ in google forms by taking 20 questions from each Unit and send the same to HOD	-	All subject handling staff members	
4.	Exam fees may be intimated to the students after consulting with Exam cell Coordinator	-	Class incharges and Exam cell Coordinator	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	27.10.2020	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR

(2020 – 2021)

CIR. No.: SACET/ME/CIR/16

Date: 11.11.2020

It is to be informed that the Department meeting will be held on 12.11.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Revision Schedule
2. Log book completion

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11/11/20  
HOD



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## DEPARTMENT MEETING MINUTES

Venue : CAD lab

Date 12.11.2020

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.Mr.M.Sivamanikandan

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Revision classes need to be conducted from 16.11.20 to 21.11.20 only for 2 hours per day	-	All subject handling staff members	
2.	Time Table need to be decided for revision class	-	Class Incharge	
3.	Log book both theory and practical need to be submitted to HOD	19.11.20	All subject handling staff members	
4.	Project teams need to be decided for the final year students	-	Project Coordinator	
5.	Re exam should be intimated to students of batch 2016-2020	17.11.20	Counsellors	
6.	Online classes recording should be downloaded and should be written in CD to submit to the Principal	20.11.20	All subject handling staff members	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Cmmurugadhasan, HOD	
		Date	12.11.2020	
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## DEPARTMENT OF MECHANICAL AND ENGINEERING

### CIRCULAR

(2020 – 2021)

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

Date: 07.12.2020

It is to be informed that the Department meeting will be held on 08.12.2020 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Final year Lab timings and schedule
2. Timetable for 8<sup>th</sup> semester

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HOD



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### DEPARTMENT MEETING MINUTES

Venue : CAD lab

Date 08.12.2020

Members Present:	Name	Designation	Name	Designation	Signature	Designation
	1. Dr.D.Ommurugadhasan	Prof.& HOD	5. Mr. P.Murugan	AP		AP
	2. Mr. Saravanan	ASP	6. Mr. T.Elangovan	AP		AP
	3. Mr.R.Sasikumar	AP	7. Mr.R. Jaya Kumar	AP		AP
	4. Mr.K.Shanmugha Elango	ASP	8. Mr.M.Sivamanikandan	AP		AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Lab has to be conducted for final year students by following the timings strictly ie. 9:30 to 12:30 pm and 1:15pm to 4:00 pm	07/12 2020 to 12/12/2020	Final year lab handling staff members	
2.	Attendance has to be put in log book and master attendance	07/12 2020 to 12/12/2020	Final year lab handling staff members	
3.	Next semester (8 <sup>th</sup> Sem) classes may start next week	14/12/2020	All subject handling staff members	
4.	Time Table has to be prepared for final year (8 <sup>th</sup> sem) including net lab, Library, seminar, project, code practicing hours	-	Time Table incharge	
5.	Students who are all absent for lab details has to be updated daily		Counsellors	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	08.12.2020	
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## DEPARTMENT OF MECHANICAL AND ENGINEERING

### CIRCULAR

(2020 – 2021)

**CIR. No.: SACET/ME/CIR/18**

**Date: 09.12.2020**

It is to be informed that the Department meeting will be held on 10.12.2020 at 10.40 AM. All the staff members are requested to assemble in the CAD Lab on time without fail.

#### Agenda:

1. Regarding International Conference
2. Admission work,

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HOD





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## DEPARTMENT MEETING MINUTES

Venue : CAD lab

Date 10.12.2020

### Members Present:

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.Mr.M.Sivamanikandan	AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Have to arrange for Advisory board members and key note speakers for the Conference	-	All department staff members	
2.	Admission work has to be commenced	January 2021	Admission committee members	
3.	Casual leave and permission procedure will be considered for the month of December	-	-	
4.	Have to collect the pending tuition fees from the students by following them regularly	-	All Councillors	
5.	Issue record sheet to II year and III year students	-	All lab handling staff members	
6.	International webinar on Deep Learning will be conducted	17.12.2020	All department staff members	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	10.12.2020	
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### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR

(2020 - 2021)

CIR. No.: SACET/ME/CIR/21

Date: 04.01.2021

It is to be informed that the Department meeting will be held on 04.01.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Fees collection
2. zeroth review

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### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

4.1.2021

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

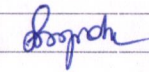
4. Mr.K.Shanmugha Elango

ASP

8.Mr.M. Sivamanikandan

AP

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	January 07, zeroth review the time table should be display in notice board.	-	Councillors and HOD	
2.	Project must be completed before March 2021 first week.		All lab handling staff members and HOD	
3.	The students must be instructed to pay 2 <sup>nd</sup> term fees before Pongal.		All lab handling staff members and HOD	
4.	The letter must be send to long absent and low attendance students		Class incharge	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD 	
		Date	4.1.2021	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

CIR. No.: SACET/ME/CIR/02

Date: 11.01.2021

It is to be informed that the Department meeting will be held on 11.01.2021 at 12.30 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online university examination
2. Anna university inspection

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11.1.21  
HOD



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### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

11.1.2021

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.Mr.M. Sivamanikandan	AP		

Members Absent : -

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Online university examination email id, mobile number must be updated in COE web portal for all registered students	-	Councillors	
2.	For online examination student must use mobile or laptop with camera, mic and high speed network.		All lab handling staff members and HOD	
3.	For Anna university inspection staff profile must be verified by all the staff on or before 12.1.21		All staff	
4.	Newly appointed staff bring two passport size photograph and soft copy of UG & PG certificates.			
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	11.1.2021	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

**CIR. No.: SACET/ME/CIR/03**

**Date: 25.01.2021**

It is to be informed that the Department meeting will be held on 25.01.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

**Agenda:**

1. Online Exam procedure
2. ISO Work

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25/1/21  
HOD



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## DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

25.1.2021

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.M. Sivamanikandan	AP
4. Mr.K.Shanmugha Elango	ASP		

Members Absent : Mr.R.Jayakumar

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Online exam procedure manual must be explain to the students.	-	Class incharge	
2.	Faculty work completed list will be submitted on Thursday.		All staff members and HOD	
3.	ISO work must be completed		All staff members and HOD	
4.	Department activities will be planned in staff meeting it will submitted with in two days		All staff members and HOD	
5.	Funding project proposal will be planned.		All staff members and HOD	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	25.1.2021	
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**DEPARTMENT OF MECHANICAL ENGINEERING**

**CIRCULAR**  
**(2020-2021)**

**CIR. No.: SACET/ME/CIR/04**

**Date: 01.02.2021**

It is to be informed that the Department meeting will be held on 01.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

**Agenda:**

1. Admission work
2. On line Examination

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1/2/21  
**HOD**





# ST. ANNE'S

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

1.2.2021

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.Jayakumar

AP

4. Mr.K.Shanmugha Elango

ASP

Members Absent : Mr.M. Sivamanikandan

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	For online examination students must used good working condition device.	-	All staff members and HOD	
2.	The students those who are not attended online examination due to any device problem, no re online exam conducted, they have to write written exam		All staff members and HOD	
3.	The students will be instructed before login online exam, they should clear browsing history and cookies in the device.		All staff members	
4.	Faculty are must work for admission sincerely		All staff members and HOD	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	1.2.2021	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

CIR. No.: SACET/ME/CIR/05

Date: 08.02.2021

It is to be informed that the Department meeting will be held on 08.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class
2. Alumini meet

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HOD



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### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

8.2.2021

Members Present: M/s.

1. Dr.D.Ommurugadhasan

Prof.&  
HOD

5. Mr.R. Jaya Kumar

AP

2. Mr.R.Sasikumar

AP

6. Mr.M. Sivamanikandan

AP

3 Mr. P.Murugan

AP

4. Mr. T.Elangovan

AP

Members Absent : Mr. K.Saravanan, ASP, Mr.K.Shanmugha Elango, ASP

S.NO.

POINTS DISCUSSED & DECISIONS TAKEN

TARGET DATE

RESPONSIBILITY

REMARKS

1.

Faculties to must come before 9.10 a.m and compulsory they should sign attendance as well as bio metric.

-

All staff members and HOD

2.

Faculties and students not permitted to go outside for lunch, if they need lunch, they should inform to reception or PD before tea morning break

All staff members and HOD

3.

Department activities must be planned and conducted regularly for the development of students

All staff members and HOD

4.

All faculties publish one paper our international conference

All staff members and HOD

5.

Faculties never discuss about fees reduction during admission.

All staff members and HOD

Prepared by

Mr.R.Sasikumar,AP

Approved by

Dr.D.Ommurugadhasan, HOD

Date

8.2.2021

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### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR

(2020-2021)

CIR. No.: SACET/ME/CIR/06

Date: 16.02.2021

It is to be informed that the Department meeting will be held on 16.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Fees collection
2. Students trained by MCQ

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16/2/21  
HOD



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## DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>		<b>Date</b>		<b>16.2.2021</b>	
<b>Members Present: M/s.</b>	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.M. Sivamanikandan	AP	
	4. Mr.K.Shanmugha Elango	ASP	8. Mr.R.Jayakumar	AP	
<b>Members Absent :</b>					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY		REMARKS
1.	The 18 <sup>th</sup> Feb 2021 is reopening date for II and III year classes.	-	Class incharge		
2.	Check the class room availability benches for 18 <sup>th</sup> class.		All staff members and HOD		
3.	4.20p.m is closing time for classes.		All staff members and HOD		
4.	Students must be trained for MCQ test		All staff members and HOD		
5.	Time table must be paste outside the lab		All staff members and HOD		
6.	Fees must be collected from the students.		All staff members		
		<b>Prepared by</b>	Mr.R.Sasikumar,AP		
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD		
		<b>Date</b>	16.2.2021		
		<b>Page No.</b>	1/1		



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**DEPARTMENT OF MECHANICAL ENGINEERING**

**CIRCULAR**  
**(2020-2021)**

**CIR. No.: SACET/ME/CIR/07**

**Date: 22.02.2021**

It is to be informed that the Department meeting will be held on 22.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

**Agenda:**

1. Final year students report entry
2. ISO file

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22/2/21  
HOD



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### DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>	<b>Date</b>	<b>22.2.2021</b>
<b>Members Present: M/s.</b>	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.M. Sivamanikandan AP
	4. Mr.K.Shanmugha Elango ASP	8. Mr.R.Jayakumar AP

**Members Absent :**

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	For final year students report entry must be completed		Class incharge	
2.	Faculty must be completed record note book the odd semester.		All staff members and HOD	
3.	Students must be completed course file and all the records for ISO		All staff members and HOD	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD <i>Dr.D.Ommurugadhasan</i>	
		<b>Date</b>	22.2.2021	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

CIR. No.: SACET/ME/CIR/18

Date: 26.02.2021

It is to be informed that the Department meeting will be held on 26.02.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Lab completion

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26/2/21  
HOD

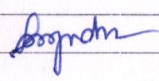




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## DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>		<b>Date</b>		<b>26.2.2021</b>	
<b>Members Present: M/s.</b>	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.M. Sivamanikandan	AP	
	4. Mr.K.Shanmugha Elango.	ASP	8. Mr.R.Jayakumar	AP	
<b>Members Absent :</b>					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY		REMARKS
1.	On or before Tuesday previous semester lab must be completed.	-	Class incharge		
2.	The current semester lab for in 10 days.		All staff members and HOD		
3.	Attendance must be followed as per time table		All staff members and HOD		
		<b>Prepared by</b>	Mr.R.Sasikumar,AP		
		<b>Approved by</b>	Dr.D.Ornmurugadhasan, HOD 		
		<b>Date</b>	26.2.2021		
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

**CIR. No.: SACET/ME/CIR/09**

**Date: 01.03.2021**

It is to be informed that the Department meeting will be held on 01.03.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Tuition Fees
2. Admission work

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HOD  
1.3.21



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### DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 1.3.2021

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.M. Sivamanikandan	AP		
4. Mr.K.Shanmugha Elango	ASP	8. Mr.R.Jayakumar	AP		

Members Absent :

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Students must be wear the uniform on Monday and Thursday without fail	-	Class incharge	
2.	Google meet id must be created for international conference from department e-mail id.		All staff members and HOD	
3.	Students will be informed they must pay fees before exam registration.		All staff members and HOD	
4.	Faculties can collect gift from their admission co ordinator and they can collect address from school.		All staff members and HOD	

Prepared by : Mr.R.Sasikumar,AP  
Approved by : Dr.D.Ommurugadhasan, HOD  
Date : 1.3.2021  
Page No. : 1/1



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**DEPARTMENT OF MECHANICAL ENGINEERING**

**CIRCULAR**  
**(2020-2021)**

**CIR. No.: SACET/ME/CIR/10**

**Date: 15.03.2021**

It is to be informed that the Department meeting will be held on 15.03.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

**Agenda:**

1. Placement program
2. Project proposal.

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15/3/21  
**HOD**



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## DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date : 15.3.2021

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.M. Sivamanikandan	AP			
4. Mr.K.Shanmugha Elango	ASP	8. Mr.R.Jayakumar	AP			

Members Absent :

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	The placement fees for final year students per semester is Rs1000/- and for other semester 250/- per semester.	-	Class incharge	
2.	Faculty must publish one paper in journal in the month of march.		All staff members and HOD	
3.	The students will be allowed after 4.30p.m for game practices.		All staff members and HOD	
4.	Department activities list must be submitted on 16.3.21		All staff members and HOD	
5.	Project proposal must be written and submitted on or before Apriln30th.		All staff members and HOD	
6.	Faculties must take a seminar from their webinar topic.		All staff members and HOD	
		Prepared by	Mr.R.Sasikumar,AP	
		Approved by	Dr.D.Ommurugadhasan, HOD	
		Date	15.3.2021	
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### DEPARTMENT OF MECHANICAL ENGINEERING

#### CIRCULAR (2020-2021)

CIR. No.: SACET/ME/CIR/ 11

Date: 22.03.2021

It is to be informed that the Department meeting will be held on 22.03.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class
2. Project Report.

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ANGUCHETTYPLAYAM, PANRUTI – 607 106.

## DEPARTMENT MEETING MINUTES

Venue : ME Dept.

Date

22.3.2021

Members Present: M/s.

1. Dr.D.Ommurugadhasan

Prof.&  
HOD

6. Mr. T.Elangovan

AP

2. Mr. Saravanan

ASP

7. Mr.M. Sivamanikandan

AP

3. Mr.K.Shanmugha Elango

AP

8. Mr.R.Jayakumar

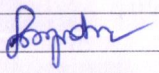
AP

4. Mr. P.Murugan

ASP

Members Absent : Mr.R.Sasikumar

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Instructs the students to complete project report as early as possible.	-	Class incharge	
2.	Complete pending practical experiment class with this week.		All staff members and HOD	
3.	For 26.3.21 CIA exam will be conducts in the evening due to first year arrear exam.		All staff members and HOD	
4.	Students must be informed to the pay the fees dues with in month itself otherwise exam registration will not be registration.		All staff members and HOD	
5.	Faculties must be sign college attendance without fail.		All staff members and HOD	
6.	Faculties should ready for online classes.		All staff members and HOD	
7.	Department must planned vacation courses for 10 <sup>th</sup> , 12 <sup>th</sup> and ITI students.		All staff members and HOD	
8.	Faculties are instruct to conduct real time projects for journal writing by using the facilities in our college.		All staff members and HOD	

	<b>Prepared by</b>	Mr.R.Sasikumar,AP	
	<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD 	
	<b>Date</b>	22.3.2021	
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## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

**CIR. No.: SACET/ME/CIR/12**

**Date: 29.03.2021**

It is to be informed that the Department meeting will be held on 29.03.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Fees due for final year
2. Project Report.

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29/3/21  
HOD



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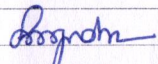
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## DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>		<b>Date</b>		<b>29.3.2021</b>	
<b>Members Present: M/s.</b>	1. Dr.D.Ommurugadhasan	Prof.& HOD	6. Mr. T.Elangovan	AP	
	2. Mr. Saravanan	ASP	7. Mr. M. Sivamanikandan	AP	
	3. Mr. K. Shanmugha Elango	AP	8. Mr. R. Jayakumar	AP	
	4. Mr. P. Murugan	ASP	9. Mr. R. Sasikumar	AP	
<b>Members Absent :</b>					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS	
1.	Faculties can go for admission without altering classes.	-	All staff members		
2.	Faculties should complete files related to Anna university inspection.		All staff members and HOD		
3.	Faculties must entered Practical attendance and internal mark on or before tomorrow.		All staff members and HOD		
4.	Faculties must informed to the students to complete the project on or before 31 <sup>st</sup> March.		All staff members and HOD		
5.	Students must be instructed they should clear fees dues before Viva Voce.		All staff members and HOD		
6.	Faculties are instructed to control casual leave		All staff members and HOD		
		<b>Prepared by</b>	Mr. R. Sasikumar, AP		
		<b>Approved by</b>	Dr. D. Ommurugadhasan, HOD 		
		<b>Date</b>	29.3.2021		
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ANGUCHETTYPLAYAM, PANRUTI - 607 106.

## DEPARTMENT OF MECHANICAL ENGINEERING

### CIRCULAR (2020-2021)

CIR. No.: SACET/ME/CIR/ 13

Date: 5.04.2021

It is to be informed that the Department meeting will be held on 5.04.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

#### Agenda:

1. Online class
2. Project Report.

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HOD



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## DEPARTMENT MEETING MINUTES

<b>Venue : ME Dept.</b>	<b>Date</b>	<b>5.4.2021</b>
<b>Members Present: M/s.</b>	1. Dr.D.Ommurugadhasan Prof.& HOD	6. Mr. T.Elangovan AP
	2. Mr. Saravanan ASP	7. Mr.M. Sivamanikandan AP
	3. Mr.K.Shanmugha Elango AP	8. Mr.R.Jayakumar AP
	4. Mr. P.Murugan ASP	9. Mr.R.Sasikumar AP

### Members Absent :

S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY	REMARKS
1.	Faculties to be completed on or before 13.4.21 Final year attendance entry( period from 17.3.21 to April 12.4.21)	-	Class incharge	
2.	Final year CIA-III Exam commence on April 7 and 8		All staff members and HOD	
3.	To collect Exam fees and Recent photo copy for all Final year students		All staff members and HOD	
4.	For II and III year CIA-I Marks and Assignment to be entered on 5.4.21		All staff members and HOD	
5.	To conduct Alumini meet Cell for department wise		All staff members and HOD	
6.	All faculties are sent Notes, MCQ and Assignment through Google Class room		All staff members and HOD	
7.	Class Advisor and counsellor advice to the Students attend the all online classes.		All staff members and HOD	
		<b>Prepared by</b>	Mr.R.Sasikumar,AP	
		<b>Approved by</b>	Dr.D.Ommurugadhasan, HOD	
		<b>Date</b>	5.4.2021	
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**DEPARTMENT OF MECHANICAL ENGINEERING**

**CIRCULAR**  
**(2020-2021)**

**CIR. No.: SACET/ME/CIR/ 14**

**Date: 12.04.2021**

It is to be informed that the Department meeting will be held on 12.04.2021 at 02.00 PM. All the staff members are requested to assemble in the Department of Mechanical on time without fail.

**Agenda:**

1. Report entry
2. Re admission students.

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HOD  
12/4/21



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## DEPARTMENT MEETING MINUTES

Venue : ME Dept.		Date		12.4.2021	
Members Present: M/s.	1. Dr.D.Ommurugadhasan	Prof.& HOD	6. Mr. T.Elangovan	AP	
	2. Mr. Saravanan	ASP	7.Mr.M. Sivamanikandan	AP	
	3. Mr.K.Shanmugha Elango	AP	8. Mr.R.Jayakumar	AP	
	4. Mr. P.Murugan	ASP	9. Mr.R.Sasikumar	AP	
Members Absent :					
S.NO.	POINTS DISCUSSED & DECISIONS TAKEN	TARGET DATE	RESPONSIBILITY		REMARKS
1.	Re admission students are reported to Mr. Josphe sir.		Class in charge		
2.	For report entry today is last date.		All staff members and HOD		
3.	April 15 <sup>th</sup> for last date for uploading CIA and Attendance for final year.		All staff members and HOD		
4.	CIA-II will be conducted from 20 <sup>th</sup> April to 26 <sup>th</sup> April.		All staff members and HOD		
			Prepared by	Mr.R.Sasikumar,AP	
			Approved by	Dr.D.Ommurugadhasan, HOD	
			Date	12.4.2021	
			Page No.	1/1	



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### DEPARTMENT OF SCIENCE AND HUMANITIES

#### CIRCULAR

(2020 - 2021)

**CIR. No.: SACET/S&H/CIR/**

**Date: 11.11.2020**

It is to inform that a department meeting will be held on 12.11.2020 at 12.40 p.m in the Department. All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- Bridge Course Material Preparation
- Students Achievements
- Staff Achievements
- Strategies for Counselling
- Following Duties, Regulations and responsibilities during COVID 19
- CIA I present and target level

*A. I. [Signature]*  
11.11.20

**HOD**

Alert  
to  
S. J. J.  
N. J.  
V. J. J.





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## DEPARTMENT OF SCIENCE AND HUMANITIES

### DEPARTMENT MEETING MINUTES

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

Date of Meeting : 12.12.2020

Venue : S&H Department

<b>Staff Members Present:</b>	Dr. A. John Peter, Prof/Phy	Mrs. S. Ramya, ASP/Chem	Mr. N. Syed Mubarak, ASP/Mat
	Mr.C. Chakrapani, Librarian.	Mrs. J. Joaquine Arokia Mary, Lect/Chem	Mr. V. Prakash, AP/Mat
		Dr. A. Azhagappan, Prof/Mat	Mr. D. Sampath Kumar, /Eng
		Mr. R. Vishwalingam, AP/Mat	
<b>Staff Members Absent:</b>			

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	HOD attend the meeting with the principal, in the meeting important points to be discussed. The discussed points are informed to the department faculties by the HOD, Following Duties, Regulations and responsibilities are discussed.		Individual Staffs	
2.	Target Analysis of CIA-II , Department events plan execution, Strategies for University exams, Students Counselling, Class Committee Meeting key points were discussed.		Individual Staffs	
4.	Staffs are motivated to concentrate on Students achievements and students achievements		Individual Staffs	

PREPARED BY

VERIFIED BY

APPROVED BY

A.1-22  
~~S. J. K.~~  
S. J. K.  
V. P. #12



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### DEPARTMENT OF SCIENCE AND HUMANITIES

#### CIRCULAR

(2020 - 2021)

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

Date: 07.03.2021

It is to inform that a department meeting will be held on 08.03.2021 at 12.40 p.m in the Department. All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- Preparation of Course Materials
- Department events plan execution
- Staff Achievements
- Students Counselling
- Class Committee Meeting
- Completion of ISO Documents Reg

  
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**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**DEPARTMENT MEETING MINUTES**

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

Date of Meeting : 08.03.2021

Venue : S&H Department

<b>Staff Members Present:</b>	Dr. A. John Peter, Prof/Phy ✓	Mrs. S. Ramya, ASP/Chem ✓	Mr. N. Syed Mubarak, ASP/Mat ✓
	Mr.C. Chakrapani, Librarian.	Mrs. J. Joaquina Arokia Mary, Lect/Chem ✓	Mr. V. Prakash, AP/Mat ✓
		Dr. A. Azhagappan, Prof/Mat	Mr. D. Sampath Kumar, /Eng ✓
		Mr. R. Vishwalingam, AP/Mat	
<b>Staff Members Absent:</b>			

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	HOD attend the meeting with the principal, in the meeting important points to be discussed. The discussed points are informed to the department faculties by the HOD, Following Duties, Regulations and responsibilities are discussed.		Individual Staffs	
2.	Preparation of Course Materials for the next semester, Department events plan execution, Staff Achievements, Students Counselling during online classes, smooth conduction of Class Committee Meeting, Completion of ISO Documents Regarding points were discussed.		Individual Staffs	

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## DEPARTMENT OF SCIENCE AND HUMANITIES

### CIRCULAR (2020 – 2021)

**CIR. No.: SACET/S&H/CIR/**

**Date: 09.01.2021**

It is to inform that a department meeting will be held on ~~09~~ 09.01.2021 at 12.40 p.m in the Department. All the faculty members are requested to attend the meeting without fail.

#### AGENDA:

- Target Analysis of CIA-III
- Department events plan execution
- Strategies for University exams
- Staff Achievements
- Students Counselling
- Class Committee Meeting
- University Exam Student Preparations Reg

*A. I. [Signature]*  
9/1/21

**HOD**

W. L. G. L.

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## DEPARTMENT OF SCIENCE AND HUMANITIES DEPARTMENT MEETING MINUTES


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


Date of Meeting : 09.01.2021


Venue : S&H Department

<b>Staff Members Present:</b>	Dr. A. John Peter, Prof/Phy	Mrs. S. Ramya, ASP/Chem	Mr. N. Syed Mubarak, ASP/Mat
	Mr.C. Chakrapani, Librarian.	Mrs. J. Joaquine Arokia Mary, Lect/Chem	Mr. V. Prakash, AP/Mat
		Dr. A. Azhagappan, Prof/Mat	Mr. D. Sampath Kumar, /Eng
		Mr. R. Vishwalingam, AP/Mat	
<b>Staff Members Absent:</b>			

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	HOD attend the meeting with the principal, in the meeting important points to be discussed. The discussed points are informed to the department faculties by the HOD, Following Duties, Regulations and responsibilities are discussed.		Individual Staffs	
2.	Target Analysis of CIA-III, Department events plan execution, Strategies for University exams, Students Counselling, Class Committee Meeting key points were discussed.		Individual Staffs	
4.	Staffs are motivated to concentrate on Students achievements and students achievements, University Exam Student Preparations.		Individual Staffs	

  
PREPARED BY 9/1/21

  
VERIFIED BY 9/1/21

  
APPROVED BY 9/1/21



~~APR~~  
N. S. S. S.