ST.ANNE'S

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

HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 23.05.2022/11:15AM

- Anna University Exam fee for the current semester fee should be informed to students.
- Payment of College fee dues should be informed to students and parents.
- All the department should plan for conducting the farewell before the Anna University practical exams.
- Staff may avail On Duty for admission work.
- Students Counselling record should be updated regularly.

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

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 16.05.2022/11:15AM

- Anna University Inspection will be starts on 19th May 2022.
- All the HODs are instructed to kept the following items/documents/registers ready:
  - Stock register Consumable
  - Stock register Non Consumable.
  - Course file
  - Lab equipments
- Complete the syllabus of one and half unit before CIA-II exam.

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 05.05.2022/11:15AM

- Anna University Inspection will be starts on 3rd week of May 2022 tentatively.
- All the HODs are instructed to prepare the labs (lab equipment, hardware and software).
- Necessary documents for the AU Inspection should be kept ready.

PRINCIPAL

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 02.05.2022/11:15AM

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

R. Arokiadass

PRINCIPAL

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 25.04.2022/11:15AM

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

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 18.04.2022/11:15AM

- Staff should encourage the students to participate in the internal and external events.
- HODs and students should talk about their department in the Video Coverage for advertisement.
- Final year students should complete their projects soon and it should be presented in our College Conference.
- All the fees dues should be paid soon by students and it should be conveyed to parents by counsellors.
- Campus placement will be conducted on 27th and 28th April 2022 for final year students.

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 11.04.2022/11:15AM

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

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 04.04.2022/11:15AM

- Payment of College fee should be informed to parents.
- Graduation Day will be conducted on 9th April 2022 for 2019 and 2020 batch passes out students. On the same day, Alumni Meet will also be conducted at afternoon.
- All the Department HODs should submit the Event plan (National Seminar, Symposium, Guest Lecture and Workshop) to Principal.
- Forth coming event happenings should be posted in our college website by website In-charge.
- All the department should maintain the ISO files.
- Department IV coordinator should maintain the IV report and expenses details.

PRINCIPAL

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 21.03.2022/11:15AM

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

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HOD Minutes of Meeting

Place: Principal Chamber **Date/Time:** 21.02.2022/11:15AM

- College will be reopened on March 7th 2022 in offline mode for 4th,
- 6th and 8th semester students.
- HOD should submit the subject allocation details and workload for the even semester to Principal.
- Students discipline should be strictly monitored by the all the staff members.
- All the teaching staff should submit the course file for three units on 25th February 2022.
- All the college busses will be operated from 7th March 2022 in all the routes.
- All the departments have to plan to send the students for Industrial visit, In-plant training and Internship training for all the classes.
- The events for forth coming semester is planned as below:

25.02.2022 – Orientation Programme

8.03.2022 – Women's day Celebration

24.02.2022 – Webinar on NAAC Accreditation

01.04.2022 - Graduation Day

1st week of May 2022 – National Conference

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 11.10.2021 /11.15 am

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 07.10.2021 /11.15 am

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

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 20.09.2021 /11.15 am

- Principal insisted on awarding of internal marks to the students, positively a minimum of 14 marks should be awarded and strongly insisted not to award grace marks in order to give the minimum marks. Informed that the students should earn their marks not award excess marks without any work from the students.
- Student fee collection should be done before the practical exam and they clear all dues before the exams, it is strongly insisted by the principal.
- Principal suggested that all the HoDs' should allocate the subject for the next semester before 06.11.2019 and that should be done on the basis of staff specialization and previous results given by the concern staff.
- Elective selection should be done with respect to the students interest and the book availability for the students, if not the requirement of books should be submitted to the library.
- Leaves availed by the staff may be reduced. Principal asked the HoDs' to inform the staff members to avoid availing leave in excess of allocated leaves.
- Faculty appraisal forms will be circulated and principal asked to fill the form for the past 3 years.

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 13.09.2021 /11.15 am

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 11.03.2021 /03.30 pm

- Principal had a word with all the HoDs' about the Syllabus completion and suggested to start the coaching schedule as early as possible according the completion status.
- Principal insisted to inform the staff about the improvement of admissions.
- On Saturday, the 14th of March, the congregation level function is going to be held in our campus. Staff are instructed to come on formal dress and students should come in Thursday uniform. Principal insisted on maintaining the discipline in the function.
- Principal suggested to have the offer letter issue day and instructed to complete the recruitment process before that day.
- MCQ's should be circulated to the students and make them prepared for the online exams.
- COVID Vaccination certificated should be collected from all the students and staff.

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 01.03.2021 /11.15 am

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 08.02.2021 /11.00 am

- With regard to the admission, principal informed the three coordinators assigned to led four teams each to improve the admission. Sr. Punitha Jilt, VP, Sr. Anita ASP and Head/ECE and Sr Annai Theresa, AP/EEE will the coordinators
- Principal proposed to conduct the Department meeting on 11.02.2021 at 10.00 am and discuss the department events plan and submit the same.
- The efforts made by the counsellors for the improvement in the students' mindset regarding the studies. Principal was very keenly insisted to put a constant effort on this by the counsellors.
- Principal encouraged all the staff members to present a Paper for the upcoming conference.
- After discussion with secretary, Principal advised to avoid food from outside hotel during lunch hours and informed to follow the Protocol given by government for COVID.

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 01.02.2021 /11.15 am

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 25.01.2021 /11.00 am

- Principal welcomed the HoDs' for the meeting and following that he informed the HoDs' to strictly adhere the anna university schedule circulated earlier by the exam cell.
- Principal informed to the HoDs' to submit the works allocated to the staff in the month of January
- Principal asked the HoDs' to complete the ISO files.
- Principal informed the HoDs' to monitor the unit completion status, if needed, the lab classes may be canceled for completion of the syllabus.
- Principal informed the HoDs' to plan the department activities. Also, insisted in conducting the FDP with the internal resource person for the staff and students and also asked to make sure that the staff should be benefited.
- Principal advised the HoDs' to inform the staff and students to adhere the proper dress code inside the campus. And also insisted on reducing the leave availed by the staff on Saturdays'.

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 11.01.2021/11.15 am

- Principal informed to collect the E-mail ID and mobile number registration details of the students for the Anna university examination.
- Principal insisted to inform the students to make ready of the laptops or mobile with proper camera and microphone to write the university exams.
- Class in-charges are advised to conduct regular meeting with the concern subject handling staff to make the teaching learning process very effective with continuous improvement. Principal insisted the HoDs' to monitor the same.
- Principal informed that the affiliation process to be completed and the staff profile should be updated in the office and insisted the HoDs' to make sure of the readiness of the files and registers needed for the Anna University inspection which will be scheduled by the university shortly.
- Principal insisted not to alter the class without the permission of the HoDs' when the staff present in the college. Also strictly informed the academics should be preferred before any allocated works.

PRINCIPAL

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 04.01.2021 /11.15 am

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

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 12.04.2020 /11.30 pm

- Principal reminded about ISO Renewal for the academic year. Also informed that a ISO Renewal Meeting has been scheduled on 15.04.2021 and informed the HoDs' staffs shouls not avail leave on that day.
- Attendance for the online classes should be monitored, Principal insisted HoDs' to make necessary actions on the defaulters.
- Principal reminded the final report entry for the anna university is on 15.04.2021 and all the works regarding the same should be completed before that.
- Turnitin Software has been planned to purchase for an amount of Rs 2520, each department may share this amount Rs 510 each.
- Principal informed that the Result database should be submitted to DOTE office within 06.04.2021.
- Principal discussed about the no dues fee collection with HoDs' and decided to collect the exam fees and no dues withing 12.04.2021. And also asked HoDs' to collect the recent photo of IV-year students to print in the degree certificate.

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 05.04.2020 /10.30 pm

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

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Secretary chamber **Date/Time:** 15.03.2020 /11.00 am

- Principal acknowledged the works done by all the staff members for International Conference held on 05.03.2020.
- Principal proposed to give the minimum internal marks should be given to all the students', who deserves it. Not to award the excess marks to students without writing retest or assignments.
- Principal proposed to have the farewell for the final year students in the first week of April 2020. Secretary had a discussion with the Principal and HoDs' for conducting farewell on the same day. After the discussion, it is decided to have the farewell function on the same day with different timings.
- Scholarships for the students from farmers association is initiated and list should be prepared within 04.04.2020.
- Secretary advised the HoDs' to prepare the year plan for the next academic year and informed them to conduct at-least one FDP program and Inter-collegiate workshop every semester also stressed in completing 2 online courses per semester per staff.
- Secretary insisted on extra-curricular and co-curricular activities to the students. Sr. Punitha, VP has proposed to conduct the cultural events for students and Sr. Anita, HoD/ECE proposed to have a sports day, principal discussed the pros and cons of the both events and decided to conduct sports day and fine arts day in the next semester.
- Secretary stressed on updating all the event in the college website and main events should be given in newspaper.

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 22.03.2020 /11.00 am

- Principal insisted in internships and industry institute collaboration and to do vocational courses can be conducted in the department
- Principal proposed to give the minimum internal marks should be given to all the students', who deserves it. Not to award the excess marks to students without writing retest or assignments.
- Principal proposed to do the preparation for classes both in offline mode and in online mode staff should be ready for both the mode of classes.
- CLs should be restricted for the staff and principal advised not avail unnecessary leaves and informed not to take leave.
- Principal advised the HoDs' to prepare the year plan for the next academic year and informed them to conduct at-least one FDP program and Inter-collegiate workshop every semester also stressed in completing 2 online courses per semester per staff. As discussed in the previous meeting.
- Admission work should be reported to the principal and the team coordinator and prior permission should be availed for taking OD, if not it will be considered as leave.
- Fee collection should be done. Principal insisted on informing the parents of the same.

PRINCIPAL

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

Place: Principal chamber **Date/Time:** 17.03.2020 /11.15 am

- Due to leave declared by the Govt. of Tamilnadu, on the account of precautionary action taken against spreading Corana Virus, College will remain closed till 31.03.2020 and as per government directions it will a working day for all the staff members.
- Inspite of the leave declared, there might not be any changes in the anna university schedule so principal strongly asked the HoDs' to inform this to the students that there will not be any extension given to the exam registration.
- Anna university inspection is scheduled on 20.03.2020. Principal insisted all the HoDs' to prepare for the inspection and reminded that PAN and Aadhar card is compulsory for staff verification.
- As discussed in Secretary meeting on 16.03.2020, principal also stressed on conducting FDP in tough subjects for outside faculties after the last working day.

R. Arokiadass 17/3/2020

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

Copy To:

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4. HOD/EEE —
5. HOD/ECE —
6. HOD/CSE — Sr. P.M (Sr. Punitha)
7. HOD/S&H — A. John peter (A. John peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
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MINUTES OF THE HOD MEETING

Place: Secretary chamber **Date/Time:** 16.03.2020 /11.15 am

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

16.3.2020

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal
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5. HOD/ECE

6. HOD/CSE — Sr. Punitha (Sr. Punitha)
7. HOD/S&H — A. Johnpeter (A. John peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 09.03.2020 /11.15 am

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

9.3.2020
PRINCIPAL

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

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 02.03.2020 /11.15 am

- After the discussion with the HoDs', principal suggested CIA-3 will start from 18.03.2020 to 24.03.2020 and model practical will be scheduled from 26.03.2020 to 27.03.2020. Since the last date for the report entry in the anna university web portal is 29.03.2020, principal insisted in complete the all the valuation works before last date.
- Fee dues for the students should be completed before the university practical work and records should be completed before the model practical exam.
- Principal asserted on improved on results and admission in the forth coming semester and instructed the HoDs' to convey the same to the staff to give their fullest cooperation for above said issues.
- SC/ST scholarships for the students is given by TADCO for those students' who have their annual income below 3lakhs per annum. The scholarship will be given as a loan to the students and they should repay it before 60 months after the completion of the degree.

2.3.2020
PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panru[illegible]
Cuddalore-(Dist), Pin: 60[illegible]

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MINUTES OF THE HOD MEETING

Place: Mechatronics Laboratory **Date/Time:** 26.02.2020 /03.00 pm

- Principal reminded about the anna university inspection to be held tentatively on last week of February or first week of March. He also insisted on the preparatory works to be done for the inspection like file maintenance, certificates of the staff, genuineness certificate and informed about the Aadhar card and PAN card is mandatory for inspection. Every staff should bring their originals.
- Principal instructed the HoDs' to maintain and improve the students' discipline inside the campus.
- Principal insisted in completion of the Lab classes initially and the same should be completed within12.03.2021
- Attendance should be marked as per the time table in order to satisfy the anna university report schedule.

PRINCIPAL

Copy To:

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 17.02.2020 /11.15 am

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

R. Arokiadass 17.2.2020
PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
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ANGUCHETTYPALAYAM,
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5. HOD/ECE — Sr. L.
6. HOD/CSE — Sr. P.U. (Sr. Punitha)
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 10.02.2020 /11.15 am

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

10.2.2020

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**29.01.2020/11.15 am

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

29.1.2020
PRINCIPAL
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6. HOD/CSE (Sr. Premitha)
7. HOD/S&H (A. Arunmeta)
8. Administrative Officer (Sr. Rose)
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**27.01.2020/11.15 am

- As discussed in the previous meeting, CIA-1 will be conducted in between 03.02.2020 to 08.02.2020. In connection to that, principal advised to complete two units on or before 31.01.2020.
- Principal insisted the HoDs' to inform the Project Coordinator to submit the project assessment record to the principal.
- As per the earlier discussion about the National Science Day on 28.02.2020, Principal insisted to complete the project before that day and best project from each department will receive the prizes.
- National conference for this academic year is postponed to month of July or August because of a greater number of holidays, informed by the Principal to the HoDs'.
- I year arrear classes has been planned to conduct for III year students as it was conducted in the last semester.
- HoDs' are insisted to check the valuation of assignments submitted by the students and slip test conducted.
- HoDs' are insisted to follow up the issues told by the students in the class committee meeting and the same should be submitted to the principal.

27.1.2020

PRINCIPAL
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Principal,
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**20.01.2020/11.15 am

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

20.1.2020

PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 507 110.

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6. HOD/CSE (S. Punithan)
7. HOD/S&H (A. John Peter)
8. Administrative Officer [Sd. Rose]
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ST.ANNE'S

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

MINUTES OF THE HOD MEETING

Place: Principal chamber

Date/Time: 16.12.19/11.15 am

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

16.12.2019
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T k),
Cuddalore-(Dist), Pin: 607 110.

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7. HOD/S&H – A. Johnson (A. John Peter)
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 13.01.2020/11.15 am

- After the discussion with the HoDs', Principal informed that the Internal Audit for the past semester will be done on 14.01.2020 and 18.01.2020. So those days will be a working day. Since the Surveillance audit is scheduled on 25.01.2020. Schedule for Internal audit will be circulated by QMS coordinator.
- Principal insisted on the improvement of the result and the admission in the future semesters. He also insisted the HoDs' to convey the same all faculty to strictly adhere this and to be very keen in result improvement.
- Class in-charges are advised to conduct regular meeting with the concern subject handling staff to make the teaching learning process very effective with continuous improvement. Principal insisted the HoDs' to monitor the same.
- Principal proposed to conduct excess maths classes on Sundays for weak students. After the discussion it decided to have meeting with the maths staff members with principal and a special schedule will be circulated.
- Principal insisted not to alter the class without the permission of the HoDs' when the staff present in the college. Also strictly informed the academics should be preferred before any allocated works.

13.1.2020
PRINCIPAL

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

Place: Principal chamber

Date/Time:02.01.2020/11.15 am

- Principal informed the HoD's that the surveillance audit for the previous year will be scheduled on 08.01.2020 or after Pongal holidays.
- The Application for the affiliation for next year has to be completed on or before 10.0.2020.
- Due to the long holidays after Christmas and local body elections, many classes have been lost and there is no revised schedule circulated by the university. Principal had a discussion with the HoDs' and decided to conducted the regular classes effectively and for IV year students Thursday of every week will be a working day to compensate the lost days. And the moral classes planned in the last meeting has to be postponed to compensate the regular classes.
- Project classes attendance should be maintained properly and Principal insisted on encouraging the in-house projects.
- As per the earlier discussion, the absentee's information should be given to the parents on the same day.
- IV year students should adhere the college timings on Fridays and Saturdays, not to come at any time to the college to meet the respective guide. And the publication of the project should be published.
- Admission should be improved in the forth coming academic year, Staff are insisted to work for the admission improvement insisted by the management.
- Since two staff are in medical leave, one from EEE department and the other from ECE department. It has been decided after a discussion that, two subjects will be shared between both the departments for I year CSE and I year Mechanical students.
- On the account of Science day, the project competition for final year students will be conducted on 28.02.2020.
- Industrial visits have to be planned for the students since it a mandatory as per the regulation, principal insisted on following the regulations given by the university.

PRINCIPAL 2.1.2020

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

Place: Principal chamber

Date/Time: 10.12.19/11.15 am

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

10.12.19

PRINCIPAL

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

Place: Principal chamber **Date/Time:**24.10.19/11.15 am

- The Science exhibition program "Science Sprouts – 2019", after the dispersal of the invitation we are expecting around 75 Projects from various schools.
- The preparatory work for the Science Sprouts – 2019 has been distributed to the all the departments.
    - Department of ECE – Design work of certificate, banner, invitation etc.,
    - Department of EEE – Registration and Certificates
    - Department of MECH – Stage decoration and Hall arrangement.
    - Department of CSE – Discipline
    - Department of S&H – Reception and Hospitality
- The project confirmation should be done on or before 29.10.2019.

24.10.19

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal – [illegible] (Sr. [illegible])
3. HOD/Mech – [illegible]
4. HOD/EEE – [illegible]
5. HOD/ECE – [illegible]
6. HOD/CSE – [illegible] (Sr. [illegible])
7. HOD/S&H – [illegible] (A. [illegible])
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 17.10.19/11.15 am

- Principal suggested to conduct a Science Exhibition competition for school students on 04.11.2019, which in turn helps us to improve to advert the college to the surrounding 200 schools in Cuddalore district.
- Principal seeked the utmost co-operation from all the staff members to make this event a success, because starting from initial work all the works will done by the staff in a very short span of time.
- After the discussion with all HoDs' the prize amount is fixed as 7000, 5000 and 3000 for first, second and third prize respectively.
- External and Internal examiners list will be circulated from the exam cell, all staff members are insisted to confirm the external examiners and not to decline their duties from the university.
- Practical should start only after the external examiners' arrival, not start the exam at any cost without presence of the external examiners.
- As per the circular sent by the university, if the remuneration amount is more than Rs.1000.00 the amount will be sent only through online transfer, cash in hand will be given only for the remuneration amount less than Rs1000.00.
- As per earlier plan, revision test will be conducted from 21.10.2019 onwards. Since, the last working day is completed take utmost care in students' presence for the revision exams. If the student makes themselves absent for exams the information should be given to the parents on the same day.

PRINCIPAL 17.10.19

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

Place: Principal chamber

Date/Time: 14.10.19/11.15 am

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

14.10.19

PRINCIPAL

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

Place: Principal chamber

Date/Time:09.09.19/11.15 am

- Principal insisted HoDs' to inform the staff to improve the overall result and individual result in order to improve the college admission and decorum. He also insisted in delivering the lecture to be effective and try create a discussion forum in the class.
- Regarding students discipline in the common gathering should be monitored and it is a responsibility of each staff member irrespective of the department and designation.
- A meeting arranged for Principal and Placement officers of all colleges all over Tamilnadu was conducted by DOTE, Chennai. The Govt. of Tamilnadu has formed 10 important aspects to improve the engineering education in Tamilnadu.
    - Improvement of Gross Enrollment Ratio
    - Improvement of Internship with the help of Board of apprenticeship and training
    - Improvement of Placement Ratio
    - Implementation of Entrepreneurship development cell in each college
    - Institute Industry connectivity
    - Improvement in patent registration
    - Improvement in GATE enrollment and pass percentage in competitive exams
    - Doctoral degree registration should be improved- from 2021 Ph.D will be must to serve in teaching field
    - Improvement of First year pass percentage
    - Enrollment for accreditation like NBA, NAAC for the engineering college must be improved.
- Principal insisted HoDs' to inform the staff about the SWAYAM online courses, 8 courses per year has made as mandatory for engineering college professors. Each staff member should complete a least of 2 courses in this current semester.
- Monitoring of arrear classes for III-year students has to be done to improve the results, which help the students to continue the course.
- Student Fee collection is still pending for a greater number of students, principal insisted to pass on the information to the parents to pay the fee at the earliest.

R. Arokiadass 9.9.19

PRINCIPAL

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

Place: Exam Cell **Date/Time:**30.08.19/12.00noon

- On the account of feast of annai velankanni, there will be a car procession on 07.09.2019 from Annai Velankanni Polytechnic College.
- On 07.09.2019 followed by the car procession, regular classes will be conducted. That will be considered as full working day and on 21.09.2019 due to CIA – 2 will be a working day.
- On 01.09.2019, Group IV exams has been scheduled in our campus, so staff who have duty on that day are asked to report on time.

30.8.19

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
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8. Administrative Officer — Sr. Rose [Sr. Rose]
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MINUTES OF THE HOD MEETING

Place: Secretary chamber

Date/Time:26.08.19/11.15 am

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

PRINCIPAL 26.8.19

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

Place: Secretary chamber

Date/Time: 19.08.19/11.15 am

- As per earlier discussion, arrear classes conducted for III-year students, due lack of time 3 and half units will be covered and 1-unit test will be conducted. HoD's are insisted to make a keen note on students' presence for the classes.
- Secretary has insisted about the counselling of the students and have to be in touch with their parents atleast weekly once.
- Secretary incurred the feedback of the evening classes and the feedback of the internal marks split up. HoDs' insisted that the objective test performance is poor and which in turn didn't help the improvement in internal marks.
- So, a collective decision taken that for CIA – 1 alone the objective test marks can be added with assignment mark. And now the split up for CIA -1 will be
    - 10 marks for continuous internal assessment
    - 8 marks for assignment and
    - 2 marks for attendance.
- From the next CIA onwards, it may be encouraged that the students themselves can take the question for the objective test.
- HoDs' are insisted to inform the students to complete their assignment works on holidays and also insist them to complete the fees dues.
- Absentees for the CIA – 1 with prior permission alone may be allowed to write the retest after working hours in order to boost their internal marks.
- Secretary insisted on avoiding of taking leave on exam days.
- ISO Internal audit has to be conducted for the past semester, it was proposed by the principal and insisted to complete the files for internal audit.
- A Campus cleaning program has been planned on 22.08.2019, this will be organized by the NSS team and included as an activity for the current semester.
- A test on two-mark questions alone separately if time permits amidst the academic schedule proposed by the principal.
- A one-day retreat for the catholic students has been organized in our chapel.
- Secretary insisted to work towards the successful completion of graduation day and alumni meet on the following evening.
- HoDs' insisted to follow the syllabus completion and tutorial classes for the subjects dealt with problems.

19.8.19

PRINCIPAL

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

Place: Principal chamber

Date/Time: 13.08.19/11.15 am

- As per earlier discussion, arrear classes for III-year students has been conducted between 3.05pm to 4.45pm. In order to know the effectiveness and seriousness of the classes, test has to be conducted on those portions in the class timings.
- Evening classes should be handled very strictly with full efforts in turn to increase the results of the current semester. It will be continued till 30.08.2019
- Due to poor results some students are demotivated in studies, Concern counsellors are requested to motivated the students to improve the capability of getting pass and improve their results.
- Staff are requested to be in touch with the counselling students' parents, atleast make a call them once in a week and inform them about the college activities and students' performance either good or bad.
- The record submission for the laboratory classes will be on or before 30.08.2019. Don't take it to last working day.

R. Arokiadass 13.8.19

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
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Copy To:

1. The Secretary
2. Vice Principal — Sr. Pauline (Sr. Pauline)
3. HOD/Mech — [illegible]
4. HOD/EEE — [illegible]
5. HOD/ECE — [illegible]
6. HOD/CSE — Sr. Pauline [Sr. Pauline]
7. HOD/S&H — A. Lourdu (A. John Peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**06.08.19/11.15 am

- National academic depository has been formed by the Govt. of India and has initiated to register all the students and get their unique NAD-ID. And this has been prompted by the Anna university and made it as mandatory, so all the students should register themselves in the NAD portal and get their ID and submit the same to the exam cell through the concerned exam cell coordinator.
- First year inaugural has been planned on 08.08.2019 and the evening classes for them will be conducted as the communication classes and spoken English class.
- Special class after working hours has to be monitored and the need and importance of the class has to informed to the students and their parents.

PRINCIPAL 6.8.19
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**29.07.19/11.15 am

- Monday common prayer has to start on time, staff are insisted to send the students on time to the auditorium. Staff are requested to give the motivational speech with full preparation.
- Objective test can be conducted in class hours by the staff and the same marks has to be uploaded along with CIA marks.
- Attendance marks can be awarded on the basis of monthly report 1 marks should be awarded for those are in the range of 75% to 85% and 2 marks will be awarded for those are in the range of 86% to 100% in their internals.
- Research work of the staff members has been encouraged by the management but it should not affect the academic schedule at any cost.
- Hereafter, daily evening classes has to be conducted after 4.45pm till 5.45pm in order to improve the forthcoming results.
- Internship program for III-year student is made compulsory, staff are requested to inherit the importance of the internship to the students.
- Students fee payment has to be retold to them and their parents.

R Arokiadass 29.7.19
PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Simmathur-(Post), Panruti-(T.k),
Cuddalore Dist. Pin-607 106.

Copy To:

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

ST.ANNE'S

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

MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:** 16.07.19/11.15 am

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

PRINCIPAL 16.7.19

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

Copy To:

1. The Secretary
2. Vice Principal — (S. Premi Tha)
3. HOD/Mech —
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5. HOD/ECE —
6. HOD/CSE — (S. Premi Tha)
7. HOD/S&H — (A. John Peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**08.07.19/11.15 am

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

8-7-19
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 05.07.19 /11:15 am

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

PRINCIPAL

Copy To:

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7. HOD/S&H
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**01.07.19/11.15 am

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

PRINCIPAL 1.7.19

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti (T.k),
Cuddalore-(Dist), Pin. 607 106.

Copy To:

1. The Secretary
2. Vice Principal — Sr. P.K. (Sr. Premitha)
3. HOD/Mech
4. HOD/EEE — V. Sri
5. HOD/ECE — Sr. A.L.F.
6. HOD/CSE — Sr. P.K. (Sr. Premitha)
7. HOD/S&H — A. Antony (A. Joson Peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
9. File

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MINUTES OF THE HOD MEETING

Place: Principal chamber **Date/Time:**25.06.19/11.15 am

- Results for the previous semester has been published. The result analysis has to be submitted before 3.00 pm.
- Comparative analysis with surrounding colleges should be submitted before 11.00am tomorrow (26.06.2019).
- Staff are requested to make necessary corrective actions as per the results to improve the results in forth coming semester.
- Staff are insisted to make a weekly plan towards the present week's work and complete the work without any delay, which in turn reduce the work burden.
- The absentees for the laboratory classes have to complete the concern experiments after working hours without disturbing the regular classes.
- Staff are insisted to be strict to the students in all aspects in order to improve their career growth.
- Notes prepared by the staff has to submitted on or before 28.06.2019.

PRINCIPAL 28/6/19

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 106.

Copy To:

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

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MINUTES OF THE HOD MEETING

Place: Exam Cell **Date/Time:**24.06.19/2.30pm

- It has been planned to conduct Orientation program for students by internal staff members as per the needs of the students' department wise.
- For each topic 2 staff members should be ready so that, they can shuffle around different classes and make sure each class has to get all the classes.
- Staff have to adhere the college timing and strictly should avoid moving out of college in working hours. In case of emergency, it should be informed to principal and has to be written in movement register and it will be maintained by Administrative Officer.
- Absentees for the regular classes has to be informed to the parents on the same day to reduce the absentees.
- Staff are requested to restrict their leave, in order to complete the syllabus in time.
- Students should be informed about the fee payment and it should be on time.

24.6.19
PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(Tk),
Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal — Sr. Pdh (Sr. Punitha)
3. HOD/Mech — Prapal
4. HOD/EEE — [illegible]
5. HOD/ECE — [illegible]
6. HOD/CSE — Sr. Pdh (Sr. Punitha)
7. HOD/S&H — A. [illegible] (A. John Peter)
8. Administrative Officer — Sr. Rose [Sr. Rose]
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 19.06.19/11:15 am

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

19.6.19
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal – Sr. Pauline (Sr. Pauline)
3. HOD/Mech – [illegible]
4. HOD/EEE – [illegible]
5. HOD/ECE – [illegible]
6. HOD/CSE – Sr. Pauline (Sr. Pauline)
7. HOD/S&H – [illegible] (A. Jovan Moses)
8. Administrative Officer – Sr. Rose [Sr. Rose]
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal Chamber

Date/Time: 17.06.19/11:15 am

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

PRINCIPAL 17.6.19

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

Copy To:

1. The Secretary
2. Vice Principal – SO-PRL (Sr. Punitha)
3. HOD/Mech
4. HOD/EEE –

5. HOD/ECE – Sr. [illegible]
6. HOD/CSE – Sr. P. [illegible] (Sr. Pumitha)
7. HOD/S&H – A. [illegible] (A. [illegible])
8. Administrative Officer – Sr. Rose [Sr. Rose]
9. File

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 16.03.19 /11:15 AM

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

- All the faculty members are insisted to check their E-mail regularly for allotment of internal/external examiner for practical examinations.
- For regulation 2013, two sets of practical exam question paper has to be set jointly by the internal and external examiners. For regulation 2017, practical exam questions will be given from university.
- In case of any exigencies by the faculty members from the appointment of internal/external examiner for the practical examination, it has to be immediately brought to the knowledge of the chief superintendent. No mutual alteration should be done.
- If a request from the zonal office is received under any unexpected situation for acting as external examiners, the faculty member has to accept the offer.
- All the faculty members are expected to utilize the ODs (4 days out of 24 days) given to them for paper presentation or journal publication in an effective manner. If the faculty's paper is awarded as the best paper in any conference, then the management will be refunding the registration fee paid by the faculty.
- The final year projects can be transformed into papers for publishing in the journals. All the faculty members are hereby requested to work on this.
- All the faculty members are requested to make the best use of the library and E journals for their individual development.
- The R & D coordinator has to take necessary actions for the regular functioning of the Research and Development Cell.
- A spoken English and Maths class is planned for II and III year students during the summer vacation for 10 days. All the faculty members are requested to extend their cooperation by encouraging the students in attending the classes.
- All the HODs are requested to plan the pre- requisite classes for the forthcoming semester.
- As per the Regulation 2017, HODs has to plan and take necessary steps for Inplant training, Internship and Industrial visit for the II year students.
- All the faculty members are requested to restrict their mobile phone usage in the college campus, particularly during meeting with Principal.
- All the HODs are requested to put the subject allocation for the upcoming semester based upon the experience of the faculty members. Question bank, notes, lab manual, and so on has to be prepared/updated and the same has to be verified by the HODs.
- Regarding admission process, a meeting for all the faculty members with the secretary will be held on 18. 03. 2019 at 4:00 pm. All the faculty members are requested to attend the meeting without fail.

R. Arokiadass 16.3.19

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T k),
Cuddalore-(Dist), Pin: 607 106.

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 11.02.19 /11:15 AM

- ISO surveillance audit may be on 4th March 2019. Hence all the HODs are insisted to clear all the NCs within the stipulated time.
- HODs has to take the remedial action for the queries stated in the Class Committee Meeting in a specified manner and the same should be documented as corrective action report.
- Risk factors identified and action plan to be taken for mitigating the risk has to be updated in the risk analysis file.
- A motivation programme is planned on 15th February 2019, for all IV year, III year EEE and I year students and on 16th February 2019, for all II year and III year (except III year EEE) students. HODs are requested to make sure that faculty members from their department are present in the auditorium during the session.

R. Arokiadass 11.2.19
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St Anne's College of Engineering & Technology
ANGUCHETTYPALAYAM,
Sirovathur-(Post), Panruti-(T k),
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7. HOD/S&H 11/2/19
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 07.01.19 /11:15 AM

- As per the direction from the district collector, 21st January 2019 may be a local holiday.
- All the HODs are requested to review the Newsletter for previous semester and to extend their fullest cooperation for the publication.
- HODs are requested to insist their department faculty members to complete the syllabus before the commencement of unit test.
- Class committee meeting has to be conducted in such a way that the corrective action taken on the feedback/ queries should be a path for providing quality education.
- The national conference may be conducted in the first week of March 2019 and science day on 28th February 2019. The committees have been formed and necessary steps have to be taken by the coordinators for the success of the events.
- The Department of Science and Humanities will be presenting the program in the forenoon and in the afternoon session project display will be held on Science day.
- Purchase order has to be put for the lab equipments as per the new regulation.

7.1.19

PRINCIPAL

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

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**03.01.19/11:15 AM

- The admission process to be followed for the forthcoming academic year is discussed with all the HODs and individual faculty members for the past few days. Analyzing all the views and after discussion with the management, it has been decided that the faculties will be working in groups in different areas.
- It is emphasized in the meeting that a minimum of 3 admissions is the target for each staff member.
- All the staff members are insisted to do admission work by availing ODs after the last working of the current semester and ensure a minimum of 3 admissions as per the target in the month of June'19. Failing to achieve the target, will lead to LOP for all the availed ODs.
- All the HODs are therefore requested to ensure that the staff workload for the odd semester (July '19 – Dec'19) is planned prior to the last working day.
- All the faculty members have to update the XII student addresses (minimum of 2 schools) as soon as possible as already said in the prior meetings.
- The management has planned to surrender around 90% of the seats for counseling and 10% for management for facilitating the admission from the upcoming years.
- All the HODs and class incharges are insisted to monitor the absentees strictly and emphasize the students to be regular to the classes.
- It has been seen that the students are sent out of the college as punishment. As it leads to unwanted issues, no student must be sent out of the college. Instead, advice the students and retain them in the college. If necessary, parents may be called upon.
- Due to the tight academic schedule, it is decided to celebrate Pongal in a simpler manner in our college premises on 12th January 2019.
- Pongal holidays will be from 13th to 17th January 2019. If required special classes may be conducted after getting prior permission from Principal.
- Students must be instructed to be compulsorily present on the next working day (18th January 2019) after the Pongal holidays.
- Reopening day for the I year will be on 21st January 2019. On that day, Newsletter will be released in the common assembly by our Secretary.
- Syllabus coverage must be monitored by the HODs regularly.

- Department events for the current semester must be submitted to the Principal by the HODs.
- The lab equipments required for the Regulation 2017 syllabus (V and VI Semester) must be sorted out and purchase requisition must be submitted to the Principal.
- Staffs are insisted not to avail leave as the number of working days is very less in the current semester.
- Class committee meeting and parents meeting is to be conducted and the same must be monitored by the HODs.
- Regarding placements, a 4 days training program is planned only for those students (EEE and MECH) who are having arrears and an interview will be conducted in the end of the training program. The selected candidates will be placed in the production side with a pay of Rs.10, 000/- per month in Puducherry or Chennai. An amount Rs.3, 500/- has to be paid by the students for the training.
- All the offer letters will be issued in the month of February 2019 to the students accompanied with their parents.
- The faculty members are requested to submit the project proposals for receiving sponsorship.
- Faculties can register for online courses in NPTEL and make use of the opportunity and develop themselves.

3.1.19

PRINCIPAL

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

Copy To:

1. The Secretary
2. Vice Principal (Sr. Anita)
3. HOD/Mech (C.D. Muthugadhasam)
4. HOD/EEE A. Richard Praveen
5. HOD/ECE (Sr. Anita)
6. HOD/CSE (Sr. Premitha)
7. HOD/S&H (A. John peter)
8. Administrative Officer
9. File

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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**29.11. 2018/11:15 AM

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

R. Arokiadass 29.11.18

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Copy To:

1. The Secretary
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4. HOD/EEE A. Richard Praveen
5. HOD/ECE (Sr. Anita)
6. HOD/CSE - (Sr. Pumella)
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ST.ANNE'S

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

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**29.11. 2018/11:15 AM

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

R Arokiadass 29.11.18
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**26.11. 2018/11:15 AM

- It was discussed with all HODs and decidedto check the status of the projects department wise for the project expo on 7th December, 2018 and progress of the projects in the next 15 days. The project has to be completed before 10th January, 2019.
- If required, students can come to college for doing the project without disturbing the exams.
- Fund required for the project can be utilized from the association and can be collected from the students latter.
- It is discussed and concluded that for easy understanding, the project title and concept can be made prepared in both Tamil and English.
- A conversation with all HODs about nominating the Coordinator for Project Expo was done and decided that Mr. Saravanan, AP / Mech and Mr. Rajarajan, AP / CSE will be acting as coordinators for the Project Expo to be held in the month of January, 2019.
- The reopening date for the next semester may be on 19thDecember, 2018.
- As already mentioned in the meeting dated 26. 10. 2018, the notes, question bank, lab manual and working manual has to be prepared with full involvement. In addition to that, the page number and book referred has to be mentioned. The notes will be checked on 12th December, 2018.
- It is instructed to check the availability of text books and reference books in the library.
- The coordinators for National Conference to be held in the month of February or March, 2019 will be Mr. S. Balabasker, ASP / ECE and Mr. K. Sriram, AP / EEE. All the faculty members have to present a paper in the conference and a minimum of 10 papers from external participants for each department has to be pulled.
- The Newsletter content with photographs till 22ndDecember, 2018 for each department has to be prepared by the department coordinators and must be submitted with HOD signature to the Newsletter Committee Coordinator.
- The Christmas child function will be held on 28th November, 2018 in the afternoon session.
- Department wise stock verification report has to be submitted.
- It is discussed and decided that the making of Christmas crib will be coordinated by Mr. Joseph and all HODs have to support him.
- It is instructed to count and give the record sheets to the students on the reopening day and to complete the record earlier.
- Faculty members can register online courses (NPTEL) and can be included in the department activities.

R. Arokiadass 26.11.18

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**26.10. 2018/11:15 AM

- It was discussed with all HODs and decided that the Subject allocation for the forthcoming semester must be confirmed on or before 29. 10. 2018.
- Based upon the subject allocation, the time table must be drafted on or before 31. 10. 2018, including I year. Same subject codes must be clubbed together while framing the time table.
- After discussion with all HODs, it is decided that all the preliminary processes, namely, notes of lesson preparation, question bank with a minimum of 30 part A questions and a minimum of 10 part B & C questions with answer key and PPTs for each unit, for the next semester has to submitted on or before 10. 12. 2018.
- Notes of lesson may be a hand written or typed material. If it is a typed one, it should be a self-prepared one and not a downloaded copy. If old self written notesare already available, notes and question bank should be updated. Power point presentation is a must for theory and circuit oriented subject. For problem oriented subjects, formulas may be prepared and presented for each unit.
- In addition to the subject notes, all lab handling staffs has to submit Lab manual with working manual on 10. 12. 2018.
- Reopening date for the forthcoming semester will be 17. 12. 2018.
- An orientation program for all the staffs is planned to be held on 14. 12. 2018 or 15. 12. 2018.
- Project exhibition may be held on 24. 01. 2018 or 25. 01. 2018.
- Department events for the forthcoming semester must be discussed by the HOD in the department with all the faculty members and the plan has to be submitted to the principal on or before 10. 12. 2018.
- The events to be held in the forth coming semester are listed below:
    - Christmas day celebration - In the month of December
    - Pongal celebration - In the month of January
    - Alumni meet - In the month of January
    - National conference - In the month of February / March
    - Women's day - In the month of March
    - Sport's day - In the month of March
    - Placement offer letter issuing - In the month of March
- An internal stock verification has to be done in each department under the guidance of HOD.
- HODs have to forward the requisition letter to the Principal, if there is any requirement of staff needed.
- Lab maintenance, service / purchase request, consumables required, software license renewal for the forthcoming semester has to be forwarded to the concerned incharges.

- All the documents in the ISO format have to be updated and made ready before the internal auditing.

R. Arokiadass 26.10.18

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**08.10. 2018/11:15 AM

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

8.10.18
PRINCIPAL
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**24.09. 2018/11:15 AM

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

R. Arokiadass 24.9.18

PRINCIPAL
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MINUTES OF THE HOD MEETING

Place: Exam Cell **Date/Time:** 19.09. 2018/10:15 AM

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

R. Arokiadass 19.9.18
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 17.09. 2018/11:15 AM

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

R. Arokiadass 17.9.18

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 10. 09. 2018 / 11:15 AM

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

- A special attention and concentration is expected on the hostel students for 100% result. If required, they can be given individual training after 4:45 pm for better performance.
- In addition to coaching, students must be given writing practice and training to improve their presentation in exams.
- No student should be made to stand outside the lecture hall for any reason. If he comes late to the class, make him stand at the last inside the hall else send him to the department.

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**06.08.18/11:15 AM

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

- The students who have performed poorly in the Unit test I have to be identified and necessary remedial action has to be taken.

R. Arokiadass 7-8-18

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**27.08.18/11:15 AM

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

- NSS activities have to be planned.
- The performance of faculties should be in such a way that the students have to come directly for admission.
- As proposed by the training and placement cell, Industrial visit for I and II year students, In-plant training for III year students and Internship and soft skill training for IV year students must be planned for the overall development of the students.Industrial visit has to planned relevant to the subjects the student are studying currently.
- Certain Rules and Regulations have to be followed strictly for tour/ industrial visit.
    - Industrial visit should not be combined with tour.
    - HoDs have to check that the requisition letter to concerned company/ industry is sent and got permission from the same.
    - A brief write up about the company/industry has to be submitted.
    - Recommended sign from HoD is a must before getting permission from principal.
    - Tour/Industrial visit, if planned for 3 days, it must be on Friday, Saturday and Sunday. If it is for one day, it can be on any working day.
    - No permission will be given on Monday, if suppose by any chance the arrival time on Sunday is delayed. If so, the faculties can avail CL.
    - The proposal for Tour/Industrial visit must be submitted before 3 days from the planned date.
- Inaugural function for Ist year will be on 03. 09. 2018.
- HoDs should verify all the documents for their correctness.
- It is sufficient for a faculty to submit the CL form alone duly signed by HoD, if he/she is availing monthly CL. For availing OD, CPL, Special Leave and Medical Leave, a letter has to be enclosed stating the reason and must be forwarded by HoD.

R. Arokiadass 27.8.18

PRINCIPAL

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

Copy To:

1. The Secretary
2. Vice Principal (Sr. Anita)
3. HOD/Mech (D. Annamyadhasan)
4. HOD/EEE A. Richard Praveen
5. HOD/ECE (Sr. Anita)
6. HOD/CSE [Sr. P M]
7. HOD/S&H A. Lenin (A. John Peter)
8. Administrative Officer [Sr. ROSE]
9. File

ST.ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
(An ISO 9001 : 2015 Certified Institution)
ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**09.07.18/11:15 AM

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

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

R. Arokiadass 10.7.18

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**06.07.18/11:15 AM

- Attendance and leave regulation for the academic year 2018-19 is formulated and will be circulated shortly. Students who were continuously absent for the past 5 days must be instructed to come along with their parents on Monday (09.07.18).
- The Academic plan for this semester has to be planned in such a way that the workshop and seminars must be the pre - requisites for the semester and must be an advanced topic for guest lectures. Motivational programs may also be conducted if required.
- Tentative date for Graduation Day will be in the last week of July or first week of August 2018 (on Saturday). Degree holders' count has to be verified.
- Regarding admission SC/ST candidates can be admitted in the management quota.
- Bridge course for the First Year is planned from 16.07.2018 to 27.07.2018. Tentative date for Ist year Inaugural will be 01.08.2018.
- Library must be used effectively by both staffs and students. If excess of Journals apart from the available Journals is needed, it should be informed to thePrincipal.
- Common Assembly has to be conducted in a better manner to impart the spirituality and morality to the students.
- Tomorrow 07.07.2018 will be a working day for the staff. Every staff members are insisted to be present for the meeting with The Secretary without any deviation.
- St.Anne's Feast will be celebrated on 26.07.2018. Novena for this celebration has been planned from 17.07.2018.
- HODs have to monitor the classes regularly. Class committee meeting has to be conducted before unit test I.
- Lab handling staffs are insisted to check for the consumables and services if needed and the same has to be corresponded to the concerned Incharges as early as possible.
- College resources must be utilized optimally.

R. Arokiadass 6.7.18

PRINCIPAL

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

Copy To:

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2. Vice Principal
3. All HOD's
4. File

ECE, VP – Sr. Anita (Sr. A[illegible])

S&H. HoD – A. John peter (A. [illegible])

EEE – A. Richard Pari [illegible]

CSE – [illegible] [MARTIN LOURDURAJ]

MECH – [illegible] [D. OMMurugadasan]

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ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**26.02.18/11:15 AM

- An aptitude test for all the students will be held as per the plan on 26.02.18 at 3:00 pm.
- Secretary will be meeting all the staffs at 12:30 pm in the auditorium regarding admission procedure to be followed in the forthcoming academic year on 26.02.18.
- Department of Science and Humanities will be coordinating the Science day celebration to be held on 28.02.18.
- The last date for paying Exam fee will be 10.03.18. Students should be insisted to pay the college fees before registering for the examination.
- Faculties to inform the parents about the college fees and last date for paying the fees.
- Special coaching classes after 4:45 pm have to be followed regularly as per the plan.

26.2.18

PRINCIPAL

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

Place: Principal Chamber **Date/Time:** 19.02.18/11:15 AM

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

19.2.18

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 12.02.18/11:15 AM

- CIA I result analysis to be completed by 13.02.18.
- Special coaching schedule to be followed from 12.02.18 after 4:45 pm.
- List of students for the coaching schedule must be submitted to principal with place of boarding and community.
- Anna university inspection is expected between IIIrd week of February – March 2018. Faculties are insisted to submit their original certificates.
- All the requirements needed for the inspection are to be kept ready.
- 16.02.18 ISO auditing will be held. All the files and documents to be kept ready for auditing.
- Alumni meet will be held on 17.02.18. All IVth year students must be present on that day to gain knowledge and experience from the alumni.
- Students should be motivated to present paper in the national conference to be held in our college on 16.03.18.

12.2.18

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
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ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**05.02.18/11:15 AM

- All subject handling faculties should monitor the students during unit tests.
- On account of the conduct of TNPSC exam on 11.02.18, 10.02.18 will be a half working day. The buses will depart from the college premises by 1:00 pm.
- ISO second stage audit may be held between 07.02.18 to 10.02.18.
- HODs have to monitor all the ISO files at least twice in a week.
- All the faculty members has to valuate test papers and analyze the students based on the marks given in the split up.
- Alumni meet is planned to be conducted on 17.02.18.
- List of students to be prepared for special coaching classes to be scheduled from 12.02.18.
- To conduct parents meeting after unit test II.
- Industrial visit for IIndand IIIrdyear students is strictly constrained to one day.
- All faculty members to present paper in NCRDSET'18.
- From the forth coming week onwards, technical news has to be read by the faculties in common assembly.

PRINCIPAL

Dr.R.ARUNPRASAD, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S

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ANGUCHETTYPALAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**29.01.18/11:15 AM

- Parents of failed students have to meet the principal on or before 01.02.18.
- HODs to conduct meeting with the subject handling faculties of IInd, IIIrdand IVth year regarding unit test I results.
- Retest can be conducted for students who have got prior permission for absent in the unit test.
- Parents of the students who were absent must meet the HOD for writing retest.
- To complete ISO work by 07.02.18.

PRINCIPAL

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

Place: Principal Chamber **Date/Time:**22.01.18/11:30AM

- ISO stage I audit scheduled on 25.01.18 and stage II in the first week of February 2018.
- MRM will be conducted on 24.01.18 in R&D Cell at 11:00 am.
- Faculties are instructed not to take leave on 24.01.18 and 25.01.18.
- Parents of the students who were absent on 17.01.18 has to meet the principal on 24.01.18 at 2:00 pm.
- All the faculties are instructed to insist the students are instructed to be present on the reopening day.
- Number of ODs allotted
    - Paper presentation/ seminar/ workshop – 3 days/ semester.
    - Invigilation/ valuation/ external examiner for practical exam – 18 days/ year.
      For Ph.D scholars:
    - for Ph.D work - 6 days/ year
    - Paper presentation/ seminar/ workshop – 4 days/ year.
    - Invigilation/ valuation/ external examiner for practical exam – 14 days/ year.
- FDP for all faculty members is planned on 26.01.18 at trichy.

22.1.18

PRINCIPAL

Dr.R.ARUNADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 8.1.2018/11.15 AM

- It is planned to conduct five class committee meetings in this semester.
- Parent's teacher meeting will be conducted on 12, 13,14th February 2018.
- University results should be updated in the students counseling records.
- Lesson plan should be pasted on the log book and should be written the deviation details in the log book.
- The entire final year student should present their projects in the National Conference NCRDSET'18.
- All HOD's should plan for the result analysis meeting with principal.
- All the faculties should handle the classes in an effective way.

8.1.18

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 03.01.2018/10.40AM

- All the department HOD's are instructed to close the ISO non conformance report by today itself.
- It is declared as Pongal holidays from 13.01.18 to 16.01.18.
- It is instructed to complete the quality manual on or before 13.01.18.
- Alumni meet will be conducted in the month of February 2018.
- Pongal celebration for the higher semester students and staff members will be on 12th January 2018 at 1.30pm.
- All the HOD's should prepare the NOV 2017 Result analysis and submit to the Principal.

3.1.18
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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ST.ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 28.12.2017/10.40AM

- All the HODs and Discipline committee members should monitor the students discipline regularly.
- Project coordinator has to maintain the attendance for the final year students during the project work.
- The final year students who done the industrial project should get the approval form and attendance certificate from the company.
- Every project batch should submit the one page write up about their project for zeroth review.
- The project coordinator and review member should prepare the Minutes of meeting after every review of the project.
- All the students should pay the college tuition fees before the CIA-I exam.
- The Management has decided to conduct the faculty development program on 26/01/2018.
- All the staff members are instructed to prepare the question bank with keywords for all units in each subject.
- The fourth National Conference NCRDSET'18 will be organized on 16.03.2018.
- It is discussed and planned the unit completion dates as follows:
    - Unit I- 10th January 2018
    - Unit II - 2nd February 2018
    - Unit III - 17th February 2018
    - Unit IV -1st March 2018
    - Unit V - 28th March 2018

- It is planned to conduct the Unit test and CIA exam dates as per Anna University schedule.
  - Unit I - 19/01/18 to 25/01/18
  - CIA-I - 05/02/18 to 10/02/18
  - Unit III - 19/02/18 to 24/02/18
  - CIA-II - 02/03/18 to 08/03/18
  - CIA-III - 28/03/18 to 5/04/18

28-12-17

PRINCIPAL

Dr.R.AROKIADASS,ME.,PhD.,
Principal,
St.Anna's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur (Post), Panruti (Tk),
Cuddalore (Dist), Pin: 607 110.

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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 18.12.2017/10.40AM

- Even semester Class Time table should be displayed in the department notice board.
- All the faculties should update the files regularly.
- All the faculties should prepare the notes, 2 Marks with answers and question bank should be given to the students.
- Common activities for the even semester have to be planned such as Science day, Christmas celebration National Conference and Women's day.
- ISO Non Conformance should be closed on or before 20.12.17.
- Project coordinator should periodically check the status of the project of all the project batches.
- HOD has to submit the readmission student list should be given to the office on or before 21.12.17.

18.12.17
PRINCIPAL
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 29.11.2017/10.40AM

- All the staff members should avail their vacation from 08/12/17 to 12/12/17.
- All the faculties should complete their ISO documents on or before 07/12/17.
- Management has decided to conduct the Christ friend selection on 01/12/17 at 4.00 p.m.

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 21.11.2017/10.40AM

- ISO preliminary audit has been planned to conduct on 27.11.17 and 28.11.17.
- Procedure and formats for all the files should be completed on 22.11.17.
- Numbering should be pasted in all the equipments of the lab.
  - SACET/CSE/WT-working table
  - SACET/CSE/STL-stool
  - SACET/CSE/STC-staff chair
- HOD should prepare the department wise objective.

21.11.17

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S
COLLEGE OF ENGINEERING AND TECHNOLOGY
Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 06.11.2017/10.40AM

- Lab handling staff should prepare the manual and verify the running condition of the each equipment.
- ISO files should be prepared on or before 14.11.17.
- ISO internal audit should be planned by the end of the November 2017.
- Registration fees for the National Conference are decided.

  UG Students - Rs.500.00Rs

  PG Student/Research scholar – Rs.750.00Rs

  Industry-Rs.1000.00Rs
- Every faculty should present the paper in the National Conference NCRDSET'18.
- All the faculties should submit the question paper feedback form with the supportive document.

.

PRINCIPAL

Dr.R.ARUMUGAM, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S
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Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 03.11.2017/10.40AM

- All the staff members should prepare the simple notes for the below average students.
- All the staff members should analyze themselves individually. The review meeting will be conducted for all the departments.
- Every department should organize the workshops to achieve the individual target.
- Discipline has to be monitored by the HOD and the discipline committee members regularly.

PRINCIPAL 3.11.17

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ANGUCHETTYPLAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 30.10.2017/11.15AM

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

PRINCIPAL 30-10-17

Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
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ST.ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 25.09.2017/11.15AM

- The exam fees last date is 26.09.2017.All the students should clear tuition fees and bus fees on or before paying the exam fees. The fees dues should be informed to parents by Counsellor.
- ISO meeting will be conducted on 04.10.2017.All the HODs and ISO co-ordinators should attend the meeting without fail.
- English language course will be conducted for non teaching staff for 1 week at 5 to 6 pm daily.
- The coaching class and exam for Model theory exam will be conducted at forenoon and afternoon session respectively.
- Repetition class for practical subjects may be conducted at evening if required.
- All the HODs are instructed to check the consumable items required for conducting practical exams and submit the requisition letter to Principal.

PRINCIPAL

Dr.R.ARUKHADASS, M.E., Ph.D.,
Principal,
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ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

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ST.ANNE'S

COLLEGE OF ENGINEERING AND TECHNOLOGY

ANGUCHETTYPLAYAM, PANRUTI – 607 110.

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 20.09.2017/11.15AM

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

20.9.17

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 04.09.2017/11.15AM

- All the HODs should conduct the daily test regularly.
- HODs verify the faculty profile which is updated in our college website.
- It is planned to declare holidays on 16.09.2017 and from 28.09.2017 to 02.10.2017.
- The discussion about the decrease of self involvement will be conducted on 14.09.2017 at 10am in R&D Cell. All HODs and Assistant HOD should attend the meeting.

4.9.17

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 24.08.2017/11.15AM

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

24.8.17

PRINCIPAL

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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 24.07.2017/11.15AM

- All the staff should submit the question bank for each subject to exam cell on or before 26.07.2017.
- Principal conveyed his thanks to all the faculties for their co-operation on Graduation day.
- HODs have to monitor the faculties and classes and insisted to complete the work in time.
- Faculties should have self involvement in conducting the function.
- Student project proposal should be submission date to DOTE is 31.08.2017.
- Each department should submit two proposals to R&D cell on or before 25.08.2017.
- Faculties should improve AP score as per their designation. So all the faculties are encouraged to participate in FDP, Workshop, Seminar, National Conference and Journal Publication.
- St.Anne's feast day in our college is planned to celebrate tomorrow at 3pm.The discipline should be maintained strictly.
- St.Anne's Feastday mass will be arranged on 26th July 2017 at 11am on behalf of our College and AVPTC.
- R&D cell conducts workshop on 29.07.2017 on Latex Software.AN interested staff can attend the workshop.

PRINCIPAL 29.7.17

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

Place: Principal Chamber **Date/Time:** 12.07.2017/10.15AM

- All the staff should adhere the university rules.
- Exam cell co-ordinator should register the elective subjects before stipulated period.
- CIA-I test will be conducted from 17.08.2017 to 24.08.2017.

12.7.17

PRINCIPAL

Dr.R.A[illegible], M.E., Ph.D.,
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MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:** 10.07.2017/10.15AM

- Staff group photo will be taken on 17.07.2017. So, staff should not take leave on that day.
- HOD, Class In-charge and Subject staff visit the students while writing the Unit and CIA tests.
- St. Anne's feast day novena will be started from July 17th 2017 onwards.
- All the staff should update their profile in our college website on 13th July 2017.
- The department web co-ordinator should update their department content in our website.
- Our management arrange the staff tour on 5th August 2017.
- All the staff should complete the syllabus as per schedule.
- Unit Test marks will be updated in the College website on the day before 4pm.

10.7.17

PRINCIPAL

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COLLEGE OF ENGINEERING AND TECHNOLOGY

Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Principal Chamber **Date/Time:**03.07.2017/11.15AM

- All the staff should complete the first unit portions on or before 05.07.2017.
- All the Class In-charges should conduct the class Committee meeting on 6th July 2017.
- Staff tour is planned to go on 05.08.2017.
- Motivational program for girl students is planned to conduct in the month of August 2017.
- All the staff should come in new uniform on July 10th 2017. The staff group photo will be taken on that day.
- Parents meeting will be conducted on 17,18, and 19th July 2017. It should be maintained in counseling record.
- First year inaugural function will be held on 2nd August 2017.

R. Arokiadass 4/7/17

PRINCIPAL

Dr.R.AROKIADASS, M.E., Ph.D.,
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COLLEGE OF ENGINEERING AND TECHNOLOGY

Anguchettypalayam, Panruti – 607 110

MINUTES OF THE HOD MEETING

Place: Exam Cell **Date/Time:** 01.07.2017/10.15AM

- Motivational program for girl students is planned to conduct in the month of August 2017.
- Daily test commences from 3rd July 2017.
- A staff can avail one Casual Leave per month and should not take CL continuously. An alteration register should be maintained in all the departments.
- Class In-charge meeting should be conducted weekly once to discuss about their class students.Class In-charge should conduct the meeting with the subject handling staff.
- CIA-I Question bank for first unit to be given to students before the Unit-I test.
- Bridge course for first year students will be commenced from July 10th onwards.
- A staff should intimate the leave to HOD & Principal before taking leave. Leave form should be submitted before taking leave.

PRINCIPAL 3/7/17

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

Place: Principal Chamber **Date/Time:** 19.06.2017/10.15AM

- Staff meeting will be conducted by our Secretary Rev.Sr.Victoriatoday at 3.45pm.
- All the staff should submit the course files lab manual to the HOD.
- Daily test for higher semester will be started from 1st July 2017.
- Class in-charges have to conduct the class committee meeting monthly twice. The minutes should be recorded and maintained.
- Class in-charges have to maintain student's absentees register. Daily absentees should be recorded and absence of student should be intimated to parents.
- HOD must conduct the staff meeting once in a week and maintain the record.
- All the staff and students should follow the proper dress code.
- In the absence of HOD the following staff will act as HOD for the respective departments.
  - MECH - Mr.Saravanan, AP
  - EEE - Mrs.Lese,AP
  - ECE - Mr.BalaBasker, AP
  - CSE - Mrs.M.SenthamaraiSelvi,AP
  - S&H - Mr.Harikrishanan, AP
- Staff Motivation program will be conducted on 20.06.2017. So no staff should not take leave tomorrow.
- HOD's have to encourage the staff to put admission in the first year and lateral entry.
- News letter copy should be reviewed by HOD and it is given to Mr.S. Ashok, Lab Assistant/CSE.
- HOD has to submit the Department calendar to principal tomorrow.

R. Arokiadass 20/6/17

PRINCIPAL

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