



# 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.

## CIRCULAR

**CIR. No.: SACET/S&H/CIR/03**

**Date: 21.08.2017**

It is to inform that a meeting will be held today at 12.00 noon. All the non-teaching staff members are instructed to attend the meeting without fail. The purpose of the meeting is to discuss Non-Teaching Performance Appraisal.

**Copy to;**

Secretary  
Vice-Principal  
All HODs

*R. Aradi*  
*21.8.17*  
**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 MEETING

The principal arranged a meeting on the 21st August, 2017, regarding non-Teaching performance Appraisal and the proceedings of the meeting are as follows:

**VENUE:** Principal Office

**DATE AND TIME:** 21.08.2017, 12.00 noon.

**ATTENDANCE:** All the Non-Teaching Staff Members and the Administrative Officer.

#### The following agenda were discussed:

The principal welcomed all the non-teaching staff members.

The Meeting began with a short prayer at the Principal Office at 12.00 noon.

The principal instructed the non-Teaching staff to develop their Technical Skills so that they can support Teaching Staff and students well.

The principal insisted the non-Teaching staff members to learn and update technical knowledge to fulfil the students, need as well as to complement teachers professional roles and responsibilities.

Finally, the principal thanked all the non-teaching staff members.

*R. Aradiass*  
*21.8.17*

**Dr. R. AROKIADASS, M.E., Ph.D.,**  
Principal,  
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## CIRCULAR

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

**Date: 11.08.2018**

It is to inform that a meeting will be held today at 1.40 p.m. All the non-teaching staff members are instructed to attend the meeting without fail. The purpose of the meeting is to discuss Non-Teaching Performance Appraisal.

**Copy to:**

Secretary  
Vice-Principal  
All HODs

*R. Aradi*  
11.8.2018  
**PRINCIPAL**

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

The Principal arranged a Meeting on the 11th August, 2018, regarding non-Teaching performance Appraisal and the proceedings of the meeting are as follows:

**VENUE:** Principal Office

**DATE AND TIME:** 11.08.2018, 1.40 P.M.

**ATTENDANCE:** All the non-teaching staff members and the Administrative Officer.

**The following agenda were discussed:**

The principal welcomed all the non-teaching staff members.

The meeting began with a short prayer at the Principal Office at 1.40 P.M.

The principal instructed the non-teaching staff members to attend training program, workshops, seminars etc, in order to develop their technical skills.

The principal advised non-teaching staff members to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities.

Finally, the principal thanked all the non-teaching staff members.

*R. Aradiass*  
11.8.18

**Dr. R. AROKIADASS, M.E., Ph.D.,**  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETYPALAYAM,  
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## CIRCULAR

**CIR. No.: SACET/S&H/CIR/02**

**Date: 16.07.2019**

It is to inform that a meeting will be held today at 12.40 p.m. All the non-teaching staff members are instructed to attend the meeting without fail. The purpose of the meeting is to discuss Non-Teaching Performance Appraisal.

**Copy to;**

Secretary  
Vice-Principal  
All HODs

*R. Aradiass*  
16.7.2019

**PRINCIPAL**

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

St. Anne's College of Engineering & Technology,  
ANGUCHETTYPALAYAM,  
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## MINUTES OF MEETING

The Principal arranged a meeting on the 16th July, 2019, regarding Non-Teaching performance Appraisal and the proceedings of the meeting are as follows:

**VENUE:** Principal Office

**DATE AND TIME:** 16.07.2019 at 12.40 P.M.

**ATTENDANCE:** All the Non-Teaching Staff Members and the Administrative Officer.

### The following agenda were discussed:

The principal welcomed all the non-teaching staff members.

The Meeting began with a short prayer at the Principal Office at 12.40 P.M.

The principal instructed the non-teaching staff to attend more professional development courses to enhance their professionalism.

The principal advised the non-teaching staff members to equip themselves in order to compete the future scenario.

Finally, the principal thanked all the non-teaching staff members.

*R. Arakiadass*  
16.7.19

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

St. Anne's College of Engineering & Technology,

ANGUCHETTPALAYAM,

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## CIRCULAR

**CIR. No.: SACET/S&H/CIR/04**

**Date: 04.08.2021**

It is to inform that a meeting will be held today at 12.00 noon. All the non-teaching staff members are instructed to attend the meeting without fail. The purpose of the meeting is to discuss Non-Teaching Performance Appraisal.

**Copy to;**

Secretary

Vice-Principal

All HODs

*R. Aradiak*  
4.8.2021  
**PRINCIPAL**

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

St. Anne's College of Engineering & Technology,  
ANGUCHETYPALAYAM,  
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### MINUTES OF MEETING

The principal arranged a meeting on the 4th August, 2021, regarding non-Teaching performance Appraisal and the proceedings of the meeting are as follows:

**VENUE:** Principal Office

**DATE AND TIME:** 04.08.2021, 12.00 Noon.

**ATTENDANCE:** All the Non-Teaching Staff Members and the Administrative Officer.

#### The following agenda were discussed:

The principal welcomed all the non-teaching staff members.

The meeting began with a short prayer at the Principal Office at 12.00 noon.

The principal instructed the non-teaching staff to attend Training Programmes, workshops, seminars etc, in order to develop their technical skills.

The principal advised non-teaching staff to cater to the needs of the students as well as to complement Teachers professional roles and responsibilities.

Finally, the Principal thanked all the non-teaching staff members.

*R. Aradiass*  
4.8.2021  
**Dr. R. AROKIADASS, M.E., Ph.D.,**  
Principal,  
St. Anne's College of Engineering & Technology,  
ANGUCHETTPALAYAM,  
Siruvathur-(Post), Panruti-(T.k),  
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