



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: 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

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 -
3. HOD/MECH
4. HOD/EEE -
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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

MINUTES OF THE HOD MEETING

Place: Principal chamber


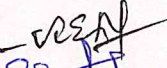


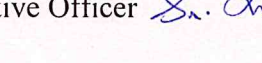

Date/Time: 13.09.2021 /11.15 am

- 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.

PRINCIPAL

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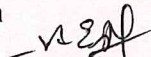


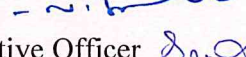
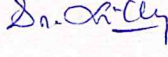
Date/Time: 04.01.2021 /11.15 am

- 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.


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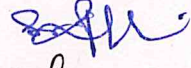
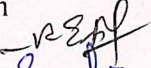
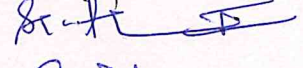
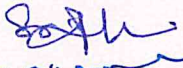
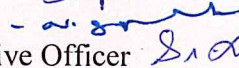
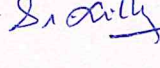
Date/Time: 05.04.2020 /10.30 pm

- 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: 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.

R. Arukiadass
10.2.2020

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 *SS-P.M.C (SS-P.M.C)*
3. HOD/Mech *Boopathy*
4. HOD/EEE *re EEE*
5. HOD/ECE *A.H.*
6. HOD/CSE *SS-P.M.C (SS-P.M.C)*
7. HOD/S&H *A.I. Raut (A.I. Raut)*
8. Administrative Officer *Sr. Rao [Sr. Rao]*
9. File

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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 conduct 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.

Copy To:

1. The Secretary
2. Vice Principal
3. HOD/Mech
4. HOD/EEE

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PRINCIPAL 2.1.2020

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.

5. HOD/ECE

A.H.I

6. HOD/CSE

- Sr. P. N. (Sr. P. N. Theer)

7. HOD/S&H

- A. J. Peter (A. John Peter)

8. Administrative Officer

- Sr. R. [Sr. Rose]

9. File

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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 should 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 be 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.

Copy To:

1. The Secretary
2. Vice Principal

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PRINCIPAL 10.12.19

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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- 3. HOD/Mech *[Signature]*
- 4. HOD/EEE *[Signature]*
- 5. HOD/ECE *[Signature]*
- 6. HOD/CSE *[Signature] (Sr. P. [unclear])*
- 7. HOD/S&H *[Signature] (A. John Peter)*
- 8. Administrative Officer *[Signature] [Sr. Rose]*
- 9. File

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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.

Copy To:

1. The Secretary

R. Arokiadass
PRINCIPAL 9.9.19

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

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Siruvathur-(Post), Panruti-(T.k),
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- 2. Vice Principal - ~~Dr. P. N. C. (S. P. P. U.)~~
- 3. HOD/Mech - ~~Dr. P. N. C. (S. P. P. U.)~~
- 4. HOD/EEE - ~~Dr. P. N. C. (S. P. P. U.)~~
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- 6. HOD/CSE - ~~Dr. P. N. C. (S. P. P. U.)~~
- 7. HOD/S&H - ~~Dr. P. N. C. (S. P. P. U.)~~
- 8. Administrative Officer - A-1 link (A. John peter)
- 9. File - Sr. Rose [Sr. Rose]

DR. P. N. C. M. PH.D.
 Principal
 Sri Lanka Institute of
 Advanced Technological
 Education
 111, Galle Road,
 Colombo 11, Sri Lanka



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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. Aradiass
PRINCIPAL 29.7.19

Dr. R. AROKIADASS, M.E., Ph.D.,
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Dr. R. Aradiass (Principal)
S. Rose
A. J. Jeyaraj
S. Rose



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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. Arukiadass
16.3.19

PRINCIPAL
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
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4. HOD/EEE *A. S.*
5. HOD/ECE *S. A. F. 16/3*
6. HOD/CSE *R.*
7. HOD/S&H *A.*
8. Administrative Officer *S. R.*
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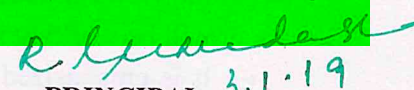
MINUTES OF THE HOD MEETING

Place: Principal Chamber

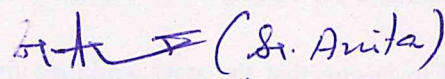
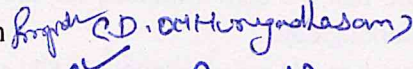
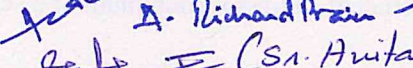
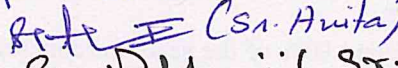
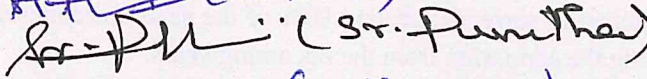
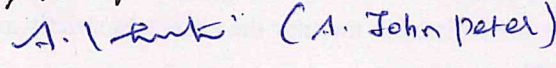

Date/Time: 03.01.19/11:15 AM

- 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.


PRINCIPAL 3.1.19
Dr. R. AROKIADASS, M.E., Ph.D.,
 Principal,
 St. Anne's College of Engineering & Technology,
 ANGUCHETTYPALAYAM,
 Siruvethur-(Post), Panzuti-(T.k),
 Cuddalore-(Dist), Pin: 607 110.

Copy To:

1. The Secretary
2. Vice Principal  (Sr. Anita)
3. HOD/Mech  (D. Arun Kumar)
4. HOD/EEE  (A. Richard Arin)
5. HOD/ECE  (Sr. Anita)
6. HOD/CSE  (Sr. P. Umitha)
7. HOD/S&H  (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.

Copy To:

1. The Secretary
- ✓ 2. File

R. Arokiadass
PRINCIPAL 10.7.18
Dr.R.AROKIADASS, M.E., Ph.D.,
Principal,
St.Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.



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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.
- IVth 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.

R. Arokiadass
 PRINCIPAL 19.2.18
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. File
2. The Secretary *S. Raju*
3. Vice Principal *[Signature]*
4. HOD/Mech *[Signature]*
5. HOD/EEE *[Signature]*
6. HOD/ECE *[Signature]*
7. HOD/CSE *[Signature]*
8. HOD/S&H *[Signature]*
9. Administrative Officer *[Signature]*