



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

2.3.3 CIRCULARS PERTAINING TO ASSIGNING MENTORS TO MENTEES



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR

(2023-2024)

CIR. No.: SANCET/CSE/CIR/03

Date: 21.07.2023

It is to be informed that the department meeting will be held on 22.07.2023 at 1:15 PM. All staff members are requested to assemble in the CSE department on time without fail.

AGENDA

1. Plan for ODD sem
2. Assigning Mentors to Mentees for the academic year 2023-2024.
3. General discussion.


HoD 21/7/23

CSE Department,
St. Anne's College of Engineering & Technology,
ANGUCHETTIPALAYAM,
Siruvathur-Post, Panruti-T.R.,
Cuddalore-Dist, 607 110.



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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Accredited by NAAC

ANGUCHETTPALAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : CSE DEPARTMENT				Date		22.07.2023	
Members Present: M/s.	Mr. S. Manavalan	HOD	Mrs. P. Nivetha	A P	Mrs. R. Vijayalakshmi	AP	
	Sr. Punitha Jilt	AP	Mr. P. Saravanabhava	A P	Mrs. S. Srividhya	AP	
	Mr. D. RajThilak	AP	Mr. R. Manickavasagam	A P	Ms. K. Kayalvizhi	AP	
Members Absent : Nil							
S.No.	Points Discussed	Target Date	Responsibility	Remarks			
1.	Assigning mentees to respected mentors	-	HOD				
2.	Class in charges for upcoming odd semester will be	-	1. S Srividhya – Final year 2. Mrs. R. Vijayalakshmi – III year 3. Mr. D. Raj Thilak – II year				
3.	Timetable for this odd semester should be prepared by	-	Mrs. R. Vijayalakshmi				
4.	Department events will be prepared by	-	Mr. P. Saravanabhava				
6.	College will be reopening on	27.07.2023	-				
7.	Give the study material to the student	-	Individual staff				
8.	For Regulation 2021 internal assessment will have to be distributed in two part as Case study, Seminar, Mini project & Assignment	-	-				
9.	NAAC visit will be on	17.08.2023 & 18.08.2023	Staff members				


HOD 21/7/23

CSE Department,
St. Anne's College of Engineering & Technology
ANGUCHETTPALAYAM,
Mananthur Post, Panruti-T.N.



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ANGUCHETTYPALAYAM, PANRUTI – 607106

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR
(2023-2024)

CIR. No.: SANCET/EEE/CIR/

Date: 21.07.2023

It is informed that the department meeting will be held on 22.07.2023 at 12:35 PM in the Department of EEE (MB 005). All the faculty members are requested to attend the meeting without fail.

AGENDA

1. Time Table
2. Department events
3. NAAC
4. Assigning Mentors - Mentees for the academic year 2023-2024.
5. General Discussion

HoD
Head of the Department
Dept. of Electrical & Electronics Engineering,
St. Anne's College of Engineering & Technology,
Anguchettypalayam, Panruti-607106.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Circular Ref. No. : SACET/EEE/CIR

Date of Meeting: 22.07.23

Venue : Department of EEE

Staff Members Present:	Mr. V. C. Eugin Martin Raj HOD/EEE	Sr. Annai Theresa AP/EEE	Mr. J. Ramesh AP/EEE
	Mr. A. Sundara Pandiyan AP/EEE	Mr. K. Sriram AP/EEE	Mr. V. Balaji AP/ EEE
	Mrs. J. Arul Martinal AP/EEE	Dr. V. Yogambari AP/EEE	
Staff Members Absent:	-		

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Time table should be prepared for odd semester before college re-opens	-	Mr. K. Sriram	-
2.	Department events will be planned by events coordinator	-	Mr. A. Sundara Pandiyan	-
3.	Commencement of College reopens on 27.07.2023	27.07.2023	-	-
4.	Staff are instructed to allocate the Mentors-Mentees list for the academic year 2023-2024	-	All faculty members	-
5.	Department library will be maintained properly	-	All Staff members	-
6.	NAAC visit will be on	17.08.2023 & 18.08.2023	Staff members	-
7.	For regulation 2021 internal assessment will have to be distributed in two parts as Case study, Seminar, Mini project & Assignment.	-	-	-

PREPARED BY

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

VERIFIED BY
Head of the Department
Dept. of Electrical & Electronics Engineering,
St. Anne's College of Engineering & Technology

APPROVED BY
Dr. R. ARUKIADASS, M.E., Ph.D.,
EFFECTIVE DATE: 06.10.2017
St. Anne's College of Engineering & Technology



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2023-2024)

CIR. No.: SANCET/ECE/CIR/03

Date: 21.07.2023

It is to be informed that the department meeting will be held on 22.07.2023 at 1:15 PM. All staff members are requested to assemble in the ECE department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2023-2024.
2. Allocation of mentors to Mentees for the academic year 2023-2024.
3. About NAAC Visit.
4. Plan for odd Sem activities (August-December 2023).
5. General discussion.


HoD 21/7/23

ECE Department,
St. Anne's College of Engineering & Technology,
ANGUCHETTIPALAYAM,
Sivvathur-Post, Panruti-T.N.
Cuddalore-Dist. 607 110



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ANGUCHETTYPALAYAM, PANRUTI - 607106

DEPARTMENT MEETING MINUTES

Venue : ECE DEPT Date : 22.07.2023

Members Present: M/s.	1. Mrs.D.UmaMaheswari ✓ AP	4. Mr.V.Venkatesan ✓ AP	7. Mr.S.Durairaj ✓ AP
	2. Mr.S.BalaBasker ✓ AP	5. Mr.B.Arunkumar ✓ AP	8. Mr.R.Radha Krishnan ✓ AP
	3. Mrs.B.MaryAmalaJeni ✓ AP	6. Mrs.A.Samathana Priya ✓ AP	

Members Absent : Nil

S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Class in charges for upcoming odd semester will be	-	B. Mary AmalaJenni, D.Umamaheswari B.Arun kumar	
2.	Staff are instructed to allocate the Mentors to Mentees for the academic year 2023-2024	-	All faculty members	
2.	For this Odd semester discipline committee members will be	-	B.Arun kumar A.Samathana Priya	
3.	Time table for this odd semester should be prepare by	-	B.Arun kumar V.Venkatesan	
4.	Department events will be prepared by	-	S.Balabasker, A.Samathana Priya	
6.	College will be reopened on	27.07.2023	-	
7.	Department library will be maintained by	-	T.Ozaanam/Lab.Asst.	
8.	For regulation 2021 internal assessment will have to be distributed in two parts as Case study, Seminar, Mini project & Assignment.	-	All faculty members	
9.	NAAC visit will be on	17.08.2023 & 18.08.2023	All Staff members	
		PREPARED BY	Mr. V. Venkatesan, AP	V. Venkatesan 22/7/23
		APPROVED BY	Dr. Sr. Anita, HoD	Dr. Sr. Anita 22/7/23
		DATE	22.07.2023	



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2023-2024)

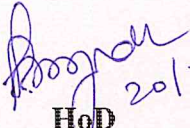
CIR.No.: SANCET/ME/CIR/03

Date: 20.07.2023

It is to be informed that the department meeting will be held on 22.07.2023 at 1:15 PM. All staff members are requested to assemble in the Mechanical department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2023-2024.
2. Assigning Mentors to Mentees for the academic year 2023-2024.
3. About NAAC Visit.
4. Plan for odd Sem activities (August-December 2023).
5. General discussion.


20/7/23
HoD

Head of the Department,
Dept. of Mechanical Engineering,
St. Anne's College of Engineering & Technology,
Anguchettypalayam, Panruti-607 106.



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ANGUCHETTYPALAYAM, PANRUTI - 607106

DEPARTMENT MEETING MINUTES

Venue	: ME DEPT	Date	22.07.2023			
Members Present: M/s.	1. Mr.K.Shanmugaelango	ASP	4. Mr.K.Saravanan	AP	7. Mr.M.Sivamanikandan	AP
	2. Dr.D.Ommurugadasan	Prof	5Mr.P.Murugan.	AP	8. Mr.R.Jayakumar	AP
	3. Dr.R.Sasikumar	ASP	6.Sr.Josphine mary	AP		
Members Absent	: Nil					
S.No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks		
1.	Class in charges for upcoming odd semester will be	-	R.Sasikumar P.Murugan			
2.	Mentor and Mentees are allocated and the details are attached below.		All faculty members			
2.	For this Odd semester discipline committee member will be	-	M.Sivamanikandan			
3.	Time table for this odd semester should be prepare by	-	P.Murugan			
4.	Department events will be prepared by	-	R.Sasikumar			
6.	College will be reopening on	27.07.2023	-			
7.	Department library will be maintained by	-	M.Sivamanikandan			
8.	For regulation 2021 internal assessment will have to be distributed in two parts as Case study, Seminar, Mini project & Assignment.	-	-			
9.	NAAC visit will be on	17.082023 & 18.08.2023	Staff members			
		PREPARED BY	Dr.R.Sasikumar,ASP			
		APPROVED BY	Dr.D.Ommurugadasan HoD			
		DATE	22.07.2023			

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DEPARTMENT OF SCIENCE AND HUMANITIES

CIRCULAR

(2023-2024)

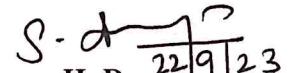
CIR. No.: SANCET/ECE/CIR/02

Date: 22.09.2023

It is to be informed that the department meeting will be held on 23.09.2023 at 3:00 PM. All staff members are requested to assemble in the S&H department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2023-2024.
2. Assigning Mentors to Mentees for the academic year 2023-2024.
3. Planning for inauguration
4. Plan for odd Semester activities (September-February 2023).
5. About NAAC Visit

S. 
HoD 22/9/23

DEPARTMENT OF S & H,
St. Anne's College of Engineering & Technology,
ANGUCHETTIPALAYAM,
Siruvathur Post, Panruti T.K.,
Cuddalore Dist. 607 106.



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DEPARTMENT MEETING MINUTES

Venue	: S&H DEPT			Date	: 23.09.2023		
Members Present: M/s.	1. Mr. N. Syed mubarak	AP	4. Dr. S. Azagarasi	AP	7. Dr. G. Abiramasundari	AP	
	2. Mr. V. Prakash	AP	5. Dr. M. Marshal Arunkumar	AP	8. Dr. D. Sampathkumar	AP	
	3. Mr. R. Viswalingam	AP	6. Mr. K. Rackesh jawaher	AP	9. Dr. P. Albert Raj	Prof	
Members Absent	: Nil						
S.No.	Points Discussed & Decisions taken			Target Date	Responsibility	Remarks	
1.	Class in charges for upcoming odd semester will be			-	Mr. K. Rackesh jawaher, Dr. G. Abiramasundari Mr. N. Syed Mubarak Dr. P. Albert Raj Dr. D. Sampathkumar		
2.	Staff are instructed to allocate the Mentors to Mentees for the academic year 2023-2024			-	All faculty members		
2.	For this Odd semester discipline committee members will be			-	Dr. P. Albert Raj Mr. K. Rackesh jawaher		
3.	Time table for this odd semester should be prepared by			-	Mr. N. Syed mubarak Dr. D. Sampathkumar		
4.	Department events will be prepared by			-	Mr. V. Prakash Mrs. S. Ramya		
6.	College will be reopened on			11.09.2023	-		
7.	Department library will be maintained by			-	Mr. A. Arputha premkumar/Lab. Asst.		
8.	For regulation 2021 internal assessment will have to be distributed in two parts as Case study, Seminar & Assignment.			-	All faculty members		
9.	NAAC visit will be on			17.08.2023 & 18.08.2023	All Staff members		
				PREPARED BY	Mr. V. Prakash, AP		
				APPROVED BY	Mrs. S. Ramya, HoD		
				DATE	23.09.2023		