



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Accredited by NAAC

ANGUCHETYPALAYAM, PANRUTI – 607 106.

2.3.3 CIRCULARS PERTAINING TO ASSIGNING MENTORS TO MENTEES



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR

(2024-2025)

CIR. No.: SANCET/CSE/CIR/01

Date: 19.08.2024

It is to be informed that the department meeting will be held on 20.08.2024 at 1:15 PM. All staff members are requested to assemble in the CSE department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for Odd Semester activities (August-December 2024).
5. General discussion.


19/08/2024
HoD

Head of the Department
Department of Computer Science and Engineering
St. Anne's College of Engineering and Technology
Anguchettypalayam,
Panruti-(T.k) Cuddalore-(Dist.), Pin:607 106



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DEPARTMENT MEETING MINUTES

Venue : CSE DEPARTMENT				Date	20.08.2024	
Members Present:	Sr.Punitha Jilt	HOD- CSE	Ms.K.Kalaivizhi	AP/CSE	Mrs K.Devika	AP/CSE
	Mr S Manavalan	AP/CSE	Ms T Gayathri	AP/CSE	Mr. S.Rajarajan	AP/CSE
	Mr K Ramesh	AP/CSE	Mrs.M.Subathiradevi	AP/CSE	Mrs. V.Brittadevi	AP/CSE
	Ms S Abinaya	AP/CSE	Ms.V. Keerthana	AP/CSE		
	Members Absent : Nil					
S.No.	Points Discussed			Target Date	Responsibility	Remarks
1.	Allocation of Subjects, portfolio works ,etc.,for the academic year 2024-2025			-	HoD	
2.	Assigning Mentors to Mentees for the academic year 2024-2025			-	Coordinator	
3.	Counseling record is to be updated periodically			-	Individual staff	
4.	Auditing files and documents are submit within deadline			-	Individual staff	
5.	Schedule the discipline duty from Monday to Saturday.			-	Discipline coordinator	
6.	Insist the student to pay the fee before deadline.			-	Mentor	
7.	To Plan for Industrial Visit			-	Coordinator	
8.	To conduct the Value Added Courses on the Target Date			-	Coordinator	
				PREPARED BY	Mrs.M.Subathiradevi, AP/CSE	
				APPROVED BY	Sr.Punitha Jilt, HOD	
				DATE	21.08.2024	

M. Subathiradevi
PREPARED BY 21/08/2024

Sr. Punitha Jilt
21/08/24
VERIFIED BY
Department of Computer Science and Engineering
St. Anne's College of Engineering and Technology
ANGUCHETTPALAYAM, PANRUTI - 607 106

Dr. R. Aravindan, M.E., Ph.D.
APPROVED BY
St. Anne's College of Engineering & Technology,
ANGUCHETTPALAYAM.



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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CIRCULAR

(2024-2025)

CIR. No.: SANCET/EEE/CIR/01

Date: 19.08.2024

It is to be informed that the department meeting will be held on 20.08.2024 at 1:15 PM. All staff members are requested to assemble in the EEE department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for odd Sem activities (August-December 2024).
5. General discussion.

U. B. J. J.
19/08/24

HoD

Head of the Department
Department of Electrical and Electronics Engineering
St. Anne's College of Engineering and Technology
Anguchettipalayam, Panruti-(T.k) Cuddalore-(Dist.), Pin: 607 106



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ANGUCHETTPALAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : EEE DEPT

Date:

20.08.2024

Members Present: M/s.

1. Mr. V. Balaji

AP/HoD

4. Mr. J. Ramesh

AP

7. Dr. V. Shanmugam

AP

2. Dr. K. Sriram

AP

5. Mrs. J. Arul Martinal

AP

8. Mrs. T. Arthi

AP

3. Mr. A.Sundarapandian

AP

6. Dr. V. Yogambari

AP

9. Mr. Prabakaran

Members Absent :

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1	All students are instructed to be inside the class for prayer.	-	Staff members	
2	The students who are all coming late should not be allowed inside the classroom without HoD Knowledge.	-	Staff members	
3	Assigning mentors to mentees for the academic year 2024-2025 and all the mentors should monitor the absentees and inform to the HoD.	-	Staff members	
4	For the 2 nd and final year portions should be completed on time.	-	Staff members	
5	Every Monday department meeting will be conducted. Staff are instructed to involve in incubation activity.	-	Staff members	
6	Academic audit will be conducted next month.	-	Staff members	
7	All the staff are instructed to monitor the students Discipline properly.	-	Staff members	
8	Industrial visit has been planned for 3 rd year students	-	Staff members	
		PREPARED BY	Mrs. T. Arthi, AP/EEE	
		APPROVED BY	Mr. V. Balaji, HoD/EEE	
		DATE	20.08.2024	



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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CIRCULAR

(2024-2025)

CIR. No.: SANCET/ECE/CIR/01

Date: 01.08.2024

It is to be informed that the department meeting will be held on 02.08.2024 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 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for odd Sem activities (August-December 2024).
5. General discussion.

St. A
HoD
1/8/2024

ECE Department,
St. Anne's College of Engineering & Technology,
ANGUCHETTIPALAYAM,
Siruvathur-Post, Panruti-T. #
Cuddalore-Dist. 607 **



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DEPARTMENT MEETING MINUTES

Venue : ECE DEPT		Date: 02.08.2024		
Members Present: M/s.		1. Mrs. D. Umamaheswari	ASP	
		2. Mr. S. Balabaker.	ASP	
		3. Mr. R. Radha Krishnan	AP	
		4. Mrs. B. MaryAmaljeni	AP	
		5. Mr. V. Venkatesan	AP	
		6. Mr. S. Durairaj	AP	
Members Absent :		7. Mr. B. Arunkumar	AP	
		8. Mrs. A. SamadhanaPriya	AP	
S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Discussed about the graduation day schedule and semester plan for 2 nd and final year.	-	Staff members	
2.	All students are instructed to be inside the class for prayer. Students should be informed to pay the fee.	-	Staff members	
3.	The students who are all coming late should not be allowed inside the classroom without HoD Knowledge.	-	Staff members	
4.	Assigning mentors to mentees for the academic year 2024-2025 and all the mentors should monitor the absentees and inform to the HoD.	-	Staff members	
6.	For the 2 nd and final year portions should be completed on time.	-	Staff members	
7.	Check whether the students are linked in the google classroom.	-	Staff members	
8.	Every Tuesday department meeting will be conducted. Staff are instructed to involve in incubation activity.	-	Staff members	
9.	Benches should be arranged properly in the class rooms.	-	Staff members	
10.	Academic audit will be conducted next month.	-	Staff members	
11.	All the staff are instructed to monitor everything properly.	-	Staff members	
12.	Industrial visit has been planned for 2 nd and 3 rd year on August 29 th .	-	Staff members	
		PREPARED BY	Mrs. A. Samadhanapriya, AP	<i>[Signature]</i>
		APPROVED BY	Dr. Sr. S. Anita, HoD	<i>[Signature]</i>
		DATE	02.08.2024	



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DEPARTMENT OF MECHANICAL ENGINEERING

CIRCULAR

(2024-2025)

CIR. No.: SANCET/MECH/CIR/01

Date: 01.08.2024

It is to be informed that the department meeting will be held on 02.08.2024 at 1:15 PM. All staff members are requested to assemble in the MECH department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for odd Sem activities (August-December 2024).
5. General discussion.


HoD

Head of the Department
Department of Mechanical Engineering
St. Anne's College of Engineering and Technology
Anguchettypalayam, Panruti-(T.k) Cuddalore-(Dist.), Pin: 607 106



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 ANGUCHETTPALAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : ME DEPT				Date: 20.08.2024		
Members Present: M/s.	1. Dr.K.Shanmugaelango	ASP	4. Mr.P.Murugan.	AP	7. Mr.R.Jayakumar	AP
	2. Dr.D.Ommurugadasan	Prof	5 Sr.Josphine mary	AP	8. Mr.Kamalakaran	AP
	3. Dr.R.Sasikumar	ASP	6. Mr.T.Elangovan	AP		

Members Absent :

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Discussed about the graduation day schedule and semester plan for 2 nd and final year.	-	R.Sasikumar P.Murugan T.Elangovan	
2.	All students are instructed to be inside the class for prayer. Students should be informed to pay the fee.	-	All faculty members	
3.	The students who are all coming late should not be allowed inside the classroom without HoD Knowledge.	-	Josphine marry	
4.	Assigning mentors to mentees for the academic year 2024-2025 and all the mentors should monitor the absentees and inform to the HoD.	-	P.Murugan	
6.	For the 2 nd and final year portions should be completed on time.	-	R.Sasikumar	
7.	Check whether the students are linked in the google classroom.	-	P.Murugan	
8.	Every Tuesday department meeting will be conducted. Staff are instructed to involve in incubation activity.	-	T.Elangovan	
9.	Benches should be arranged properly in the class rooms.		R.Sasikumar P.Murugan T.Elangovan	
10.	Academic audit will be conducted next month.	-	All faculty members	
11.	All the staff are instructed to monitor everything properly.	-	Josphine marry	
12.	Industrial visit has been planned for 2 nd and 3 rd year on August 29 th .	-	P.Murugan	
			PREPARED BY	Dr. R.Sasikumar, AP <i>R. Sas</i>
			APPROVED BY	Dr. K.Shanmugaelango, HoD <i>K. Shan</i>
			DATE	20.08.2024

Head of the Department
 Department of Mechanical Engineering
 St. Anne's College of Engineering and Technology
 Anguchettypalayam, Panruti-(T.k) Cuddalore-(Dist.), Pin: 607 106



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ANGUCHETTPALAYAM, PANRUTI – 607 106.

DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING)

CIRCULAR

(2024-2025)

CIR. No.: SANCET/AIML/CIR/01

Date: 10.08.2024

It is to be informed that the department meeting will be held on 12.08.2024 at 12:15 PM. All staff members are requested to assemble in the AIML department on time without fail.

AGENDA

1. Class In-charge allocation for the academic year 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for odd Sem activities (August-December 2024).
5. General discussion.

for [Signature]

HoD

Head of the Department
Department of CSE
(Artificial Intelligence and Machine Learning)
St. Anne's College of Engineering and Technology
Anguchettpalayam, Panruti-(Tk) Cuddalore-(Dist.), Pin: 607 106



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ANGUCHETTYPALAYAM, PANRUTI - 607 106.

DEPARTMENT MEETING MINUTES

Venue	: AIML DEPARTMENT	Date	12.09.2024			
Members Present:	M/s. Ms T Gayathri	HOD	Mr R Manickavasagam	AP	Ms S Abinaya	AP
Members Absent	: Nil					
S.No.	Points Discussed	Target Date	Responsibility	Remarks		
1.	Assigning mentors to mentees for the academic year 2024-2025 and all the mentors should monitor the absentees and inform to the HoD.		Staff members			
2.	All students are instructed to be inside the class for prayer. Students should be informed to pay the fee.	-	Mentor			
3.	The slip test was discussed, and it was agreed that those who failed should take the test again.	-	Individual staff			
4.	Slip test Questions should updated before exam	-	Individual staff			
5.	Give the study material to the student	-	Individual staff			
6.	The students who are all coming late should not be allowed inside the classroom without HoD Knowledge.	-	Staff members			
7.	There should be a workshop on pytorch for second-year AML students, and reports should be turned in.	-	Event coordinator			
8.	All the staff are instructed to monitor everything properly.		Staff members			
		PREPARED BY	Ms. S. Abinaya, AP/CSE(AIML)			
		APPROVED BY	Ms. T. Gayathri			
		DATE	12.09.2024			

AP/13/12/24
PREPARED BY

for AP/13/12/24
VERIFIED BY
Head of the Department
Department of CSE
(Artificial Intelligence and Machine Learning)
St. Anne's College of Engineering and Technology
Anguchettypalayam, Panruti-(T.k) Cuddalore-(Dist.), Pin: 607 106

R. Aravindan
12.9.24
APPROVED BY
Dr. R. ARAVINDAN, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,



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DEPARTMENT OF SCIENCE & HUMANITIES

CIRCULAR

(2024-2025)

CIR. No.: SANCET/S&H/CIR/01

Date: 19.08.2024

It is to be informed that the department meeting will be held on 20.08.2024 at 12:30 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 2024-2025.
2. Assigning Mentors to Mentees for the academic year 2024-2025.
3. About NAAC Academic audit.
4. Plan for odd Semester activities (August-December 2024).
5. General discussion.

K. S. J.
19/8/24

HOD

Head of the Department
Department of Science and Humanities
St. Anne's College of Engineering and Technology
Anguchettypalayam, Panruti-(T.k) Cuddalore-(Dist.), Pin: 607 106



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ANGUCHETTYPALAYAM, PANRUTI – 607 106.

DEPARTMENT MEETING MINUTES

Venue : S & HDEPT

Date:

20.08.2024

Members Present:

1. Mr. k. Saravanan

AP

4. Mr. N. Syed Mubarak

AP

7. Dr.P. Albert raj

AP

2. Mr. V. Prakash

AP

5. Mr.K. Rakesh jawaher

AP

8. Dr. D.Samathkumar

AP

3. Mrs. S. Ramya

AP

6. Mr.P. Kathiraven

AP

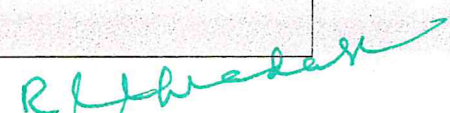
9. Dr. G. Abiramasundari

AP

Members Absent : NIL

S. No.	Points Discussed & Decisions taken	Target Date	Responsibility	Remarks
1.	Discussed about the Induction program schedule and semester plan I year.	-	Staff members	
2.	All students are instructed to be inside the class for prayer. Students should be informed to pay the fee.	-	Staff members	
3.	The students who are all coming late should not be allowed inside the classroom without HOD Knowledge.	-	Staff members	
4.	Assigning mentors to mentees for the academic year 2024-2025 and all the mentors should monitor the absentees and inform to the HoD.	-	Staff members	
6.	For the I year students portions should be completed on time.	-	Staff members	
7.	Check whether the students are linked in the google classroom.	-		
8.	Every Monday department meeting will be conducted. Staff are instructed to involve in incubation activity.	-	Staff members	
9.	Benches should be arranged properly in the class rooms.			
10.	Academic audit will be conducted next month.	-	Staff members	
11.	All the staff are instructed to monitor everything properly.	-	Staff members	
12.	Industrial visit has been planned for 2 nd and 3 rd year on August 29 th .	-	Staff members	
		PREPARED BY	Dr. G. Abiramasundari AP	
		APPROVED BY	Mr. k. Saravanan HOD	
		DATE	20.08.2024	

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Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siravathur-(Post), Panruti-(T.k),
Cuddalore-(Dist). Pin: 607 100