

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

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Trichy-12

Minutes of Meeting

3.8.2020

Members: Principal, all the Engineering and H&S Heads

Venue : JS Seminar Hall

Date : 3.8.2020

Time : 10.30 AM to 11.30 AM

The meeting was convened by the Principal with the Heads of departments

The following points were discussed in the meeting.

- 1. The Principal started the meeting by instructing the members of staff to be safe during this pandemic period. He also insisted to wear mask all the time and maintain social distancing even during lunch time.
- 2. All the HoDs are asked to prepare a workload for their department for the odd semester 2020-2021. In line with this, he further asked the HoDs to prepare a schedule for Online Classes for six days of the week for all subjects including laboratories aiming to have two sessions in the morning and one session in the afternoon with a session of one hour thirty minutes, totally four hours thirty minutes a day.
- 3. The Principal emphasised a note that the contribution of the staff members in the research work and publishing papers are mandatory which will enable the institution to go forward to reach NAAC, NIRF, NBA, Autonomous status. In this regard, the chair emphasized that all the members of the staff should publish at least one paper a semester in well-reputed journals like Web of Science, Scopus indexed, UGC list journals etc., Excuses are not entertained in this regard.
- 4. The Chair exhorted that all the data including individual staff data have to be updated in the website without fail before 10.8.2020.
- 5. Mark entry for all the students in the web portal has to done with the utmost care on or before 5th August 2020.
- 6. The Principal asked all the members of the staff to be more responsible towards their work and contribute more for the growth of their department and thereby the institution's growth.



Trichy-12

Minutes of Meeting

2.9.2020

Members: Principal, all the Engineering and H&S Heads

Venue : JS Seminar Hall

Date : 2.9.2020

Time : 10.15 AM to 11.30 AM

The meeting was convened by the Principal with the Heads of departments

The following points were discussed in the meeting.

- 1. The Principal started the meeting by conveying a note of appreciation by the Secretary to all the staff for uploading NAAC SAR. The chair also conveyed his sincere thanks to all the staff for the same.
- 2. All the HoDs gave their feedback on the Online Classes. In this regard, the Principal asked the members of staff to handle the online classes very effectively by making the fullest use of the allotted time. He further added that attendance should be taken randomly in order to ensure full attendance for the class.
- 3. All the HoDs were asked to plan for online test with the completion of one unit after 10th September 2020 not during the regular class hours but after 6 PM.
- 4. The Principal asked the HoDs to prepare a tentative schedule for the regular classes by splitting the total strength of each class into two and accommodate them in the classroom and in laboratories which is expected to be implemented from 1st October 2020 tentatively.
- 5. The Chair asked the staff to motivate the students of final year of 2019-2020 batch to perform well in the university exams which will be scheduled after 14th of this month.
- 6. Regarding the Training for placements, the list of students who are willing to attend the outsource training is sought by the Principal for the proper planning and execution of the same.
- 7. The chair emphasized on paper publication of staff in well reputed journals like Web of Science, Scopus indexed, SIA etc., Excuses are not entertained in this regard.
- 8. The Chair exhorted that the members of staff pursing Ph.D. should complete within four years of duration. Also, members of staff without Ph.D but have completed their master's degree and five years of teaching experience should register within this semester.

- 9. In view of NEET Exam in our college, it has been informed that 13th September 2020 will be a working day for all the staff.
- 10. All the HoDs were asked to motivate the students to submit the NAAC feedback form within this week. It was also informed that NBA Compliance report should be completed and sent before 28th September 2020 by all the respective HoDs.
- 11. There was a note that the research scholars should attend their course work classes regularly and register for the exams on time without fail.
- 12. The Principal asked all the members of the staff to be more responsible towards their work and contribute more for the growth of their department and thereby the institution's growth.



Trichy-12

Minutes of Meeting

12.11.2021

Members: Principal, all the Engineering and H&S Heads

Venue: Principal's Chamber

Date : 12.11.2021

Time : 12.00 PM to 12.30 PM

The meeting was convened by the Principal with the Heads of departments

The following points were discussed in the meeting.

- 1. The Principal started the meeting with a note that 19th November 2021 will be the last date for syllabus completion for the II, III, IV years.
- 2. The third IA test for the higher semesters will be from 22nd November to 29th November 2021.
- 3. It was also informed that 30th November 2021 will be the last date to enter the marks in Sara Portal and 1st December 2021 for the University mark entry.
- 4. The Principal informed that the First year Inauguration will be on 15th November 2021, followed by Induction Programme till 20th November 2021 and the regular classes for them will be from 22nd November 2021.
- 5. It was also highlighted that as per the Regulation 2021, the First year courses will have 5 theories and 2 laboratories. Hours were allocated based on the credit of each paper.
- 6. The Principal announced that the regular classes will be conducted with 6 hours, each lecture/lab period of 1 hour duration. The college working hours start from 9.15 AM. Three hours in the FN session with 15 minutes break in between ie 11.15AM -11.30AM, followed by 45 minutes lunch break (12.30PM-1.15PM). The AN session will have three hours with 15 minutes break in between ie.3.15PM-3.30PM.
- 7. All the HoDs were asked to collect the feedback from the faculty members of their department regarding the plying of bus for specific routes by 6.30 PM in order to carry out their academic works.
- 8. The Chair insisted that all the members of the staff should be cordial with the students and counsel them with the utmost care. He also added that all the classes should be conducted in simple English language.
- 9. The Principal exhorted that all the programmes (academic/non-academic) conducted in the college should be recorded through GEO TAG.



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)
(Accredited by NBA)

Ref: SCE/NAAC/2019-2020/Meeting/25

Circular for NAAC Meeting – 25

Date

: 04.06.2020

Time

: 10.15 am

Venue

: Mechanical Seminar Hall

In attendance

: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha,

Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Purpose of Meeting : SSR Review for Criteria 6

IQAC Co-ordinator

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(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/25

NAAC Meeting – 25

Date: 04.06.2020 Time: 10.15 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Purpose of Meeting: SSR Review for Criteria 6

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

- 1. Prepared self study report (SSR) of criteria 6 was presented and documents were verified.
- 2. Correction were discussed and updation of data were discussed, and the same has informed to all department.
- 3. Timeline was submission of update data is fixed.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/26

CIRCULAR - NAAC Meeting - 26

29/05/2020

A meeting is convened for the department NAAC coordinators on 04/06/2020 (Thursday) at 12.15 p.m. in the Seminar Hall (M.E. Block) regarding NAAC - C4. The NAAC Co-ordinators of all departments are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/26

Minutes of the NAAC Meeting - 26

Date

04/06/2020

Time

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12.15 p.m.

Venue

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Seminar Hall-Mechanical Department

In Attendance

Dr. C. Krishnakumar, Dr. N. Baskar, Mr. P.K. Arunkumar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar, Ms.J.Sangeethapriya,

Mr.P.Aravind,

Dr. G. Dhanalakshmi, and Mr. S. Kannan.

Meeting was convened by Dr. N. Baskar. The following points were discussed in the Meeting.

- 1. Updated and Corrected descriptive part of Criterion-4 was presented.
- 2. Few more photos are to be added for Sports Activities.
- 3. Pending Documents from Office are to be collected.
- 4. Split up details for Library Users and Proof for Journals usage are to be added.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

SCE/NAAC/2019-2020/Meeting/27

CIRCULAR- NAAC Meeting - 27

01/06/2020

The third NAAC review meeting for criteria C5 files and SSR verification will be held on 05.06.2020 at 10.50 am in the mechanical seminar hall. Hence the HOD and the NAAC coordinator are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/27

NAAC Meeting - 27

Date: 05.06.2020 Time: 10.50 AM

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

1. The data collected for Criteria 5 was verified.

2. Report prepared on student participation and activities for Criteria 5- 5.3.3 are presented to the overall coordinators for verification.

3. Clarification regarding alumni engagement was also discussed in the review meeting.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/28

29.05.2020

CIRCULAR

The NAAC Committee meeting will be held on 05.06.2020 at the Mechanical Seminar Hall at 2.00 p.m. to review the SSR of Criteria 7.

All the Department NAAC Coordinators are requested to attend the meeting.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/28

NAAC Meeting – 28

Date: 05.06.2020 Time: 2.00 pm

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

1. The SSR for criteria 7 was reviewed.

2. All the photographs were suggested to be taken with Geotags.

- 3. Regarding criteria 7.2, four best practices were presented and out of them, two practices were finalized.
- 4. It was informed that the data for all metrics have to be collected for five years. The timeline for data collection process was fixed.
- 5. Guidelines are to be followed as per the SOP given by NAAC for data collection process and SSR preparation.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/29

CIRCULAR NAAC Meeting – 29

19.06.2020

A meeting is convened for all the NAAC Coordinators on 23.06.2020 (Tuesday) at 2.00 pm in the Mechanical Seminar Hall regarding NAAC C1 final SSR review. The NAAC Coordinators of all the departments are requested to attend the meeting without fail.

IQAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/29

NAAC Meeting – 29

Date: 23.06.2020 Time: 02.00pm

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Mr.P.K.Arunkumar.

Meeting was convened by Dr. C.Krishnakumar/ IQAC Coordinator.

The following points were discussed in the meeting,

1. Criteria 1 final SSR review meeting held.

2. **Mr.P.K.Arunkumar**, faculty in-charge of criteria 1, presented the complete corrected SSR detail with all proof.

3. Permission was received to upload the same in the NAAC website.

IOAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/30

Circular

Date: 17.06.2020

It is proposed to conduct a meeting on NAAC- Criteria 3 at Mechanical Seminar Hall at 10.30 am on 24/06/2020. The review of Self Study Report (SSR) for Criteria 3 will be carried out. The Criteria 3 NAAC co-ordinators are requested to attend the meeting.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/30

NAAC Meeting - 30

Date: 24.06.2020

Time: 10.30 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.G.Jayaprakash,

Dr.R.Rekha, Mr.P.K.Arunkumar, Dr.M.R.Ananthapadmanaban,

Dr.A.MercyVasan

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

- 1. The final and revised Self Study Report (SSR) of Criteria 3 was presented to the NAAC Team.
- 2. The data and proof of Criteria 3 were verified with reference to SOP.
- 3. Guidelines for uploading SSR in NAAC website were presented.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/31

CIRCULAR - NAAC Meeting - 31

25/06/2020

A meeting is convened for the department NAAC coordinators on 25/06/2020 (Thursday) at 10.30 a.m. in the Seminar Hall (M.E. Block) regarding NAAC – C2. The NAAC Co-ordinators of all departments are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/31

NAAC Meeting – 31

Date: 25.06.2020 Time: 10.30 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

1. The contents and data collected for SSR were presented.

2. Verification of Data collected for criterion 2 along with proof was done.

3. Due Date was fixed for uploading the SSR data in the NAAC web portal.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

SCE/NAAC/2019-2020/Meeting/32

CIRCULAR- NAAC Meeting – 32

25/06/2020

The final NAAC review meeting for criteria C5 files, SSR and proofs verifications will be held on 29.06.2020 at 10.50 am in the mechanical seminar hall. Hence the HOD and the NAAC coordinator are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/32

NAAC Meeting - 32

Date: 29.06.2020 Time: 10.30 AM

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

1. The data collected for Criteria 5 was verified.

2. The Final SSR copy of Criteria 5 also verified for correctness.

3. Proofs for DVV process are also presented to the overall coordinators.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/33

CIRCULAR NAAC Meeting - 33

26.06.2020

A meeting is convened for all the NAAC Coordinators on 29.06.2020 (Monday) at 1.00 pm in the Mechanical Seminar Hall regarding NAAC final SSR submission. The NAAC Coordinators are requested to attend the meeting without fail.

IQAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/33

NAAC Meeting – 33

Date: 29.06.2020 Time: 01.00pm

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Mr.P.K.Arunkumar.

Meeting was convened by Dr. C.Krishnakumar/ IQAC Coordinator.

The following points were discussed in the meeting,

1. The videos of NAAC SSR submission was viewed from the NAAC website.

2. From the video tutorial the committee identified the 50 mark exemptions available while uploading the NAAC SSR.

3. The NAAC committee planned to inform the concerned faculty in-charge of each criteria to identify the exemption sub criteria QIF of their criterion.

4. The identified sub criteria exemptions are to be reported on 13/07/2020.

IQAC Coordinator

Tincipai



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/34

CIRCULAR - NAAC Meeting - 34

25/06/2020

A meeting is convened for the department NAAC coordinators on 01/07/2020 (Wednesday) at 10.30 a.m. in the Seminar Hall (M.E. Block) regarding NAAC - C4. The NAAC Co-ordinators of all departments are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/34

Minutes of the NAAC Meeting – 34

Date

: 01/07/2020

Time

10.30 a.m.

Venue

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Seminar Hall -Mechanical Department

In Attendance

Dr. C. Krishnakumar, Dr. N. Baskar, Mr. P.K. Arunkumar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar, Ms.J.Sangeethapriya,

Mr.P.Aravind,

Dr. G. Dhanalakshmi, and Mr. S. Kannan.

Meeting was convened by Dr. N. Baskar. The following points were discussed in the Meeting.

- 1. Updated and Corrected descriptive part of Criterion-4 was presented.
- 2. Few more photos are to be added for Sports Activities.
- 3. Pending Documents from Office are to be collected.
- 4. Maintenance Bills were also shown and checked.

IQAC Co-ordinator



SARANATHAN COLLEGE OFENGINEERING (Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/35

23.06.2020

CIRCULAR

A meeting will be held on 01.07.2020 at the Mechanical Seminar Hall at 2.00 p.m. The SSR of Criteria 7 will be reviewed and finalized.

All the Department NAAC Coordinators are requested to attend the meeting.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/35

NAAC Meeting - 35

Date: 01.07.2020 Time: 2.00 pm

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

- 1. The SSR for criteria 7 was reviewed and finalized.
- The details provided were verified with the Institution website.

IQAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Rcf: SCE/NAAC/2019-2020/Meeting/36

Circular for NAAC Meeting - 36

Date

: 02.07.2020

Time

: 10.30 am

Venue

: Mechanical Seminar Hall

In attendance

: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha,

Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangcethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Purpose of Meeting: C6 Final SSR Review

IQAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/36

NAAC Meeting – 36

Date: 02.07.2020 Time: 10.30 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Purpose of Meeting: C6 Final SSR Review

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

- Collected data from all the departments were consolidated and presented to correction and updation.
- SSR for criteria 6 was freezed and made ready for uploading in NAAC website.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/22

CIRCULAR NAAC Meeting - 22

29.05.2020

A meeting is convened for all the NAAC Coordinators on 01.06.2020 (Monday) at 10.45 am in the Mechanical Seminar Hall regarding NAAC SSR. The NAAC Coordinators of all the departments are requested to attend the meeting without fail.

IQAC Coordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/22

NAAC Meeting - 22

Date: 01.06.2020 Time: 10.45 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Mr.P.K.Arunkumar.

Meeting was convened by Dr.C.Krishnakumar/ IQAC Co-ordinator.

The following points were discussed in the meeting,

1. Criteria 1 review meeting held.

2. **Mr.P.K.Arunkumar**, faculty in-charge of criteria 1, presented the complete SSR detail with all proof.

3. In Criteria 1, key indicators 1.3.2 and 1.3.3 require additional data to be collected.

4. The collected data was informed to be submitted on 23.06.2020

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/23

Circular

Date: 30.05.2020

It is proposed to conduct a meeting on NAAC- Criteria 3 at Mechanical Seminar Hall at 11.45 am on 01/06/2020. The review of data and proof collected for Criteria 3 will be carried out. The Criteria 3 NAAC co-ordinators are requested to attend the meeting.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/23

NAAC Meeting - 23

Date: 01.06.2020

Time: 11.45 am

Venue: Mechanical R&D lab

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.G.Jayaprakash,

Dr.R.Rekha, Mr.P.K.Arunkumar, Dr.M.R.Ananthapadmanaban,

Dr.A.MercyVasan

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

- The Self Study Report (SSR) of Criteria 3 was presented to the NAAC Team.
- 2. The data collected for Criteria 3 were verified with reference to SOP.
- 3. Suggestions for improving the SSR were discussed.
- 4. Timeline was fixed for submission of final SSR of Criteria 3.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/24

CIRCULAR - NAAC Meeting - 24

03/06/2020

A meeting is convened for the department NAAC coordinators on 03/06/2020 (Wednesday) at 10.15 a.m. in the Seminar Hall (M.E. Block) regarding NAAC – C2. The NAAC Co-ordinators of all departments are requested to attend the meeting without fail.

IQAC Co-ordinator



(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

Ref: SCE/NAAC/2019-2020/Meeting/24

NAAC Meeting - 24

Date: 03.06.2020 Time: 10.15 am

Venue: Mechanical Seminar Hall

In attendance: Dr.C.Krishnakumar, Dr.N.Baskar, Dr.V.Mohan, Dr.R.Rekha, Dr.R.Murali Dr.P.L.Rajarajeswari, Mr.P.K.Arunkumar,

Dr.R.Murali Dr.P.L.Rajarajeswari, Ms.J.Sangeethapriya, Mr.P.Aravind, Ms.C.Nivedhitha.

Meeting was convened by Dr.N.Baskar.

The following points were discussed in the meeting,

1. The data collected and disseminated for Criteria 2 were presented.

2. Description for criterion 2 was finalized.

3. Verification of Data collected from college administrative office was done.

IOAC Co-ordinator



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 13-2-2021

Ref No.:/SCE/ICE/10/2020-2021/01

Minutes of Meeting-01

Subject

: Department Review Meeting

Date

: 13-2-2021

Time: 2.00 PM - 2.45 PM Venue : NI Research Lab

Conducted by : Dr.S.M.GirirajKumar

Submitted to : The Principal

Prepared by : K.Ezhilarasi

- > HOD insisted faculty members to give suggestion for fixing the number of theory hours based on the difficulty of the subjects ,during the physical presence of second and third year students and also time that needs to be allotted for lab
- Final year students are asked to give their physical presence for 2 days per week project
- > Time table has to be fixed for On-line and off-line classes without any clashes
- > HOD asked staff members to respond to the mail and make the loop to be closed one
- > HOD instructed the staff members to update the status of the allotted work and to report well in advance and not at the last moment

Prepared by

le Ezhilanus;

ignature of HOD/ICE



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 2-6-2021

Ref No.:/SCE/ICE/2020-2021/06

Minutes of Meeting

Subject

: Department Review Meeting

Date

:31-05-2021

Time: 9.30AM - 10.00AM Venue : Google Meet

Conducted by :Dr.S.M. GirirajKumar

Submitted to : The Principal

Prepared by

:K.Ezhilarasi

- HOD requested staff to get mentorship formulated based on certain boundary condition by Mr.P.Aravind ,Mr.T.Tamilarasan and Mr.P.Thirumurugan.
- > IA2 for first year students will commence from 31-5-21 and HOD inquired class coordinator about the syllabus completion status for each subject for IA2 Test from the students as well as faculty
- All the Class Coordinator are insisted to give the proper instruction to students for writing the exam and upload the answer sheets as per the instruction of Anna University for IA3 test
- > HOD instructed the staff membersto update status of their allotted work in the Department Daily activity Google Sheet without any delay
- > HOD also insisted staff members to close the loop for the mails and to get prior permission if work could not be finished within the deadline
- > HOD thanked Mr.T.Tamilarasan, Mr.R.Seetharaman and Mr.PrasannaPerumal as ICE final year students shows good attendance and performance in the assessment test conducted by T&P and appreciated to keep on the same.
- Re-exam for university exam Nov/Dec 2020 has been announced by Anna University including first year and Class coordinators are asked to clear the point with the students that there is no exam fee for Re-exam for arrear subjects conducted during Nov/Dec 2020
- Anna University portal marks for I, II, III year had entered by Mr. T, Tamilarasan and HOD thanked him for the efforts taken to done the work within deadline.

Prepared by

K. Eżhilara 1

gnature of HOD/ICE



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 9-6-2021

Ref No.:/SCE/ICE/2020-2021/07

Minutes of Meeting

Subject

: Department Review Meeting

Date

:9-06-2021

Time: 3.00PM - 3.15PM Venue

: Google Meet

Conducted by :Dr.S.M. GirirajKumar

Submitted to : The Principal

Prepared by

:K.Ezhilarasi

- Mentorship Google form had been created and shared with all mentors to conduct the mentor meeting with their respective students
- HOD insisted all the staff members to conduct a timely mentor meeting with students for betterment of student's academic performance
- > HOD discussed with staff members regarding the admission of our department in the upcoming semester and due to COVID -19 pandemic, HOD suggested few ideas to make a spectacle of our ICE department through digital sources to the public after discussing with our alumni students and faculty
- > HOD instructed the staff membersto update status of their allotted work in the Department Daily activity Google Sheet without any delay
- > HOD also insisted staff members to close the loop for the mails and to get prior permission if work could not be finished within the deadline

Prepared by

K. Ezhilaraji

ignature of HOD/ICE



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 21-6-2021

Ref No.:/SCE/ICE/2020-2021/08

Minutes of Meeting

Subject

: Department Review Meeting

Date

:21-06-2021

Time: 10.00AM - 11.00AM Venue : Google Meet

Conducted by :Mr.T.Tamilarasan

Submitted to : The Principal

Prepared by :K.Ezhilarasi

- > Reexam instructions has been shared by exam cell coordinator Mr.T.Tamilarasanto department staff members for smooth conduction of exams.
- Year wise staff in charge was assigned as follows for smooth conduction of re-exam.

YEAR	STUDENTS COUNT	INCHARGE
IV YEAR ICE	55	PT
III YEAR ICE	42	TT
II YEAR ICE	44	SV
I YEAR ICE	26	KE
PASSED OUT	22+1	RS

Student Instructions:

1.students should present in the GCR during exam time (Entire 3 Hours)

2. Students must be logged in before 30 minutes in GCR (FN: 09.00 am / AN: 02.00

- 3. Exam Timings (FN: 09.30 am to 12.30 pm & AN: 02.30 pm to 05.30 pm)
- 4. Students may ask exam related queries to the examiner between 09.05 am to 09.20 am(FN)and02.05pmto02.20pm(AN).
- 5. Question Paper is sent by Exam Cell at 09.15 am (FN) & 02.15 pm (AN)
- 6. In Google meet Chat Box, All the students must send the following message within 10 minutes i.e., before 09.40 am (FN) & 02.40 pm regarding their status.

No Ouestion Paper Downloaded Reg No - Regulation, Subject Code and Subject name found to be correct If any issues, you have to state their issues in chat box along with Reg. No.



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 21-6-2021

mature of HOD/ICE

7. After Completion of Examination, Students must upload their Answer script along with Annexure – I (Mark Allocation Table) before 01.30 pm (FN) and 06.30 pm (AN). The Answer script must be in PDF Format as single file. 8. Kindly carefully follow the guidelines prescribed by the Anna University.

> The staff members should take attendance manually by using the attendance sheet given to them by the Examination cell.

> The staff members must also use chrome web store extensions in the GCR to capture the student's attendance automatically.

> As per the instruction from our principal sir all HOD's are requested to nominate only two staff members from each department for the examination work.

The staff members deputed should be available in the college for the entire day (For both sessions of Examinations) and all staff members are kindly requested to follow the guidelines of this pandemic situations strictly.

> After discussion, other staff asked their doubts and clarified their doubts regarding re exam instruction.

> Staff instruction and student instruction were mailed to all the staff members for their clarification.

Prepared by

K. Ezhilaras.



DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING TIRUCHIRAPALLI - 620 012.

Date: 23-6-2021

Ref No.:/SCE/ICE/2020-2021/09

Minutes of Meeting

Subject

: Department Review Meeting

Date

:23-06-2021

Time: 10.30AM - 11.00AM Venue : Google Meet

Conducted by :Dr.S.M.GiriRajkumar

Prepared by

Submitted to : The Principal :K.Ezhilarasi

- > To have effective Mentorship, HOD insisted Mr.TT to create a term/provision in Mentorship Google Form regarding co-curricular participation, registration progress and certification to have better tracking of students.
- > HOD discussed with staff members regarding the admission of our department in the upcoming semester and Mr.PT & Mr.PA has been allotted to handle counselling session for the students during admission.
- > HOD instructed the staff members to update status of their allotted work in the Department Daily activity Google Sheet without any delay
- > HOD also insisted staff members to close the loop for the mails and to get prior permission if work could not be finished within the deadline
- > HOD motivated faculty to have good journal publications in future and also instructed faculty to fill the data sheet till the month of June, 2021 as this faculty datasheet might be needed later.

Prepared by

k. Giland

Signature of HOD/ICE