

# SARANATHAN COLLEGE OF ENGINEERING

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

Venkateswara Nagar, Panjappur, Tiruchirappalli - 620 012, Tamil Nadu.



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### CRITERION: 6.1.2

*Effective leadership is visible in various institutional practices such as decentralization and participative management*

**2021 - 2022**

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**SARANATHAN COLLEGE OF ENGINEERING**  
**VENKATESWARA NAGAR, PANJAPPUR**  
**TIRUCHIRAPPALLI**

**20.11.2021**

**CIRCULAR**

This is to inform that there will be meeting for all The Engineering and H&S Heads on 25.11.2021 at 10.30 AM in Board Room. All are requested to attend the meeting without fail.



  
Principal

**PRINCIPAL**  
**Saranathan College of Engineering**  
**TRICHY - 12**



## SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

25.11.2021

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

**Venue :** Board Room

**Date :** 25.11.2021

**Time :** 10.30 AM to 12.30 PM

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

The following points were discussed in the meeting.

1. The Principal asked all the HoDs to have a record on the number of working days based on online and in-person classes conducted for II, III and IV years during this academic year.
2. It has been decided to conduct one Unit Test with the most three important units for one and a half hours from 3 PM to 4.30 PM for II, III and IV year students. It was also informed that the Unit Tests will be conducted from 2<sup>nd</sup> to 15<sup>th</sup> of December 2021. Besides this, coaching classes for all the students will be conducted the day before the test and till 3 PM on the day of the test. All the HoDs are expected to ensure full attendance for all the coaching classes and tests. Dr.V.Punitha, HoD, IT was asked to prepare the schedule accordingly.
3. Followed by the unit tests, Lab revision sessions have been scheduled on 16<sup>th</sup> and 17<sup>th</sup> December 2021.
4. It has been decided to conduct a model exam with all the five units for all the higher semester students with the duration of three hours in an alternative day from 20<sup>th</sup> December to 31<sup>st</sup> December 2021.
5. All the HoDs were asked to collect the feedback/opinion from their department staff members with respect to handling of regular classes for one hour duration.
6. The chair asked all the HoDs to finalize the collection of bus fees before 10<sup>th</sup> December 2021. Also, HoDs were informed to check and ensure the status of hostel registration and bus registration of all the students who commute by the college bus.
7. The Principal insisted that all the members of staff should treat all the students very cordially and motivate them properly.
8. All the HoDs were asked to confirm the date for the department wise Project Expo.
9. It was exhorted to all the staff to submit the NAAC criterion data at the stipulated time as of when required.

10. All the HoDs are expected to extend their support by nominating three staff members to collect and file the data for approval process of the newly joined students through management and government quota as 30<sup>th</sup> December 2021 is the last date to complete.
11. It has been decided to digitalize the white log book before 30<sup>th</sup> of this month under the in-charge of Dr.Sahaya Arul Mary and Dr.V.Punitha. Staff should collect digital photos of UG/ PG students and their parents for uploading in the digitalized log book.
12. The meeting came to an end with a note that HoDs should motivate the staff and in turn staff should motivate the students. The Chair also made a hint at the end that all should work together with the utmost dedication for the welfare of the students and the college.

  
Principal

**PRINCIPAL**  
**Saranathan College of Engineering**  
**TRICHY - 12.**




**SARANATHAN COLLEGE OF ENGINEERING**  
**VENKATESWARA NAGAR, PANJAPPUR**  
**TIRUCHIRAPPALLI**

**25.12.2021**

**CIRCULAR**

This is to inform that there will be meeting for all teaching staff members on 29.12.2021 at 10.30 AM in MBA Seminar Hall. All are requested to attend the meeting without fail.



  
Principal  
**PRINCIPAL**  
**Saranathan College of Engineering**  
**TRICHY - 12**

# SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

29.12.2021

**Members: Principal & Members of Staff**

**Venue :MBA Seminar Hall**

**Time :10.30 AM to 12.00PM**

The meeting was convened by the Principal with all the members of teaching staff.

The following points were discussed in the meeting.

1. The meeting started with the dissemination of the vision and mission of the college by the Principal.
2. It is followed by the dissemination of department vision and mission by the respective HoDs.
3. The Chair thanked all the staff for their untiring work to get NAAC A+. He conveyed his special thanks to the committed team and the coordinators Dr.N.Baskar and Dr.C.Krishna Kumar.
4. The Principal advised the staff to take care of their health especially during this pandemic situation.
5. The following newly recruited teaching faculty members introduced themselves in the meeting

Dean R&D :Prof.Natarajan

Civil Engineering: 1.Dr. A. Belin Jude

2.Ms. K.Sathya Prabha

ECE : 1. Ms.Saalai Gayathri

2. Ms.Dhanalakshmi

CSE : 1. Ms.K.Gomathy

2.Ms.R.Hema

3. Ms.S.Priyanka

4.Ms.Ramya

5.Ms.G.Iswarya

6.Ms.S. Ranjani

7.Mr.P.B.Aravind Prasad

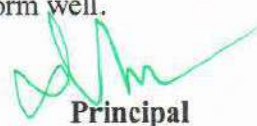
8.Dr.N.Lakshmikanthan

MBA : 1. J.Navaneetha Krishnan

6. The Principal appreciated the staff members for producing 98.7% result in the previous University Examinations.

7. The Chair appreciated the department of Training and Placement for their strenuous effort in placing almost all the students.
8. The Principal insisted the staff to follow the code of conduct of the college for the teaching staff. He also highlighted a few.
9. Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
10. All staff shall devote their time and their best efforts for the progress of the Institute.
11. Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
12. Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
13. The Faculty Member must strive to prepare him/ her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
14. The staff should engage the full one-hour lecture and should not leave the class early.
15. The Principal insisted that the invigilation duty is a part of the works. Hence all the staff are advised not to be reluctant regarding this work.
16. The Principal emphasized the HODs to plan the subject allocation and thereby all the staff can prepare the lesson notes in such a way that it should meet the quality requirement of the university.
17. Further, the chair highlighted the current scenario of UG and PG Admission.
18. The Principal motivated the staff to work hard on placement prospects and aim to produce quality students as there are ample of job vacancies in the market.
19. The Principal insisted that all the staff should be ready to take additional works and responsibilities.
20. It was advised that all the staff members should focus more on getting funds, grants, patent rights, guideship and establishing incubation etc.,
21. The staff members were appreciated as the overall H-index of our college has slightly gone up.
22. He encouraged all the staff members to motivate the students to perform well.










  
Principal

**PRINCIPAL**  
Saranathan College of Engineering  
TRICHY - 12.

# SARANATHAN COLLEGE OF ENGINEERING TIRUCHIRAPALLI – 620 012

MINUTES OF THE MEETING OF THE GOVERNING COUNCIL HELD ON  
10.09.2022 AT 11.30 A.M. IN THE PREMISES OF THE COLLEGE.

The Meeting of the Governing Council of this Institution was held on  
10.09.2022 at 11.30 A.M. in the Board Room. The following Members were  
present.

S.NO.	NAME	POSITION	SIGNATURE
01	Shri. S. Ravindran	Chairman	
02	Shri. S. Vaidhyanathan	Member – representing the Management	
03	Dr.R. Mathrubootham, M.D.,	Member – representing the Management	
04	Dr. L. Ganesan	Member – State Government Nominee	
05	Dr. S. Sundar	Member – Educationalist	
06	Dr.S.M. Giri Rajkumar, Ph.D., Professor-Department of Instrumentation and Control Engineering	Member – Professor of the College	
07	Dr. D. Valavan	Member Secretary – Principal	

At the outset, the Chairman extended a warm welcome to the Members.

The agenda was taken up for consideration.

## **1.To confirm the minutes of the previous meeting.**

The minutes of the meeting of the Governing Council held on 05.02.2022 were confirmed  
and ratified.

  
**SECRETARY**  
Saranathan College of Engineering  
TRICHY - 12.

**2. To review the action taken on the decisions taken at the last meeting and record the same.**

S.No.	Subject	Action taken
01	Status of the NBA Accreditation process.	The NBA committee visit for reaccreditation beyond 30.06.2022 was held on 01.05.2022 and the college has obtained re-accreditation for the 6 UG courses for a period of 3 years from 01.07.2022 to 30.06.2025. The committee congratulated the entire team for their efforts.
02	Construction of Bi-Decennial Block.	The construction work is nearing completion. The college has planned to accommodate the classes of AI&DS, CSBS and Civil from the even semester of the academic year 2022-2023.
03	NIRF Ranking.	The institute has performed well in Teaching, Learning & Resources (TLR), graduation outcome and outreach & inclusivity. However, there is lot of room for improvement in Research & Professional Practice (RPP). As per the report presented by the Head of the institution, it has been decided to concentrate on publication of research papers by faculty members. Revenue through consultancy has increased.
04	To apply with UGC for 2(f) and 12(b)	Recognition of our College under section 2(f) and 12(b) of the UGC, Act 1956 was received from the UGC, New Delhi.

**3. To record the status report on the activities and functioning of the institution since the last meeting presented by the Principal.**

After a detailed discussion the following points are suggested by the Committee for the improvement of performance of the college in various aspects.

1. Training in Core Engineering.



**SECRETARY**  
**Saranathan College of Engineering**  
**TRICHY - 12.**

**4. To approve the appointment of faculty made since the last meeting.**

The appointments made since the last meeting were presented and approved.

**5. To record the report of the Secretary of the Society on Plans for future development.**

- a) Applying for Autonomy.
- b) To improve the publication of papers in the Scopus indexed journals by the faculty.
- c) Conversion of student projects into papers and or obtaining patents.
- d) Increase in consultancy work through all the departments.
- e) To get more funded projects from the agencies like AICTE,DST,DRO etc.,
- f) Academic excellence at par with the institution of National importance.

**6. Any other subject brought forward by the members with permission of the Chair.**

-- NIL --



**SECRETARY**  
**Saranathan College of Engineering**  
**TRICHY - 12.**



# SARANATHAN COLLEGE OF ENGINEERING

Panjappur, Tiruchirappalli – 620 012.

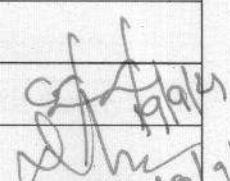
## Minutes of IQAC Meeting (First Quarter)

Academic Year 2020-2021

Venue : IT Seminar Hall	Ref. No: SCE/IQAC/21-22/1, Dt. 08.09.2021
First Quarterly Meeting 2021-2022	Date: 13.09.2021
Members Present	<b>Chairperson:</b> Dr.D.Valavan (Principal) <b>Industrialist:</b> Mr.T.V.Anand, B.E., M.B.A., Managing Partner, Mangalam Estates. <b>Student Member:</b> Mr.S.Vy kunth, IV-CSE <b>Other Members:</b> HODs, IQAC Members, Examination Coordinator, Librarian, and IQAC Coordinator.

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Chairperson welcomed the members of this meeting and introduced the new members to all (Separate minutes of meeting for the change of IQAC members is enclosed herewith)			
2	The IQAC coordinator presented the actions taken against the points discussed in Fourth Quarter Meeting 2020-2021.			
3	Activities during the period (June 2021 to August 2021 )			
	Academic Activities	Principal has conveyed that the following new courses got affiliation from Anna University: 1. B.E., (Artificial Intelligence and Data Sciences) 2. B.E., (Computer Science and Business Systems)	Continuous	All faculty
	Faculty activities	As per the SOP issued by the state and central governments, it was instructed to the faculty members to get vaccinated.	Continuous	All faculty
	Research and Development	A discussion was made on the patent filing in the previous academic year. It was suggested to increase research activities with the help of senior professors. All members were appreciated EEE department for successful installation of MODROB lab by dSpace software. And the members requested to utilize the new facility for research activities.	Continuous	All faculty
	Student development	Discussion on effective use of e-materials by the students was made. The effectiveness of the practical examinations through online mode was also discussed.	Continuous	All faculty and Students
	Placement	It was decided to conduct mock	Continuous	T&P Cell

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
	activities	interviews for the students who get shortlisted for CTS.	ous	
4	General points discussed			
	Covid-19 issues	Possibilities of conducting off-line classes for the students were discussed. HODs were requested to indentify suitable arrangements for seating in line with Covid-19 protocol.	Continu ous	All HODs.
	IQAC room allotment	All the members requested the management to provide a separate room for IQAC cell to update the documents and to conduct meetings.	-	Management
5	Concluding remark by IQAC Coordinator			
	IQAC coordinator concluded the meeting saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting and thanked all the members.			
	Copy to	All members for kind information		
	Prepared by	IQAC coordinator		
	Approved by	Dr.D.Valavan, Principal		

  
**PRINCIPAL**  
**Saranathan College of Engineering**  
**TRICHY - 12.**





# SARANATHAN COLLEGE OF ENGINEERING


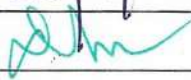
Panjappur, Tiruchirappalli – 620 012.

## Minutes of IQAC Meeting

Academic Year 2021-2022

Venue : Board Room		Ref. No: SCE/IQAC/21-22/2, Dt. 29.11.2021
Second Quarterly Meeting 2021-2022		Date: 29.11.2021
Members Present	<b>Chairperson:</b> Dr.D.Valavan (Principal) <b>Industrialist:</b> Mr.T.V.Anand, B.E., M.B.A., Managing Partner, Mangalam Estates. <b>Other Members:</b> HODs, IQAC Members, Examination Coordinator, Librarian, and IQAC Coordinator.	

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Chairperson welcomed the members of this meeting			
2	IQAC coordinator briefed about the importance of IQAC meeting in HEIs.			
3	Activities during the second quarter period (September 2021 to November 2021 )			
	Academic Activities	The HODs have explained about the measures have been taken for the offline classes started on 20-09-2021. It was decided to complete the practical sessions on time with utmost precautions.	Continuous	All faculty
	Faculty activities	IQAC requested the faculty members to attend FDPs and STTPs in their areas of interest to enlighten their research activities.		
	Research and Development	The Principal and the IQAC members have appreciated the Department of Research and Development and its head, Dr.Natarajan for organizing the orientation programme on Intellectual Property Rights (IPR) Assignment and Partnership on 12.09.2021. It was also decided to encourage the staff and student filing patents and publishing research articles. The IQAC requested the Head (R&D) to guide the interested.	Continuous	All faculty
	Student development	Discussed about the effective implementation of mentor-mentees meeting. IQAC congratulated the HODs and staff members for the successful organization of <i>Interdepartmental competitions</i> aimed to inculcate and nurture the	Continuous	All mentors & HODs

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
		innovative knowledge among the student community. It was decided to select impressive and innovative projects displayed in the <i>Interdepartmental competitions</i> for patent filing. And the IQAC requested the Secretary to recognize the best performers in the event by prizes.		
	Placement activities	The Head, T&P explained about the process of TCS GenC exam and mock interview conducted. He also thanked the management for the support and appreciation extended to the faculty members contributed for mock interview session. The members of IQAC have requested T&P department to include coding in the student training in addition to aptitude and verbal so that the circuit branch students may get benefitted.	Continuous	T&P Cell
4	General points discussed			
		Principal elaborated the instructions to be followed during the pandemic for the well-being of all the inmates. Various initiatives taken during the pandemic were discussed. All the members appreciated the precautionary measures implemented in the institution.	Continuous	All faculty
	ICT Facilities	All the members were suggested to improve the ICT facilities in the institution.		
5	Concluding remark by IQAC Coordinator			
	IQAC coordinator concluded the meeting saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting.			
	Copy to	All members for kind information		
	Prepared by	IQAC coordinator		
	Approved by	Dr.D.Valavan, Principal		





# SARANATHAN COLLEGE OF ENGINEERING


Panjappur, Tiruchirappalli – 620 012.

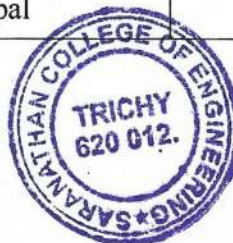
## Minutes of IQAC Meeting

Academic Year 2021-2022

Venue : Online	Ref. No: SCE/IQAC/21-22/4, Dt. 02.04.2022
Third Quarterly Meeting 2021-2022	Date: 01.04.2022
Members Present	<p><b>Chairperson:</b> Dr.D.Valavan (Principal)</p> <p><b>Industrialist:</b> Mr.T.V.Anand, B.E., M.B.A., Managing Partner, Mangalam Estates, Trichy</p> <p><b>Other Members:</b> HODs, IQAC Members, Examination Coordinator, Librarian, and IQAC Coordinator.</p>

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Chairperson welcomed the members of this meeting			
2	IQAC coordinator briefed about the points discussed in the second quarter meeting.			
3	Activities during the period (December 2021 to March 2022 )			
	Academic Activities	Progress in the internal assessment tests was discussed. The Principal insisted to maintain good pass percentage even if the offline examination comes.	Continuous	All faculty
	Faculty activities	IQAC members suggested to publish the research articles in scopus/SCI indexed journals. They have requested Head (R&D) to seek the opportunities in industrial consultancy projects. IQAC Members have requested the management to purchase the Thermal Imager requested by Dr.K.Kalynakumar for the consultancy services.	Continuous	All faculty
	Research and Development	The IQAC appreciated the HODs and the Head, R&D for their effort in successful completion of interdepartmental project exhibition. The members have also requested them to file patents on best projects and to seek the opportunities for start-up using the projects.	Continuous	All faculty
	Student development	Involvement of students in the Mathematics Day celebration was discussed. The members were asked the HODs to encourage the students to participate in the forthcoming Smart India Hackathon.	Continuous	All faculty

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
		Student feedbacks were discussed and the members insisted the Heads to ensure the effectiveness of teaching learning.		
	Placement activities	Head T&P asked the HODs to encourage their students to prepare well for the forthcoming placement drives.	Continuous	T&P Cell
4	General points discussed			
		Principal congratulated the IQAC coordinator for the introductory programme conducted on CO-PO attainment calculation and outcome based learning for the H&S and newly joined faculty members. IQAC coordinator requested the HODs to prepare the compliance report for the NBA visit.	-	IQAC & HODs
5	Concluding remark by IQAC Coordinator			
	IQAC coordinator concluded the meeting saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting.			
	Copy to	All members for kind information		
	Prepared by	IQAC coordinator		
	Approved by	Dr.D.Valavan, Principal		





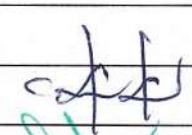
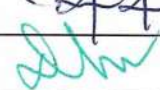
# SARANATHAN COLLEGE OF ENGINEERING

Panjappur, Tiruchirappalli – 620 012.

## Minutes of IQAC Meeting Academic Year 2021-2022

<b>Venue :</b> Online	<b>Ref. No:</b> SCE/IQAC/21-22/4, Dt. 04.07.2022
<b>Fourth Quarterly Meeting 2021-2022</b>	<b>Date:</b> 04.07.2022
<b>Members Present</b>	<b>Chairperson:</b> Dr.D.Valavan (Principal) <b>Industrialist:</b> Dr.Shriram.K.Vasudevan, Project Manager, L&T Technology Services, Chennai. <b>Other Members:</b> HODs, IQAC Members, Examination Coordinator, Librarian, and IQAC Coordinator.

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Chairperson welcomed the members of this meeting			
2	IQAC coordinator briefed about the points discussed in the third quarter meeting.			
3	Activities during the period (April 2022 to June 2022 )			
	Academic Activities	Members were discussed about the exam results of odd semester. Principal requested all the Heads of Departments to identify single failures and train them to get all pass with good grades.	Continuous	All faculty
	Faculty activities	Mentors of third year students are requested to counsel their mentees in the placement related activities. Members insisted the faculty members of non-it courses to get trained in advancements of their field to cater the students with professional readiness.	Continuous	All faculty
	Research and Development	The members have appreciated the staff members who published their patents. The IQAC was also suggested the faculty members to approach suitable industries for converting their design patents into products. The IQAC appreciated the Head (R&D) for arranging the guest lecture on "Patent to Product". The members were discussed about research center renewal processes.	Continuous	All faculty
	Student development	The IQAC asked to organize mentor-mentee meetings in effective manner so as to improve the academic performance of the students. The members requested	Continuous	All faculty

S.No.	Points Discussed	Response from other members	Target Date	Responsibility
		the HODs to encourage their students to participate in workshops/ seminars/ project expos and other co-curricular and extracurricular activities. The Principal appreciated the department of EEE for the workshop organized to their students.		
	Placement activities	The members suggested to blend the verbal and aptitude training in the regular time table to ease the learning process. The IQAC members congratulated the students placed in Vuram Technologies, ZOHO, and Mallow technologies.	Continuous	T&P Cell
4	General points discussed			
		Principal conveyed to the members that a new course, B.E: Computer Science and Engineering (Artificial Intelligence and Machine Learning) has been affiliated to start from the next academic year (AY 2022-23). Principal also conveyed that the institution has applied for increase in intake of B.Tech., (AID&S) from 60 to 120.	-	All Faculty members
5	Concluding remark by IQAC Coordinator			
	IQAC coordinator concluded the meeting saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting.			
	Copy to	All members for kind information		
	Prepared by	IQAC coordinator		
	Approved by	Dr.D.Valavan, Principal		





**SARANATHAN COLLEGE OF ENGINEERING**  
**DEPARTMENT OF INSTRUMENTATION AND CONTROL ENGINEERING**  
**TIRUCHIRAPALLI - 620 012.**

Date: 18-8-2021

Ref No.:/SCE/ICE/2021-2022/11

**Minutes of Meeting**

**Subject** : Department Review Meeting  
**Date** : 17-08-2021 **Time:** 2.30PM – 3.00PM **Venue** : NI Research Lab  
**Conducted by** : Dr.S.M.Giri Rajkumar  
**Submitted to** : The Principal  
**Prepared by** : K.Ezhilarasi

- ☐ Timetable format (20+2+1+2) has been fixed as 25hrs/week and 5hrs/day for this semester including lab sessions, T&P and Mini Project Training in a week.
- ☐ HOD insisted all the faculty members to follow punctuality in morning and evening time during working hours
- ☐ All the faculty are asked to ensure their quality of online classes and also faculty must record their online classes in google classroom.
- ☐ Any two faculties will be selected from each department and they will be trained with latest trends on AI & cloud computing for the benefit of students.
- ☐ Students from Final year can do their 8<sup>th</sup> semester papers priorily in 7<sup>th</sup> semester so that they can opt for full time internship in 8<sup>th</sup> semester.
- ☐ HOD insisted the importance of Mentorship in making student's career successfully and asked all the staff members to implement the mentorship effectively.
- ☐ 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 instructed faculty to incorporate the academic planner for the upcoming semester.

  
Signature of HOD/ICE