



SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Dr. D. VALAVAN B.E., M.Tech., Ph.D.
PRINCIPAL

Ref. no: 2019/19-20/Stu-aff/001

01-11-2019

To,
The Director,
Centre for Student Affairs,
Anna University,
Chennai-25.

Dear Sir/Madam,

Sub: Report on actions taken to curb the menace of ragging-reg

Ref: your letter dated 14-08-2019.

With reference to your letter cited above it is informed that the regulations to prevent ragging in our institution are strictly adhered and the action taken report to prevent ragging in our college is enclosed herewith.

Thanking you



Principal

PRINCIPAL
Saranathan College of Engineering
TRICHY - 12.

Encl: 1. Copy of the constitution of anti-ragging committee.

2. Minutes of meeting - copy.
3. Undertaking from students – Xerox copy.
4. Phone numbers of committee members in students ID card - Photos.
5. Creating awareness about the penal provisions against ragging - Photos.
6. Separate Hostel wing is provided for First year students - Photos.
7. Evidence for the installation of CCTV camera - Photos.
8. Anti-ragging posters at various places - Photos.



SARANATHAN COLLEGE OF ENGINEERING
VENKATESWARA NAGAR, PANJAPPUR
TRICHY-12

01-11-2019

ACTION TAKEN REPORT

1. The Anti-ragging committee has been formed in our institution with 19 members.
2. The fresher's orientation programme was conducted for all the students of Saranathan College of Engineering on 05-08-2019 at 10.30 am.
3. All first year B.E/B.Tech students have registered online Anti-ragging declaration in the portal.
4. Separate hostel wing is provided for I year students.
5. Hostel wardens are taking effective steps to curb the ragging activities in hostel.
6. Anti-ragging posters containing the evils of ragging and the administrative actions to be taken in the event of ragging are displayed in KS block, RV block, JS block, ME block, MBA block, Canteen, Boys and Girls Hostels and all the departments of Saranathan College of Engineering.
7. CCTV cameras are present at all vital points of the institution to monitor the students.
8. The faculty who are members of Anti-ragging committee go around the campus daily and monitor the students in the campus every day.
9. The coordinators of the extracurricular activities such as NSS/YRC are also monitoring the students in their respective activities.



Principal

PRINCIPAL
Saranathan College of Engineering
TRICHY - 12.

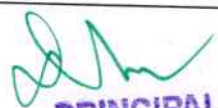
Annexure – II
Periodical Report on Anti – Ragging Measures taken by the Education Institutions:

Name of the Educational Institution with address: SARANATHAN COLLEGE OF ENGINEERING, VENKATESWARA NAGAR, PAJAPPUR, TIRUCHIRAPALLI -12.

S.No	Details	Remarks	Enclosures
1.	Whether Anti – Ragging Committee formed	Yes	Order copy of the constitution of Committee along with Name, Position (Chairman or Member), Designation, E-mail ID and Contact number of the Committee Members.
2	Whether students are included in the Committee	Yes	Name, Branch of study, Year and semester, E-mail ID and Contact number of the students.
3	Whether Anti – Ragging Squad formed	Yes	Order copy of the constitution of squad along with Name, Position (Chairman or Member), Designation, E- mail ID and Contact number.
4	Number of cases reported	Details of cases i.e. complainant name and address, year and branch of study and computer to whom was registered, Copy of the complaint may be sent.	
5	Action taken on the complaints	Nil	Nature of action taken along with documentary evidence.
6	Whether FIR filed	Nil	Copy of FIR

7	Whether bill boards and hording on Anti – Ragging and details of the Committee are displayed	Yes	Photographic evidence
8	Whether online undertaking have been obtained	Yes	Documentary evidence
9	Whether undertaking from parents and students have been obtained	Yes	Documentary evidence
10	Whether web site address and phone numbers of Committee members are printed in the ID cards of students for registering complaints	Yes	Sample of ID Card
11	Action taken to create awareness about the penal provisions against ragging	Yes	Documentary evidence
12	Whether separate hostels are provided for First year students	Separate wing provided	Photographic evidence
13	Whether CCTV cameras have been provided	Yes	Photographic evidence
14	Date of Proceedings in which the Anti – Ragging Committee constituted.	Copy to be enclosed with the composition of its members	
15	Date of minutes of last meeting held by the Anti – Ragging Committee.	Copy to be enclosed	
16	Whether awareness was created among the students about Legal punishments as per Court of Law	Documentary and Photographic evidence	




PRINCIPAL
 Saranathan College of Engineering
 TRICHY - 12.



SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

OFFICE ORDER

Date: 20/06/19

Sub: Anti-Ragging committee

As per the Anna University Guidelines, the Anti-Ragging committee and Anti-Ragging squad have been constituted in our institution. The composition is given below.

Anti-Ragging committee

S.No.	NAME	POSITION	CATEGORY	PRESENT DESIGNATION/ OCCUPATION	MOBILE NO	EMAIL ID	ADDRESS
1	Dr.D.Valavan	Chair Person	Principal	Principal	8489915201	principal@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
2	Mr.P.Nixon	Member	Police Dept	Inspector of Police	9498164033	pnixida@gmail.com	Edamalai patti puthur Police station Trichy-12
3	Mr.R.Rajavel	Member	Revenue Dept	Thasildar	9445000602	tlktry.tntry@nic.in	Taluk office, Cantontment, Trichy-1
4	Ms.M.Revathi Muthusamy	Member	NGO	Official of NGO	9442464432	revathi.dance02@gmail.com	32, West Chitra street, Srirangam, Trichy-6
5	Dr.C.Shanthi	Member	Representative of Non-Teaching	Librarian	9787902949	shanthi-lib@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
6	Mr.J.Bharathan	Member	Parent representative	Parent	8300683909	jayarambharathan@gmail.com	Plot No:20-21, Venkateswara Road, K.K.Nagar(P.O), Trichy-21
7	Mr.K.Venkatesh	Member	Parent representative	Parent	7904909905	kvenkatesh0614@gmail.com	65/17, Kondayam pettai Agraharam, TV Koll, Trichy-05
8	Mr.A.R.Subash	Member	Student representative MECH	Student	8098167601	subashar98@gmail.com	IV B.E-MECH Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
9	Mr.Rohit Malliya	Member	Student representative EEE	Student	9486267971	rohitmallya@yahoo.in	IV B.E-EEE Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
10	Mr.S.M.Ajith Kumar	Member	Student representative CIVIL	Student	9842420242	s.m.ajithkumarrs@gmail.com	IV B.E-CIVIL Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
11	Ms.B.Sathya	Member	Student representative IT	Student	9994723926	sathyadskv@gmail.com	IV B.Tech-IT Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
12	Ms.P.Catherine Joice	Member	Student representative ECE	Student	9894216697	paulrraj@yahoo.com	IV B.E-ECE Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12



SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI - 12

Anti-Ragging squad

S.No.	NAME	POSITION	CATEGORY	PRESENT DESIGNATION/ OCCUPATION	MOBILE NO	EMAIL ID	ADDRESS
1	Dr.D.Valavan	Chair Person	Principal	Principal	8489915201	principal@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
2	Dr.M.Santhi	Member	Member	H.O.D.	9443247249	santhi-ece@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
3	Dr.L.Muruganandam	Member	Member	H.O.D.	9486606545	muruganandam-che@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
4	Dr.M.Padma	Member	Member	Faculty Member	9894055910	padmaa-ece@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
5	Ms.R.Senthamil Selvi	Member	Member	Faculty Member	9865703131	senthamilselvi-cse@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
6	Mr.S.Ramprasath	Member	Member	Faculty Member	9487676423	ramprasath-eee@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
7	Dr.P.Senthilkumar	Member	Member	Faculty Member	9025940400	senthilkumar-phy@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
8	Dr.V.Balamurugan	Member	Member	Faculty Member	6379627662	balamurugan-che@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
9	Mr.S.Sathya Narayanan	Member	Member	Faculty Member	7010610351	sathyanarayanan-mech@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12
10	Mr.S.Ragupathy	Member	Member	Physical Director	9942642523	ragupathi-pd@saranathan.ac.in	Venkateswara Nagar, Panjappur, Trichy-12

The committee composed as above shall recommend preventive measures that can be adopted by the college to prohibit, prevent and eliminates the menace of ragging in any form in the college campus.



Copy to,

1. The Secretary
2. Heads of CSE, ECE, EEE, MECH, IT, ICE & CIVIL
3. Members of the committee
4. Circulation

PRINCIPAL

PRINCIPAL
Saranathan College of Engineering
TRICHY - 12

SARANATHAN COLLEGE OF ENGINEERING
Venkateswara Nagar, Panjappur
Tiruchirappalli
Academic year 2019-20

STUDENT MEMBERS

S.No.	NAME	POSITION	CATEGORY	PRESENT DESIGNATION/ OCCUPATION	MOBILE NO	EMAIL ID	ADDRESS
1	Mr.A.R.Subash	Member	Student representative MECH	Student	8098167601	subashar98@gmail.com	IV B.E-MECH Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
2	Mr.Rohit Malliya	Member	Student representative EEE	Student	9486267971	rohitmaliya@yahoo.in	IV B.E-EEE Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
3	Mr.S.M.Ajith Kumar	Member	Student representative CIVIL	Student	9842420242	s.m.ajithkumarrs@gmail.com	IV B.E-CIVIL Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
4	Ms.B.Sathya	Member	Student representative IT	Student	9994723926	sathyadskv@gmail.com	IV B.Tech-IT Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12
5	Ms.P.Catherine Joice	Member	Student representative ECE	Student	9894216697	paulrraj@yahoo.com	IV B.E-ECE Saranathan College of Engineering, Venkateswara Nagar, Panjappur, Trichy-12




PRINCIPAL
Saranathan College of Engineering
TRICHY - 12.

SARANATHAN COLLEGE OF ENGINEERING
TIRUCHIRAPALLI - 620012

19.07.2019

Minutes of the meeting of the Anti Ragging Committee constituted by the Principal held on 19.07.2019 at 4.00 p.m. in the Board Room to review and strengthen the measures of ragging in the Institute for the session 2019-20.

Members Present

Committee members

Mr.P.Nixon

Mr.P.Rajavel

Dr.C.Shanthi

Parent Representatives

Mr.J.Bharathan

Mr.K.Venkatesh

Student Representatives

Mr.A.R.Subash

Ms.B.Sathya

Mr.Rohit Mallya

Mr.S.M.Ajith Kumar

Ms.P.Catherine Joice

Squad members

Dr.M.Santhi

Dr.L.Muruganandam

Dr.M.Padma

Ms.R.Senthamil Selvi

Mr.S.Ramprasath

Dr.P.Senthilkumar

Dr.V.Balamurugan

Mr.S.Sathya Narayanan




Mr.S.Ragupathi

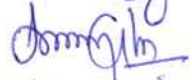
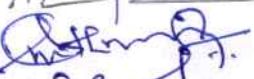

The following points are discussed:

1. For the session 2019-20, Anti-ragging helpline numbers 9994074380, 9865033788, 9934476765, 9789079471 and e-mail helpline website www.tnpolice.gov.in, are to be provided to the students.
2. Self declaration by the student and his/her parents to the effect that the student will not indulge in ragging, and if found so, will be liable for punishment as per Anna University regulations is to be obtained from the students.
3. Posters containing, Warning - " RAGGING IS AN OFFENCE PUNISHABLE UNDER THE LAW" "Students are advised not to indulge in this illegal practice, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with Anna University Regulations" are to be put up in the vulnerable places.
4. "Ragging Complaint Box" is to be fixed at I year block.
5. The Committee requested the Principal to address the senior students in separate sessions and to conduct a meeting during the 1st week of August to the freshers.

6. The Committee will take action for wide publicity of the measures which the University takes to curb the menace of ragging from time to time. The Committee will ensure that the students will comply with Anti Ragging Regulations.
7. The Committee will take self declaration from every enrolled student and their parents on the prescribed proforma of Anna University.
8. The Deputy Warden (Boys & Girls Hostels) are also been asked to instruct the students regarding the requirements as per the AICTE regulations.

Signature of the members:

1. 
2. 
3. C. Shrinani
4. 
5. IC. Venu
6. A.R. Suresh
7. B. Suresh
8. Roshni Mallika
9. S.M. Ajith Kumar
10. P. Catharina
11. P. Laxman

12. H. Sridhar
13. 
14. H.L.
15. 
16. J.S.
17. P. Sundar
18. V. Balan
19. 
20. S. R. Jayaraj

SARANATHAN COLLEGE OF ENGINEERING

TIRUCHIRAPALLI-620012

07.08.2019

Minutes of the meeting of the Anti Ragging Committee constituted by the Principal held on 07.08.2019 at 2.00 p.m. in the Board Room to review and strengthen the measures of ragging in the Institute for the session 2019-20.

Members Present

Committee members

Mr.P.Nixon

Mr.P.Rajavel

Dr.C.Shanthi

Parent Representatives

Mr.J.Bharathan

Mr.K.Venkatesh

Student Representatives

Mr.A.R.Subash

Ms.B.Sathya

Mr.Rohit Malliya

Mr.S.M.Ajith Kumar

Ms.P.Catherine Joice

Squad members

Dr.M.Santhi

Dr.L.Muruganandam

Dr.M.Padma

Ms.R.Senthamil Selvi

Mr.S.Ramprasath

Dr.P.Senthilkumar

Dr.V.Balamurugan

Mr.S.Sathya Narayanan






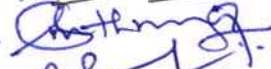


Mr.S.Ragupathi

The Committee further made the following recommendations:

1. The committee acknowledges the Management for displaying Boards carrying anti-ragging message at various prominent places in the college Campus.
2. The committee recommended taking necessary action as to whether the student has been punished for committing or abetting an act of ragging as also displayed persistent violent or aggressive behaviour or any inclination to harm others, during his/her course of study in the institution in the character certificate to be issued from the institution last attended.
3. The display boards containing anti ragging slogans have been put up at all the prominent places.
4. The department of Computer Science will arrange to download 'Documentary on Anti Ragging' available on AICTE website and display it during this meeting; and ensure its circulation to all the departments.

5. The computer support group of the college has collected the anti ragging affidavit from all the students.
6. The suggestion box has been installed at R.V block.

Signature of the Members:

1. 
2. 
3. C. Sheth
4. 
5. K. Ullas
6. A.R. Subud
7. B. Subud
8. Rohit Mallik
9. S.M. Ajith Kumar
10. P. Catharine
11. P. Perjanet
12. H. Sridhar
13. 
14. H. 
15. 
16. S. S. 
17. P. Sandhya
18. V. Balakrishna
19. 
20. S. R. Jyoti

SARANATHAN COLLEGE OF ENGINEERING

Minutes of Meeting

9.9.2015

Convener : The Principal


Members : HoDs' of all the Departments, Senior Faculty

Venue : Board room

Time : 3.00-3.30pm

The following points were discussed in the meeting:

1. The Principal emphasized that the academic performance of the students has to be viewed seriously.
2. The Principal insisted that a Quality Assessment committee (QAC) is formed to assess the performance of the students in Internal Assessment tests.
3. All the HoDs are requested to nominate the members for forming the committee.
4. It is informed that Dr.S.A.Arunmozhi, Associate Professor in ECE is nominated as the overall co-ordinator for QAC.
5. The Principal instructed that the Question papers for IA tests have to be set by the faculty members to meet out the course outcomes according to "Blooms taxonomy".
6. It is informed that the different question papers by the subject expert and course coordinator have to be set for a particular course for each internal assessment test. HoD has to scrutinize the standard of each question paper and choose the best suited one for the internal assessment test.
7. HoDs are asked to convey the points that have been discussed in the meeting to the department faculty members.



The Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

22-05-2017

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

Venue : Board Room

Time : 11.45 am to 12.35 pm

The meeting was convened by Dr. A. Narayanan, HoD i/c, of the English department.

The following points were discussed in the meeting.

1. All the HoDs are required to conduct an enquiry on the absentees for the IA test and Makeup test and take some stringent actions to avoid the absenteeism in the following tests.
2. It was instructed by the Principal that the students having Makeup test or Remedial Class must not be allowed to take part in the cultural competitions
3. The students with less than 75% of attendance have to be barred from appearing for IA tests and the University examinations.
4. Regarding the university practical examinations, the record notebooks must be submitted by the students before 25th of March and they should collect their records duly checked and signed by their respective teachers and HoDs before 31st of March 2017. In case of absence or any other valid reasons, students may be accommodated in the lab after the college hours to make them complete their experiments. The HoDs are to make necessary arrangements to facilitate this student-engagement in the lab after the working hours.
5. It was observed by the Principal that all the HoDs are to ensure that their faculty members complete the syllabus before the 31st of March 2017.
6. It was observed by the Principal that the breakage amount, stationery, etc., (rupees 750 for I, II & III years and rupees 500 for the final years) to be collected from the students of various branches has still not been collected from many students and the process has to be accelerated and completed on or before 31st of March 2017.
7. The Anna University, Chennai may send its delegates to our college for the academic inspection any day this week. In this regard, the Principal advises the staff to be available on all the working days of this week and refrain from applying for CL or OD.

8. It was a general instruction to all the members of staff that after using seminar hall, they have to switch off all air conditioners including the electrical appliances promptly to avoid the wastage of power supply. Importantly, the teacher concerned has to ensure that all the furniture items ought to be properly arranged by the students before leaving the hall.
9. The details of weighing machine used in each department are to be sent to Dr.L.Muruganandam, Head/Dept.of.Chemistry on or before 7th of March 2017 by 4pm.
10. All the HoDs are required to send the report on their department activities for the year 2015-16 for the Governing Council Meeting to Dr.A.Narayanan/English by 8th of March 2017.
11. It was informed by the Principal that the teachers of Engineering departments and Management Studies without the qualifications mandated by the AICTE, must qualify themselves within the short period of time. For the departments of Humanities and Sciences, the staff members need to be qualified with Ph.D or SLET/NET. Those who already possess the necessary qualifications must be engaged in publishing research papers in the reputed journals.
12. Dr.L.Muruganandam, HoD of Chemistry has been entrusted the responsibility of coordinating the Sports Day Function. Dr.Giriraj kumar, Head/ICE, will be the coordinator of College Day Function with the able assistance of Dr.C.Krishnakumar, Head/EEE as co-coordinator. Dr.M.Padma of ECE is the overall Coordinator of Cultural Events with the coordination and support of Prof. G.Mahesh of the department of Mechanical Engineering and Prof.N. Gayathri of EEE as coordinators.
13. Regarding the College Annual Day Report, each department has to get the report on their department activities ready before the 11th of March 2017.
14. The meeting came to a close with the Principal's remark that Research is a keyword and every member of staff should strive to acquire this acumen and take our institution to the next level, that is, a notable 'Research Centre'.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

06-07-2017

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

Venue : Principal's Cabin

Time : 10.05 am to 11.00 am

The meeting was convened by Dr. A. Narayanan, HoD i/c, with the faculty members.

The following points were discussed in the meeting.

1. It was observed by the Principal that the student-late comers should be checked and counseled to be punctual in attending their classes on time.
2. Regarding Governing Council Meet, each department has to prepare Mission & Vision and send it with their report on the department activities.
3. It was announced by the Principal that **Sports Day and College Day** will be celebrated on 17th and 18th of March 2017 respectively in the evening hours after 5pm.
4. It was instructed by the Principal that from each branch, 4 students, if the intake is 120, and 2 students, if the intake is 60, should be identified to assist and lead the student participants in the Cultural Extravaganza. The Principal will convene a meeting with staff and the student-coordinators today at 4 pm in the MBA Seminar Hall
5. It was informed that '**Womana March 17** has been planned to be celebrated on March 12th, 2017.
6. Regarding On Duty leave for staff, they will be granted OD only for the Anna University related assignments. For other purposes like delivering a talk in other college on invitation or any other assignments, they have to get the permission from the Principal well ahead before accepting the offer.
7. The meeting came to a close with the Principal's remark that improvement is a key word and keeping it in mind, the faculty members are expected to work towards the mission of showing improvement in every sphere of their professional commitment.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

27-12-2017

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

Venue : Principal's Cabin

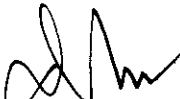
Time : 9.30 am to 10.45 am

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

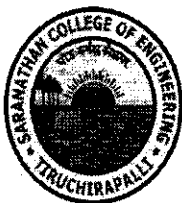
The following points were discussed in the meeting.

1. At the outset, the Principal announced that the first IA test for II & III years of Engineering has been scheduled on 10th, 11th & 12th of January. The students need to be motivated to perform well to score above 60% of marks to avoid appearing for Makeup Test. Further, it was stressed that the students must earn more than 75% of attendance before they appear for the first IA test. The HoDs need to motivate the students in this regard.
2. The teachers are expected to measure the outcome of their efforts taken in interest of the students. If the outcome is not up to the expected level, the teachers ought to change their approach. Because, the Change is the need of the Hour.
3. The Principal expressed his views strongly that the Remedial Classes for the I year could have been planned and conducted in a more productive way. The teachers are expected to work keeping the outcome in mind.
4. It was stressed by the Principal that all the HoDs are to keep their department Notice Boards updated. The outdated notices, lab schedule or any circular need to be removed after the date expires. The HoDs have to depute one member of staff to maintain their notice board.
5. It was observed by the Principal that the students opting for internship are to be motivated to perform well in their IA tests. The HoDs need to look into the academic performance of those students before approving their proposal for internship. The Principal will have a final say in this regard.
6. Regarding the Training classes for the II & III year students, the teachers- in-charge of those classes are suggested to prepare a spiral-bound material or a booklet to be given to the students, so that, the training classes could be effective and the desired results may be achieved.

6. The Principal averred that the teachers needing to get approval for OD from the Principal have to get it done well in advance. The eleventh hour request or approval seeking will not be entertained. The HoDs need to communicate this to their respective members of staff.



Principal



SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

17.1.2018

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

Venue : Principal's Cabin

Time : 3.30 pm to 04.00 pm

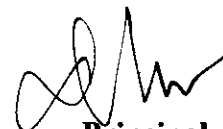
The meeting was convened by the Principal with the Heads of departments

The following points were discussed in the meeting.

1. After the discussion with all the HoDs, the Principal finalized the dates for the I IA Test for IV year students. It has been scheduled on 22nd and 23rd of this month.
2. The Principal confirmed that the make tests for II and III year students will be from 19th of this month.
3. To ensure the fruitfulness of the 15 days project holidays of the IV year students, all the Engineering Heads are asked to check the progress in the project work during the project review.
4. The Principal alerted a note that the mark entry for the I IA Test has to be entered by today evening.
5. All the HoDs are asked to encourage the students to perform well in the IA tests so that the make up test list will be reduced. Besides this, they are also asked to ensure the students attendance percentage should be above 75%
6. The Principal exhorted all the HoDs to see to it that all the desks are arranged properly in each class and asked them to ensure the gap between the students and the staff should be less by making the students to accommodate from the first row onwards.
7. All the HoDs are required to ensure that the students in the lab classes have to be fully engaged. He also notified that it is the responsibility of the faculty members to see there is no scribbling on the table inside the lab.
8. The Principal insisted that that the faculty members are not supposed to use mobile phone during the class hours and invigilation duties. He also added that the students

are not supposed to bring their mobile phone, if so due to unavoidable situation it should be found in switch off mode.

9. The Principal announced that the tentative date for the commencement of the first year classes will be on 29th January 2018.
10. It was notified by the Principal that the attendance for the faculty members is compulsory on 26th Jan.2018 in view of Republic Day Celebration in our college premises. In this regard, the dress code for the male faculty members is pink T-Shirt.
11. A half a day training programme for 3rd year students has been proposed in the month of February for three hours (9.30am – 12.30 pm) with the maximum strength of 60 each day. It is also informed that Prof.Iyer Gopal will be co-ordinating this programme.
12. The meeting came to a close with the Principal's remark that all the members of staff are expected to motivate the students to participate in the various competitions which will hone their skills to be industry ready.



Principal



SARANATHAN COLLEGE OF ENGINEERING

Trichy-12



Minutes of Meeting

19.1.2018

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

Venue : Principal's Cabin

Date : 17.1.2018

Time : 3.30 pm to 04.00 pm

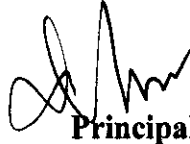
The meeting was convened by the Principal with the Heads of departments

The following points were discussed in the meeting.

1. After the discussion with all the HoDs, the Principal finalized the dates for the I IA Test for IV year students. It has been scheduled on 22nd and 23rd (FN & AN) of this month.
2. The Principal confirmed that the makeup tests for II and III year students will be from 19th of this month.
3. To ensure the fruitfulness of the 15 days project holidays of the IV year students, all the Engineering Heads are asked to check the progress in the project work during the project review.
4. The Principal alerted a note that the mark entry for the I IA Test has to be entered by today evening.
5. All the HoDs are asked to encourage the students to perform well in the IA tests so that the number of students writing make up test will be reduced. Besides this, they are also asked to ensure the students attendance percentage should be above 75%
6. The Principal exhorted all the HoDs to see to it that all the desks are arranged properly in each class and asked them to ensure the gap between the students and the staff should be less by making the students accommodate from the first row onwards.
7. All the HoDs are required to ensure that the students in the lab classes have to be fully engaged. He also notified that it is the responsibility of the faculty members to see there is no scribbling on the table inside the lab.
8. The Principal insisted that that the faculty members are not supposed to use mobile phone during the class hours and invigilation duties. He also added that the students

are not supposed to bring their mobile phone, if so due to unavoidable situation it should be found in switch off mode.

9. The Principal announced that the tentative date for the commencement of the first year classes will be on 29th January 2018.
10. It was notified by the Principal that the attendance for the faculty members is compulsory on 26th Jan.2018 in view of Republic Day Celebration in our college premises. In this regard, the dress code for the male faculty members is pink T-Shirt.
11. A half a day training programme for 3rd year students has been proposed in the month of February for three hours (9.30 am – 12.30 pm) with the maximum strength of 60 students each day. It is also informed that Prof. Iyer Gopal will be coordinating this programme.
12. The meeting came to a close with the Principal's remark that all the members of staff are expected to motivate the students to participate in the various competitions which will hone their skills to be industry ready.



Principal



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

31.1.2018

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

Venue : Principal's Cabin

Date : 1.2.2018

Time : 3.30 pm to 04.30 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 the enquiry about the absentees in the makeup test, verification of the project dairy by the HoDs. In line with this, he informed that there will be a visit by next week to all the departments by him.
2. All the HoDs are asked to depute one faculty member in their department to ensure the smooth progress of the internship of the final year students.
3. The Principal alerted a note that the contribution of the staff members in the research work and publishing papers are mandatory which will make the next NBA work more easier.
4. The Chair exhorted that besides the other works, campus cleaning, making the lab clean, servicing the devices etc., have to be done.
5. 48 boys and 52 girls are participating in Learnathon Contest from 2nd Feb 18 by 10 am to 3rd Feb 18 till 4.30 pm.
6. All the HoDs are asked to depute the interested faculty members of their department to be the active participant for the various events like **Mudivedu Munneru** organized by MBA department, **Learnathon Contest** and the **Endowment Lecture**.
7. It is informed that there will be a meeting for the Heads of Science and Humanities on 2.2.2.18 at 3.00 pm at the Principal's Cabin.
8. Top 10 students from each class can be allowed to visit the TOEFL-ETS-TOEFL Mobile Van Campaign on 3.2.18 between 9.30 am and 1.30 pm.
9. The meeting came to a close with the Principal's remark that all the data have to be updated in the portal without fail.

Principal



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

09.2.2018

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

Venue : Principal's Cabin

Date : 9.2.2018

Time : 10 am to 11.00 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 with a note that the NBA-SAR of various departments are finalised and the same will be uploaded after 6 pm today.
2. In line with this, all the faculty members are asked to prepare the supporting documents with the utmost care.
3. It is informed by the Principal that 5th March 2018 is tentatively fixed for the mock visit by the NBA Team.
4. Besides this, the Principal alerted that the date for the visit may be fixed during the 3rd or 4th week of March 2018.
5. The Principal exhorted that the preparation of the NBA documents should be a team work and also instructed the non-applying departments of NBA can extend their help in this endeavour of assuring the quality of the college.
6. The Chair informed that the First year Anna University results never reflect the quality of the teachers and the students.
7. All the faculty members are asked to show their involvement in their work and also in motivating the students to have a line with the rules and regulations of the institution.
8. All the HoDs are asked to submit the department wise analysis of the First year Anna University results in the expected format within this evening and to have a counsel meet tomorrow with the identified students.
9. All the HoDs are instructed to enter the actual attendance percentage of the students.
10. The meeting came to a close with the Principal's remark that there should be a continuous progress in the students' performance in IA Tests and remedial classes have to be conducted aiming at the good academic progress.


Principal



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

19.2.2018

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

Venue : Principal's Cabin

Date : 19.2.2018

Time : 10.15 am to 10.30am

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

The following points were discussed in the meeting.

1. The Principal expected that the staff who produced below 90% of the result to submit a written explanation to their HODs. The HODs need to collect the reports and submit them to the principal by tomorrow.
2. The teachers should identify the students whose performance is not up to the mark in the IA tests and additional care should be taken to improve their results.
3. The principal instructed that all the HODs have to take care of the students discipline during the prize distribution ceremony (4.30pm- 5.30 pm) and cultural programme (5.30pm- 6.15 pm).
4. Two teachers from each department have to accompany the students and motivate them to encourage the performers.
5. Due to the tournament finale, today's classes are suspended at 2.15pm.
6. The Principal thanked wholeheartedly all the staff who helped to conduct the tournament successfully.


Principal



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

07.3.2018

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

Venue : Board Room

Date : 6.3.2018

Time : 10.05 am to 11.00 am

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

The following points were discussed in the meeting.

1. The Principal started the meeting with a note that all the HoDs should go through the norms of NBA before their presentation.
2. In line with this, it is insisted that 10th of this month will be the last date for preparing the HoDs presentation and should have three to four rehearsals.
3. It is informed by the Principal that 12th March 2018 will be the last date for all the departments to prepare all the documents for NBA.
4. Besides this, the Principal announced that the sports day will be on 23rd and the college day will be on 24th of this month. He also added that Dr. S. Muruganandam, HoD Chemistry will be the overall coordinator for the sports day and Dr. S. M. Giriraj Kumar HoD/ICE will be the overall coordinator for the college day.
5. The Chair informed that Womenia'18 is celebrated on 8th of this month between 4.00 pm and 6.30 pm. All the classes will be suspended by 1.30 pm on that day.
6. It is also informed that Academic Planner will be rescheduled at the earliest so as to meet the further requirements of working days.
7. All the HoDs are asked to identify the best Alumni, parents, staff and students from their department to interact with the NBA team during the visit.
8. It has been decided that instead of model examinations, coaching classes can be conducted by identifying the students who are really in need of coaching.
9. The meeting came to a close with the Principal's remark that there should be 100 % attendance by the staff and the students during the NBA visit.


Principal



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

07.5.2018

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

Venue : Board Room

Date : 7.5.2018

Time : 11.45 am to 12.45 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 started the meeting with a note that all the HoDs should verify the course file prepared by their staff.
2. It is insisted that all the correspondence to the Principal by the staff should be in hand written.
3. It is informed by the Principal that HoDs must recommend the faculty members to attend any workshop, conference etc.,
4. Besides this, the Principal informed that the lab manual should be prepared as per the 2017 regulation. In line with this, all the HoDs are asked to certify that the concern staff has completed and done all the experiments individually.
5. The Chair informed that the Academic Audit will be on 15th June 2018. Experts will inspect the demonstration of the lab experiments by the faculty members individually.
6. It is also informed that the excess record in each department should be handed over to the Department of Chemistry.
7. All the HoDs are asked to submit the requirements of the department on or before 20th of this month.
8. The Principal emphasized that the training programmes for the students should be effectively conducted with the 100% attendance.
9. The meeting came to a close with the Principal's remark that the staff members should extend their cooperation for the success of SARA VISIT'18.


PRINCIPAL



SARANATHAN COLLEGE OF ENGINEERING



Trichy-12

Minutes of Meeting

30.5.2018

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

Venue : Principal's Cabin

Date : 30.5.2018

Time : 11.00 am to 12.00pm

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

The following points were discussed in the meeting.

1. The Principal started the meeting with a note that all the HoDs should identify the students who have the good prospect of getting ranks in the University Examinations. In this regard, he also added to analyze the students' performance and motivate them to get ranks in the forthcoming University Examinations.
2. It is informed by the Principal that I year and II year students should be addressed properly about the conduct of the University examinations under 2017 regulation.
3. It is announced by the Chair that the college reopens on 27th June 2018 for the II, III and IV year students.
4. The Principal informed that All Staff Meeting will be conducted on 13th June 2018 by 10 am. Attendance is compulsory.
5. Faculty Members who want to do course work or Ph.D., Completion can avail leave during December to May.
6. All the HoDs are asked to submit their department budget and minutes on or before 1st of June.
7. The Principal asked all the HoDs to identify a place for the Department Library. He also added that detailed Action Taken Report (ATR) should be submitted on or before 11th June 2018.
8. It is also informed that requirement of record notebooks for each department for the following semester should be given by the Department of Chemistry in consultation with the respective departments.
9. The Principal asked Dr.S.Rahothaman, Head, Department of Physics to give the requirement for chalk box and duster for all the faculty members

10. The Principal insisted that periodic meetings should be conducted by the various committees in the college. Dr.S.M.Giri Raj Kumar, Head, Department of ICE, was asked to prepare a schedule for the same.



PRINCIPAL



SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

18.7.2018



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

Venue : Board Room

Date : 18.7.2018

Time : 10.10 am to 11.00 am

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

The following points were discussed in the meeting.

1. The meeting was started with the introduction of Dr.Dhanalakshmi, Prof & Head, Department of Civil Engineering.
2. The Principal made a note that all the students should possess 75% of attendance to write their IA Test I. It is also mentioned that the students who have less attendance percentage should meet the Principal.
3. All the HoDs should ensure the syllabus completion before the IA Test I.
4. It is suggested by the Principal that a special time table may be followed for the lateral entry students during IA Test I and they can write their IA Test during the Retest (from 30th July 2018)
5. It is informed by the Principal that all the staff members can make use of the same format of the Self Appraisal form this year. Besides this, a sheet can be attached in the expected format to highlight their year wise contribution to the institution like conference, workshop, publications etc., apart from their regular academic activities. In line with this, they are also asked to give their next five year plan.
6. 27th July 2018 will be the last date to submit the Self Appraisal Form.
7. It is announced by the Chair that the Bi-decennial year celebration will be at the end of August or the first week of September.
8. All the HoDs are asked to ensure discipline in their departments by making the students to be punctual, wear identity card and to have their mobile phones on switch off mode inside the campus.
9. The Principal asked all the HoDs to prepare a report on lab requirements for the regulation 2017 for the forthcoming semesters.
10. The Principal informed that IA Test for the arrear students under 2017 regulation will be conducted after their regular IA Test I

PRINCIPAL



SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

06.8.2018



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

Venue : Board Room

Date : 01.8.2018

Time : 10.10 am to 11.00 am

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

The following points were discussed in the meeting.

1. The meeting was started with a discussion of the I IA Test Result Analysis. In line with this, the Principal made a remark that the performance of the students should be improved in the next IA Test.
2. All the HoDs should ensure discipline and punctuality of the students.
3. It is informed by the Principal that the students should not use mobile phones inside the campus.
4. All the HoDs are asked to be strict in the academic part of the students.
5. I year (MQ) Inaugural function is to be held on 2nd July 2018 at JS auditorium at 10.30 am. A committee has been constituted to execute the work to make the function a grand success.
6. The chair made a note that all the students should possess 75% of attendance. It is also mentioned that the students who have less attendance percentage should be addressed by the HoDs.
7. The Principal asked all the HoDs to prepare a detailed report on funded projects.
8. The Principal informed that all the research scholars under various departments have to work and attach a separate sheet in their progress report.
9. In order to enhance the verbal ability of the final year students, it is proposed by the department of English to send "Word a day" to all the students through watsapp. In this regard, all the HODs are asked to create a watsapp group for final years and to coordinate with Dr.A.Narayanan, Asso.Prof., Dept. of English.


PRINCIPAL



SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

11.12.2018

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

Venue : Principal's Cabin

Date : 11.12.2018

Time : 11.00 am to 11.30 am

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

The following points were discussed in the meeting.

1. The meeting was started with an announcement that the college reopens for II, III, IV year students on 19th December 2018. In this regard, all staff meeting will be convened by the Principal on 18th December 2018 at 10.31am with the agenda of Introduction of the new staff members.
2. It is informed by the Principal that the academic planner for the even semester on 12th of this month.
3. All the HoDs are asked to insist their faculty members to utilize all the working days to complete the syllabus effectively as the semester is short.
4. Faculty members handling I year classes can carry over their vacation during summer.
5. The chair made a note that all the HoDs should verify the lesson plan and log book of the faculty members before the commencement of the classes.
6. The Principal asked all the HoDs to report about the previous semester course file on or before 12th of this month.
7. The Principal emphasized cleanliness in the department and in the laboratories.
8. In order to ensure discipline in the campus, staff members are asked to check the ID card of the students meticulously.



PRINCIPAL

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

6-2-2019

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

Venue : Board Room

Time : 10.10 am to 12.00 pm

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

The following points were discussed in the meeting.

1. The meeting started with the department wise review of the first IA Test marks and Retest marks for the II and III year students.
2. It is informed by the Principal that review for the II IA Test and retest will be done with the individual departments.
3. It is further stressed by the Principal that students should be informed by the teachers about the presentation of answers in the answer scripts.
4. It is observed by the Principal that the students are preparing to get pass mark in his exam. In line with this, all the teachers are asked to motivate the students to prepare well to get more than 70 marks.
5. It is emphasized by the chair that moderation in marks should not be awarded by the teachers.
6. ON DUTY should not be given for the students who are supposed to write the Retest.
7. It has been decided to conduct IA test for two subjects a day after getting the collective suggestion from the Heads of various departments.
8. The Principal asked the faculty members to be strict in awarding the internal marks and the assignments should be collected and corrected on the stipulated date.
9. The chair stated that the eligible students who are not attending any placement drives will not be permitted to attend the drives further.
10. The staff members are expected to cooperate with the auditing team to check the answer scripts and log books. He further added that the teaching faculty can return the library books on time.
11. The HODs are advised to motivate the students by all means to improve the result of their departments.


PRINCIPAL

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

12-2-2019

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

Venue : Board Room

Time : 10.10 am to 11.30 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 ensured with all the HoDs about the students attitude towards the IA Test in the eve of the test.
2. It is informed by the Principal that all the HoDs and senior members of staff should go round and monitor the students performance in the IA Test
3. Owing to the safety of the students and the effective preparation for the next day test, it has been decided not to have coaching hours before the retest after getting the opinion from the Heads of various departments.
4. The chair informed that Anna University inspection will be between 15th Feb.2019 and 15th March 2019. In line with this, he added that the exact date will be intimated before a day or two and leave is not entertained for the faculty members on that day. He further disclosed that all the staff members should bring their original certificates with their Aadhaar Card.
5. It is informed by the Principal that all the HoDs should submit the workload of their department along with the open elective prescribed by the Anna University for 2017 regulation before 2.00 PM.
6. It is emphasized by the chair that the usage of mobile phones inside the campus by the students should be strictly prohibited. The HoDs can hand over the seized mobile to the Principal. For this instance, it is emphasised that the teachers should not use the mobile phone during their class hours.



PRINCIPAL

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

04-3-2019

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

Venue : Principal's cabin

Time : 10.15 am to 11.30 am

The meeting was convened by the Principal with the Heads of various departments
The following points were discussed in the meeting.

1. The Principal informed that the next IA Test for all the years commences from 7th of this month. In line with this, all the HoDs are asked to motivate the students to write the test well.
2. All the HoDs are asked to enquire about the students possessing less than 75 % of attendance.
3. The Principal informed that a meeting will be convened with the Pre final years and I years on 18th of this month. He wants to address in two batches of each year.
4. The chair informed the coordinators for various events in the upcoming weeks of this month. Ms.PadmaPriya (IT) and Dr.Vijayalakshmi (EEE) will be the coordinators of Womania'19. For Sports Day, Mr.Sathyanarayanan (Mech) and Mr.Paranthagan (EEE) will be the overall coordinators. Dr.Jayaprakash (Mech) and Dr. C.Vennila will be coordinating the Annual Day programme. In the same way, the overall co-ordinators for the Graduation Day are Ms.Bhavani (IT) and Mr.Hariprasath (ECE).
5. The chair informed that Anna University inspection will be between 6th March.2019 and 25th March 2019. In line with this, he added that the exact date will be intimated before a day or two and leave is not entertained for the faculty members on that day. He further disclosed that all the staff members should bring their original certificates with their Aadhaar Card.
6. The Principal was pleased to inform that 75 % of the eligible students got placed and mark a good improvement in placement prospects.
7. The department wise review on IA Test performance of the students will be on 11th and 12th of this month. In connection with this, the members of faculty are asked to enter the marks before 11th afternoon.
8. Retest for failures will be conducted from 13th onwards.
9. It is announced that 16th March 2019 will be the last date for the submission of the record.
10. The heads of all the departments are asked to focus more on academics.
11. The Chair and various Heads are happy to inform about the prize winners from their departments in various events.



PRINCIPAL

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

13-7-2019

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

Venue : Principal's cabin

Time : 10.15 am to 12.00 pm & 3.00 pm to 3.45 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 informed that the first year Management Quota regular classes will commence from 15th of this month with five sections. Followed by this, it is advised to cover the portions very gradually.
2. It is also informed that the Induction Programme for the students admitted through counselling quota will be from 29th July 2019 to 2nd August 2019. He also added that the regular classes for those students will commence from 5th August 2019.
3. After the consent of all the HoDs and the Secretary, it has been decided to conduct one IA test per day and the test will be conducted during the 1st and 2nd hours for the I IA test and 3rd and 4th hours for the II IA Test followed by the regular classes.
4. The Principal informed that two IA Tests with one and half units each and one Model Exam with all five units will be conducted. Internal marks will be awarded with 25% of mark weightage for each IA test and 50 % of mark weightage for model exam. In line with this, all the HoDs are asked to motivate the students to write the test well.
5. The department wise review on IA Test performance of the students will be on the following days of the last test.
6. The Principal informed that record and observation notebooks have to be completed now and then. He further added strictly that the correction of record work and observation should not be done during lunch interval or at regular intervals.
7. The chair was very happy to inform that the college is planning to apply for NAAC and Autonomous status this year.
8. The Principal informed that Project Day will be conducted for the second and third year students on 13th and 14th of September 2019. Maximum of five students can be in a team. The students can select their faculty guide for their project. It is also announced that prizes will be given to the deserving projects based on the scores given by the jury panel from corporate and industry.

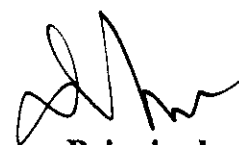

PRINCIPAL

SARANATHAN COLLEGE OF ENGINEERING

TRICHY

Report on I Year Inaugural function for the academic year 2015-2016

The programme was well-begun with Invocation on 3rd August 2015 in an open auditorium near JS block. The Secretary, Shri. S. Ravindran welcomed the gathering with great delight. His words of welcome tuned everyone to begin our function with a smile. The director, Prof. V. Nagarajan conveyed the words of felicitation and entered the minds of everyone. Dr. D. Valavan, Principal delivered the presidential address along with the dissemination of the vision and mission of the college. All the HoDs disseminated their department vision and mission after their introduction. Dr. S. M. Giriraj Kumar, Head of the department, ICE proposed vote of thanks which filled the place and minds with extreme gratitude. The function ended successfully by exhibiting our patriotism through National Anthem.




Principal

SARANATHAN COLLEGE OF ENGINEERING

TRICHY

Report on I Year Inaugural function for the academic year 2016-2017

The fresher's day was held on 1st August 2016 near JS block in an open auditorium. The function was well-begun at 10.00 AM with invocation. It proceeded well with the welcome address by our dignified secretary, Shri. S. Ravindran. The esteemed Principal of the institution, Dr. D. Valavan disseminated the vision and mission of the college with pride. All the HoDs disseminated their department vision and mission after their introduction. Our magnanimous Governing Council Member, Dr. R. Maathrubootham delivered a special address which drove everyone's mind to the tower of excellence. The dignified Director, Prof. V. Nagarajan felicitated the gathering whose words were taken as boon. The Principal presented the Presidential address which was perceived by everyone and considered precious. Next came the Vote of thanks by Prof. S. Venkata subramanian which gave complete contentment. The programme came to an end successfully with the National Anthem to prove our patriotism.



Principal

SARANATHAN COLLEGE OF ENGINEERING

TRICHY

Report on I Year Inaugural function for the academic year – 2017-2018

The fresher's day commenced with a prayer on 21st August 2017 in JS conference hall at 10 AM. The gathering was welcomed with delight by Dr. R. Maathrubootham, Governing Council Member. Prof. V. Nagarajan, Director uttered the words of felicitation. The Presidential address was given by the Principal, Dr. D. Valavan along with the dissemination of the vision and mission of the college. All the HoDs disseminated their department vision and mission after their introduction. The Vote of thanks, words of gratitude were presented by Dr. C. Krishnakumar, HoD/EEE. The programme came to an end with the National Anthem.



Principal



**SARANATHAN COLLEGE OF ENGINEERING
VENKATESWARA NAGAR
PANJAPPUR
TRICHY**

Report on I Year Inaugural function(MQ) for the academic year 2018-2019

The programme was well-begun with Invocation on 2nd August 2018 in JS block auditorium by 10.30 am. The Secretary, Shri. S. Ravindran welcomed the gathering with great delight. His welcome note highlighted the Sanskrit quotes and the lines from the Tamil literary piece "Nannool" enlightened everyone about the value of education and the behavior of the students. The governing council member Dr. R. Maathrubootham, conveyed the special address. Dr. Y.Venkataramani, Dean R&D gave the felicitation address. Dr. D. Valavan, Principal delivered the presidential address along with the dissemination of the vision and mission of the college in Tamil and English. All the HoDs disseminated their department vision and mission after their introduction. Prof.A.Krishnamoorthy, Dean, Humanities and Sciences proposed vote of thanks which filled the place and minds with extreme gratitude. The function ended successfully by exhibiting our patriotism through National Anthem.


Principal

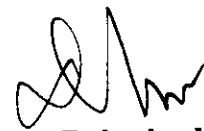


**SARANATHAN COLLEGE OF ENGINEERING
VENKATESWARA NAGAR
PANJAPPUR
TRICHY**



Report on I Year Inaugural function(GQ) for the academic year 2018-2019

The programme was well-begun with the Invocation on 16th August 2018 at JS block auditorium around 10.30 am. The Secretary, Shri. S. Ravindran welcomed the gathering with great contentment. In his welcome speech, he emphasized the responsibilities of the student community especially towards their parents. Dr. D. Valavan, Principal delivered the presidential address along with the dissemination of the vision and mission of the college in both Tamil and English. All the HoDs disseminated their department vision and mission after their introduction. Dr. S. M. GirirajKumar, Head, Department of ICE proposed vote of thanks which remained as a testimony of gratitude. The function came to an end with the National Anthem.


Principal



**SARANATHAN COLLEGE OF ENGINEERING
VENKATESWARA NAGAR
PANJAPPUR
TRICHY**

Report on I Year Inaugural function (GQ) for the academic year – 2018-2019

The fresher's day commenced with a prayer song followed by the 'Tamil Thai Vazthu' on 25th August 2018 in JS block auditorium at 10.30 AM. The gathering was welcomed with a great pleasure by Dr. R. Maathrubootham, Governing Council Member. The Principal, Dr. D. Valavan disseminated the vision and mission of the college in both Tamil and English. He also delivered the presidential address with a note about the rules and regulations of the college. All the HoDs disseminated their department vision and mission after their introduction. The Vote of thanks, words of thankfulness were presented by Dr. C. Krishnakumar, HoD/EEE. The programme came to an end with the National Anthem.

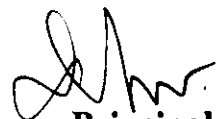

Principal

SARANATHAN COLLEGE OF ENGINEERING

TRICHY

Report on I Year Inaugural function (MQ) for the academic year 2019-2020 .

The programme was well-begun with Invocation on 6th July 2019 at JS conference Hall. The Secretary, Shri. S. Ravindran welcomed the gathering with great delight. His words of welcome tuned everyone to begin our function with a great enthusiasm. Dr. D. Valavan, Principal delivered the presidential address along with the dissemination of the vision and mission of the college. All the HoDs disseminated their department vision and mission after their introduction. Prof.A.Krishnamoorthy, Dean, H&S felicitated the function and blessed the blooming buds. Dr.G.Jeyaprakash, Head of Mechanical Department, proposed the vote of thanks which filled the place and minds with extreme gratitude. The function ended successfully by exhibiting our patriotism through National Anthem.



Principal



**SARANATHAN COLLEGE OF ENGINEERING
VENKATESWARA NAGAR
PANJAPPUR
TRICHY**

Report on I Year Inaugural function (GQ) for the academic year 2019-2020

The programme was well-begun with Invocation on 29th July 2019 at JS Conference Hall by 10.15 A.M.. The governing council member, Dr. R. Maathrubootham welcomed the gathering. His note of welcome kindled hope and confidence among the audience. Dr. D. Valavan, Principal delivered the presidential address along with the dissemination of the vision and mission of the college in Tamil and English. All the HoDs disseminated their department vision and mission after their introduction. Prof.S.Venkatasubramaniam, Department of CSE expressed his gratitude to all while he proposed vote of thanks. The function came to an end with the National Anthem.


Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

17-06-2015

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 10.30 am to 12.20 pm

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

The following points were discussed in the meeting.

1. The meeting started with the introduction of the Principal which was followed by the dissemination of the vision and mission of the college.
2. The Principal added that the Mission and Vision of our institution is not only to produce graduates but also to exceed the expectations of our stakeholders, parents. Apart from our academic inputs, we ought to conduct a lot of Value Added Courses to help the students become job ready or to enable them pursue their higher studies. Our motto should be to prepare our students to keep pace with the cutting edge technological era.
3. It is followed by the dissemination of department vision and mission by the respective HoDs.
4. The following newly joined members of faculty from various departments introduced themselves.

Department of Mechanical Engineering

1.Mr.B.Vikram

2.Mr.S.Kumar

3.Mr.E.Navin Prasad

4.Mr.J.Sivasubramanian

5.Mr.M.R.Anantha Padmanaban

Department of Electrical and Electronics

1.Ms.N.Gayathri

2.Mr.S.Sivakumar

3.Ms.K.Gaayathry

Department of Electronics and communication

1.Ms.M.Lakshmi Prabha

Department of Computer Science and Engineering


1.Mr.S.Venkatesh

Department of Management Studies

Mr.S.Syed Muthaliff

5. It was emphasized by the Principal that the teachers are required to plan their academic activities for the entire year at the phase of weekly, monthly and yearly and to execute them meticulously.
6. The Principal insisted that collective responsibility is the need of the hour for the best outcome in all aspects. Hence, all the teachers need to cooperate with their respective HoDs for the further development of the institution.
7. The Principal suggested that the teachers have to upgrade themselves to improve the quality of the students. He also exhorted all the members of the faculty to do research work in their respective areas.
8. Teachers are expected to get their Notes of Lesson ready by now and they are advised to follow foreign-authored books to become sound in knowledge and deliver it to their students in a very effective manner.
9. The Principal made an insistence that the students are to be strictly advised to submit the record notebooks every week and the teachers should check and correct them periodically.
10. As Teachers lead the Students, they are expected to proceed to their class five minutes earlier and utilize the entire duration of the period for their productive teaching.
11. Exposure to English language is vital to one's successful career. Keeping this in mind, teachers are required to deliver their lessons only in English. Even their interaction with the students outside the class room is expected to be only in English.
12. The Principal observed that it is imperative on the part of the teacher to identify "Slow Learners" and to take suitable remedial measures to improve their academic performance.
13. Regarding the basic responsibilities, teachers are to carry out the attendance entry and IA/Make up/ Model tests' marks entry both manually and digitally on the regular basis without any delay.
14. It is essential that teachers have to involve the students in both extra-curricular and co-curricular activities so that they would get good exposure for better living.

15. The Principal emphasized that staff should develop a good rapport with one another so that the working atmosphere can be good to perform our duties to the utmost satisfaction.
16. Teachers are advised to come to college in formal dress code to maintain professionalism in the college and also to motivate the students to follow the same.
17. The meeting came to a close with the Principal's remark that all the teachers are expected to work in harmony to show more efficiency and adapt themselves to system-driven working environment.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

25-01-2016

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 10.30 am to 11.30 am

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

The following points were discussed in the meeting.

1. The meeting started with the foreword 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 newly joined staff Ms.S.Anupriya, Department of Mathematics introduced herself to the gathering.
4. The Principal insisted the teachers to plan their academic activities for the entire year.
5. The Principal asked the faculty members to work as a team for the welfare of the students and the institution.
6. All the HoDs and the faculty members are asked to focus more on their research. In line with this, the Principal motivated the staff members to get funded projects.
7. It is also informed that the staff members are expected to go to their class five minutes earlier.
8. The Principal exhorted that the staff members should handle the class in English.
9. The Principal emphasized that the staff should develop a good rapport with one another so that the working environment will be pleasing and leading to more productivity.
10. Teachers are advised to follow the dress code of the college as they are the role models to the students.
11. The Principal insisted that the staff members are responsible to maintain discipline inside the college campus among the students.
12. The meeting came to a close with the Principal's remark that all the teachers are expected to work meticulously and to produce good results in the fore coming examinations.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

1-07-2016

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 10.30 am to 12.30 pm

The meeting was convened by the Principal with all the members of 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 following newly joined members of faculty from various departments introduced themselves.

Department of Computer Science and Engineering

1.Ms.N.Kavitha

Department of Electronics and communication

1.Ms.G.Lakshmi

2.Mr.E.Senthil Kumar

3.Ms.M.Anthuvan Lydia

Department of Electrical and Electronics

1.Ms.M.R.Baqheetha Fathima

Department of Mechanical Engineering

1.Mr.G.Mahesh

2. Mr.A.Saravanan

3.Mr.P.Jothi Palavasam

4.Mr.P.Kalidoss

Department of Instrumentation and Control Engineering

1.Dr.M.Shanmugavalli

2.Mr.A.Gopikrishnan

3.Ms.M.Eazhisai Vallabi

Department of Information Technology

1.Dr. R.Sumati

Department of Mathematics


1.Mr.S.Sivamani

Department of Management Studies

1.Dr.V.Mahalakshmi

4. The Principal appreciated the staff members both teaching and non-teaching for their wholehearted contribution during the last academic year. In line with this, he added that the aim of everyone in this institution should be working above and beyond the expectations of the stakeholders.
5. The Principal emphasized that the teachers are need to plan their academic activities for the entire academic year and execute the same without any flaw.
6. The Principal insisted that all the teachers need to work as a team with their respective HoDs for the further improvement of the institution.
7. The Principal encouraged all the teachers to involve themselves in research work and to publish many papers to their credentials.
8. Teachers are expected to prepare their Notes of Lesson and they are advised to refer foreign-authored books to get in depth knowledge about the subject.
9. The Principal made an insistence that the lab sessions have to be conducted very seriously. He also added that the teachers should ensure about the record submission of the students.
10. The Principal insisted the faculty members to go to their class five minutes earlier and handle the entire duration of the period for their fruitful teaching.
11. The teachers are expected to handle the class only in English.
12. The Principal asked the staff to identify the slow learners right from the beginning and to take suitable remedial measures to improve their academic performance.
13. It is also informed that the teachers should take attendance every hour and the entry has to be done in the intranet every day without fail.
14. It is insisted by the Principal that the HoDs should plan for the Industrial visit for their students well in advance.
15. The faculty members are asked to conduct the Assessment Test seriously. They are also asked to go 10 min. earlier to the respective halls for the smooth conduct of the tests.

16. The Principal emphasized that staff should develop a cordial relationship with one another so that the working environment will be happy.
17. Teachers are advised to come to college in professional dress code.
18. The meeting came to a close with the Principal's remark that all the teachers are expected to discharge their duties as a team to show more productivity and adapt themselves to system-driven working environment.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

26-12-2016

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 10.30 am to 12.00 pm

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

The following points were discussed in the meeting.

1. The Principal declared the vision and mission of the college.
2. It is followed by the dissemination of department vision and mission by the respective HoDs.
3. The following newly joined members of faculty from various departments introduced themselves.

Department of Mechanical Engineering

1. Mr.P.V.Rajesh
2. Mr.S.Vinoth Kumar
3. Ms.R.S.Shiva Ranjani

Department of Electrical and Electronics Engineering

1. Dr.C.Krishnakumar

Department of Mathematics

1. Dr.R.Neelambari

Department of English

1. Dr.J.Priya

Department of Chemistry

1. Dr.S.Priyarega

Department of Physics

1. Mr.K.Karthikeyan

Department of Management Studies

1. Mr.J.Rajesh

4. The Principal emphasised the staff members to plan their academic activities for the whole semester and to prepare the lesson plan and lesson notes before the commencement of the classes.
5. All the HoDs and the faculty members are asked to concentrate on their research. In line with this, he added that the faculty members should identify the innovative ideas from the students and render proper guidance in executing the idea.
6. It is also informed that the staff members are expected to be punctual in going to class.
7. The Principal exhorted that the staff members should handle the class in English.

8. The Principal emphasized that the staff should have a good relationship with each other in order to carry out the inter departmental activities for the benefit of the students.
9. Teachers are advised to follow the dress code of the college as they are the role models to the students.
10. The Principal insisted that the staff members are responsible to maintain discipline inside the college campus among the students.
11. The meeting came to a close with the Principal's remark that all the teachers are expected to work for the further elevation of the institution.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

27-06-2017

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 10.30 am to 12.20 pm

The meeting was convened by the Principal with all the members of 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 following newly joined members of faculty from various departments introduced themselves.

Department of Civil Engineering

1. Mr.A.Anandraj
2. Ms.S.Sophia Christabel
3. Ms.R.Gayathri

Department of Computer Science and Engineering

1. Dr.S.A.Sahaya Arul Mary
2. Mr.M.Anbalagan
3. Ms.S.Prabhashri
4. Mr.R.Hemant Kumar
5. Ms.R.Lavanya Bai

Department of Electronics and Communication

1. Ms.R.Devi
2. Ms.R.Vaishnavi
3. Ms.R.Anila
4. Mr.V.Dinesh
5. Mr.S.D.Sairam

Department of Electrical and Electronics

1. Dr.M.V.Suganya Devi
2. Mr.P.K. Arun Kumar
3. Ms.A.R. Danila Shirley
4. Ms.N.Karthika

Department of Instrumentation and Control Engineering

1. Ms.M.Banusundareshwari
2. Mr.P. Thirumurugan

Department of Information Technology

- 1.Ms.R.Keerthana

Department of Mechanical Engineering

1. Mr.P.Vigneshwar
2. Mr.R.Vigneshwaran
4. The Principal exulted at the academic performance of the students during the last academic year. He also congratulated the staff for their contribution to the same.
5. It was emphasized by the Principal that the teachers are required to plan their academic activities for the entire year at the phase of weekly, monthly and yearly and to execute them meticulously.
6. The Principal insisted that collective responsibility is the need of the hour for the best outcome in all aspects. Hence, all the teachers need to cooperate with their respective HoDs for the further development of the institution.
7. The Principal observed that the Mission and Vision of our institution is not only to produce graduates but also to exceed the expectations of our stakeholders, parents. Apart from our academic inputs, we ought to conduct a lot of Value Added Courses to help the students become job ready or to enable them pursue their higher studies. Our aim should be to prepare our students to keep pace with par to the advanced years ahead.
8. The Principal suggested that the teachers have to upgrade themselves to improve the quality of the students. Those who do not engage themselves in research activity must give a loud thinking to it immediately. Otherwise, they may be out of the race in near future
9. Teachers are insisted to prepare their Notes of Lesson and they are advised to refer standard books.
10. The Principal emphasized that the students are to be strictly advised to submit the record notebooks every week and the teachers should check and correct them periodically.
11. Teachers are advised to go to their class five minutes earlier in order to avoid last minute hitches.
12. It is insisted by the principal that the slow learners have to be identified in the beginning of the semester and coaching has to be given meticulously.

13. Attendance and Mark entries have to be done carefully on regular basis without any delay.
14. The Principal observed that the students' attendance in training (both outsourced and insourced) is generally low, which is not desirable. The HoDs and teachers have to motivate the students suitably and educate them about the importance of the placement-based training.
15. In connection with the IA/Make up/Model examinations, invigilators have to reach the examination hall 15 minutes earlier after collecting the answer sheets and question papers. Any sort of malpractice committed by the students must immediately be brought to the knowledge of the respective HoD and the Principal.
16. It was informed by the Principal that a proposal to allow the students to gain access to online test on Maths and Verbal Aptitude after college hours, is under way.
17. It was imperative that teachers have to involve the students in both extra-curricular and co-curricular activities so that they would have an everlasting emotional and professional bondage with their alma mater.
18. The Principal emphasized that staff should develop a good rapport with one another so that the working environment will be pleasing leading to more productivity.
19. Teachers are advised to come to college in professional outfit to maintain professionalism in the college and also to inspire the students to emulate the same.
20. The meeting came to a close with the Principal's remark that all the teachers are expected to work in unison to show more productivity and adapt themselves to system-driven working environment.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

13-12-2017

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

Venue : MBA Seminar Hall

Time : 9.30 am to 11.30 am

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

The following points were discussed in the meeting.

1. At the outset, the Principal thanked all the members of staff for the successful completion of the Odd semester 2017.
2. The meeting started with the dissemination of the vision and mission of the college by the Principal.
3. It is followed by the dissemination of department vision and mission by the respective HoDs.
4. The following newly joined members of faculty from various departments introduced themselves.

Department of Civil Engineering

1. Mr.S.Vijaya Baskaran
2. Mr.M.Rajiv
3. Ms.P.Anuradha
4. Ms.J.Debbie Raeshma

Department of Computer Science and Engineering

1. Dr.S.Mohana
2. Dr.P.L.Rajarajeshwari
3. Ms.R.Senthamil selvi
4. Ms.H.Suganya

Department of Electronics and Communication

- 1.Mr.V.Koushick
- 2.Mr.S.Saravanan

Department of Electrical and Electronics Engineering

- 1.Dr.C.Krishna Kumar
2. Dr.S.Thamizharasan

- 3.Ms.V.Ajitha
- 4.Mr.V.Venugopal
- 5.Ms.P.Pushpa
- 6.Mr.T.Tamilarasan

Department of Instrumentation and Control Engineering

1. Ms.K.Ezhilarasi
2. Ms.A.Christy Arockia Rani
3. Mr.R.Seetharaman

Department of Mathematics

- 1.Mr.B.Venkatesh

Department of Mechanical Engineering

- 1.Mr.J.Shiva Subramanian
- 2.Mr.M.Ganesh Kumar

5. It was declared by the Principal that six branches of Engineering on the basis of eligibility are ready to apply for the much-coveted NBA status. To fulfill this mission, every teacher is required to contribute to the smooth and successful completion of the process. The H&S departments are required to extend their cooperation in all aspects to the Engineering departments in this regard. Further, all the engineering departments need to look into the criteria for NIRF ranking to be achieved by the end of this academic year, because the constant upgrade of the institution is the need of the hour.
6. Considering the development of the institution important, the Principal emphasized on planning, executing and reviewing the outcome of our assignments. In this connection, the teachers need to prepare Lesson Plan and Notes of Lessons well in advance. They are to keep their class interactively adopting the latest technology. The teachers are expected to proceed to their class five minutes earlier and complete the syllabus within stipulated time at the pace of covering one unit and a half for each IA test.
7. As part of our primary academic responsibility, attendance entry in the Sara portal has to be streamlined on regular basis and the failure of which will disrupt our academic proceedings. So, it was insisted by the Principal that teachers have to be responsible to discharge this part of their academic work promptly. Any pending work of this sort needs to be completed soon.
8. The Principal rules that the teachers are required to come in professional outfit and be very agile in their academic engagements. Further, they may consider proceeding to their

class five minutes earlier than the scheduled time. As it is believed, the teachers could be the first inspiration for the students to emulate.

9. The teachers are required to motivate the students to perform well in their academics and the students should earn 80% of attendance both in theory and lab classes.
10. It was observed by the Principal that the students should be educated about the higher studies and be encouraged to prepare for the competitive examinations like GATE.
11. The students need to be encouraged by the staff to participate in various technical contests conducted by the Multi National Companies to improve the knowledge of their domain.
12. The Principal exhorts the staff to utilize the library and they need to advise their students to use several e-resources available in our library.
13. It was notified by the Principal that teachers have to ensure that cleanliness is maintained in the class room and furniture items like benches and tables are in good condition. The old record note books have to be immediately discarded from the respective lab and the department.
14. The lofty profile of the staff and the departments, no doubt, adds strength to our institution. Hence, the Principal insisted that teachers upload their academic upgrade, departmental functions, students' achievements and any other accomplishments with photos in the Sara website to enable the outside viewers to know about the strength of our institution.
15. It was insisted by the Principal that the organizers of any programme, workshop or competitions need to inform the PRO well in advance so that the arrangements could be done without any hitch and last minute hiccups can be avoided.
16. The teachers are required to advise the students to conserve energy by the way of not using the electrical appliances when not required and they need to ensure that water, an elixir of life, is not wasted unnecessarily.
17. The members of staff who commute by their own vehicle are requested to park their vehicle only in the parking lot before 9.05am and they may leave the college after 5 pm in order not to disrupt the movements of our students who will be in a hurry to locate their buses and catch their seats.
18. The meeting came to a close with the Principal's remark that every member of staff is expected to work in unison towards the development of the institution.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

13-06-2018

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 03.00 pm to 04.30 pm

The meeting was convened by the Principal with all the members of 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 following newly joined members of faculty from various departments introduced themselves.

Department of Computer Science and Engineering

1.Ms.N.Kavitha

Department of Electronics and communication

1.Ms.G.Lakshmi

2.Mr.E.Senthil Kumar

3.Ms.M.Anthuvan Lydia

Department of Electrical and Electronics

1.Ms.M.R.Baqheetha Fathima

Department of Mechanical Engineering

1.Mr.G.Mahesh

2. Mr.A.Saravanan

3.Mr.P.Jothi Palavasam

4.Mr.P.Kalidoss

Department of Instrumentation and Control Engineering

1.Dr.M.Shanmugavalli

2.Mr.A.Gopikrishnan

3.Ms.M.Eazhisai Vallabi

Department of Information Technology

1.Dr. R.Sumati

Department of Mathematics

1.Mr.S.Sivamani

Department of Management Studies

1.Dr.V.Mahalakshmi

4. The Principal appreciated the staff members both teaching and non-teaching for their wholehearted contribution during the last academic year. In line with this, he added that the aim of everyone in this institution should be working above and beyond the expectations of the stakeholders.
5. The Principal emphasized that the teachers are need to plan their academic activities for the entire academic year and execute the same without any flaw.
6. The Principal insisted that all the teachers need to work as a team with their respective HoDs for the further improvement of the institution.
7. The Principal encouraged all the teachers to involve themselves in research work and to publish many papers to their credentials.
8. Teachers are expected to prepare their Notes of Lesson and they are advised to refer foreign-authored books to get in depth knowledge about the subject.
9. The Principal made an insistence that the lab sessions have to be conducted very seriously. He also added that the teachers should ensure the record submission of the students.
10. The Principal insisted the faculty members to go to their class five minutes earlier and handle the entire duration of the period for their fruitful teaching.
11. The teachers are expected to handle the class only in English.
12. The Principal asked the staff to identify the slow learners right from the beginning and to take suitable remedial measures to improve their academic performance.
13. It is also informed that the teachers should take attendance every hour and the entry has to be done in the intranet every day without fail.
14. It is insisted by the Principal that the HoDs should plan for the Industrial visit for their students well in advance.
15. The faculty members are asked to conduct the Assessment Test seriously. They are also asked to go 10 min. earlier to the respective halls for the smooth conduct of the tests.

16. The Principal emphasized that staff should develop a cordial relationship with one another so that the working environment will be happy.
17. Teachers are advised to come to college in professional dress code.
18. The meeting came to a close with the Principal's remark that all the teachers are expected to discharge their duties as a team to show more productivity and adapt themselves to system-driven working environment.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

03.12.2018

Members: Secretary, Principal & Members of Staff

Venue : JS Seminar Hall

Time : 2.30 pm to 3.30 pm

The meeting was convened by the Secretary with the Principal and 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 Secretary insisted to have a separate notice board to display notices regarding examination. He also added that the respective faculty members should give feedback about their exam to the exam cell with the consent of the Principal.
4. The chair insisted that all the staff should pay more attention on the toppers and should encourage them to secure ranks in the university examinations.
5. It was emphasized by the Secretary that the department meeting should be convened once in 7 days.
6. The Secretary insisted all the HoDs to check the logbook and lesson plan. He also asked them to advice the new faculty members and make them familiarize the college.
7. The HoDs should ensure the completion of the syllabus.
8. The chair said that the meeting was to motivate the staff and to kindle the passion towards their job.
9. Teachers are insisted to inform the students about the importance of the value add on courses.
10. Teachers are advised to attend FDPs and other orientation programmes and to transform their knowledge to their department staff.
11. The coordinators of various programmes should ensure that the notice has been displayed on all the notice boards to reach the students.
12. It is imperative that teachers should ensure cleanliness in the department and in the laboratories.
13. Prof.Kalyankumar, Department of EEE was asked to give assurance about the above mentioned points on behalf of the staff members



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

17.12.2018

Members: Principal & Members of Staff

Venue : MBA Seminar Hall

Time : 3.00 pm to 4.00 pm

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 following newly recruited faculty members introduced themselves in the meeting.

Civil Department:

- a. Dr. Dhanalakshmi
- b. Mr. Venkatesan
- c. Ms. Nivethitha

CSE Department

- a. Ms. Saranya
- b. Ms. Sai Prabha

EEE Department

- a. Dr. Raj Kumar
- b. Mr. Sridhar
- c. Mr. Ram Prakash
- d. Mr. Vigneshwaran
- e. Ms. P. S. Priyadharshini

ICE Department

- a. Mr. Sathish

English Department

- a. Mr. G. Sriram

Chemistry Department

- a. Mr. Lakshmanan

4. The Principal appreciated the staff members for successfully completing the last semester.
5. The Principal was happy to note that there were no issues in the portal entry this semester and appreciated the staff members for the same.
6. The Principal appreciated the efforts of staff members in successful completion of bi-decennial year celebrations of our college.

7. Further, the Principal on behalf of the management appreciated the staff members for getting NBA accreditation for the sixth department as well.
8. The Principal informed that there are only sixty working days and only fifty-five periods for each subject. In addition, he advised the staff members to plan to complete the syllabus within the time period.
9. The Principal also informed that Sports Day, College Day and Graduation Day celebrations will be held in this semester.
10. The Principal motivated the staff members by saying that all the staff members are committed and dedicated to their work.
11. He reminded that the students are the first stakeholders of the institution and they should be maximum benefited.
12. He advised the staff members that co-operation is needed from everyone to take the institution to the next level.
13. He added that our next step should be towards getting NAAC accreditation and a date should be fixed to initiate the work.
14. He informed the staff members that the H-index of our college must be above 10 to get NAAC accreditation and he had instructed the staff members to find out the H-index of our college, how to get the required index and what must be done to take our institution to the next level.
15. He instructed all the staff members to be familiar with the 2017 regulation.
16. He also informed the staff members and instructed them to inform the students that there will be no study holidays this semester.



Principal

SARANATHAN COLLEGE OF ENGINEERING

Trichy-12

Minutes of Meeting

09-12-2019

Members: Principal & Members of Staff

Venue : MBA, Seminar Hall

Time : 9.30 pm to 10.15 pm

The meeting was convened by the Principal with all the members of 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 following newly joined members of faculty from various departments introduced themselves.

Department of Civil Engineering

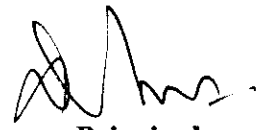
1. **Ms. S Kokila**

Department of English

1. **Dr.V.Thamilselvi**

4. The Principal appreciated all the staff members for the successful completion of the previous semester.
5. The chair insisted that all the staff should work in line with NBA in order to get extension of accreditation after the completion of the third year for all the branches.
6. The Principal insisted that every individual staff should work hard by knowing their responsibilities for the best outcome in all aspects. He also insisted that individual growth is important for the growth of the institution.
7. Teachers are insisted to prepare well to handle the classes efficiently by referring good author books so as to make the students perform well.
8. Teachers are advised to go to their class five minutes earlier in order to avoid last minute hitches.
9. Attendance and Mark entries have to be done carefully and sincerely in the interest of the students.
10. Staff members are asked to use the available resources effectively. It is imperative that teachers have to take the duster and chalk to the class and it should be brought back without leaving any piece of chalk in the classroom.

11. The Principal insisted that staff members and students who come by two wheeler should wear helmet. Also they should not come in wrong route to reach the college.
12. Teachers are advised to come to college in professional outfit to maintain professionalism in the college and also to inspire the students to follow the same.
13. The meeting came to a close with the Principal's remark that all the teachers are expected to work together to make our mission and vision true. He added that it will be a wonderful semester as the staff members can plan and execute their duties very well with the 74 working days in this semester.



Principal