



# ANNAPOORANA ENGINEERING COLLEGE, SALEM

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

NH-47 Sankari Main Road, Periyaseeragapadi, Salem-636308, Tamilnadu.

[www.aecsaalem.edu.in](http://www.aecsaalem.edu.in)

Ref:AEC/GC/10/2019

Dated: 13.05.2019

To

All the Members of the Governing Council

Dear Sir,

**Sub:Annapoorana Engineering College- 10<sup>th</sup> Governing Council Meeting on 25.05.2019 Invitation – Reg.,**

I am very happy to invite you all for the 10<sup>th</sup> Governing Council meeting of our college scheduled on 25.05.2019 at 10.30 am in Board Room, Annapoorana Engineering College, Periyaseeragapadi, Salem District.

### Meeting Agenda

1. Review of Government, AICTE and Anna University Letters.
2. Review and approval of the previous meeting minutes.
3. Curricular, Co-Curricular and Extra Curricular Activities
4. Infrastructural facilities created and proposed
5. Training and Placement activities
6. NAAC Accreditation
7. Anna University Result Analysis
8. Income and Expenses for 2018-2019 and Budget for 2019-2020
9. Staff Recruitment and discussion on relieving staff members
10. Regarding updating of college Web Site
11. Faculty Performance Appraisal
12. Faculty Development Program
13. Research and Development Activities

**Thanking you**

### Schedule:

Morning	09.30 am to 10.00 am	:	Assembling of Guests
	10.00 am to 10.30 am	:	Visiting the Laboratories and Campus
	From 10.30 am onwards	:	Governing Council Meeting

**Venue:** Board Room, Annapoorana Engineering College

  
**Dr. A. ANBUCHEZIAN**  
Member Secretary  
Principal, AEC  
Annapoorana Engineering College,  
NH - 47, Sankari Main Road,  
Periyaseeragapadi, SALEM-636308.

  
**Chairman**  
Dr. A. S. Ganesan  
Chairman, AEC  
Annapoorana Engineering College,  
NH-47, Sankari Main Road,  
Periyaseeragapadi, Salem-636308.



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Governing Council 2019  
Academic year 2019-2020

## MINUTES OF MEETING OF THE GOVERNING BODY HELD ON 25.05.2019

The 10<sup>th</sup> Governing Council meeting of Annapoorana Engineering College was held on 25.05.2019 at 10.30 am in Board Room, Annapoorana Engineering College.

### Members present for the Governing Council:

S.No	Name	Position	Category	Signature
1.	Dr.A.S.Ganesan	Chairman	Chairman TKVTSSMECT	
2.	Mrs.S.Annapoorani Shanmugasundaram	Member	Trustee	
3.	Dr.S.Sharavanan	Member	Vice Chairman TKVTSSMECT	- ABSENT -
4.	Mr.N.V.Chandrasekar	Member	Director TKVTSSMECT	
5.	Mrs.S.Sumathi	Member	Trustee	
6.	Mrs.S.Arunadevi	Member	Trustee	
7.	Dr.A.Ilayaperumal	Member	Anna University Nominee	- ABSENT -
8.	Dr.V.Rajkumar	Member	Anna University Nominee	
9.	Dr.A.Anbuchejian	Member Secretary	Principal	
10.	Dr.S.Sharavanan	Member	Vice Principal	
11.	Dr.O.Saravanan	Member	Professor	
12.	Dr.T.Iyyapaswamy	Member	Professor	
13.	Mr.M.Vigenesh	Member	Asst. Prof	



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## Members given leave of absence:

1. Dr. S. Sharavanan - Vice-Chairman, TKVTSSMECT
2. Dr.A. Ilayaperumal - Anna University Nominee

Our Chairman of the Governing body honored our members, Our Director Mr.N.V.Chandrasekar extended a warm and hearty welcome to all the members and Dr. A. Anbuchezeian, Member Secretary and Principal, Annapoorana Engineering College presented the agenda, item by item, as follows for consideration discussion and finalization.

## The Following Agenda were discussed and resolved:

**Agenda 10.1:** Review of Government, AICTE and Anna University Letters.

**Resolution 10.1:** All the letters and documents related to Government, AICTE and Anna University were discussed. It was reviewed that AICTE extension of approval and Anna University affiliation for the academic year 2019-2020 were discussed.

**Agenda 10.2:** Review and approval of the previous meeting minutes.

**Resolution 10.2:** Based on the previous governing council meeting held on 04.06.2018 the action was taken and report of action taken was discussed by the governing council members.

**Agenda 10.3:** Curricular, Co-Curricular and Extra Curricular Activities

**Resolution 10.3:** Principal discusses about the addition of new value added courses to the existing VAC. The Governing council resolved and approved it. Along with the university curriculum, students must get additional programs in view of rapidly growing technology needs and to achieve the same activities like expert sessions, value addition programs, bridge courses etc must be organized to make students ready for emerging technologies. The Governing Members instructed to conduct more number of interdisciplinary workshops, seminars, conferences, training programs and expert lectures for faculty and students to enhance their skills. The Chairman and Members suggested developing models in the students' area of interest.

**Agenda 10.4:** Infrastructural facilities created and proposed

**Resolution 10.4:** From the industry point of view, Mr.N.V.Chandrasekhar, Director suggested to check for minimal changes required to be done in existing fittings. Dr.S.Sharavanan, Vice Pincipal agreed on the suggestions given by Mr.N.V.Chandrasekhar. After thorough discussion all the members unanimously decided to go for LED lights installation and execute in the institute and also discussed about the construction of College front elevation

**Agenda 10.5** Training and Placement activities

**Resolution 10.5:** The Chairman, Dr.A.S.Ganesan instructed to conduct placement training classes regularly by in-house faculties and professional Trainers and also suggested to conduct Soft skill training & Personality development training for pre-final & Final year classes. Director, Mr. N.V.Chandrasekar suggested to enter into MOU with institutes for Training programmes and instructed to sign MOUs with Industries for students Training & Placements in industries.



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## **Agenda 10.6:** NAAC Accreditation

**Resolution 10.6:** The Governing council appealed to the principal that all the faculties, students and administrative office to keep ready their record and prepared themselves ready to face the NAAC Inspections, examinations and for its successful completion.

## **Agenda 10.7:** Anna University Result Analysis

**Resolution 10.7:** The Principal presented the result analysis and various academic activities conducted by the departments. The Governing council suggested to conduct the remedial classes department wise for slow learners and also suggested organizing more visiting faculty programs from reputed academic institutions, industries and R&D organizations.

## **Agenda 10.8:** Income and Expenses for 2018-2019 and Budget for 2019-2020

**Resolution 10.8:** The Principal presented the details of Income and Expenses for 2018-2019 (recurring expenditure and expenditure for capital items and fixed assets) and also Budget for 2019-2020 (Budget includes College Infrastructure, Library, Laboratory, Department Events and financial support for eligible Faculty/ students to enhance their skills)

## **Agenda 10.9:** Staff Recruitment and discussion on relieving staff members

**Resolution 10.9:** The member secretary appraised that applications for teaching positions in various departments were invited through advertisement in details particularly from the candidates possessing PhD degree of repute were shortlisted for conducting interviews. The governing members noted the recruitment of the teaching and non teaching staff and ratified the same.

## **Agenda 10.10:** Regarding updation of college Web Site

**Resolution 10.10:** The issue of updation of college Web Site is discussed in the meeting. It is suggested that a team be formed at college level to collect the data information from all HOD(s) regarding latest features, Faculty details, area of interest, contact details, photographs, college notices, fee structure etc and accordingly the information may updated on Web Site of College.

## **Agenda 10.11:** Faculty Performance Appraisal

**Resolution 10.11** The Governing Council reviewed the faculty performance appraisal report and suggested that increment will be sanctioned only on satisfactory report on performance of the employee. An increment may be withheld to the faculty/staff if the conduct has not been good or his work has not been satisfactory. In all cases, the increment is sanctioned based on the report of the Performance.

## **Agenda 10.12:** Faculty Development Program

**Resolution 10.12:** The Governing council instructed that to enhance pedagogical skills, domain knowledge and research capabilities of faculty members through FDP. The council also reviewed the FDP in domain areas organized in the campus and attended by the faculty.

## **Agenda 10.13:** Research and Development Activities

**Resolution 10.13:** The Governing council suggested to organize various workshops/ seminar/ trainings for the Faculty / Students related to promotion of research and to get sponsored student/faculty research projects. The Governing members encouraged the faculty members to publish more numbers of books. The Members suggested to create awareness among students about filing Patents through IPR Cell. The Members advised to promote and support technology based entrepreneurship spirit among the graduated and graduating students of AEC through incubation centre. The Members encouraged the faculty to apply for minimum one grant yearly in major domains from various government and non government funding agencies.



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## Vote of thanks

The meeting was concluded with vote of thanks Dr. A.Anbuchejian, Member Secretary and Principal, Annapoorana Engineering College.

The meeting came to its close at 02.00 pm.

Member Secretary

Dr. A. Anbuchejian

Principal, AEC

PRINCIPAL,

ANNAPOORANA ENGINEERING COLLEGE,

PERIYASEERAGAPADI (P.O.),

Salem-636 308.

To : The Chairman

Chairman

Dr. A.S. Ganesan

Chairman, AEC

CHAIRMAN

ANNAPOORANA ENGINEERING COLLEGE

PERIYASEERAGAPADI (Po)

SALEM-636 308

## Copy to:

The members of the council

File.



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## ACTION TAKEN REPORT

for the minutes of the meeting held on 04.06.2018

S. No	Item	Action Taken
1.	Review of Government, AICTE and Anna University Letters	-
2.	Review of last Governing Council Meeting minutes.	-
3.	Curricular, Co-Curricular and Extra Curricular Activities	The College conducted the Bridge courses, Expert sessions and value added courses for the students based on category wise.
4.	Converting our strengths into success – Suggestions from Governing Council members.	MOU's with Leading Industries were signed up by our College. Inaugurated Entrepreneurship Development Cell Through EDII, received a fund of Rs.52,000 / for conducting Entrepreneur Awareness Camp
5.	Suggestion to overcome our weakness and threats and to achieve on Vision	Faculty members have undergo the online certificate course for their respective subjects
6.	Infrastructural facilities created and proposed	All the Departments have the Smart Class Rooms, Computer facilities. College open Auditorium, Compound wall, ladies hostel and Dome work completed
7.	Income and Expenses for 2017-2018 and Budget for 2018-2019	The Governing members reviewed the budget proposal for 2018-2019
8.	Financial support from Management through Fee concession I Fee waiver, Cash awards from AEC and through Scholarship from TKVTSSMECT to Meritorious Students and Economically backward Students	The College continued the novel scheme.
9.	Research and Development Activities	Inaugurated Incubation Centre. Mr.M.Vigenesh – CSE completed Ph.D Paper publications in UGC Approved Journals have increased.
10.	Faculty Performance Appraisal	Faculty Performance Appraisal committee reviewed the academic performance of all staff.
11.	Salary revision, increments for Teaching Staff and Non-Teaching Staff	The Principal work out the details with the Accountant and submitted the proposal to the Chairman for approval.
12.	Training and Placement activities	The college lead the Students to made group discussions. Signed MOU with Industries for Placements



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13.	Students' activities beyond curriculum, Achievements and Recognitions	The college identified the Best outgoing students by highest CGPA and present the awards
14.	Proposal to prepare documentation for submission to NAAC	The principal reported the ongoing arrangements of NAAC accreditation to the governing members. The college got the ISO accreditation which will help for NAAC accreditation process.
15.	Anna University Result Analysis	Remedial classes are organized and conducted.
16.	Staff Recruitment and discussion on relieving staff members	New faculty members with higher qualification recruited

Member Secretary  
Dr.A. Anbuhezian  
Principal, AEC

**PRINCIPAL**  
**ANNAPOORANA ENGINEERING COLLEGE**  
**PERIYA SEERAGAPADI (PO),**  
**SALEM - 636 308**

Chairman  
Dr.A.S Ganesan  
Chairman, AEC

**CHAIRMAN**  
**Annapoorana Engineering College,**  
**NH-47, Sankari Main Road,**  
**Periyaseeragapadi, Salem-636308**