



SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Kaikkurichi, Pudukkottai -622 303

www.sbec.edu.in

NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 6

Governance, Leadership and Management

Submitted by

IQAC

Internal Quality Assurance Cell

Sri Bharathi Engineering College for Women



SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

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

KAIKKURICHI, PUDUKKOTTAI-622 303

HoD's Meeting Report

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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

Kaikkurichi, Pudukkottai-622 303

The HOD's meeting was conducted by the principal on 12.01.2023 at 12.00PM in the principal chamber.

Members:-

- 1) Mrs.B.Priya, Assistant Professor, EEE
- 2) Mrs.R.Yogeshwari, Assistant Professor, ECE
- 3) Ms.G.Sugapriya, Assistant Professor, CSE
- 4) Mrs.R.Padma Rani, Assistant Professor, CIVIL

Proceedings:-

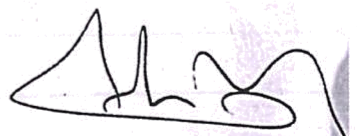

Time table for next semester and co-curricular for this semester were reviewed and the following points were discussed.

1. The HOD's are requested to ensure each student should undertake certificate course and internship in the semester holidays.
2. Staff members are requested to publish research paper in journals and conferences atleast one paper per semester to promote the research activities compulsorily.
3. Staff members are requested to prepare lab manual for 2021 regulations.
4. Time table coordinator should prepare the timetable with extra classes like club, library, sports, net hour,...etc
5. Stock verification record should be maintained properly in all departments.
6. Certificate course can be allocated in the class timetable itself for next semester.
7. Internal Hackaton should be conducted in the upcoming semester.
8. Discontinued list should be given to office and exam cell.
9. Motivate the students to undergo competitive exams, higher studies,.. etc.
10. Staff members are requested to attend more faculty development programme in Anna university according to their area of interest to improve the skills.

Copy to

- PRINCIPAL table
- All HoD's
- IQAC Co-ordinator
- All Faculty Members
- Office File

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PRINCIPAL
Dr. S. THILAGAVATHI M.E., Ph.D.,
PRINCIPAL
SRI BHARATHI ENGINEERING
COLLEGE FOR WOMEN
Kaikkurichi - 622 303, Pudukkottai Dt.



SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

Kaikkurichi, Pudukkottai-622 303

The HOD's meeting was conducted by the principal on 26.09.2022 at 12.30PM in the principal chamber.

Members:-

- 1) Mrs.B.Priya, Assistant Professor, EEE
- 2) Mrs.R.Yogeshwari, Assistant Professor, ECE
- 3) Ms.P.Subha, Assistant Professor, CSE
- 4) Mrs.R.Padma Rani, Assistant Professor, CIVIL

Proceedings:-

University Examination Results of April/May'2022 were reviewed and the following points were discussed to improve the academic performance of the students.

1. Discussed the ways and means to improve the pass percentage in all subjects and decided to conduct coaching classes for arrear students to make them to get pass marks in the upcoming examinations.
2. Unit wise top priority questions should be given to the slow learners in each subject to improve their performances.
3. Suggested to conduct guest lecture for tough subjects and NPTEL videos are also shown to the students to understand the concepts clearly.
4. Formula Bank, Question Bank and Diagram Bank should be provided unit wise to the students.
5. All Hod's are requested to collect student's feedback once in a month and submit the action taken report to the principal.
6. Reviewed the syllabus completion and instructed to complete 3½ units for next cycle test.
7. Suggested to conduct counseling effectively and motivate the students positively to develop competencies and interests.

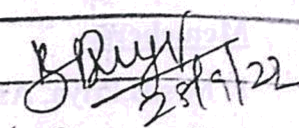
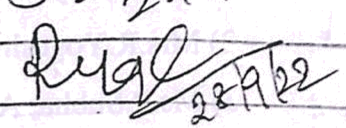
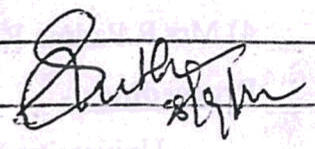
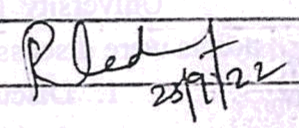
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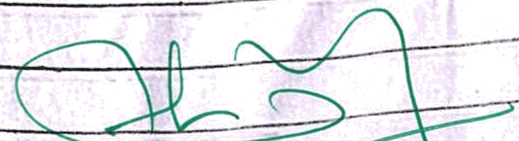
PRINCIPAL table
All HoD's
All Faculty Members
Office File

PRINCIPAL

Dr. S.THILAGAVATHI M.E., Ph.D.,
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SRI BHARATHI ENGINEERING
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Kaikkurichi - 622 303, Pudukkottai Dt.

MINUTES OF HOD MEETING - STAFF ATTENDANCE
26-09-2022 at 12.30 PM

S.No	NAME	DESIGNATION	SIGNATURE
1.	Mrs. B. Priya	AP/EEE	 28/9/22
2.	Mrs. R. Yogeshwari	AP/ECE	 28/9/22
3.	Mrs. P. Subha	AP/CSE	 28/9/22
4.	Mrs. R. Padma Rani	AP/CIVIL	 28/9/22



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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
PUDUKKOTTAI-KAIKKURICHI
MINUTES OF MEETING ON 25.11.2021

The Principal was conducted the meeting for all HOD's on 25.11.2021 at 12.30 to 1.30 PM. The minutes of meeting are as follows,

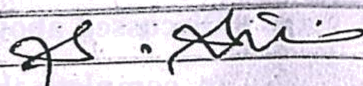
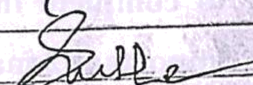

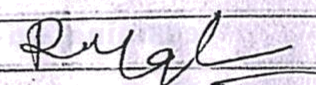
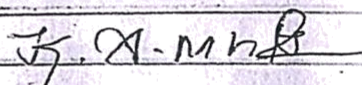
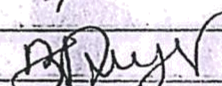
- Discussed about Anna university theory and practical examinations and suggested to complete the portion as early as possible and also recommended to provide important 2 marks with answers and 13 mark questions for each subject.
- Planned for coaching class and model examination schedule for II, III and IV year students and insisted to conduct the coaching classes effectively and also model examination should be conducted at the end of the coaching class.
- Need more concentration for problematic and difficult subjects and also university problems must be solved in the classes.
- Each department are requested to conduct guest lectures and national seminars to develop the knowledge of the students.
- Files such as Elective courses, Guest lecture, Seminar, Journal Publications, Membership, Conference, Placement, Internship, Certificate courses and video lectures etc must be maintained properly in the department.
- Staff members are requested to attend a course in SWAYAM to enhance their technical skills in the emerging areas.
- Students profile should be updated till date and also counseling records should be completed for this semester.
- Discussed about internship for II, III and IV year students.

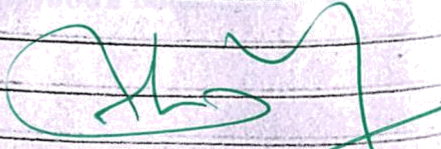

Dr. S. THILAGAVATHI M.E., Ph.D.,
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PRINCIPAL

29/11/21

HOD MEETING MINUTES - STAFF ATTENDANCE
CONDUCTED ON 25/11/21 at 1:30 PM

S.NO	Name	Designation	Signature
1.	Mrs. SUSLADENI S	AP/EEE	
2.	Ms. P. Subha	AP/CSF	
3.	Ms. R. Manju	AP/CIVIL	
4.	Mrs. R. Yogeshwari	AP/EEE	
5.	Ms. K. A. Muthulakshmi	AP/EEE	
6.	Mrs. B. Priya.	ASP/EEE	


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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
Kaikkurichi, Pudukkottai- 622 303

Minutes of the review meeting conducted by the Principal, at the chambers of the Principal, with the HoD's on 28.09.21 @ 11.00AM.

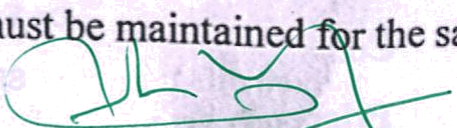
Members:-

- 1) Thiru D.Thangaraj, Assistant Professor, Civil
- 2) Ms.S.Susiladevi, Assistant Professor, EEE
- 3) Ms.P.Subha, Assistant Professor, CSE
- 4) Ms.R.Manju, Assistant Professor, Civil
- 5) Ms.R.Yogeshwari, Assistant Professor, ECE
- 6) Ms.K.A .Muthulakshmi, Assistant Professor, ECE

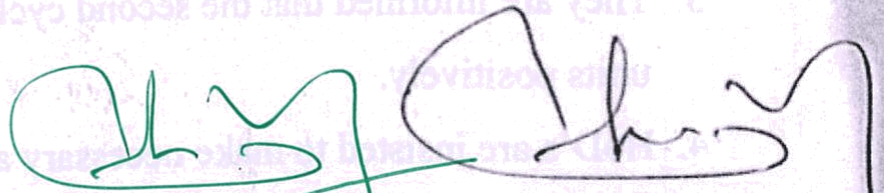
Proceedings:-

The following are the minutes of the discussions carried out in the chambers of the Principal, SBECW, Kaikkurichi, Pudukkottai-622303.

1. In order to save our lives from COVID 19 Pandemic situation, the basic practices like Social Distancing, Washing hands frequently, encouragement for getting vaccinated and all other instructions issued by the Government of Tamil Nadu are resolved to be strictly followed.
2. Discussed with the HoD's about the syllabus coverage and insisted to complete the syllabus before 10th November 2021 in order to cope up with Anna University Schedule.
3. They are informed that the second cycle test must be conducted for two units positively.
4. HoD's are insisted to make necessary arrangements for conducting video hours for each subject and records must be maintained for the same in the Department.


Dr. S. THILAGAVATHI M.E., Ph.D.,
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 SRI BHARATHI ENGINEERING
 COLLEGE FOR WOMEN

5. Discussed the possibilities of offering certificate courses and decided to offer in the semester holidays through online.
6. The Principal directed all HoD's to conduct Workshops, Seminars and FDPs during October and November 2021
7. Every Departmental head is requested to put MOU's with reputed firms or companies early free trainings , guest lectures etc has to be arranged as per MOU.
8. Third and Final year students are to be motivated to write GATE & TANCET examinations.
9. The HoD's are requested to collect the placement details of the Alumni students and maintain the record in the respective departments.
10. Since AICTE is insisting every student to attend two internship programmes for the period from second year to final year, approved companies or firms are to be contacted for engaging the students in the above programme.
11. Faculty members are requested to publish papers in the UGC approved journals and submit the information to this office.



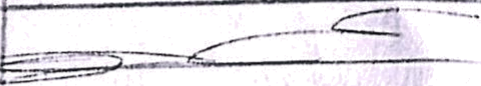
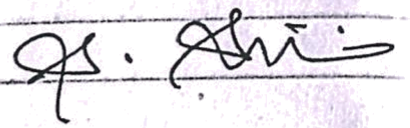
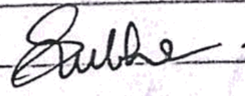
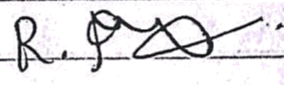
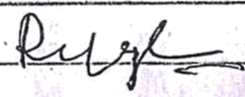
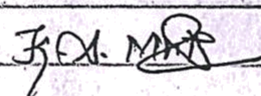
Dr. **S.THILAGAVATHI** M.E., Ph.D.,
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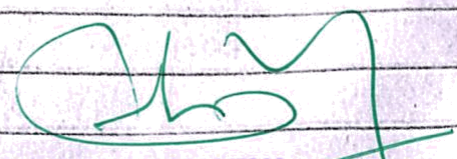
PRINCIPAL
20/11/21

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Principal's table
All HoD's
Office file
Minutes register

HOD MEETING MINUTES - STAFF ATTENDANCE
 CONDUCTED ON 28/09/21 @ 11:00 AM

S.NO	Name	Designation	Signature
1.	Mr. D. Thangaraj	AP/CIVIL	
2.	Mrs. S. Susiladevi	AP/ECE	
3.	Ms. P. Subha	AP/CSE	
4.	Ms. R. Manju	AP/CIVIL	
5.	Mrs. R. Yogeshwari	AP/ECE	
6.	Ms. K. A. Muthulakshmi	AP/ECE	


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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
Kaikkurichi, Pudukkottai- 622 303

Minutes of the review meeting conducted by the Principal, at the chamber of the Principal, with the HoD's on 09.03.21 @ 01.05PM.

Members:-

- 1) Thiru D.Thangaraj, Assistant Professor, Civil
- 2) Ms.S.Susiladevi, Assistant Professor, EEE
- 3) Ms.P.Subha, Assistant Professor, CSE
- 4) Ms.R.Yogeshwari, Assistant Professor, ECE
- 5) Ms.R.Manju, Assistant Professor, Civil

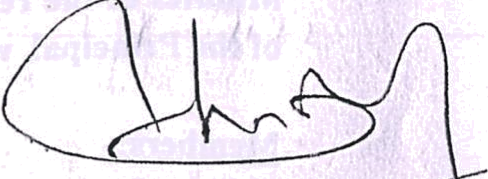
Proceedings:-

The following are the minutes of the discussions carried out in the chamber of the Principal, SBECW, Kaikkurichi, Pudukkottai-622303.

1. Discussed the syllabus coverage and decided to conduct cycle tests through offline for 1.50hours for second and third year classes on 20, 21 and 22.03.21.
2. HoD's are requested to cover the syllabus of 2.0 units before the above schedule dates.
3. Since April 12th is the last working day for final year students, the concerned faculty members may take necessary steps to complete the syllabus and project work well in advance.
4. The HoD's are requested to maintain the effective review of the progress made so far with reference to the schedule.
5. HoD's are requested to see whether weekly class tests are conducted as already instructed without any lapse.
6. The lab requirements are to be compared with AICTE norms and necessary action has to be taken for fulfilling the same.


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PRINCIPAL
SRI BHARATHI ENGINEERING
COLLEGE FOR WOMEN

7. Laboratory in charges are requested to verify the working condition machineries and report immediately whether there is any defect found.



PRINCIPAL
20/10/23

Cc:

Principal's table
All HoD's
Office file
Minutes register




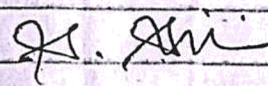
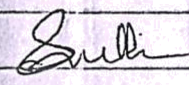
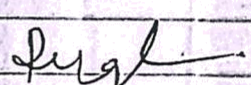
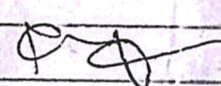
Dr. **S. THILAGAVATHI** M.E., Ph.D.,

PRINCIPAL

**SRI BHARATHI ENGINEERING
COLLEGE FOR WOMEN**

Kaikkurchi - 622 303, Pudukkottai Dt.

MINUTES OF HOD MEETING - STAFF ATTENDANCE
 CONDUCTED ON 09/03/21 @ 1.05 pm

S.NO	NAME	Designation/ dept	Signature
1.	Mr. D. Thangaraj	AP/CIVIL	
2.	Mrs. Susiladevi. S	AP/EEE	
3.	MS. P. Subha	AP/CSE	
4.	Mrs. R. Yogeshwari	AP/ECE	
5.	MS. R. Manju	AP/CIVIL	


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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

Kaikkurichi, Pudukkottai-622 303

The HOD's meeting was conducted by the principal on 06.01.2020 at 12.00PM in the principal chamber.

Members:-

- 1) Mr.D.Thangaraj, Assistant Professor, Civil
- 2) Mr.R.Udhayanan, Assistant Professor, ECE
- 3) Ms.S.Susiladevi, Assistant Professor, EEE
- 4) Mr.R.Vijay, Assistant Professor, CSE
- 5) Ms.R.Manju, Assistant Professor, Civil

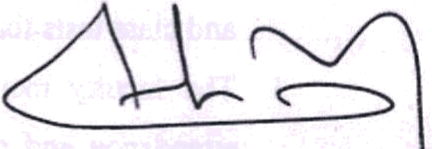
Proceedings:-

The following minutes of the discussion are carried out in the Principal chamber.

1. The faculty members are requested to go through the result analysis and find out the ways and means to improve the pass percentage.
2. In addition to the cycle tests, importance has also to be given in conducting weekly tests and class tests for the benefits of the students.
3. The faculty members are requested to be very prompt and careful in entering the attendance and cycle test marks in the Anna University web portal well within the specified time.
4. The faculty members are requested to update the student's profile for this academic year.
5. Discussed about Library book requirements and text books for the students. The concerned staff members has to verify in the library whether the required collection of books available.
6. Time consciousness and punctuality is must. All the faculty members are requested to see the existence of such a discipline among the students.
7. HoD's are requested to go on rounds during laboratory classes and verify whether the observation note and record notes are corrected up to date.


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- 8. Arranging workshops and guest lectures, involving the students to take part in the extracurricular activities in association with other institutions and within the campus.
- 9. Staff members are not allowed to carry the text book or reference books to the classes only hand written notes are permitted.


PRINCIPAL
 06/11/20

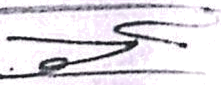

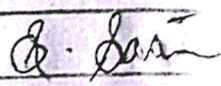
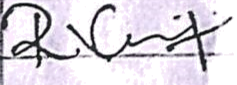

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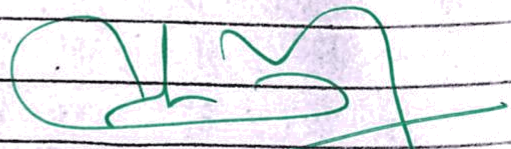
- PRINCIPAL table
- All HoD's
- All Faculty Members
- Office File



Dr. S. THILAGAVATHI M.E., Ph.D.,
PRINCIPAL
SRI BHARATHI ENGINEERING
COLLEGE FOR WOMEN
 Keikkurochi - 622 303, Pudukkottai Dt.

Minutes of HOD Meeting - Staff Attendance
 Conducted on 06/01/20 at 12.00 pm

S.No	Name	Designation/Dept	Signature
1.	Mr. D. THANGARAJ	ASSISTANT PROFESSOR/ CIVIL	
2.	Mrs. V. KAVITHA	ASSISTANT PROFESSOR/ ECE	
3.	Mrs. S. SURESHDEVI	ASSISTANT PROFESSOR/ECE	
4.	Mr. R. VIJAY	ASSISTANT PROFESSOR/ CSE	
5.	Ms. R. MANJU	ASSISTANT PROFESSOR/ CIVIL	



Dr. S. THILAGAVATHI M.E., P.E.,
 PRINCIPAL

SRI BHARATHI ENGINEERING
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Kaikkurchi - 622 303, Pudukkottai Dt.

SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
Kaikkurichi, Pudukkottai- 622303



Minutes of the meeting conducted by the Principal, at the chambers of the Principal, with the HoD's on 07.08.19 @ 12.35PM.

Members:-

- 1) Mr. D.Thangaraj, Assistant Professor, Civil
- 2) Mrs.V.Kavitha, Assistant Professor, ECE
- 3) Ms.S.Susiladevi, Assistant Professor, EEE
- 4) Mr. R.Vijay, Assistant Professor, CSE&IT
- 5) Ms.R.Manju, Assistant Professor, Civil

Proceedings:-

The following are the minutes of the discussions carried out in the chambers of the Principal, SBECW, Kaikkurichi, Pudukkottai-622303.

- 1) Principal reviewed I cycle test performance and insisted HoD's to give preferential status for part 'C' questions and 2marks questions to the students. Evidence of such progress must be submitted to the Principal when required.
- 2) Counseling must be conducted promptly and the record on conducting counseling to students has to be maintained and submitted to the Principal when required.
- 3) HoD's are requested to insist all faculty members to refer NPTEL lecture material and downloading the same for their reference.
- 4) All lab in charges are to be instructed to see whether observation notes and lab records are written and submitted by the students then and there.

- 5) The total marks for the cycle tests, mode of preparing the question papers, duration of the examinations were all discussed in the meeting and the HoD's are requested to strictly adhere and instruct the faculty members accordingly.
- 6) HoD's are insisted to see whether all the brochures are displayed in notice board.
- 7) Bio data of all the final year students must be sent to the examination for record.



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Cc:

Principal's table
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Office file
Minutes register



Dr. S. THILAGAVATHI M.E., Ph.D.,

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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
Kaikkurichi, Pudukkottai- 622 303

Minutes of the HoD's meeting conducted by the Principal, at the chambers of the Principal, on 03.01.19 @ 12.30 PM.

Members:-

- 1) Mr. D.Thangaraj, Assistant Professor, Civil
- 2) Mrs.V.Kavitha, Assistant Professor, ECE
- 3) Mr. R.Udayanan, Assistant Professor, ECE
- 4) Mrs.A.Prim Rose, Assistant Professor, EEE
- 5) Ms.P.Subha, Assistant Professor, CSE&IT
- 6) Ms. Manju, Assistant Professor, Civil

Proceedings:-

The following are the minutes of the discussions carried out in the chambers of the Principal, SBECW, Kaikkurichi, Pudukkottai-622303.

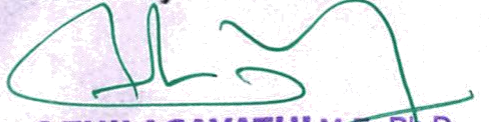
For improving the standards, the following steps are to be taken by each and every faculty member.

01.The HoD's are requested to create an awareness among the students regarding the latest Academic Schedule issued by the Anna University for the even semester 2018-19.They are requested to carefully go through the circulars issued by the Principal for details.

02. As informed by the University, all Saturdays will be working days. The last working day will be 22nd March, 2019. The Practical Examination starts on 25th March, 2019 and therefore all the faculty members are requested to complete the syllabus well in advance.

03. The classes in charges are requested to take necessary steps for reducing the absentees.

04. HoD's are requested to instruct the laboratory in charges for the maintenance and upkeep of laboratories.


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05. Staff meeting may be conducted every fortnight to review the academic progress of the students made through weekly tests and syllabus completion may be reviewed by concerned HoD's.

06. HoD's are requested to verify their question banks pertaining to their department and check whether question papers are issued as per instructions already issued.

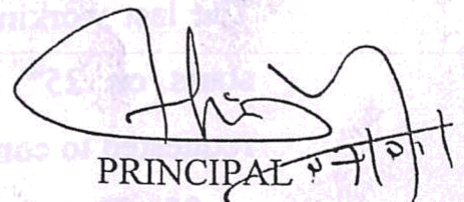
07. Students shall be encouraged for attending workshops, seminars and symposiums. Staff members also can attend such curriculum improvement activities.

08. Students shall be encouraged to attend In-Plant Trainings, Soft skill trainings; placement oriented training programmes and Auto CADD trainings in addition to their academic curriculum.

09. Arranging workshops and guest lectures.

10. HoD's are requested to direct their faculty for preparing for the University Inspection expected very soon. Laboratory in charges have to check their laboratories for keeping equipments in good working condition. They have to keep the lab manuals, records, stock registers and bills updated as per the revised syllabus.

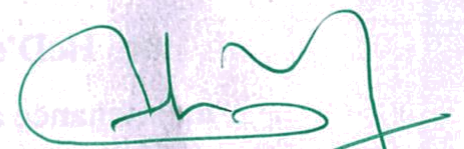
11. Only class in charges are authorized to get the permission from the Principal in case the students have to go home on the days other than permitted holidays. No student shall approach the Principal for such a permission or leave



PRINCIPAL

Cc:

Principal's table
All HoD's
Office file
Minutes register





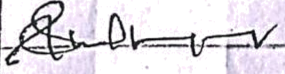
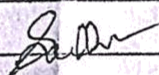

Dr. S. THILAGAVATHI M.E., Ph.D.,
PRINCIPAL

**SRI BHARATHI ENGINEERING
COLLEGE FOR WOMEN**

Kaikkurchi - 622 303. Pudukkottai Dt.

MINUTES OF HOD MEETING - STAFF ATTENDANCE

STAFF MEETING - 03-01-19 @ 12.30PM

Sl.NO	NAME	DESIGNATION / DEPT	SIGNATURE
1.	Mr. D. THANGARAJ	AP / CIVIL	
2.	Mrs. V. KAVITHA	AP / ECE	
3.	Mr. R. UDAYANAN	AP / ECE	
4.	Mrs. A. PRIM ROSE	AP / EEE	A. Prieman
5.	Ms. P. SUBHA	AP / CSE KIT	
6.	Ms. R. MANTU	AP / CIVIL	


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SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN
Kaikkurichi, Pudukkottai-622 303

The HOD's meeting was conducted by the principal on 06.07.2018 at 12.30PM in the principal chamber.

Members:-

- 1) Mr.D.Thangaraj, Assistant Professor, Civil
- 2) Mrs.V.Kavitha, Assistant Professor, ECE
- 3) Mr.R.Udhayanan, Assistant Professor, ECE
- 4) Mrs.A.Primrose, Assistant Professor, EEE
- 5) Ms.P.Subha, Assistant Professor, CSE & IT

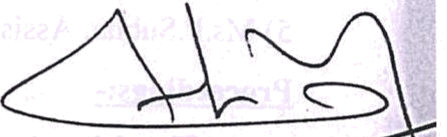
Proceedings:-

The following are the minutes of the discussion carried out in the chambers of the principal, SBECW, Kaikkurichi, Pudukkottai – 622303.

1. The HoD's are requested to make necessary arrangement for having a question bank in their department and all faculty members are requested to concentrate more on two mark questions.
2. All the staff should cover the entire syllabus well in advance to allow sufficient revision time.
3. Laboratory classes are to be conducted effectively and all the experiments are to be completed as per the syllabus well in advance.
4. Dress code to the staff members and students has to be followed strictly and wearing ID cards are mandatory.
5. All the staff members are requested to go to the classes for the lecture three minutes in advance and should update their log books regularly.
6. Staff meetings are to be conducted by HoD's once in 20 days regarding the academic improvements.
7. The Hostel students have to be strictly controlled against their request for permission to go out of the hostel. They will be allowed only for the valid reasons.
8. The class in-charges are instructed to watch the attendance percentage of the students and inform their parents in case of continued absence.

9. While uploading the attendance and cycle test marks in the university portal, the class in-charges are requested to maintain simultaneous file of the consolidated statements for the above.
10. HoD's are instructed to verify whether question banks, university question paper, two marks with answer are issued to the students are not.

Members:-
1) Mr. D. Thangaraj, Assistant Professor, Civil
2) Mrs. V. Karolina, Assistant Professor, ECE
3) Mr. R. Libyanan, Assistant Professor, ECE
4) Mr. A. Pinnose, Assistant Professor, EEE
5) Mr. S. Subramanian, Assistant Professor, CSE & IT


PRINCIPAL
21/08/20

Copy to

- PRINCIPAL table
- All HoD's
- All Faculty Members
- Office File

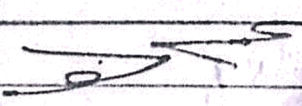
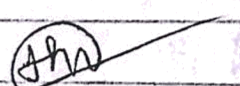
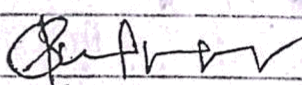
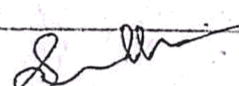


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**SRI BHARATHI ENGINEERING
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Kaikkurchi - 622 303, Pudukkottai Dt**

MINUTES OF HOD MEETING - STAFF ATTENDANCE

conducted on 06/07/2018 at 12.30PM

SI.NO	NAME	DESIGNATION / DEPT	SIGNATURE
1.	Mr. D. Thangaraj	Assistant professor / CIVIL	
2.	Mrs. V. Kavitha	Assistant professor / ECE	
3.	Mr. R. Udhayan	Assistant professor / ECE	
4.	Mrs. A. Primrose	Assistant professor / EEE	A. Primrose
5.	Ms. P. Subha	Assistant professor / CSE	



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