

Minutes of Meeting – IQAC

Agenda: Student mentoring, Academic Audit and Entrepreneurship Development Cell
Date 5th June 2018.

Member Present:

S. No.	Name	Designation	Signature
1.	Dr.R.Palson Kennedy	Principal	
2.	Mr.Sasi Veerarajan	Chief Operating Officer	
3.	Mr.B.Magesh	Convener IQAC	
4.	Dr.A.Nageshwaran	Prof. / CSE	
5.	Dr.P.R Jasmine Jeni	Prof,HOD./ ECE	
6.	Dr.A.Ranganathan	Prof./Civil	
7.	Dr.R.Rajesh Guna	Associate Prof.	
8.	Mrs.Abisha J Beneyln	AP / ECE	
9.	Ms.B.Sreedevi	AP / ECE	
10.	Mr.M.Hari Sathish kumar	AP / Civil	
11.	Mr.N.Sathish	AP / Mech	
12.	Mrs.S.L.SreeDevi	AP / EEE	
13.	Mr.A.Saroja	Village administrative officer	
14.	Mr.K.Arun Prasath	Alumni Student / CSE	
15.	Mr. A.Naveen Kumar	Student / ECE	
16.	Mr.k.Aniruthan	Student / Civil	
17.	Dr. S.KrishanKumar	SRO,Ex-office Industrialists	In absentia
18.	Mr. Ravi	Estate Discipline officer	



PERI Institute of Technology

(Approved by AICTE, Affiliated to Anna University)

Affiliation number : F.No. Southern / 1-7014117548/2020/EOA Permanent Id 1-5937291

PERI Knowledge Park, Mannivakkam, Chennai - 600 048. Tamilnadu.

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PERI Institute of Technology

No 1, PERI Knowledge Park, Manivakkam Chennai - 48

1. The continuous assessment of IQAC, It has been found that the students of the institute must be under the proper guidance and mentoring to reach their goals and succeed in their field of study.
2. The Hierarchy Mentoring consist of Principal- Head of the department – Mentor – Students. The management participation must be availed wherever required.
3. A mentor will be allotted for every 15- 20 students. A mentor coordinator will be allotted for every 10 mentors. The function of the mentor coordinator is to facilitate the meeting of mentor and mentee.
4. One hour will be allotted as a mentor hour for the students in which the students will meet the mentor and the mentor discuss and analyze the student in the initial stage.
5. Further the mentor will look after the requirements of the students in terms of facility, Arrear management, Counseling re, educational and detail guidance.
6. The requirements of the students must be reported through the software and the closing report of the same should be updated in iguru by HOD.

7. The common counseling will be done once in a semester after the results of university. The counseling will be done through IQAC team for individual students by senior faculties of other departments.
8. The report of common counseling will be handled by the IQAC team and the actions will be done through the guidance of the Management.
9. In order to ensure the implementation of IQAC policies and actions the Team IQAC will conduct Academic Audit at the end of every semester and before the consequent meeting.
10. IQAC team will verify the documents related to the implementation all the policies made and will submit a detail report on the same to Principal.

Copy to:

1. Chairman / COO / Principal
2. All HOD's
3. Administrative officer
4. All faculties
5. Office Copy



Dr. R. Palson Kennedy
Dr.R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mannivakkam, Chennai-600 040.

[Signature]
5/6/18
COORDINATOR - IQAC

Minutes of Meeting - IQAC

Agenda:

07/11/2018

Agenda: Improvement of Extra and Co Curricular activities & General

Date 7th Nov 2018.

Member Present:

S. No.	Name	Designation	Signature
1.	Dr.R.Palson Kennedy	Principal	
2.	Mr.Sasi Veerarajan	Chief Operating Officer	
3.	Mr.B.Magesh	Coordinator/ IQAC	
4.	Dr.ANageshwaran	Prof. / CSE	
5.	Dr.P.R Jasmine Jeni	Prof, HOD./ ECE	
6.	Dr.A.Ranganathan	Prof./Civil	
7.	Dr.R.Rajesh Guna	Associate Prof.	
8.	Dr.K.C Jayashankar	Prof.HOD / EEE	
9.	Mrs.Abisha J Beneyln	AP / ECE	
10.	Ms.B.Sreedevi	AP / ECE	
11.	Mr.M.Hari Sathish kumar	AP / Civil	
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1. The institute has decided to improve the research and Co curricular activities.
2. It has been decided to create Drone centre for excellence and Robotics and IOT club for the effective engagement of students in the cutting edge technology.
3. Peri cultural centre will be inaugurated in order to improve the cultural activities of the institute.
4. The sports day has been planned to organize on July 31 and August 1.
5. In order to improve the teaching learning progress the IQAC has decided to conduct three days in house workshop on Innovative teaching learning Pedagogy for the faculty members.
6. As a part of continuous improvement in academics the hostel students study hours will be monitored by teaching faculties.
7. Further the mentor will look after the requirements of the students in terms of facility, Arrear management, Counseling re, educational and detail guidance.
8. In order improve the placement possibility of rural background students. A team of faculty members will train the final year rural background students during 8.30 - 9.30 of every day.


9. The centre for higher studies will be functioning in the institute to motivate and guide students towards Higher Studies.e
10. The institute has decided to make all kind of students money transaction through online and the progress will be followed by e - governance software iguru.

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COORDINATOR - IQAC


Dr.R. PALSON KENNEDY, M.E., Ph.D..
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