PERI
INSTITUTE OF TECHNOLOGY

Minutes of Meeting – IQAC

Agenda: **13.08.2020**

1. Online **Classes and Preparing Student for Online Examination**

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.K.Sundaramoorthy	Prof. / CSE	
5.	Mr.V.Janarthanan	Prof./ Mech	
6.	Dr.A.Ranganathan	Prof./Civil	
7.	Mrs.Abisha J Benelyn	AP / ECE	
8.	Mrs.B.Sreedevi	AP / ECE	
9.	Mr.M.Hari Sathish kumar	AP / Civil	
10.	Mr.N.Sathish	AP / Mech	
11.	Mrs.S.L.SreeDevi	AP / EEE	
12.	Mrs.A.Saroja	Village administrative officer	
13.	Mr. Arun Prasanth	Alumni Student / CSE	
14.	Ms. T.V.Rekha.	Student / CSE	
15.	Ms. S.Sathiya Priya	Student / Civil	
16.	Mr.K.R.Barathwaj	Student/ECE	
17.	Mr.S.J.Chandru	Student/EEE	
18.	Dr. S.Krishna Kumar	SRO, Ex-office Industrialists	In- Absentia
19.	Mr. K.Ravi	Estate Discipline Manger	

PERI INSTITUTE OF TECHNOLOGY MANNIVAKKAM CHENNAI-48

PERI Institute of Technology

No 1. PERI Knowledge Park, Manivakkam Chennai – 48

1. On responding to the stakeholder's feedback, the IQAC of the institution decided to enforce its training methods and also have decided to look deep into skill development.

2. The training team has been renamed as department of Skill Development and Dr.Sundaramoorthy has been appointed as head, Department of Skill Development.

3. Under his guidance, the skill development committee has been reformed with the following faculty members
   1. Mr. Vasantha Raja Assistant Professor CSE
   2. Mr. Kannadasan Assistant Professor ECE
   3. Mr. Vignesh Assistant Professor MECH
   4. Mr. Senthil Ram Assistant Professor CIVIL
   5. Mrs. Abirami Assistant Professor EEE
   6. Mrs.Revathi & Mrs. Vidya Assistant Professor S&H

4. From the outcome of skill development meeting held on. It has been decided to reschedule the skill development program from the first year As follows

Skill Development Program (AY2020-2021)				
Sem	**Skill**	**Skill Level**	**All Dept**	
1	C	Foundation	Awareness Program -1	
			Personality Development	
			Positive Thinking	
			Self Learning	
2	C	Foundation	Awareness Program -2	
			Fluent English Communication (Overcome inhibition, shyness, fear and hesitation in speaking)	
Sem	**Skill**	**Skill Level**	**EEE , MECH, Civil**	**CSE , ECE**
3	T	Basic	Core Fundamental Concepts 1	Programming Language 1(OOPs)

	C	Basic & Advance		
4	T	Basic	Core Fundamentals Concepts 2	DB / Web Tools
	C	Basic & Advance		
5	T	Advanced	Core (Dept Specific)	upcoming Technologies (Ex: Full Stack /DS/BD /AI & ML/IoT
	A	Basic	Problem Solving - Time , Work etc (capsule program)	
6	T	Advanced	Core (Dept Specific)	upcoming Technologies (Ex: Full Stack /DS/BD /AI & ML/IoT
	A	Advanced	Analysis & Problem solving (capsule program)	
7	T	Project	Explore the acquired skills through their projects	
8	T	Company Specific Training	Training will be given based company requirements	

5. Further on focusing the communication skill it has been planned to monitor student consistently.

6. To look after the consistency it has been planned to record 1 minute video of the student to verify the fluency and language skill of the student.

7. The same has been evaluated and categorized to segregate the student based on the requirement.

8. To ensure the consistency and outcome of the training the student must be followed to record video at the end of every semester.

9. The technical skill part will be taken care of by external and internal sources.

10. Two internship per student before entering final year became mandatory for placements.

11. The department (Skill development) must maintain a separate ranking system for every student based on the competence towards placement at the end of the year.

Copy to:

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

13/8/20

Convener - IQAC

PERI INSTITUTE OF TECHNOLOGY Mannivakkam Chennai-48

18/8/20

Dr.R. PALSON KENNEDY, M.E.,Ph.D.,
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mannivakkam, Chennai-600 048.

PERI
INSTITUTE OF TECHNOLOGY

Minutes of Meeting – IQAC

Agenda: **16.10.2020**

1. Online **Classes and Preparing Student for Training & Skill Development**

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.K.Sundaramoorthy	Prof. / CSE	
5.	Mr.V.Janarthanan	Prof./ Mech	
6.	Dr.A.Ranganathan	Prof./Civil	
7.	Mrs.Abisha J Benelyn	AP / ECE	
8.	Mrs.B.Sreedevi	AP / ECE	
9.	Mr.M.Hari Sathish kumar	AP / Civil	
10.	Mr.N.Sathish	AP / Mech	
11.	Mrs.S.L.SreeDevi	AP / EEE	
12.	Mrs.A.Saroja	Village administrative officer	
13.	Mr. Arun Prasanth	Alumni Student / CSE	
14.	Ms. T.V.Rekha.	Student / CSE	
15.	Ms. S.Sathiya Priya	Student / Civil	
16.	Mr.K.R.Barathwaj	Student/ECE	
17.	Mr.S.J.Chandru	Student/EEE	
18.	Mr.N.Ajay	Student/Mech	
19.	Dr. S.Krishna Kumar	SRO, Ex-office Industrialists	ON LINE
20.	Mr. K.Ravi	Estate Discipline Manger	

PERI INSTITUTE OF TECHNOLOGY MANNIVAKKAM CHENNAI-48

PERI Institute of Technology

No 1. PERI Knowledge Park, Manivakkam Chennai – 48

1. Due to the scenario on Covid-19 pandemic, it has been understood that the upcoming semester/year may be consider in online. Hence after analyzing the scenario, Internal quality assurance cell of the institution has conducted the meeting on August 13 th and made following decisions towards online.

2. The faculty members have been asked to take classes through 'Google meet' and Webex.

3. Every faculty members must appear in the online class minimum 15 minutes to face to face interaction.

4. The problematic subject must be taught through (written explanation) either on board or in sheet. The methods have been suggested.

5. The examinations will be organized with our own software tool with the following pattern.

6. To make more practice in MCQ every unit 50 practice questions have been given.

7. The automated evaluation will be done and the student must get 90% mark to pass the exam.

8. The question will be appear one by one basis after choosing the right answer only the next question appear.

9. The student will be allowed to write the examination n number of time until he/she pass the examination.

10. Every class in charges will have at least one time face to face interaction with the students.

11. All the class committee meeting will be conducted through online. Face to face management feedback will be taken twice in this semester.

12. The laboratories may be conducted live through 'Google meet' and with the help of virtual lab prescribed by Anna University.

13. Where ever possible faculties handling Non Circuit branches have to conduct the labs in college and send videos to the students along with sample readings taken for calculation.

14. For circuit branches, the students can install the software in their Laptops/PC in home & can practice the labs sessions as instructed by faculties.

Copy to:

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

Convener - IQAC

PERI INSTITUTE OF TECHNOLOGY CHENNAI-48

Dr.R. PALSON KENNEDY, M.E.,Ph.D.,
PRINCIPAL
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Mannivakkam, Chennai-600 048.

PERI
INSTITUTE OF TECHNOLOGY

Minutes of Meeting – IQAC

Agenda:

1. Online **Classes and Preparing Model Practical Examinations**

Member Present:

S. No.	Name	Designation	Signature
1.	Dr.R.Palson Kennedy	Principal	4/12/20
2.	Mr.Sasi Veerarajan	Chief Operating Officer	
3.	Mr.B.Magesh	Coordinator IQAC	04/12/20
4.	Dr.K.Sundaramoorthy	Prof. / CSE	04/12/20
5.	Mr.V.Janarthanan	Prof./ Mech	4/12/20
6.	Dr.A.Ranganathan	Prof./Civil	04/12/20
7.	Mrs.Abisha J Benelyn	AP / ECE	
8.	Mrs.B.Sreedevi	AP / ECE	4/12/20
9.	Mr.M.Hari Sathish kumar	AP / Civil	
10.	Mr.N.Sathish	AP / Mech	4/12/20
11.	Mrs.S.L.SreeDevi	AP / EEE	
12.	Mrs.A.Saroja	Village administrative officer	
13.	Mr. Arun Prasanth	Alumni Student / CSE	4/12/20
14.	Ms. T.V.Rekha.	Student / CSE	
15.	Ms. S.Sathiya Priya	Student / Civil	
16.	Mr.K.R.Barathwaj	Student/ECE	
17.	Mr.S.J.Chandru	Student/EEE	
18.	Mr.N.Ajay	Student/Mech	
19.	Dr. S.Krishna Kumar	SRO, Ex-office Industrialists	ON-LINE
20.	Mr. K.Ravi	Estate Discipline Manger	

PERI INSTITUTE OF TECHNOLOGY MANNIVAKKAM CHENNAI-48

PERI Institute of Technology

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1. Due to the scenario on Covid-19 pandemic it has been understood that the upcoming semester Lab examinations also may be conducted in on-line only. Hence after analyzing the scenario, Internal quality assurance cell of the institution has conducted the meeting on 4th Dec 2020 and made following decisions towards online.

2. The faculty members have been asked to take classes through 'Google meet' and Webex.

3. Every faculty members must appear in the online practical session for minimum 25 minutes to face to face interaction.

4. The examinations will be organized with our own software tool with the following pattern.

5. To make more practice in CQ every unit 50 practice questions have been given. Comprehensive questions to be prepared.

6. The automated evaluation will be done and the student must get 80% mark to pass the exam.

7. The student will be allowed to write the Algorithms & procedure for the practical examination and data for calculations will be given to pass the examination.

8. Every class in charge will have one time face to face interaction with the students during the model session and record it .

9. The laboratories examinations will be conducted live through 'Google meet' and with the help of virtual lab prescribed by Anna University.

10. The faculties handling Non Circuit branches have to conduct the labs exam and give the sample readings for calculations. Comprehensive questions & graphs will be considered for evaluation.

11. For circuit branches, the students can install the software in their Laptops/PC in home & can run it the labs sessions as instructed by faculties. And show the results in screen shots etc.

12. The viva voice question will be asked one by one basis by the faculty during / after completing the online Practical examinations

Copy to:

1. Chairman / COO / Principal
2. All HOD's
3. Administrative officer
4. All faculties
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Convener - IQAC

PERI INSTITUTE OF TECHNOLOGY

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