

ACADEMIC YEAR 2022 – 2023

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

### Index

S.No	Description	Page Number
1.	Procedures for maintaining and utilizing physical, academic and support facilities	1 - 4
2.	List of Cameras for Maintenance: 88	5
3.	Camera Location	6 - 9
4.	Auditing Report and Balance sheet	10 - 11
5.	Maintenance Invoices and Proofs	12 - 37

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

**ACADEMIC YEAR 2022 – 2023**

**Procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Maintenance Section:**

There is a centralized maintenance section which is headed by a maintenance engineer and supported by skilled technicians.

**Infrastructural Maintenance:**

Maintenance of buildings, furniture, minor electrical facilities, water pipe lines, sanitary fittings and minor masonry works are carried out by regular maintenance staff. Electrical equipment such as Generator, UPS, and batteries are periodically monitored.

**Maintenance of IT Facilities:**

The functioning of college intranet and internet facility is monitored and maintained by the networking engineer and hardware technicians. Any issues related to cabling/ testing of wired network and Wi-Fi connectivity, switches, Aps are attended to by the Hardware Technicians from IT department.

**Academic facilities Maintenance:**

Well established procedure is available for service and maintenance of lab equipment's. Request for approval of maintenance / service is made before the budget cost committee (BCC) through proper channel.

**Maintenance of supporting Facilities:**

Adequate man power is employed to maintain cleanliness of the campus so as to provide a congenial learning environment.

**Maintenance of Library:**

The activities like preservation of books from insects, dusting and shelving of reading materials on regular basis are done by the library assistants with the help of housekeeping staff

### **Maintenance of the Building:**

Our Institution has a maintenance team that carries out the maintenance activities of Buildings, classrooms, seminar halls and laboratories. The maintenance team is headed by Administrative officer, who the roll of monitors the work of the Campus Supervisor at the next level. Major works are completed during the winter and summer vacations, and minor works are completed as needed without interfering with academic activities.

Housekeeping in-charges are allotted for each block that monitors the daily cleaning of the classrooms, seminar hall and laboratories such as floors, walls, ceilings, exterior/interior doors, and windows. Housekeeping grievances are carried over by the campus supervisor through the Administrative officer and grievances are rectified regularly.

### **Electrical Maintenance:**

Electrical Supervisor is appointed in our institution for rectifying electrical complaints on regular basis. The repairs and service records are maintained by Electrical Supervisor. Energy Auditors are appointed in our institution for auditing physical and academic facilities every academic year.

### **Computer Maintenance:**

The Centralized IT department incharge is in charge of all IT infrastructure maintenance and all Computing equipment maintenance. Laboratory technician under the supervision of the System Administrator maintains all computing equipment of the Institution. Minor Complaints are carried over by Laboratory technicians and major complaints are given to outsourcing service through the system administrator and Administrative officer.

### **Harvesting Rainwater:**

Rainwater harvesting has been implemented in our institution throughout buildings, one rainwater collecting pit which restores the rainwater is installed and maintained regularly by the Campus supervisor through the Administrative officer.

### **Garden Maintenance:**

Our Institution maintains the garden through routine activities such as thinning, weeding, fertilizing, watering plants, composting, and pest monitoring. All these activities are taken care of by the campus Supervisor and his team.

### **Bio-Gas Maintenance:**

In Our Institution, the Bio-gas plant is maintained and produces the gas of 5kg per day by solid

wastes. It is regularly monitored and maintained by the Maintenance team.

### **Transport Maintenance:**

Transport in charge of the Institution oversees the maintenance of all transport vehicles. Drivers take responsibility for route and schedule of traveling, overseen by the administrative officer. Fitness certificates and maintenance of vehicles are done on a regular basis.

### **Sports ground Maintenance:**

The Director of Physical Education of the institution is in charge of the Sports ground and Equipment. The sports Grounds like football, volleyball, Ball Badminton, and Cricket are regularly cleaned and maintained by the director of physical education with help of the campus supervisor. Maintenance includes grasscutting, flattening of ground and white painting of the post is done whenever necessary.

### **Sports Equipment's maintenance:**

The director of Physical Education periodically checks the sports equipment and request for service through the administrative officer and principal. Consumables (Balls, T-shirts, tracks, etc.,) are purchased yearly once and stocks are maintained by the director of Physical Education.



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

NVR AND CAMERAS BLOCK WISE: 88 Cameras

S.No	Camera Installed Block	Number of Cameras
1.	MAIN GATE	2
2.	ALPHA BLOCK GROUND FLOOR	10
3.	ALPHA BLOCK FIRST FLOOR	7
4.	ALPHA BLOCK SECHOND FLOOR	2
5.	BETA BLOCK GROUND FLOOR	3
6.	BETA BLOCK THIRD FLOOR	2
7.	DELTA BLOCK GROUND FLOOR	24
8.	DELTA BLOCK FIRST FLOOR	2
9.	DELTA BLOCK SECHOND FLOOR	3
10.	DELTA BLOCK THIRD FLOOR	3
11.	ZETA BLOCK GROUND FLOOR	8
12.	CANTEEN	5
13.	LIBRARY	3
14.	BOYS HOSTEL GROUND FLOOR	5
15.	BOYS HOSTEL FIRST FLOOR	6
16.	BOYS HOSTEL SECHOND FLOOR	3



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

**PRINCIPAL**

**PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai - 600 048.**

ACADEMIC YEAR 2022 – 2023

Camera Location



Camera location in Alpha block

Camera Location



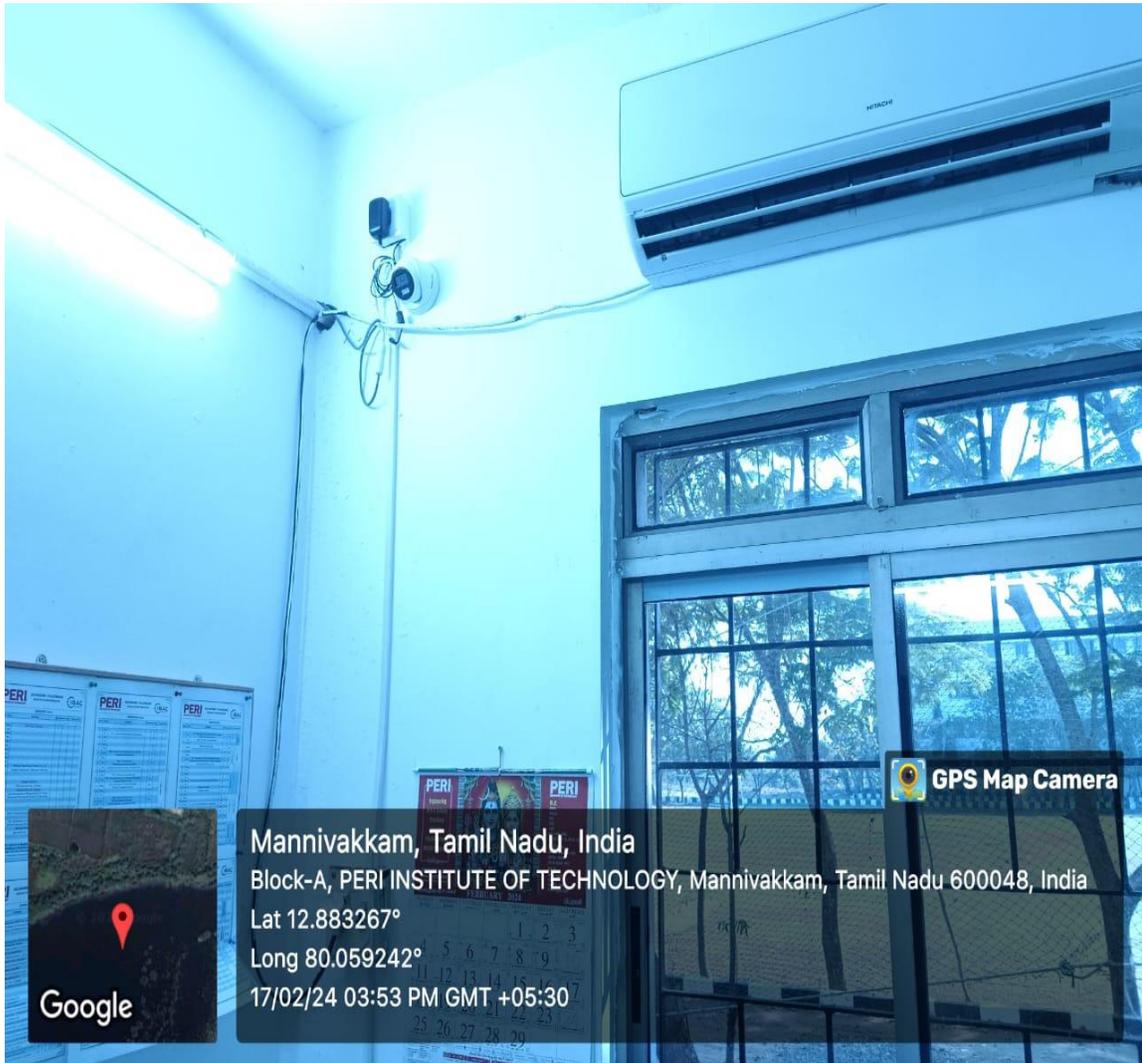
Camera Location in Beta Third Floor

Camera Location



Camera in Delta block

Camera Location



Camera location in Beta Block

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

PERI EDUCATIONAL AND CHARITABLE TRUST  
PERI KNOWLEDGE PARK, MANNIVAKKAM  
CHENNAI - 600 048

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2023

Particulars	Amount	Amount
<b>Income</b>		
Fee Income	5,43,41,970	
Canteen Income	3,78,997	
Neem Income	74,32,82,059	
Other Income	5,53,22,211	85,33,25,237
<b>Total Income (A)</b>		<b>85,33,25,237</b>
<b>Expenditure</b>		
<b>Administrative Expenses</b>		
Advertisement & Publicity	37,13,929	
Canteen Expenses	83,70,576	
Communication Costs	7,21,186	
Printing & Stationery	1,58,29,897	
Salary	4,44,05,030	
Student/ Staff Welfare Expenses	1,16,75,974	
Travelling & Conveyance Expenses	69,53,377	
Professional Charges	48,68,088	
Legal Expenses	10,02,949	
Insurance	6,20,907	
Office Expenses	1,00,09,039	
other	10,75,005	
Academic Expenses	34,48,601	
Anna University Fees	8,70,350	
Neem Expenses	67,65,89,435	
Miscellaneous Expenses	55,09,322	
Rental Expenses	95,740	
Finance Charges	2,24,702	
Depreciation	2,36,74,148	
Repairs & Maintenance	1,25,90,376	83,22,48,630
<b>Total Expenditure (B)</b>		<b>83,22,48,630</b>
<b>Excess of income over Expenses:</b>		<b>2,10,76,607</b>

For Sekharan Associates  
Chartered Accountants

P.L.N. Raghukumar



CA PLN Raghukumar  
Partner  
FRN.No: 005412S  
M.No: 204319  
UDIN: 23204319BGWFMP4613  
Date: 30/11/2023  
Place: Chennai

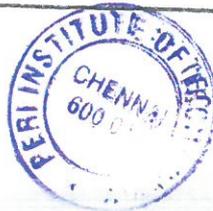
For Peri Educational and Charitable Trust  
Managing Trustee

S. Jendrasan

Trustee

Trustee

K. Paulraj



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

PERI EDUCATIONAL AND CHARITABLE TRUST  
PERI KNOWLEDGE PARK, MANNIVAKKAM  
CHENNAI - 600 048  
BALANCE SHEET AS ON 31ST MARCH 2023

Particulars	Amount	Amount
<b>Liabilities</b>		
Corpus Fund	10,01,001	10,01,001
<b>General Fund</b>		
Opening Balance	1,30,39,166	
Excess of income over Expenditure	2,10,76,607	3,41,15,773
<b>Loans</b>		
Secured Loans	35,87,89,807	
Unsecured Loans from Trustee & Others	13,20,39,278	49,08,29,085
<b>Current Liabilities</b>		
Sundry Creditors	4,47,39,303	
Duties & Taxes	1,91,82,416	
Other Current Liabilities	6,03,06,851	
Provisions	10,68,42,740	23,10,71,310
<b>Total</b>		<b>75,70,17,169</b>
<b>Assets</b>		
<b>Fixed Assets</b>		
Gross Block	59,57,39,219	
Less: Depreciation	2,36,74,148	57,20,65,070
<b>Current Assets</b>		
Sundry Debtors	10,39,77,719	
Cash	83,340	
Bank Accounts	2,47,77,972	
Deposits	9,46,452	
Other current assets	4,99,13,158	
Others loans & Advances	52,53,458	18,49,52,099
<b>Total</b>		<b>75,70,17,169</b>

For Sekharan Associates  
Chartered Accountants

*PLN Raghukumar*



CA PLN Raghukumar  
Partner  
FRN.No: 005412S  
M.No: 204319  
UDIN: 23204319BGWFMP4613  
Date: 30/11/2023  
Place: Chennai

For Peri Educational and Charitable Trust  
Managing Trustee

*Jendran*

Trustee

Trustee

*Is. p. ...*



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

## GST TAX INVOICE

Shree Sankeshwar Parsvanathaya Namah

<b>Shree Electro Suppliers</b> No: 60, Govindappa Naicken Street 1st Floor, Parrys, Chennai Tamil Nadu - 600001, India GSTIN/UIN: 33AAFPR8970F1ZF State Name : Tamil Nadu, Code : 33 Contact : 044/42013201 & 044/49567887, 9566255663 Fax : Centrexno: 2201 & 9990 E-Mail : shreeelectrosuppliers@gmail.com	Invoice No. <b>12865</b>	Dated <b>20-Aug-2022</b>
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer <b>PERI EDUCATIONAL AND CHARITABLE TRUST</b> 1, MANNIVAKKAM WEST, TAMBARAM, CHENNAI, Tamil Nadu - 600048, India GSTIN/UIN : 33AABTP3595L1Z5 PAN/IT No : State Name : Tamil Nadu, Code : 33 Place of Supply : Tamil Nadu	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through <b>Auto</b>	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	<b>48" Ceiling Fan Highspeed</b>	8414	18 %	<b>72 Pcs</b>	1,522.00	Pcs		<b>1,09,584.00</b>
2	<b>4ft Led Ftg White</b>	9405	18 %	<b>121 Pcs</b>	175.00	Pcs		<b>21,175.00</b>
3	<b>3FT FAN ROD</b>	8536	18 %	<b>12 Pcs</b>	95.00	Pcs		<b>1,140.00</b>
								1,31,899.00
	<b>OUTPUT CGST @ 9%</b>					9 %		<b>11,870.91</b>
	<b>OUTPUT SGST @ 9%</b>					9 %		<b>11,870.91</b>
	<b>Less : Round Off</b>							<b>(-)0.82</b>
	<b>Total</b>			<b>205 Pcs</b>				<b>₹ 1,55,640.00</b>

Amount Chargeable (in words)

E. & O.E

**Indian Rupees One Lakh Fifty Five Thousand Six Hundred Forty Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8414	1,09,584.00	9%	9,862.56	9%	9,862.56	19,725.12
9405	21,175.00	9%	1,905.75	9%	1,905.75	3,811.50
8536	1,140.00	9%	102.60	9%	102.60	205.20
<b>Total</b>	<b>1,31,899.00</b>		<b>11,870.91</b>		<b>11,870.91</b>	<b>23,741.82</b>

Tax Amount (in words) : **Indian Rupees Twenty Three Thousand Seven Hundred Forty One and Eighty Two paise Only**

Company's PAN : **AAFPR8970F**

Company's Bank Details  
 Bank Name : **Kotak Mahindra Bank**  
 A/c No. : **2212205402**  
 Branch & IFS Code : **KKBK0008478**

Customer's Seal and Signature

for Shree Electro Suppliers

Authorised Signatory









**MEMO**

Cell : 91768 55799

**Mahadev Electricals and Hardwares**  
No. 304A, Sri Shanmuga Nagar, Mudichur Main Road, Mannivakkam, Chennai-600048

Name P. S. S.;

Date 18/02/13

Qty.	Item Description	Amount ₹
✓ 13	14 Cassam Pipe	1020.00
✓ 7	24 Cassam Pipe	1365.00
✓ 4	Water Proof Plug	340.00
✓ 2	14 Cassam Pipe	90.00
<u>Total</u>		<u>2815.00</u>

MEMO

Cell : 91768 55799



**Mahadev Electricals and Hardwares**  
No. 304A, Sri Shanmuga Nagar, Mudichur Main Road, Mannivakkam, Chennai-600048

Name..... Periy .....

Date 24/01/23

Qty.	Item Description	Amount ₹
①	18 <sup>4</sup> Ex. Fan Aluminium -	5850 12
②	94 Ex. Fan Aluminium -	1590 10
Total -		<u>7440-00</u>













MEMO

Cell : 91768 55799

**Mahadev Electricals and Hardwares**

No. 304A, Sri Shanmuga Nagar, Mudichur Main Road, Mannivakkam, Chennai-600048

Name: Peng,

Date: 27/04/23

Qty.	Item Description	Amount ₹
1	12mm HSS Drill Bit	285
10	AA Drill Bit	220
10	AAA Drill Bit	220
3	NC HSS Drill Bit	570
1	Blue Nylon Bar	140
1	10mm Flute Drill Bit	45
1	12mm Flute Drill Bit	50
1	14mm Flute Drill Bit	55
1	16mm Flute Drill Bit	65
1	18mm Flute Drill Bit	70
1	20mm Flute Drill Bit	75
1	25mm Flute Drill Bit	80
1	32mm Flute Drill Bit	85
1	22mm HSS Drill Bit	78
	Total	2038



MEMO

Cell : 91768 55799

**Mahadev Electricals and Hardwares**  
No. 304A, Sri Shanmuga Nagar, Mudichur Main Road, Mannivakkam, Chennai-600048

Name..... Pedi.....

Date..... 25/05/22.....

Qty.	Item Description	Amount ₹
✓ ①	320 meters	185.00
✓ ①	220 panel	680.00
		<hr/>
		<u>865.00</u>
	total -	





**MEMO**

Cell : 91768 55799



**Mahadev Electricals and Hardwares**  
No. 304A, Sri Shanmuga Nagar, Mudichur Main Road, Mannivakkam, Chennai-600048

Name..... Pari .....

Date..... 02/02/23 .....

Qty.	Item Description	Amount ₹
30000	1/2 4 PWC PIPA 15kg -	1162.00
(2)	1/2 4 PWC 100(A) -	130.00
(1)	1/2 4 PWC 100(A) -	85.00
(4)	1/2 4 PWC ELSCO -	180.00
(2)	1000L Storage.	170.00
<b>Total =</b>		<b>1727.00</b>









# PERI EDUCATION

## CASH VOUCHER

College : PERI Institute of Technology.

Date : 04/10/23

Expenses Head : \_\_\_\_\_

Debit A/C : \_\_\_\_\_

Paid to : Bela Subramanian Auto Diesel Centre.

The sum of Rs. 3607 (Rupees in words : Three thousand  
Six hundred and Seven Rupees. only)

Towards petrol filled for hired @ CEO [IN/17/03/24]

Rs. 

3	6	0	7		
---	---	---	---	--	--

 . 

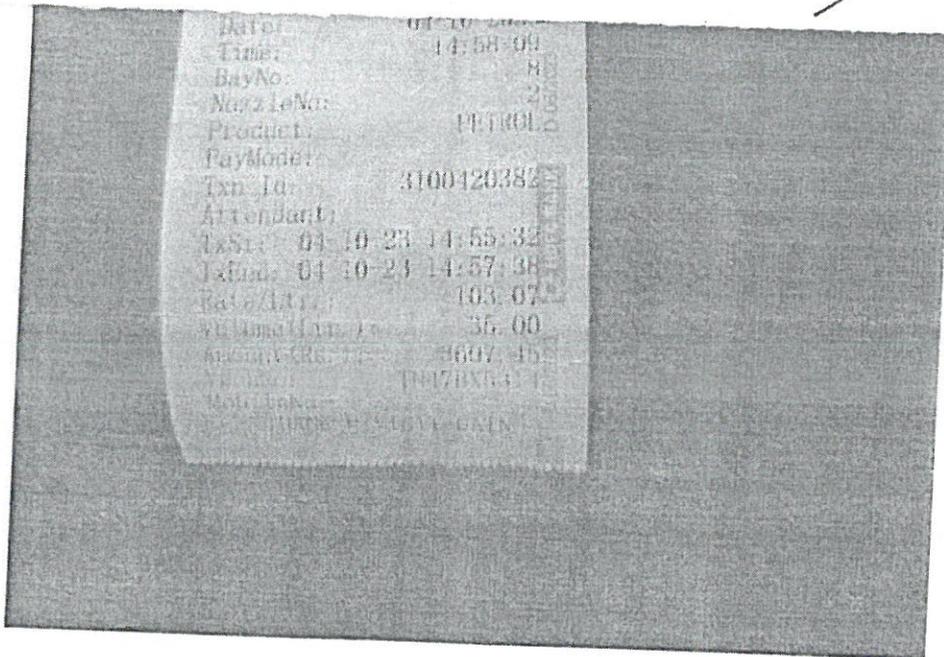
--	--

 km  $[37992 - 38394] = 402$  km Run

Recommended by

Approved by

Receiver Signature



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

# PERI EDUCATION

## CASH VOUCHER

College: PERI Institute of Technology

Date: 04/10/91

Expenses Head: \_\_\_\_\_

Debit A/C: \_\_\_\_\_

Paid to: Balasubramanian Auto Diesel Centre

The sum of Rs. 1000 (Rupees in words: one thousand

Pupees only)

Towards petrol filled for our hired Swift [Rate 103.07 x 9.70]

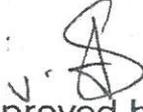
s. 

1	0	0	0				
---	---	---	---	--	--	--	--

Recommended by



Approved by



Receiver Signature



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

# PERI EDUCATION

## CASH VOUCHER

College : PERI Institute of Technology

Date : 01/12/23

Expenses Head : \_\_\_\_\_

Debit A/C : \_\_\_\_\_

Paid to : Zehra beel

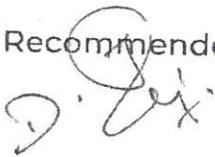
The sum of Rs. 4250 (Rupees in words: four thousand two hundred and fifty Rupees only)

Towards [TNI9m 4625] R-03 self motor space purchased.

Rs. 

4	2	5	0								
---	---	---	---	--	--	--	--	--	--	--	--

Recommended by



Approved by



Receiver Signature

Sl.No	Particulars	Qty.	Rate	Amount P.
1.	Self motor Amritkan	1		1350
2.	Solen Switch	1		1850
3.	Bunk	1 set		800
4.	Bunk	3		350
<b>TOTAL</b>				<b>4250</b>

Rupees.....

**DR. R. PALSON KENNEDY, M.E., Ph.D.,**  
**PRINCIPAL**  
**PERI INSTITUTE OF TECHNOLOGY**  
 No. 13/7, Arunthathipuram 2nd Street, Essa Pallavaram,  
 Chennai - 600 043.

**CASH BILL**  
**A.N.M. PERFECT WINDING**  
 No. 285  
 To M/s. Peri  
 Date: 29/11/2023  
 Cell : 9840335495

# PERI EDUCATION CASH VOUCHER

Vch No: 2941

College: PERI Institute of Technology

Date: 16/10/23

Expenses Head: \_\_\_\_\_

Debit A/C: \_\_\_\_\_

Paid to: M. C Agencies.

The sum of Rs. 2456 (Rupees in words: Twenty four thousand five hundred and fifty six Rupees only)

Towards Diesel bill for 7 buses 11 yrs Engg in trip on 13/10/23

Rs. 

2	4	6	5	6	.	0	0
---	---	---	---	---	---	---	---

Recommended by  
*[Signature]*

Approved by  
*[Signature]*

Receiver Signature  
*[Signature]*

PARTICULARS	QTY.	RS.	P.
<div style="text-align: right; margin-bottom: 5px;">                     16/10/23 94.73                      RECEIVED                      M/S PERI                      16/10/23                      2456                      2456                      500                      2456                 </div> Petrol / Diesel	255	24156	
E & OE Thanku You !	TOTAL	24656	

No. **11963**  
 M/S PERI  
 Date: 16/10/23  
 33AEV/PC8366A1Z1 CREDIT BILL Cell: 9444007803  
**M.C. Agencies**  
 Dealers Bharat Petroleum Corporation Ltd.,  
 No. 11, Alagesan Nagar, Kolapakkam, Chennai-48.

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

GST NO : 33NGQPS3070B1Z5  
 PAN : NGQPS3070B

# FUTURE DRIVER SERVICE

No.17, SJ Nagar, Sriperumbudur, Kanchipuram - 602 105.



DATE: 11/12/22

CUSTOMER NAME ADDRESS & TAX DETAILS	
PLACE OF SERVICE : M/S PERI EDUCATIONAL AND CHARITABLE TRUST	
ORDER REF NO : NOV/23 - 24/102	GSTIN : 33AABTPSS95L125
BILL PERIOD : [01/11/23 [to] 30/11/23]	PAN : AABTPSS95L

SL NO	DESIGNATION	NO OF DRIVERS	PER MONTH CHARGES	AMOUNT
1.	Drivers	11	11 x 19848	218328 ✓

TOTAL BASIC	218328 ✓
CGST	9% 19649.52 ✓
SGST	9% 19649.52 ✓
TOTAL GST	18% 39299.4 ✓
TOTAL AMOUNT	257627 ✓

TOTAL AMOUNT (IN WORDS) Two lakh fifty seven thousand six hundred and twenty seven Rupees only.

TDS @ 1% 2183

Net - 255444

S. RENGANAYAKI  
 PROPRIETOR

Dr. S. RANGANAYAKI, M.E., Ph.D.  
 PRINCIPAL  
 PERI INSTITUTE OF TECHNOLOGY  
 Manivakkam, Chennai - 600 048.

Verified provided to  
 Coo Sir  
 D. Jay

Forward to Coo Sir  
 Approval  
 11/12/22

V.R.

Mob : 9092253343 / 8939993998

# PERI EDUCATION

## CASH VOUCHER

College: PERI Institute of Technology

Date: 09/11/22

Expenses Head: Repair & maintenance vehicle

Debit A/C: Indirect Profit (2534)

Paid to: Green Battery

The sum of Rs. 11500 (Rupees in words: eleven thousand

five hundred Rupees only)

Towards Purchased new battery [TIN 19 10 5077] R.06

Rs. 

1	1	5	0	0					
---	---	---	---	---	--	--	--	--	--

Recommended by

Approved by

Receiver Signature

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