

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

PERIIT/IQAC/2022-23/Odd

Date: 29.07.2022

All the members of Internal Quality Assurance Cell are hereby informed that regular IQAC meeting for the academic year 2022-23 odd semester is scheduled as detailed below:

**Date and Time** : 02.08.2022 at 11.00 am  
**Venue** : Principal Cabin, Alpha block


**Agenda:**

1. Review of minutes of previous IQAC meeting
2. Action taken report on decisions of previous IQAC meeting
3. Amendments in Academic audit
4. NBA preparedness and documents verification
5. Life Skill Department and activities
6. Reforms in conduct of lab courses

  
IQAC Head Coordinator

**Copy to:**

1. The Principal
2. IQAC members
3. IQAC file

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

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

Date: 02.08.2022

The following points were discussed during the IQAC regular meeting for the academic year 2022-23 even semester on 00.00.2022.

**Review of minutes of previous IQAC meeting**

The minutes of previous IQAC meeting in academic year 2021-22 odd and even semesters were reviewed. Mr. B. Magesh, IQAC Head Coordinator, briefed the action taken on the points discussed in the previous meeting. The level of implementation and feedback of the same was reviewed by the Dr. R. Palson Kennedy, Principal - PERIIT.

**Amendments in Academic audit**

Additional to the IQAC audit of the academic documents, it was proposed to frame an external audit to verify the quality of documents and effective implementation of the academic activities in the departments. It was discussed and decided to collaborate with senior faculty members in other institutions and plan for external audit.

**NBA preparedness and documents verification**

Dr. R. Palson Kennedy, Principal - PERIIT, advised to work towards perfection in consolidation of data for all the years, verify the quality of documents prepared for every criteria.

He instructed each criteria coordinator have to be ready with the files for mock audit. He suggested that each criteria coordinator have to be given supporting faculty from CSE and ECE department for coordinating the work between the criteria incharges and the department.

It was discussed and decided that the monitoring faculty have to verify the following:

- Effectiveness of the content delivery in classes
- Classroom environment during the classes
- Implementation of modern teaching methods in classes
- Completion of lab evaluation sheet for laboratory courses.

### Value Added Courses

Discussion was made on applying for Anna University approved Value Added Courses (VAC). The norms for VAC courses application were viewed and discussed. It was decided that each department has to identify and apply VAC for the upcoming semester from the list of courses published by the Centre for Academic Courses.

### Student participation in IQAC

Mr. B. Magesh, IQAC Head coordinator, proposed that the involvement of the students in IQAC have to be increased. Student representation in activities conducted and reforms implemented by IQAC can bring awareness among the students about the nature of IQAC. It is planned to introduce sessions briefing the role and impact of IQAC in the induction programme.

The meeting was ended with summarizing the points discussed in the meeting.



IQAC Head Coordinator



Principal

Copy to:

The Principal  
IQAC Members  
IQAC File

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

### Life skill department and activities

Based on the feedback of the recruiters and to produce competent professionals, it was decided to bring up a separate Life Skill department for training students on personality development, communication, interpersonal skills, etc.

Life skill sessions have to be incorporated into regular weekly schedule by providing two sessions per week for every class across all the years. All the sessions have to be planned with well-developed modules for every year, thus building students interpersonal skills to meet the demand of the corporate sector.

Mr. B. Magesh, IQAC Head coordinator suggested that additional to the language faculties in the institution, in-house trainers can be recruited for effectively train students in the life skill modules in the focus to improve communication and confidence of students.

### Reforms in conduct of lab courses

The members of IQAC discussed about the improvement of practices followed in the laboratory courses to ensure application oriented practical learning is followed in the laboratory. It was decided to introduce laboratory evaluation sheet to improve quality of practices followed in laboratory courses. This sheet have to record attendance of students, individual assessment of students through viva for every experiment, segregation of marks for observation, record and viva. It was decided that this sheet have to be periodically verified by HoDs and IQAC.

The meeting was ended with summarizing the points discussed in the meeting.



IQAC Head Coordinator



Principal


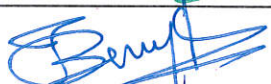





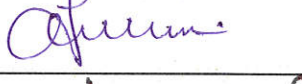
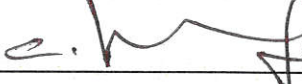

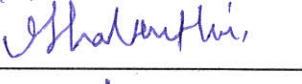


Copy to:

The Principal  
IQAC Members  
IQAC File

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

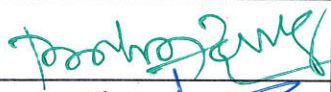



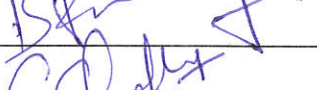
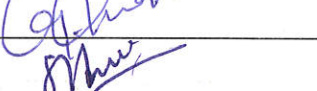
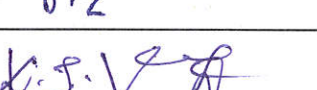
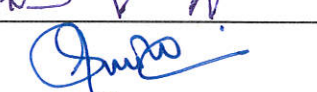
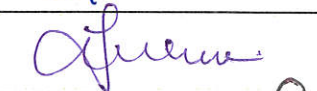
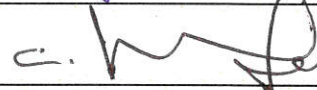

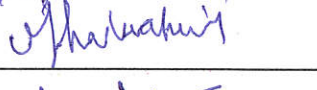



## MEETING ATTENDANCE

Date: 21.01.2023

S.No.	Name	Designation	Signature
1.	Dr. Palson Kennedy	Principal	
2.	Mr. B. Magesh	IQAC Head Coordinator	
3.	Mr. Venkatesh Prabhu	VAO Local body Representative	
4.	Dr. S. Krishnakumar	SSO, DRDO Avadi	
5.	Mr. B. Rajesh Kumar	Business Development PERI Software Solutions	
6.	Dr. G. Charulatha	Associate Professor - ECE	
7.	Dr. R.M. Sathiyamoorthy	Associate Professor - MECH	
8.	Dr. K.S. Venkatesh	Assistant Professor - S&H	
9.	Ms. S.L. Sreedevi	Assistant Professor - EEE	
10.	Ms. K. Varalakshmi	Assistant Professor - CSE	
11.	Ms. C. Lavanya	Assistant Professor - CIVIL	
12.	Ms. Dalish Princa Williams	Alumnus	
13.	Ms. M. Ushanandhini	Student - CIVIL	
14.	Mr. S. Balaji	Student - EEE	
15.	Ms. S. Revathi	Student - CSE	

MEETING ATTENDANCE

Date: 02.08.2022

S.No.	Name	Designation	Signature
1.	Dr. Palson Kennedy	Principal	
2.	Mr. B. Magesh	IQAC Head Coordinator	
3.	Mr. Venkatesh Prabhu	VAO Local body Representative	
4.	Dr. S. Krishnakumar	SSO, DRDO Avadi	
5.	Mr. B. Rajesh Kumar	Business Development PERI Software Solutions	
6.	Dr. G. Charulatha	Associate Professor - ECE	
7.	Dr. R.M. Sathiyamoorthy	Associate Professor - MECH	
8.	Dr. K.S. Venkatesh	Assistant Professor - S&H	
9.	Ms. S.L. Sreedevi	Assistant Professor - EEE	
10.	Ms. K. Varalakshmi	Assistant Professor - CSE	
11.	Ms. C. Lavanya	Assistant Professor - CIVIL	
12.	Ms. Dalish Princa Williams	Alumnus	
13.	Ms. M. Ushanandhini	Student - CIVIL	
14.	Mr. S. Balaji	Student - EEE	
15.	Ms. S. Revathi	Student - CSE	

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

PERIIT/IQAC/2022-23/Even

Date: 18.01.2023

All the members of Internal Quality Assurance Cell are hereby informed that regular IQAC meeting for the academic year 2022-23 even semester is scheduled as detailed below:

**Date and Time** : 21.01.2023 at 10.30am  
**Venue** : Principal Cabin, Alpha block

**Agenda:**

1. Review of minutes of previous IQAC meeting
2. Action taken report on decisions of previous IQAC meeting
3. Reforms in daily Test and Assignment
4. Class Monitoring system
5. Value Added Courses
6. Student participation in IQAC

  
IQAC Head Coordinator

**Copy to:**

1. The Principal
2. IQAC members
3. IQAC file

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 21.01.2023

The following points were discussed during the IQAC regular meeting for the academic year 2022-23 even semester on 00.00.2023.

**Review of minutes of previous IQAC meeting**

The minutes of previous IQAC meeting in academic year 2022-23 odd semester was reviewed. Mr. B. Magesh, IQAC Head Coordinator, briefed the action taken on the points discussed in the previous meeting. The level of implementation and feedback of the same was reviewed by the Dr. R. Palson Kennedy, Principal - PERIIT.

**Reforms in daily Test and Assignment**

A revised pattern of daily test and assignment was proposed by IQAC Head Coordinator. Question bank format was discussed and finalized.

For each unit,

Part A – 25 questions

13 questions from first half of each unit

12 questions from second half of each unit

Part B – 15 questions

8 questions from first half of each unit

7 questions from second half of each unit

It was decided to have only daily test and no assignment. Two application-oriented assignments of higher order involving practical learning, project-based learning, has to be given to students.

The following question pattern was discussed and decided for the daily test for a total of 50 marks:

Part A – 7 questions =  $7 \times 2 = 14$  marks

Part B – 3 questions =  $3 \times 12 = 36$  marks

It was suggested different set questions (Set A and Set B) have to be given to students for reducing the malpractice in the daily test. The question bank has to be given to all the students before the start of first daily test.

It was planned to conduct 10 tests for every course and the schedule of the same has to be incorporated into the academic calendar.

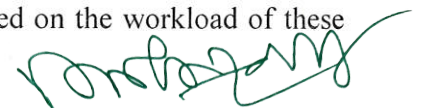
Also, it was decided that the test notes should be submitted daily after correction for IQAC audit. The test notes will be checked daily by the IQAC for verifying the effective implementation of the revised test plan.

It was also proposed that the IQAC can announce on the day of test, the serial number of part A and part B questions that has to be given for the test through the PERIIT TL Compliance group.

### Class Monitoring system

Based on the discussion in the governing council meeting, Dr. R. Palson Kennedy proposed to develop a class monitoring system to evaluate the teaching learning process followed in the classroom.

After discussion by the IQAC members, it was decided to frame a class monitoring committee comprising of senior faculty members and members of IQAC. A schedule for class monitoring has to be prepared for all the hours of the week, based on the workload of these faculty members.



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

## IQAC CIRCULAR

Date:2.6.2022

In order to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices and to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The members, strategies, functions and benefits of the committee are formatted and described below.

Chairperson: Dr.R.Palson Kennedy, Principal PERI Institute of Technology  
Mr.Sasi kumar Veerajan, Chief Operating Officer PERI Institute of Technology  
Mr.B.Magesh, IQAC Head, Peri Institute of technology  
Dr. G.Charulatha Associate Professor / ECE  
Dr.RM..Sathyamoorthy Assistant Professor / Mechanical Engineering  
Ms. S.L.SreeDevi , Assistant Professor/EEE  
Ms. R.S.Abirami, Assistant Professor / CSE  
Ms. C.Lavanya, Assistant Professor / Civil  
Ms.S.Mayuri , Assistant Professor / S & H  
Mr.P.Mathavan, Assistant Professor / Mechanical Engineering  
Mr. A.Saroja Village administrative officer  
Mr. M.Sathiyapriya, Alumni Student Civil  
Mr. K.Surendhara kumar, Student/Civil  
Ms.R.Roopavathi, Student / CSE  
Dr. S.KrishanKumar,SRO,Ex-office Industrialists  
Mr.M.Rama suramaniayan i Estate Discipline officer

### Strategies

*IQAC shall evolve mechanisms and procedures for*

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

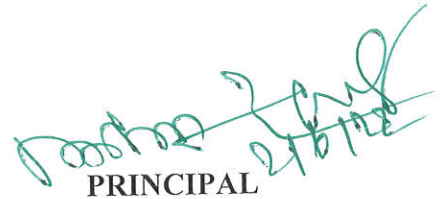
## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

  
IQAC HEAD

  
PRINCIPAL

**Copy to:**

Chairman/COO

HOD-ECE

HOD-MECH

HOD-EEE

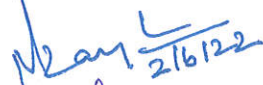
HOD-CIVIL

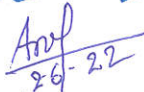
HOD-CSE

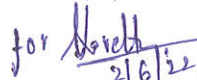
HOD- S&H


Discipline Head

Notice Board

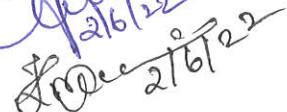
  
26/6/22

  
26-22

for   
26/6/22

  
26/6/22

  
26/6/22

  
26/6/22

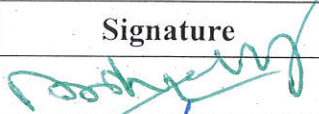
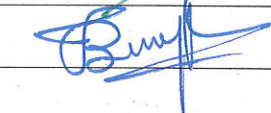
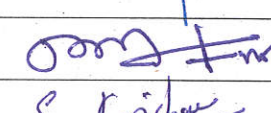
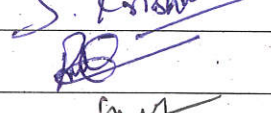
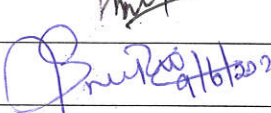

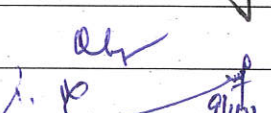
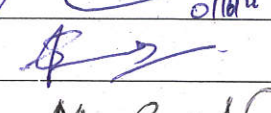
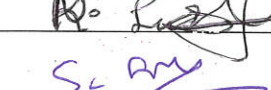

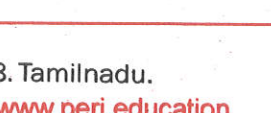

## MINUTES OF MEETING – IQAC

Date: 09.06.2022

### Agenda:

1. Discussions regarding formation of IIIC, KMC, IIC in the institute
2. Implementation of mobile bins system
3. Planning of IQAC activities

### Members Present:

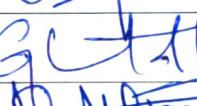

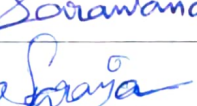
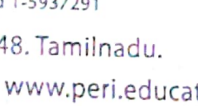

S.No	Name	Designation	Signature
1.	Dr. P. Palson Kennedy	Principal	
2.	Mr. B. Magesh	Vice Principal	
3.	Dr. G. Charulatha	Associate Professor / ECE	
4.	Mr. Venkatesh Prabhu	VAO	
5.	Dr. S. Krishnan Kumar	SRO, Ex - office industrialists	
6.	Mr. M. Rama subramanian	Estate discipline officer	
7.	Dr. R.M. Sathiyamoorthy	Associate Professor / Mech	
8.	Ms. S. L.Sreedevi	AP / EEE	
9.	Ms. R. S.Abbirami	AP / CSE	
10.	Ms. C. Lavanya	AP / Civil	
11.	Ms. S. Mayuri	AP / Maths	
12.	Mr. P. Madhavan	AP / Mech	
13.	Ms. M. Sathiyapriya	Alumnus	
14.	Mr. K. Surendhara kumar	Student - Civil	
15.	Ms. R. Roopavathi	Student - CSE	

## Minutes of Meeting – IQAC

Date: 11 June 2021

Agenda: Improvement of Placement activities & General

Member Present:

S. No.	Name	Designation	Signature
1.	Dr.R.Palson Kennedy	Principal	
2.	Mr.SasiVeerajan	Chief Operating Officer	
3.	Mr.B.Magesh	Convener IQAC	
4.	Dr.G.Charulatha	Professor/ECE	
5.	Ms.A.N.Abirami	AP / EEE	
6.	Ms.P.Neelaveni	AP / CSE	
7.	Dr.Ranjith Kumar	AP / S & H	
8.	Mr.Saravanan	AP / Mech	
9.	Mr.A.Saroja	Village administrative officer	
10.	Dr. S.KrishanKumar	SRO,Ex-office Industrialists	
11.	Mr.Ravi	Estate Discipline officer	
12.	Mr.Kevin Raj Kumar	Alumni Student / ECE	
13.	Ms.Sai Sruthi	Student/ECE	
14.	Mr.Arun	Student / Mechanical Engineering	

(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.

☎ Phone No : 044 6133 3400

✉ admin@peri.education

🌐 www.peri.education

1. The institute has decided to improve the Placement activities.
2. The institution framed the Placement training procedure for the students of first, second, third and final year as follows.

FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1.Personality development 2.Soft skills training	1.Technical awareness 2.Oppurtunities 3.Events	1.Technical training 2.Aptitude training 3.Communication training 4.Internships	1.Mock drives 2.Interview 3.Re-training

3. The institution also framed the Students Placement Preparedness Ranking measures for the students of first, second, third and final year as follows.

FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
1.Discipline 2.Dressing 3. Interaction 4. Language	1.Number of arrears 2.Lecturer inputs	1.Number of Projects taken part 2.Number of Internships attended	1.Number of Certifications gone through 2.CGPA

4. The institution established Engineering Physics Laboratory for the Department of Science and Humanities.
5. In order to train the students in Renewable Energy Sources and Technologies and to understand the basics of intelligent controllers for the students of Electrical and Electronics Engineers, a Renewable Energy Systems Laboratory was established.
6. The Institution introduced Student Activity Point – SAP for the students entering in the First year. He/She will be credited with 5000 points for his credentials and will be renewed annually.
7. The points will fluctuate depending on the student's behavior, academic excellence, social responsibilities and overall performance.

8. The SAP points will influence the placement rank.
9. The faculties were instructed to maintain attendance of the online classes for the first, second, third and final year students of all departments in Google Spread Sheet.

**Copy to:**

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

  
**COORDINATOR- IQAC**

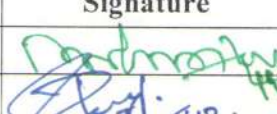
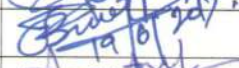

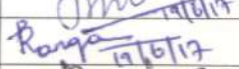
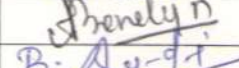
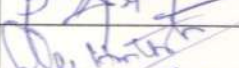
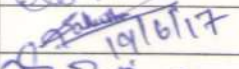
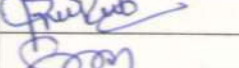
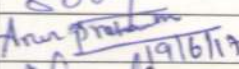
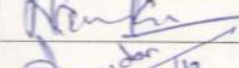
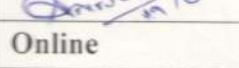
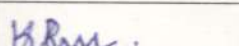




## Minutes of Meeting – IQAC

Agenda:

Date 19/6/2017

1. In order to ensure the quality of learning progress the first IQAC meeting has been conducted on 19 June 2017. The minutes of meeting has been reported as follows.

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.	Mrs.Abisha J Beneyln	AP / ECE	
8.	Ms.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.	Mr.A.Saroja	Village administrative officer	
13.	Mr.K. Arun Prasath	Alumni Student / CSE	
14.	Mr. A.Naveen Kumar	Student / ECE	
15.	Mr.k.Aniruthan	Student / Civil	
16.	Dr. S.KrishanKumar	SRO,Ex-office Industrialists	Online
17.	Mr. Ravi	Estate Discipline officer	



(Approved by AICTE, Affiliated to Anna University)

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

1. In order to ensure the day to day learning activity of the students, it is decided to give weekly assignments for all the subjects.
2. After submission of assignments the student will have to take weekly test for all the subjects.
3. The test will be conducted from 8.30 to 9.45 am.
4. The performance of the students will be evaluated on the same day and the slow learners must take additional classes during the evening hours.
5. In order to ensure the clear governance on the above said progress it is mandatory to submit a proper Assignment plan and test plan which should be entered in our e-governance software – iguru.
6. The assignment Plan, Test Plan, Assigning the assignment and test, Assignment and test Marks have to be entered in e governance software i-guru. The slow learners list will be taken from i-guru and the attendance of the student must be entered in the software for a better monitoring.
7. The quality of content delivering and the quality assessment must be monitored by Head of the departments and Principal.




8. In order to facilitate and motivate the entrepreneurial interest of the students the committee decided to open an Entrepreneurship development cell in the institute.

Copy to:

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



  
COORDINATOR - IQAC

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





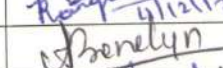
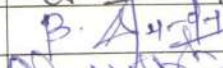
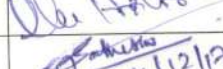
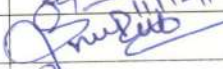

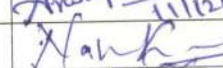
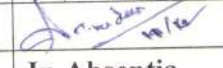
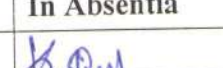




## Minutes of Meeting – IQAC

### Agenda:

Date 11<sup>th</sup> Dec 2017

The continuous assessment and analysis of IQAC found that the institution must focus more on research and accreditation process. Hence the second meeting of IQAC has been framed with the agenda of Research and Accreditation on 11<sup>th</sup> December 2017. The minutes of the meeting has been reported as follows.

### 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.	Mrs.Abisha J Beneyln	AP / ECE	
8.	Ms.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.	Mr.A.Saroja	Village administrative officer	
13.	Mr. K.Arun Prasath	Alumni Student / CSE	
14.	Mr.A.Naveen Kumar	Student / ECE	
15.	Mr.k.Aniruthan	Student / Civil	
16.	Dr. S.KrishanKumar	SRO,Ex-office Industrialists	In Absentia
17.	Mr. Ravi	Estate Discipline officer	



1. Faculty must insist the students about research from the beginning of Academic Course. It has been decided to create various Clubs towards research enrichment from the first year of study.
2. Through the clubs the institute decided to conduct paper presentation, ideathons and Project contests.
3. The faculty member of a department must publish one international publication per semester through international conferences. Partial financial support will be given by the management of institute.
4. Every department must organize one international conference and one student symposium for every academic year.
5. The management expects a department to receive funding projects from state and central government.
6. Every department must publish 2 news letters per semester as a record of events and students participations.
7. In order to make use of online learning platform the institute has enrolled as a local Chapter in NPTEL. The students and faculty members must make use of the opportunity to learn from the internationally recognized professors.



8. The institute will focus on accreditation progress from NAAC and NBA. Mr.B.Magesh, HOD/Civil Engineering will act as a NAAC coordinator and Dr.P.R.Jasmine Jeni HOD/ECE will act as a coordinator for NBA. It has been decided to Apply for Accreditation in academic year 2019 - 2020

Copy to:

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



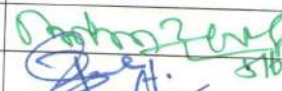

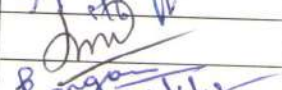
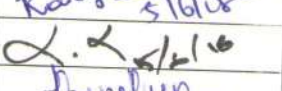
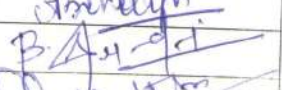
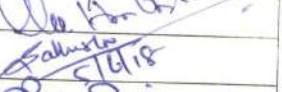
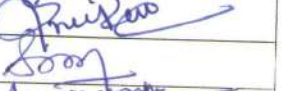

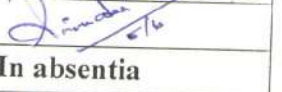
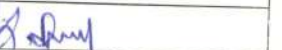







*Burell*  
11/12/17.  
COORDINATOR - IQAC

*Dr. R. Palson Kennedy*  
11/12/17  
Dr.R. PALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai-600 045.

## Minutes of Meeting – IQAC

Agenda: Student mentoring, Academic Audit and Entrepreneurship Development Cell  
Date 5<sup>th</sup> 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.

Phone No : 044 6133 3400

admin@peri.education

www.peri.education

## **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, M.E., Ph.D.,**  
**PRINCIPAL**  
**PERI INSTITUTE OF TECHNOLOGY**  
Mannivakkam, Chennai-600 040.

  
**COORDINATOR - IQAC**

## Minutes of Meeting - IQAC

Agenda:

07/11/2018

Agenda: Improvement of Extra and Co Curricular activities & General

Date 7<sup>th</sup> 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	
12.	Mr.N.Sathish	AP / Mech	
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	
18.	Mr. Ravi	Estate Discipline officer	



(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.

Phone No : 044 6133 3400

admin@peri.education

www.peri.education

## **PERI Institute of Technology**

No 1. PERI Knowledge Park, Manivakkam Chennai - 48

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.

Copy to:

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



  
COORDINATOR - IQAC

  
Dr.R. PALSON KENNEDY, M.E., Ph.D..  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai-600 046.

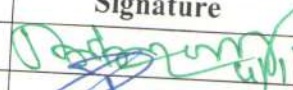

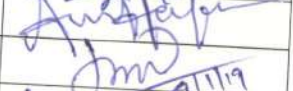
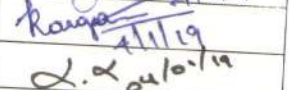
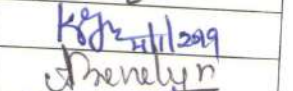
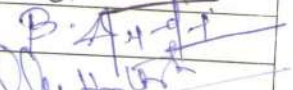
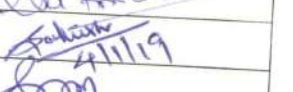
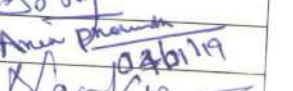
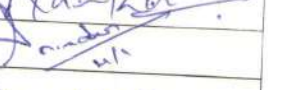
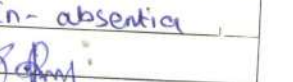






## Minutes of Meeting – IQAC

### Agenda:

International Conference, First year Interaction and Physical Education Hour  
Arrear management cell.

04/01/2019

### 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	
12.	Mr.N.Sathish	AP / Mech	
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	
18.	Mr. Ravi	Estate Discipline officer	In- absentia



## **PERI Institute of Technology**

No 1. PERI Knowledge Park, Manivakkam Chennai – 48

1. Third international Conference ICIRCC – 2019 is planned to organize during March 2019.
2. With reference to the outcome of general Counseling the following point (3,4and 5) has been added in first Year Academics.
3. In order to prepare the mindset of students towards Engineering and emphasize the moral values the interaction hour has been added in the time table. In which The Head of departments, Principal and External recourse persons will be addressing the student every week.
4. Towards encouraging Physical education one hour will be added in the time table of students every week.
5. To emphasize the importance of dress code towards personality the students will be following every Wednesday as a professional day in which students will follow professional dress code.
6. As per the recommendation of IQAC, The quality of content delivery has been asked to verify by HOD through Class room visit and Subject presentation.

7. The HOD must facilitate intra department presentation to avail the faculty members a knowledge sharing platform.

Copy to:

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



*[Signature]*  
7/1/19.  
COORDINATOR - IQAC

*[Signature]*  
11/1/2019



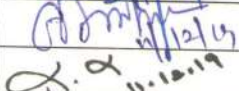
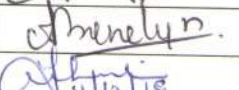
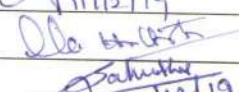
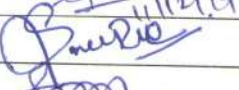
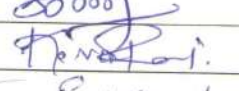
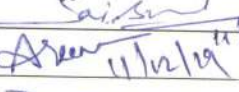
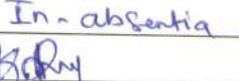







U.R. PALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai-600 045.

## Minutes of Meeting – IQAC

Agenda: International Conference, NAAC and cultural.

Date 11<sup>th</sup> Dec 2019.

### Member Present:

S. No.	Name	Designation	Signature
1.	Dr.R.Palson Kennedy	Principal	
2.	Mr.Sasi Veerraajan	Chief Operating Officer	
3.	Mr.B.Magesh	Convener IQAC	
4.	Dr,S.Anbu	Prof./CSE	
5.	Dr.R.Rajesh Guna	Associate Prof.	
6.	Mrs.Abisha Beneyln	AP / ECE	
7.	Ms.K.Varalakshmi	AP / CSE	
8.	Mr.M.Hari Sathish kumar	AP / Civil	
9.	Mr.N.Sathish	AP / Mech	
10.	Mrs.S.L SreeDevi	AP / EEE	
11.	Mr. A.Saroja	Village administrative officer	
12.	Mr. Kevin Raj Kumar	Alumni Student / ECE	
13.	Ms.Sai Sruthi	Student / ECE	
14.	Mr. S.Arun	Student / Mechanical	
15.	Dr. S.KrishanKumar	SRO,Ex-office Industrialists	
16.	Mr. Ravi	Estate Discipline officer	



(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.

Phone No : 044 6133 3400

admin@peri.education

www.peri.education

## PERI Institute of Technology

No 1. PERI Knowledge Park, Maniyakkam Chennai - 48

1. It has been decided to organize the cultural event from 6<sup>th</sup> January to 9<sup>th</sup> January.
2. The fourth international conference ICIRCC-2020 will be conducted on February 7<sup>th</sup> and 8<sup>th</sup>.
3. Peri Drone centre for excellence will organize a national level Air show on 3<sup>rd</sup> February.
4. IQAC will submit NAAC SSR by Dec 2020, All the department coordinators must facilitate the necessary document.
5. Students will be facilitated certified courses through NPTEL and Course Era.
6. The third year students Aptitude and soft skill training will be started during march 2020.
7. Entrepreneurship development cell of PERIIT planned to invite entrepreneurs to share their experience under the title of inspiring individuals.

### Copy to:

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

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



  
COORDINATOR - IQAC

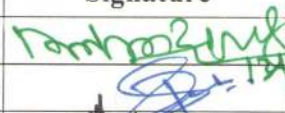

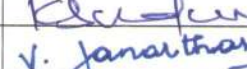
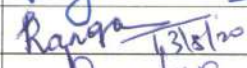
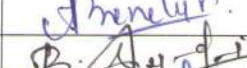


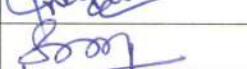
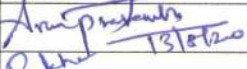
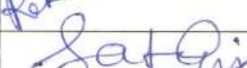
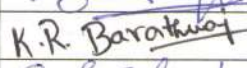
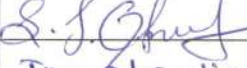
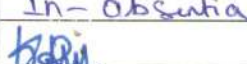




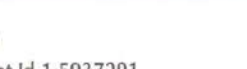
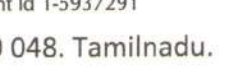
## Minutes of Meeting – IQAC

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	
19.	Mr. K.Ravi	Estate Discipline Manger	



(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.

Phone No : 044 6133 3400

admin@peri.education

www.peri.education

## 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)

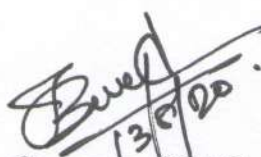
	C	Basic & Advance		
4	T	Basic	Core Fundamentals Concepts 2	DB / Web Tools
	C	Basic & Advance		
5	T	Advanced	Core ( Dept Specific)	upcoming Technologies (Ex: Full Stack /DS/BD /AI & ML/IoT
	A	Basic	Problem Solving - Time , Work etc (capsule program)	
6	T	Advanced	Core ( Dept Specific)	upcoming Technologies (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

  
13/5/20  
Convener - IQAC



  
18/5/20  
Dr. R. PALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai-600 046

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



(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.

Phone No : 044 6133 3400

admin@peri.education

www.peri.education

**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.

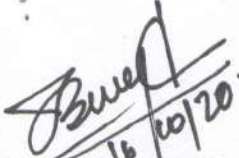
9. The student will be allowed to write the examination n number of time until he/she pass the examination.
10. Every class in charges will have at least one time face to face interaction with the students.
11. All the class committee meeting will be conducted through online. Face to face management 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



  
Dr. R. PALSON KENNEDY, M.E., Ph.D.,  
PRINCIPAL  
PERI INSTITUTE OF TECHNOLOGY  
Mannivakkam, Chennai-600 046.

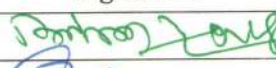

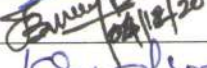
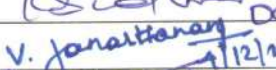
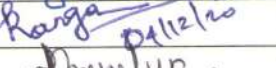
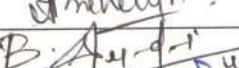
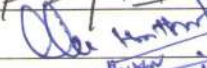
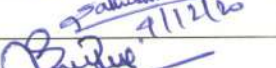
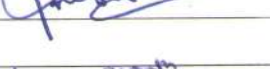
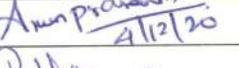
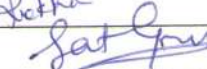
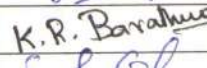
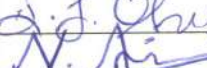
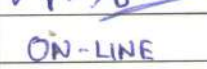




  
Convener - IQAC

## 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	
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	



(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.

Phone No : 044 6133 3400 admin@peri.education www.peri.education