



**St. PETER'S**  
**INSTITUTE OF**  
**HIGHER EDUCATION**  
**AND RESEARCH**  
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(Deemed to be University U/S 3 of the UGC Act, 1956)



## **Minutes of the 30<sup>th</sup> IQAC Meeting held on 24.06.2022**

Dr.R.RaniHemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **30.1. Approval of minutes and action taken report of the previous 29<sup>th</sup> IQAC meeting held on 14.03.2022**

Minutes and action taken report of the **29<sup>th</sup> IQAC meeting held on 14.03.2022** were noted and confirmed.

### **30.2. Admission of Students 2022-23**

It was informed that all faculty should involve in the admission of students for the academic year 2022-23. Scholarships will be given to Sports and Meritorious students for Eligible students

### **30.3. Publications, Research Projects, and patents**

It was informed that the Management is recognizing the faculty doing research effectively by Cash Prize and Certificates. All faculty must do the research effectively to avail these credits.

Dean R&D announced the Best Researcher awardees for the 2021-22:

- Dr D Chandramohan for 86 citations in the academic year 2021-22, Patent National, Patent International and top 2% scientists in the field of Materials
- Dr S Stella Mary, Dr G P Ramesh, Dr S Smilee Bose, Dr S Dinesh Kumar and Dr S Ganesh Kumar for their Highest Impact factor Publications.
- Dr S Dinesh Kumar for top 2% scientists in the field of Materials.

Dean R&D informed that our Institution H-index is improved to 57, much ahead with State Institutions. All faculty must publish two Journals as per IQAC Targets to improve the credentials of the Institution. (Annexure II)

#### **30.4. IQAC Calendar for the academic year 2022-23**

The IQAC Calendar (Planning of conference, workshop and seminars) based on the IQAC targets to be prepared by the departments for the academic year 2022-23. The Heads of the Departments have been requested to submit the Calendar of events to be conducted by the departments. The proposed plan of activities of IQAC for the academic year 2022-23 after due verification will be presented in the next meeting.

#### **30.5. Faculty Recruitment**

The Vice Chancellor informed all the Heads of the Departments to submit the Faculty requirements for the academic year 2022-23 for the smooth functioning of the Department based on the programmes.

#### **30.6 Academic and Administrative Audit**

It was informed to improve the departmental academic activities based on the Academic and Administrative Audit conducted

#### **30.7 Any Other**

The Registrar informed the class room allotment of all courses for the academic year 2022-23.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## Annexure I

### Internal Quality Assurance Cell (IQAC)

### **ACTION TAKEN REPORT ON MINUTES OF THE 29<sup>th</sup> IQAC MEETING HELD ON 14.03.2022**

The plan of action chalked out by IQAC during the meeting held on 14.03.22 and the outcome achieved.

#### **29.1. Approval of minutes and action taken report of the previous 28<sup>th</sup> IQAC meeting held on 07.12.21**

#### **29.2. Review of NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

#### **29.3. Teaching-Learning Process**

#### **29.4. Any other**

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                                     | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|-------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29.1  | <b>Approval of minutes and action taken report of the previous 28<sup>th</sup> IQAC meeting held on 07.12.21</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 28 <sup>th</sup> IQAC meeting held on 07.12.2021 were approved. |
| 29.2  | <b>Review of NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by</b>      | The AQAR and SSR data submitted was reviewed and was asked to work based on the suggestions.                                                                                                |

|             |                                  |                                                                                                                                                                                        |
|-------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             | <b>Criteria Coordinators</b>     |                                                                                                                                                                                        |
| <b>29.3</b> | <b>Teaching-Learning Process</b> | The Faculty members prepared the course file for the even Semester along with a sample copy of Unit test answer scripts, assignments and Model Exam answer scripts in the course file. |
| <b>29.4</b> | <b>Any Other</b>                 | CO PO Attainment was under preparation.                                                                                                                                                |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor





St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## **Annexure II**

**Internal Quality Assurance Cell (IQAC)**

**RESEARCH BULLETIN June 2022**

## Publication Tracker

|                                        |   |        |
|----------------------------------------|---|--------|
| Total Publications                     | - | 1,973  |
| Publications in 2022                   | - | 41     |
| Publications in June 2022              | - | 5      |
| Publications in June 2022 (Scopus/WOS) | - | 3      |
| Total Citations                        | - | 10,520 |
| Average Impact Factor                  | - | 2.25   |



H-index  
**57**

## Productivity Index for 2022

|                                                     |   |      |
|-----------------------------------------------------|---|------|
| Productivity Index for 2022<br>(Papers per faculty) | - | 0.16 |
|-----------------------------------------------------|---|------|

Total faculty count in Researchence is 250. Estimated productivity index at the end of 2022 expected to touch 0.32

## Year-in-Perspective

|              |   |            |
|--------------|---|------------|
| 2021 - 2022* | - | 117 vs 41* |
|--------------|---|------------|

Estimated total publications at the end of 2022 expected to touch 82.

### Note 1

Total publications are publications of the university in journals indexed in Researchence. Currently around 72,000 journals are tracked in Researchence.

### Note 2

All data presented as on 30-June-2022



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## **Minutes of the 29<sup>th</sup>IQAC Meeting held on 14.03.2022**

Dr.R.RaniHemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **29.1. Approval of minutes and action taken report of the previous 28<sup>th</sup> IQAC meeting held on 7.12.2021**

Minutes and action taken report of the **28<sup>th</sup>IQAC meeting held on 7.12.2021** were noted and confirmed.

### **29.2. Review of NAAC Quantitative and Qualitative metrics Data collection,Verification and Compilation by Criteria Coordinators**

- Criteria -1
  - 1.2 Percentage of Employability courses to be improved
    - 1.2.1 No of VAC courses to be improved- All students must attend atleast one per year.
    - 1.3.4 All students must attend atleast one Internship per year.
    - 1.4 Impact to be mentioned in the feedback analysis.
- Criteria -2
  - 2.1.1 Advised to improve admissions as demand ratio is very low. Suggested to conduct Online entrance exams to increase the number of eligible applications. Demand ratio should be atleast 1. Online entrance exams could provide student database. Call centers can be set up to call the students from the collected database and counsel for admission.

2.1.2 Ph.D. research scholars and M.Phil. students can be categorized under the reserved Category seats if eligible.

2.2.1 For advanced learners, NPTEL registration is low. Try to increase the number. Upload notes and other learning materials in ERP. Outcome of AL/SL to be shown after mentoring.

2.3.1 As part of Experiential learning process, P.G students and Research scholars should be encouraged to tutor for U.G students.

2.3.2 ICT TOOLS :Swayamprabha students details should be included.Include ERP (Inspro Plus)

2.3.3 Mentor-Mentee: Outcome should be shown for the mentee's progress in academics & other activities. The progress can be depicted in chart form for over a period of time. Profile book showing progress being monitored can be added as proof also.

2.4.1 Full time teachers against sanctioned post : 100 % shown is good.

2.4.2 List needed for faculties with doctorate degree falling below any of the following categories :

- below 45 years of age
- women
- SC/ST/OBC/Minority/ PH

2.4.3 Consider the experience of faculty from 2008 for calculating retention. Target is 3

2.4.4 Awards and recognitions should be from Government bodies and Fellowships from Governments. FICCI/ ASSOCHAM

2.5.1 Result declaration period from the date of last exam should be within a month. Ideal is within 15 to 20 days.

2.5.2 Complaints and Grievances should be a low count. 331 for the academic year 2018- 2019 is extremely high value.

2.6.2 State the actions taken if CO PO is not attained.

- Criteria -3

3.1.1 In research policy include the incentives and beneficiaries for research achievements

Best faculty award department wise may be given.

facilities along with frequent updation and maintenance of research facilities

Outcome of Research policy to be provided

3.1.2 Seed money 5 to 6 lakhs per year to be given

seed money to be given for young new faculty.

3.1.3 Make IRF Count as minimum 10

3.1.4 Research fellowship may be obtained from society/Industry.

3.1.5 Green house Research outcome to be given.

Green house, Museum, Business lab to made ready

Central Instrumentation facility to be updated with all available major research facilities.

3.1.6 Apply funding for FIST /other Govt Grants etc..

3.2.1. Interact with Industries to get research grants minimum 10 lakhs per year.

Get funds from NGOs for Student projects

Trust can give fund for providing Chair- must be included in Promotion Policy

3.3.2 List the programs conducted category wise

Put the title domain wise, domain specific in excel.

3.3.3 Include awards and recognition from government recognized Institutions

3.4.2 Incentives for awards must be uniform and to be included in Research promotion policy

3.4.3 Identify PhD completed in SPIHER SC/ST &< 45 age to join & apply for Projects

3.4.4.2 Recognize the PhD faculty as supervisor immediately to improve publications

3.4.5 Publications for submission of thesis may be increased from 2 to 3

3.4.6 Faculty publishing books to kept in a separate rack in the library

3.5.1 In consultancy, Proof must be given for the revenue sharing.

3.5.2 Corporate training to be improved.

3.5.2.1 Consultancy-HR training to nearby by MBA Dept can be done. Through Unnath Bharath Abhiyan- Rs.1L schemes for innovative projects can be applied for all 5 villages

3.6.1 UBA to be mentioned in website

3.6.2 Apply awards to government agency

3.7.1 One event per year per MOU

3.7.2 MoUs and Collaborative activities to be increased.

#### Criteria -4

- Other institution/industry can give fund and vice versa.
- Incubation Centre- Startup from SC/ST will get more marks
- Online internship to be included
- Research Eco System- Best Faculty researcher award, having more patents award, many publications award. Supervisor- full candidates- award
- All students clubs should be listed in Website
- Best paper award, Best Speaker award can be shown
- Mention Unnath Bharath Abhiyan in website
- 2 publications per faculty is a must
- Every picture must be given with caption & Geotagged
- Identify a room for Yoga & Meditation Center

- Separate Timing for girls & boys should be mentioned outside
- Separate GYM for Hostel Girls
- Use Divyanjan word instead of Disabled
- Overall ambience to be improved
- Solar & LED lights should be improved
- Library Automation-Opac/Barcoding – in ERP should be verified
- Special budget for Library, Sports, Recording centre with proof
- Expenditure for Library is very less
- Separate financial budget for ICT/IT should be provided
- Vision/Mission /LOGO should be visible everywhere.
- Best Alumni photos should be put in the entrance
- No dumping of waste materials
- Sign Boards should be provided in all places
- Committee lists should be put along with contact person and number
- Suggestion Box to be kept in all buildings
- Must have answer for purchase & maintenance

## **Criteria -5**

**5.1.1** Average percentage of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Suggestions Given: Total No. of Scholarship has to be increased. (DFO mam to give details)

**5.1.2** Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution, during the last five years

**5.1.4** Conduct programs under Centre for competitive Exams

Suggestions Given: Student count to be increased by 100%

**5.2.2** Placement more than 75%

**5.2.3** Percentage of recently graduated students who have progressed to higher education (previous graduating batch)

Suggestions Given: To collect details to increase the Count through ERP Alumni portal

**5.4.1** The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the last five years

Suggestions Given:

- Alumni contributions are mandate.

- Alumni registration to be checked according to Society Act
  - To create Wall of Fame
- Criteria -6
  - Proof for Academic Autonomy & Financial Autonomy must be provided
  - Name should be given for ERP, screen shot
  - In faculty, list of Beneficiaries -Maternity Leave, Medical Advance, mediclaim, accommodation, kids given concession, Higher studies, Spouse Employment Scheme working together
  - QI of IQAC details to be reframed
  - Service Rule book to be prepared
  - Service register for all faculty should be maintained
  - Faculty promotion policy to be prepared
  - Significance of IQAC contribution after the first cycle of visit.
  - Compliance of the Peer team report of NAAC 2015.
- Criteria 7
  - Best Practices to be revised.
  - Mentor- Mentee/E-Governance can be shown.
  - Research eco system may be Institute Distinctiveness
- General Comments
  - Feedback to be analyzed & Actions taken by IQAC on that to be shown
  - How are the stakeholders benefitted?
  - All details are to be given with statistics in Chart format.
  - LMS – Localized LMS and How we used?
  - How many NPTEL courses students written?
  - QI and Qn data to be matched
  - Figures should be consistent in all places.
  - Proposal can be submitted based on Patents.
  - Patents should be commercialized

All points mentioned must have documental evidence.

### **29.3. Teaching-Learning Process**

- ❖ It was informed that the Faculty members should prepare the course file for the even Semester along with a sample copy of Unit test answer scripts, assignments and Model Exam answer scripts in the course file. Co-PO attainment have to be prepared at the end of the Semester.



#### **29.4 Any other**

Faculty members are advised to write NPTEL Exams and motivate the students to write NPTEL Exams. .

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 28<sup>th</sup> IQAC MEETING HELD ON 7-12-21**

The plan of action chalked out by IQAC during the meeting held on 14.6.21 and the outcome achieved.

**28.1. Approval of minutes and action taken report of the previous  
27<sup>th</sup> IQAC meeting held on 1.09.2021**

**28.2. NAAC Quantitative and Qualitative metrics Data collection,  
Verification and Compilation by Criteria Coordinators**

**28.3. Submission of Data to IQAC**

**28.4. Website Updation**

**28.5. Students and Faculty Data**

**28.6. Review of IIQA/SSR Submission**

**28.7 Any other**

| Sl.No       | Agenda/Discussion topic in the IQAC meetings                                                                      | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|-------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>28.1</b> | <b>Approval of minutes and action taken report of the previous 27<sup>th</sup> IQAC meeting held on 1.09.2021</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 25 <sup>th</sup> IQAC meeting held on 16.03.2021 were approved. |
| <b>28.2</b> | <b>NAAC Quantitative and Qualitative metrics Data</b>                                                             | Criterion –wise coordinators improved the data as per the guidelines given and re-submitted the                                                                                             |

|              |                                                                          |                                                                                                                    |
|--------------|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|              | <b>collection, Verification and Compilation by Criteria Coordinators</b> | data.                                                                                                              |
| <b>28.3</b>  | <b>Submission of Data to IQAC</b>                                        | As per the dates given the data are submitted for verification to IQAC.                                            |
| <b>28.4</b>  | <b>Website Updation</b>                                                  | The data to be uploaded in website is periodically submitted by the departments.                                   |
| <b>28.5</b>  | <b>Students and Faculty Data</b>                                         | All the criteria coordinators collected the students and faculty data for their work from the Certificate Section. |
| <b>28.6.</b> | <b>Review of IIQA/SSR Submission</b>                                     | Data submitted are scrutinized and suggestions given for improvement.                                              |
| <b>28.7.</b> | <b>Any other</b>                                                         | List of Project Proposals submitted in the month of September and January are enclosed (Annexure II)               |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

**Annexure II**

**Internal Quality Assurance Cell (IQAC)**

**Details of Project Proposal Submitted**

**Department of Science & Technology – Ministry of Science and Technology**

| Sl.No. | Title                                                                                                                        | Funding Agency                                                                                                                       | Budget (Rs. In Lakhs) | Faculty Members                                                                    | Remarks                    |
|--------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------|----------------------------|
| 1.     | Augmented Solar Energy Production Through Novel Multi-Optimization Techniques Utilizing Fuzzy Modelled Parametric Relations  | DST- Solar Energy Challenge<br>TPN / 77676                                                                                           | 145.6378              | Dr. R. Rani Hemamalini<br>Dr. L. Mahesh Kumar<br>Dr. R. Latha                      | Submitted on<br>30.01.2022 |
| 2.     | Design and Development Smart IoT System to Monitor Leak detection in Desalination Plant with Deep Learning Prediction models | DST-Water Technology Initiative – Desalination Technologies<br>DST/TMD/EWO/W TI/DM/2021/9                                            | 100.1452              | Dr. R. Rani Hemamalini<br>Dr. Sayeeda Sultana<br>Dr. R. Latha<br>Dr. K. C. Kishore | Submitted on<br>30.09.2021 |
| 3.     | Socio-Economic Empowerment of SC/ST Community through Technological Empowerment in Thiruvallur District, Tamilnadu           | DST<br>Science for Equity Empowerment and Development<br>(SEED) Division,<br>STI Hub for SC Community<br>DST/SEED/SCSP/S TI/2021/718 | 98.65                 | Dr. R. Rani Hemamalini<br>Dr. R. Latha<br>Dr. S. Brindha<br>Dr. K. C. Kishore      | Submitted on<br>23.09.2021 |



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### **Minutes of the IQAC Meeting held on 7.12.2021 at 2.00 pm in VC Chamber**

Dr.R.RaniHemamalini, Co-Ordinator/IQAC, welcomed the NAAC Criteria coordinators & members for the meeting. Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

#### **28.1. Approval of minutes and action taken report of the previous 27<sup>th</sup> IQAC meeting held on 1.09.2021**

Minutes and action taken report of the **27<sup>th</sup> IQAC meeting held on 1.09.2021** were noted and confirmed.

#### **28.2. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

- Criteria I – Value added Courses , Feedback Supporting Documents are yet to be ready. Syllabus copies of the courses highlighting the focus on employability/ entrepreneurship/ skill development along with their course outcomes to be provided.
- Criteria II – CO/PO -2019-20 to be collected. Latest ICT Tools content can be added and submit.
- Criteria III –Green House, Art Gallery, Museum should be made ready.Publications details to be updated. The given Collaboration documents from the departments can be prepared or modified as per requirements as needed.
- Criteria IV – Supporting documents, e-contents to be uploaded in the Drive. The audited income and expenditure statement highlighted and certified by Auditor to be submitted. The pending finance documents relevant to all

criteria, from Auditor will be informed in the forthcoming Friday, 10<sup>th</sup> December meeting and can be collected.

- Criteria V –In student's progression, requested to provide placement data for all 60% eligible students. Department should identify and submit the list of placed and Higher studies students at the earliest. Asked to submit 80-90% placed students details of 18-19 batch. For all the programmes, the report of events with photo along with brochures to be submitted at the earliest. All heads are asked to discuss with Alumni and arrange for some Alumni Contribution.
- Criteria VI –Asked to verify Criteria 6.3, Criteria 5.1.3 and Criteria 3.2&3.7 for repetitions in programmes organized.
- Criteria VII -Dean(Engg. & Tech.) will be coordinating in collecting Criteria 7, supporting documents such as Green Auditing/ Energy Auditing certificates are to be obtained.

### **28.3. Submission of Data to IQAC**

- The last date to upload and submit all documents relevant to the Criteria is as follows:

|              |                                   |
|--------------|-----------------------------------|
| Criteria I   | : 20 <sup>th</sup> December, 2021 |
| Criteria II  | : 15 <sup>th</sup> December, 2021 |
| Criteria III | : 18 <sup>th</sup> December, 2021 |
| Criteria IV  | : 13 <sup>th</sup> December, 2021 |
| Criteria V   | : 18 <sup>th</sup> December, 2021 |
| Criteria VI  | : 13 <sup>th</sup> December, 2021 |
| Criteria VII | : 18 <sup>th</sup> December, 2021 |

IIQA to be submitted on or before 31<sup>st</sup> December 2021. IIQA fees to be paid. The readiness of amount to be asked from DFO.

#### **28.4. Website Updation**

It was informed to check the website and see to that all necessary details and up-to-date events details & reports are available.

#### **28.5. Students and Faculty Data**

- 20-21 data of Faculty and students can be obtained from Certificate section to include in IIQA

#### **28.6. Review of IIQA/SSR Submission**

It was informed that we have to submit the IIQA on or before 25<sup>th</sup> December 2021 and followed by SSR within stipulated time. All are expected to provide 100% effort. If not needs to fill up 20-21 data.

#### **28.7. Any other**

Vice Chancellor and Registrar asked all to be safe. To follow all security guidelines imposed by the Government.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
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## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 27<sup>th</sup> IQAC MEETING HELD ON 1.09.2021**

The plan of action chalked out by IQAC during the meeting held on 14.6.21 and the outcome achieved.

**27.1. Approval of minutes and action taken report of the previous  
26<sup>th</sup> IQAC meeting held on 14.06.2021**

**27.2. IQAC Targets for the Department/Faculty members**

**27.3. AQAR 20-21 Submission**

**27.4. Teaching Learning Process**

**27.5. Learning Management System**

**27.6. Review of IIQA/SSR Submission**

**27.7. Any other**

| Sl.No       | Agenda/Discussion topic in the IQAC meetings                                                                       | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                      |
|-------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>27.1</b> | <b>Approval of minutes and action taken report of the previous 26<sup>th</sup> IQAC meeting held on 14.06.2021</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the 26 <sup>th</sup> IQAC meeting held on 14.06.2021 were approved. |
| <b>27.2</b> | <b>IQAC Targets for the Department/Faculty members</b>                                                             | IQAC Targets fixed for each department and faculty based on the NAAC Criteria to achieve in the Academic Year 2021-22 was circulated among the faculty.                            |
| <b>27.3</b> | <b>AQAR 20-21 Submission</b>                                                                                       | The collected data from all the departments was scrutinized for the preparation of Annual Quality Assurance Report for the academic year 2020-21 and asked to fill up the gaps.    |



|              |                                      |                                                                                                                                                                                       |
|--------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>27.4</b>  | <b>Teaching Learning Process</b>     | Faculty members maintained the course file with the details of courses handled by them. Maintained the logbook containing the attendance, syllabus completion details for every class |
| <b>27.5</b>  | <b>Learning Management System</b>    | Video Lectures by the faculty was uploaded in the You tube Channel of SPIHER. (Annexure II)                                                                                           |
| <b>27.6.</b> | <b>Review of IIQA/SSR Submission</b> | Data collected are further scrutinized. Meeting for Verification was done on 14-2-22 and 15-2-22.                                                                                     |
| <b>27.7.</b> | <b>Any other</b>                     | IQAC Members were reconstituted on 16 <sup>th</sup> November 2021 and circulated. (Annexure III)                                                                                      |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## Annexure II

### Internal Quality Assurance Cell (IQAC) Video Lectures by Faculty 2021-22

| S. No | Name                      | Department              | Topic                                                      |
|-------|---------------------------|-------------------------|------------------------------------------------------------|
| 1     | Dr. P. Sampath            | Civil Engineering       | Surveying                                                  |
| 2     | Mr. Babu Kamaraj          | Civil Engineering       | Measurement of Quality and Volume of Water Reservoir       |
| 3     | Mr. Rajeswaran            | Civil Engineering       | Disaster Management                                        |
| 4     | Dr. P.Sampath             | Civil Engineering       | Estimation and Quality Survey                              |
| 5     | Dr.Sayeedha Sulthana      | Chemistry               | Water Softening- External Treatment                        |
| 6     | Dr.Smilee Bose            | Corporate Secretaryship | Barriers to Become an Entrepreneur                         |
| 7     | Dr.Smilee Bose            | Corporate Secretaryship | Purpose of Entrepreneurship                                |
| 8     | Dr.S.Subramanian          | Commerce                | Classification of Cost                                     |
| 9     | Dr.S.panneer Selvam       | Commerce                | Cost Accounting                                            |
| 10    | Dr.B.N.Suresh Kumar       | Management              | Business Ethics and Value                                  |
| 11    | Dr.G Kannan               | Management              | Consumer Protection Act 1986                               |
| 12    | Ms. M.Jeniffer Ezhilarasi | Management              | Classification Of Account                                  |
| 13    | Dr.S.Ganesh Kumar         | Microbiology            | Antibiotic Resistance                                      |
| 14    | Dr.S.Ganesh Kumar         | Microbiology            | DNA                                                        |
| 15    | Dr.D.Kavitha              | Computer Science        | Introduction to Algorithm and Data Structures- Binary Tree |
| 16    | Ms.Sri Devi               | Management              | Business Environment                                       |
| 17    | Ms.Sri Devi               | Management              | Work Ethics                                                |
| 18    | Ms.Sri Devi               | Management              | Corporate Governance                                       |
| 19    | Ms.Sri Devi               | Management              | Entrepreneur Development                                   |
| 20    | Ms.K.Anitha Devi          | Computer Science        | Java-Strings                                               |



**St. Peter's Institute of Higher Education and Research  
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**Annexure III**

**Internal Quality Assurance Cell (IQAC)**

**IQAC Members 2021-22**

| S.No | Name of the Member       | Designation                                                  | Category              |
|------|--------------------------|--------------------------------------------------------------|-----------------------|
| 1.   | Dr.P.Dananjayan          | Vice Chancellor                                              | Chairman              |
| 2.   | Dr.L.Mahesh Kumar        | Senior facultyRegistrar                                      | Member                |
| 3.   | Dr.S.Stellamary          | Senior faculty-HOD/Physics                                   | Member                |
| 4.   | Dr. N. Rajeswari         | Senior faculty-HOD/Mechanical Engineering                    | Member                |
| 5.   | Dr. D.Chandramohan       | Senior faculty/Mechanical Engineering                        | Member                |
| 6.   | Dr. G.P. Ramesh          | Senior faculty-HOD/Electronics and Communication Engineering | Member                |
| 4.   | Dr.S.Tamilarasi          | Senior faculty-HOD/Information Technology                    | Member                |
| 5.   | Dr. R.Latha              | Senior faculty-HOD/Computer Applications                     | Member                |
| 6.   | Dr. R. Balaji            | Senior faculty-HOD/MBA&Commerce                              | Member                |
| 7.   | Dr. N. Radhakrishnan     | Senior faculty-HOD/Bio-Chemistry                             | Member                |
| 8.   | Dr.S.Brindha             | Associate Professor/Computer Applications                    | Member                |
| 9.   | Dr.R.Subashini           | Associate Professor /Computer Applications                   | Member                |
| 10   | Ar.Vasudevan             | Associate Professor/Bio-Medical Engg.                        | Member                |
| 11   | Dr.S.Smilee Bose         | Associate Professor/Commerce                                 | Member                |
| 12   | Dr.P.Vasantha Srinivasan | Associate Professor/Bio-Tech                                 | Member                |
| 13   | Ms.T.Anne Ramya          | Assistant Professor/ECE                                      | Member                |
| 14   | Dr.SelvaMariyammal       | Assistant Professor/Commerce                                 | Member                |
| 15   | Dr.T.Lasya               | Trustee                                                      | Member fromManagement |
| 16   | Dr.J.M.Mathana           | Dean- Engineering                                            | Administration        |
| 17   | Dr.M.Venkataramanan      | Dean- Arts,Science&Humanities                                | Academic Tasks        |

|    |                          |                                                                  |                       |
|----|--------------------------|------------------------------------------------------------------|-----------------------|
| 18 | Dr.K.ThirunadanaSikamani | Controller of Examinations                                       | Examinations          |
| 19 | Dr.S.Pushpa              | Senior faculty-Computer Science and Engineering                  | Planning &Development |
| 20 | Dr.S.Gunasekaran         | Dean R&D                                                         | Research &Development |
| 21 | Dr.V.B.M. Sayana         | Senior faculty-HOD/Civil Engineering                             | Estate office         |
| 22 | Dr.Sayeeda Sultana       | Senior faculty-HOD/Chemistry                                     | Student welfare       |
| 23 | Dr.M.Radhakrishnan       | Placement Officer                                                | Placement             |
| 24 | Dr.B.Shanthini           | Senior faculty-HOD/Information Technology                        | Computer Centre       |
| 25 | Mr.S.Sabarish            | Finance Officer                                                  | Finance               |
| 26 | Dr. R. RaniHemamalini    | Senior faculty-HOD/Electrical and Electronics Engineering        | Member: Co-ordinator  |
| 27 | Ms.V.Premalatha          | Parent                                                           | Stake holder          |
| 28 | Dhanush Vignesh K        | Student-II BCA                                                   | Stake holder          |
| 29 | Mujeeb Rahman            | Passed out student-Mechanical                                    | Alumni                |
| 30 | Vivek Krishnan           | Manager - Projects, Cognizant Technology Solutions India Pvt Ltd | Industrialist         |



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## **Minutes of the 27<sup>th</sup> IQAC Meeting held on 1.09.2021**

Dr.R.RaniHemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **27.1. Approval of minutes and action taken report of the previous 26<sup>th</sup> IQAC meeting held on 14.06.2021**

Minutes and action taken report of the **26<sup>th</sup> IQAC meeting held on 14.06.2021** were noted and confirmed. Faculty Development lectures organized by IQAC 12<sup>th</sup> June 2021 to 23<sup>rd</sup> June 2021 are enclosed in **Annexure –III**. The IQAC Action Plan 2021-22 are enclosed in **Annexure –IV**.

### **27.2. IQAC Targets for the Department/Faculty members**

As a Quality Initiative, Targets have been fixed for each department and faculty based on the NAAC Criteria to achieve in the Academic Year 2021-22. (Annexure II)

### **27.3. AQAR 20-21 Submission**

The Co-ordinator/IQAC was requested to collect the inputs from all the departments for the preparation of Annual Quality Assurance Report for the academic year 2020-21.

#### **27.4 Teaching Learning Process**

- ❖ It was informed that the Faculty members should maintain the course file with the details of courses handled by them such as syllabus, time table, a lesson plan with course objectives, PO-CO mapping, Materials, unit test question papers, Co-PO attainment methodology, gaps in CO-PO attainment corrective steps taken to bridge the gap and corresponding improvements reports along with the logbook containing the attendance, syllabus completion details for every class.
- ❖ Suggested to maintain a sample copy of Unit test answer scripts, assignments and Model Exam answer scripts in the course file.

#### **27.5 Learning Management System**

It was informed that all the faculty members must be requested to create e-content as video lectures using our studio facilities and also send the power point presentations and e-materials to Mr.V Saravana Raghavan, HoD-Viscom for uploading in web.

#### **27.6 Review of IIQA/SSR Submission**

It was informed that all collected and scrutinized data should be verified periodically. Vice Chancellor informed that a separate meeting may be conducted to discuss about the submission.

#### **27.7. Any other**

Vice Chancellor and Registrar asked all to maintain Discipline in the campus.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
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## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 26<sup>th</sup> IQAC MEETING HELD ON 14.6.2021**

The plan of action chalked out by IQAC during the meeting held on 14.6.21 and the outcome achieved.

**26.1. Approval of minutes and action taken report of the previous  
25<sup>th</sup> IQAC meeting held on 16.03.2021**

**26.2. IQAC Online lectures on Quality Initiatives for faculty  
members**

**26.3. Publications, Research Projects, and patents**

**26.4. Internship for Students**

**26.5. Extension Activity**

**26.6. IQAC Calendar for the academic year 2021-2022**

**26.7. Review of IIQA/SSR Submission**

**26.8 Any other**

| Sl.No       | Agenda/Discussion topics in the IQAC meetings                                                                      | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>26.1</b> | <b>Approval of minutes and action taken report of the previous 25<sup>th</sup> IQAC meeting held on 16.03.2021</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 25 <sup>th</sup> IQAC meeting held on 16.03.2021 were approved. |
| <b>26.2</b> | <b>IQAC Online lectures on Quality Initiatives for faculty members</b>                                             | Online Faculty Development lectures from 12 <sup>th</sup> June 2021 to 23 <sup>rd</sup> June 2021, as a Quality Initiative for Faculty members was conducted (Annexure III)                 |

|              |                                                      |                                                                                                                                                                                                                                                                                                                                                           |
|--------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>26.3</b>  | <b>Publications, Research Projects, and patents</b>  | <p>5 Faculty registered for patents.</p> <p>43 Publications in the year 2021 upto July 2021</p> <p>Research Project proposals are under preparation to submit in the month of September 2021.</p> <p>96 Faculty and students registered in Swayam/NPTEL online learning</p> <p>Faculty registered in e-vidwan web portal.</p>                             |
| <b>26.4</b>  | <b>Internship for Students</b>                       | As per the curriculum, the students completed their Internship and submitted the Certificates.                                                                                                                                                                                                                                                            |
| <b>26.5</b>  | <b>Extension Activity</b>                            | <p>Students were actively participated in extension Activities in their neighbourhood.</p> <p>Activities conducted are</p> <ul style="list-style-type: none"> <li>• COVID Vaccination camp</li> <li>• Motivational speech for young minds</li> <li>• Swatchhta ki Seva-Sampling Plantations</li> <li>• Motivational lecture for NSS volunteers</li> </ul> |
| <b>26.6.</b> | <b>IQAC Calendar for the academic year 2021-2022</b> | <p>The Calendar of events to be conducted by the departments was submitted by Deans and the proposed plan of activities of IQAC for the academic year 2021-2022 after due verification was circulated.</p> <p>(Annexure IV)</p>                                                                                                                           |
| <b>26.7.</b> | <b>Review of IIQA/SSR Submission</b>                 | Planned to submit IIQA in the end of the year. Collected Data are verified and asked to improve by giving suggestions                                                                                                                                                                                                                                     |
| <b>26.8</b>  | <b>Any other</b>                                     | Security Guidelines of COVID awareness was followed and maintained in the campus.                                                                                                                                                                                                                                                                         |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor





St. Peter's Institute of Higher Education and Research  
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## **Annexure II**

### **Internal Quality Assurance Cell (IQAC)**

#### **IQAC TARGETS 21-22**

##### **Criteria I**

- Industry/Social Internship: One /Year/student
- Industry offered courses/Industry designed courses/ Industry Sponsored Courses:One Course/year/student
- Value-added courses beyond curriculum: One /Year/student-(100 for Institute) Minimum 5 Course / Department
- Feedback on curriculum by stakeholders: Once in every Academic Year (April)
- Feedback on Courses and general feedback: Once in a semester (April & November)
- Syllabus Revision: Min 5% per Year (Review every Year)
- Open Electives/CBCS/Online courses: Minimum 24 credits per batch

##### **Criteria II**

- Programmes for Advanced /Slow learners Activities: 6 /Year/every class
- Mentor-Mentee Report- First week of every Month: At least Three/Semester
- Awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies such as FICCI/IE/CIA etc. -1 /Year/Department/ (20% of Faculty)
- Percentage of teachers receiving National/ International fellowship/financial support by various agencies for advanced studies/ research-1 /Year/Department(10% of faculty)
- Teaching - Learning Process: Student centric methods and use of ICT enabled tools: All faculty members (Online Classes/Contents- Mandatory for every subject)
- One Virtual Lab/EngineeringDepartment/Year
- Number of days taken for declaration of the results-10 day(COE)
- Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated -Yearly Fifteen days after publication of results and revaluation (Course outcome -Semester wise and Program outcomes and PSOs Yearly)
- Pass percentage of students: 85-90 % per subject and 75% over all
- Student satisfaction Survey (SSS): Bi-annual

### CRITERIA III

- Research facilities upgradation -Yearly (Atleast one Lab or one equipment/For departments with Laboratories).
- Seed money: Minimum 25% for Engineering and 10% for arts faculty/Department/ Year
- Grants for research projects: Minimum 2 for Engg/Science and 1 for Arts / Humanities Department/Year.
- NGO Project -Minimum 2 for Engg/Science and 1 for Arts / Humanities/ Department/Year.(1 crore for Institute)
- Ph.D's awarded per Supervisor: Two/Year
- Research papers per teacher in the Journals notified on UGC website- 2/Year/Faculty
- Books and Chapters in edited volumes published per teacher-1/ Year/ Faculty
- Publications in Conference Proceedings with ISBN Number- 2 /Year/ Faculty
- E-content development: 4/ Faculty/Year
- Supervisors shall attain the author level metric as Assistant Professor – 5 Associate Professor – 8 Professor – 10
- Every Supervisor shall organize at least 1 Conference/ Workshop/ Seminar/ Webinar, holding the role as the Convenor
- Awards received by the Department, its teachers and students from Government /Government recognised bodies in recognition of the extension activities (Department-1, Teachers and students: 5%)

### Criteria IV

- Percentage per day usage of library by teachers and students: Minimum 20%

### Criteria V

- Scholarships and free ships provided by the Institution, Government and Non-Government agencies: Minimum 10 % of total students in every Department.
- Students qualifying in State/ National/ International level examinations (eg: NET/ SLET/ GATE/GMAT/CAT/GRE/TOEFL/ Civil services/State Government examinations): Minimum 5% of students in each Department
- Membership in professional bodies: 1 Per Faculty and students
- Placement/Higher studies/Entrepreneur(Any one must)-All students
- Awards/medals won by students for outstanding performance in Sports/Cultural activities at Inter-University/State/ National/International level: 10% of Students/ Department /Year
- Sports and cultural events / competitions: 1/ Year/ Department

- Alumni Meeting: Minimum 2 per Year/ Department
- Alumni Contribution: 1 Lakh /Year/Engg ,MBA,Bcomans CSA) and 0.5 Lakh for other Departments
- Awards/medals won by students for outstanding performance in Sports/Cultural activities at Inter-University/State/ National/International level: 10% of Students/ Department /Year- 10%

#### Criteria VI

- Participation in Online/ face-to-face Faculty Development Programmes (FDP) (AICTE Mainly) Two / faculty /Year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course). Faculty should submit the certificate after winter and summer vacation.-2
- One MOOC/Swayam Course/Faculty-1
- Academic Administrative Audit (AAA): 2/Year for all Departments (One Internal and External)
- Performance appraisal-Yearly
- Participation in Conferences / Workshops: 2 per Year/faculty (AICTE Approved or conducted by professional bodies)



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### Annexure III

#### Internal Quality Assurance Cell (IQAC)

#### **IQAC-Faculty Development Programme on Digital Teaching, Learning and Research**

**Timing : 11 am -12 pm**

| <b>Date</b>           | <b>Title</b>                                                                         | <b>Faculty Name</b>                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 12-6-21,<br>Saturday  | Implementation of Research in Curriculum through Effective Teaching Learning Process | Dr.J.M.Mathana<br>Dean (Engg. & Tech.)                                                                     |
| 14-6-21,<br>Monday    | Awareness on "Features of ERP-SPIHER"                                                | Mr. K. Cornelius,<br>Asst. Professor,<br>Dept. of Computer Science and Engineering                         |
| 15-6-21,<br>Tuesday   | Implementation of National Education Policy 2020 in HEIs                             | Dr S Stella Mary,<br>Prof. and Head,<br>Dept. of Physics                                                   |
| 15-6-21,<br>Tuesday   | Use of Statistical Tools                                                             | Mrs.D.L.Yamini Latha,<br>Asst. Prof.,<br>Dept. of Mathematics                                              |
| 16-6-21,<br>Wednesday | Cultivation of Research excellence through Innovation and Professional development   | Dr.S.Gunasekaran<br>Dean (R&D)                                                                             |
| 17-6-21,<br>Thursday  | Mendeley-Publication& Citations                                                      | Dr D Kavitha,<br>Asso. Prof.,<br>Dept. of Computer Science and Applications                                |
| 18-6-21,<br>Friday    | How to Stay Safe and Secure in the present Covid-19 Environment?                     | Maj. Dr.M.Venkatramanan<br>Dean (AS&MS)                                                                    |
| 18-6-21,<br>Friday    | Self Confidence-<br>தன்னம்பிக்கை                                                     | Mr.K.Jayaseelan,<br>Asst. Prof. & Head,<br>Dept. of Tamil                                                  |
| 19-6-21<br>Saturday   | Digital Evaluation -Google Platform                                                  | Mrs.S Brindha,<br>Asso. Prof.,<br>Dept. of Computer Science and Applications                               |
| 21-6-21,<br>Monday    | Latex-Documentation                                                                  | Dr.B.Shanthini<br>Prof. and Head<br>Dept. of Computer Science and Engineering & Information Technology     |
| 21-6-21,<br>Monday    | Power of Management                                                                  | Dr S.Smilee Bose,<br>Asso. Prof. & Head in-charge,<br>Dept. of Corporate Secretaryship. & Bank Management. |
| 22-6-21,<br>Tuesday   | Examination Reforms based on OBE                                                     | Dr.P.Asha<br>Professor<br>Dept. of Civil Engineering                                                       |

|                       |                                                           |                                                                                              |
|-----------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 22-6-21,<br>Tuesday   | Industry 4.0                                              | Mrs R Subhashni,<br>Asso. Prof.,<br>Dept. of Computer Science and<br>Applications            |
| 23-6-21,<br>Wednesday | Awareness on "Research Grants<br>from Funding Agencies"   | Dr R Rani Hemamalini,<br>Prof. & Head,<br>Dept. of Electrical and<br>Electronics Engineering |
| 23-6-21,<br>Wednesday | Publishing Research Articles in<br>higher impact journals | Dr P Vasantha Srinivasan,<br>Research Entomologist,<br>Dept. of Biotechnology                |

Link to Join : <https://meet.google.com/pvx-ropm-ocu>



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## Annexure IV

### Action plan for the Academic Year 2021-22

| Dates      | NAAC SSR Submission |
|------------|---------------------|
| 25.09.2021 | IIQA                |
| 05.11.2021 | SSR                 |

| Dates      | IQAC Meetings                |
|------------|------------------------------|
| 14-6-2021  | 1 <sup>st</sup> IQAC Meeting |
| 16-9-2021  | 2 <sup>nd</sup> IQAC Meeting |
| 16-12-2021 | 3 <sup>rd</sup> IQAC Meeting |
| 16-3-2022  | 4 <sup>th</sup> IQAC Meeting |
| 16-6-2022  | 5 <sup>th</sup> IQAC Meeting |

| Dates | Department presentation on IQAC Targets |
|-------|-----------------------------------------|
|       | First Week of Every month               |

### IQAC programmes on Quality Initiatives/IPR Lectures

| Month     | IQAC Meetings                                                                                                                                                                                                                                                                                  |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| September | <ul style="list-style-type: none"> <li>• Induction programme for freshers</li> <li>• FDP on OBE and preparation of curriculum and syllabus as per OBE for new faculty</li> <li>• Review of FDP/Conferences attended by faculty</li> <li>• Awareness Seminar on New Education Policy</li> </ul> |
| October   | <ul style="list-style-type: none"> <li>• Awareness programme on OBE for students</li> <li>• FDP on TLP as per OBE for new faculty</li> </ul>                                                                                                                                                   |

|          |                                                                                                                                                                                                                               |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <ul style="list-style-type: none"> <li>• Review and Identify new best practices and institution distinctiveness (one meeting per semester)</li> </ul>                                                                         |
| November | <ul style="list-style-type: none"> <li>• Review of various committees (one meeting a semester)</li> <li>• Awareness programme on evaluation as per OBE for students</li> </ul>                                                |
| December | <ul style="list-style-type: none"> <li>• FDP on Evaluation as per OBE for new faculty</li> <li>• Review of academic performance of students</li> <li>• Review of Research performance of faculty by Research forum</li> </ul> |
| January  | <ul style="list-style-type: none"> <li>• Seminar on incubation and start ups</li> <li>• FDP on Research Methodology as per OBE for new faculty and research scholars</li> </ul>                                               |
| February | <ul style="list-style-type: none"> <li>• FDP on IPR</li> <li>• Review of FDP/Conferences attended by faculty</li> </ul>                                                                                                       |
| March    | <ul style="list-style-type: none"> <li>• FDP on Innovation and Research</li> <li>• Review of Participation extension extension activities</li> </ul>                                                                          |
| April    | <ul style="list-style-type: none"> <li>• Review and Identify new best practices and institution distinctiveness (one meeting a semester)</li> <li>• FDP on Digital Learning</li> </ul>                                        |
| May      | <ul style="list-style-type: none"> <li>• Review of Research performance of faculty by Research forum</li> <li>• FDP on Employability and Skill development</li> </ul>                                                         |
| June     | <ul style="list-style-type: none"> <li>• Review of various committees (one meeting a semester)</li> </ul>                                                                                                                     |
| July     | <ul style="list-style-type: none"> <li>• Review of academic performance of student</li> </ul>                                                                                                                                 |



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## **Minutes of the 26<sup>th</sup> IQAC Meeting held on 14.06.2021 through video conferencing at 2.30 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **26.1. Approval of minutes and action taken report of the previous 25<sup>th</sup> IQAC meeting held on 16.03.2021**

Minutes and action taken report of the **25<sup>th</sup> IQAC meeting held on 16.03.2021** were noted and confirmed. Programmes organized by various departments in 2020-2021 are enclosed in **Annexure –II**. The IQAC lectures organized in the last academic year are enclosed in **Annexure –III**. Academic Audit Evaluation report of 2020-2021 are enclosed in **Annexure –IV**. The SSS survey report with analysis are enclosed in **Annexure-V**.

### **26.2. IQAC Online lectures on Quality Initiatives for faculty members**

The IQAC started Online Faculty Development lectures from 12<sup>th</sup> June 2021 to 23<sup>rd</sup> June 2021, as a Quality Initiative for Faculty members. Proud to say that many faculty members volunteered to present their views in the online series. The effort was highly appreciated by Vice Chancellor, Registrar and Experts from outside.



### **26.3. Publications, Research Projects, and patents**

It was informed that two major projects have been sanctioned in the last academic year and nearly 38 patents were filed. Number of Publications also improvised. Detailed descriptions of number of Publications, Research Projects and Patents will be submitted by Dean(R&D) in the next meeting.

Vice-Chancellor informed that the Registration for Swayam/ ATAL online FDP/Universal Human values by faculty members are to be monitored by Dean AS&MS and Dean Engg. It was informed that the Registrations was ongoing and the faculty members can register and also pass percentage should be improved in this year.

E-vidwan, one of the initiatives of NMEICT is an Expert Database and National Research Network. It was informed to request all faculty to register in the portal.

### **26.4. Internship for Students**

The Vice Chancellor appreciated the efforts taken by the Dean(Engg. & Tech.), Dean (AS&MS) for arranging various internships for students as it is part of the new curriculum framed.

### **26.5. Extension Activity**

Due to this pandemic situation, number of extension activities is 50% only and it was suggested to utilize the same situation and do extension activity by serving the people, counseling them through phone and improvise the activities. Vice-chancellor informed Deans to monitor and support by motivating the departments to do more activities effectively.

## **26.6. IQAC Calendar for the academic year 2021-2022**

The IQAC Calendar(Planning of conference, workshop and seminars) based on the IQAC targets to be prepared by the departments for the academic year 2021-22. Dean (AS&MS) and Dean (Engg.) have been requested to submit the Calendar of events to be conducted by the departments. The proposed plan of activities of IQAC for the academic year 2021-2022 after due verification will be presented in the next meeting. The finalized action plan schedule after incorporating the various suggestions such as conducting programs on Innovations by IQAC along with IIIC and conducting programs for new faculty members on Institute distinctiveness and Institute best practices will be submitted.

## **26.7. Review of IIQA/SSR Submission**

It was informed that all collected and scrutinized data should be verified before submitting. Vice Chancellor informed that a separate meeting may be conducted to discuss about the submission.

## **26.8. Any other**

Vice Chancellor and Registrar asked all to be safe. To follow all security guidelines imposed by the Government.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
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## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 25<sup>th</sup> IQAC MEETING HELD ON 16.03.2021**

The plan of action chalked out by IQAC during the meeting held on 16.03.21 and the outcome achieved.

**25.1. Approval of minutes and action taken report of the previous  
24<sup>th</sup> IQAC meeting held on 16.12.2020**

**25.2. Face lifting of Institution Infrastructure**

**25.3. Action Plan for Research Activities**

**25.4. ERP - SPIHER**

**25.5. Reconstitution of Committees**

**25.6. Any other**

| Sl.No       | Agenda/Discussion topic in the IQAC meetings                                                                       | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25.1</b> | <b>Approval of minutes and action taken report of the previous 24<sup>th</sup> IQAC meeting held on 16.12.2020</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 24 <sup>th</sup> IQAC meeting held on 16.12.2020 were approved. |
| <b>25.2</b> | <b>Face lifting of Institution Infrastructure</b>                                                                  | The consolidated list of requirements for face lifting of Institution's infrastructure was submitted to Registrar by IQAC Coordinators.                                                     |

|             |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25.3</b> | <b>Action Plan for Research Activities</b> | As per action plan, the departments are conducting the events, publishing in Journals and Conferences. The H-index of the institution has increased to 53 and the productivity index for 2021 has a good increase to 0.28 from the previous year. Also, the total number of publications should be 85 whereas it has yet to reach the estimated publications. Hope to meet the expectations by the end of the year 2021. |
| <b>25.4</b> | <b>ERP - SPIHER</b>                        | Faculty members updated the materials and Notes for their subjects in the ERP. And also the missing students mail ids and phone numbers are uploaded in the ERP.                                                                                                                                                                                                                                                         |
| <b>25.5</b> | <b>Reconstitution of Committees</b>        | All the committees are reconstituted and the same is circulated to faculty mails and concerned faculty signed by accepting the same. All faculty in-charges are asked to perform the activities and submit the report to IQAC/Website.                                                                                                                                                                                   |
| <b>25.6</b> | <b>Any other</b>                           | <p>Few of the programmes organized are listed below:</p> <ul style="list-style-type: none"> <li>• ONLINE WORKSHOP ON STANDARDIZATION OF CLASH DETECTION IN BIM SPEAKER Mr.Magendiran.C, Project Engineer CADD INDIA R&amp;D , CHENNAI by Civil Dept. on 23rd March, 2021</li> <li>• ICT program "Get set Go" for all the students on 25th March, 2021 by ICT -SPIHER</li> <li>• Webinar on 3AI-AI Analytic</li> </ul>    |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>association By A.S Mani,General manager, Institutional Relations, Miles Education private Ltd on 12th April 2021 by Departments of CSE&amp;IT</p> <ul style="list-style-type: none"> <li>• Intercollegiate Symposium, "Synergy '21" was organized by Department of Computer science and Applications on 23rd April 2021</li> <li>• WEDP Sponsored by EDII Ahamedabad was conducted by MBA Dept on April 26th to May 25th</li> <li>• Startup for Civil Engineers by Mr.S.Karthikeyan ,Gokulam Associates,Architects and Contractors was conducted by Civil Dept on 27th April 21</li> <li>• International e-conference on futuristic trends in Mechanical, Materials and Manufacturing, 2021 (ICMMM2021) was organized by Mech Dept. on 10th May 2021</li> <li>• World Environment Day celebration</li> <li>• World Environment Day celebration On the Theme</li> <li>• "EcosystEm REstoRation was organized by Commerce and Chemistry Dept on 5th June , 2021</li> <li>• Seventh International e-Conference on Green Technologies for Power Generation, Communication and Health care (ICGPC 2021) was organized by Depts. Of ECE,EEE &amp; BME on 6th June, 2021</li> <li>• Aspiring Entrepreneurship Program from HDFC Bank supported by ICT ACADEMY was organized on 12th June, 2021</li> </ul> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <ul style="list-style-type: none"> <li>• Webinar on Setting Goals and time management was organized by Placement Cell, SPIHER in association with ICT Academy on 10th June, 2021</li> <li>• Webinar on Topic: CAREER OPPORTUNITY IN MNCs</li> <li>• Speaker: Mr. V. Jeyakrishnan,</li> <li>• Senior Manager Client Engagement</li> <li>• Royal Syber Pvt Ltd was organized by Placement Cell, SPIHER on 14th June, 2021</li> </ul> |
|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



**St. Peter's Institute of Higher Education and Research**  
Avadi, Chennai-54.

**Annexure II**

**Internal Quality Assurance Cell (IQAC)**

**Programs organized 20-21**

| S.No. | Date                                   | Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Organized by                                            |
|-------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| 1.    | 28th & 29th September 2020             | International e-conference on Recent trends and technologies in soft computing.                                                                                                                                                                                                                                                                                                                                                                                               | Department of Computer Science and Applications         |
| 2.    | 28th September to 14th October, 2020.  | The Faculty Development Programme on 'Curriculum, Pedagogy, Evaluation and Research for Higher Education Institutions'                                                                                                                                                                                                                                                                                                                                                        | IQAC for all the Teaching Faculty                       |
| 3.    | Oct 31, 2020                           | IIC Meeting on NEP 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                       | IIC                                                     |
| 4.    | Saturday, 31st October 2020            | First Ever Online Cultural Fest PASSION 2020, Speakers Mr. Prem John, Musician, Thiru. Snehan, Lyricist                                                                                                                                                                                                                                                                                                                                                                       | Departments of CSE & IT                                 |
| 5.    | Oct 31, 2020 11:30 AM                  | NSS-National Unity Day -Pledge Administering Meeting                                                                                                                                                                                                                                                                                                                                                                                                                          | NSS                                                     |
| 6.    | November 2, 2020                       | ONLINE WORKSHOP ON "CONCRETE DURABILITY & ADMIXTURES" by Mr.G.A.B.Suresh – AGM-R&D, Ramco Cements, Mineral and Chemical Admixtures by Mr.P.Senthamil Selvan – Manager R&D,Ramco Cements                                                                                                                                                                                                                                                                                       | Civil Dept                                              |
| 7.    | 27th OCT - 02nd NOV, 2020              | VIGILANCE AWARENESS WEEK 2020, Conducted Quiz Competition                                                                                                                                                                                                                                                                                                                                                                                                                     | MBA Dept                                                |
| 8.    | 27th OCT - 02nd NOV, 2020              | VIGILANCE AWARENESS WEEK 2020, Conducted Debate Competition                                                                                                                                                                                                                                                                                                                                                                                                                   | CSA Dept                                                |
| 9.    | 2 <sup>nd</sup> November 2020          | NATIONAL UNITY DAY Conducted Quiz competition                                                                                                                                                                                                                                                                                                                                                                                                                                 | CSA Dept                                                |
| 10.   | 2 <sup>nd</sup> November 2020          | NATIONAL UNITY DAY Conducted Poster competition                                                                                                                                                                                                                                                                                                                                                                                                                               | Commerce Dept                                           |
| 11.   | Nov 2nd to Nov 7th , 2020 @ 4pm to 5pm | Alumni Webinar series<br>A. Antony Prakash Doinã Ph.D in IIT BOMBAY Education TechnoloÃy Teachinã Assistantship Batch : 2011-2013 Sayandeep Das Internal Audit.AIG Junior ManaÃer Batch : 2011-2015 Nov 4th, 2020 Nov 5th, 2020 Nov 2nd, 2020<br>B. Susmitha Srinivasalu Power Factors, Montreal Soÿtware Developer Batch : 2012-2016 Nov 3rd, 2020<br>C. Sayandeep Das Internal Audit.AIG Junior ManaÃer Batch : 2011-2015 Nov 4th, 2020<br>D. S.Vijay Vignesh COMCAST INDIA | Department of Electronics and Communication Engineering |

|     |                                            |                                                                                                                                                                                                                                                                                                                                                                                               |                                                                      |
|-----|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
|     |                                            | <p>Sr.Firewall Engineer Batch : 2014-2016</p> <p>A. Antony Prakash Doin Ph.D in IIT BOMBAY Education Technology Teaching Assistantship Batch : 2011-2013, Nov 5th, 2020</p> <p>E. Lakshmi Venkataraman BM India Pvt Ltd. Technical Architect Batch :2007-2011 Nov 6th, 2020</p> <p>F. Tamizharasi Arulselvan, Ltd Foodcoop Co., Ltd Group Finance Manager Batch : 2011-2015 Nov 7th, 2020</p> |                                                                      |
| 12. | 6 <sup>th</sup> November 2020              | ONLINE SAFETY FOR WOMEN by MR. RAKSHIT TANDON Director/Co-founder Hackdev Technology Pvt. Ltd, Cyber Security Consultant, IMAI and Advisory - Cyber Crime Cell (State Police)                                                                                                                                                                                                                 | Women Empowerment Cell                                               |
| 13. | Nov 7, 2020                                | 3i Cell webinar- ESCALATE TO BE INDUSTRY READY                                                                                                                                                                                                                                                                                                                                                | Mech dept                                                            |
| 14. | 09th NOV, 2020                             | National E-Conference on SUSTAINABLE CHANGING SCENARIO OF BUSINESS AND ECONOMIC ENVIRONMENT                                                                                                                                                                                                                                                                                                   | SCHOOL OF COMMERCE, MANAGEMENT STUDIES AND ECONOMICS                 |
| 15. | 11 <sup>th</sup> November 2020             | Exponderz 2020 Symposium 2020                                                                                                                                                                                                                                                                                                                                                                 | Department of ECE,BME and EEE                                        |
| 16. | November 11-12, 2020                       | International Virtual Conference on CHEMICAL AND ENVIRONMENTAL SCIENCES (ICCES- 2020)                                                                                                                                                                                                                                                                                                         | Chemistry Department                                                 |
| 17. | Nov 11, 2020 10:30 AM                      | St.Peters Induction Program – 2020- Mr. UDAYA SANKAR Lead- South India, NASSCOM Co-Founder, Maatram Foundation, Chennai                                                                                                                                                                                                                                                                       | SPIHER                                                               |
| 18. | November 12th                              | VIRTUAL GUEST LECTURE ON M-COMMERCE,(New normal consumer shopping Experience,GUEST SPEAKER,DR.T.SHIRLEY DEVAKIRUBAI,Assistant Professor,Department of Commerce,Madras Christian College                                                                                                                                                                                                       | DEPARTMENT OF COMMERCE (CORPORATE SECRETARYSHIP AND BANK MANAGEMENT) |
| 19. | 23rd to 29th November 2020                 | Online National Seminar on "RESEARCH SCOPES IN COEVAL STREAMS OF MECHANICAL ENGINEERING"                                                                                                                                                                                                                                                                                                      | Mech Dept.                                                           |
| 20. | Nov 26, 2020 11:00 AM                      | Constitution Day Celebrations                                                                                                                                                                                                                                                                                                                                                                 | SPIHER                                                               |
| 21. | Nov 27 <sup>th</sup> 2020                  | NATIONAL WEBINAR ON Employability Skills,Need of the hour by Dr V. Chandrasekaran, senior operations officer,Indian Airforce                                                                                                                                                                                                                                                                  | Placement Cell                                                       |
| 22. | November 30th, 2020 @ 10.00 am to 12.00 pm | <p>Alumni Webinar series</p> <ul style="list-style-type: none"> <li>Mr. E. V. Sidhardhan Research Scholar Department of Physics Pachaiyappa's College Chennai</li> <li>Mr. R. Balaji, UPSC Aspirant, Vetri IAS</li> </ul>                                                                                                                                                                     | Department of Physics                                                |



|     |                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                     |
|-----|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|     |                                                  | <p>Study Circle ,Annanagar West</p> <ul style="list-style-type: none"> <li>• Ms. G. Naganandhini Executive Officer Ambit IT Park Ambattur Industrial Estate</li> <li>• Mr. V. Ajith kumar TNPSC Aspirant Race Institutions T.Nagar</li> <li>• Ms. G. Monika PGT Teacher Mahalashmi Matric. Hr. Sec. School Paruthipattu Avadi</li> </ul>                                                                                                                                                                                                                                                                                     |                                                                     |
| 23. | 10th December 2020@Mechanical Engg. Seminar Hall | <p>PUBLIC AWARENESS WORKSHOP on SOLID WASTE MANAGEMENT Supported by Tamil Nadu State Council for Science and Technology (TNSCST) Govt. of Tamil Nadu, Chennai.&amp; National Council for Science &amp; Technology Communication (NCSTC)Govt. of India, NewDelhi. (Under Popularization of Science Activities)</p> <p>Resource Persons Dr. A. GNANAMANI M.Sc. Ph.D. Sr. Principal Scientist, Head &amp; Professor – AcSIR, Microbiology Lab CSIRCentral Leather Research Institute Adyar, Chennai Mr. R. NAVEENKUMAR M.Tech., MBA., (Ph.D.) Research Associate, ARMATS Biotek Training &amp; Research Institute, Chennai.</p> | Department of Mechanical Engineering                                |
| 24. | 9 <sup>th</sup> Jan 2021                         | LIVE WEBINAR ON Python Programming by Mr.Dinesh Kumar Technical Mentor, NIIT Limited, Chennai                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CSA dept                                                            |
| 25. | 9 <sup>th</sup> Jan 2021                         | <p>Workshop on Social Entrepreneurship and implementation of business plans by SESREC, SPIHER</p> <p>Resource Person:<br/>Mr. B.S.C. Naveen Kumar<br/>Swachhta Action Plan 2020<br/>Chief Co-ordinator for Tamil Nadu and Kerala Region MGNCRE</p>                                                                                                                                                                                                                                                                                                                                                                           | " Social Entrepreneurship, Swachhta & Rural Engagement Cell" SPIHER |
| 26. | 12th January, 2021                               | Webinar on ROLE OF YOUTH IN SHAPING INDIA'S FUTURE - TEACHING OF SWAMI VIVEKANANDA for the Youth by the Youth DR. Leo Akash Raj Founder of Pretty Lil' Hearts(NGO) Formerly CEO of LeSa Tech Academy Chairman of Kaveez Groups Director of Infinifind MultiEdu Services Pvt Ltd                                                                                                                                                                                                                                                                                                                                              | Chemistry Dept.                                                     |
| 27. | 12th January, 2021                               | "An Inter-departmental Online Creative Writing Mela" On the occasion of the birth anniversary of the great Indian youth icon, Swami Vivekananda, which is celebrated every year - National Youth Day                                                                                                                                                                                                                                                                                                                                                                                                                         | Department of English                                               |
| 28. | 12th January, 2021                               | Virtual poster Competition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CSA Dept.                                                           |
| 29. | Tuesday , 12th Jan. 2021 @ 1                     | Webinar "Self Identity and Values Amidst Social Influence" Connoisseur Mrs.R.Anitha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Mech Dept                                                           |

|     |                                                         |                                                                                                                                                                                                                                             |                                                 |
|-----|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|     | pm - 2 pm                                               | Manager(HR) Bharat Heavy Electricals Ltd. Chennai                                                                                                                                                                                           |                                                 |
| 30. | 12th January, 2021                                      | Pencil Sketching Competition (On the eve of National Youth Day)                                                                                                                                                                             | Department of Commerce                          |
| 31. | 12th January, 2021                                      | Essay Writing Competition Original Articles are invited on the topic "High Thinking & Simple Living "                                                                                                                                       | MBA Dept                                        |
| 32. | 12th January, 2021                                      | Poster Presentation On "Vivekananda Teaching"                                                                                                                                                                                               | Civil Dept                                      |
| 33. | 12th January, 2021                                      | katturai potti On "Vivekananda Teaching"                                                                                                                                                                                                    | Tamil Dept                                      |
| 34. | Monday, 18th January, 2021                              | Ideation for Youth Development • Quiz Competition                                                                                                                                                                                           | Departments of ECE,EEE and BME                  |
| 35. | Feb 6, 2021 (Saturday) Time: 07:00 - 08:10 PM (Evening) | Topic: How to make the best use of our life<br>Hon. Speaker: Dr. Chinmay Pandya Ji, Pro Vice Chancellor, Dev Sanskriti Vishwa Vidyalaya, Shantikunj, Haridwar                                                                               | IQAC                                            |
| 36. | February 27 , 2021 at 11.00am                           | NAVIGATION SCIENCE -DIMENSIONS & APPLICATIONS<br>Dr . KANTA PRASAD SHARMA Assistant Professor University Institute of Computing (UIC) Chandigarh University                                                                                 | Chemistry Dept                                  |
| 37. | March 1 <sup>st</sup> , 2021                            | Webinar on Future of Science, Technology and Innovation (STI): Impacts of Education, Skill and Work in commemoration of National Science Day                                                                                                | IQAC and ISPA                                   |
| 38. | 8th March 2021 at 10.00 am                              | Virtual 15th International Women's day celebration, Ms. Karuna (Anbarasan) David UNHCR, Head of Field Office (Retd.) Chief Guest Dr.Kalpana Jayakumar, M.B.B.S., F.A.I.M.S., Managing Director, Kalpana Hospital, Medavakkam Guest of Honor | SPIHER                                          |
| 39. | 23 <sup>rd</sup> March, 2021                            | ONLINE WORKSHOP ON STANDARDIZATION OF CLASH DETECTION IN BIM SPEAKER Mr.Magendiran.C, Project Engineer CADD INDIA R&D , CHENNAI                                                                                                             | Civil Dept.                                     |
| 40. | 25 <sup>th</sup> March, 2021                            | ICT program "Get set Go" for all the students                                                                                                                                                                                               | ICT -SPIHER                                     |
| 41. | 12 <sup>th</sup> April 2021                             | Webinar on 3AI-AI Analytic association By A.S Mani,General manager,Institutional Relations,,Miles Education private Ltd                                                                                                                     | Department of CSE&IT                            |
| 42. | 23rd April 2021                                         | Intercollegiate Symposium, "Synergy '21"                                                                                                                                                                                                    | Department of Computer science and Applications |
| 43. | April 26 <sup>th</sup> to May 25 <sup>th</sup>          | WEDP Sponsored by EDII Ahamedabad                                                                                                                                                                                                           | MBA Dept                                        |
| 44. | 27 <sup>th</sup> April                                  | Startup for Civil Engineers by Mr.S.Karthikeyan ,Gokulam Associates,Architects and Contractors                                                                                                                                              | Civil Dept                                      |
| 45. | 10th May 2021                                           | International e-conference on futuristic trends in Mechanical, Materials and Manufacturing, 2021 (ICMMM2021)                                                                                                                                | Mech Dept.                                      |
| 46. | 5 <sup>th</sup> June , 2021                             | World Environment Day celebration                                                                                                                                                                                                           | Chemistry Dept                                  |

|     |                             |                                                                                                                                          |                                                        |
|-----|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 47. | 5th June , 2021             | World Environment Day celebration On the Theme<br>"EcosystEm REstoRation                                                                 | Commerce                                               |
| 48. | 6 <sup>th</sup> June, 2021  | Seventh International e-Conference on Green Technologies for Power Generation, Communication and Health care (ICGPC 2021)                | Dept. Of ECE,EEE & BME                                 |
| 49. | 12 <sup>th</sup> June, 2021 | Aspiring Entrepreneurship Program from HDFC Bank supported by ICT ACADEMY                                                                | ICT-SPIHER                                             |
| 50. | 10 <sup>th</sup> June, 2021 | Webinar on Setting Goals and time management                                                                                             | Placement Cell, SPIHER in association with ICT Academy |
| 51. | 14 <sup>th</sup> June, 2021 | Webinar on Topic: CAREER OPPORTUNITY IN MNCs<br>Speaker: Mr. V. Jeyakrishnan,<br>Senior Manager Client Engagement<br>Royal Syber Pvt Ltd | Placement Cell, SPIHER                                 |



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### Annexure III

#### Internal Quality Assurance Cell (IQAC)

#### IQAC Lectures 2020

| Sl.No | Date      | Topic                                                                                                                                                                           | Speaker                                                        |
|-------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1.    | 1.2.2020  | Lecture on "Curriculum Design and Development                                                                                                                                   | Dr. G.P.Ramesh, Professor and Head , Dept. of ECE              |
| 2.    | 4.2.2020  | Special Lecture on NAAC New frame work                                                                                                                                          | Dr.L.S.Nandeesh,Emiritus Professor/Bangalore University        |
| 3.    | 8.2.2020  | Awareness Lecture on Patent Drafting                                                                                                                                            | Innovation Team, Ethna Attributes                              |
| 4.    | 12.3.2020 | Invited Lecture on Researgence: Your Research profile orientation and look at product features                                                                                  | Cedric Joseph Manual /CEO, C Intelligence services Private Ltd |
| 5.    | 7.3.2020  | On-line lecture on IPR                                                                                                                                                          | Dr. D.Chandramohan Prof/Mech/SPIHER                            |
| 6.    | 14.3.2020 | National level webinar on IPR and Patent drafting was conducted on 14 <sup>th</sup> May 2020. More than 2000 participants registered and 650 participants attended the session. | Dr.D. Chandramohan Prof/Mech/SPIHER                            |
| 7.    | 15.5.2020 | A National level webinar on Data Pipelines was conducted on 15 <sup>th</sup> May 2020. More than 500 participants registered and 450 participants attended the session.         | Mr.G Sasikumar, Lloyds Bank.UK                                 |

|     |            |                                                                                                                                             |                                                                                                                                |
|-----|------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 8.  | 18.5.2020  | Lecture on Digital transformations                                                                                                          | Dr.R. Balasubramani<br>from NMIT Udupi                                                                                         |
| 9.  | 19.5.2020  | A Lecture on Communication skills<br>for Quality Teaching                                                                                   | Dr. Xavier Amaladoss,<br>Mejel & Mejel Skill<br>Development Centre                                                             |
| 10. | 20.5.2020  | Application of Deep learning in<br>Histopathological Image Analysis"                                                                        | Dr. Jesu Christopher<br>Joseph, Staff Scientist/<br>Population sciences,<br>City of Hope, World<br>class cancer Centre,<br>USA |
| 11. | 27.6.2020  | A webinar on "Beat the stress"                                                                                                              | Ms.Suvetha Gopal<br>Engineer Meditator&<br>The Art of living faculty                                                           |
| 12. | 27.7.2020  | Virtual Faculty development<br>Programme on "Cultivation of<br>Research Excellence to Enhance<br>Innovation and Professional<br>Development | IQAC and Research<br>Forum                                                                                                     |
| 13. | 5.9.2020   | A webinar on Essential Attributes<br>for Teachers"                                                                                          | Prof.P.Dananjayan<br>Vice-<br>Chancellor,SPIHER.                                                                               |
| 14. | 7.9.2020   | Virtual faculty development<br>program on Cultivation of Research<br>Excellence to Enhance Innovation<br>and Professional development       | Dr.S.Gunasekaran<br>Dean R&D/SPIHER                                                                                            |
| 15. | 15.9.2020  | Engineers Day speech                                                                                                                        | D.Sathyamoorthy,<br>Deputy Chief<br>Engineer,Andaman<br>Lakshadweep Harbour<br>works                                           |
| 16. | 28.09.2020 | Curricular Aspects                                                                                                                          | Dr. G. P. Ramesh<br>Prof & Head, ECE                                                                                           |
| 17. | 29.09.2020 | Outcome Based Education and                                                                                                                 | Dr. P. Asha                                                                                                                    |

|     |            |                                                                                                  |                                                                                                              |
|-----|------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
|     |            | Blooms Taxonomy                                                                                  | Prof. & Head,Civil                                                                                           |
| 18. | 30.09.2020 | Evaluation of POs,PSOs and COs Attainment                                                        | Dr.N.Rajeswari,<br>Prof & Head,Mech.                                                                         |
| 19. | 01.10.2020 | Awareness on Statutory Bodies and Institute Committees                                           | Dr. Sayeeda Sultana,<br>Prof & Head,Chemistry                                                                |
| 20. | 03.10.2020 | Integrating Educational Technology into Teaching                                                 | Dr. R. Latha<br>Prof & Head,CSA                                                                              |
| 21. | 05.10.2020 | Examination reforms and Learning Outcomes-based Curriculum Framework(LOCF)                       | Dr. J.M.Mathana,<br>Dean (Engineering),                                                                      |
| 22. | 06.10.2020 | ISO, Governance, Leadership and Management                                                       | Dr.S. Stella Mary<br>Prof & Head, Physics,                                                                   |
| 23. | 07.10.2020 | Institutional Resilience for academic planning and Continuity                                    | Dr.D. S. Ramachandra Murthy,Director (R &D)                                                                  |
| 24. | 08.10.2020 | Universal Human values                                                                           | Dr. L. Mahesh Kumar,<br>Registrar                                                                            |
| 25. | 09.10.2020 | Outreach and Extension activity                                                                  | Dr. Venkataraman,<br>Dean (Arts)                                                                             |
| 26. | 10.10.2020 | Research Approach for Global Reach                                                               | Dr. S. Gunasekaran,<br>Dean (R&D)                                                                            |
| 27. | 13.10.2020 | Learning Management System Features and Applications.                                            | Dr. B. Shanthini,<br>Prof. & Head, IT                                                                        |
| 28. | 14.10.2020 | NIRF/ATAL Ranking Parameters                                                                     | Dr.M.Umaraman<br>Prof & Head, MBA                                                                            |
| 29. | 11.11.2020 | St.Peters Induction Program – 2020                                                               | Mr. UDAYA SANKAR<br>Lead- South India,<br>NASSCOM Co-Founder,<br>Maatram Foundation,<br>Chennai              |
| 30. | 26.11.2021 | Constitution day Celebrations                                                                    | Dr.P.Danajayan<br>Vice Chancellor,<br>SPIHER                                                                 |
| 31. | 6.2.2021   | How to make the best use of our life                                                             | Dr. Chinmay Pandya Ji,<br>Pro Vice Chancellor,<br>Dev Sanskriti Vishwa<br>Vidyalaya, Shantikunj,<br>Haridwar |
| 32. | 01.3.2021  | Webinar on Future of Science,Technology and Innovation(STI):Impacts of Education, Skill and Work | IQAC and Research<br>Forum                                                                                   |

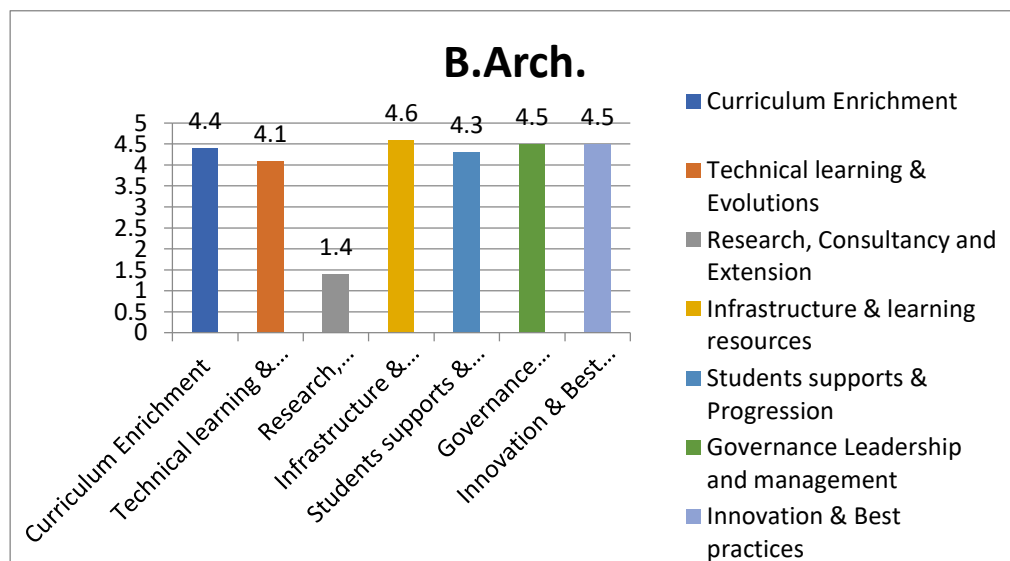


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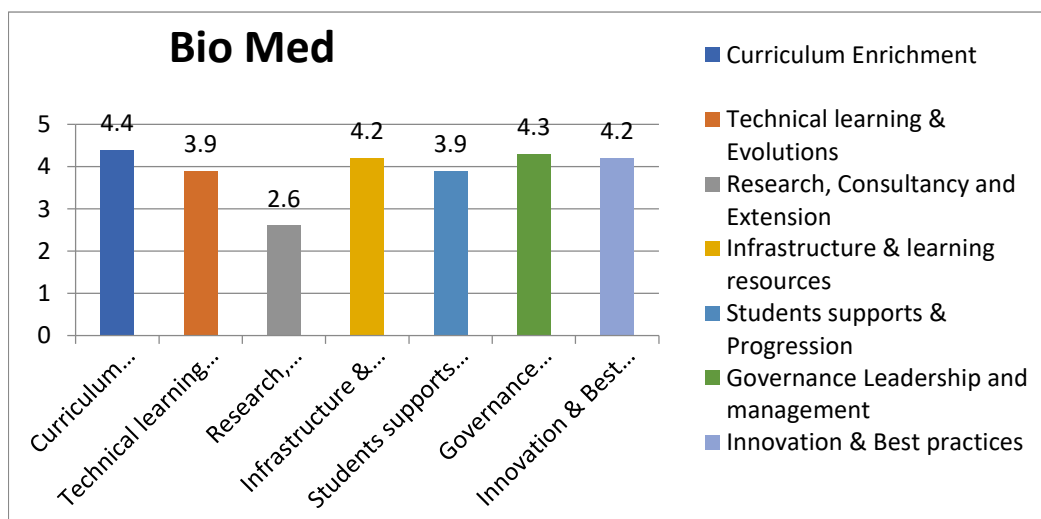
**Annexure IV**

AUDIT EVALUATION SUMMARY 2020-21

| Criteria                             | B.Arch |
|--------------------------------------|--------|
| Curriculum Enrichment                | 4.4    |
| Technical learning & Evolutions      | 4.1    |
| Research, Consultancy and Extension  | 1.4    |
| Infrastructure & learning resources  | 4.6    |
| Students supports & Progression      | 4.3    |
| Governance Leadership and management | 4.5    |
| Innovation & Best practices          | 4.5    |



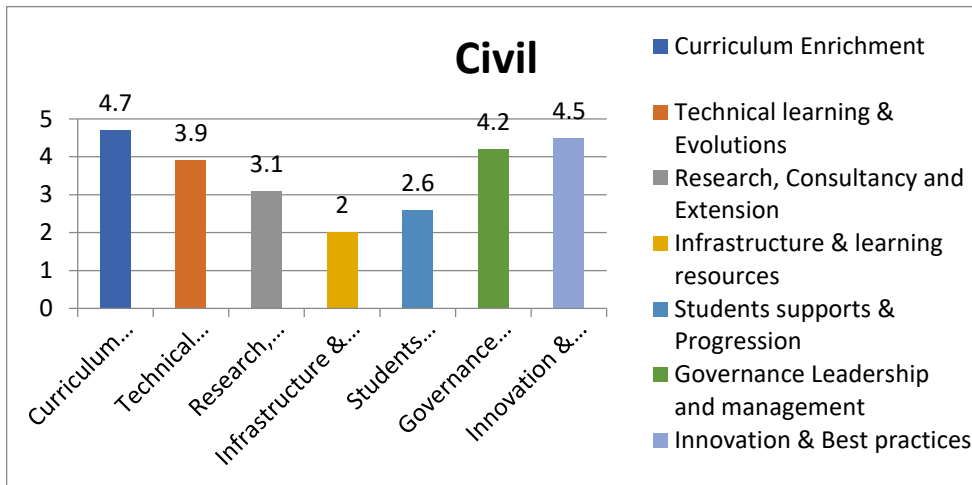
|                                      | Bio Med |
|--------------------------------------|---------|
| Curriculum Enrichment                | 4.4     |
| Technical learning & Evolutions      | 3.9     |
| Research, Consultancy and Extension  | 2.6     |
| Infrastructure & learning resources  | 4.2     |
| Students supports & Progression      | 3.9     |
| Governance Leadership and management | 4.3     |
| Innovation & Best practices          | 4.2     |





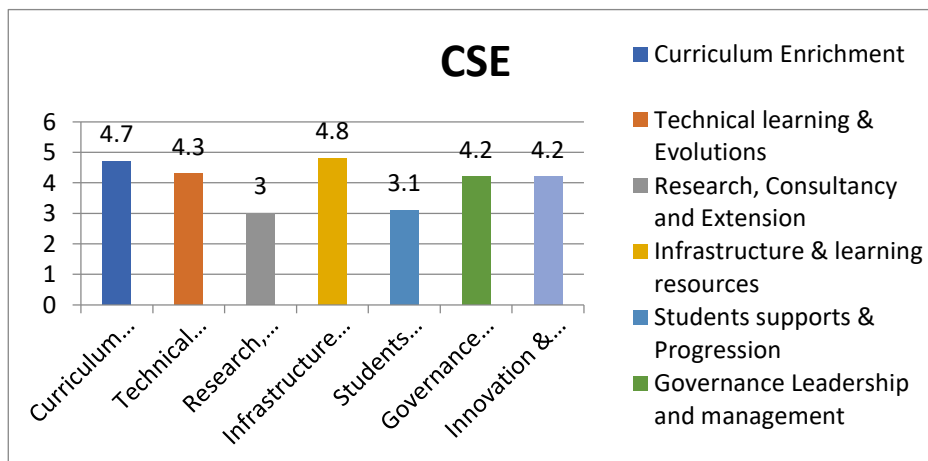
## Civil

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 3.9 |
| Research, Consultancy and Extension  | 3.1 |
| Infrastructure & learning resources  | 2   |
| Students supports & Progression      | 2.6 |
| Governance Leadership and management | 4.2 |
| Innovation & Best practices          | 4.5 |



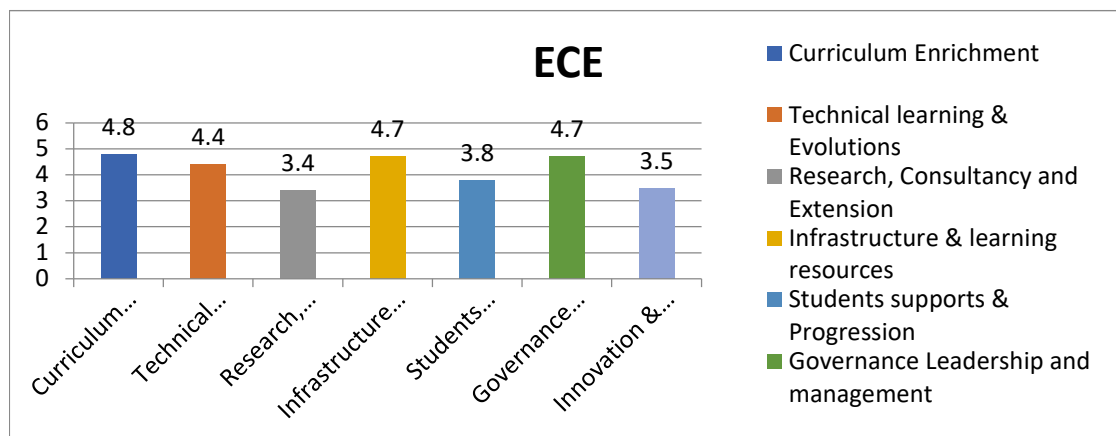
## CSE

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 4.3 |
| Research, Consultancy and Extension  | 3   |
| Infrastructure & learning resources  | 4.8 |
| Students supports & Progression      | 3.1 |
| Governance Leadership and management | 4.2 |
| Innovation & Best practices          | 4.2 |



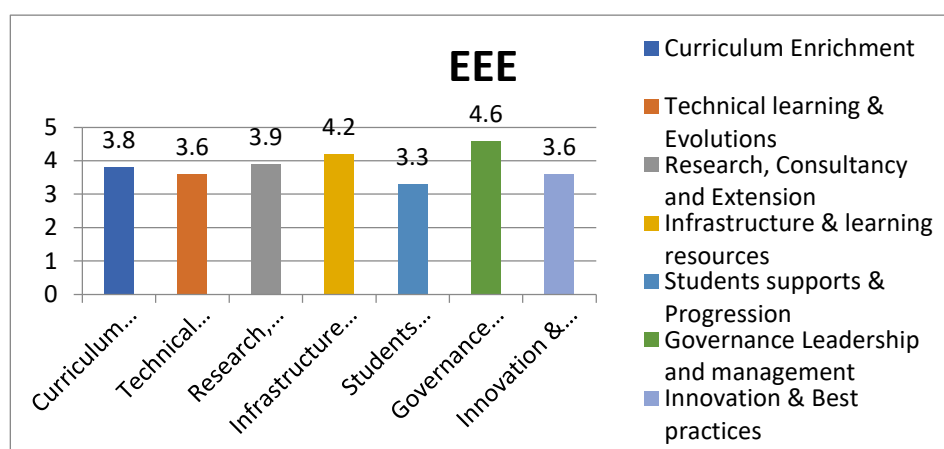
## ECE

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.8 |
| Technical learning & Evolutions      | 4.4 |
| Research, Consultancy and Extension  | 3.4 |
| Infrastructure & learning resources  | 4.7 |
| Students supports & Progression      | 3.8 |
| Governance Leadership and management | 4.7 |
| Innovation & Best practices          | 3.5 |



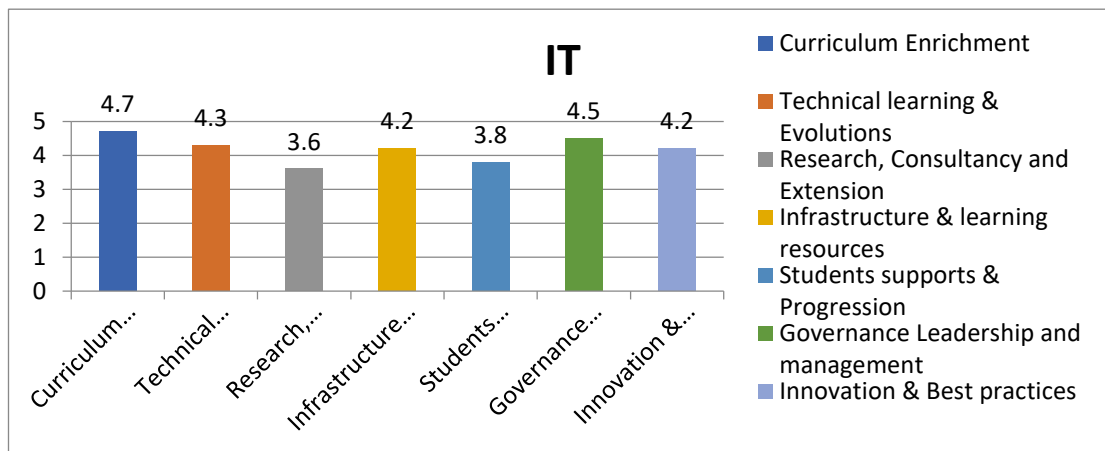
## EEE

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 3.8 |
| Technical learning & Evolutions      | 3.6 |
| Research, Consultancy and Extension  | 3.9 |
| Infrastructure & learning resources  | 4.2 |
| Students supports & Progression      | 3.3 |
| Governance Leadership and management | 4.6 |
| Innovation & Best practices          | 3.6 |



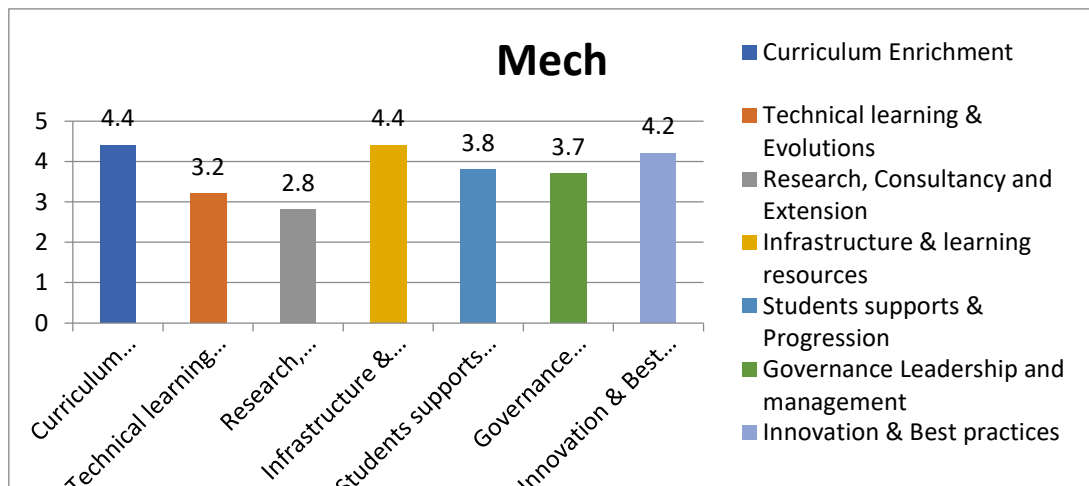
## IT

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 4.3 |
| Research, Consultancy and Extension  | 3.6 |
| Infrastructure & learning resources  | 4.2 |
| Students supports & Progression      | 3.8 |
| Governance Leadership and management | 4.5 |
| Innovation & Best practices          | 4.2 |

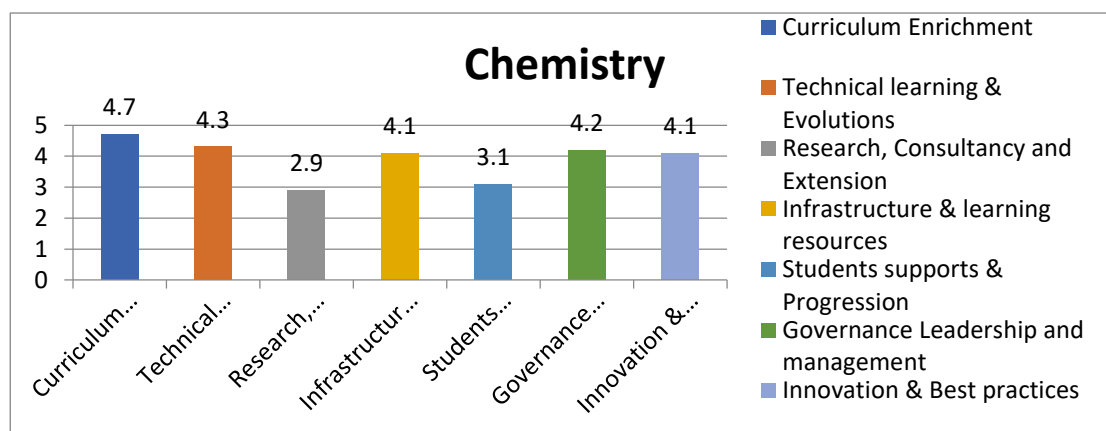


## Mech

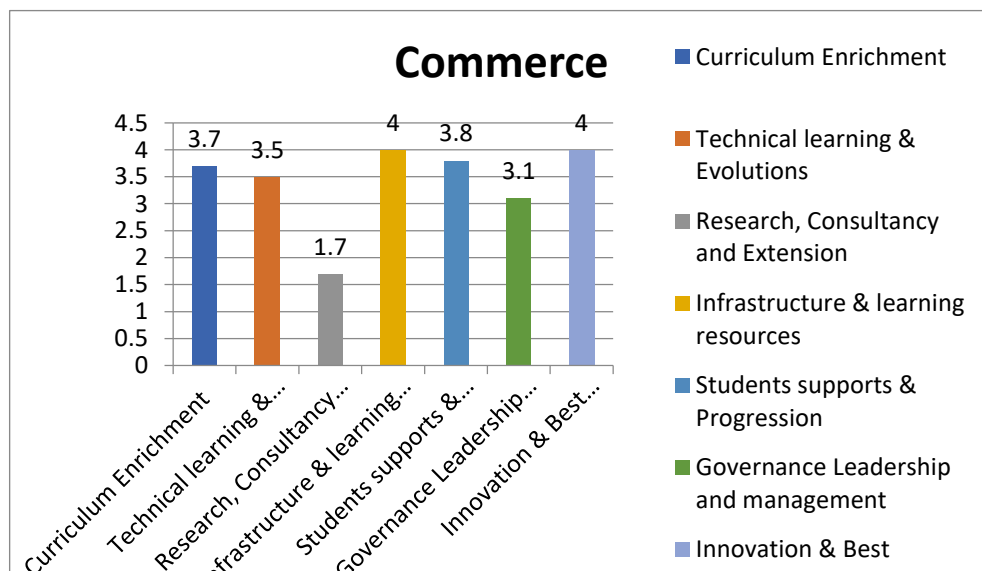
|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.4 |
| Technical learning & Evolutions      | 3.2 |
| Research, Consultancy and Extension  | 2.8 |
| Infrastructure & learning resources  | 4.4 |
| Students supports & Progression      | 3.8 |
| Governance Leadership and management | 3.7 |
| Innovation & Best practices          | 4.2 |



|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 4.3 |
| Research, Consultancy and Extension  | 2.9 |
| Infrastructure & learning resources  | 4.1 |
| Students supports & Progression      | 3.1 |
| Governance Leadership and management | 4.2 |
| Innovation & Best practices          | 4.1 |

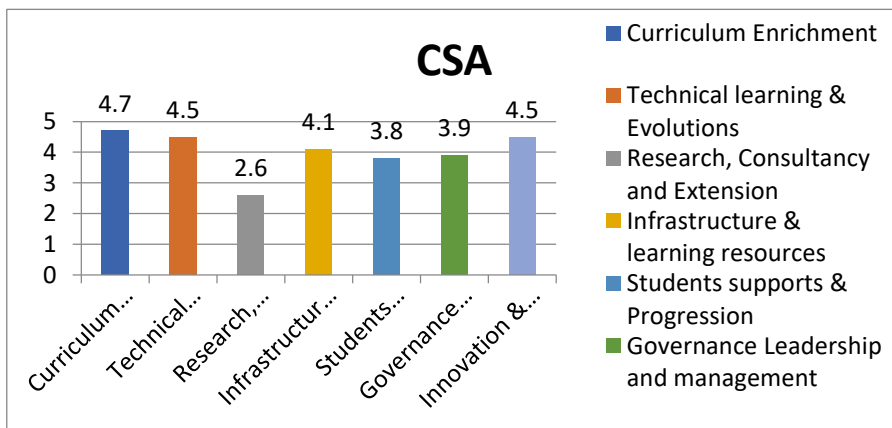


|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 3.7 |
| Technical learning & Evolutions      | 3.5 |
| Research, Consultancy and Extension  | 1.7 |
| Infrastructure & learning resources  | 4   |
| Students supports & Progression      | 3.8 |
| Governance Leadership and management | 3.1 |
| Innovation & Best practices          | 4   |



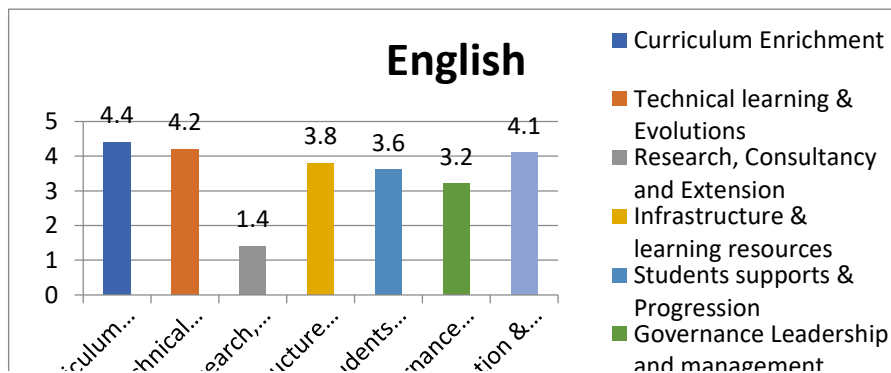
## CSA

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 4.5 |
| Research, Consultancy and Extension  | 2.6 |
| Infrastructure & learning resources  | 4.1 |
| Students supports & Progression      | 3.8 |
| Governance Leadership and management | 3.9 |
| Innovation & Best practices          | 4.5 |



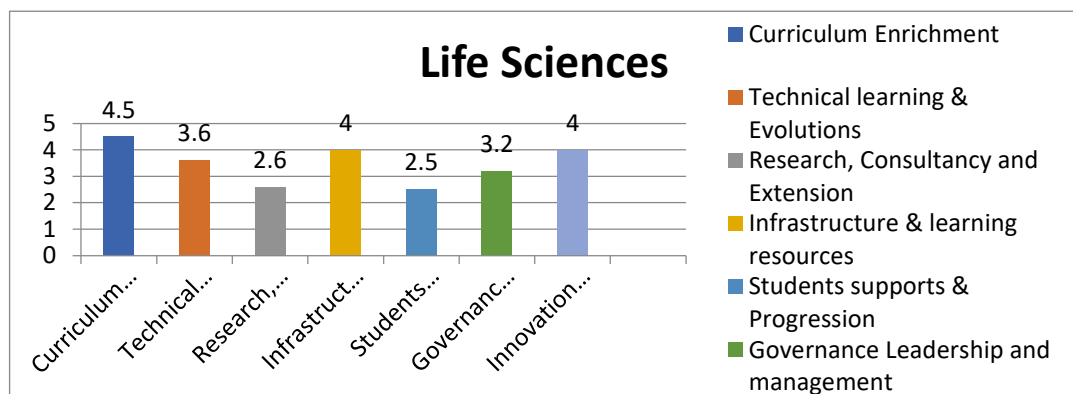
## English

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.4 |
| Technical learning & Evolutions      | 4.2 |
| Research, Consultancy and Extension  | 1.4 |
| Infrastructure & learning resources  | 3.8 |
| Students supports & Progression      | 3.6 |
| Governance Leadership and management | 3.2 |
| Innovation & Best practices          | 4.1 |

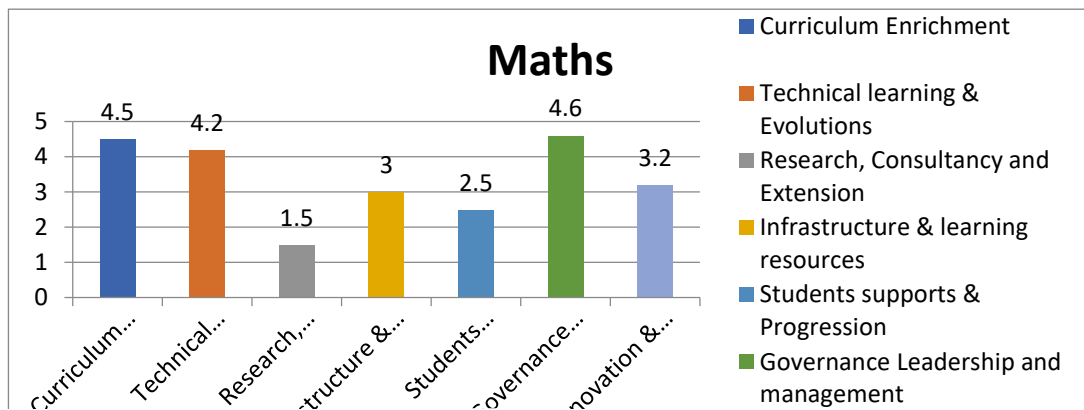


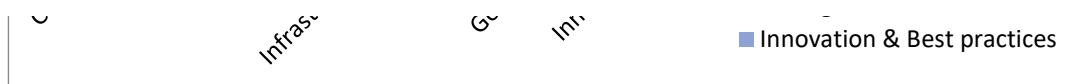


|                                      |               |
|--------------------------------------|---------------|
|                                      | Life Sciences |
| Curriculum Enrichment                | 4.5           |
| Technical learning & Evolutions      | 3.6           |
| Research, Consultancy and Extension  | 2.6           |
| Infrastructure & learning resources  | 4             |
| Students supports & Progression      | 2.5           |
| Governance Leadership and management | 3.2           |
| Innovation & Best practices          | 4             |



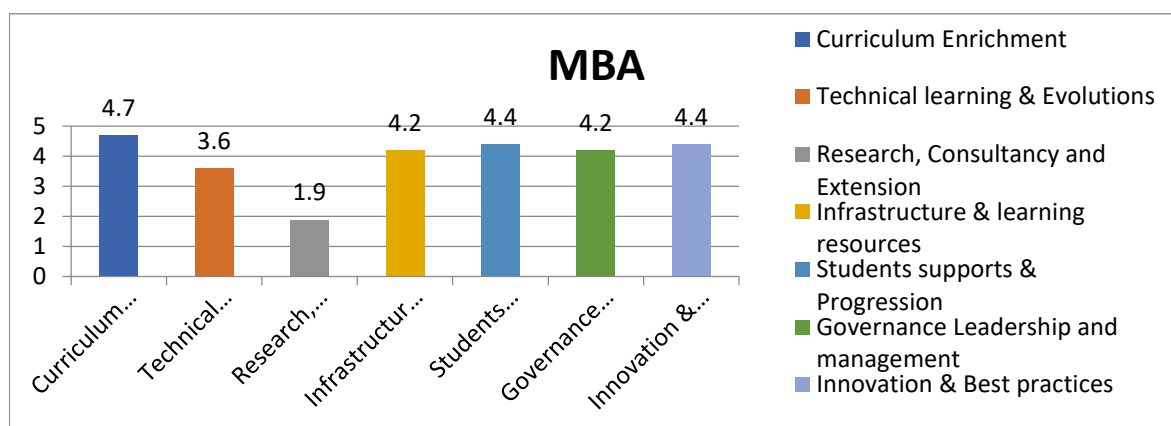
|                                      |       |
|--------------------------------------|-------|
|                                      | Maths |
| Curriculum Enrichment                | 4.5   |
| Technical learning & Evolutions      | 4.2   |
| Research, Consultancy and Extension  | 1.5   |
| Infrastructure & learning resources  | 3     |
| Students supports & Progression      | 2.5   |
| Governance Leadership and management | 4.6   |
| Innovation & Best practices          | 3.2   |





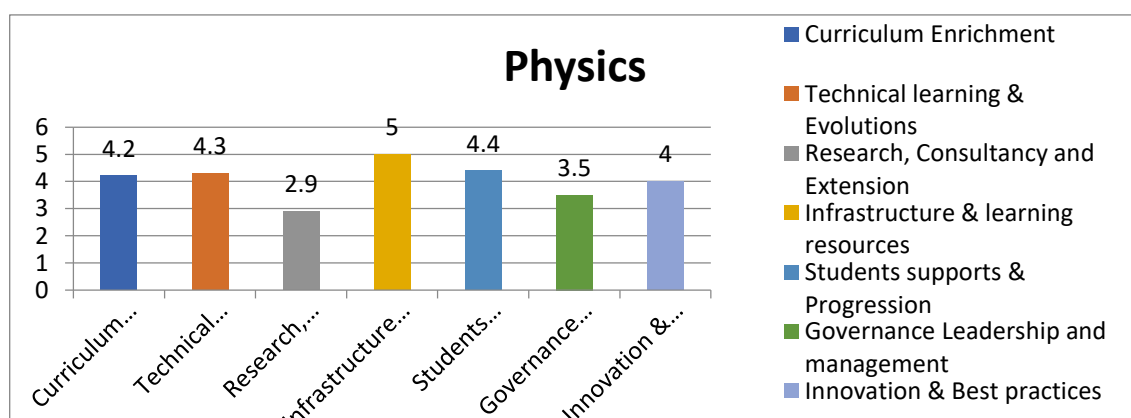
### MBA

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.7 |
| Technical learning & Evolutions      | 3.6 |
| Research, Consultancy and Extension  | 1.9 |
| Infrastructure & learning resources  | 4.2 |
| Students supports & Progression      | 4.4 |
| Governance Leadership and management | 4.2 |
| Innovation & Best practices          | 4.4 |

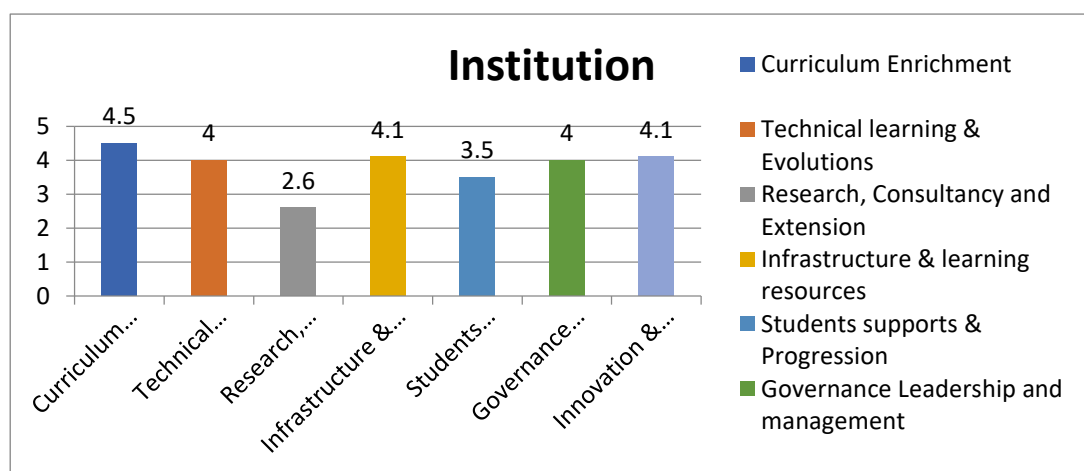


### Physics

|                                      |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.2 |
| Technical learning & Evolutions      | 4.3 |
| Research, Consultancy and Extension  | 2.9 |
| Infrastructure & learning resources  | 5   |
| Students supports & Progression      | 4.4 |
| Governance Leadership and management | 3.5 |
| Innovation & Best practices          | 4   |



| Institution                          |     |
|--------------------------------------|-----|
| Curriculum Enrichment                | 4.5 |
| Technical learning & Evolutions      | 4   |
| Research, Consultancy and Extension  | 2.6 |
| Infrastructure & learning resources  | 4.1 |
| Students supports & Progression      | 3.5 |
| Governance Leadership and management | 4   |
| Innovation & Best practices          | 4.1 |







St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

**Annexure V**

SSS 2020-21



# Untitled form

Questions Responses 1,730

1,730 responses



Accepting responses ☒

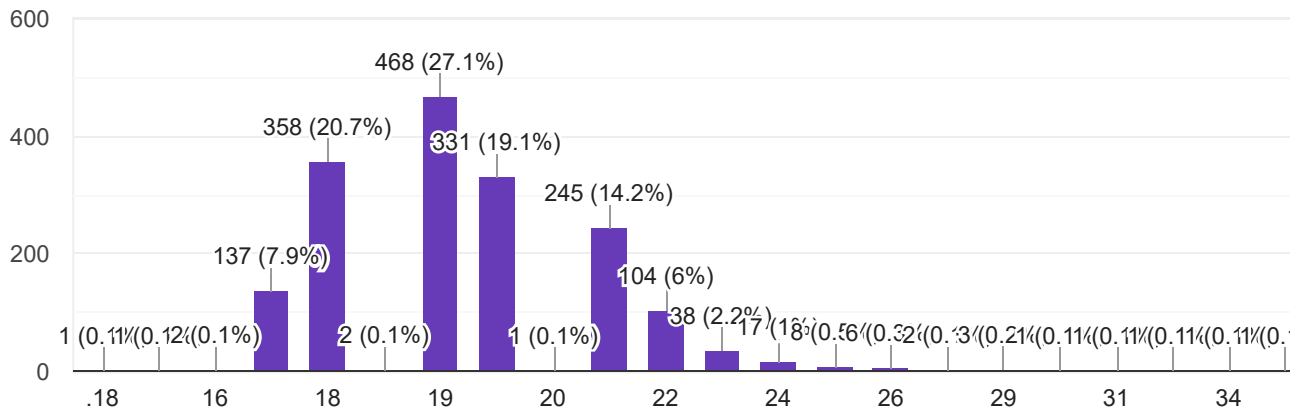
Summary Question Individual

## Who has responded?

Too many recipients to display.

## AGE

1,730 responses



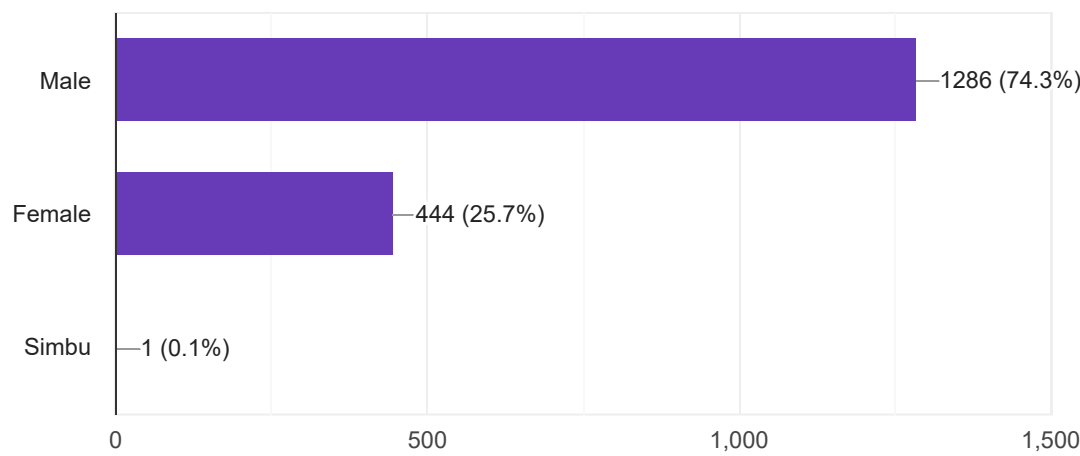
COLLEGE NAME

1,730 responses

- SPIHER
- St.peter's institute of higher education and research
- St.peters institute of higher education and research
- Spiher
- St Peter's institute of higher education and research
- St.peters
- St. Peter's institute of higher education and research
- St Peter's University
- St.peters university

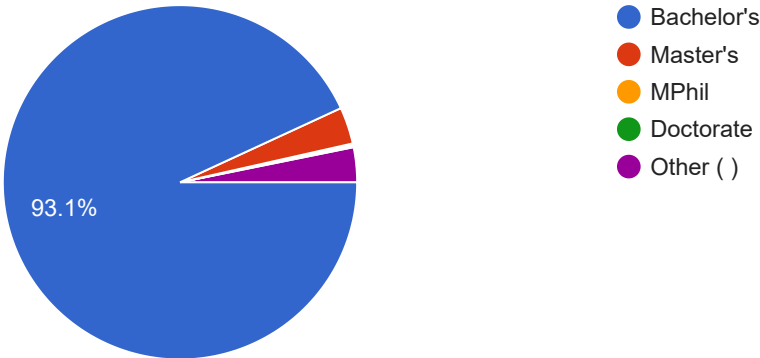
Gender

1,730 responses



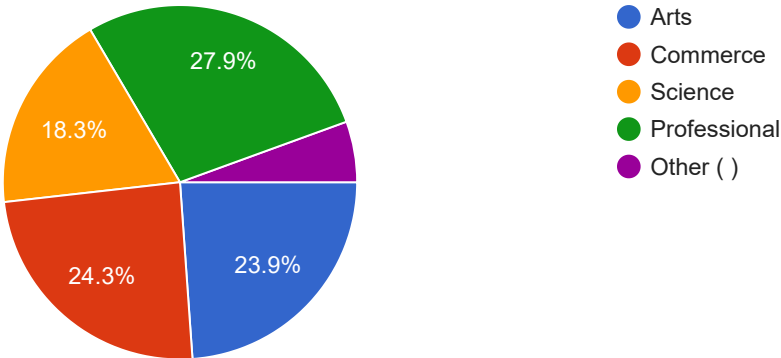
What Degree program are you pursuing now?

1,730 responses



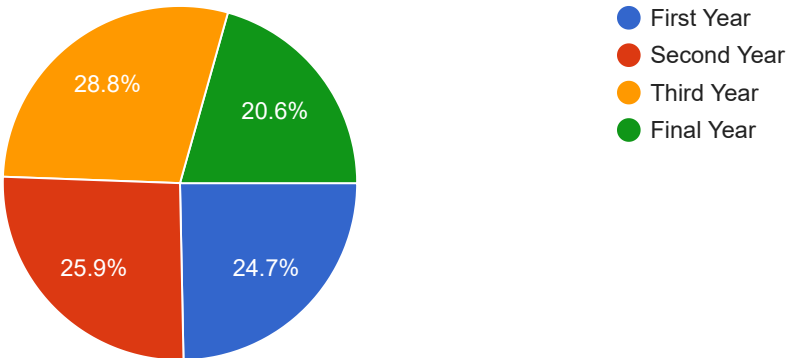
What subject area are you currently pursuing?

1,730 responses



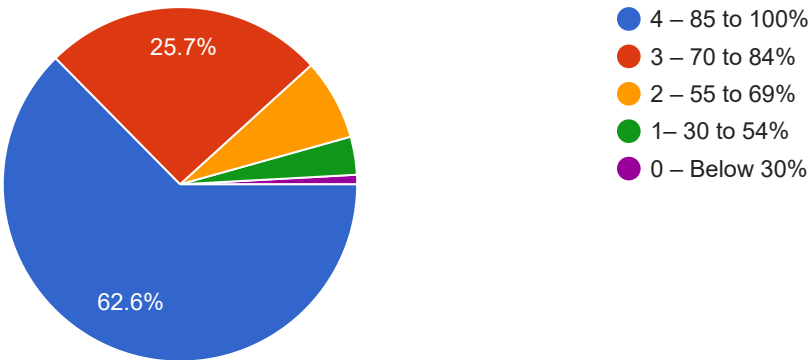
YEAR

1,730 responses



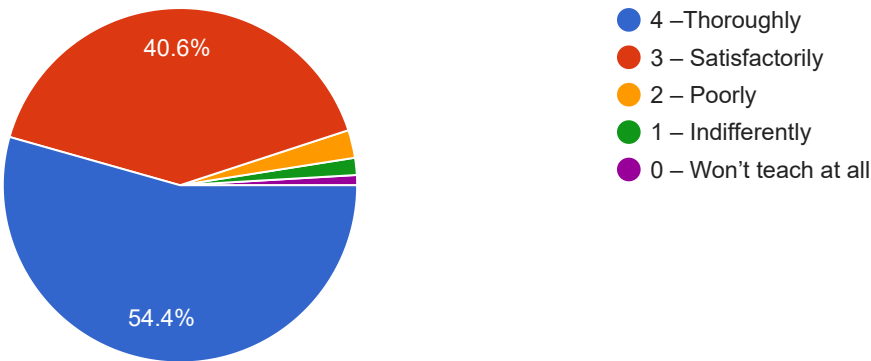
1. How much of the syllabus was covered in the class?

1,730 responses



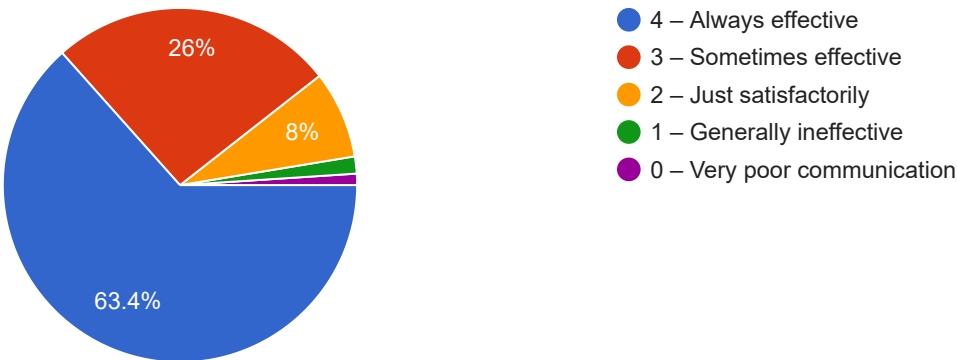
2. How well did the teachers prepare for the classes?

1,730 responses



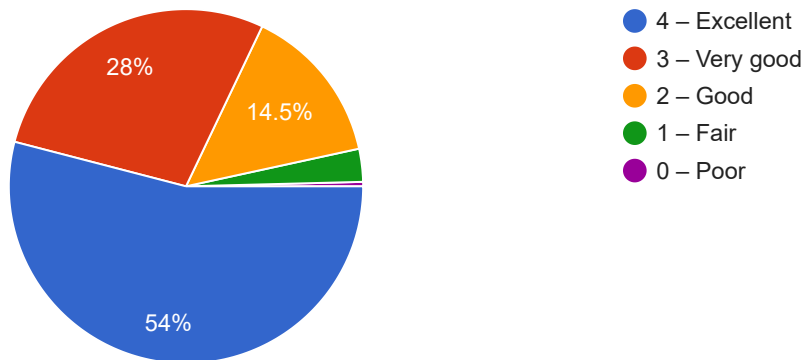
3. How well were the teachers able to communicate?

1,730 responses



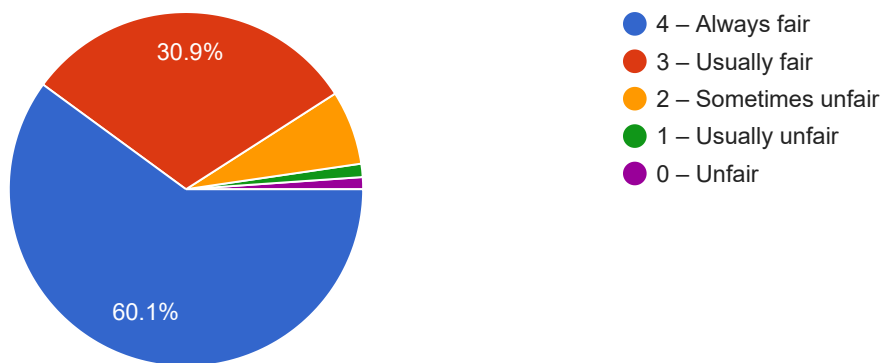
#### 4. The teacher's approach to teaching can best be described as

1,730 responses



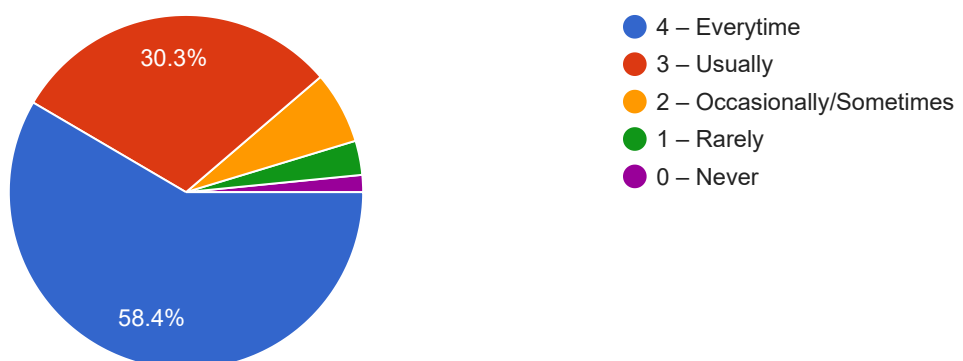
#### 5. Fairness of the internal evaluation process by the teachers.

1,730 responses



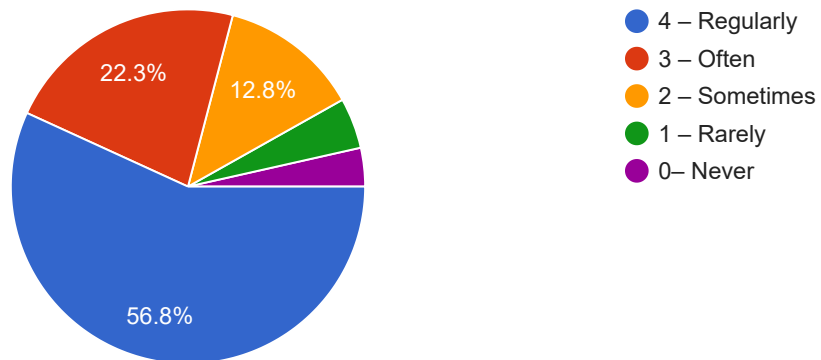
#### 6. Was your performance in assignments discussed with you?

1,730 responses



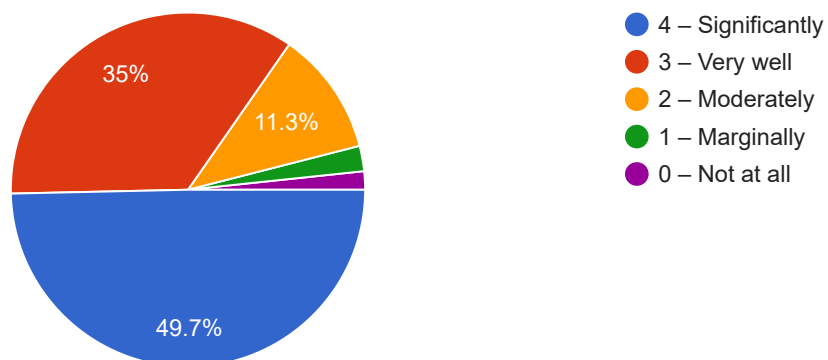
7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

1,730 responses



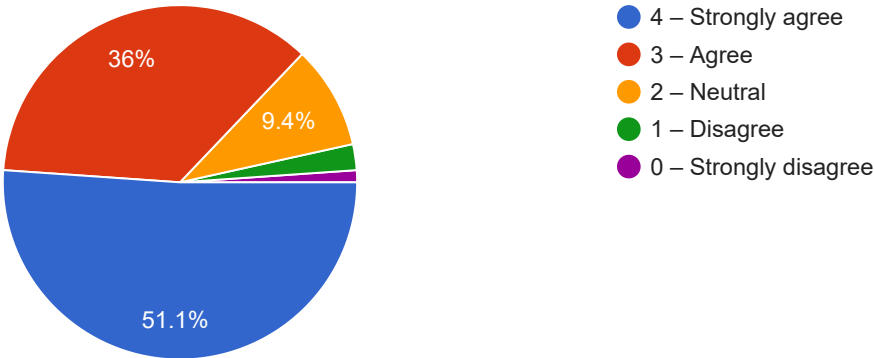
8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

1,730 responses



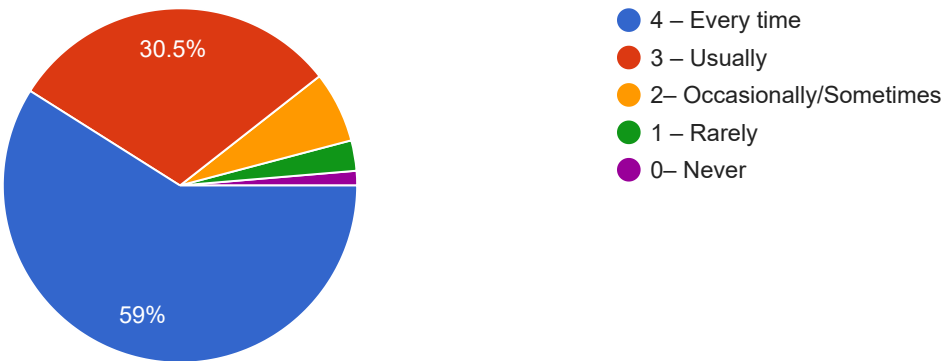
9. The institution provides multiple opportunities to learn and grow.

1,730 responses



10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.

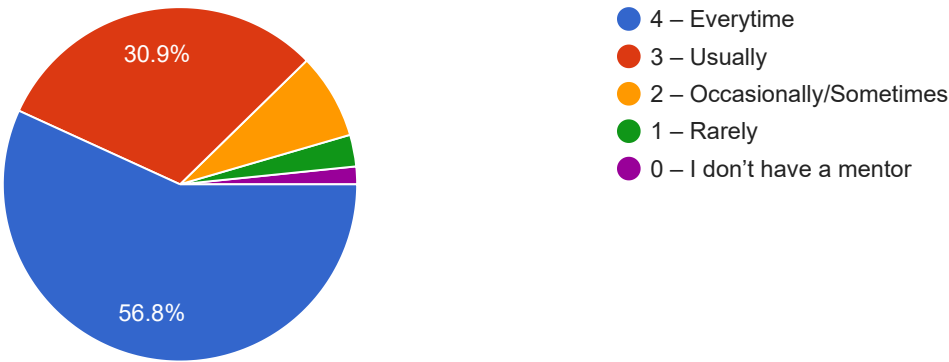
1,730 responses





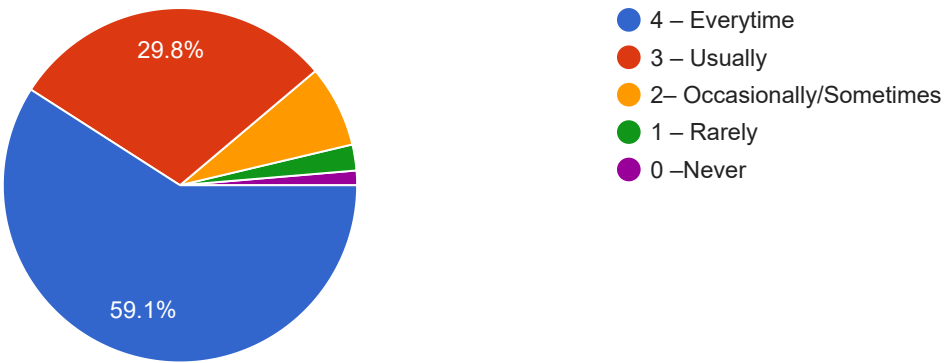
11. Your mentor does a necessary follow-up with an assigned task to you

1,730 responses



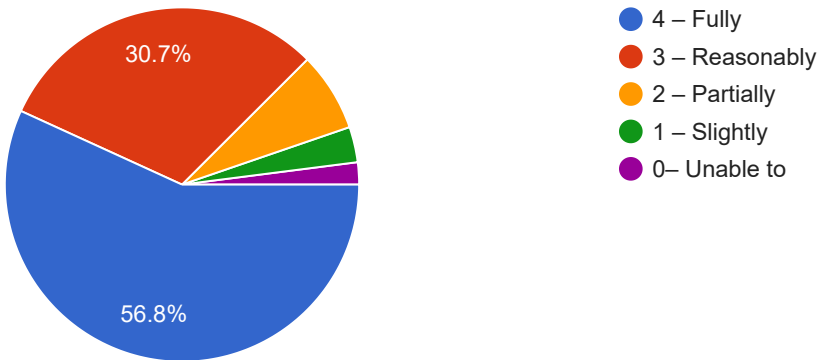
12. The teachers illustrate the concepts through examples and applications.

1,730 responses



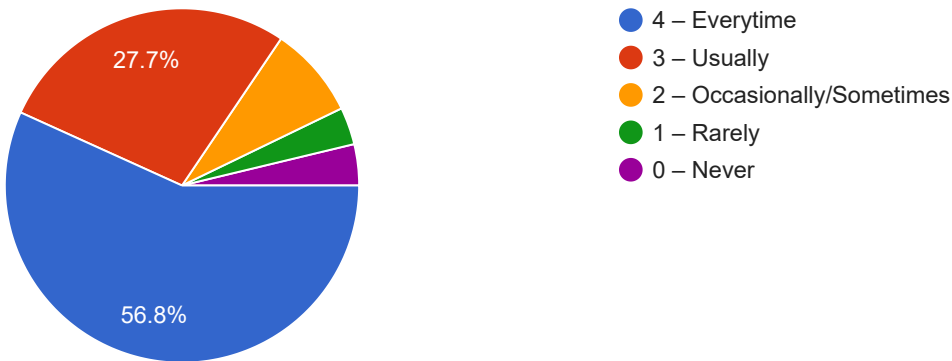
13. The teachers identify your strengths and encourage you with providing right level of challenges.

1,730 responses



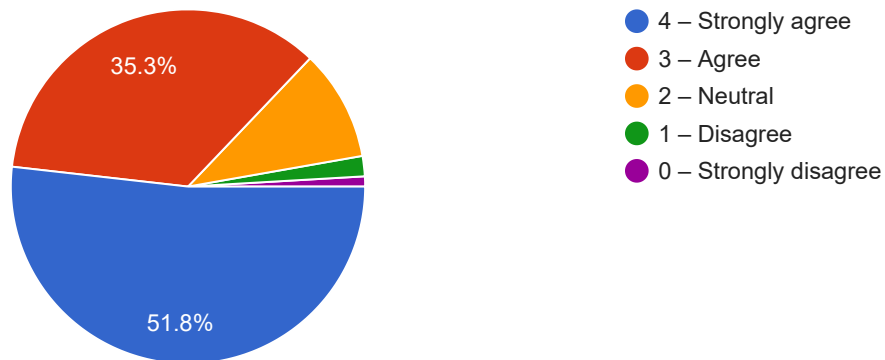
14. Teachers are able to identify your weaknesses and help you to overcome them.

1,730 responses



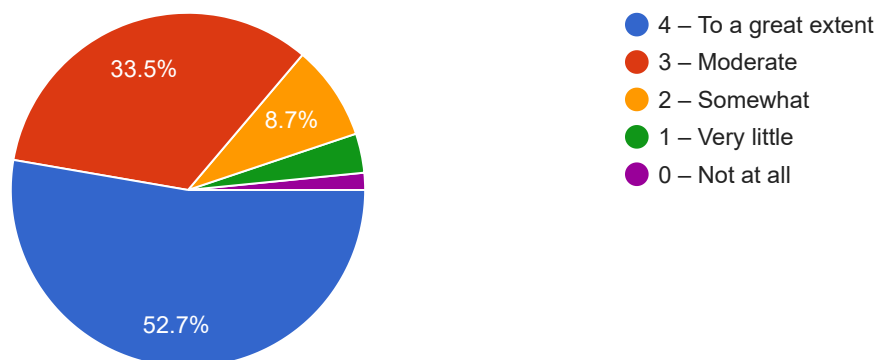
15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

1,730 responses



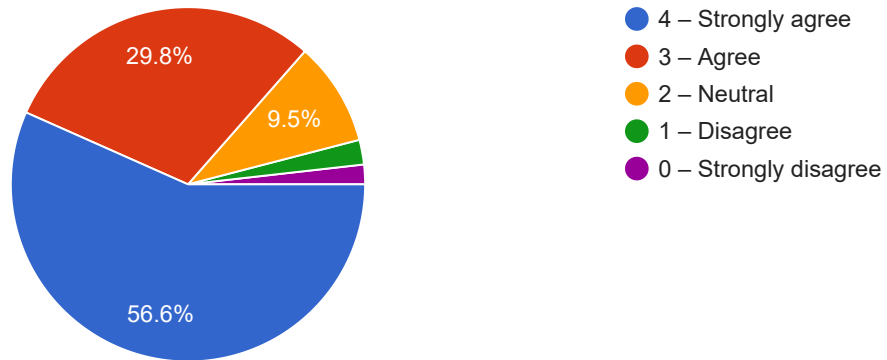
16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

1,730 responses



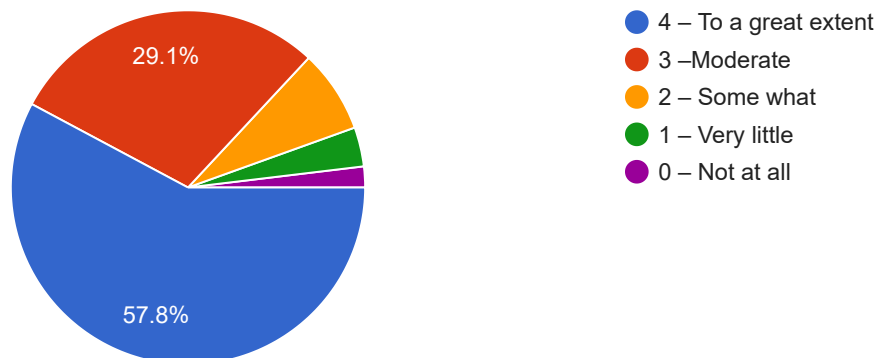
17. Teachers encourage you to participate in extracurricular activities.

1,730 responses



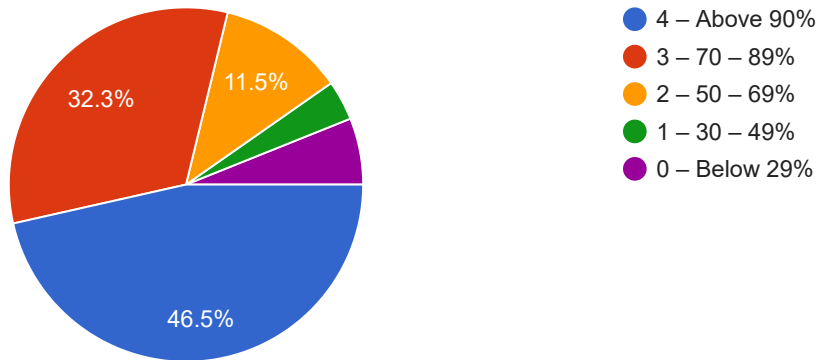
18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

1,730 responses



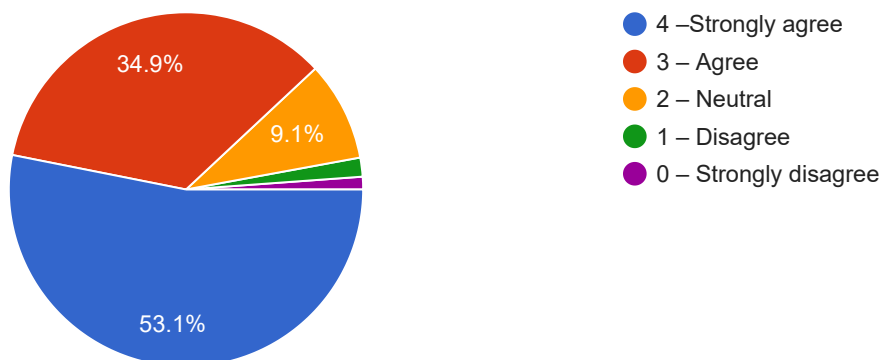
19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

1,730 responses



20. The overall quality of teaching-learning process in your institute is very good.

1,730 responses



21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

1,730 responses

Good

No

Nil

Good

Very good

Nothing

Yes

Excellent

good



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## **Minutes of the 25<sup>th</sup> IQAC Meeting held on 16.03.2021 through video conferencing at 2.00 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **25.1. Approval of minutes and action taken report of the previous 24<sup>th</sup> IQAC meeting held on 16.12.2020**

Minutes and action taken report of the 24<sup>th</sup> IQAC meeting held on 16.12.2020 were noted and confirmed.

### **25.2. Face lifting of Institution Infrastructure**

It was informed that all the functionaries, Deans and Heads of the Departments should submit a complete list on investments for infrastructure improvements to be given.

### **25.3. Action Plan for Research Activities**

It was informed by the Dean (Research & Development) that there will be a review meeting for Research supervisors to fix Research Targets. Each faculty should submit minimum 4 papers in Scopus, WoS, ICI and UGC approved journals and to publish a minimum of 100 Patents per year. It was suggested that rigorous follow on Research targets has to be done to yield better results. It was informed

that 25 new ideas were received for patenting. It was suggested that 8 new ideas are to be sought per month from the HoDs. It was suggested to identify 5 best research faculty to promote research with fixed targets and to reduce their academic workload.

#### **25.4. ERP - SPIHER**

It was informed that few departments are yet to update the students email id and phone numbers in the ERP. Deans are asked to expedite the process. It was suggested that faculty should upload syllabus first followed by notes in ERP. It was informed that LMS uploading has to be completed by all faculties. Demo for Online examination has to be arranged for this semester at the earliest.

#### **25.5. Reconstitution of Committees**

It was informed that reconstitution of the members in various committees formed along with names of their respective coordinators and centres have to be done based on faculty attrition.

#### **25.6. Any other**

It was informed that all the events conducted should be grouped under respective centres and file on the same to be maintained and verified.

The Meeting ended with Vote of thanks by the Registrar.



## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

#### **ACTION TAKEN REPORT ON MINUTES OF THE 24<sup>th</sup> IQAC MEETING HELD ON 16.12.2020**

The plan of action chalked out by IQAC during the meeting held on 16.12.20 and the outcome achieved.

**24.1. Approval of minutes and action taken report of the previous 23<sup>rd</sup> IQAC meeting held on 19.09.2020**

**24.2. Covid Cell/Center in Institution/Campus**

**24.3. IQAC Action Plan for the academic year 2020-2021**

**24.4. Examination Survey**

**24.5. AICTE –AQIS Submission**

**24.6. Submission for NIRF Ranking**

**24.7. Registration for Swayam/ NPTEL**

**24.8. Program on Entrepreneurship**

**24.9. Any other**

| Sl.No       | Agenda/Discussion topic in the IQAC meetings                                                                       | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|-------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>24.1</b> | <b>Approval of minutes and action taken report of the previous 23<sup>rd</sup> IQAC meeting held on 19.09.2020</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 23 <sup>rd</sup> IQAC meeting held on 19.09.2020 were approved. |

|              |                                                         |                                                                                                                                                                                                                                                                                                          |
|--------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>24.2</b>  | <b>Covid Cell/Center in Institution/Campus</b>          | The Covid cell in the Institution provided awareness to the nearby villages and provided sanitation and masks. The institution provided the institution's Guest House with Bed facility as Covid isolation wards.                                                                                        |
| <b>24.3</b>  | <b>IQAC Action Plan for the academic year 2020-2021</b> | As per action plan, the departments are conducting the events to achieve the IQAC Targets.                                                                                                                                                                                                               |
| <b>24.4</b>  | <b>Examination Survey</b>                               | Based on the Examination Survey, the Examination will be conducted through online mode with MCQ. Mock exam was conducted on 30 <sup>th</sup> January, 2021.                                                                                                                                              |
| <b>24.5</b>  | <b>AICTE –AQIS Submission</b>                           | The department of ECE, EEE & MBA submitted Projects under RPS Scheme. MBA department also submitted AICTE-Scheme for Promoting Interests, Creativity and Ethics among Students (SPICES).                                                                                                                 |
| <b>24.6</b>  | <b>Submission for NIRF Ranking</b>                      | The data for NIRF Ranking was submitted on                                                                                                                                                                                                                                                               |
| <b>24.7</b>  | <b>Registration for Swayam/ NPTEL</b>                   | In Swayam 77 faculty and 462 students registered and 48 faculty and students registered for writing online examinations.                                                                                                                                                                                 |
| <b>24.8</b>  | <b>Program on Entrepreneurship</b>                      | Webinar on " Social Entrepreneurship, Swachhta & Rural Engagement " was conducted on 9.01.2021 by CIVIL department.                                                                                                                                                                                      |
| <b>24.10</b> | <b>Any other</b>                                        | <p>Some of the Programmes organized listed below on National Importance Days:</p> <ul style="list-style-type: none"> <li>• Webinar on ROLE OF YOUTH IN SHAPING INDIA'S FUTURE - TEACHING OF SWAMI VIVEKANANDA for the Youth by the Youth DR. Leo Akash Raj Founder of Pretty Lil' Hearts(NGO)</li> </ul> |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>Formerly CEO of LeSa Tech Academy<br/>Chairman of Kaveez Groups Director of<br/>Infinifind MultiEdu Services Pvt Ltd was<br/>conducted by Chemistry Dept on 12th<br/>January, 2021</p> <ul style="list-style-type: none"> <li>• An Inter-departmental Online Creative Writing Mela on the occasion of the birth anniversary of the great Indian youth icon, Swami Vivekananda, which is celebrated every year - National Youth Day, organized by Department of English.</li> <li>• Virtual poster Competition was conducted by CSA Dept.</li> <li>• Webinar on "Self Identity and Values Amidst Social Influence" Connoisseur Mrs.R.Anitha Manager(HR) Bharat Heavy Electricals Ltd. Chennai was organized by Mech Dept.</li> <li>• Pencil Sketching Competition (On the eve of National Youth Day) was organized by Department of Commerce</li> <li>• Essay Writing Competition Original Articles are invited on the topic "High Thinking &amp; Simple Living" organized by MBA Dept.</li> <li>• Poster Presentation On "Vivekananda Teaching" was organized by Civil Dept.</li> <li>• Katturai potti On "Vivekananda Teaching" by Tamil Dept</li> <li>• Ideation for Youth Development • Quiz Competition was conducted by Departments of ECE,EEE and BME</li> <li>• Webinar on "How to make the best use of our life" by Dr. Chinmay Pandya Ji, Pro Vice Chancellor, Dev Sanskriti Vishwa Vidyalaya, Shantikunj, Haridwar was organized by IQAC on Feb 6,</li> </ul> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>2021 (Saturday) from 07:00 - 08:10 PM (Evening)</p> <ul style="list-style-type: none"> <li>• Webinar on "NAVIGATION SCIENCE -DIMENSIONS &amp; APPLICATIONS" by Dr . KANTA PRASAD SHARMA Assistant Professor University Institute of Computing (UIC) Chandigarh University was organized on February 27 , 2021 at 11.00am by Chemistry Dept in celebration of National Science Day.</li> <li>• Webinar on Future of Science, Technology and Innovation (STI): Impacts of Education, Skill and Work in commemoration of National Science Day was organized by IQAC and ISPA on March 1st , 2021.</li> <li>• 15th International Women's day celebration was organized virtually with the Guest Speakers Ms. Karuna (Anbarasan) David UNHCR, Head of Field Office (Retd.),Dr.Kalpana Jayakumar, M.B.B.S., F.A.I.M.S., Managing Director, Kalpana Hospital, Medavakkam virtually on 8th March 2021 at 10.00 am</li> </ul> |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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**AND RESEARCH**  
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**Minutes of the 24<sup>th</sup> IQAC Meeting held on 16.12.2020 through video conferencing at 2.00 pm**

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**24.1. Approval of minutes and action taken report of the previous 23<sup>rd</sup> IQAC meeting held on 19.09.2020**

Minutes and action taken report of the 23<sup>rd</sup> IQAC meeting held on 19.09.2020 were noted and confirmed.

**24.2. Covid Cell/Center in Institution/Campus**

It was informed that the Institution will constitute Covid cell as per the norms of UGC and guide society around the campus and to students in creating awareness to overcome this pandemic situation and take precautionary measures of using sanitation and masks to safeguard against the situation. And also Covid center will be constituted in campus to provide medical facility with beds, oxygen facility along with Doctors and Nurses.

### **24.3. IQAC Action Plan for the academic year 2020-2021**

It was informed that the Deans of Engg. & Dean of Arts, Science & Management Studies should verify the Action plan of individual departments to be in coherence with the Target plan of IQAC of the Institution.

### **24.4. Examination Survey**

It was informed that the Examination Survey to all students through google forms will be collected. Based on survey results it will be decided whether examinations will be held online or offline mode.

### **24.5. AICTE –AQIS Submission**

It was informed that all faculty should prepare and submit application for the schemes under AICTE-AQIS before end of December.

### **24.6. Submission for NIRF Ranking**

It was informed that the Heads of the departments to submit the required details to be submitted for NIRF Ranking.

### **24.7. Registration for Swayam/ NPTEL**

The Vice-Chancellor informed that the Registration for Swayam/NPTEL by faculty members are to be monitored by Dean AS&MS and Dean Engg. and advise them to attend examination.

### **24.8. Program on Entrepreneurship**

It was informed that a webinar on " Social Entrepreneurship, Swachhta & Rural Engagement " will be conducted in the month of January 2021.

#### **24.9. Any other**

It was informed to organize events as per the UGC requirements and also National Important days in all the departments. The VC and Registrar congratulated the awardees of Best Project and Best Paper of SPIHER, coordinated by Dean (R&D).

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 23<sup>rd</sup> IQAC MEETING HELD ON 19.09.2020**

The plan of action chalked out by IQAC during the meeting held on 19.09.20 and the outcome achieved.

**23.1. Approval of minutes and action taken report of the previous 22<sup>nd</sup>**

**IQAC meeting held on 20.07.2020**

**23.2. IQAC Targets for the academic year 2020-2021**

**23.3. IQAC Action Plan for the academic year 2020-2021**

**23.4. Academic and Administrative Audit**

**23.5. Utilization of Virtual Labs for online teaching**

**23.6. E-vidwan Registration**

**23.7. Registration for Swayam/ ATAL online FDP/Universal Human values**

**23.8. SSS and Feedback analysis**

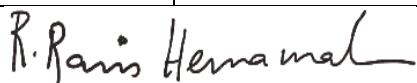
**23.9. Review of IIQA/SSR Submission**

**23.10. Any other**

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|-------|----------------------------------------------|-------------------------------------------------------------------------------|
|       |                                              |                                                                               |



|              |                                                                                                                    |                                                                                                                                                                                             |
|--------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>23.1</b>  | <b>Approval of minutes and action taken report of the previous 22<sup>nd</sup> IQAC meeting held on 20.07.2020</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 22 <sup>nd</sup> IQAC meeting held on 20.07.2020 were approved. |
| <b>23.2</b>  | <b>IQAC Targets for the academic year 2020-2021</b>                                                                | All faculty are performing in Research and Teaching Learning to achieve the IQAC Target Levels.                                                                                             |
| <b>23.3</b>  | <b>IQAC Action Plan for the academic year 2020-2021</b>                                                            | As per action plan, the departments are conducting the events.                                                                                                                              |
| <b>23.4</b>  | <b>Academic and Administrative Audit</b>                                                                           | Based on the Audit conducted on 9 <sup>th</sup> September, the departments are asked to improve their ratings.                                                                              |
| <b>23.5</b>  | <b>Utilization of Virtual Labs for online teaching</b>                                                             | All engineering and Computer Science Virtual labs are utilized for online Teaching                                                                                                          |
| <b>23.6</b>  | <b>E-vidwan Registration</b>                                                                                       | Many faculty registered in E-vidwan                                                                                                                                                         |
| <b>23.7</b>  | <b>Registration for Swayam/ ATAL online FDP/Universal Human values</b>                                             | In Swayam 77 faculty and 462 students registered and ... faculty attended ATAL FDPs.                                                                                                        |
| <b>23.8</b>  | <b>SSS and Feedback analysis</b>                                                                                   | Analyzed the feedback given by students                                                                                                                                                     |
| <b>23.9</b>  | <b>Review of IIQA/SSR Submission</b>                                                                               | Reviewed IIQA & SSR data. Waiting for the change in current pandemic situation.                                                                                                             |
| <b>23.10</b> | <b>Any other</b>                                                                                                   | Uploaded 2019-2020 academic year data in the website. Faculty updated Researgence Portal.                                                                                                   |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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### **Minutes of the 23<sup>rd</sup> IQAC Meeting held on 19.09.2020 through video conferencing at 2.00 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

#### **23.1. Approval of minutes and action taken report of the previous 22<sup>nd</sup> IQAC meeting held on 20.07.2020**

Minutes and action taken report of the 22<sup>nd</sup> IQAC meeting held on 20.07.2020 were noted and confirmed.

#### **23.2. IQAC Targets for the academic year 2020-2021**

The IQAC targets to be implemented by the departments for the academic year 2020-21 were discussed. Dean (AS&MS) and Dean (Engg.) have been requested to submit the action plan of departments to IQAC after due verification. It was informed that the achievements of the departments on IQAC targets will be presented by HoDs in the first week of every month. The details are enclosed in **Annexure-I.**

#### **23.3. IQAC Action Plan for the academic year 2020-2021**

The proposed plan of activities of IQAC for the academic year 2020-2021 was presented by IQAC Co-Ordinator. The finalized action plan schedule after

incorporating the various suggestions such as conducting programs on Innovations by IQAC along with IIIC and conducting programs for new faculty members on Institute distinctiveness and Institute best practices has been enclosed as **Annexure-II**.

#### **23.4. Academic and Administrative Audit**

The Academic and Administrative Audit analysis for the academic year was presented and it was informed that the criteria III metrics needs to be improved. The details are enclosed in **Annexure-III**.

#### **23.5. Utilization of Virtual Labs for online teaching**

It was informed that all faculty should make use of AICTE-Virtual labs facility for online teaching. It was informed by Dean (Engg.) that EEE department is already using Virtual labs. It was suggested to utilize the facility by other departments also. Mechanical Hod informed that they are using videos for the conduct of labs already but Virtual labs may not be very much useful for mechanical engineering departments. Vice-chancellor informed Deans to monitor the use of virtual labs by departments effectively.

#### **23.6. E-vidwan Registration**

E-vidwan, one of the initiatives of NMEICT is an Expert Database and National Research Network. It was informed to request all faculty to register in the portal.

#### **23.7. Registration for Swayam/ ATAL online FDP/Universal Human values**

Vice-Chancellor informed that the Registration for Swayam/ ATAL online FDP/Universal Human values by faculty members are to be monitored by Dean AS&MS and Dean Engg. It was informed that the Atal Online FDP Registrations

was ongoing and the faculty members can register for two ATAL online FDP per year. It was also informed that faculty must be trained for conducting Universal Human values for the first-year students and motivated to register to attend FDP's through AICTE Portal. It was further informed that 77 faculty and 462 students have registered for Swayam courses for the academic year 2020-21.

### **23.8. SSS and Feedback analysis**

SSS feedback analysis was presented. The students gave average of 80% grading. Dean Engg suggested that this information may be circulated to the Deans for further analysis and improvement. Vice Chancellor informed that a separate meeting may be conducted to discuss about the SSS. The details are enclosed as **Annexure-IV**.

### **23.9. Review of IIQA/SSR Submission**

It was informed that IIQA will be submitted before the end of this month. All the criteria coordinators presented their status for the submission SSR data. Dean R&D informed that criteria III data preparation is not complete and asked for ten more days' time. It was also informed that in criteria V, the awards and placement data have to be completed. Vice Chancellor informed that a separate meeting may be conducted to discuss about the collection of data.

### **23.10. Any other**

Registrar asked IQAC coordinator to upload 2019-2020 academic year data in the website. Dean (R&D) informed that the agenda for the meeting may be collected from functionaries well in advance. It was also suggested that a scrutiny committee for reviewing the proposals to be submitted may be formed.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 22<sup>nd</sup> IQAC MEETING HELD ON 20.07.2020**

The plan of action chalked out by IQAC during the meeting held on 20.07.2020 and the outcome achieved.

**22.1. Approval of minutes and action taken report of the previous 21<sup>st</sup> IQAC meeting held on 19.05.2020**

**22.2. SSR Comparative data-Improvements on Suggestions**

**22.3. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

**22.4. NAAC Evaluative reports of departments**

**22.5 Audited statements with finance related Documents**

**22.6. Policy documents**

**22.7. Submission of Data to IQAC**

**22.8. Any other**

| Sl.No        | Agenda/Discussion topic in the IQAC meetings                                                                       | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                               |
|--------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>22.1.</b> | <b>Approval of minutes and action taken report of the previous 21<sup>st</sup> IQAC meeting held on 19.05.2020</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 21 <sup>st</sup> IQAC meeting held on 19.05.2020 were approved. |
| <b>22.2.</b> | <b>SSR Comparative data-Improvements on</b>                                                                        | <b>SSR Comparative data</b><br>The Criteria SSR Comparative data                                                                                                                            |

|              |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <b>Suggestions</b>                                                                                                      | submitted by all the criteria Coordinators were analysed by Internal Committee.<br>The suggestions on Comparative data was incorporated by criteria coordinators.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>22.3</b>  | <b>NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators</b> | <p><b>Criteria I &amp; Criteria II</b><br/>Weblink data are submitted to System admin.<br/>Web-link data upload is in process.</p> <p><b>Criteria III</b><br/>Quantitative and Qualitative metrics data has been submitted to Dean R&amp;D after verification and consolidation. Criteria III metric In charges meeting is proposed to be conducted on 16<sup>th</sup> September 2020 to review about the update on Dean R&amp;D remarks. Web-link data to be uploaded.</p> <p><b>Criteria IV</b><br/>The data in SSR format is prepared and sent to Internal committee for review. Web-link data to be uploaded.<br/>Web-link data to be submitted</p> <p><b>Criteria V , VI &amp; VII</b><br/>The data in SSR format is to be prepared and sent to Internal committee for review. Web-link data to be uploaded.</p> |
| <b>22.4.</b> | <b>NAAC Evaluative reports of departments</b>                                                                           | Evaluative reports of the departments are prepared and submitted by all the Heads of the Departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>22.5</b>  | <b>Audited statements with finance related documents</b>                                                                | The preparation of Audited statements with finance related Documents are completed for criteria IV.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|              |                                   |                                                                                                            |
|--------------|-----------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>22.6.</b> | <b>Policy documents</b>           | The preparation of policy documents are completed and uploaded in website.                                 |
| <b>22.7.</b> | <b>Submission of Data to IQAC</b> | The Criteria I,II and IV in SSR format are prepared by Criteria coordinators and submitted to IQAC.        |
| <b>22.8.</b> | <b>Any other</b>                  | The Criteria III,V,VI&VII in SSR format are to be prepared by Criteria coordinators and submitted to IQAC. |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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## **Minutes of the 22<sup>nd</sup> IQAC Meeting held on 20.07.2020 through video conferencing at 2.00 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members and the NAAC Criteria coordinators for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **22.1. Approval of minutes and action taken report of the previous 21<sup>st</sup> IQAC meeting held on 19.05.2020**

Minutes and action taken report of the 21<sup>st</sup> IQAC meeting held on 19.05.2020 were noted and confirmed.

### **22.2. SSR Comparative data-Improvements on Suggestions**

Suggestions communicated to the respective Criteria Coordinators for Criteria I, II, IV, VI and VII in SSR Comparative data had been carried out. Suggestions to improve the data of Criteria III and V are discussed.

### **22.3. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

The progress on NAAC data preparation was reviewed by Vice- Chancellor criteria-wise.



- ❖ Criteria I Coordinators Dr. G. P. Ramesh and Dr. N. Radhakrishnan presented the status of data collection. It was informed that to consolidate metric-wise, the data collected from departments.
- ❖ Criteria II Coordinators Dr.R.Latha and Dr.P.Asha presented the status of data Collection. It was informed that the supporting documents can be improvised more by including photographs.
- ❖ Criteria III Coordinators Dr.D.Chandramohan and Dr.Sayeeda Sultana presented the status of the data Collection. It was informed that more articles/materials to be submitted to museum and Art Gallery by the departments.
- ❖ Criteria IV Coordinators Dr. K. Thirunadana Sikamani and Ms S.Brindha presented the status of the data Collection. It was informed to highlight all the Audited Statements relevant to the metrics.
- ❖ Criteria V Coordinators Dr. M. Umaraman and Dr. N. Rajeswari presented the status of the data Collection. It was informed that still some more proof of placements to be collected from Students through the departments.
- ❖ Criteria VI Coordinators Dr. B. Shanthini and Dr. S. Stella Mary presented the status of their data Collection. It was informed that the coordinators are verifying the reports of activities submitted from the departments and consolidating.
- ❖ Criteria VII, both the coordinators Dr.S.Uma Maheswari, HoD/English and Dr.P.Periyasamy, Professor/Mechanical presented the status of the data. It was informed that all the Best Practices followed in the Institution should be reviewed and the Best two should be submitted.

#### **22.4. Review of CO PO Attainment**

All the Heads of the departments are asked to prepare CO PO attainment for the passed out students of 2019-20 and it will be reviewed by the respective Deans.

#### **22.5 Academic Plan for 20-21**

The Deans are asked to collect the activities and Programmes to be organized for the academic Year 20-21 and to be submitted. It is planned to conduct the classes through online mode for the current semester for all classes.

#### **22.6. UGC Report Submission**

It was informed to all the Heads and Deans to verify the collected data to be submitted for UGC for the academic year 2019-20.

#### **22.7. Induction Programme for I Years**

It was informed to organize First Years Induction Programme in the month of September 2020 through online mode due to the COVID '19 situation.

#### **22.8. Online University Examination**

It was informed that the University Examination will be conducted in online mode through the External Agency and asked all Heads and Faculty team to cooperate for the successful conduct.

#### **22.9 Review of Syllabus and Curriculum for the academic year 2020-21**

It was suggested to Deans to verify with the support of Scrutiny committee, the new Syllabus & Curriculum framed for the academic year 20-21.

#### **22.8. Submission of Data to IQAC**

- VC requested all the members to strictly follow the schedule of submission as mentioned in the criteria wise details.
- Dean Engineering and Dean Arts, Science and Mgmt Studies are requested to comprehensively check the data collected by the Criteria coordinators and submit the same to IQAC.

The Meeting ended with Vote of thanks by the Registrar.



St. Peter's Institute of Higher Education and Research  
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## Annexure I

### Internal Quality Assurance Cell (IQAC)

#### **ACTION TAKEN REPORT ON MINUTES OF THE 21st IQAC MEETING HELD ON 19.05.2020**

The plan of action chalked out by IQAC during the meeting held on 16<sup>th</sup> April 2020 and the outcome achieved.

**21.1. Approval of minutes and action taken report of the previous  
20<sup>th</sup> IQAC meeting held on 16.04.2020**

**21.2. SSR Comparative data-Improvements on Suggestions**

**21.3. NAAC Quantitative and Qualitative metrics Data collection,  
Verification and Compilation by Criteria Coordinators**

**21.4. NAAC Evaluative reports of departments**

**21.5 Audited statements with finance related Documents**

**21.6. Policy documents**

**21.7. Submission of Data to IQAC**

**21.8. Any other**

| Sl.No        | Agenda/Discussion topic in the IQAC meetings                                                                       | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>21.1.</b> | <b>Approval of minutes and action taken report of the previous 20<sup>th</sup> IQAC meeting held on 16.04.2020</b> | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 20 <sup>th</sup> IQAC meeting held on 16 <sup>th</sup> April 2019 were approved. |
| <b>21.2.</b> | <b>SSR Comparative data-Improvements on</b>                                                                        | <b>SSR Comparative data</b><br>The Criteria SSR Comparative data                                                                                                                                             |

|              |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <b>Suggestions</b>                                                                                                      | submitted by all the criteria Coordinators were analysed by Internal Committee.<br>The suggestions on Comparative data was incorporated by criteria coordinators.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>21.3</b>  | <b>NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators</b> | <p><b>Criteria I &amp; Criteria II</b><br/>Weblink data are submitted to System admin.<br/>Web-link data upload is in process.</p> <p><b>Criteria III</b><br/>Quantitative and Qualitative metrics data has been submitted to Dean R&amp;D after verification and consolidation. Criteria III metric In charges meeting is proposed to be conducted on 16<sup>th</sup> September 2020 to review about the update on Dean R&amp;D remarks. Web-link data to be uploaded.</p> <p><b>Criteria IV</b><br/>The data in SSR format is prepared and sent to Internal committee for review. Web-link data to be uploaded.<br/>Web-link data to be submitted</p> <p><b>Criteria V , VI &amp; VII</b><br/>The data in SSR format is to be prepared and sent to Internal committee for review. Web-link data to be uploaded.</p> |
| <b>21.4.</b> | <b>NAAC Evaluative reports of departments</b>                                                                           | Evaluative reports of the departments are prepared and submitted by all the Heads of the Departments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>21.5</b>  | <b>Audited statements with finance related documents</b>                                                                | The preparation of Audited statements with finance related Documents are completed for criteria IV.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|              |                                   |                                                                                                            |
|--------------|-----------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>21.6.</b> | <b>Policy documents</b>           | The preparation of policy documents are completed and uploaded in website.                                 |
| <b>21.7.</b> | <b>Submission of Data to IQAC</b> | The Criteria I,II and IV in SSR format are prepared by Criteria coordinators and submitted to IQAC.        |
| <b>21.8.</b> | <b>Any other</b>                  | The Criteria III,V,VI&VII in SSR format are to be prepared by Criteria coordinators and submitted to IQAC. |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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## **Minutes of the 21<sup>st</sup> IQAC Meeting held on 19.05.2020 through video conferencing at 6.00 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members and the NAAC Criteria coordinators for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **21.1. Approval of minutes and action taken report of the previous 20<sup>th</sup> IQAC meeting held on 16.04.2020**

Minutes and action taken report of the 20<sup>th</sup> IQAC meeting held on 16.04.2020 were noted and confirmed.

### **21.2. SSR Comparative data-Improvements on Suggestions**

SSR Comparative data for Criteria I, II, IV, VI and VII have been compared and analyzed by the Internal committee and the suggestions communicated to the respective Criteria Coordinators to do the needful. It was informed that the analysis of Criteria III and V are yet to be completed by the Internal Committee.

### **21.3. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

The progress on NAAC data preparation was reviewed by Vice- Chancellor criteria-wise.

- ❖ Criteria I Coordinators Dr. G. P. Ramesh and Dr. N. Radhakrishnan presented the status of data collection.
  - Criteria I data have been collected with supporting documents from departments. The data in SSR format has been shared to IQAC in Google Drive.
  - It was informed that the final Criteria I data in SSR format with all supporting documents and weblink data will be submitted with the revision based on NAAC Webinar on or before 23<sup>rd</sup> May 2020.
- ❖ Criteria II Coordinators Dr.R.Latha and Dr.P.Asha presented the status of data Collection.
  - It was informed that sample CO/PO attainment should be collected from departments-
  - It was suggested that uniformity has to be ensured in the collected supporting documents.
  - It was informed to include the photographs of ICT usage, student's experiential learning etc. for supporting documents.
  - It was informed that the final Criteria II data in SSR format with all supporting documents and weblink data will be submitted on or before 27<sup>th</sup> May 2020.
- ❖ Criteria III Coordinators Dr.D.Chandramohan and Dr.Sayeeda Sultana presented the status of the data Collection.
  - Metric in-charges are requested to collect and validate the supporting documents for consultancy, seed money, corporate training and NGO projects from Departments and verify with Finance Section and also requested to collect Supporting documents of Innovation and Ecosystem
  - Dr.G.R.Suresh, HoD-Biomedical is requested to collect and submit the supporting documents regarding MoUs and Industry-collaboration activities from the departments.
  - IQAC coordinator is requested to contact Dr.P.Periyasamy regarding the collection of supporting documents for extension activities.
  - It was informed that the all Metric in-charges have been requested to submit all the supporting documents to Dr.D.Chandramohan on or before 30<sup>th</sup> May 2020 and final Criteria III data in SSR format with all supporting documents and weblink data will be submitted on or before 3<sup>rd</sup> June 2020.
- ❖ Criteria IV Coordinators Dr. K. Thirunadana Sikamani and Ms S.Brindha presented the status of the data Collection.

- Supporting documents are to be collected from Finance office.
  - The need for taking geo-tag photographs of all the infrastructure and ICT facilities as per NAAC requirements was stressed upon and has to be done immediately.
  - It was informed that the final Criteria IV data in SSR format with all supporting documents and weblink data will be submitted on or before 27<sup>th</sup> May 2020.
- ❖ Criteria V Coordinators Dr. M. Umaraman and Dr. N. Rajeswari presented the status of the data Collection.
- Scholarship details to be collected from DFO.
  - Placement orders to be collected from placement office and respective departments. It was informed that a separate meeting will be conducted for validating the placement data of departments and placement cell with department heads along with Placement officer.
  - Sports details have been collected for the last 2 academic years only. It was informed that the remaining data has to be collected from Mr. Haribabu, Physical Director.
  - It was informed by the criteria coordinators that some more details regarding the awards and medals received by the students and Competitive exam passed students data and proof must be collected. The department HoDs has been requested to collect the data from students and Alumni and submit it to the criteria coordinators on or before 27<sup>th</sup> May 2020.
  - It was informed by the Registrar to check the student progression data from COE office by verifying with the transcripts issued for the purpose of higher studies.
  - It was informed that the final Criteria V data in SSR format with all supporting documents and weblink data will be submitted on or before 30<sup>th</sup> May 2020.
- ❖ Criteria VI Coordinators Dr. B. Shanthini and Dr. S. Stella Mary presented the status of their data Collection.
- It was informed that the Brochures/ Invitations /reports with photographs have to be collected from departments for the events organized.
  - The supporting documents such as details of Vouchers should be collected from finance section for the financial support given to faculty members to attend conferences and towards membership fee of Professional bodies. Participation certificates of FDPs and Conferences must be collected from the departments.



- It was informed that the IQAC quality initiatives data will be collected from IQAC coordinator.
  - It was informed that the final Criteria VI data in SSR format with all supporting documents and weblink data will be submitted on or before 30<sup>th</sup> May 2020.
- ❖ Criteria VII, both the coordinators Dr.S.Uma Maheswari, HoD/English and Dr.P.Periyasamy, Professor/Mechanical were absent for the meeting.
- IQAC coordinator informed that the English department has submitted the data related to qualitative metrics and the quantitative metrics data has to be finalized in discussion with Registrar.
  - It was informed that the final Criteria VII data in SSR format with all supporting documents and weblink data will be submitted on or before 30<sup>th</sup> May 2020.

### **21.7. NAAC Evaluative reports of departments**

Registrar informed that the Evaluative reports of the departments have to be prepared and submitted by all the Heads of the Departments on or before 3<sup>rd</sup> June 2020.

### **21.8 Audited statements with finance related Documents**

All the criteria coordinators have been requested to discuss with the Finance Officer regarding the finance related metrics with reference to the audited statements and keep the necessary documents ready.

### **21.9. Policy documents**

It was suggested that the functionaries, Director R&D and Dean Engineering go through the policy documents and finalize them with the support of the Registrar on or before June 5<sup>th</sup> 2020.

### **21.8. Submission of Data to IQAC**

- VC requested all the members to strictly follow the schedule of submission as mentioned in the criteria wise details.
- Dean Engineering and Dean Arts, Science and Mgmt Studies are requested to comprehensively check the data collected by the Criteria coordinators and submit the same to IQAC on or before June 5<sup>th</sup> 2020.

The Meeting ended with Vote of thanks by the Registrar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

### **ACTION TAKEN REPORT ON MINUTES OF THE 20<sup>th</sup> IQAC MEETING HELD ON 16.04.2020**

The plan of action chalked out by IQAC during the meeting held on 16<sup>th</sup> April 2020 and the outcome achieved.

- 20.1. Approval of minutes and action taken report of the previous 19<sup>th</sup> IQAC meeting held on 04.02.2020
- 20.2. IQAC Online lectures on Quality Initiatives for faculty members
- 20.3. NAAC Criteria-wise On-line meetings
- 20.4. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators
- 20.5. General data to be prepared for NAAC
- 20.6. NAAC SSR Submission: Institute data to be prepared for NAAC
- 20.7. Any other

| S.No | Agenda/Discussion topic in the IQAC meetings                                                                 | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                  |
|------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20.1 | Approval of minutes and action taken report of the previous 19 <sup>th</sup> IQAC meeting held on 04.02.2020 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 19 <sup>th</sup> IQAC meeting held on 4 <sup>th</sup> February 2019 were approved. |
| 20.2 | IQAC Online lectures on Quality Initiatives for faculty members                                              | The Online lecture schedule was prepared by IQAC coordinator.<br>On-line lecture on <b>IPR</b> was conducted for                                                                                               |

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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|  |  | <p>Engineering department faculty members on 07<sup>th</sup> May 2020 at 11.30 am through ZOOM APP. Dr. D.Chandramohan Prof/Mech/SPIHER was the resource person.</p> <p>National level webinar on <b>IPR and Patent drafting</b> was conducted on 14<sup>th</sup> May 2020. More than 2000 participants registered and 650 participants attended the session. The feedback obtained from participants was encouraging with Dr.D. Chandramohan Prof/Mech/SPIHER as the resource person.</p> <p>A National level webinar on <b>Data Pipelines</b> was conducted on 15<sup>th</sup> May 2020. More than 500 participants registered and 450 participants attended the session. The feedback obtained from participants was encouraging. Mr.G Sasikumar, Lloyds Bank was the resource person for the programme.</p> <p>Lecture on <b>Digital transformations</b> was conducted on 18<sup>th</sup> May by Dr.R. Balasubramani from NMIT Udupi.</p> <p>A Lecture on <b>Communication skills for Quality Teaching</b> was conducted on 19<sup>th</sup> May by Dr. Xavier Amaladoss, Mejel &amp; Mejel Skill Development Centre.</p> <p>A webinar on "<b>Application of Deep learning in Histopathological Image Analysis</b>" has been planned on 20<sup>th</sup> May 2020 by Dr. Jesu Christopher Joseph, Staff Scientist/ Population sciences, City of Hope, World class cancer</p> |
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|      |                                                                                                                  | <p>Centre, USA</p> <p>Online lectures and Faculty Development Programmes have been organized on Quality Initiatives for the faculty members of our Institute and other Institutes also.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20.3 | NAAC Criteria-wise On-line meetings                                                                              | <p>On-line meetings have been conducted separately by criterion coordinators for effective collection and preparation of NAAC data as per the following schedule.</p> <p>Criteria I - 26.04.20    Criteria II - 27.04.20</p> <p>Criteria VI -01.05.20</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 20.4 | NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators | <p><b>Criteria I</b></p> <p>The verification of Quantitative metrics with supporting documents was submitted by Criteria Coordinators on May 5<sup>th</sup> 2020 after verification and consolidation. Web-link data to be uploaded after verification.</p> <p><b>Criteria II</b></p> <p>Qualitative and Quantitative metrics have been submitted to IQAC on 10<sup>th</sup> May 2020. The supporting documents and Web-link data have to be submitted to IQAC</p> <p><b>Criteria III</b></p> <p>Quantitative and Qualitative metrics data has been submitted to IQAC on 8<sup>th</sup> May 2020 after verification and consolidation. The collections of supporting documents from the departments are in process. Web-link data to be uploaded.</p> <p>All the faculty members have updated their Researgence profile.</p> |

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|      |                                      | <p><b>Criteria IV</b></p> <p>Quantitative metrics and Qualitative metrics have been submitted to IQAC. The supporting documents for Quantitative metrics are to be collected from Finance officer.</p> <p>Separate meeting along with FO and DFO was conducted on 6<sup>th</sup> May 2020 as suggested by VC. It was suggested to revise the data given as per NAAC requirements.</p> <p><b>Criteria V</b></p> <p>Finance section has been requested to give Scholarship details. The data collected and verified during the UGC inspection preparation will be used to improve the data pertaining to student activities.</p> <p>Web-link data to be submitted.</p> <p><b>Criteria VI</b></p> <p>The Quantitative and Qualitative metrics has been submitted to IQAC in new format. The supporting documents are to be collected from Departments. Web-link data to be submitted.</p> <p><b>Criteria VII</b></p> <p>The improved version of qualitative metrics was submitted on 7<sup>th</sup> May 2020. Quantitative metrics preparation in new format completely Institute data. It is yet to be completed. Web-link data to be submitted.</p> |
| 20.5 | General data to be prepared for NAAC | <p><b>SSR Comparative data</b></p> <p>The Criteria SSR Comparative data were submitted by remaining III, IV, V and VII Coordinators.</p> <p>The suggestions on Comparative data was</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|      |                                                             | <p>incorporated for Criteria I, II and VI.</p> <p>The Criteria IV will be submitted by FO</p> <p>The Criteria VII to be done when the Institute reopens.</p> <p>Criteria III and V yet to be analyzed.</p> <p><b>Policy documents:</b></p> <p>Preparation is in progress by Registrar.</p> <p><b>Web site data collection link/Upload:</b></p> <p>Coordinators collected the available supporting documents and submitted to IQAC. It will be verified and send to Dr. K. Thirunadana Sikamani, HoD/CSE for uploading. The structure for website update is in process.</p> <p><b>Audited statements with finance related Documents:</b></p> <p>Separate meeting was conducted on May 6<sup>th</sup> 2020.</p> <p><b>Criteria wise collection of supporting documents:</b></p> <p>Coordinators collected the available supporting documents and submitted to IQAC. It will be verified and send to weblink.</p> <p><b>Consolidate the qualitative metrics for all the criteria:</b></p> <p>Dean (Engg) is consolidating the qualitative metrics for all the criteria.</p> |
| 20.6 | NAAC SSR Submission: Institute data to be prepared for NAAC | <p>➤ <b>IIQA:</b></p> <p>In Progress</p> <p>➤ <b>Executive summary:</b></p> <p>Rough draft was prepared by Director R&amp;D</p> <p>➤ <b>Profile of University:</b></p> <p>In Process</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|      |           | <p>➤ <b>Extended Profile of University:</b><br/>Prepared by Registrar</p> <p>➤ <b>NAAC Evaluative reports of departments:</b><br/>Not yet Received from Deans</p> |
| 20.7 | Any other | Criteria coordinators have submitted the data to IQAC. It will be uploaded in website after verification with VC, Registrar and Deans.                            |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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## **Minutes of the 20<sup>th</sup> IQAC Meeting held on 16.04.2020 through video conferencing at 3.00 pm**

Dr.R.Rani Hemamalini, Co-Ordinator IQAC, welcomed the members of IQAC and Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **20.1 Approval of minutes and action taken report of the previous 19<sup>th</sup> IQAC meeting held on 04.02.2020**

- Approval of Minutes and action taken report of the previous IQAC meeting held on 04.02.2020 was confirmed.

### **20.2. IQAC Online lectures on Quality Initiatives for faculty members**

- It is proposed to conduct online lectures on Quality Initiatives for faculty members. The lecture schedule will be prepared by IQAC coordinator on or before 20.4.2020 as suggested by Vice-Chancellor.

### **20.3. NAAC Criteria-wise On-line meetings**

- It is suggested to conduct online meetings for each Criteria separately by criterion coordinators with necessary members for effective collection and preparation of NAAC Data.

### **20.4. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

- The progress on NAAC data preparation was reviewed by Vice-Chancellor criteria wise.
- ❖ Criteria I Coordinators Dr. G. P. Ramesh and Dr. N. Radhakrishnan presented the status of data collection.



- Qualitative and Quantitative metrics have been submitted to IQAC. The verification of Quantitative metrics with supporting documents submitted by the departments is in process by Criteria Coordinators. It will be submitted on 20.4.2020 after verification and consolidation. Web-link data to be submitted.
- ❖ Criteria II Coordinators Dr. R. Latha and Dr. P. Asha presented the status of data Collection.
  - Qualitative and Quantitative metrics have been submitted to IQAC. The supporting documents have also been submitted to IQAC. It is suggested to collect the supporting documents in uniform formats. Web-link data to be submitted.
- ❖ Criteria III Coordinators Dr. D. Chandramohan and Dr. Sayeeda Sultana presented the status of the data Collection.
  - Qualitative metrics has been submitted to IQAC. Quantitative metrics data collection is in process. The collection of supporting documents from the departments is also in process. It will be submitted on 20.4.2020 after verification and consolidation. Web-link data to be submitted.
  - All the faculty members are requested to update their Researegence profile on or before 21.4.2020.
- ❖ Criteria IV Coordinators Dr. K. Thirunadana Sikamani and Ms S.Brindha presented the status of the data Collection.
  - Quantitative metrics has been submitted to IQAC. Revision of Qualitative metrics in the new format is in process. The supporting documents for Quantitative metrics are to be collected from Finance officer.
  - VC suggested to conduct separate meeting along with FO and DFO. The final data will be submitted on 20.4.2020 after verification and consolidation.
- ❖ Criteria V Coordinators Dr. M. Umaraman and Dr. N. Rajeswari presented the status of the data Collection.

- Dr. M. Umaraman had explained her difficulty in collecting placement, scholarship and sports data from the departments concerned.
- It was informed that the collection of data from the departments was also inadequate. Web-link data to be submitted
- ❖ Criteria VI Coordinators Dr. B. Shanthini and Dr. S. Stella Mary presented the status of their data Collection.
  - The Quantitative metrics has been submitted to IQAC in old format. They are requested to submit in revised format. Qualitative metrics revision is in process. The supporting documents are to be collected from Departments. Web-link data to be submitted
- ❖ Criteria VII Coordinator Dr. S. Umamaheswari and Dr. P.Jayakumar presented the status of their data Collection.
  - Dr.P.Jayakumar informed that the qualitative metrics will be improved and submitted on 23.4.2020. Quantitative metrics preparation in new format is yet to be completed. Web-link data to be submitted.

## **20.5. General data to be prepared for NAAC**

- **SSR Comparative data**
  - Criteria III, IV, V and VII Coordinators are requested to submit SSR Comparative data on or before 23.4.2020.
  - It is Completed for Criteria I, II and VI.
- **Policy documents:**  
Preparation is in progress by Registrar.
- **Web site data collection link/Upload:**  
All the criteria coordinators are requested to submit data for website update/Web-link to IQAC. After collecting data from coordinators, the data will be verified and handed over to Dr. K. Thirunadana Sikamani HoD/CSE for uploading. The structure for website update is in process.
- **Audited statements with finance related Documents:**  
Separate meeting will be conducted.
- **Criteria wise collection of supporting documents:**

Coordinators are requested to collect supporting documents and submit the details for web-link on or before 25.4.2020.

➤ **Consolidate the qualitative metrics for all the criteria:**

Dean (Engg) is requested to consolidate the qualitative metrics for all the criteria by the 25<sup>th</sup> of April 2020.

**20.6. NAAC SSR Submission: Institute data to be prepared for NAAC**

➤ **IIQA:**

To be prepared by IQAC Coordinator.

➤ **Executive summary:**

Registrar and Director R&D are in charge of the preparation of the Executive summary and a rough draft will be given by the 25.04.2020.

➤ **Profile of University:**

Registrar is in charge of the preparation of the Profile and will be completed by 25.04.2020.

➤ **Extended Profile of University:**

Prepared by Registrar

➤ **NAAC Evaluative reports of departments:**

Dean (Engg.) and Dean (AS&MS) are requested to collect the reports on or before 25<sup>th</sup> April 2020. After review, it may be submitted to IQAC.

**20.7. Any other**

- Criteria coordinators have been requested to submit the data to IQAC on or before 23.4.2020 after verification.

The Meeting ended with Vote of thanks by the Registrar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

### **ACTION TAKEN REPORT ON MINUTES OF THE 19<sup>TH</sup> IQAC MEETING HELD ON 04.2.2020**

The plan of action chalked out by IQAC during the meeting held on 4<sup>th</sup> February 2020 and the outcome achieved.

- 19.1 Approval of minutes and action taken report of the previous 18<sup>th</sup> IQAC meeting held on 4<sup>th</sup> December 2019
- 19.2 Curriculum Revision
- 19.3 Publications, Research Projects and patents
- 19.4 Learning Management System
- 19.5 Internship for Students
- 19.6 Extension Activity

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                                                     | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                  |
|-------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.1  | Approval of minutes and action taken report of the previous 18 <sup>th</sup> IQAC meeting held on 4 <sup>th</sup> December 2019. | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 18 <sup>th</sup> IQAC meeting held on 4 <sup>th</sup> December 2019 were approved. |
| 19.2  | Curriculum Revision                                                                                                              | ➤ Curriculum and Syllabus for 2020 regulation which was discussed and finalized in the Board of studies was reviewed.                                                                                          |

|      |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.3 | Publications, Research Projects and patents | <p>Noted the details of publications, patents and research projects.</p> <p>The following lectures have been arranged to motivate faculty members in Research and Development</p> <ul style="list-style-type: none"> <li>➤ Invited Lecture on Researgence: Your Research profile orientation and look at product features by Cedric Joseph Manual /CEO, C Intelligence services Private Ltd was conducted on 12.03.20.</li> <li>➤ Awareness Lecture on Patent Drafting by Innovation Team, Ethna Attributes on 8<sup>th</sup> February 2020 for faculty members.</li> </ul> |
| 19.4 | Learning Management System                  | Reviewed and observed that fifty two Number of the programmes have been uploaded.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 19.5 | Internship for Students                     | Emphasis given for internship for all students in the departments. Internship has also been introduced in Curriculum. 1005 students got internship so far.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 19.6 | Extension Activity                          | Twenty two activities such as Digital Literacy, Swachh Bharath have been conducted in the adopted villages under Unnath Bharath Abhyaan in Banaveduthottam, Paarivakkam, Sorancheri, Thirumanam and Karunagaracherri.                                                                                                                                                                                                                                                                                                                                                       |



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr.P. Dananjayan  
Vice-Chancellor



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## **Minutes of the 19<sup>th</sup> IQAC Meeting held on 04.02.2020**

The meeting of the Internal Quality Assurance Cell was held on 4<sup>th</sup> February 2020 at 2.00 pm at Conference Hall of Main Block.

Dr.R.Rani Hemamalini, Co-ordinator IQAC, welcomed the members of IQAC and Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **19.1. Approval of minutes and action taken report of the previous 18<sup>th</sup> IQAC meeting held on 4.12.2019**

The Minutes and action taken report of the 18<sup>th</sup> IQAC meeting held on 4.12.19 were noted, confirmed and approved. **(Annexure I)**

### **19.2 Curriculum revision.**

- ❖ Suggested framing of new curriculum for Arts, Science and Humanities programmes and new collaborative programmes on par with UGC guidelines incorporating UGC LOCF for 2020 Regulations.
- ❖ Suggested framing of new curriculum for Engineering, MBA programmes and new collaborative programmes on par with AICTE guidelines for 2020 Regulations.
- ❖ Suggested framing of new curriculum for Architecture programme on par with CoA guidelines for 2020 Regulations.
- ❖ It was decided that a separate meeting will be convened to discuss about the curriculum design and development by IQAC coordinator.

### **19.3 Publications, Research Projects and patents**

All HoDs have been requested to motivate the faculty to publish more Publications/Research proposal/Patents for the period of January 2020 to May

and the list may be submitted at the end of every month with the following details (Submitted/Sanctioned/Published) to the IQAC.

#### **19.4 Learning Management System**

It was informed that all the faculty members must be requested to create e-content as video lectures using our studio facilities and also send the power point presentations and e-materials to Dr.K.T.Sikamani, Incharge/Computer Infrastructure for uploading in LMS.

#### **19.5 Internship for Students**

It is suggested to strengthen their industry relationship and arrange more internship for students. HoDs were requested to ensure that all the students register in Internshala. The HoDs are requested to submit the list of students who are undergoing/completed Internships at the end of every month to IQAC for review.

#### **19.6 Extension Activity**

HoDs are asked to conduct many extension activities by faculty and students in the nearby villages and in the adopted villages under Unnath Bharath Abhyaan programme. Special extension activities can be conducted for women and girls separately on account of International Women's day.

The meeting ended with the Vote of Thanks proposed by the Registrar Dr.L.Mahesh Kumar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

#### **ACTION TAKEN REPORT OF THE 18<sup>TH</sup> IQAC MEETING**

The plan of action chalked out by IQAC during the meeting held on 4<sup>th</sup> December 2019 and the outcome achieved.

18.1. Approval of minutes and action taken report of the previous 17<sup>th</sup> IQAC meeting held on 25.10.19.

18.2. AQAR (2018-19) Submission

18.3. Teaching Learning Feedback Mechanism and Analysis

18.4. Awareness Lectures on NAAC for Arts, Science and Humanities Faculty

18.5. NPTEL/SWAYAM Examinations

18.6. Publications, Research Projects and patents

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                               | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                |
|-------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18.1  | Approval of minutes and action taken report of the previous 17 <sup>th</sup> IQAC meeting held on 25.10.19 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 17 <sup>th</sup> IQAC meeting held on 25.10.19 were approved.                    |
| 18.2  | AQAR 2018-19 Submission                                                                                    | AQAR was uploaded on the NAAC portal on 12.02.2019. The revised AQAR was submitted on 27 <sup>th</sup> February and it was approved by NAAC. The AQAR 18-19 has also been uploaded in the Institute website. |
| 18.3  | Teaching Learning Feedback Mechanism and Analysis                                                          | Data on Teaching Learning Feedback collected by HOD's be analyzed and it will be reported during the next IQAC meeting.                                                                                      |



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| 18.4 | Awareness Lectures on NAAC for Arts, Science and Humanities Faculty | <p>Awareness Lectures for Arts, Science and Humanities Faculty were conducted separately to give awareness about NAAC New Framework</p> <ul style="list-style-type: none"> <li>⦿ Lecture on curricular aspects by Dr.G.P.Ramesh, Professor and Head , Dept. of ECE on 10th January 2020</li> <li>⦿ Awareness lecture about Swayam-NPTEL courses registration by D.R.Rani Hemamalini Professor and Head , Dept. of EEE on 10th January 2020</li> <li>⦿ Lecture on "Assessment and Evaluation for OBE" by Dr.D.S.Ramachandra Murthy Director (R&amp;D)on 13th January 2020</li> <li>⦿ Lecture on " Learning Management System "by Dr.R.Latha, Professor and Head , Dept. of CSA on 21st January 2020</li> <li>⦿ Lecture on "ICT in Teaching Learning" by Dr. K. Thirunadana Sikamani , Professor and Head , Dept. of CSE. on 22nd January 2020</li> <li>⦿ Lecture on "CO-PO Assesment and Attainment" by Dr. Rajeswari, Professor and Head , Dept. of Mech. on January 23<sup>rd</sup> , 2020</li> <li>⦿ Lecture on "Curriculum Design and Development" by Dr. G.P.Ramesh, Professor and Head , Dept. of ECE. on February 1st , 2020</li> <li>⦿ Special Lecture on NAAC New frame work</li> </ul> |
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|      |                                             | <p>by Dr.L.S.Nandeesh,Emiritus Professor/Bangalore University on February 4<sup>th</sup> 2020.</p> <ul style="list-style-type: none"> <li>● A Special Lecture on "Quality Assessment and Accreditation under Revised Accreditation Framework (RAF) of <b>NAAC</b> by <b>Dr. M. G. Sethuraman</b>, Professor, Dept. of Chemistry, Gandhigram Rural Institute (DU), Gandhigram on 24.12.2019</li> </ul>                                                              |
| 18.5 | NPTEL/SWAYAM Examinations                   | <p>The Registrations for NPTEL /Swayam Examinations of students and teachers are given below.</p> <p>Total Enrolment for Exams: 150<br/> Student Successfully Completed: 21<br/> Faculty Successfully Completed: 39<br/> (Faculty + student absent/No Certificate: 90)<br/> Students Absent/No Certificate: 67<br/> Faculty Registered and absent: 23</p> <p>Noted the registration of students and teachers for NPTEL /Swayam Examinations with satisfaction.</p> |
| 18.6 | Publications, Research Projects and patents | <ul style="list-style-type: none"> <li>● 157 journal papers have been published during 2019. faculty members motivated for achieving high quality metrics.</li> <li>● Totally 27 patents have been filed, out of which 3 have been granted and the remaining are under various stages of process.</li> <li>● Research proposals have been sent to various funding agencies including DST</li> </ul>                                                                |

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|  |  | <p>and AICTE. The following proposals have been approved in 2019-20:</p> <ul style="list-style-type: none"> <li>❖ Research project by Ministry of Environment Forest and Climate Change Rs 48.53 lakhs</li> <li>❖ Skill development program for SC /ST AICTE rupees 19.99 lakhs.</li> <li>❖ TEDPs, FDP and EAC sanctioned by EDII 8.7 lakhs</li> <li>❖ Seminar Grant from DST 0.75 Lakhs</li> </ul> <p>⊙ Workshop on Cognitive Framework to edifice sustainable research culture was conducted on January 28<sup>th</sup> and 29<sup>th</sup> 2020.The lecture details are given below.</p> <p style="text-align: center;">28.01.2020</p> <ul style="list-style-type: none"> <li>• Original, Quality &amp; Impactful Research<br/>Dr.S.Sivasubramanian Former Vice Chancellor,Bharathiar University</li> <li>• Challenges &amp; Opportunities in Research<br/>Dr.K.Baskaran Former Vice Chancellor Manonmaniam Sundaranar University</li> <li>• How to Write research Papers &amp; Sources of Funding for R&amp;D Dr.L.John Kennedy Associate Professor,Dept.of Physics, VIT,Chennai</li> </ul> <p style="text-align: center;">29.01.2020</p> <ul style="list-style-type: none"> <li>• Software, Tools &amp; Techniques for Research Dr.Venkatesan Adviser, Child Trust Medical Foundation &amp; Professor, Sri Ramachandra University</li> <li>• Research Approach for Global Reach</li> </ul> |
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|  |  | <p>Dr.S.Gunasekaran Dean R&amp; D,SPIHER</p> <ul style="list-style-type: none"> <li>• IPR &amp; Patent Drafting Dr.Chandra Mohan Professor ,Dept. of Mechanical Engineering,SPIHER</li> <li>• Research for Prosperity Dr.D.S.Ramachandra Murthy Director, R&amp; D,SPIHER</li> <li>• Registration in Scopus &amp; Web of Sciences Dr.P.Vasantha-Srinivasan Department of Biotechnology, SPIHER</li> </ul> |
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Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr. P. Dananjayan  
Vice-Chancellor



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## **Minutes of the 18<sup>th</sup> IQAC Meeting held on 04.12.2019**

The meeting of the Internal Quality Assurance Cell was held on 4<sup>th</sup> December 2019 at 2.00 pm at Conference Hall of Main Block.

Dr.R.Rani Hemamalini, Co-ordinator IQAC, welcomed the members of IQAC and Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### **18.1. Approval of minutes and action taken report of the previous 17<sup>th</sup> IQAC meeting held on 25.10.2019**

The Minutes and action taken report of the 17<sup>th</sup> IQAC meeting held 25.10.19 were noted, confirmed and approved. **(Annexure I)**

### **18.2 AQAR 2018-19 Submission**

It was informed that the data for AQAR 2018-19 has been collected by IQAC coordinator from all the NAAC criteria coordinators and AQAR for 2018-19 will be uploaded before the due date.

### **18.3 Teaching Learning Feedback Mechanism and Analysis**

All the HoDs have been requested to submit all Nine IQAC feedback analysis reports to the IQAC on or before 16.12.2019.

### **18.4 Awareness Lectures on NAAC for Arts, Science and Humanities Faculty**

Awareness Lectures on NAAC criteria for Arts, Science and Humanities faculty will be conducted during afternoons in the month of January 2020.

### **18.5 NPTEL/SWAYAM Examinations**

It was informed that there were totally 151 registrations of courses for the odd semester 2019-2020 for NPTEL/SWAYAM Examinations. NPTEL/SWAYAM SPOC is requested to submit the Exam Enrolment details of faculty and students out of 151 registrations to IQAC on or before 16.12.2019.

#### **18.6 Publications, Research Projects and patents**

All HoDs should submit the list of Publications/Research proposal/Patents for the period of June to December with the following details (Submitted/Sanctioned/Published) on or before 19.12.19 to the IQAC Cell.

The meeting ended with the Vote of Thanks proposed by the Registrar Dr.L.Mahesh Kumar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

#### **ACTION TAKEN REPORT OF THE 17<sup>TH</sup> IQAC MEETING**

The plan of action chalked out by IQAC during the meeting held on 25<sup>th</sup> October 2019 and the outcome achieved.

17.1. Approval of minutes and action taken report of the previous 16<sup>th</sup> IQAC meeting held on 16.09.19.

17.2. AQAR (2018-19)

17.3. Digital Initiatives

17.4. Student Development Initiatives

17.5 Teaching Learning Feedback Mechanism and Analysis

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                               | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                         |
|-------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.1  | Approval of minutes and action taken report of the previous 16 <sup>th</sup> IQAC meeting held on 16.09.19 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 16 <sup>th</sup> IQAC meeting held on 16.09.19 were approved.             |
| 17.2  | AQAR (2018-19)                                                                                             | The AQAR Data are collected from Departments through criteria Coordinators by IQAC. The Data will be uploaded on the NAAC online portal before 15 <sup>th</sup> February 2019 after due verification. |

|       |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.3. | Research publications projects and patents | <p>Noted. The faculty members are being motivated to publish atleast 2 papers in 2019.</p> <p>The following lectures have been arranged to motivate faculty members in Research and Development</p> <ul style="list-style-type: none"> <li>➤ Patent drafting &amp; supported with Exercises by <b>Dr.D.Chandramohan</b>, Prof./Dept. of Mech. Engg. on 20<sup>th</sup> November 2019.</li> <li>➤ Lecture on National Innovation and start-up policy 2019 by <b>Dr.D.S.Ramachandramurthy</b>, Director(R&amp;D).on 21<sup>st</sup> November 2019.</li> </ul> |
| 17.4. | Student Development initiatives            | <ul style="list-style-type: none"> <li>➤ The foreign language and BEC classes will be conducted from 15<sup>th</sup> February 2020.</li> <li>➤ The Student Database for Placement and training was submitted to Placement cell by HoDs</li> <li>➤ The Process of collecting Student Satisfaction Survey form from all students through Google forms are in progress. HoDs are requested to forward the Google form link to the remaining students through mail.</li> </ul>                                                                                  |



|       |                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.5. | Teaching Learning Feedback Mechanism and Analysis | <ul style="list-style-type: none"> <li>➤ Teaching Learning Feedback collection from stakeholders are collected by IQAC and HoDs to incorporate the valid feedback in Curriculum Revision.</li> <li>➤ Lecture on PO,CO and PSO assessment and attainment by <b>Dr. A. R. Kalaiyarasi</b>, Professor/Civil Engg was conducted on 7<sup>th</sup> November 2019 for all faculty members.</li> <li>➤ Lecture on Learning management system using MOODLE by <b>Dr. R. Latha</b>, Professor and Head/CSA. was conducted on 13<sup>th</sup> November 2019 for all faculty members.</li> </ul> |
|-------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr. P. Dananjayan  
Vice-Chancellor



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### **Minutes of the 17<sup>th</sup> IQAC Meeting held on 25.10.19**

The meeting of the Internal Quality Assurance Cell was held on 25<sup>th</sup> October 2019 at 2.00 pm at Conference Hall of Main Block.

Dr. R. Rani Hemamalini IQAC Co-ordinator welcomed the members of IQAC and Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

#### **17.1. Approval of minutes and action taken report of the previous 16<sup>th</sup> IQAC meeting held on 16.09.19.**

- ❖ The Minutes and action taken report of the 16<sup>th</sup> IQAC meeting held on 16.09.2019. were noted, confirmed and approved. **(Annexure I)**

#### **17.2. AQAR (2018-19)**

- ❖ IQAC Coordinator informed that the AQAR (2018-19) details received from Departments have been reviewed and corresponding comments were sent to concerned HoDs. HoDs are requested to submit complete report without any missing data on or before 4.11.19 to the concerned NAAC criteria coordinator.

#### **17.3. Research publications projects and patents**

- ❖ It was suggested that all faculty members should publish at least two papers in the year 2019 (UGC listed/Scopus/Web of science). All the HoDs are requested to follow up.
- ❖ It is informed to do quality research and publish their findings in the refereed journals with a good impact factor to improve their citations and h-index. It should be brought a safe practice to make one good quality publication every year. Quality journal publishing would lead to applying for patents and funded projects. Two or more departments can join

together to apply for interdisciplinary funded projects and also can have co-investigator as external person preferably from a reputed organisation.

#### **17.4. Student Development initiatives**

It was informed that the foreign language classes for German and Japanese along with BEC classes will be organized this year also. All the Heads have been requested to motivate the students to take up the classes.

It was also informed to conduct Soft skills training by SMART Training resources for the final year students to improve their placements for this year also. The Placement cell had been requested to update the database and ensure the smooth conduct of the placement activities.

It was suggested to collect the Student Satisfaction Survey forms from all students as per NAAC format.

#### **17.5 Teaching Learning Feedback Mechanism and Analysis**

It was requested to collect the feedback for Teaching Learning process from various stake holders through departments

#### **17.6. Any Other**

The tentative date for the next meeting of the IQAC was fixed on Thursday, 30<sup>th</sup> January 2019 at 2.30pm. The meeting ended with the Vote of Thanks proposed by the Registrar Dr.L.Mahesh Kumar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

#### **ACTION TAKEN REPORT OF THE 16<sup>TH</sup> IQAC MEETING**

The plan of action chalked out by IQAC during the meeting held on 16<sup>th</sup> September 2019 and the outcome achieved.

16.1. Approval of minutes and action taken report of the previous 15<sup>th</sup> IQAC meeting held on 5.07.19.

16.2. Digital Initiatives

16.3. AQAR (2018-19)

16.4. Faculty Development/Induction Programmes

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                               | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                              |
|-------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16.1  | Approval of minutes and action taken report of the previous 15 <sup>th</sup> IQAC meeting held on 05.07.19 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 15 <sup>th</sup> IQAC meeting held on July 5 <sup>th</sup> 2019 were approved.                 |
| 16.2  | Digital initiatives:                                                                                       | 151 faculty members and students have registered as on date for various courses in SWAYAM/NPTEL.<br>Library hour is included in the Class Timetable.                                                                       |
| 16.3  | Preparation of AQAR 2018-19                                                                                | It was informed that the data for AQAR 2018-19 has been collected by IQAC coordinator from all the NAAC criteria coordinators. It will be uploaded after verification of data by Director R & D and approved by Registrar. |
| 16.4. | Faculty Development /Induction Programs                                                                    | ➤ A Special Lecture on "How to map Students Project with different domains of courses" by Shri.Leo Bernard Ashok Leyland, Chennai on September 20, 2019 was organized by IQAC for all Teaching                             |

|  |  |                                                                                                                                                                                                                                                  |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>faculty.</p> <p>➤ A Special Lecture on "Dynamics of KARMA for Embracing Ethical values" by Healer Dr. Abdul Mallika B.Sc(Acu) <a href="#">M.Acu.Ad.</a> Acu,Chennai on September 27 ,2019 was organized by IQAC for all Teaching faculty.</p> |
|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr. P. Dananjayan  
Vice-Chancellor



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### **Minutes of the 16<sup>th</sup> IQAC Meeting held on 16.09.2019**

The meeting of the Internal Quality Assurance Cell was held on 16<sup>th</sup> September 2019 at 2.00 pm at Conference Hall of Main Block.

Dr.R.Rani Hemamalini, Co-ordinator IQAC, welcomed the members of IQAC and Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

#### **16.1. Approval of minutes and action taken report of the previous 15<sup>th</sup> IQAC meeting held on 05.07.19**

- ❖ The Minutes and action taken report of the 15<sup>th</sup> IQAC meeting held on 05.07.19 were noted, confirmed and approved. **(Annexure I)**

#### **16.2. Digital initiatives**

- ❖ Faculty members are requested to register for a minimum of one NPTEL course per semester and the concerned faculty member can act as a mentor and motivate students to register for such courses. It is also requested to ensure maximum enrolment of the students and faculty for the Swayam and NPTEL courses.
- ❖ It is suggested to share lecture notes and assignments through LMS for making teaching-learning more effective.
- ❖ All HoDs are advised to encourage the faculty and students to make use of the digital library and to include one library hour in the time table.

#### **16.3. Preparation of AQAR 2018-19**

- ❖ The Co-ordinator/IQAC was requested to collect the inputs from all the departments for the preparation of Annual Quality Assurance Report for the academic year 2018-19.

#### **16.4. Faculty Development /Induction Programs**

- ❖ Suggested to conduct more Faculty Development/Induction Programs by IQAC.
- ❖ **Gian courses:** Senior staff members had been advised to apply for Gian courses conducted by UGC.

The meeting ended with the Vote of Thanks proposed by the Registrar Dr.L.Mahesh Kumar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

### ACTION TAKEN REPORT OF THE 15<sup>TH</sup> IQAC MEETING

The plan of action chalked out by IQAC during the meeting held on 5<sup>th</sup> July 2019 and the outcome achieved.

15.1. Approval of minutes and action taken report of the 14<sup>th</sup>

IQAC meeting held on 26.04.2019.

15.2. Academic plan for each department

15.3 Teaching-learning Process

15.4. Planning of Conference, Seminar and Workshops.

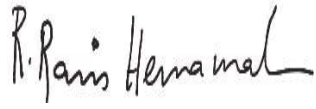
15.5 Any other

| Sl.No | Agenda/Discussions topic in the IQAC meetings                                                              | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                                                  |
|-------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15.1  | Approval of minutes and action taken report of the previous 14 <sup>th</sup> IQAC meeting held on 26.04.19 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 15 <sup>th</sup> IQAC meeting held on April 26 <sup>th</sup> 2019 were approved.                                   |
| 15.2  | Academic plan for each department                                                                          | The academic plan of each department had been reviewed and the Academic calendar for the academic year 2019-20 finalised by IQAC.                                                                                                              |
| 15.3. | Teaching Learning Process:                                                                                 | <p>IQAC has been monitoring the progress of Teaching Learning Process by verifying log notes and Course files every month first week through concerned Deans.</p> <p>Awareness lecture on using LMS in Teaching Learning was Organized for</p> |



|       |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                                               | faculty members on September 7 <sup>th</sup> 2019 by Dr.R.Latha, Prof. and Head/CSA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 15.4. | Planning of conference, workshop and seminars | <ul style="list-style-type: none"> <li>❖ The following major events have been approved and will be conducted. <ul style="list-style-type: none"> <li>➤ Sixth International conference on Green Technologies for Power Generation Communication and Healthcare in the month of April 2020 by Dept of ECE and EEE.</li> <li>➤ International conference in the month of March 2020 by Mechanical Engg department</li> <li>➤ National Seminar on Solutions to water scarcity in Chennai city by Civil Engineering during February 2020</li> <li>➤ National conference and HR Conclave by MBA department in March 2020</li> <li>➤ Student symposium Synergy 2020 by CSA department in the month of February 2020.</li> </ul> </li> <li>❖ Outreach programs will be conducted by all the departments with the support of NSS coordinator.</li> <li>❖ A Special Lecture on NAAC-New Framework by Prof. G. Augustine Maniraj Pandian, Principal Coordinator/IQAC, SRM Institute of Science and Technology, Chennai on 27<sup>th</sup> August 2019 was organized by IQAC for all Teaching faculty.</li> </ul> |

|      |                                                                       |    |        |
|------|-----------------------------------------------------------------------|----|--------|
| 15.5 | ISO 9001-2015<br>Surveillance Audit was<br>conducted on 5th July 2019 | -I | Noted. |
|------|-----------------------------------------------------------------------|----|--------|



Dr. R. Rani Hemamalini  
Co-ordinator/ IQAC



Dr. P. Dananjayan  
Vice-Chancellor



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### **Minutes of the 15<sup>th</sup> IQAC Meeting held on 5.07.2019**

The meeting of the Internal Quality Assurance Cell was held on 5<sup>th</sup> July 2019 at 2.00 pm at Conference Hall of Main Block.

Dr. S. Stella Mary, Co-ordinator/IQAC welcomed the members of IQAC and Dr. Francis C Peter Chairman/IQAC initiated the proceedings of the meeting.

#### **15.1. Approval of minutes and action taken report of the previous 14<sup>th</sup> IQAC meeting held on 26.04.2019**

- ❖ The Minutes and action taken report of the 14<sup>th</sup> IQAC meeting held on 26.04.19 were noted, confirmed and approved. **(Annexure I)**

#### **15.2. Academic plan for each department**

- ❖ The academic calendar has been prepared and the draft circulated to departments.
- ❖ HoDs have been requested to submit a detailed academic plan in terms of unit test, slip test, Special lectures, invited talks, conferences, Industrial visits, Internships etc. for the ensuing odd semester.
- ❖ It was decided that more Guest lectures have to be organized in association with various industries which should eventually lead to MoU's for Internships and projects for students.

#### **15.3. Teaching-Learning Process**

- ❖ It was informed that the Faculty members should maintain the course file with the details of courses handled by them such as syllabus, time table, a lesson plan with course objectives, PO-CO mapping, Materials, unit test question papers, Co-PO attainment methodology, gaps in CO-PO attainment corrective steps taken to

bridge the gap and corresponding improvements reports along with the logbook containing the attendance, syllabus completion details for every class.

- ❖ Suggested to maintain a sample copy of Unit test answer scripts, assignments and Model Exam answer scripts in the course file.

#### **15.4. Planning of conferences, workshops and seminars**

- ❖ Planned to conduct International Conference in ECE department and Mechanical department, International seminar in Mechanical department, National Conference in Civil department and MBA department and National level student's symposium in CSA department for this academic year.
- ❖ Outreach programmes such as Digital literacy and Swachh Bharath campaigns are planned to be conducted in adopted villages.
- ❖ Planned to conduct industry linked workshops in this academic year by EEE department.
- ❖ FDPs are planned with ICT Academy by CSE department and with IBM by ECE department.
- ❖ The other departments are also asked to initiate such activities in their department. Instructed to conduct many such programmes in an efficient manner.

#### **15.5. Any other**

- ❖ ISO 9001-2015 –I Surveillance Audit was conducted on 5th July 2019.

The meeting ended with the Vote of Thanks proposed by the Registrar

Dr.L.Mahesh Kumar.

## Internal Quality Assurance Cell (IQAC)

### Annexure I



St. Peter's Institute of Higher Education and Research  
Avadi, Chennai-54.

### **ACTION TAKEN REPORT BASED ON MINUTES OF THE 14<sup>TH</sup> IQAC MEETING HELD ON 26.04.2019**

The plan of action chalked out by IQAC during the meeting held on 26<sup>th</sup> April 2019 and the outcome achieved.

- 14.1 Action taken since the last meeting
- 14.2 Academic Audit
- 14.3 Teaching-learning feedback analysis
- 14.4 Academic calendar 2019-20 for the next academic year
- 14.5 Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings                                                                 | Action taken subsequently on the agenda points discussed in the IQAC meetings                                                                                                                                                                                                                            |
|-------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.1  | Approval of minutes and action taken report of the previous 13 <sup>th</sup> IQAC meeting held on 01.04.2019 | The minutes and action taken report of the previous 13 <sup>th</sup> IQAC meeting held on April 1 <sup>st</sup> 2019 were confirmed and noted.                                                                                                                                                           |
| 14.2  | Academic Audit                                                                                               | The remedial measures to be taken for the feedback given by the academic auditors during the academic audit conducted on 29 <sup>th</sup> and 30 <sup>th</sup> of March 2019. It was informed that the Heads of the departments to concentrate more on Research & Development as per auditors' feedback. |
| 14.3  | Teaching-learning feedback Mechanism                                                                         | Noted.                                                                                                                                                                                                                                                                                                   |

|      |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.4 | Academic calendar 2019-20 for the next academic year | Circular regarding the academic plan to be collected from the departments was issued on 5 <sup>th</sup> May 2019. The draft of Academic calendar is prepared and circulated for any corrections.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 14.5 | Any other                                            | <p>One day workshop on the calibration and maintenance of lab equipment was conducted for technical staff and teaching faculty on 28<sup>th</sup> April 2019.</p> <p>A Lecture on "NEW TAX POLICY" by Mr. S. Sabarish, Finance Officer, SPIHER was conducted on 11<sup>th</sup> May 2019.</p> <p>Workshop on INNOVATIVE PRACTISES IN HIGHER EDUCATION INSTITUTIONS was organized for all faculty members from 24<sup>th</sup> June to 28<sup>th</sup> June 2019.</p> <p>The revised format of monthly report incorporating all the seven criteria of NAAC has been circulated. From July 2019, the monthly report should be submitted in the new format before 10<sup>th</sup> of every month.</p> |

Dr. S.Stella Mary  
Co-ordinator/ IQAC

Dr. Francis C Peter  
Vice-Chancellor