Minutes of the 26th 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 25th IQAC meeting held on 16.03.2021

Minutes and action taken report of the **25th 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 12th June 2021 to 23rd 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
Avadi, Chennai-54.

Annexure I

Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT ON MINUTES OF THE 25th 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 24th 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
25.1	**Approval of minutes and action taken report of the previous 24th IQAC meeting held on 16.12.2020**	Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 24th IQAC meeting held on 16.12.2020 were approved.
25.2	**Face lifting of Institution Infrastructure**	The consolidated list of requirements for face lifting of Institution's infrastructure was submitted to Registrar by IQAC Coordinators.

25.3	**Action Plan for Research Activities**	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.
25.4	**ERP - SPIHER**	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.
25.5	**Reconstitution of Committees**	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.
25.6	**Any other**	Few of the programmes organized are listed below: • ONLINE WORKSHOP ON STANDARDIZATION OF CLASH DETECTION IN BIM SPEAKER Mr.Magendiran.C, Project Engineer CADD INDIA R&D , CHENNAI by Civil Dept. on 23rd March, 2021 • ICT program "Get set Go" for all the students on 25th March, 2021 by ICT -SPIHER • Webinar on 3AI-AI Analytic

		association By A.S Mani,General manager, Institutional Relations, Miles Education private Ltd on 12th April 2021 by Departments of CSE&IT • Intercollegiate Symposium, "Synergy `21"was organized by Department of Computer science and Applications on 23rd April 2021 • WEDP Sponsored by EDII Ahamedabad was conducted by MBA Dept on April 26th to May 25th • Startup for Civil Engineers by Mr.S.Karthikeyan ,Gokulam Associates,Architects and Contractors was conducted by Civil Dept on 27th April 21 • International e-conference on futuristic trends in Mechanical, Materials and Manufacturing, 2021 (ICMMM2021) was organized by Mech Dept. on 10th May 2021 • World Environment Day celebration • World Environment Day celebration On the Theme • "EcosystEm REstoRation was organized by Commerce and Chemistry Dept on 5th June , 2021 • Seventh International e-Conference on Green Technologies for Power Generation, Communication and Health care (ICGPC 2021) was organized by Depts. Of ECE,EEE & BME on 6th June, 2021 • Aspiring Entrepreneurship Program from HDFC Bank supported by ICT ACADEMY was organized on 12th June, 2021

		- Webinar on Setting Goals and time management was organized by Placement Cell, SPIHER in association with ICT Academy on 10th June, 2021 - Webinar on Topic: CAREER OPPORTUNITY IN MNCs - Speaker: Mr. V. Jeyakrishnan, - Senior Manager Client Engagement - Royal Syber Pvt ltd was organized by Placement Cell, SPIHER on 14th June, 2021

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)

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 Competion	MBA Dept
8.	27th OCT - 02nd NOV, 2020	VIGILANCE AWARENESS WEEK 2020, Conducted Debate Competitiion	CSA Dept
9.	2nd November 2020	NATIONAL UNITY DAY Conducted Quiz competition	CSA Dept
10.	2nd November 2020	NATIONAL UNITY DAY Conducted Poster competition	Commerce Dept
11.	Nov 2nd to Nov 7th , 2020 @ 4pm to 5pm	Alumni Webinar series A. Antony Prakash DoinĀ Ph.D in IIT BOMBAY Education TechnoloĀy TeachinĀ Assistantship Batch : 2011-2013 Sayandeep Das Internal Audit.AIG Junior ManaĀer Batch : 2011-2015 Nov 4th, 2020 Nov 5th, 2020 Nov 2nd, 2020 B. Susmitha Srinivasalu Power Factors, Montreal Soÿtware Developer Batch : 2012-2016 Nov 3rd, 2020 C. Sayandeep Das Internal Audit.AIG Junior ManaĀer Batch : 2011-2015 Nov 4th, 2020 D. S.Vijay Vignesh COMCAST INDIA	Department of Electronics and Communication Engineering

		Sr.Firewall EnÃineer Batch : 2014-2016 A. Antony Prakash DoinÃ Ph.D in IIT BOMBAY Education TechnoloÃy TeachinÃ Assistantship Batch : 2011-2013, Nov 5th, 2020 E. Lakshmi Venkataraman BM India Pvt Ltd. Technical Architect Batch :2007-2011 Nov 6th, 2020 F. Tamizharasi Arulselvan, Ltd Foodcoop Co., Ltd Group Finance ManaÃer Batch : 2011-2015 Nov 7th, 2020	
12.	6th November 2020	ONLINE SAFETY FOR WOMEN by MR. RAKSHIT TANDON Director/Co-founder Hackdev Technology Pvt. Ltd, Cyber Security Consultant, IAMAI 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.	11th 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 27th 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	Alumni Webinar series • Mr. E. V. Sidhardhan Research Scholar Department of Physics Pachaiyappa's College Chennai • Mr. R. Balaji, UPSC Aspirant, Vetrii IAS	Department of Physics

		Study Circle ,Annanagar West • Ms. G. Naganandhini Executive Officer Ambit IT Park Ambattur Industrial Estate • Mr. V. Ajith kumar TNPSC Aspirant Race Institutions T.Nagar • Ms. G. Monika PGT Teacher Mahalashmi Matric. Hr. Sec. School Paruthipattu Avadi	
23.	10th December 2020@Mechanical Engg. Seminar Hall	PUBLIC AWARENESS WORKSHOP on SOLID WASTE MANAGEMENT Supported by Tamil Nadu State Council for Science and Technology (TNSCST) Govt. of Tamil Nadu, Chennai.& National Council for Science & Technology Communication (NCSTC)Govt. of India, NewDelhi. (Under Popularization of Science Activities) Resource Persons Dr. A. GNANAMANI M.Sc. Ph.D. Sr. Principal Scientist, Head & Professor – AcSIR, Microbiology Lab CSIRCentral Leather Research Institute Adyar, Chennai Mr. R. NAVEENKUMAR M.Tech., MBA., (Ph.D.) Research Associate, ARMATS Biotek Training & Research Institute, Chennai.	Department of Mechanical Engineering
24.	9th Jan 2021	LIVE WEBINAR ON Python Programming by Mr.Dinesh Kumar Technical Mentor, NIIT Limited, Chennai	CSA dept
25.	9th Jan 2021	Workshop on Social Entrepreneurship and implementation of business plans by SESREC, SPIHER Resource Person: Mr. B.S.C. Naveen Kumar Swachhta Action Plan 2020 Chief Co-ordinator for Tamil Nadu and Kerala Region MGNCRE	" 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 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 Dr . KANTA PRASAD SHARMA Assistant Professor University Institute of Computing (UIC) Chandigarh University	Chemistry Dept
37.	March 1st , 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.	23rd 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.	25th March, 2021	ICT program "Get set Go" for all the students	ICT -SPIHER
41.	12th 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 26th to May 25th	WEDP Sponsored by EDII Ahamedabad	MBA Dept
44.	27th 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.	5th June , 2021	World Environment Day celebration	Chemistry Dept

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

St. Peter's Institute of Higher Education and Research
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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 14th 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 15th 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 from NMIT Udupi
9.	19.5.2020	A Lecture on Communication skills for Quality Teaching	Dr. Xavier Amaladoss, Mejel & Mejel Skill Development Centre
10.	20.5.2020	Application of Deep learning in Histopathological Image Analysis"	Dr. Jesu Christopher Joseph, Staff Scientist/ Population sciences, City of Hope, World class cancer Centre, USA
11.	27.6.2020	A webinar on "Beat the stress"	Ms.Suvetha Gopal Engineer Meditator& The Art of living faculty
12.	27.7.2020	Virtual Faculty development Programme on "Cultivation of Research Excellence to Enhance Innovation and Professional Development	IQAC and Research Forum
13.	5.9.2020	A webinar on Essential Attributes for Teachers"	Prof.P.Dananjayan Vice-Chancellor,SPIHER.
14.	7.9.2020	Virtual faculty development program on Cultivation of Research Excellence to Enhance Innovation and Professional development	Dr.S.Gunasekaran Dean R&D/SPIHER
15.	15.9.2020	Engineers Day speech	D.Sathyamoorthy, Deputy Chief Engineer,Andaman Lakshadweep Harbour works
16.	28.09.2020	Curricular Aspects	Dr. G. P. Ramesh 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, Prof & Head,Mech.
19.	01.10.2020	Awareness on Statutory Bodies and Institute Committees	Dr. Sayeeda Sultana, Prof & Head,Chemistry
20.	03.10.2020	Integrating Educational Technology into Teaching	Dr. R. Latha Prof & Head,CSA
21.	05.10.2020	Examination reforms and Learning Outcomes-based Curriculum Framework(LOCF)	Dr. J.M.Mathana, Dean (Engineering),
22.	06.10.2020	ISO, Governance, Leadership and Management	Dr.S. Stella Mary 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, Registrar
25.	09.10.2020	Outreach and Extension activity	Dr. Venkataraman, Dean (Arts)
26.	10.10.2020	Research Approach for Global Reach	Dr. S. Gunasekaran, Dean (R&D)
27.	13.10.2020	Learning Management System Features and Applications.	Dr. B. Shanthini, Prof. & Head, IT
28.	14.10.2020	NIRF/ATAL Ranking Parameters	Dr.M.Umaraman Prof & Head, MBA
29.	11.11.2020	St.Peters Induction Program – 2020	Mr. UDAYA SANKAR Lead- South India, NASSCOM Co-Founder, Maatram Foundation, Chennai
30.	26.11.2021	Constitution day Celebrations	Dr.P.Danajayan Vice Chancellor, SPIHER
31.	6.2.2021	How to make the best use of our life	Dr. Chinmay Pandya Ji, Pro Vice Chancellor, Dev Sanskriti Vishwa Vidyalaya, Shantikunj, Haridwar
32.	01.3.2021	Webinar on Future of Science,Technology and Innovation(STI):Impacts of Education, Skill and Work	IQAC and Research Forum

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

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AUDIT EVALUATION SUMMARY 2020-21

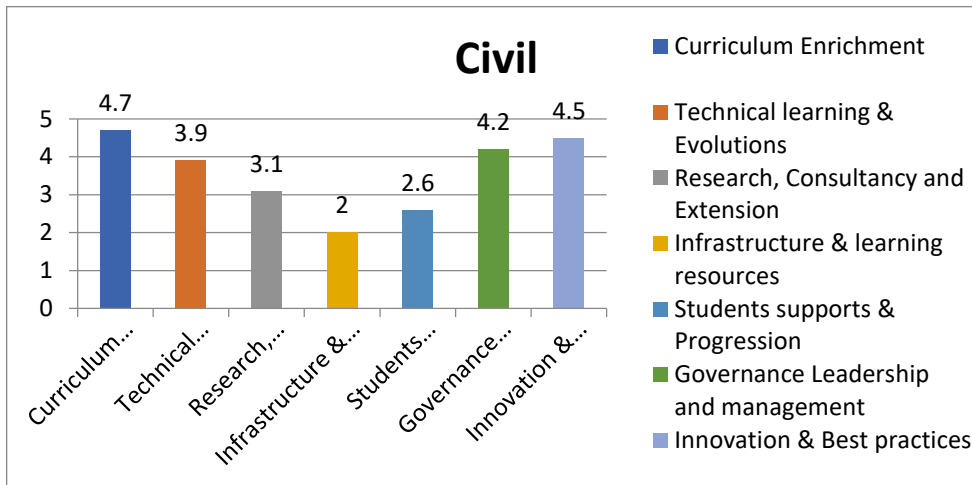| Criteria	B.Arch
Curriculum Enrichment	4.4
Technical learning & Evolutions	4.1
Research, Consultancy and Extension	1.4
Infrastructure & learning resources	4.6
Students supports & Progression	4.3
Governance Leadership and management	4.5
Innovation & Best practices	4.5

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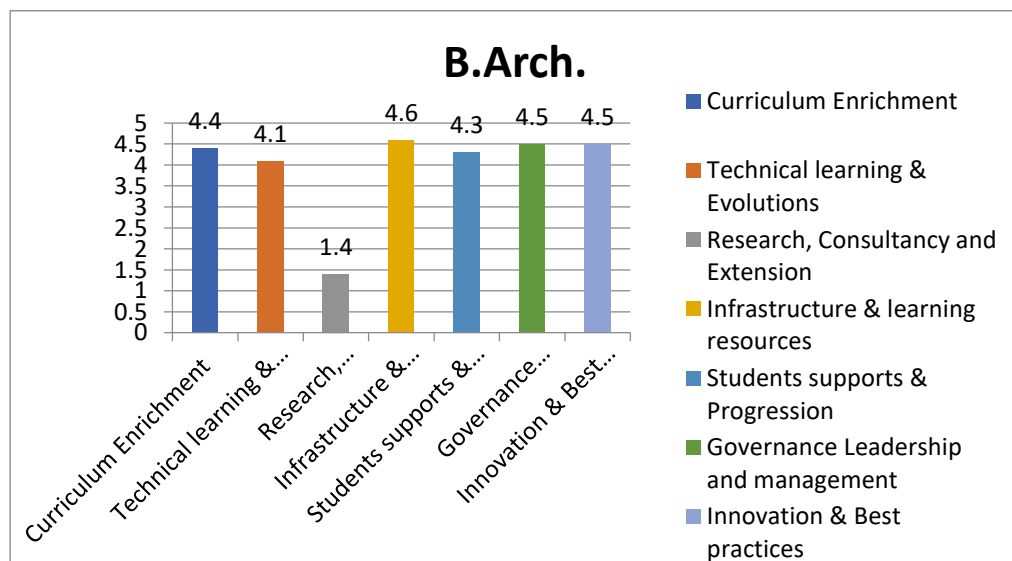
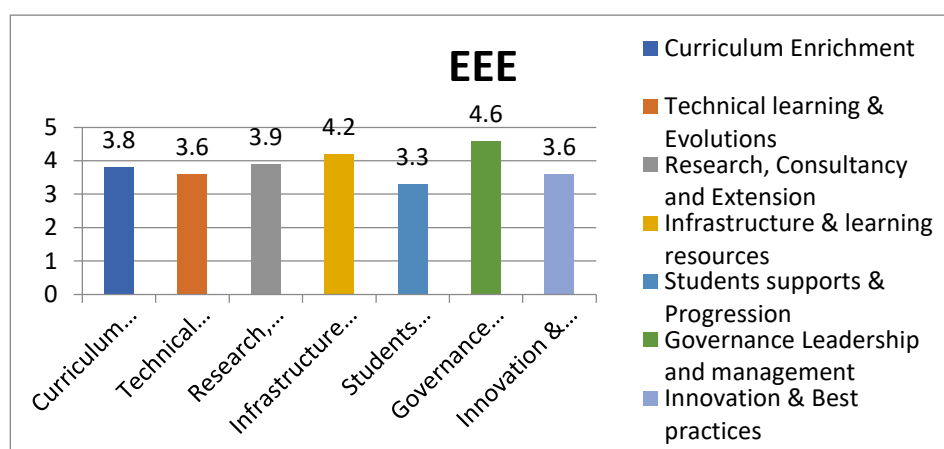|	Bio Med
Curriculum Enrichment	4.4
Technical learning & Evolutions	3.9
Research, Consultancy and Extension	2.6
Infrastructure & learning resources	4.2
Students supports & Progression	3.9
Governance Leadership and management	4.3
Innovation & Best practices	4.2

Bio Med
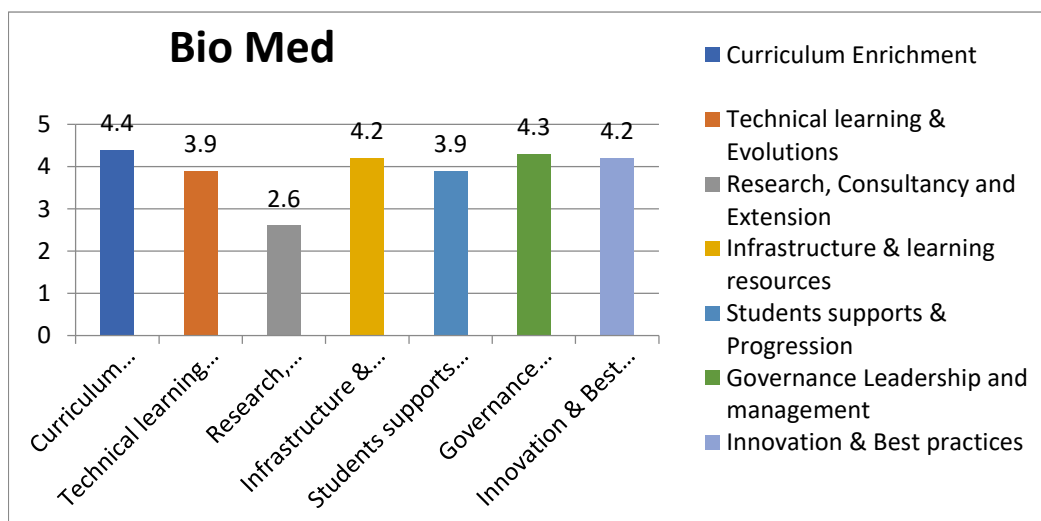
Civil

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

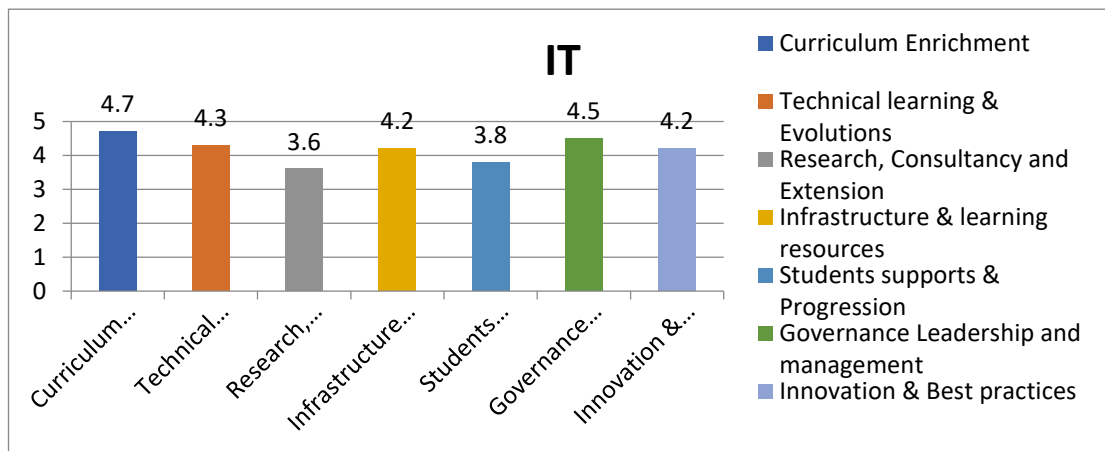|	
Curriculum Enrichment	4.7
Technical learning & Evolutions	4.3
Research, Consultancy and Extension	3
Infrastructure & learning resources	4.8
Students supports & Progression	3.1
Governance Leadership and management	4.2
Innovation & Best practices	4.2
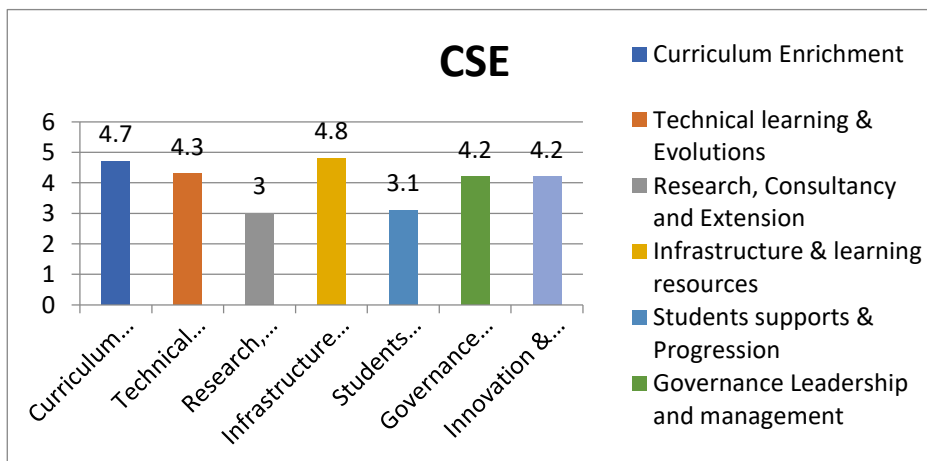
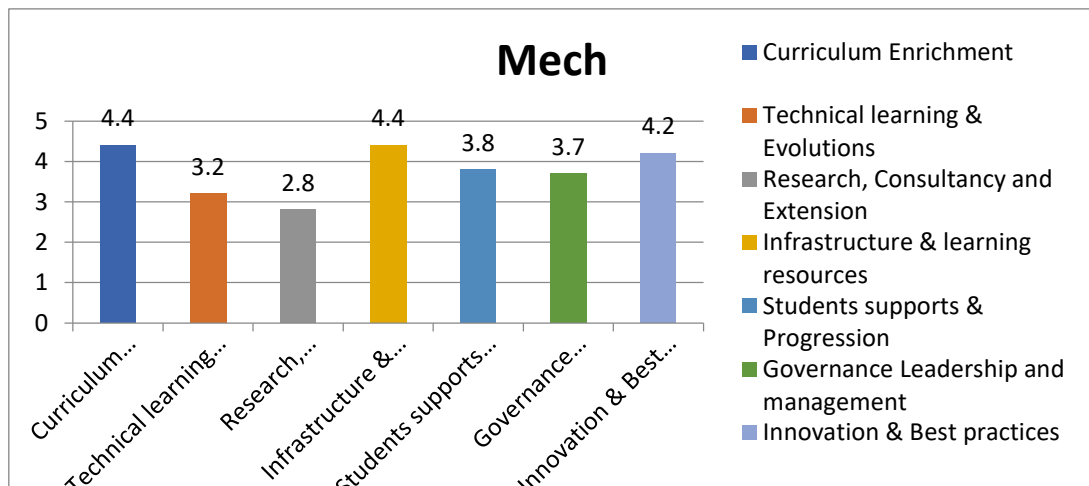|	ECE
Curriculum Enrichment	4.8
Technical learning & Evolutions	4.4
Research, Consultancy and Extension	3.4
Infrastructure & learning resources	4.7
Students supports & Progression	3.8
Governance Leadership and management	4.7
Innovation & Best practices	3.5

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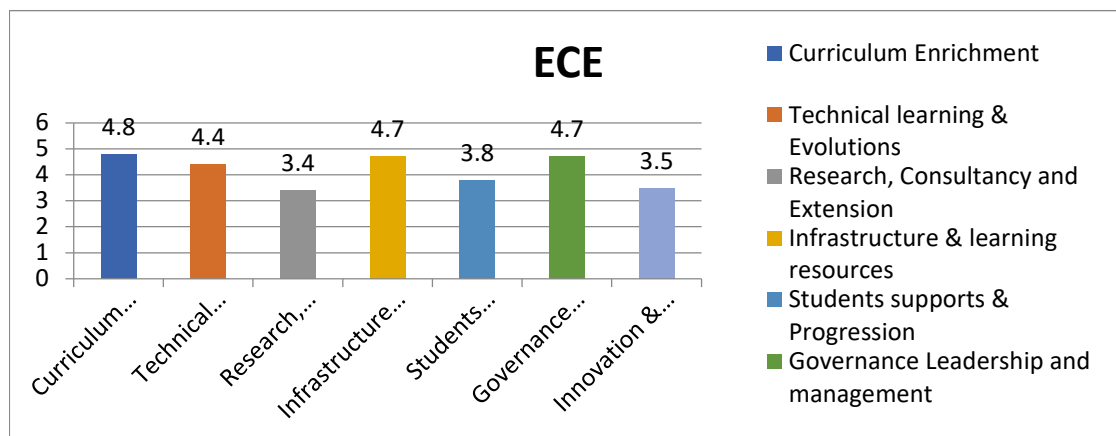
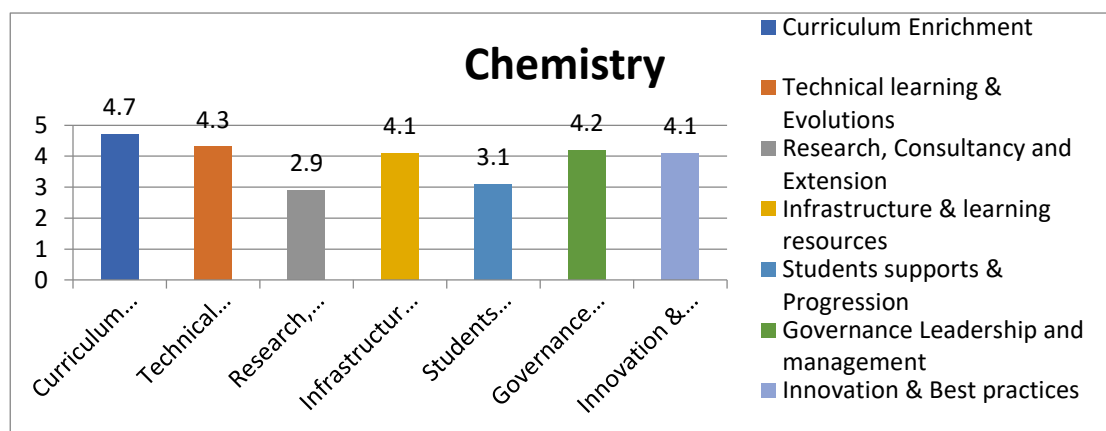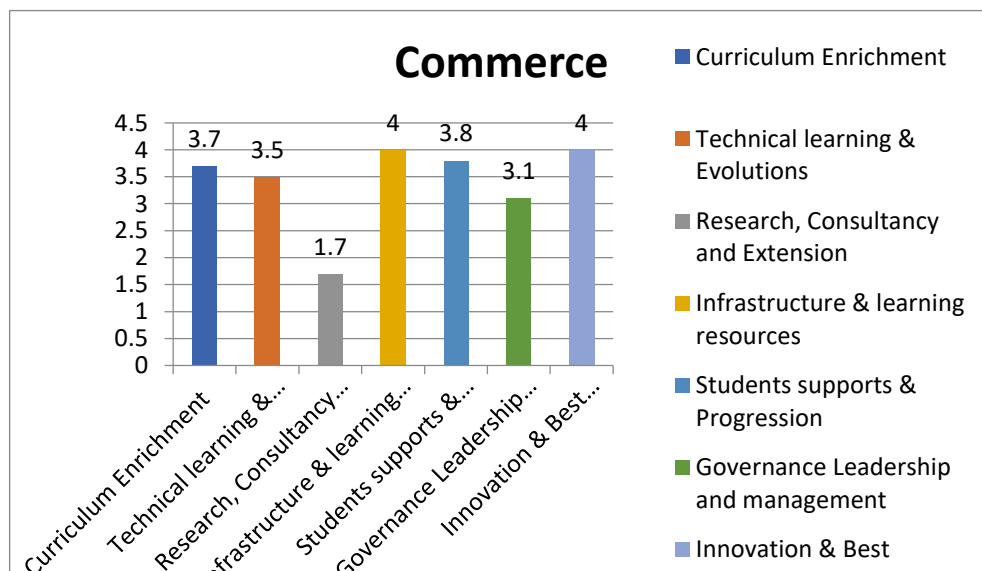|	EEE
Curriculum Enrichment	3.8
Technical learning & Evolutions	3.6
Research, Consultancy and Extension	3.9
Infrastructure & learning resources	4.2
Students supports & Progression	3.3
Governance Leadership and management	4.6
Innovation & Best practices	3.6

EEE

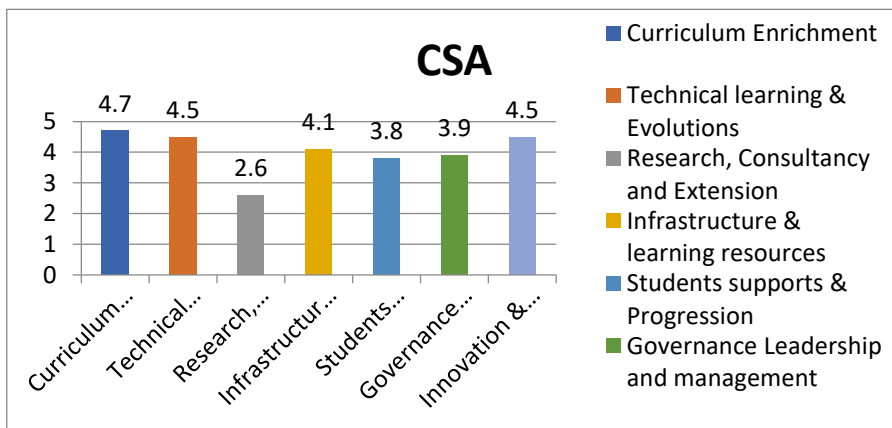|	IT
Curriculum Enrichment	4.7
Technical learning & Evolutions	4.3
Research, Consultancy and Extension	3.6
Infrastructure & learning resources	4.2
Students supports & Progression	3.8
Governance Leadership and management	4.5
Innovation & Best practices	4.2

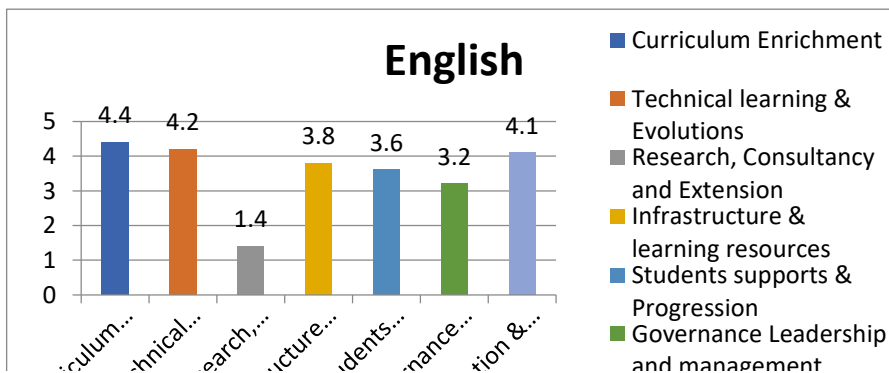|	Mech
Curriculum Enrichment	4.4
Technical learning & Evolutions	3.2
Research, Consultancy and Extension	2.8
Infrastructure & learning resources	4.4
Students supports & Progression	3.8
Governance Leadership and management	3.7
Innovation & Best practices	4.2

	Chemistry
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

Chemistry

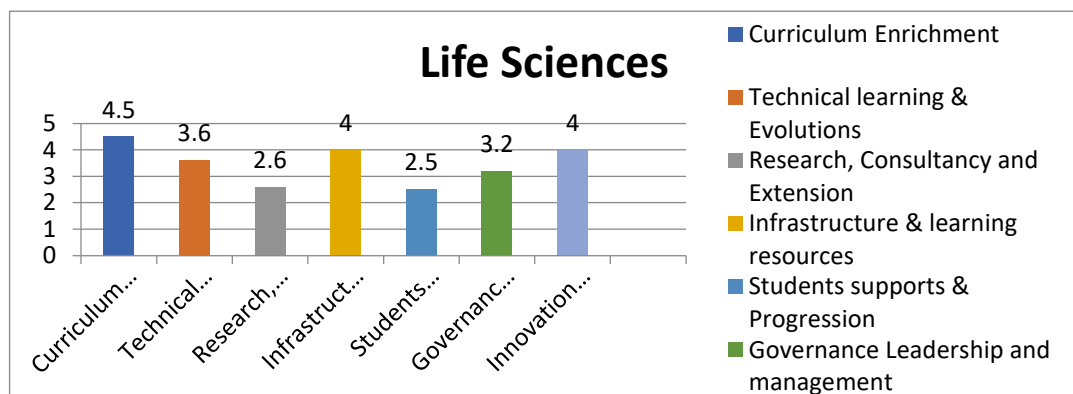|	Commerce
Curriculum Enrichment	3.7
Technical learning & Evolutions	3.5
Research, Consultancy and Extension	1.7
Infrastructure & learning resources	4
Students supports & Progression	3.8
Governance Leadership and management	3.1
Innovation & Best practices	4

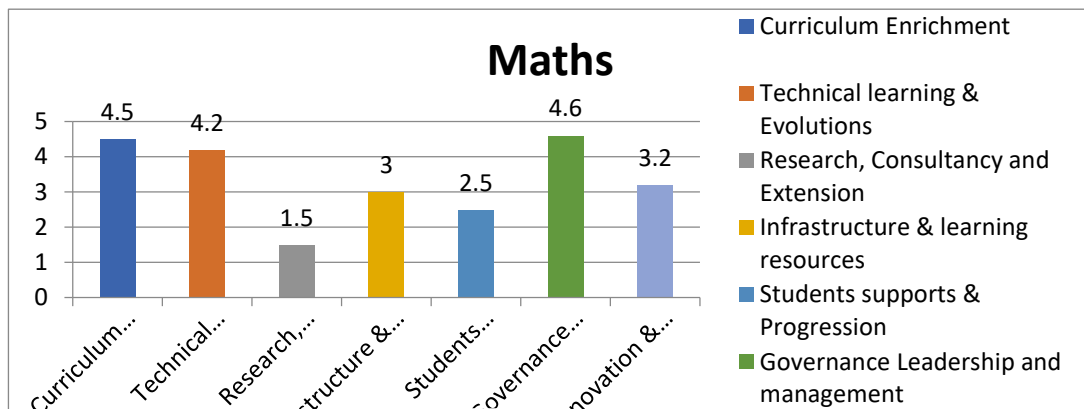## Commerce

practices

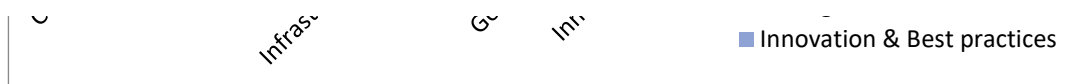|	CSA
Curriculum Enrichment	4.7
Technical learning & Evolutions	4.5
Research, Consultancy and Extension	2.6
Infrastructure & learning resources	4.1
Students supports & Progression	3.8
Governance Leadership and management	3.9
Innovation & Best practices	4.5

	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

Life Sciences

Legend:
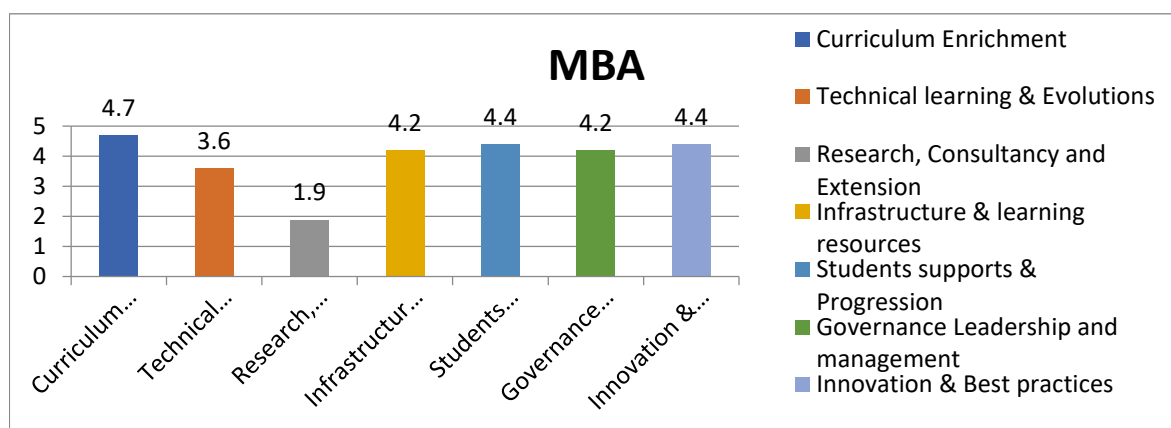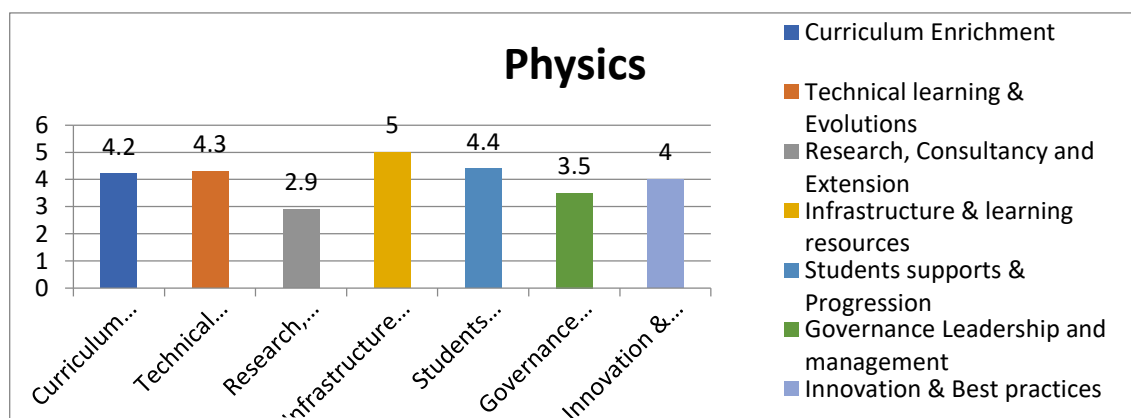- Curriculum Enrichment
- Technical learning & Evolutions
- Research, Consultancy and Extension
- Infrastructure & learning resources
- Students supports & Progression
- Governance Leadership and management

	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

Maths

Legend:
- Curriculum Enrichment
- Technical learning & Evolutions
- Research, Consultancy and Extension
- Infrastructure & learning resources
- Students supports & Progression
- Governance Leadership and management

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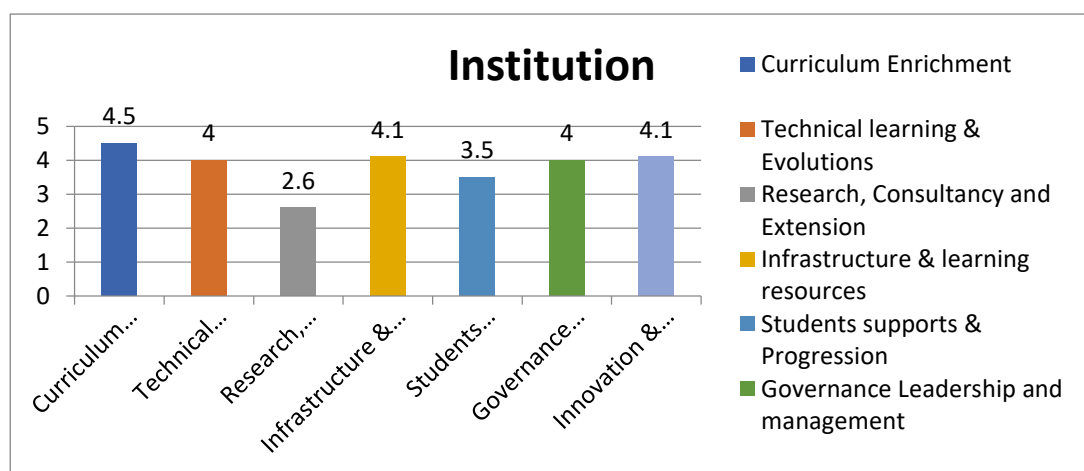
St. Peter's Institute of Higher Education and Research
Avadi, Chennai-54.

Annexure V

SSS 2020-21

Untitled form

Questions   **Responses**   1,730

1,730 responses

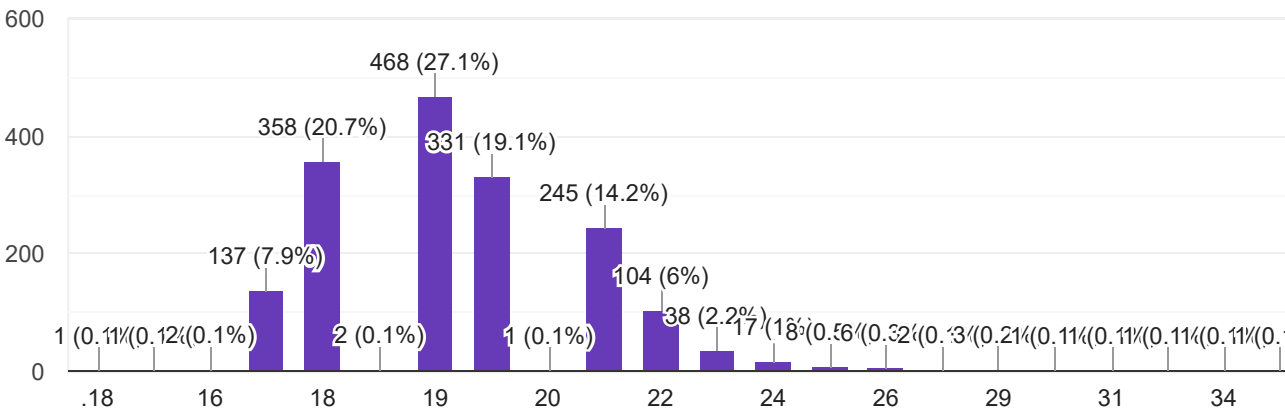Accepting responses ●

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

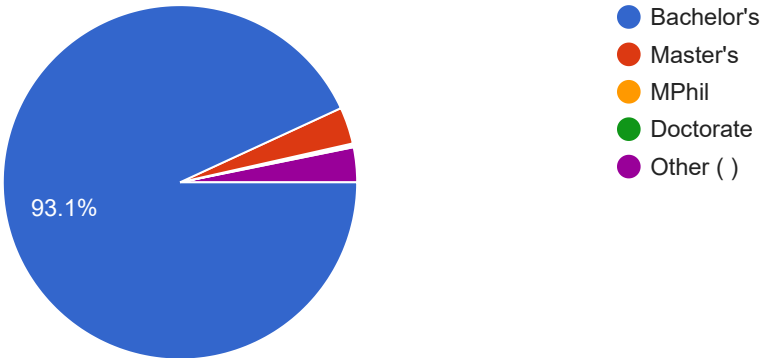## Gender

1,730 responses
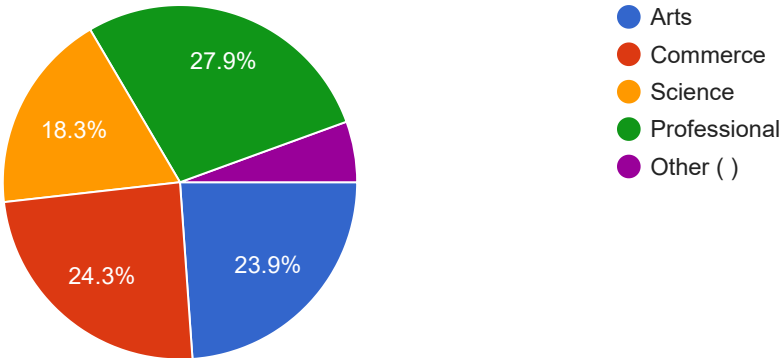

Gender	Count
Male	1286 (74.3%)
Female	444 (25.7%)
Simbu	1 (0.1%)
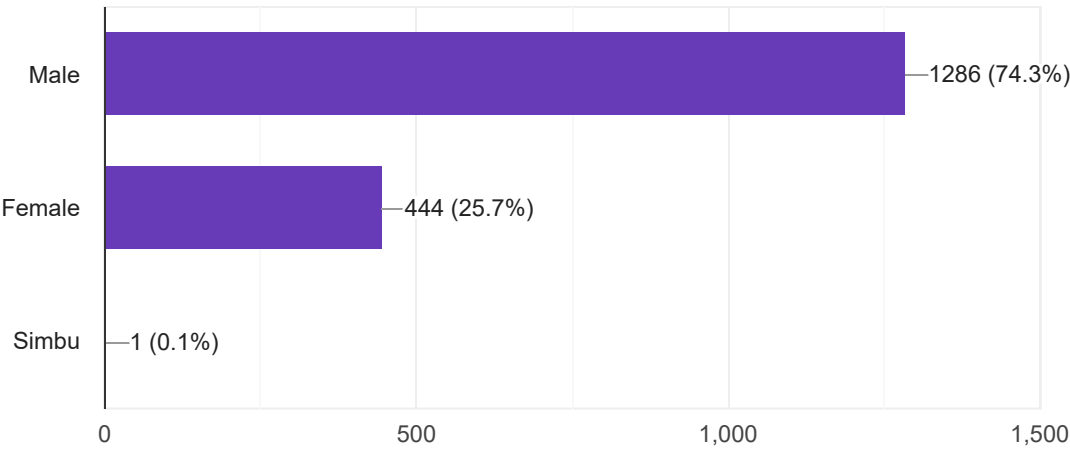
What Degree program are you pursuing now?

1,730 responses

- ● Bachelor's
- ● Master's
- ● MPhil
- ● Doctorate
- ● Other ( )

93.1%

What subject area are you currently pursuing?

1,730 responses

- ● Arts
- ● Commerce
- ● Science
- ● Professional
- ● Other ( )

27.9%
18.3%
24.3%
23.9%

YEAR

1,730 responses

- ● First Year
- ● Second Year
- ● Third Year
- ● Final Year

28.8%
20.6%
25.9%
24.7%
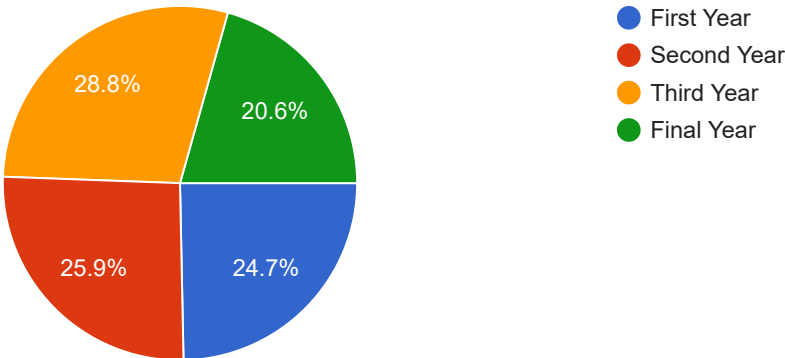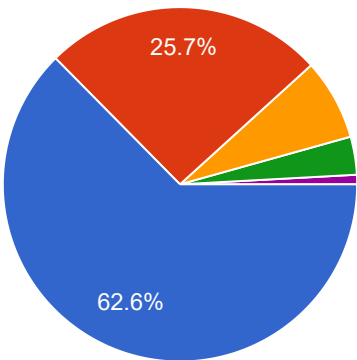
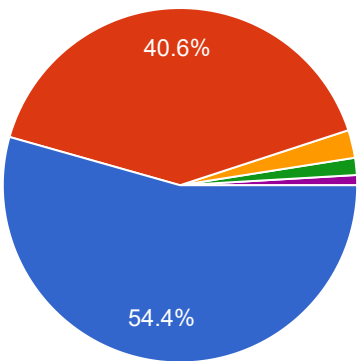## 1. How much of the syllabus was covered in the class?

1,730 responses

- 4 – 85 to 100%
- 3 – 70 to 84%
- 2 – 55 to 69%
- 1– 30 to 54%
- 0 – Below 30%

25.7%

62.6%
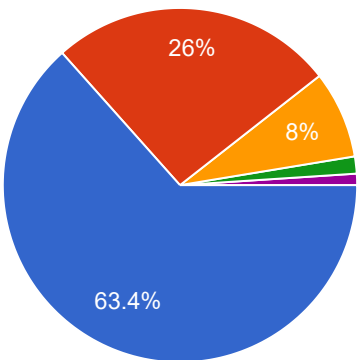
2. How well did the teachers prepare for the classes?

1,730 responses

- 4 –Thoroughly
- 3 – Satisfactorily
- 2 – Poorly
- 1 – Indifferently
- 0 – Won't teach at all

40.6%

54.4%

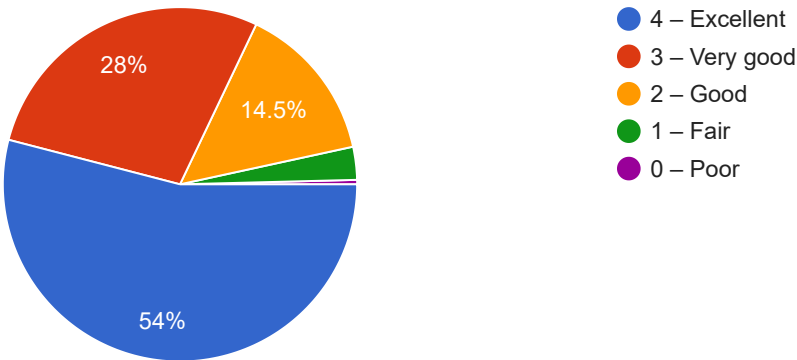## 3. How well were the teachers able to communicate?

1,730 responses

- 4 – Always effective
- 3 – Sometimes effective
- 2 – Just satisfactorily
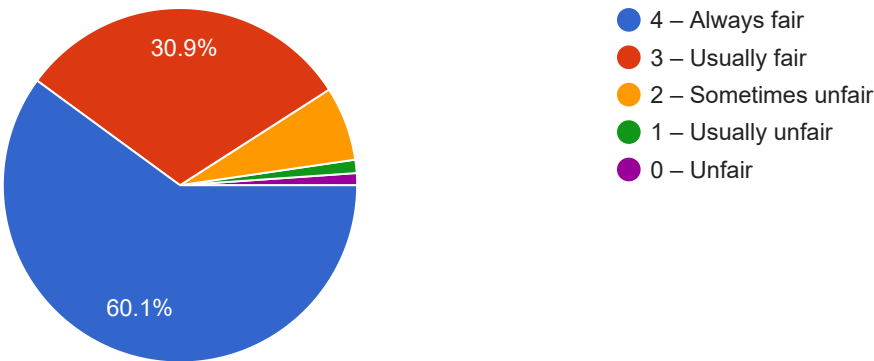- 1 – Generally ineffective
- 0 – Very poor communication

26%

8%

63.4%

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

1,730 responses

- 4 – Excellent
- 3 – Very good
- 2 – Good
- 1 – Fair
- 0 – Poor

28%
14.5%
54%

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

1,730 responses

- 4 – Always fair
- 3 – Usually fair
- 2 – Sometimes unfair
- 1 – Usually unfair
- 0 – Unfair

30.9%
60.1%

6. Was your performance in assignments discussed with you?

1,730 responses

- 4 – Everytime
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

30.3%
58.4%
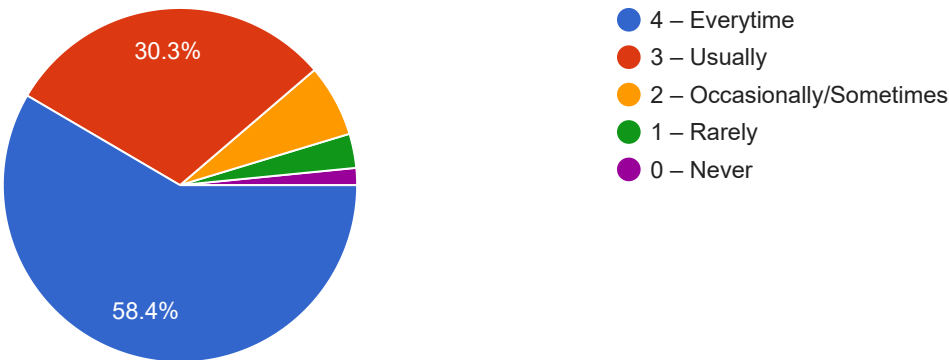
7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.

1,730 responses

- 4 – Regularly
- 3 – Often
- 2 – Sometimes
- 1 – Rarely
- 0– Never

22.3%
12.8%
56.8%
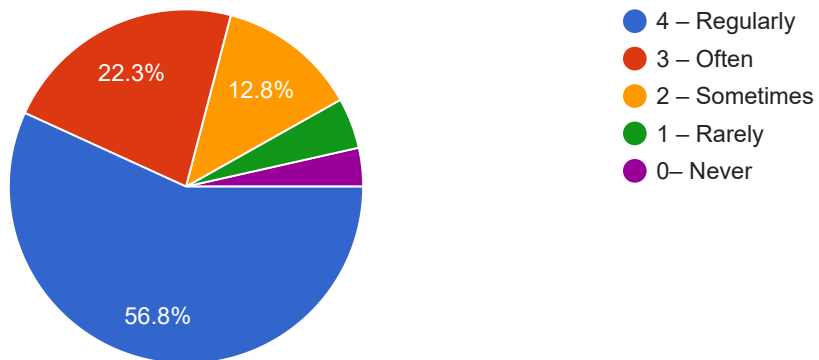
8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

1,730 responses

- 4 – Significantly
- 3 – Very well
- 2 – Moderately
- 1 – Marginally
- 0 – Not at all

35%
11.3%
49.7%
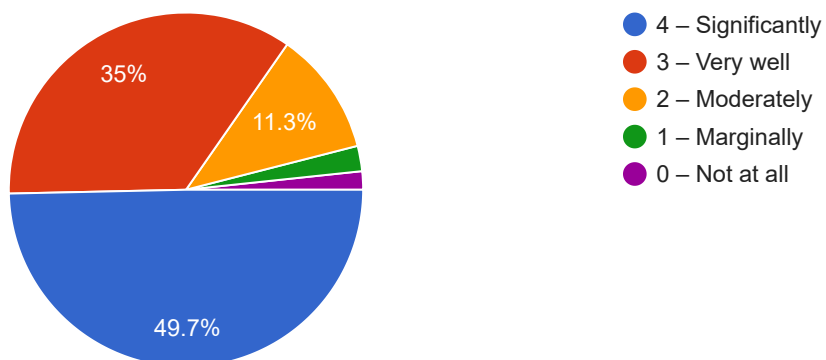
9. The institution provides multiple opportunities to learn and grow.
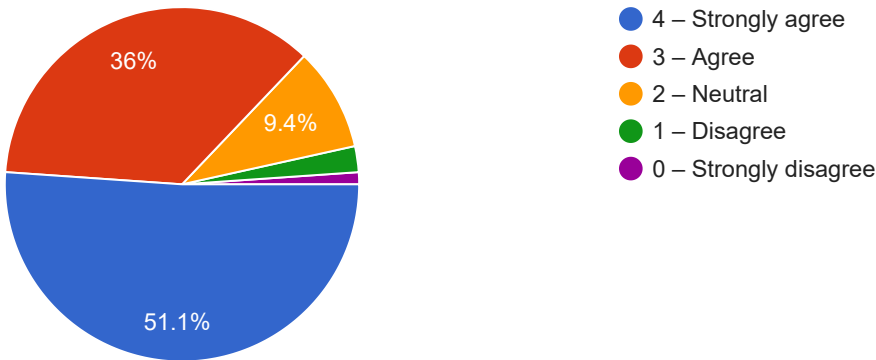
1,730 responses

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

36%

9.4%

51.1%

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

1,730 responses

- 4 – Every time
- 3 – Usually
- 2– Occasionally/Sometimes
- 1 – Rarely
- 0– Never

30.5%

59%
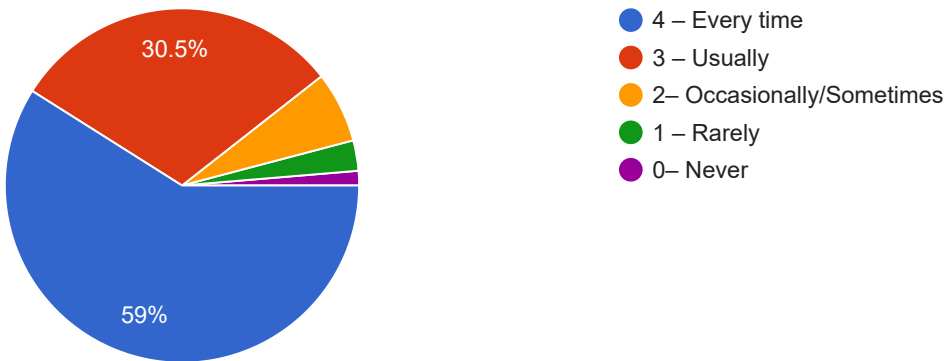
11. Your mentor does a necessary follow-up with an assigned task to you

1,730 responses

- 4 – Everytime
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – I don't have a mentor

30.9%

56.8%
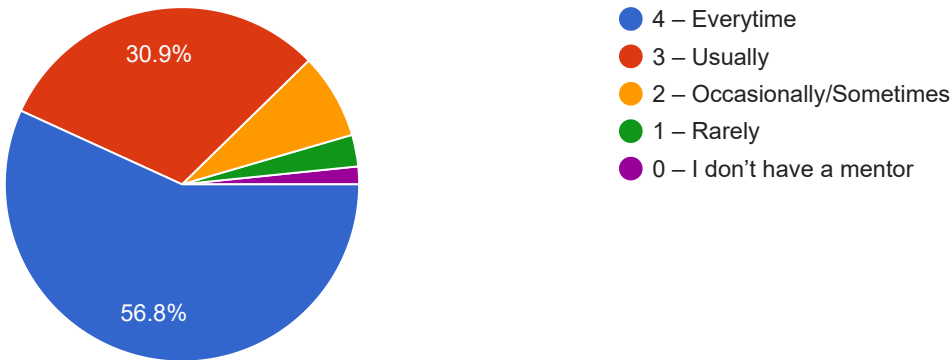
12. The teachers illustrate the concepts through examples and applications.

1,730 responses

- 4 – Everytime
- 3 – Usually
- 2– Occasionally/Sometimes
- 1 – Rarely
- 0 –Never

29.8%

59.1%
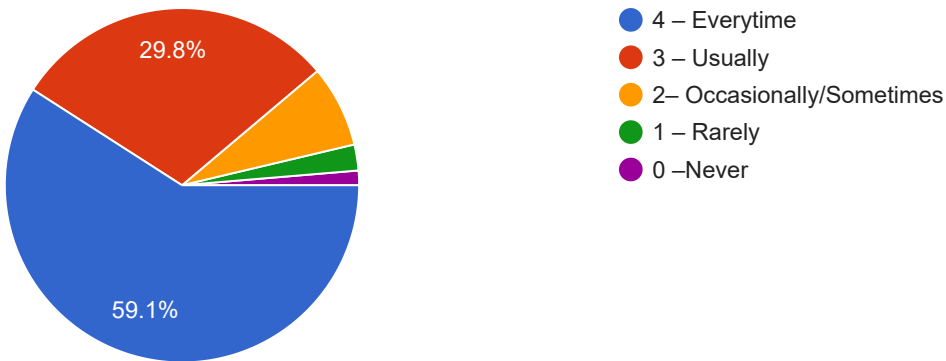
13. The teachers identify your strengths and encourage you with providing right level of challenges.

1,730 responses

- 4 – Fully
- 3 – Reasonably
- 2 – Partially
- 1 – Slightly
- 0 – Unable to

30.7%

56.8%
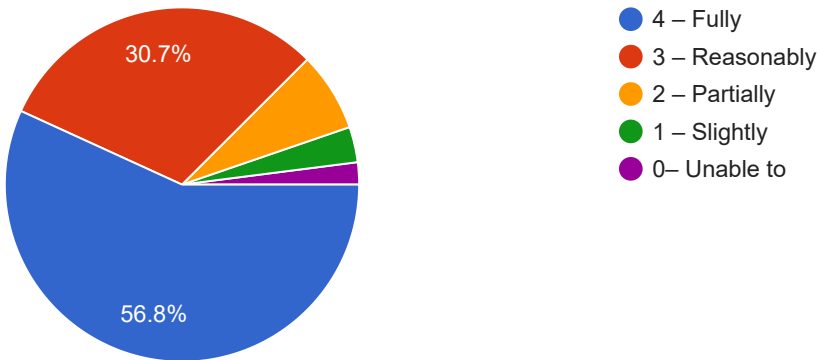
14. Teachers are able to identify your weaknesses and help you to overcome them.

1,730 responses

- 4 – Everytime
- 3 – Usually
- 2 – Occasionally/Sometimes
- 1 – Rarely
- 0 – Never

27.7%

56.8%
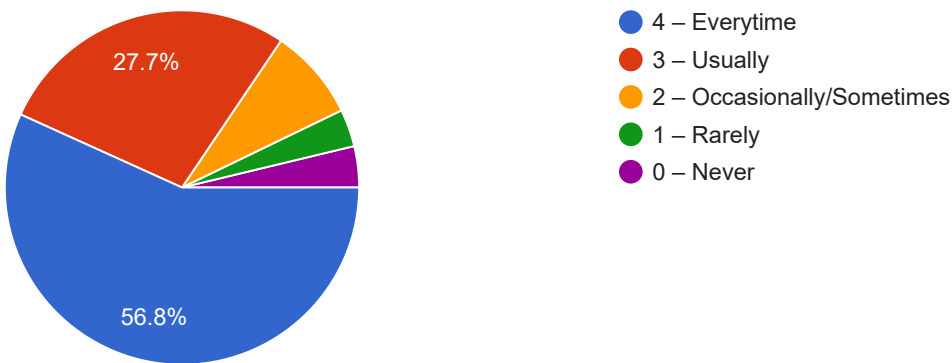
15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

1,730 responses

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

35.3%

51.8%
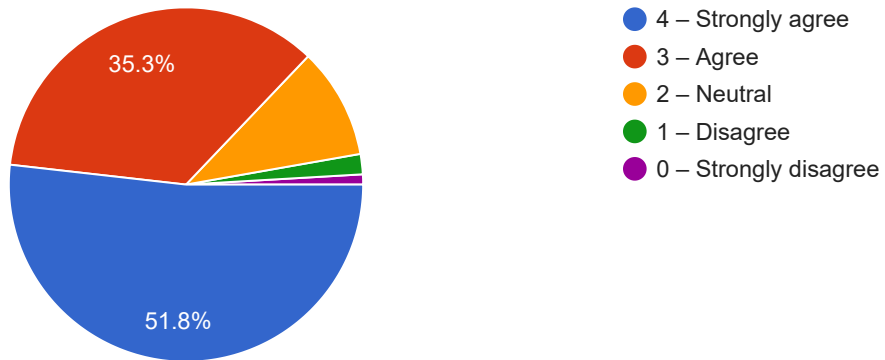
16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

1,730 responses

- 4 – To a great extent
- 3 – Moderate
- 2 – Somewhat
- 1 – Very little
- 0 – Not at all

33.5%

8.7%

52.7%
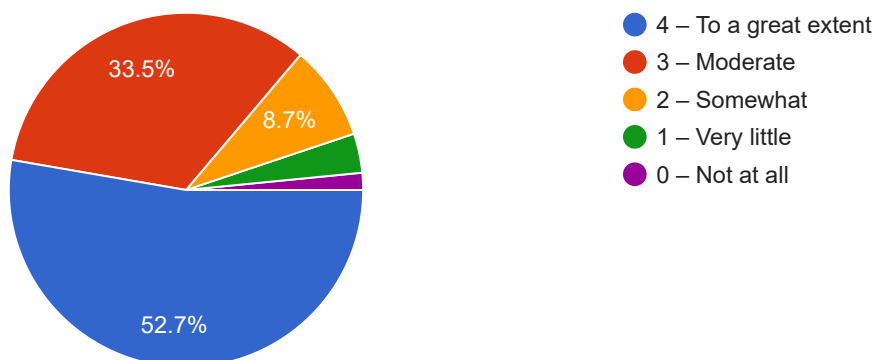
17. Teachers encourage you to participate in extracurricular activities.

1,730 responses

29.8%

9.5%

56.6%

- 4 – Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree
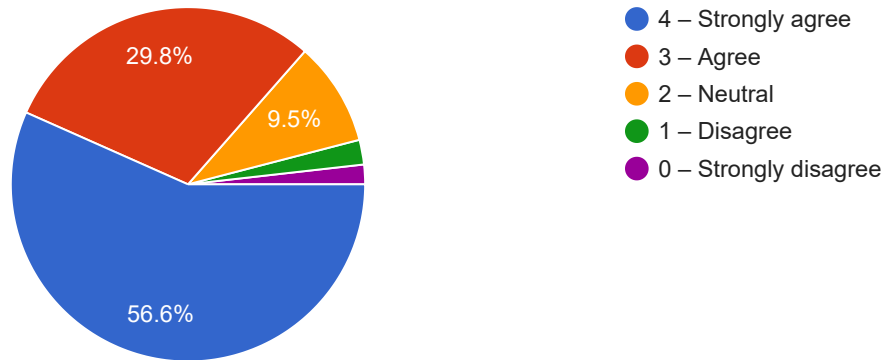
18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

1,730 responses

29.1%

57.8%

- 4 – To a great extent
- 3 –Moderate
- 2 – Some what
- 1 – Very little
- 0 – Not at all
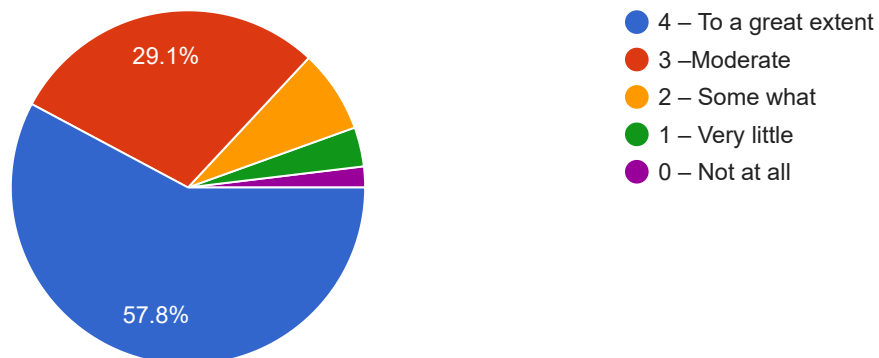
19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

1,730 responses

Legend:
- 4 – Above 90%
- 3 – 70 – 89%
- 2 – 50 – 69%
- 1 – 30 – 49%
- 0 – Below 29%

Pie values: 32.3%, 11.5%, 46.5%
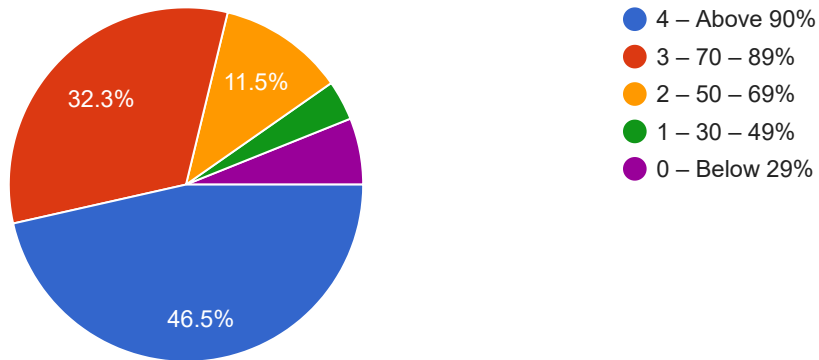
20. The overall quality of teaching-learning process in your institute is very good.

1,730 responses

Legend:
- 4 –Strongly agree
- 3 – Agree
- 2 – Neutral
- 1 – Disagree
- 0 – Strongly disagree

Pie values: 34.9%, 9.1%, 53.1%
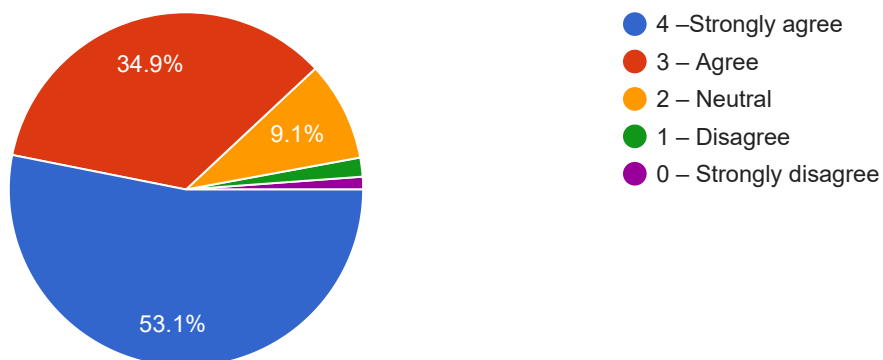
21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

1,730 responses

Good

No

Nil

Good

Very good

Nothing

Yes

Excellent

good

Minutes of the 25ᵗʰ 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 24ᵗʰ IQAC meeting held on 16.12.2020

Minutes and action taken report of the 24ᵗʰ 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 24th 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 23rd 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
24.1	**Approval of minutes and action taken report of the previous 23rd IQAC meeting held on 19.09.2020**	Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 23rd IQAC meeting held on 19.09.2020 were approved.

24.2	Covid Cell/Center in Institution/Campus	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.
24.3	IQAC Action Plan for the academic year 2020-2021	As per action plan, the departments are conducting the events to achieve the IQAC Targets.
24.4	Examination Survey	Based on the Examination Survey, the Examination will be conducted through online mode with MCQ. Mock exam was conducted on 30th January, 2021.
24.5	AICTE –AQIS Submission	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).
24.6	Submission for NIRF Ranking	The data for NIRF Ranking was submitted on
24.7	Registration for Swayam/ NPTEL	In Swayam 77 faculty and 462 students registered and 48 faculty and students registered for writing online examinations.
24.8	Program on Entrepreneurship	Webinar on " Social Entrepreneurship, Swachhta & Rural Engagement " was conducted on 9.01.2021 by CIVIL department.
24.10	Any other	Some of the Programmes organized listed below on National Importance Days: • 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 Ltdwas conducted by Chemistry Dept on 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, organized by Department of English.
- Virtual poster Competition was conducted by CSA Dept.
- 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.
- Pencil Sketching Competition (On the eve of National Youth Day) was organized by Department of Commerce
- Essay Writing Competition Original Articles are invited on the topic "High Thinking & Simple Living" organized by MBA Dept.
- Poster Presentation On "Vivekananda Teaching" was organized by Civil Dept.
- Katturai potti On "Vivekananda Teaching" by Tamil Dept
- Ideation for Youth Development ● Quiz Competition was conducted by Departments of ECE,EEE and BME
- 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,

		2021 (Saturday) from 07:00 - 08:10 PM (Evening)
		• Webinar on "NAVIGATION SCIENCE -DIMENSIONS & 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.
		• 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.
		• 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

Dr. R. Rani Hemamalini

Co-ordinator/ IQAC

Dr.P. Dananjayan

Vice-Chancellor

Minutes of the 24th IQAC Meeting held on 16.12.2020 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.

24.1. Approval of minutes and action taken report of the previous 23rd IQAC meeting held on 19.09.2020

Minutes and action taken report of the 23rd 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.

Annexure I

Internal Quality Assurance Cell (IQAC)
ACTION TAKEN REPORT ON MINUTES OF THE 23rd 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 22nd 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
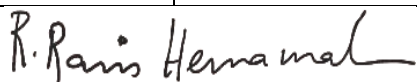
23.8. SSS and Feedback analysis

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

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

Dr. R. Rani Hemamalini   Dr.P. Dananjayan
Co-ordinator/ IQAC   Vice-Chancellor

Minutes of the 23rd 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 22nd IQAC meeting held on 20.07.2020

Minutes and action taken report of the 22nd 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 22nd 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 21st 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
22.1.	**Approval of minutes and action taken report of the previous 21st IQAC meeting held on 19.05.2020**	Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 21st IQAC meeting held on 19.05.2020 were approved.
22.2.	**SSR Comparative data-Improvements on**	**SSR Comparative data** The Criteria SSR Comparative data

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

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

Dr. R. Rani Hemamalini   Dr.P. Dananjayan

Co-ordinator/ IQAC   Vice-Chancellor

Minutes of the 22ⁿᵈ 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 21ˢᵗ IQAC meeting held on 19.05.2020

Minutes and action taken report of the 21ˢᵗ 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 deparrtments.

- ❖ 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
Avadi, Chennai-54.

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 16th April 2020 and the outcome achieved.

21.1. **Approval of minutes and action taken report of the previous 20th 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
21.1.	**Approval of minutes and action taken report of the previous 20th IQAC meeting held on 16.04.2020**	Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 20th IQAC meeting held on 16th April 2019 were approved.
21.2.	**SSR Comparative data-Improvements on**	**SSR Comparative data** The Criteria SSR Comparative data

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

21.6.	Policy documents	The preparation of policy documents are completed and uploaded in website.
21.7.	Submission of Data to IQAC	The Criteria I,II and IV in SSR format are prepared by Criteria coordinators and submitted to IQAC.
21.8.	Any other	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

Minutes of the 21st 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 20th IQAC meeting held on 16.04.2020

Minutes and action taken report of the 20th 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.
  - o Criteria I data have been collected with supporting documents from departments. The data in SSR format has been shared to IQAC in Google Drive.

  - o 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 23rd May 2020.

- ❖ Criteria II Coordinators Dr.R.Latha and Dr.P.Asha presented the status of data Collection.
  - o It was informed that sample CO/PO attainment should be collected from departments.
  - o It was suggested that uniformity has to be ensured in the collected supporting documents.
  - o It was informed to include the photographs of ICT usage, student's experiential learning etc. for supporting documents.
  - o 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 27th May 2020.

- ❖ Criteria III Coordinators Dr.D.Chandramohan and Dr.Sayeeda Sultana presented the status of the data Collection.
  - o 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
  - o Dr.G.R.Suresh, HoD-Biomedical is requested to collect and submit the supporting documents regarding MoUs and Industry-collaboration activities from the departments.
  - o IQAC coordinator is requested to contact Dr.P.Periyasamy regarding the collection of supporting documents for extension activities.
  - o 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 30th May 2020 and final Criteria III data in SSR format with all supporting documents and weblink data will be submitted on or before 3rd June 2020.

- ❖ Criteria IV Coordinators Dr. K. Thirunadana Sikamani and Ms S.Brindha presented the status of the data Collection.

- o Supporting documents are to be collected from Finance office.
- o 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.
- o 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 27th May 2020.

- ❖ Criteria V Coordinators Dr. M. Umaraman and Dr. N. Rajeswari presented the status of the data Collection.
  - o Scholarship details to be collected from DFO.
  - o 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.
  - o 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.
  - o 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 27th May 2020.
  - o 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.
  - o 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 30th May 2020.

- ❖ Criteria VI Coordinators Dr. B. Shanthini and Dr. S. Stella Mary presented the status of their data Collection.
  - o It was informed that the Brochures/ Invitations /reports with photographs have to be collected from departments for the events organized.
  - o 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 30th 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 30th 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 3rd 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 5th 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 5th 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 20th IQAC MEETING HELD ON 16.04.2020

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

    20.1. Approval of minutes and action taken report of the previous
          19th 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 19th 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 19th IQAC meeting held on 4th February 2019 were approved.
20.2	IQAC Online lectures on Quality Initiatives for faculty members	The Online lecture schedule was prepared by IQAC coordinator. On-line lecture on **IPR** was conducted for

Engineering department faculty members on 07th May 2020 at 11.30 am through ZOOM APP. Dr. D.Chandramohan Prof/Mech/SPIHER was the resource person.

National level webinar on **IPR and Patent drafting** was conducted on 14th 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.

A National level webinar on **Data Pipelines** was conducted on 15th 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.

Lecture on **Digital transformations** was conducted on 18th May by Dr.R. Balasubramani from NMIT Udupi.

A Lecture on **Communication skills for Quality Teaching** was conducted on 19th May by Dr. Xavier Amaladoss, Mejel & Mejel Skill Development Centre.

A webinar on "**Application of Deep learning in Histopathological Image Analysis**" has been planned on 20th May 2020 by Dr. Jesu Christopher Joseph, Staff Scientist/ Population sciences, City of Hope, World class cancer

		Centre, USA
		Online lectures and Faculty Development Programmes have been organized on Quality Initiatives for the faculty members of our Institute and other Institutes also.
20.3	NAAC Criteria-wise On-line meetings	On-line meetings have been conducted separately by criterion coordinators for effective collection and preparation of NAAC data as per the following schedule. Criteria I - 26.04.20 Criteria II - 27.04.20 Criteria VI -01.05.20
20.4	NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators	**Criteria I** The verification of Quantitative metrics with supporting documents was submitted by Criteria Coordinators on May 5th 2020 after verification and consolidation. Web-link data to be uploaded after verification. **Criteria II** Qualitative and Quantitative metrics have been submitted to IQAC on 10th May 2020. The supporting documents and Web-link data have to be submitted to IQAC **Criteria III** Quantitative and Qualitative metrics data has been submitted to IQAC on 8th May 2020 after verification and consolidation. The collections of supporting documents from the departments are in process. Web-link data to be uploaded. All the faculty members have updated their Researgence profile.

		Criteria IV Quantitative metrics and Qualitative metrics have been submitted to IQAC. The supporting documents for Quantitative metrics are to be collected from Finance officer. Separate meeting along with FO and DFO was conducted on 6th May 2020 as suggested by VC. It was suggested to revise the data given as per NAAC requirements. **Criteria V** 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. Web-link data to be submitted. **Criteria VI** 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. **Criteria VII** The improved version of qualitative metrics was submitted on 7th May 2020. Quantitative metrics preparation in new format completely Institute data. It is yet to be completed. Web-link data to be submitted.
20.5	General data to be prepared for NAAC	**SSR Comparative data** The Criteria SSR Comparative data were submitted by remaining III, IV, V and VII Coordinators. The suggestions on Comparative data was

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

		➢ **Extended Profile of University:** Prepared by Registrar ➢ **NAAC Evaluative reports of departments:** Not yet Received from Deans
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

Minutes of the 20ᵗʰ 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 19ᵗʰ 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 Researgence 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 25th 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 25th 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.

$$\boxed{\textbf{Annexure I}}$$

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

ACTION TAKEN REPORT ON MINUTES OF THE 19TH IQAC MEETING HELD ON 04.2.2020

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

> 19.1 Approval of minutes and action taken report of the previous 18th IQAC meeting held on 4th 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 18th IQAC meeting held on 4th December 2019.	Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 18th IQAC meeting held on 4th 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	Noted the details of publications, patents and research projects. The following lectures have been arranged to motivate faculty members in Research and Development ➢ 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. ➢ Awareness Lecture on Patent Drafting by Innovation Team, Ethna Attributes on 8th February 2020 for faculty members.
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

Minutes of the 19th IQAC Meeting held on 04.02.2020

The meeting of the Internal Quality Assurance Cell was held on 4th 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 18th IQAC meeting held on 4.12.2019

The Minutes and action taken report of the 18th 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 18TH IQAC MEETING

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

18.1. Approval of minutes and action taken report of the previous 17th 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 17th 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 17th 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 27th 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.

18.4	Awareness Lectures on NAAC for Arts, Science and Humanities Faculty	Awareness Lectures for Arts, Science and Humanities Faculty were conducted separately to give awareness about NAAC New Framework

Awareness Lectures for Arts, Science and Humanities Faculty were conducted separately to give awareness about NAAC New Framework

- ⊙ Lecture on curricular aspects by Dr.G.P.Ramesh, Professor and Head , Dept. of ECE on 10th January 2020

- ⊙ Awareness lecture about Swayam-NPTEL courses registration by D.R.Rani Hemamalini Professor and Head , Dept. of EEE on 10th January 2020

- ⊙ Lecture on "Assessment and Evaluation for OBE" by Dr.D.S.Ramachandra Murthy Director (R&D)on 13th January 2020

- ⊙ Lecture on " Learning Management System "by Dr.R.Latha, Professor and Head , Dept. of CSA on 21st January 2020

- ⊙ Lecture on "ICT in Teaching Learning" by Dr. K. Thirunadana Sikamani , Professor and Head , Dept. of CSE. on 22nd January 2020

- ⊙ Lecture on "CO-PO Assesment and Attainment" by Dr. Rajeswari, Professor and Head , Dept. of Mech. on January 23rd , 2020

- ⊙ Lecture on "Curriculum Design and Development" by Dr. G.P.Ramesh, Professor and Head , Dept. of ECE. on February 1st , 2020

- ⊙ Special Lecture on NAAC New frame work

		by Dr.L.S.Nandeesh,Emiritus Professor/Bangalore University on February 4th 2020. ◉ A Special Lecture on "Quality Assessment and Accreditation under Revised Accreditation Framework (RAF) of **NAAC** by **Dr. M. G. Sethuraman**, Professor, Dept. of Chemistry, Gandhigram Rural Institute (DU), Gandhigram on 24.12.2019
18.5	NPTEL/SWAYAM Examinations	The Registrations for NPTEL /Swayam Examinations of students and teachers are given below. Total Enrolment for Exams: 150 Student Successfully Completed: 21 Faculty Successfully Completed: 39 (Faculty + student absent/No Certificate: 90) Students Absent/No Certificate: 67 Faculty Registered and absent: 23 Noted the registration of students and teachers for NPTEL /Swayam Examinations with satisfaction.
18.6	Publications, Research Projects and patents	◉ 157 journal papers have been published during 2019. faculty members motivated for achieving high quality metrics. ◉ Totally 27 patents have been filed, out of which 3 have been granted and the remaining are under various stages of process. ◉ Research proposals have been sent to various funding agencies including DST

and AICTE. The following proposals have been approved in 2019-20:

❖ Research project by Ministry of Environment Forest and Climate Change Rs 48.53 lakhs

❖ Skill development program for SC /ST AICTE rupees 19.99 lakhs.

❖ TEDPs, FDP and EAC sanctioned by EDII 8.7 lakhs

❖ Seminar Grant from DST 0.75 Lakhs

◉ Workshop on Cognitive Framework to edifice sustainable research culture was conducted on January 28th and 29th 2020.The lecture details are given below.

28.01.2020

- Original, Quality & Impactful Research Dr.S.Sivasubramanian Former Vice Chancellor,Bharathiar University
- Challenges & Opportunities in Research Dr.K.Baskaran Former Vice Chancellor Manonmaniam Sundaranar University
- How to Write research Papers & Sources of Funding for R&D Dr.L.John Kennedy Associate Professor,Dept.of Physics, VIT,Chennai

29.01.2020

- Software, Tools & Techniques for Research Dr.Venkatesan Adviser, Child Trust Medical Foundation & Professor, Sri Ramachandra University
- Research Approach for Global Reach

		Dr.S.Gunasekaran Dean R& D,SPIHER
		• IPR & Patent Drafting Dr.Chandra Mohan Professor ,Dept. of Mechanical Engineering,SPIHER • Research for Prosperity Dr.D.S.Ramachandra Murthy Director, R& D,SPIHER • Registration in Scopus & Web of Sciences Dr.P.Vasantha-Srinivasan Department of Biotechnology, SPIHER

Dr. R. Rani Hemamalini
Co-ordinator/ IQAC

Dr. P. Dananjayan
Vice-Chancellor

Minutes of the 18th IQAC Meeting held on 04.12.2019

The meeting of the Internal Quality Assurance Cell was held on 4th 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 17th IQAC meeting held on 25.10.2019

The Minutes and action taken report of the 17th 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)

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

ACTION TAKEN REPORT OF THE 17TH IQAC MEETING

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

17.1. Approval of minutes and action taken report of the previous 16th 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 16th 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 16th 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 15th February 2019 after due verification.

17.3.	Research publications projects and patents	Noted. The faculty members are being motivated to publish atleast 2 papers in 2019. The following lectures have been arranged to motivate faculty members in Research and Development ➢ Patent drafting & supported with Exercises by **Dr.D.Chandramohan**, Prof./Dept. of Mech. Engg. on 20th November 2019. ➢ Lecture on National Innovation and start-up policy 2019 by **Dr.D.S.Ramachandramurthy**, Director(R&D).on 21st November 2019.
17.4.	Student Development initiatives	➢ The foreign language and BEC classes will be conducted from 15th February 2020. ➢ The Student Database for Placement and training was submitted to Placement cell by HoDs ➢ 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.

17.5.	Teaching Learning Feedback Mechanism and Analysis	➢ Teaching Learning Feedback collection from stakeholders are collected by IQAC and HoDs to incorporate the valid feedback in Curriculum Revision.
		➢ Lecture on PO,CO and PSO assessment and attainment by **Dr. A. R. Kalaiyarasi**, Professor/Civil Engg was conducted on 7th November 2019 for all faculty members.
		➢ Lecture on Learning management system using MOODLE by **Dr. R. Latha**, Professor and Head/CSA. was conducted on 13th November 2019 for all faculty members.

Dr. R. Rani Hemamalini   Dr. P. Dananjayan
Co-ordinator/ IQAC   Vice-Chancellor

Minutes of the 17th IQAC Meeting held on 25.10.19

The meeting of the Internal Quality Assurance Cell was held on 25th 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 16th IQAC meeting held on 16.09.19.

❖ The Minutes and action taken report of the 16th 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

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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, 30th January 2019 at 2.30pm. The meeting ended with the Vote of Thanks proposed by the Registrar Dr.L.Mahesh Kumar.

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Annexure I

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

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ACTION TAKEN REPORT OF THE 16TH IQAC MEETING

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

16.1. Approval of minutes and action taken report of the previous 15th 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 15th 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 15th IQAC meeting held on July 5th 2019 were approved.
16.2	Digital initiatives:	151 faculty members and students have registered as on date for various courses in SWAYAM/NPTEL. 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

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

Dr. R. Rani Hemamalini
Co-ordinator/ IQAC

Dr. P. Dananjayan
Vice-Chancellor

Minutes of the 16th IQAC Meeting held on 16.09.2019

The meeting of the Internal Quality Assurance Cell was held on 16th 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 15th IQAC meeting held on 05.07.19

   ❖ The Minutes and action taken report of the 15th 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.

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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.

$$\boxed{\textbf{Annexure I}}$$

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

ACTION TAKEN REPORT OF THE 15TH IQAC MEETING

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

15.1. Approval of minutes and action taken report of the 14th
    IQAC meeting held on 26.04.2019.

15.2. Academic plan for each department
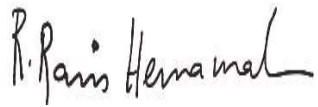
15.3 Teaching-learning Process

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 int the IQAC meetings
15.1	Approval of minutes and action taken report of the previous 14th 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 15th IQAC meeting held on April 26th 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:	IQAC has been monitoring the progress of Teaching Learning Process by verifying log notes and Course files every month first week through concerned Deans. Awareness lecture on using LMS in Teaching Learning was Organized for

		faculty members on September 7th 2019 by Dr.R.Latha, Prof. and Head/CSA.
15.4.	Planning of conference, workshop and seminars	❖ The following major events have been approved and will be conducted. ➢ Sixth International conference on Green Technologies for Power Generation Communication and Healthcare in the month of April 2020 by Dept of ECE and EEE. ➢ International conference in the month of March 2020 by Mechanical Engg department ➢ National Seminar on Solutions to water scarcity in Chennai city by Civil Engineering during February 2020 ➢ National conference and HR Conclave by MBA department in March 2020 ➢ Student symposium Synergy 2020 by CSA department in the month of February 2020. ❖ Outreach programs will be conducted by all the departments with the support of NSS coordinator. ❖ A Special Lecture on NAAC-New Framework by Prof. G. Augustine Maniraj Pandian, Principal Coordinator/IQAC, SRM Institute of Science and Technology, Chennai on 27th August 2019 was organized by IQAC for all Teaching faculty.

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

Dr. R. Rani Hemamalini
Co-ordinator/ IQAC

Dr. P. Dananjayan
Vice-Chancellor

Minutes of the 15th IQAC Meeting held on 5.07.2019

The meeting of the Internal Quality Assurance Cell was held on 5th 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 14th IQAC meeting held on 26.04.2019

❖ The Minutes and action taken report of the 14th 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)

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Annexure I

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

ACTION TAKEN REPORT BASED ON MINUTES OF THE 14ᵀᴴ IQAC MEETING HELD ON 26.04.2019

The plan of action chalked out by IQAC during the meeting held on 26ᵗʰ 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 13ᵗʰ IQAC meeting held on 01.04.2019	The minutes and action taken report of the previous 13ᵗʰ IQAC meeting held on April 1ˢᵗ 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 29ᵗʰ and 30ᵗʰ 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 5th May 2019. The draft of Academic calendar is prepared and circulated for any corrections.
14.5	Any other	One day workshop on the calibration and maintenance of lab equipment was conducted for technical staff and teaching faculty on 28th April 2019. A Lecture on "NEW TAX POLICY" by Mr. S. Sabarish, Finance Officer, SPIHER was conducted on 11th May 2019. Workshop on INNOVATIVE PRACTISES IN HIGHER EDUCATION INSTITUTIONS was organized for all faculty members from 24th June to 28th June 2019. 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 10th of every month.

Dr. S.Stella Mary

Co-ordinator/ IQAC

Dr. Francis C Peter

Vice-Chancellor