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RAAKCET/PRINCIPAL/CIR/ JAN 2021

Date: 22.01.2021

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2020-2021 on 28th January 2021, 10:30 AM at Board Room. All the IQAC members are cordially invited to attend the meeting. Your presence and active participation are essential.

IOAC COORDINATOR

PRINCIPA

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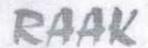
- Chairman
- Secretary .
- All Department Heads
- Office

Dr. S. SEENUVASAMURTHI, M.E., Ph.C. PRINCIPAL

RAAK College of Engineering & Technology No.1, Muthupillai Palayam Road, Sulthanpet Post.

Puducherry - 605 110





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MINUTES OF MEETING

Nature of Meeting : IQAC Meeting

Venue : Board Room

Schedule Date : 28.01.2021

Document ID : 2020-2021/ EVEN/ IQAC

Academic Year : 2020-2021

Time : 10.30 AM

IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. S. Seenuvasamurthi	Principal	Chairperson - Head of the Institution
2	Mr. Emthiyas Mohideen	Secretary	Member from the Management
3	Mrs. E. Kathija	AO	Administrative Officer
4	Mr. I. Mohamed Shalik	AP/IT	Member
5	Mr. B. Murugan	HOD/EEE	Member
6	Ms. L. Roginidevi	AP/S&H	Member
7	Mr. G. Krishnakumar	HOD/MECH	Member
8	Mrs. J. Roselin Lourd	HOD/CSE	Member
9	Mr. M. Rahul	CSE/ Final Year Student	Student Member
10	Mr. M. Jeeva	Sutherland - Technical Analyst	Alumni Member
11	Mr. Vijayakanth Manickaswamy	E-Sales	Employer
12	Mr. N. Chandrasekar	SPM Engineering – Managing Director	Industrialist
13	Mr. R. Arockinathan	F/O Mr.A. Jana	Stakeholder - Parent
14	Mr. K. Murugan	AP/ECE	IQAC Coordinator



Dr. S. SEENUVASAMURTHI, M.E., Ph.C.



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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Academic activities for (EVEN semester 2020- 2021)	 HoDs and faculty must conduct theory and lab hours as per schedule. Faculty must conduct lab hours effectively. Project coordinators must conduct periodic reviews of final year projects. HoDs and faculty must conduct club activities effectively.
2	Lab Practical	 Faculty must distribute lab manuals in the first lab class and monitor observations and records. Schedule practical examinations for II, III, and IV year students. HoDs must ensure labs and their requirements are maintain for practical examinations.
3	Placement & Training	 Principal insist to P&T cell coordinator, to train the students according to current trends to get better job offer.
4	Pondicherry University Examination	 All HODs should maintain laboratory requirements in correct manner for the smooth conduct of practical examinations. All HODs should ensure the clearance of the No Due for the Even semester 2020-2021.
5	Library Development	 Plan to procure the additional books for enhance the learning experience and support the educational goals of the institution.
6	Increase speed of Internet	 Plan to Upgrade to modern routers and network extenders that support higher speeds and bette performance.
7	ERP Software	Plan for an ERP purchase, start by assessing you organization's specific needs and objectives.



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8	ISO Quality accreditation	 Plan for getting quality accreditation to ensure our institution meets the rigorous standards set by accrediting bodies, enhancing credibility and promoting continuous improvement.
9	Implementation of NEP	 Revise curriculum frameworks and pedagogical approaches to emphasize critical thinking, creativity, and holistic development.

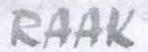
IQAC COORDINATOR

CHAIRPERSON



Dr. S. SEENUVASAMURTHI, M.E. Ph.C.





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MEMBERS PRESENT

Sl.No	Name of the Faculty Member	Signature
1	Dr. S. Seenuvasamurthi	Thirm
2	Mr. Emthiyas Mohideen	M. English
3	Mrs. E. Kathija	P. Kugh
4	Mr. I. Mohamed Shalik	2 md t
5	Mr. B. Murugan	(300)mm
6	Ms. L. Roginidevi	1. Riegidi
7	Mr. G. Krishnakumar	Seem
8	Mrs. J. Roselin Lourd	5.25
9	Mr. M. Rahul	Report.
10	Mr. M. Jeeva	Maria
. 11	Mr. Vijayakanth Manickaswamy	4) xom
12	Mr. N. Chandrasekar	Charlen
13	Mr. R. Arockinathan	Appenting
14	Mr. K. Murugan	KMA



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RAAKCET/PRINCIPAL/CIR/ MAY 2021

Date: 17.05.2021

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2020-2021 on 21st May 2021, 10:30 AM at Board Room. All the IQAC members are cordially invited to attend the meeting. Your presence and active participation are essential.

IQAC COORDINATOR

PRINCIPAL

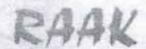
Copy to:

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MINUTES OF MEETING

Nature of Meeting : IQA

: IQAC Meeting

Venue

: Board Room

Schedule Date

: 21.05.2021

Document ID

: 2020-2021/ EVEN/ IQAC

Academic Year

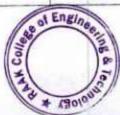
: 2020-2021

Time

: 10.00 AM

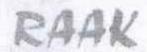
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S.No	Agenda	Topics Discussed and Addressed during the Session
1	ICT Class room	 Plan for install an ICT (Information and Communication Technology) class will need to consider several key steps to ensure a successful setup and integration.
2	CCTV Installation	 Plan to implement the CCTV cameras across the campus to enhance security and monitor activities. This will ensure a safer environment for all students and staff.
3	College decorum	 Highlight the importance of dress code and campus maintenance in fostering a positive and productive learning environment.
4	Innovative Practices	Faculty members were insist to use innovative practices in teaching like NPTEL Videos, etc Faculty members are ask to attend various FDI programmes.
5	Ph. D. Registration	 Faculty members are motivate to pursue Ph. D programme in their domain for the uplift of the growth of themselves and the institution.
6	Air conditioner in laboratory	 Highlight to procure Air conditioner for adequate cooling capacity to handle the laboratory.

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 28th JAN 2021

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To Implementation of Waste Conversion Initiatives.	Formed a committee to oversee the implementation and monitoring of the waste conversion initiatives.
2.	To procure the additional books	Obtained library books that ensuring it meets educational needs and student preferences.
3.	To purchase of ERP Software	Successfully purchase of ERP software marks a pivotal moment for the organization, as it signals the beginning of a transformative journey towards enhanced operational efficiency and streamlined educational processes.
4.	To Plan for getting ISO quality accreditation	Received ISO accreditation marks a significant achievement for our institution, reflecting our commitment to meeting international standards of quality and excellence.
5.	To implement NEP 2020	The implementation of the NEP 2020 includes creating unique identifiers for students and staff, enhancing digital management and streamlined access to educational resources.

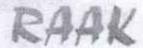
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IQAC COORDINATOR Dr. S. SEENUVASAMURTHI, M.E., Ph.L. PRINCIPAL

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CHAIRPERSON





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