



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY


(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution


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 28<sup>th</sup> 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.

  
IQAC COORDINATOR

  
PRINCIPAL

Copy to:

- Chairman
- Secretary
- All Department Heads
- Office



  
Dr. S. SEENUVASAMURTHI, M.E., Ph.C.  
PRINCIPAL  
RAAK College of Engineering & Technology  
No.1, Muthupillai Palayam Road,  
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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                      |



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| S.No | Agenda  | Topics<br>Discussed and Addressed during the Session  |
|------|---|---|
| 1    | Academic activities for (EVEN semester 2020-2021) | <ul style="list-style-type: none"><li>• HoDs and faculty must conduct theory and lab hours as per schedule.</li><li>• Faculty must conduct lab hours effectively.</li><li>• Project coordinators must conduct periodic reviews of final year projects.</li><li>• HoDs and faculty must conduct club activities effectively.</li></ul> |
| 2    | Lab Practical                                     | <ul style="list-style-type: none"><li>• Faculty must distribute lab manuals in the first lab class and monitor observations and records.</li><li>• Schedule practical examinations for II, III, and IV year students.</li><li>• HoDs must ensure labs and their requirements are maintain for practical examinations.</li></ul>       |
| 3    | Placement & Training                              | <ul style="list-style-type: none"><li>• Principal insist to P&amp;T cell coordinator, to train the students according to current trends to get better job offer.</li></ul>  |
| 4    | Pondicherry University Examination                | <ul style="list-style-type: none"><li>• All HODs should maintain laboratory requirements in correct manner for the smooth conduct of practical examinations.</li><li>• All HODs should ensure the clearance of the No Due for the Even semester 2020-2021.</li></ul>  |
| 5    | Library Development                               | <ul style="list-style-type: none"><li>• Plan to procure the additional books for enhance the learning experience and support the educational goals of the institution.</li></ul>  |
| 6    | Increase speed of Internet                        | <ul style="list-style-type: none"><li>• Plan to Upgrade to modern routers and network extenders that support higher speeds and better performance.</li></ul>  |
| 7    | ERP Software                                      | <ul style="list-style-type: none"><li>• Plan for an ERP purchase, start by assessing your organization's specific needs and objectives.</li></ul>   |



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|   |                           |  |
|---|---------------------------|--|
| 8 | ISO Quality accreditation | <ul style="list-style-type: none"><li>Plan for getting quality accreditation to ensure our institution meets the rigorous standards set by accrediting bodies, enhancing credibility and promoting continuous improvement.</li></ul> |
| 9 | Implementation of NEP     | <ul style="list-style-type: none"><li>Revise curriculum frameworks and pedagogical approaches to emphasize critical thinking, creativity, and holistic development.</li></ul>  |

  
IQAC COORDINATOR

  
CHAIRPERSON



  
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### MEMBERS PRESENT

| Sl.No | Name of the Faculty Member   | Signature |
|-------|------------------------------|-----------|
| 1     | Dr. S. Seenuvasamurthi       |           |
| 2     | Mr. Emthiyas Mohideen        |           |
| 3     | Mrs. E. Kathija              |           |
| 4     | Mr. I. Mohamed Shalik        |           |
| 5     | Mr. B. Murugan               |           |
| 6     | Ms. L. Roginidevi            |           |
| 7     | Mr. G. Krishnakumar          |           |
| 8     | Mrs. J. Roselin Lourd        |           |
| 9     | Mr. M. Rahul                 |           |
| 10    | Mr. M. Jeeva                 |           |
| 11    | Mr. Vijayakanth Manickaswamy |           |
| 12    | Mr. N. Chandrasekar          |           |
| 13    | Mr. R. Arockinathan          |           |
| 14    | Mr. K. Murugan               |           |



  
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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 21<sup>st</sup> 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

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### MINUTES OF MEETING

Nature of Meeting : IQAC Meeting  
Venue : Board Room  
Schedule Date : 21.05.2021  
Document ID : 2020-2021/ EVEN/ IQAC  
Academic Year : 2020-2021  
Time : 10.00 AM

#### **IQAC MEMBERS**

| SL.NO | MEMBERS NAME                 | DESIGNATION                         | ROLE                                  |
|-------|------------------------------|-------------------------------------|---------------------------------------|
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| S.No | Agenda                        | Topics<br>Discussed and Addressed during the Session  |
|------|-------------------------------|---|
| 1    | ICT Class room                | <ul style="list-style-type: none"><li>Plan for install an ICT (Information and Communication Technology) class will need to consider several key steps to ensure a successful setup and integration.</li></ul>    |
| 2    | CCTV Installation             | <ul style="list-style-type: none"><li>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.</li></ul> |
| 3    | College decorum               | <ul style="list-style-type: none"><li>Highlight the importance of dress code and campus maintenance in fostering a positive and productive learning environment.</li></ul>  |
| 4    | Innovative Practices          | <ul style="list-style-type: none"><li>Faculty members were insist to use innovative practices in teaching like NPTEL Videos, etc</li><li>Faculty members are ask to attend various FDP programmes.</li></ul>      |
| 5    | Ph. D. Registration           | <ul style="list-style-type: none"><li>Faculty members are motivate to pursue Ph. D. programme in their domain for the uplift of the growth of themselves and the institution.</li></ul>                           |
| 6    | Air conditioner in laboratory | <ul style="list-style-type: none"><li>Highlight to procure Air conditioner for adequate cooling capacity to handle the laboratory.</li></ul>  |

  
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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 28<sup>th</sup> 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.   |

  
IQAC COORDINATOR

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

  
CHAIRPERSON



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