



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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

RAAKCET/PRINCIPAL/CIR/ SEP 2021

Date: 03.09.2021

### CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2021-2022 on 07<sup>th</sup> September 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.D.  
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 : 07.09.2021  
Document ID : 2021-2022/ ODD/ IQAC  
Academic Year : 2021-2022  
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. K. Tariq Ajiz            | IT/ 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 (ODD semester 2021-2022) | <ul style="list-style-type: none"><li>• Last semester's academic activities is discuss.</li><li>• Faculty members insist to submit notes for all units to students.</li><li>• HODs and Faculty members are request to follow the academic planner as per PU.</li></ul>  |
| 2    | Internal Examination Schedule                    | <ul style="list-style-type: none"><li>• Prepare the Internal examination schedule for second, third, and fourth-year students.</li><li>• All Heads of Departments (HODs) ensure proper maintenance of laboratory requirements for smooth conduction of practical.</li><li>• All HODs ensure clearance of tuition fee for the ODD semester of 2021-2022.</li></ul> |
| 3    | Digital Library                                  | <ul style="list-style-type: none"><li>• Plan to incorporate a digital library, the college can offer a centralized platform where users can access e-books, scholarly journals, research papers, and multimedia content from any location.</li></ul>  |
| 4    | Faculty Participation                            | <ul style="list-style-type: none"><li>• Faculty members are insist to actively engage in professional development activities such as attending conferences, workshops, and seminars related to their field.</li></ul>   |
| 5    | Gymnasium  | <ul style="list-style-type: none"><li>• Plan to set up a gym in our campus involves several key steps to ensure it meets the needs of students, faculty, and staff while promoting health and wellness.</li></ul>   |



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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 21<sup>ST</sup> MAY 2021

| S.NO | Resolution in the Meeting                | Action Taken for Implementation & Outcomes   |
|------|--|--|
| 1.   | To Install ICT classrooms.               | Successful installation of the ICT classrooms marks a significant milestone in enhancing the educational environment.  |
| 2.   | To incorporate digital library           | Ensure a seamless transition to a digital library, enhancing the educational experience and fostering a more resource-rich learning environment.             |
| 3.   | To enhance the alumni network            | Strengthened the alumni network through targeted initiatives and engagement strategies to foster meaningful connections and support among graduates.         |
| 4.   | To Increase speed of Internet            | Upgraded to a higher bandwidth plan that offers faster speeds.   |
| 5.   | To install Air conditioner in laboratory | Successfully installed Air conditioner in laboratory.  |
| 6.   | To implement the CCTV camera in campus.  | Implemented CCTV cameras across the campus to enhance security and monitor activities. This will help ensure a safer environment for all students and staff. |

  
IQAC COORDINATOR

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

  
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. K. Tariq Ajiz            |           |
| 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/ JAN 2022

Date: 03.01.2022

### CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2021-2022 on 07<sup>th</sup> January 2022, 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

  
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Copy to:

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### MINUTES OF MEETING

Nature of Meeting : IQAC Meeting  
Venue : Board Room  
Schedule Date : 07.01.2022  
Document ID : 2021-2022/ EVEN/ IQAC  
Academic Year : 2021-2022  
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     | Dr. N. Sowri Raja Pillai     | HOD/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. Jeevankumar           | IT/ Final Year                      | Student Member                        |
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| S.No | Agenda                                | Topics<br>Discussed and Addressed during the Session  |
|------|---------------------------------------|---|
| 1    | Upgradation of ERP Software           | <ul style="list-style-type: none"><li>Plan to improve efficiency, adding new features, or enhancing user experience.</li></ul>  |
| 2    | Ph. D. Registration                   | <ul style="list-style-type: none"><li>Faculties are encourage to pursue Ph.D. programs in their field to enhance their own growth and contribute to the institution's advancement.</li></ul>                        |
| 3    | Student Assessment Practices          | <ul style="list-style-type: none"><li>Ensure fairness, transparency, and effectiveness in measuring student learning outcomes.</li></ul>  |
| 4    | Infrastructure and Learning Resources | <ul style="list-style-type: none"><li>Assess the adequacy and accessibility of infrastructure, facilities, and learning resources to support student learning and research activities.</li></ul>                    |
| 5    | Wheel chair                           | <ul style="list-style-type: none"><li>Procure wheelchairs for our campus is a crucial step in ensuring accessibility and inclusivity for all students, faculty, and visitors with physically challengers.</li></ul> |
| 6    | NIRF                                  | <ul style="list-style-type: none"><li>Plan to participate in NIRF to benchmark our institution's performance and enhance our academic and research standards.</li></ul>   |
| 7    | Centre of Excellence                  | <ul style="list-style-type: none"><li>Plan to establish a Centre of Excellence to foster innovation, research, and high-quality education in specialized fields.</li></ul>  |



  
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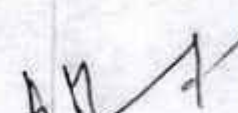
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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 07<sup>TH</sup> SEP 2021

| S.NO | Resolution in the Meeting   | Action Taken for Implementation & Outcomes   |
|------|---|--|
| 1.   | To promote a transparent, fair, and responsive environment within the institution | Create awareness for feedback mechanism system for individuals who have grievance.   |
| 2.   | To insist the student regular use of digital library                              | Increase daily use of digital library in/out campus to access e-books, scholarly journals and research papers.                                       |
| 3.   | To develop Social Responsibility and Outreach Activities                          | Organized awareness campaigns to inform the students about the importance of social responsibility and the planned outreach activities.              |
| 4.   | To enhance technological proficiency  | Organize training sessions and workshops for faculty, staff, and students on utilizing updated IT systems and tools effectively.                     |
| 5.   | To setup gym in campus  | Establish a maintenance schedule and staff training to ensure the gym remains in optimal condition and provides a positive experience for all users. |

  
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| 5     | Mr. B. Murugan               |           |
| 6     | Ms. L. Roginidevi            |           |
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RAAKCET/PRINCIPAL/CIR/ MAY 2022

Date: 04.05.2022

### CIRCULAR

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### MINUTES OF MEETING

Nature of Meeting : IQAC Meeting  
Venue : Board Room  
Schedule Date : 10.05.2022  
Document ID : 2021-2022/ EVEN/ IQAC  
Academic Year : 2021-2022  
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     | Mr. R. Jayakumar             | AO                                  | Administrative Officer                |
| 4     | Dr. N. Sowri Raja Pillai     | HOD/IT                              | Member                                |
| 5     | Mr. B. Murugan               | HOD/EEE                             | Member                                |
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| 9     | Mr. M. Gobinath              | CSE/Final Year                      | 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                  |
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*[Signature]*  
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| S.No | Agenda   | Topics<br>Discussed and Addressed during the Session  |
|------|--|---|
| 1    | Academic activities for (EVEN semester 2021-2022)      | <ul style="list-style-type: none"><li>Last semester's academic activities were thoroughly reviewed and discussed to assess their effectiveness and areas for improvement.</li><li>All the faculty advisers are request to conduct the class committee meeting and discuss various academic and administrative issues.</li></ul>   |
| 2    | Examination Schedule, Laboratory and No Due Clearance. | <ul style="list-style-type: none"><li>The practical examination schedule for second, third, and fourth-year students was reviewed to ensure its feasibility and alignment with academic goals.</li><li>All HODs ensure the clearance of No Dues for the even semester of 2021-2022, ensuring administrative compliance and readiness for the next academic cycle.</li></ul> |
| 3    | Placement & Training                                   | <ul style="list-style-type: none"><li>Dr. N. Sowri Raja Pillai from the Placement &amp; Training Cell explained the initiative towards new steps to coach students based on their individual needs, ensuring personalized development and support.</li></ul>  |
| 4    | Procuring printer                                      | <ul style="list-style-type: none"><li>Plan to procure printers for our campus involves a systematic approach to ensure that the devices meet the needs of students, faculty, and administrative staff while remaining within budget constraints.</li></ul>  |
| 5    | Professional Development                               | <ul style="list-style-type: none"><li>Faculty members remain actively participate in conferences, workshops, and seminars pertinent to their NEP.</li></ul>   |
| 6    | Students Discipline                                    | <ul style="list-style-type: none"><li>The college ensures students discipline with in the campus.</li></ul>   |



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|   |                                    |  |
|---|------------------------------------|--|
| 7 | TOEFL Examination                  | <ul style="list-style-type: none"><li>Plan to accredit Examination Centre for TOEFL exams.</li></ul>                           |
| 8 | Revision of Institutional Policies | <ul style="list-style-type: none"><li>To review the institutional policies for systematic work flow in all verticals</li></ul> |



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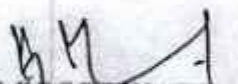
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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 07<sup>TH</sup> JAN 2022

| S.NO | Resolution in the Meeting  | Action Taken for Implementation & Outcomes   |
|------|--|--|
| 1.   | To enrich students' learning experiences by providing them with practical exposure to industrial environments. | Developed practical skills, critical thinking, problem-solving abilities, and industry-specific knowledge. |
| 2.   | To procure the Wheel chair   | Procured wheel chair to support wheelchair users effectively   |
| 3.   | To ensure that the teaching methods meets the highest educational standards                                    | Faculty adopts the new teaching techniques.  |
| 4.   | To facilitating internships as outlined, ensuring alignment with institutional goals and academic standards.   | Planned for internship for the betterment of student skill, knowledge and competencies.                    |
| 5.   | To establish a Centre of Excellence  | Received Centre of excellence for best institute and Outcome based education.                              |

  
IQAC COORDINATOR

  
CHAIRPERSON



  
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