RAAKCET/PRINCIPAL/CIR/ SEP 2022   Date: 09.09.2022

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2022-2023 on 15th September 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   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,
Sulthanpet Post,
Puducherry - 605 110

MINUTES OF MEETING

Nature of Meeting   : IQAC Meeting

Venue   : Board Room

Schedule Date   : 15.09.2022

Document ID   : 2022-2023/ ODD/ IQAC

Academic Year   : 2022-2023

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
6	Mr. S. Ramachandran	HOD/S&H	Member
7	Mr. G. Krishnakumar	HOD/MECH	Member
8	Mrs. J. Roselin Lourd	HOD/CSE	Member
9	Ms. V. Abarna	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
14	Mr. K. Murugan	HOD / ECE	IQAC Coordinator

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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Internal Environmental Audit	• Plan to conduct an Internal Environmental Audit within the campus premises, aiming to assess and improve environmental practices and sustainability initiatives.
2	Installation of Solar Panel	• Plan to install solar panels at campus to enhance sustainability and energy efficiency.
3	Infrastructure and Learning Resources	• Evaluate the adequacy and accessibility of infrastructure, facilities, and learning resources, aimed at supporting student learning and research activities effectively.
4	Induction programme	• Plan to induction programs tailored for first-year students, aiming to facilitate their smooth transition into the academic environment and provide essential information and support.
5	Purchase of additional system	• Plan to purchase of additional computers for our campus involves a strategic approach to meet the technological needs of students, faculty, and staff while staying within budget constraints.

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 10TH MAY 2022

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To review the institutional policies and its revision	28 institutional policies were revised and the same was uploaded in the institution website
2.	To recruit qualified faculty members with industry experience.	Recruited qualified faculty members with industry experience to enrich the academic landscape and provide students with practical insights and expertise.
3.	To purchase additional books for the Library	Procured additional books for the library to enhance its resources and support the academic needs of students and faculty.
4.	To procure the printers for department uses	Proper installation and integration of the new printers into the existing network.
5.	To create personalized insights platform for TOEFL exam	Initiated the development of a personalized insights platform for the TOEFL exam.

IQAC COORDINATOR

CHAIRPERSON

Dr. S. SEENUVASAMURTHI, M.E., Ph.D.
PRINCIPAL
RAAK College of Engineering & Technology
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MEMBERS PRESENT

Sl.No	Name of the Faculty Member	Signature
1	Dr. S. Seenuvasamurthi	
2	Mr. Emthiyas Mohideen	
3	Mr. R. Jayakumar	
4	Dr. N. Sowri Raja Pillai	
5	Mr. B. Murugan	
6	Mr. S. Ramachandran	
7	Mr. G. Krishnakumar	
8	Mrs. J. Roselin Lourd	
9	Ms. V. Abarna	
10	Mr. M. Jeeva	
11	Mr. Vijayakanth Manickaswamy	
12	Mr. N. Chandrasekar	
13	Mr. R. Arockinathan	
14	Mr. K. Murugan	

RAAKCET/PRINCIPAL/CIR/ JAN 2023   Date: 03.01.2023

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2022-2023 on 09th January 2023, 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

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MINUTES OF MEETING

Nature of Meeting	: IQAC Meeting
Venue	: Board Room
Schedule Date	: 09.01.2023
Document ID	: 2022-2023/ EVEN/ IQAC
Academic Year	: 2022-2023
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. R. Deepa	AO	Administrative Officer
4	Dr. N. Sowri Raja Pillai	HOD/IT	Member
5	Mr. B. Murugan	HOD/EEE	Member
6	Mr. S. Ramachandran	HOD/S&H	Member
7	Mr. G. Krishnakumar	HOD/MECH	Member
8	Mrs. J. Roselin Lourd	HOD/CSE	Member
9	Mr. K. Balaji	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
14	Mr. K. Murugan	HOD / ECE	IQAC Coordinator

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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Student Performance Analysis	• Review how well students are doing in their Internal Assessment (IA), Practical and assignments to understand their academic progress. • Improve the students learning outcomes based on their internal performance.
2	Green Environment Initiative	• Plan for Green Environment Initiative aimed at promoting sustainability and eco-friendly practices on campus.
3	Faculty Development	• Discuss about conduction of programs design to improve teaching methods, research abilities, and overall professional growth for faculty members.
4	Hygiene Environment	• The college ensures the upkeep of its premises, with daily cleaning routines implemented to maintain cleanliness and hygiene across all floors.
5	ICT in Seminar Hall	• Plan to Integrate (ICT) into the seminar hall to enhance the learning experience.

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RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 15TH SEP 2022

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To purchase additional computer.	Acquired more computers to fulfill the increasing demand for technology among students and faculty
2.	To provide faculty development programs to enhance teaching and research skills.	Offered faculty development programs aimed at enhancing teaching and research skills to ensure continuous professional growth and excellence.
3.	To extend transport facility	Extended transportation facilities to accommodate the growing needs of students and faculty, ensuring convenient and reliable transportation options.
4.	To install the solar panel in campus	Successful installation of solar panels at campus marks a significant milestone in our sustainability efforts.

IQAC COORDINATOR

PRINCIPAL

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MEMBERS PRESENT

Sl.No	Name of the Faculty Member	Signature
1	Dr. S. Seenuvasamurthi	
2	Mr. Emthiyas Mohideen	
3	Mrs. R. Deepa	
4	Dr. N. Sowri Raja Pillai	
5	Mr. B. Murugan	
6	Mr. S. Ramachandran	
7	Mr. G. Krishnakumar	
8	Mrs. J. Roselin Lourd	
9	Mr. K. Balaji	
10	Mr. M. Jeeva	
11	Mr. Vijayakanth Manickaswamy	
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13	Mr. R. Arockinathan	
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RAAKCET/PRINCIPAL/CIR/ MAY 2023   Date: 12.05.2023

CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2022-2023 on 19th May 2023, 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

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MINUTES OF MEETING

Nature of Meeting	: IQAC Meeting	
Venue	: Board Room	
Schedule Date	: 19.05.2023	
Document ID	: 2022-2023/ EVEN/ IQAC	
Academic Year	: 2022-2023	
Time	: 10.00 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. S. Sandhiya	AO	Administrative Officer
4	Dr. N. Sowri Raja Pillai	HOD/IT	Member
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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Alumni Engagement	• Create opportunities for current students to connect with alumni, gaining valuable insights, mentorship, and potential career opportunities. • Students utilize the knowledge, networks, and resources of alumni to support and enhance the educational and professional development goals.
2	Research and Publications	• Evaluate the current research efforts of faculty to understand their progress and impact. • Promote the initiation and development of research publications by providing support to faculty. • Develop strategies to boost the number of research papers published in reputed journals, enhancing the institution's academic reputation and visibility.
3	Environmental Sustainability	• Discussion on initiatives aimed at promoting environmental sustainability on campus, such as waste management, energy conservation, and eco-friendly practices.
4	NAAC Work	• All NAAC criteria in-charges are nominated and comprehensive plans for activities during the Academic Year 2023-2024 (ODD) have been devised, ensuring adherence to accreditation requirements and goals.
5	External Academic and Administrative Audit	• Plan to conduct an External Academic and Administrative Audit to assess and improve the quality and efficiency of our educational and administrative processes. This audit will provide valuable insights and recommendations for

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		enhancing institutional performance and governance.
6	Green, Energy and Environment Audit by external agency	• Plan to undertake a Green, Energy Environment Audit by an external agency to evaluate our campus's environmental practices and sustainability initiatives. This will help identify areas for improvement and implement eco-friendly measures to promote a greener and more sustainable environment.

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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 09TH JAN 2023

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To establish a systematic process for monitoring curriculum.	Monitor curriculum updates, assess their impact on student learning and outcomes, and make necessary adjustments to optimize educational quality and relevance.
2.	To provide feedback on assessment practices, academic policies, and institutional procedures.	Systematically collected, analyzed, and prioritize student feedback on assessment experiences, curriculum design, teaching methods, and learning resources.
3.	To Strengthened Institutional Reputation	Fostered a supportive learning environment, and prioritizes educational excellence and student success.
4.	To implement Green environment initiative	Launched a Green Environment Initiative aimed at promoting sustainability and eco-friendly practices on campus
5.	To implement ICT in Seminar Hall	Install advanced audio-visual equipment, high-speed internet access, and interactive presentation tools to facilitate dynamic and engaging seminars.

IQAC COORDINATOR

Dr. S. SEENUVASAMURTHI, M.E., Ph.D. CHAIRPERSON
PRINCIPAL
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Sl.No	Name of the Faculty Member	Signature
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