



# 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 2023

Date: 21.09.2023

### CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2023-2024 on 26<sup>th</sup> September 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

**Dr. S. SEENUVASAMURTHI, M.E., Ph.D.,**  
**PRINCIPAL**  
RAAK College of Engineering & Technology  
No:1, Muthupillai Palayam Road,  
Sulthanpet Post,  
Puducherry - 605 110

Copy to:

- Chairman
- Secretary
- All Department Heads
- Office



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## COLLEGE OF ENGINEERING AND TECHNOLOGY

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### MINUTES OF MEETING

**Nature of Meeting** : IQAC Meeting  
**Venue** : Board Room  
**Schedule Date** : 26.09.2023  
**Document ID** : 2023-2024/ ODD/ IQAC  
**Academic Year** : 2023-2024  
**Time** : 10.30 AM

### **IQAC MEMBERS**

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. S. Seenuvasamurthi	Principal	Chairperson – Head of the Institution
2	Dr. Rabinder Henry	Director	Member from the Management
3	Mrs. S. Sandhiya	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. A. S. Vijayanathan	HOD/MECH	Member
8	Mrs. J. Roselin Lourd	HOD/CSE	Member
9	Ms. R. Rajeswari	ECE/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	Digital Learning Environment	<ul style="list-style-type: none"><li>All the faculty member informed that to utilize the digital tools for learning.</li></ul>
2	Academic Quality Enhancement	<ul style="list-style-type: none"><li>Plan to regularly reviewing and updating academic programs and courses.</li></ul>
3	Feedback Mechanism	<ul style="list-style-type: none"><li>Plan to gather insights from various stakeholders to improve academic quality and institutional effectiveness.</li></ul>
4	Promotion of Innovation and Entrepreneurship	<ul style="list-style-type: none"><li>Plan to conduct workshops, guest lectures, and seminars in collaboration with IIC to provide practical insights and skills.</li></ul>
5	Preparation for Accreditation and Ranking	<ul style="list-style-type: none"><li>Plan to prepare the necessary documentation and evidence to meet accreditation requirements.</li></ul>



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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19<sup>TH</sup> MAY 2023

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To assess and ensure compliance with environmental standards.	The internal environmental audit is completed, highlighting areas such as waste management, energy conservation, and water usage.
2.	To install solar panels on campus building.	The installation of solar panels is completed, and the solar panels are now operational, generating an estimated capacity of renewable energy.
3.	To expand the institution's infrastructure and learning resources	Classrooms were equipped with modern teaching aids, including smart boards and projectors. Additionally, the library's digital resources have been expanded, and Wi-Fi connectivity was improved throughout the campus.
4.	To organize an induction program for new students.	An induction program was successfully conducted for the new batch of students. The program included interactive sessions, campus tours, and orientation on academic policies and extracurricular activities.
5.	To purchase additional computer systems.	Additional computer systems were procured and installed in the computer lab.

  
IQAC COORDINATOR

  
CHAIRPERSON



# RAAK

24/09/2023

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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### MEMBERS PRESENT

Sl.No	Name of the Faculty Member	Signature
1	Dr. S. Seenuvasamurthi	
2	Dr. Rabinder Henry	
3	Mrs. S. Sandhiya	
4	Dr. N. Sowri Raja Pillai	
5	Mr. B. Murugan	
6	Mr. S. Ramachandran	
7	Mr. A. S. Vijayanathan	
8	Mrs. J. Roselin Lourd	
9	Ms. R. Rajeswari	
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 2024

Date: 23.01.2024

### CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2023-2024 on 30<sup>th</sup> Jan 2024, 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**

**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** : 30.01.2024  
**Document ID** : 2023-2024/ ODD/ IQAC  
**Academic Year** : 2023-2024  
**Time** : 10.30 AM

#### **IQAC MEMBERS**

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. S. Seenuvasamurthi	Principal	Chairperson – Head of the Institution
2	Dr. Rabinder Henry	Director	Member from the Management
3	Mrs. S. Sandhiya	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. A. S. Vijayananthan	HOD/MECH	Member
8	Mrs. J. Roselin Lourd	HOD/CSE	Member
9	Mr. A. Sathidhanandham	CSE/Final Year	Student Member
10	Mr. M. Jeeva	Sutherland - Technical Analyst	Alumni Member
11	Mr. Vijayakanth Manickaswamy	E-Sales	Employer
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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Institutional Collaboration	<ul style="list-style-type: none"><li>• Plan to strengthen partnerships with other educational institutions, industry, and research organizations.</li></ul>
2	Student Wellness and Mental Health	<ul style="list-style-type: none"><li>• Plan to enhance student wellness and mental health support by implementing comprehensive programs and promote overall well-being.</li></ul>
3	Faculty Research and Publications	<ul style="list-style-type: none"><li>• Plan to increase research grants and funding opportunities.</li></ul>
4	Sustainability Practices and Green Initiatives	<ul style="list-style-type: none"><li>• Plan to implement sustainability practices and green initiatives to reduce the environmental impact of the institution.</li></ul>
5	Alumni Relations and Networking	<ul style="list-style-type: none"><li>• Plan to strengthen alumni relations and expand networking opportunities</li></ul>





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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 26<sup>TH</sup> SEP 2023

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To utilize digital tools to enhance the learning experience.	All faculty members have begun using the digital tools in their teaching practices, with increased engagement in online platforms and digital resources.
2.	To improve educational standards.	Conducted a comprehensive review of existing curricula to ensure alignment with academic standards and industry requirements.
3.	To enhance and formalize the feedback mechanism.	Established a process for regularly reviewing the feedback mechanism and making adjustments as needed.
4.	To promote innovation and entrepreneurship.	Developed new programs focused on innovation and entrepreneurship, including courses, workshops, and seminars.
5.	To enhance the institution's reputation and quality standards.	Collected and updated data on institutional performance in areas relevant to rankings and accreditation.

  
IQAC COORDINATOR

  
CHAIRPERSON



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RAAKCET/PRINCIPAL/CIR/ MAY 2024

Date: 10.05.2024

### CIRCULAR

This is to inform you that the Internal Quality Assurance Cell (IQAC) is organizing a meeting for the academic year 2023-2024 on 15<sup>th</sup> May 2024, 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  
Dr. S. SEENUVASAMURTHI, M.E. Ph.D.,  
PRINCIPAL  
RAAK College of Engineering & Technology  
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### MINUTES OF MEETING

**Nature of Meeting** : IQAC Meeting  
**Venue** : Board Room  
**Schedule Date** : 15.05.2024  
**Document ID** : 2023-2024/ ODD/ IQAC  
**Academic Year** : 2023-2024  
**Time** : 10.30 AM

### **IQAC MEMBERS**

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		Discussed and Addressed during the Session
1	Academic and Administrative Audit	<ul style="list-style-type: none"><li>Plan to Conducts regular academic and administrative audits to ensure compliance with quality standards and identify areas for improvement.</li></ul>
2	Support for Non-Teaching Staff Development	<ul style="list-style-type: none"><li>Plan to conduct training programs for non-teaching staff to enhance their skills, knowledge, and professional competencies.</li></ul>
3	Holistic Development of Students	<ul style="list-style-type: none"><li>Plan to conduct activities that contribute to the overall development of students, including soft skills training, leadership programs, extracurricular activities, and wellness initiatives.</li></ul>
4	Creating Opportunities for Experiential Learning	<ul style="list-style-type: none"><li>Plan to facilitate experiential learning opportunities, such as internships, field trips, community service, and research projects.</li></ul>
5	Facilitation of Professional Networking	<ul style="list-style-type: none"><li>Plan to Support for faculty and staff in building professional networks by encouraging participation in conferences, workshops, and seminars.</li></ul>
6	Documentation and Record Keeping	<ul style="list-style-type: none"><li>Plan to maintain comprehensive documentation of all quality-related activities and outcomes.</li></ul>



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### ACTION TAKEN REPORT OF IQAC MEETING HELD ON 30<sup>TH</sup> JAN 2024

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To ensure collaborations with other institution.	Established formal agreements and Memorandums of Understanding (MoUs) with institutions and industry partners.
2.	To provide student wellness and mental health support.	Organized awareness campaigns to educate students about mental health and wellness.
3.	To enhance faculty research activities.	Implemented an incentive to reward faculty for publishing in peer-reviewed journals and presenting at conferences.
4.	To promote a culture of environmental responsibility.	Organized awareness program about environmental issues and promote sustainable practices among students and staff.
5.	To enhance engagement with alumni community.	Organized networking events such as professional meet-ups to facilitate interactions among alumni and between alumni and current students.

  
IQAC COORDINATOR

  
CHAIRPERSON



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