



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956

RAAK/GCM/178

Date: 19.07.2021

## CIRCULAR

The governing council meeting of RAAK Arts and Science College will be conducted on 23-07-2021 at 10.30 AM in the conference hall. Kindly attend the meeting

*A. M. H. No 2.*

**PRINCIPAL**

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RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.**

The agenda for the meeting are

- Placement opportunities for students
- Improve education quality
- Students' knowledge based education
- Improve and establish all committees cells
- Increases students admissions

Copy to

1. Principal
2. IQAC
3. The Committee Members
4. Office



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## GOVERNING COUNCIL MEETING

**Date:** 23.07.2021 - Friday

**Time:** 10.30 AM

**Venue:** Conference Room

The 1<sup>st</sup> Governing Council Meeting was held on 23.07.2021 at 10.30 am in Conference Room.

The following members have attended the meeting.

S.No	NAME	S.No	NAME
1	<b>Mr.K.RAGAVENDRAN</b> <b>Secretary</b> RAAK Educational Trust Perambai	4	<b>Mr. MOHAMMED ILIYAS</b> Secretary RAAK Arts and Science College Perambai
2	<b>Dr. S. PAZHANI BALA MURUGAN</b> (University Nominee) Associate Professor Department of Mathematics Annamalai University	5	<b>Dr. G,MOHAMMED NAZAR</b> <b>Principal</b> RAAK Arts and Science College Perambai
3	<b>Mr. AROKIYANATHAN</b> <b>Vice. Principal</b> RAAK Arts and Science College Perambai	6	<b>Mr.G.SENTHILNATHAN</b> <b>Teacher Representative</b> Department of Chemistry RAAK Arts and Science College Perambai

### AGENDA

- Placement opportunities for students
- Improve education quality
- Students' knowledge based education
- Improve and establish all committees cells
- Increases students admissions



  
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The Agenda was taken up for discussion.

## ITEM – I

### Placement opportunities for students

- Internships
- On-Campus Jobs
- Work-Study Programs
- Industry Partnerships and Networking Events
- Field Placements and Practicums
- Job Shadowing
- Entrepreneurship Opportunities

## ITEM – II

### Improve education quality

- Enhance Curriculum and Instruction
- Professional Development for Educators
- Enhance Student Engagement and Motivation
- Improve Assessment and Evaluation
- Supportive Learning Environment
- Encourage Lifelong Learning

## ITEM – III

### Students' knowledge based education

- Curriculum Design
- Effective Teaching Methods
- Promote Critical Thinking
- Use of Technology



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## ITEM – IV

### Improve and establish all committees' cells

- Define the Purpose and Scope
- Establish Clear Structures
- Develop Processes and Procedures
- Foster Communication and Collaboration
- Monitor and Evaluate

## ITEM – V

### Increases students admissions

- Enhance Institutional Appeal
- Develop a Strong Brand Identity
- Optimize Online Presence
- Offer Financial Incentives
- Build Strong Relationships with Prospective Students
- Strengthen Alumni Relations



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2	<b>Mr. MOHAMMED ILIYAS</b> Secretary RAAK Arts and Science College Perambai	+ 
3	<b>Mr. K. RAGAVENDRAN</b> Secretary RAAK Educational Trust Perambai	
4	<b>Dr. G. MOHAMMED NAZAR</b> Principal RAAK Arts and Science College Perambai	
5	<b>Mr. AROKIYANATHAN</b> Vice. Principal RAAK Arts and Science College Perambai	
6	<b>Mr. G. SENTHILNATHAN</b> Teacher Representative Department of Chemistry RAAK Arts and Science College Perambai	



  
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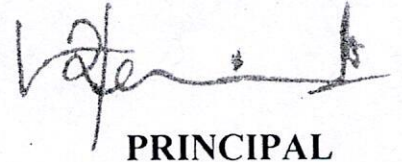
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RAAK/GCM/340

Date: 11.07.2022

## CIRCULAR

The governing council meeting of RAAK Arts and Science College will be conducted on 14-07-2022 at 10.30 AM in the conference hall. Kindly attend the meeting



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**PERAMBAL.**

The agenda for the meeting are

- Action completion of the Minutes of previous Governing Council Meeting
- Admission Activities for the Academic Year 2022-2023
- Academic Planning & Execution
- Academic Results and University Ranking
- Committees for Academic Activities
- Students Extracurricular activities
- Students Grievances and Redressal
- Faculty Development activities
- E-governance
- Stakeholder feedback
- Sanction of Budget for the academic year 2022-2023

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## GOVERNING COUNCIL MEETING

**Date:** 14.07.2022 - Thursday

**Time:** 10.30 AM

**Venue:** Conference Room

The 2<sup>nd</sup> Governing Council Meeting was held on 14.07.2022 at 10.30 am in Conference Room.

The following members have attended the meeting.

S.No	NAME	S.No	NAME
1	<b>Mr.G.ARUN</b> <b>DEAN</b> RAAK Educational Trust Perambai	4	<b>Mr.K.RAGAVENDRAN</b> <b>Secretary</b> RAAK Educational Trust Perambai
2	<b>Mr. MOHAMMED ILIYAS</b> <b>Secretary</b> RAAK Arts and Science College Perambai	5	<b>Dr. S. PAZHANI BALA MURUGAN</b> <b>(University Nominee)</b> Associate Professor Department of Mathematics Annamalai University
3	<b>Dr. V.RAMNATH</b> <b>Principal</b> RAAK Arts and Science College Perambai	6	<b>Mr.G.SENTHILNATHAN</b> <b>Teacher Representative</b> Department of Chemistry RAAK Arts and Science College Perambai

### AGENDA

- Action completion of the Minutes of previous Governing Council Meeting
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- Stakeholder feedback
- Sanction of Budget for the academic year 2022-2023



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Mr. Mohammed Iliyas, Secretary of the Institution welcomed the members and gave a short note of the agenda. The Secretary asked the Principal to present a brief report on the activities of the College for the academic year 2021-2022.

## Principal presented the report:

- The Principal presented the result analysis of the Annamalai University examinations for the academic year 2020-2021, the overall pass percentage of the students is 90%.
- A Job fair "Industry Connect'22" was conducted by our Placement and Training Cell in collaboration with 12 companies in which 150 students have received their offer letters.
- Our College Cricket team participated in the Annamalai University inter-collegiate Cricket tournament in the year 2021-2022 and won Second place. Three students have been selected for South Zone Inter-University Cricket tournament representing Annamalai University.
- The Computer Science Department of our College conducted two days National Level Workshop on "Python Programming" from 12.07.2021 to 13.07.2021.

## The Agenda was taken up for discussion.

### ITEM – I

#### Action completion of the Minutes of previous College Committee Meeting held on 23.07.2021

- The college offers a variety of placement opportunities and numerous placement events for its diverse curriculum majors.
- To improve the University Examination Results of the students the college conducts constant remedial classes.
- Various measures have been taken to develop students' knowledge through organising programmes, sports and cultural activities.



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- To enrich the research knowledge of the faculty members, the Research and Development Cell, Internal Quality Assurance Cell and Human Resource Development Cell are conducting numerous faculty development programmes at regular intervals.
- Induction Programmes organized for new faculty members and first year students.

## ITEM – II

### Admission Activities for the Academic Year 2022-2023

- Oriento Program
- Scholarships for students
- Advertisement through media and social network
- Strengthening the Training and Placement activities
- MOUs From new company's
- Social welfare/awareness activities

## ITEM – III

### Academic Planning & Execution

- Preparation of Theory Course File
- Unit Test (30 minutes)
- 3 Assignments for Per Subjects
- 1A-I, IA-II, Model Examination
- Conduct 2 Class committee meetings per semester
- Prepare Result Analysis on subject wise and overall
- Celebration of annual and sports day
- Process pertaining to framing the next Academic Calendar for 2022-2023 is in progress.
- MOUs, Industrial Visits, In-Plant Training, Internship
- Invited Talks from industry and institutions

## ITEM – IV

### Academic Results and University Ranking



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- Special initiatives are taken to nurture the students towards achieving improved overall results and to obtain Individual University Rankings.
- Bridge classes for first year students
- Special care and focus on first year university results
- Preparation of study materials for slow learners

## ITEM – V

### Committees for Academic Activities

- Examination Committee
- Grievance Committee
- Student Grievance Redressal
- Prevention of Sexual Harassment
- Anti-Ragging Cell
- Students Counselling Committee
- Alumni Activities Development Committee
- Result Reviewing Committee
- Staff Development Committee
- Campus Cleaning Committee

## ITEM – VI

### Student's extracurricular activities

- Physical director ensures that every student in this campus curricular activities plays or at least participates in any one of the sporting events during our Annual sports meet/regular physical education hour
- Adequate training sessions are conducted for the students towards preparing them for state level and zonal level sporting events
- Students have participated in many inter college cultural festivals
- Establishment of sports and cultural clubs
- Establishment of specific grounds for each game



  
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- Department/college level sports competition
- Identification of talents and encouraging for State/National representation

## ITEM – VII

### Students Grievances and Redressal

- A student grievances and Redressal cell is in functioning and Redressal constituting members form all the departments
- To bring our students closer in communicating any discrepancy related to academic or other non-academic related concerns.
- Feedback from students & suggestion box
- Student grievances need to be addressed immediately

## ITEM – VIII

### Faculty Development activities

- Faculty Development programs / trainings activities
- Faculties are encouraged to participate in workshop, seminar, conference and Publications.
- Faculty members participated in many online and offline webinars/seminars/quiz programs
- Many of our Faculty members across all the departments are currently pursuing their doctoral programmes,

## ITEM – IX

### E-governance

- Centralized platforms for managing student data, including enrollment, grades, attendance, and academic history.
- Tools for managing faculty and staff records, payroll, and performance evaluations.

## ITEM – X

### Stakeholder feedback



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The stakeholder feedback analysis and outcome is discussed in the meeting

## ITEM – XI

### Sanction of Budget for the academic year 2022-2023

The Principal requested the Committee Members to sanction the budget of Rs.1.6 Crore for the academic year 2022-2023 for Departments, Library, Maintenance, Placement activities, Laboratories, Sports and other activities.

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