



RAAK/IQAC/132

Date: 22-01-2021

CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 25.01.2021 at 10.AM, to discuss the following points

AGENDA:

- Academic activities for (EVEN semester 2020-2021)
- Lab Practical
- Placement & Training
- Annamalai and Thiruvalluvar University Examination
- Library Development
- Increase speed of Internet
- ERP Software
- ISO Quality accreditation
- Any other relevant points

Members are requested to be present in the meeting

A. M. Hameed No. 2.
PRINCIPAL

Copy To:

1. The Principal
2. All HODs
3. IQAC file
4. All members of IQAC



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PRINCIPAL
RAAK ARTS & SCIENCE COLLEGE
VILLIANUR POST-585 110
PERAMBAL.



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore
Recognized under section 2(f) of the UGC Act, 1956

MINUTES OF MEETING

Nature of Meeting : IQAC Meeting
Venue : Board Room
Schedule Date : 25.01.2021
Document ID : 2020-2021/ EVEN/ IQAC
Academic Year : 2020-2021
Time : 10.00 AM

IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. G. MOHAMMED NAZAR	Principal	Chairperson – Head of the Institution
2	Mr. MOHAMMED ILIYAS	Secretary	Member from the Management
3	Mrs. R. ANITHA	AO	Administrative Officer
4	Mr. R. PRADAP	HOD/BBA	Member
5	Mrs. R. DEVAKI	HOD/B.COM	Member
6	Dr. P. KATHAVARAYAN	HOD/B.COM(CA)	Member
7	Dr. D. BARANITHARAN	HOD/M.COM	Member
8	Mrs. A. SANGEETHA	HOD/B.COM(CS)	Member
9	Mr. A. K. GOWTHAMRAJ	HOD/ENGLISH	Member
10	Mr. A. SARAVANAN	HOD/MATHS	Member
11	Mr. S. SATHISH	HOD/TAMIL	Member
12	Mr. AKKASH. M	B.COM/ Final Year Student	Student Member
13	Ms. SWAPNA	Intagra software services	Alumni Member
14	Mr. GANESH	E-SALES	Employer
15	Mr. KUMARAGURU	V CARE PVT LTD	Industrialist
16	Mr. BARANI	F/O Mr. BABU	Stakeholder – Parent
17	Mr. G. SENTHILNATHAN	HOD/ CHEMISTRY	IQAC Coordinator




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S.No	Agenda	Topics Discussed and Addressed during the Session
1	Academic activities for (EVEN semester 2020-2021)	<ul style="list-style-type: none">• HoDs and faculty must conduct theory hours as per schedule.• Faculty must conduct lab hours effectively.• Project coordinators must conduct periodic reviews of final year projects.• HoDs and faculty must conduct club activities and association function effectively.
2	Lab Practical	<ul style="list-style-type: none">• Faculty must distribute lab manuals in the first lab class and monitor observations and records.• Schedule practical examinations for I, II, and III year students.• HoDs must ensure labs and their requirements are maintained for practical examinations.
3	Placement & Training	<ul style="list-style-type: none">• Principal insisted P&T cell coordinator, to train the students according to current trends to get better job offer.
4	Annamalai and Thiruvalluvar University Examination	<ul style="list-style-type: none">• Before university examination complete the portion and conduct the model examination.• All HODs were asked to ensure the clearance of the No Due for the even semester 2020-2021.
5	Library Development	<ul style="list-style-type: none">• Plan to procure the additional books for enhancing the learning experience and support the educational goals of the institution.
6	Increase speed of Internet	<ul style="list-style-type: none">• Plan to Upgrade to modern routers and network extenders that support higher speeds and better performance.
7	ERP Software	<ul style="list-style-type: none">• Plan for an ERP purchase, start by assessing your organization's specific needs and objectives.
8	ISO Quality accreditation	<ul style="list-style-type: none">• Planning for getting quality accreditation to ensure our institution meets the rigorous standards set by accrediting bodies, enhancing credibility and promoting continuous improvement.


IQAC COORDINATOR


CHAIRPERSON




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



MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. G. MOHAMMED NAZAR	Amud. Nazam
2	Mr. MOHAMMED ILIYAS	Illyas
3	Mrs. R. ANITHA	Anitha
4	Mr. R. PRADAP	Pradap
5	Mrs. R. DEVAKI	R. Devaki
6	Dr. P. KATHAVARAYAN	P. Kathavarayan
7	Dr. D. BARANITHARAN	D. Baranitharan
8	Mrs. A. SANGEETHA	Sangeetha
9	Mr. A. K. GOWTHAMRAJ	A. K. Gowthamraj
10	Mr. A. SARAVANAN	A. Saravanan
11	Mr. S. SATHISH	S. Sathish
12	Mr. AKKASH. M	M. Akkash
13	Ms. SWAPNA	Swapna
14	Mr. GANESH	Ganesh
15	Mr. KUMARAGURU	K. Kumaraguru
16	Mr. BARANI	Barani
17	Mr. G. SENTHILNATHAN	G. Senthilnathan



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RAAK/IQAC/181

Date: 25-05-2021

CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 28.05.2021 at 10.AM, to discuss the following points.

AGENDA:

- ICT Class room
- CCTV Installation
- College decorum
- Innovative Practices
- Ph.D. Registration
- Air conditioner in laboratory
- Any other relevant points

Members are requested to be present in the meeting

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MINUTES OF MEETING

Nature of Meeting : IQAC Meeting
Venue : Board Room
Schedule Date : 28.05.2021
Document ID : 2020-2021/ EVEN/ IQAC
Academic Year : 2020-2021
Time : 10.00 AM

IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. G. MOHAMMED NAZAR	Principal	Chairperson – Head of the Institution
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S. No	Agenda	Topics Discussed and Addressed during the Session
1	ICT Class room	<ul style="list-style-type: none">Plan for upgradation of all classrooms as ICT (Information and Communication Technology) enabled class apart from already existing.
2	CCTV Installation	<ul style="list-style-type: none">Plan to implement the CCTV cameras across the campus to enhance security and monitor activities. This will help ensure a safer environment for all students and staff.
3	College decorum	<ul style="list-style-type: none">Highlighting the importance of dress code and campus maintenance in fostering a positive and productive learning environment.
4	Innovative Practices	<ul style="list-style-type: none">Faculty members were insisted to use innovative practices in teaching like ICT, MOOC platformsFaculty members are asked to attend various FDP programmes and workshop.
5	Ph.D. Registration	<ul style="list-style-type: none">Faculty members are motivated to pursue Ph.D. programme in their domain for the uplift of the growth of themselves and the institution.
6	Air conditioner in laboratory	<ul style="list-style-type: none">Highlighting to procure Air conditioner for adequate cooling capacity to handle the laboratory.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 25th JAN 2021

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To procure the additional books	Obtained library books that ensuring it meets educational needs and student preferences.
2.	To purchase of ERP Software	Purchased/Updated ERP software as it signals the beginning of a transformative journey towards enhanced operational efficiency and streamlined educational processes.
3.	To Plan for getting ISO quality accreditation	Received ISO accreditation on 16/05/2021 which marks a significant achievement for our institution, reflecting our commitment to meeting international standards of quality and excellence.


IQAC COORDINATOR


CHAIRPERSON




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MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. G. MOHAMMED NAZAR	A. Muham Nazar
2	Mr. MOHAMMED ILIYAS	Mohammed Ilyas
3	Mrs. R. ANITHA	Anitha
4	Mr. R. PRADAP	R. Pradap
5	Mrs. R. DEVAKI	R. Devaki
6	Dr. P. KATHAVARAYAN	P. Kathavarayan
7	Dr. D. BARANITHARAN	D. Baranitharan
8	Mrs. A. SANGEETHA	Sangeetha
9	Mr. A. K. GOWTHAMRAJ	A. K. Gowthamraj
10	Mr. A. SARAVANAN	A. Saravanan
11	Mr. S. SATHISH	S. Sathish
12	Mr. MOHAMMED ASLAM	Mohammed Aslam
13	Ms. SWAPNA	Swapna
14	Mr. GANESH	Ganesh
15	Mr. KUMARAGURU	Kumaraguru
16	Mr. BARANI	Barani
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