



RAAK/IQAC/212

Date: 09-09-2021

CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 11.09.2021 at 10.30 AM, to discuss the following points.

AGENDA:

- Academic activities for (ODD semester 2021-2022)
- Internal Examination Schedule
- Digital Library
- Faculty Participation
- Gymnasium
- Any other relevant points

Members are requested to be present in the meeting

A. M. Harish Na 2.
PRINCIPAL

Copy To:

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



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RAAK ARTS & SCIENCE COLLEGE
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Affiliated to Annamalai University, Chidambaram || An ISO 9001 2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

MINUTES OF MEETING

Nature of Meeting : IQAC Meeting
Venue : Board Room
Schedule Date : 11.09.2021
Document ID : 2021-2022/ ODD/ IQAC
Academic Year : 2021-2022
Time : 10.30AM

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. MOHAMMED ASLAM	B.COM (CA)	Student Member



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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

S. No	Agenda	Topics
		Discussed and Addressed during the Session
1	Academic activities for (ODD semester 2021-2022)	<ul style="list-style-type: none">• Last semester's academic activities were discussed.• Faculty members insist to submit notes for all units to students.• HODs and Faculty members are request to follow the academic planner as per AU&TVU.
2	Internal Examination Schedule	<ul style="list-style-type: none">• Prepare the Internal examination schedule for second and third year students.• All Heads of Departments (HODs) ensured proper maintenance of laboratory requirements for smooth conduction of practical.• All HODs ensured clearance of tuition fee for the ODD semester of 2021-2022.



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3	Digital Library	<ul style="list-style-type: none">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.
4	Faculty Participation	<ul style="list-style-type: none">Faculty members are insisted to actively engage in professional development activities such as attending conferences, workshops, and seminars related to their field.
5	Gymnasium	<ul style="list-style-type: none">Plan to set up a gym in our campus which involves several key steps to ensure it meets the needs of students, faculty, and staff while promoting health and wellness.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 28TH 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 install Air conditioner in laboratory	Successfully installed Air conditioner in laboratory.
3.	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


CHAIRPERSON




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MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. G. MOHAMMED NAZAR	A. Muham. Nazir.
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	Kumaraguru
16	Mr. BARANI	Barani
17	Mr. G. SENTHILNATHAN	G. Senthilnathan



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MINUTES OF MEETING

Nature of Meeting : IQAC Meeting
Venue : Board Room
Schedule Date : 10.01.2022
Document ID : 2021-2022/ EVEN/ IQAC
Academic Year : 2021-2022
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
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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. SATHISH	HOD/TAMIL	Member
12	Mr. MOHAMMED ASLAM	B.COM (CA)	Student Member



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RAAK/IQAC/248

Date: 07-01-2022

CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 10.01.2022 at 10 AM, to discuss the following points.

AGENDA:

- Up gradation of ERP Software
- Ph.D. Registration
- Student Assessment Practices
- Infrastructure and Learning Resources
- Wheel chair
- Any other relevant points

Members are requested to be present in the meeting

A. M. Harindharan
PRINCIPAL

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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

S. No	Agenda	Topics
		Discussed and Addressed during the Session
1	Up gradation of ERP Software	<ul style="list-style-type: none">Plan to improve additional features and ERP usage efficiency, adding new features, or enhancing user experience.
2	Ph.D. Registration	<ul style="list-style-type: none">Faculties are encouraged to pursue Ph.D. programs in their field to enhance their own growth and contribute to the institution's advancement.
3	Student Assessment Practices	<ul style="list-style-type: none">Ensure fairness, transparency, and effectiveness in measuring student learning outcomes.
4	Infrastructure and Learning Resources	<ul style="list-style-type: none">Assess the adequacy and accessibility of infrastructure, facilities, and learning resources to support student learning and research activities.
5	Wheel chair	<ul style="list-style-type: none">Procure wheelchairs for our campus thereby ensuring accessibility and inclusivity for all students, faculty, and visitors with physically challengers.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 11TH 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 enhance technological proficiency	Organize training sessions and workshops for faculty, staff, and students on utilizing updated IT systems and tools effectively.
4.	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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IQAC COORDINATOR

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MEMBERS PRESENT

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1	Dr. G. MOHAMMED NAZAR	
2	Mr. MOHAMMED ILIYAS	
3	Mrs. R. ANITHA	
4	Mr. R. PRADAP	
5	Mrs. R. DEVAKI	
6	Dr. P. KATHAVARAYAN	
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12	Mr. MOHAMMED ASLAM	
13	Ms. SWAPNA	
14	Mr. GANESH	
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16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	



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RAAK/IQAC/283

Date: 11-05-2022

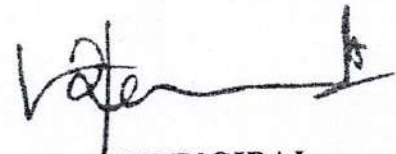
IQAC MEETINGS CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 13.05.2022 at 10.30 AM, to discuss the following points.

AGENDA:

- Academic activities for (EVEN semester 2021-2022)
- Examination Schedule, Laboratory and No Due Clearance
- Placement & Training
- Procuring printer
- Professional Development
- Revision of Institutional policies and SOP
- 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 : 13.05.2022
Document ID : 2021-2022/ EVEN/ IQAC
Academic Year : 2021-2022
Time : 10.30 AM

IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. V. RAMNATH	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. MOHAMMED ASLAM	B.COM (CA)	Student Member
13	Ms. SWAPNA	Intagra software services	Alumni Member



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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

S. No	Agenda	Topics Discussed and Addressed during the Session
1	Academic activities for (EVEN semester 2021-2022)	<ul style="list-style-type: none">Last semester's academic activities were thoroughly reviewed and discussed to assess their effectiveness and areas for improvement.All the faculty advisors are requested to conduct the class committee meeting and discuss various academic and administrative issues.
2	Examination Schedule, Laboratory and No Due Clearance.	<ul style="list-style-type: none">The practical examination schedule for second, third, and fourth-year students was reviewed to ensure its feasibility and alignment with academic goals.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.
3	Placement & Training	<ul style="list-style-type: none">Mr. R. PRADAP from the Placement & Training Cell explained the initiative towards new steps to coach students based

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		on their individual needs, ensuring personalized development and support by entering in to MoU with various training centers
4	Procuring printer	<ul style="list-style-type: none">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.
5	Professional Development	<ul style="list-style-type: none">Faculty members remained actively participate in conferences, workshops, and seminars.
6	Revision of Institutional policies and SOP	<ul style="list-style-type: none">The institutional policies to be reviewed and revised as per the requirement and norms of the affiliating university and institution practices



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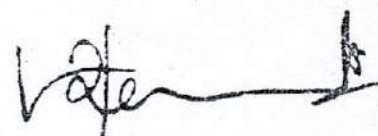
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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 10TH JAN 2022

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.


IQAC COORDINATOR


CHAIRPERSON




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