



RAAK/IQAC/312

Date: 16-09-2022

## CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 19.09.2022 at 10.30 AM, to discuss the following points.

### AGENDA:

- Internal Environmental Audit
- Installation of Solar Panel
- Infrastructure and Learning Resources
- Induction programme
- Purchase of additional system
- Any other relevant points

Members are requested to be present in the meeting

  
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  
VILLIANUR P  
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# 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

## MINUTES OF MEETING

Nature of Meeting : IQAC Meeting  
Venue : Board Room  
Schedule Date : 19.09.2022  
Document ID : 2022-2023/ ODD/ IQAC  
Academic Year : 2022-2023  
Time : 10.30 AM

### IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. 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
14	Mr. GANESH	E-Sales	Employer



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**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-615 111  
PERAMBAL.





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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	Internal Environmental Audit	<ul style="list-style-type: none"><li>Plan to conduct an Internal Environmental Audit within the campus premises, aiming to assess and improve environmental practices and sustainability initiatives.</li></ul>
2	Installation of Solar Panel	<ul style="list-style-type: none"><li>Plan to install solar panels at campus to enhance sustainability and energy efficiency.</li></ul>
3	Infrastructure and Learning Resources	<ul style="list-style-type: none"><li>Evaluate the adequacy and accessibility of infrastructure, facilities, and learning resources, aimed at supporting student learning and research activities effectively.</li></ul>
4	Induction programme	<ul style="list-style-type: none"><li>Plan to conduct induction programs tailored for first-year students, aiming to facilitate their smooth transition into the academic environment and provide essential information and support.</li></ul>
5	Purchase of additional system	<ul style="list-style-type: none"><li>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.</li></ul>



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## ACTION TAKEN REPORT OF IQAC MEETING HELD ON 13<sup>TH</sup> MAY 2022

S.NO	Resolution in the Meeting	Action Taken for Implementation & Outcomes
1.	To review the institutional policies and SOP	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.

  
IQAC COORDINATOR

  
CHAIRPERSON



  
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## MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. V. RAMNATH	
2	Mr. MOHAMMED ILIYAS	
3	Mrs. R. ANITHA	
4	Mr. R. PRADAP	
5	Mrs. R. DEVAKI	
6	Dr. P. KATHAVARAYAN	
7	Dr. D. BARANITHARAN	
8	Mrs. A. SANGEETHA	
9	Mr. A. K. GOWTHAMRAJ	
10	Mr. A. SARAVANAN	
11	Mr. S. SATHISH	
12	Mr. MOHAMMED ASLAM	
13	Ms. SWAPNA	
14	Mr. GANESH	
15	Mr. KUMARAGURU	
16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	



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RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 112  
PERAMBALUR



RAAK/IQAC/361

Date: 09-01-2023


**CIRCULAR**

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 12.01.2023 at 10 AM, to discuss the following points.

**AGENDA:**

- Student Performance Analysis
- Green Environment Initiative
- Faculty Development
- Hygiene Environment
- ICT in Seminar Hall
- Any other relevant points

Members are requested to be present in the meeting

  
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1. The Principal
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VILLIANUR POST-605 110  
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## MINUTES OF MEETING

**Nature of Meeting** : IQAC Meeting  
**Venue** : Board Room  
**Schedule Date** : 12.01.2023  
**Document ID** : 2022-2023/ EVEN/ IQAC  
**Academic Year** : 2022-2023  
**Time** : 10.00 AM

### IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. 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
14	Mr. GANESH	E-Sales	Employer



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**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-661 010  
PERAMBAL.



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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	Student Performance Analysis	<ul style="list-style-type: none"><li>Review how well students are doing in their Internal Assessment (IA), Practical and assignments to understand their academic progress.</li><li>Improve the students learning outcomes based on their internal performance.</li></ul>
2	Green Environment Initiative	<ul style="list-style-type: none"><li>Plan for Green Environment Initiative aimed at promoting sustainability and eco-friendly practices on campus.</li></ul>
3	Faculty Development	<ul style="list-style-type: none"><li>Discuss about conduction of programs design to improve teaching methods, research abilities, and overall professional growth for faculty members.</li></ul>
4	Hygiene Environment	<ul style="list-style-type: none"><li>The college ensures the upkeep of its premises, with daily cleaning routines implemented to maintain cleanliness and hygiene across all floors.</li></ul>
5	ICT in Seminar Hall	<ul style="list-style-type: none"><li>Plan to Integrate (ICT) into the seminar hall to enhance the learning experience.</li></ul>



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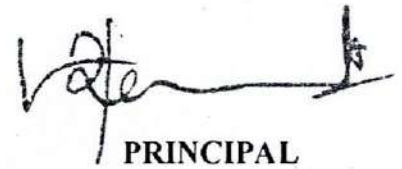
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## ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19<sup>TH</sup> SEP 2022

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 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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# 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.

## MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. V. RAMNATH	
2	Mr. MOHAMMED ILIYAS	
3	Mrs. R. ANITHA	
4	Mr. R. PRADAP	
5	Mrs. R. DEVAKI	R. Devaki
6	Dr. P. KATHAVARAYAN	
7	Dr. D. BARANITHARAN	
8	Mrs. A. SANGEETHA	
9	Mr. A. K. GOWTHAMRAJ	
10	Mr. A. SARAVANAN	
11	Mr. S. SATHISH	
12	Mr. MOHAMMED ASLAM	
13	Ms. SWAPNA	swarna
14	Mr. GANESH	
15	Mr. KUMARAGURU	
16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	



  
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RAAK/IQAC/404

Date: 19-05-2023

## CIRCULAR

This is to inform all the members of the IQAC committee that a meeting will be scheduled in board room on 22.05.2023 at 10.30 AM, to discuss the following points.

### AGENDA:

- Alumni Engagement
- Research and Publications
- Environmental Sustainability
- NAAC SSR preparation
- External Academic and Administrative Audit
- Green, Energy and Environment Audit by external agency
- Any other relevant points

Members are requested to be present in the meeting

  
PRINCIPAL

Copy To:

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



  
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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001 2015 Certified Institution  
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## MINUTES OF MEETING

Nature of Meeting : IQAC Meeting  
Venue : Board Room  
Schedule Date : 22.05.2023  
Document ID : 2022-2023/ EVEN/ IQAC  
Academic Year : 2022-2023  
Time : 10.30 AM

### IQAC MEMBERS

SL.NO	MEMBERS NAME	DESIGNATION	ROLE
1	Dr. JAYAKUMAR	Principal	Chairperson – Head of the Institution
2	Mr. ARUN GUNALAN	DEAN	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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**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
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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	Alumni Engagement	<ul style="list-style-type: none"><li>• Create opportunities for current students to connect with alumni, gaining valuable insights, mentorship, and potential career opportunities.</li><li>• Students utilize the knowledge, networks, and resources of alumni to support and enhance the educational and professional development goals.</li></ul>
2	Research and Publications	<ul style="list-style-type: none"><li>• Evaluate the current research efforts of faculty to understand their progress and impact.</li><li>• Promote the initiation and development of research publications by providing support to faculty.</li><li>• Develop strategies to boost the number of research papers published in reputed journals, enhancing the institution's academic reputation and visibility.</li></ul>
3	Environmental Sustainability	<ul style="list-style-type: none"><li>• Discussion on initiatives aimed at promoting environmental sustainability on campus, such as waste management, energy conservation, and eco-friendly practices.</li></ul>
4	NAAC SSR preparation	<ul style="list-style-type: none"><li>• All NAAC criteria in-charges are nominated and comprehensive plans for activities towards preparation of NAAC SSR have been devised, ensuring adherence to accreditation requirements and goals.</li></ul>
5	External Academic and	<ul style="list-style-type: none"><li>• Plan to conduct an External Academic and</li></ul>



*Jan*  
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	Administrative Audit	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 enhancing institutional performance and governance.
6	Green, Energy and Environment Audit by external agency	<ul style="list-style-type: none"><li>Plan to conduct 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.</li></ul>

## ACTION TAKEN REPORT OF IQAC MEETING HELD ON 12<sup>TH</sup> 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 Strengthen Institutional Reputation	Fostered a supportive learning environment, and prioritizes educational excellence and student success.



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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

  
CHAIRPERSON



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



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Anna University, Coimbatore - An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956

## MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
1	Dr. JAYAKUMAR	
2	Mr. ARUN GUNALAN	
3	Mrs. R. ANITHA	
4	Mr. R. PRADAP	
5	Mrs. R. DEVAKI	R. Devaki
6	Dr. P. KATHAVARAYAN	
7	Dr. D. BARANITHARAN	
8	Mrs. A. SANGEETHA	
9.	Mr. A. K. GOWTHAMRAJ	
10	Mr. A. SARAVANAN	
11	Mr. S SATHISH	
12	Mr. MOHAMMED ASLAM	
13	Ms. SWAPNA	Swapna
14	Mr. GANESH	
15	Mr. KUMARAGURU	
16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	



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