



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

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



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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	M. Muham. Nazam
2	Mr. MOHAMMED ILIYAS	M. Ilyas
3	Mrs. R. ANITHA	R. 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	A. 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	S. 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

A. M. Harind No 2.
PRINCIPAL

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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
2	Mr. MOHAMMED ILIYAS	Secretary	Member from the Management
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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	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 platforms• Faculty 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
17	Mr. G. SENTHILNATHAN	G. Senthilnathan



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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. R.
PRINCIPAL

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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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RAAK ARTS AND SCIENCE COLLEGE

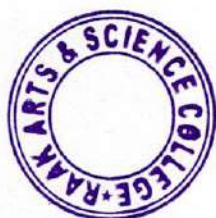
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MINUTES OF MEETING

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
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. 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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1. The 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.

[Signature]
IQAC COORDINATOR

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PRINCIPAL



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MEMBERS PRESENT

S. No	Name of the Faculty Member	Signature
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2	Mr. MOHAMMED ILIYAS	
3	Mrs. R. ANITHA	
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16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	



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RAAK/IQAC/283

Date: 11-05-2022

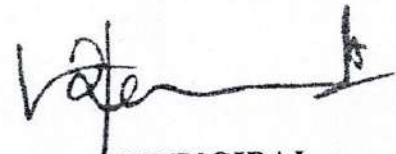
IQAC MEETINGS CIRCULAR

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


PRINCIPAL

Copy To:

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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
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12	Mr. MOHAMMED ASLAM	B.COM (CA)	Student Member
13	Ms. SWAPNA	Intagra software services	Alumni Member



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RAAK ARTS & SCIENCE COLLEGE,
VILLIANUR POST,
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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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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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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	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	Ganesh
15	Mr. KUMARAGURU	
16	Mr. BARANI	
17	Mr. G. SENTHILNATHAN	




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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


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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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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">Plan to conduct an Internal Environmental Audit within the campus premises, aiming to assess and improve environmental practices and sustainability initiatives.
2	Installation of Solar Panel	<ul style="list-style-type: none">Plan to install solar panels at campus to enhance sustainability and energy efficiency.
3	Infrastructure and Learning Resources	<ul style="list-style-type: none">Evaluate the adequacy and accessibility of infrastructure, facilities, and learning resources, aimed at supporting student learning and research activities effectively.
4	Induction programme	<ul style="list-style-type: none">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.
5	Purchase of additional system	<ul style="list-style-type: none">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.



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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 13TH 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/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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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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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">Review how well students are doing in their Internal Assessment (IA), Practical and assignments to understand their academic progress.Improve the students learning outcomes based on their internal performance.
2	Green Environment Initiative	<ul style="list-style-type: none">Plan for Green Environment Initiative aimed at promoting sustainability and eco-friendly practices on campus.
3	Faculty Development	<ul style="list-style-type: none">Discuss about conduction of programs design to improve teaching methods, research abilities, and overall professional growth for faculty members.
4	Hygiene Environment	<ul style="list-style-type: none">The college ensures the upkeep of its premises, with daily cleaning routines implemented to maintain cleanliness and hygiene across all floors.
5	ICT in Seminar Hall	<ul style="list-style-type: none">Plan to Integrate (ICT) into the seminar hall to enhance the learning experience.



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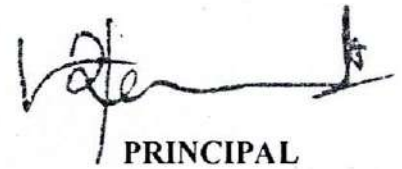
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ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19TH SEP 2022

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


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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	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


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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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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">• Create opportunities for current students to connect with alumni, gaining valuable insights, mentorship, and potential career opportunities.• Students utilize the knowledge, networks, and resources of alumni to support and enhance the educational and professional development goals.
2	Research and Publications	<ul style="list-style-type: none">• Evaluate the current research efforts of faculty to understand their progress and impact.• Promote the initiation and development of research publications by providing support to faculty.• Develop strategies to boost the number of research papers published in reputed journals, enhancing the institution's academic reputation and visibility.
3	Environmental Sustainability	<ul style="list-style-type: none">• Discussion on initiatives aimed at promoting environmental sustainability on campus, such as waste management, energy conservation, and eco-friendly practices.
4	NAAC SSR preparation	<ul style="list-style-type: none">• 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.
5	External Academic and	<ul style="list-style-type: none">• Plan to conduct an External Academic and



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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">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.

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 12TH 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




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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	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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