

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 11/12/2018

Time: 09.30 - 10.00

MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	13	Ms. Sruthi K S	DR AEI
2	Mrs. Neethu	DR EEE	14	Ms. Sandhya	DR ASH
3	Mr. Praveen	DR EEE	15	Mr. Vimal V	DR ASH
4	Mrs. Rubina	DR ECE			
5	Mr. Shehin E U	DR ECE			
6	Mrs. Snigda	DR CE			
7	Mr. Shaffeq	DR CE			
8	Mrs. Shilpa S	DR CSE			
9	Mrs. Gaya Nair	DR CSE			
10	Mr. Dileepan	DR ME			
11	Mr. Ranju	DR ME			
12	Mr. Pradhosh K.	DR AEI			

Discussions

1. ISO Internal Audit
2. Verification of documents in automation software & google file management systems

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	Planned to conduct ISO internal audit on 17 th & 18 th December 2018 and corrections should be completed by 20 th December 2018.	MR & DR	Within the planned dates
2	Verification of documents in automation software	Instructed ISO DR's to verify course file(F02) in both automation software & google file management system.	DR	Within the planned dates



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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 20/12/2018

Time: 09.30 – 10.00


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	13	Ms. Sruthi K S	DR AEI
2	Mrs. Neethu	DR EEE	14	Ms. Sandhya	DR ASH
3	Mr. Praveen	DR EEE	15	Mr. Vimal V	DR ASH
4	Mrs. Rubina	DR ECE			
5	Mr. Shehin E U	DR ECE			
6	Mrs. Snigda	DR CE			
7	Mr. Shaffeq	DR CE			
8	Mrs. Shilpa S	DR CSE			
9	Mrs. Gaya Nair	DR CSE			
10	Mr. Dileepan	DR ME			
11	Mr. Ranju	DR ME			
12	Mr. Pradhosh K.	DR AEI			

Discussions

1. Evaluation of ISO Audit (No 16)

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	Evaluation of ISO Audit	Completed audit as per the schedule, corrective actions taken for all NC's noted.		


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 28/05/2019

Time: 09.30 - 10.00


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	13	Ms. Sruthi K S	DR AEI
2	Mrs. Neethu	DR EEE	14	Ms. Sandhya	DR ASH
3	Mr. Praveen	DR EEE	15	Mr. Vimal V	DR ASH
4	Mrs. Rubina	DR ECE			
5	Mr. Shehin E U	DR ECE			
6	Mrs. Snigda	DR CE			
7	Mr. Shaffeq	DR CE			
8	Mrs. Shilpa S	DR CSE			
9	Mrs. Gaya Nair	DR CSE			
10	Mr. Dileepan	DR ME			
11	Mr. Ranju	DR ME			
12	Mr. Pradhosh K.	DR AEI			

Discussions

1. ISO Internal Audit

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Internal Audit	Planned to conduct ISO internal audit on 31 st May 2019 and corrections should be completed by 06 th June 2019.	MR & DR	Within the planned dates


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 08/06/2018

Time: 09.30 - 10.00

MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	13	Ms. Sruthi K S	DR AEI
2	Mrs. Neethu	DR EEE	14	Ms. Sandhya	DR ASH
3	Mr. Praveen	DR EEE	15	Mr. Vimal V	DR ASH
4	Mrs. Rubina	DR ECE			
5	Mr. Shehin E U	DR ECE			
6	Mrs. Snigda	DR CE			
7	Mr. Shaffeq	DR CE			
8	Mrs. Shilpa S	DR CSE			
9	Mrs. Gaya Nair	DR CSE			
10	Mr. Dileepan	DR ME			
11	Mr. Ranju	DR ME			
12	Mr. Pradhosh K.	DR AEI			

Discussions

1. ISO Internal Audit
2. ISO External Audit

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	Evaluation of ISO Audit	Completed audit as per the schedule, corrective actions taken for all NC's noted.		
2	ISO External Audit	External audit scheduled on 18 th June 2019.	MR & DR	Within the planned dates


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 04/01/2018

Time: 09.30 – 10.00


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	7	Mr. Praveen K. P	DR EEE
2	Ms. Sneha K	DR CSE			
3	Ms. Shilpa S	DR CSE			
4	Mrs. Nimisha M	DR ASH			
5	Mr. Jerry James	DR AEI			
6	Mr. Pradhosh K.	DR AEI			

Discussions

1. Evaluation of ISO Internal Audit
2. ISO documentation steps for new semester

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	Evaluation of ISO Internal Audit	Completed audit as per the schedule , corrective actions taken for all NC's noted.		
2	ISO documentation steps for new semester	Course file, Lab file transferred to automation software	Faculty Members	Before Audit


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 9/12/2017

Time: 09.30 - 10.00


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Mr. Kiran Samuel	MR	7	Mr. Praveen K. P	DR EEE
2	Ms. Sneha K	DR CSE			
3	Ms. Shilpa S	DR CSE			
4	Mrs. Nimisha M	DR ASH			
5	Mr. Jerry James	DR AEI			
6	Mr. Pradhosh K.	DR AEI			

Discussions

1. ISO Internal Audit
2. FO2 course files documentations in college automation software

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	Planned to conduct ISO internal audit on 14 th & 15 th December 2017 and corrections should be completed by 18 th December 2017.	MR & DR	Within the planned dates
2	FO2 course files documentations in college automation software	As college automation software came in to effect it is decided to maintain the course files in automation softwares,.	Faculty members	Before audit.


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 8/05/ 17

Time: 11.30 - 12.30am

MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	6	Mr. SALEEL K.	DR CE
2	Ms. Sneha K	DR CSE	7	RENJU JOY	DR ME
3	Mrs. Nimisha M	DR ASH	8	Ms. Snigda	DR CE
4	Mrs. Anu	DR ASH	9	Ms. Remya Bharathi	DR EC
5	Mr. Pradhosh K.	DR AEI			

Discussions

1. Evaluation of ISO Internal Audit
2. ISO documentation steps for new semester

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	Evaluation of ISO Internal Audit	Completed audit as per the schedule , corrective actions taken for all NC's noted.		
2	ISO documentation steps for new semester	Course file, Lab file transferred to automation software	Faculty Members	Before Audit


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 5/12/16

Time: 11.30 - 12.30am


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	6.	Ms. Baby CJ	DR CSE
2	Mrs. Anu	DR ASH	7	RENJU JOY	DR ME
3	Mrs. Nimisha M	DR ASH	8	Ms. Snigda	DR CE
4	Mr. Prakshan VC	DR ASH	9	Ms. Remya Bharathi	DR EC
5	Mr. Pradhosh K.	DR AEI	10	Mr. S Krishnakumar	DR ME
			11	Mr. Jerry James	DR AEI

Discussions

1. ISO AUDIT
2. Changes in the documentation
3. Addition of 2 new audit functions – IQAC, COE

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	Planned to conduct ISO audit on 15 th & 16 th December 2016	MR, DR	Within the planned dates
2	CHANGES IN documentation	IQAC files are moved to corresponding departments and internal marks, consolidated series mark are moved from COE to corresponding departments	DR	Before Audit
3	Addition of 2 new audit functions – KTU Exam cell, Principal Office	Since IQAC cell is dissolved temporarily, principal office is added to handle official documents related to college activity monitoring, KTU exam cell is also added under ISO for making the procedure more transparent		


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 3/5/16

Time: 11.30 - 12.30am


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	6.	Ms. Soumyasree P.s	DR ASH
2	Mr. kiran Samuel	DR ECE	7	Ms. Neethu	DR ME
3	Mrs. Sooraj TR		8	Ms. Kamal Gangu	DR ECE
4	Mr. Manu MR	DR CSE	9	Mr. Jerry James	DR AEI
5	Mr. Rakhee Baiju	DR CSE	10	Mr. S Krishnakumar	DR ME

Discussions

1. ISO AUDIT
2. Changes in the documentation
3. Addition of 2 new audit functions - IQAC, COE

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	<ul style="list-style-type: none">• Analysed all the non conformities and observations of all the departments.• Planned a re audit on 9th may 2016• Instructions are given to DR's to clear all non conformities in their department.• DR should submit the audit report to the MR office before 10th May 2016• As the KTU inspection is on coming month, instructions for cross checking the stock and inventory files are given.• Anticipating surveillance ISO audit on 2nd week of May• Preparation for external audit regarding	MR, DR	Within the planned dates


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ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY AKKIKAVU, THRISSUR

DR MEETING

Date : 26/4/16

Time: 11.30 - 12.30am

MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	7	Ms. Sumayya K. P	DR CE
2	Mr. kiran Samuel	DR ECE	8	Ms. Neethu	DR ME
3	Mrs. Sooraj TR	DR ME	9	Ms. Kamal Gangu	DR ECE
4	Mr. Manu MR	DR CSE	10	Mr. Jerry James	DR AEI
5	Mr. Rakhee Baiju	DR CSE			
6	Mrs. Asheera L	DR ASH			

Discussions

4. ISO AUDIT
5. Changes in the documentation
6. Addition of 2 new audit functions - IQAC, COE

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	<ul style="list-style-type: none">Planned to conduct ISO AUDIT on 28th and 29th april 2016 and schedule was circulated among the DRs.	MR, DR	Within the planned dates


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DR MEETING

Date : 3/5/16

Time: 11.30 - 12.30am


MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	7	Ms. Sumayya K. P	DR CE
2	Mr. kiran Samuel	DR ECE	8	Ms. Neethu	DR ME
3	Ms. Amrutha M	DR EEE	9	Mr. S Krishnakumar	DR ME
4	Ms. Lakshmi AK	DR ECE	10	Mr. Jerry James	DR AEI
5	Mr. Deepthi KV	DR EEE	11	Mr. Pradosh K	DR AEI
6	Ms. Snigda VK	DR CE			

Discussions

7. ISO AUDIT
8. Changes in the documentation
9. Addition of 2 new audit functions – IQAC, COE

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	<ul style="list-style-type: none">Analysed all the non conformities and observations of all the departments.Planned a re audit on 27th November 2015Instructions are given to DR's to clear all non conformities in their department.DR should submit the audit report to the MR office before 5th December 2015	MR, DR	Within the planned dates


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DR MEETING

Date : 3/5/16

Time: 11.30 - 12.30am

MEMBERS PRESENT:

SL No	Name	Designation	SL No	Name	Designation
1	Ms. Able Alex	MR	7	Ms. Sumayya K. P	DR CE
2	Mr. kiran Samuel	DR ECE	8	Mr. Jerry James	DR AEI
3	Ms. Amrutha M	DR EEE	9	Mr. S Krishnakumar	DR ME
4	Ms. Aashna	DR ASH			
5	Mr. Deepthi KV	DR EEE			

Discussions

1. ISO AUDIT
2. Changes in the documentation
3. Addition of 2 new audit functions – IQAC, COE

Sl. No	Points Discussed	Decisions Taken	Responsibility	Time Frame
1	ISO Audit	<ul style="list-style-type: none"> Planned ISO audit on 17th & 18th November 2015 	MR, DR	Within the planned dates
	Changes in the documentation	<p>Amendment and movement of files</p> <p>The following QMR forms are amended</p> <p>QMR No: 14 - hourly attendance report QMR No: 20 - internal exam mark list QMR No: 21 - teaching plan verification report QMR No: 25 - student feedback</p> <p>The following files are amended</p> <p>Teaching plan verification report HOD F38 Weak student identification HOD F39 University Correspondence F40</p> <p>The following files are moved to</p> <ul style="list-style-type: none"> College calendar HOD F07 – moved 		

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		<p>to IQAC cell as F01</p> <ul style="list-style-type: none"> • Feedback from students HOD F16 – moved to IQAC • Internal Evaluation group tutor F23 – moved to COE F05 • Internal Evaluation group tutor F24 – moved to COE F08 • Objective analysis report HOD F35 – moved to IQAC cell as F15 		
	<p>Addition of 2 new audit-functions – IQAC, COE</p>	<p>As per the part of NBA accreditation procedure, 2 additional audit functions are added to our existing system. Internal quality assessment cell [IQAC] will set and monitor the quality standards prevailed in the system and exams are conducted under the supervision of center of examinations [COE] office</p>		



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