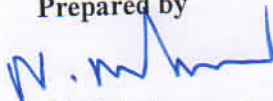



ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

Minutes of IOAC Meeting

Name of the meeting: IQAC Meeting	Date: 19-08-2022
Name of the Facilitator: Principal	Time: 12.30 PM
Meeting type: Scheduled	Venue: Conference Room, RCET
Attendees	
Dr. Devi. V Principal	Ms. Najiya Abdul rahman /AP ECE
Ms. Amrutha M Chemmanur , IQAC Director	Mrs. Mini Ittoop AP/CSE
Dr. N. Muthukumaran , IQAC Coordinator	Mr. Sabith /CE
Mrs. Asheera AP/ AS&H	Ms. Sunena Rose M.V/ AP AD
Mr. Dinto Thomas AP/EEE	Mr. K.A Sandeep/AP MECH
Agenda	
1. KTU Internal Audit (II term) 2. International Conference ICET 2022	

SL.NO	DECISION	RESPONSIBILITY
1	Reviewed the previous meeting minutes and the progress has been evaluated	IQAC Coordinator
2	Reviewed the KTU External audit remarks	IQAC Coordinator
3	Audit check list and Auditors list will be prepared and sent to all auditors through IQAC coordinator for the smooth conduct of KTU Internal Audit (II term)	IQAC members
4	IQAC director informed all department IQAC Coordinators to inform the faculty members regarding the preparation of files as per the format given by IQAC	Department IQAC Coordinators
5	International conference is planned to schedule on September 16 th and 17 th 2022.	
6	Dr. N. Muthukumaran will be the Convenor of ICET 2022	Dr. N. Muthukumaran
7	Principal narrated the procedures to be followed for smooth conduct of ICET 2022	ICET 2022 Department coordinators.
8	IQAC Director thanked all the members present in the meeting	

Prepared by

 Dr. N. Muthukumaran
 IQAC Coordinator

Verified by

 Mrs. Amrutha M Chemmanur
 IQAC Director

Approved by

 Dr. Devi V
 Principal

ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY:THRISSUR
INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

19.08.2022	
SL.NO	ACTION TAKEN
1.	KTU Internal Audit (II term) Audit procedures and Auditors list was prepared and circulated. Files were prepared as per the University requirement
2.	In connection with International Conference ICET 2022 , International Keynote speakers were identified , Brochure was prepared and sent to all Institutions .

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