

# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IOAC Meeting

Name of the meeting: IQAC Meeting	Date:09-09-2022
Name of the Facilitator: Principal	Time: 12.30 PM
Meeting type: Scheduled	Venue: Conference Room, RCET
<b>Attendees</b>	
Dr.Devi.V Principal	Ms.Najiya Abdul rahman /AP ECE
Ms.Amrutha M Chemmanur , IQAC Director	Ms.Rinu saracherian AP/CE
Dr. N.Muthukumaran , IQAC Coordinator	Mr.Sabith /CE
Mr.GinoJohn AP/MECH	Ms.Rehana/ AP AD
Mr.Dinto Thomas AP/EEE	Ms.Neethu AP/CSE
<b>Agenda</b>	
1. International Conference ICET 2022 2.Any other matter	

SL.NO	DECISION	RESPONSIBILITY
1	Reviewed the previous meeting minutes and the progress has been evaluated	IQAC Coordinator
2	Reviewed the ICET 2022 Progress	Convenor –ICET 2022
3	ICET 2022 Department coordinators Submitted their Programme schedule and it is approved by Principal	Department Coordinators – ICET 2022
4	Principal has given her advise and suggestions for smooth conduct of ICET 2022	ICET 2022 Department coordinators.
5	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

09.09.2022	
SL.NO	ACTION TAKEN
1.	In connection with International Conference ICET 2022 , Programme schedule was prepared and got approved by Principal . Departments decided to conduct parallel paper presentation sessions after the Inagural function .
2.	Convenor – ICET 2022 informed all the department coordinators to get feed back about the conference from the participants for the improvement in activities in the forecoming conferences. Corodinators accepted to do the same.



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review*