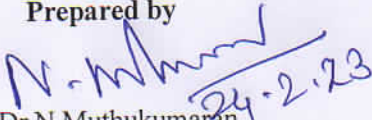


# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IOAC Meeting

Name of the meeting: IQAC Meeting	Date:24.02.23
Name of the Facilitator: Principal	Time: 10.00 AM
Meeting type: Scheduled	Venue: Conference Room, RCET
<b>Attendees</b>	
Dr.Devi.V Principal	Mr.Devan S
Ms.Amrutha M Chemmanur , IQAC Director	Ms.Anju Sam
Dr. N.Muthukumaran , IQAC Coordinator	Mr.Bineesh
<b>Agenda</b>	
<ol style="list-style-type: none"><li>1. KTU Internal Audit</li><li>2. Auditors list</li><li>3. Audit check list</li><li>4 .Any other matter</li></ol>	

SL.NO	DECISION	RESPONSIBILITY
1	Reviewed the previous meeting minutes and the progress has been evaluated	IQAC Coordinator
2	Reconstitution of IQAC members	IQAC Coordinator
3	Auditors list preparation for the smooth conduct of audit	IQAC Coordinator
4	Audit check list preparation	IQAC Coordinator
5	It is decided that KTU Internal audit will be carried out on 08.03.2023 and 09.03.2023	IQAC Coordinator
6	IQAC Director thanked all the members present in the meeting	

Prepared by  
  
Dr.N.Muthukumaran  
IQAC Coordinator

Approved by  
  
Dr. Devi V  
Principal

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

ACTION TAKEN REPORT

25.02.2023	
SL.NO	ACTION TAKEN
1.	Reconstitution of IQAC members have been formed and circulated
2.	Auditors list prepared for the smooth conduct of audit
3	Audit check list circulated
4	It is planned to conduct the audit as per the schedule and decision made during the meeting held on 24.02.2023

Prepared by

*N. Muthukumar*  
25.2.23

Dr.N.Muthukumar  
IQAC Coordinator

Approved by

*Dr. Devi V*

Dr. Devi V  
Principal