

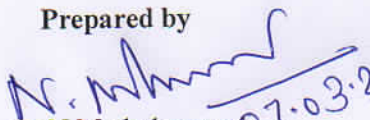
# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IOAC Meeting

Name of the meeting: IQAC Meeting	Date:07.03.23
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	Mrs.Archana Muralidhran
Dr. N.Muthukumaran , IQAC Coordinator	Mrs.Athira Prem kumar
Ms.Manjusha	Mrs.Sandhya
Ms.Lemiya Saimuddeen	Mrs.Radhika C.R
Mrs.Mini Ittoop	Ms.Ishana Muhamed
Mr.Dinto Thomas	
<b>Agenda</b>	
1. KTU Internal Audit 2. .Any other matter	

SL.NO	DECISION	RESPONSIBILITY
1	Reviewed the previous meeting minutes and the progress has been evaluated	IQAC Coordinator
2	It is decided that KTU Internal audit will be carried out on 08.03.2023 and 09.03.2023	IQAC Coordinator
3	Briefed the audit procedures to all the members	IQAC Coordinator
4	IQAC Director thanked all the members present in the meeting	

Prepared by

  
Dr.N.Muthukumaran  
IQAC Coordinator  
07.03.23

Approved by

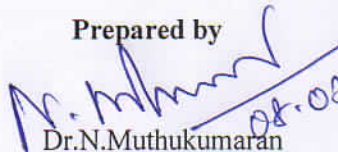
  
Dr. Devi V  
Principal

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

**ACTION TAKEN REPORT**

08.03.2023	
SL.NO	ACTION TAKEN
1	Audit check list circulated
2	It is planned to conduct the audit as per the schedule and decision made during the meeting held on 24.02.2023
3	Audit Scheduled and conducted on 08.03.23 and 09.03.23

Prepared by

  
08.03.23  
Dr.N.Muthukumaran  
IQAC Coordinator

Approved by

  
Dr. Devi V  
Principal