

# ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY

## Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 06-06-2023
Name of the Facilitator: Principal	Time: 11.00 AM
Meeting type: Scheduled	Venue: Conference Room, RCET
<b>Attendees</b>	
Dr. Devi V , Principal	Mr. Dinto Thomas, AP/EEE
Ms. Amrutha M Chemmanur , IQAC Director	Mr. Geno John , AP/ME
Dr. N. Muthukumaran , IQAC Coordinator	Ms. Anu Mol , AP/AD
Ms. Asheera, AP/ AS&H	Mr. Sabith , AP/CE
Dr. Kiran .P, HoD/AD	Ms. Radhika AP/ECE
Mrs. Mini Ittoop, AP/CSE	Ms. Sharmila KP ,AO
Ms. Ihsana, AP/CSE	Chris Ann Johns , AP/CE

### Agenda

1. KTU Internal Audit I AY 2022-2023 (EVEN SEM)			
Sl No	Decision	Responsibility	Scheduled Date
1	Reviewed the previous meeting minutes and progress has been evaluated.	IQAC Coordinator	
2	IQAC Director briefed about the KTU internal audit for the AY 2022- 2023 (EVEN SEM)		
3	All the Department coordinators are instructed to take initiative to update of all documents related to audit	HODs, All faculty	
4	It is decided to conduct the internal audit on 12.06.2023 and 13.06.2023	IQAC Coordinators	12.06.2023 13.06.2023
5	List of auditors and checklists have been sent to all departments	IQAC Coordinator	
6			
7	College specific documents will be verified during the audit.	Auditors	
	KTU Coordinator have to consolidate the audit reports and it should be submitted to IQAC	Mrs. Mini Ittoop	16.06.2023

Prepared by

Mrs. Amrutha M  
IQAC Director

Approved by

Dr. Devi V  
Principal

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

<b>19.06.2023</b>	
<b>SL.NO</b>	<b>ACTION TAKEN</b>
1.	KTU internal audit I was conducted on 12.6.2023 and 13.6.2023 for the AY 2022-2023 (Even SEM)
2.	Auditors list and audit check list was circulated to all departments for the smooth conduct of Audit.
3.	Audit Report Submitted on 19/06/2023

**Approved By**

**Dr.Devi.V**