

# 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 11.30 AM	
Meeting type: Scheduled		Venue IIT Bombay, RCET	
<b>Attendees</b>			
Dr. Devi V , Principal		Mr. Dinto Thomas, AP/EEE	
Ms. Amrutha M Chemmanur , IQAC Director		Mr. Geno John , AP/ME	
Ms. Sharmila KP , AO		Ms. Anu Mol , AP/AD	
Ms. Asheera, AP/ AS&H		Chris Ann Johns , AP/CE	
Mrs. Mini Ittoop, AP/CSE		Ms. Radhika AP/ECE	
<b><u>Agenda</u></b>			
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 Director	
2	IQAC Director briefed about the KTU External 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	KTU External Audit is Scheduled on 13/07/2023	IQAC Coordinators	13.07.2023
5	Documents for two semesters (Even and Odd semesters of 2022-2023 academic year)	HoDs and IQAC coordinators	13.07.2023
6	College specific documents should be made available for verification during the audit.	Principal, Faculty in charges	13.07.2023
7	At least five students from all batches of each department, except final years are to be present for the interaction with the auditors.	HoDs	13.07.2023

**Prepared by**

Mrs. Amrutha M  
IQAC Director

**Approved by**

Dr. Devi V  
Principal