

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 11/09/2024	
Name of the Facilitator: Dr. Devi V, Principal	Time: 11.00am	
Meeting type: Scheduled	Venue: Conference Room	
Attendees		
Mr V P Salim, CEO	Dr. Devi V, Principal	
Ms. Amrutha Chemmannur, IQAC Director	Ms LemyaSainudeen, IQAC Coordinator	
Dr. Shanavas S, HoD/ME	Ms Sandhya, AP/ASH	
Ms Ihsana Muhammed, AP/CSE	Ms. Asheera L -AP/ASH	
Dr Anfas Mukram, AP/ME	Mr Dinto Thomas, AP/EEE	
Ms Radhika E R, AP/ECE	Ms Savitha Vasudevan, AP/ECE	
Ms Mini Ittoop, KTU Coordinator	Ms Anumol, AP/AD	
Mr Sabith, AP/CE	Ms Sharmila K P, Administrative Officer	
<u>Agenda</u>		
KTU Internal Audit I for the odd Semester – 2024-25 Academic Year		
SI No.	Decision	Responsibility
1	It was decided to schedule the first KTU Internal Audit of the Odd semester for the Academic Year (AY) 2024-2025 on 26.09.24 and 27.09.24.	IQAC
2	AY 2024-25 Odd Semester files should be ready for auditing. All AMS and FMS details along with hard copies of course files are to be furnished to the respective Auditors for verification.	IQAC
3	The in-charge of college-specific files are assigned to Dr Shanavas (HoD/ME) and Ms Mini Ittoop (AP/CSE)	Dr Shanavas (HoD/ME) Ms Mini Ittoop (AP/CSE)
4	A special review team will be employed to audit the course files of the previous academic year (2023-24 Odd and Even Semester) including CO-PO attainment on 30.09.2024.	Review Team

5	<p>The department-wise Internal Auditors list was finalized as:</p> <p>AD Ms. Ihsana Muhammed P - CSE Ms. Athira Premkumar – CE Ms Aiswarya - ME</p> <p>CE Ms. Radhika – ECE Ms Najiya Abdulrahiman - AD Ms Anumol P S- AD</p> <p>CSE and CY M.Tech (CSE) Ms Amrutha M Chemmannur - AD Mr. Dinto Thomas – EEE Ms Sandhya – ASH Ms Nisha Unni - ASH</p> <p>ECE Ms. LemyaSainudeen -CSE Ms Princy - CE</p> <p>ME Mr. Sabith K– CE Ms. Asheera L –ASH Ms Priyanka - CSE</p>	IQAC Department Coordinators
6	<p>It was decided to include the following members in the Special Review Team from each department.</p> <p>AD- Ms Najiya Abdulrahiman ASH - Ms Sandhya CE- Mr Sabith K CSE, M.Tech (CSE)- Ms Ihsana Muhammed ECE- Ms Radhika E R EEE- Mr Dinto Thomas ME- Dr Anfas Mukram</p>	

Prepared by

Ms LemyaSainudeen

IQAC Coordinator

Verified by

Ms Amrutha M Chemmanur

IQAC Director

Approved by

Dr Devi K

Principal

ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL

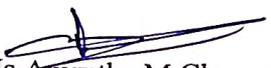
ACTION TAKEN REPORT

30/09/2024	
SL.NO	ACTION TAKEN
1	Auditors list prepared for the smooth conduct of the audit.
2	A special review team assigned to audit previous course files and CO-PO Attainment.
3	Audit checklist circulated.
4	The consolidated audit report was submitted on 30/09/2024.

Prepared by


Ms. Lemya Sainudeen
IQAC Coordinator

Verified by


Ms. Amrutha M Chemmanur
IQAC Director

Approved by


Dr. Devi V
Principal