ROYAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Minutes of IQAC Meeting

Name of the meeting: IQAC Meeting	Date: 07/08/2025
Name of the Facilitator: Dr. P Suresh Venugopal	Time: 1:10 pm
	Venue: Conference Room
Meeting type: Scheduled	

Attendees

Dr. P Suresh Venugopal, Principal	Ms. Amrutha Chemmannur, IQAC Director
Ms Mini Ittoop, KTU Coordinator	Ms Lemya Sainudeen, IQAC Coordinator
Dr. Shanavas S, HoD/ME	Dr Anfas Mukram , AP/ME
Ms Ihsana Muhammed, AP/CSE	Ms. Asheera L, HoD/ASH
Dr Vidya P ,AP/CSE	Dr D Zealakshmi, HoD/CE
Ms Radhika E R, AP/ECE	Ms Najiya Abdulrahiman ,AP/AD
Ms Sooryaprabha T S, AP/CSE	Ms Anumol, AP/AD
Ms Princy PP,AP/CE	Ms Nisha Unni ,AP/ASH
Ms Sharmila K P, Administrative Officer	

Agenda

1. Review and action plan based on audit findings for AY 2024–25
2. Plan for the upcoming internal audit of 2025–26 AY.

Sl No.	Decision	Responsibility
1	All missing and incomplete files/documents related to the 2024–25 academic year audit must be completed on or before August 27, 2025. A follow-up audit, inclusive of these updates, will be conducted on September 10 and 11, 2025, in conjunction with the first internal audit for the 2025–26 academic year.	IQAC
2	It is decided that the university examination question paper scheme may be optionally included in the course file. However, the faculty members must ensure that both the question paper and the scheme are circulated to students.	Faculty Members
3	It is decided to conduct Class Committee Meetings for all batches under both the 2019 and 2024 schemes. Additionally, Advisory Committee Meetings are to be conducted only for the 2019 scheme batches.	Faculty Members
4	A concern was raised regarding non-submission or improper submission of course files by some faculty members. The Principal has directed submission of the list of concerned faculty members for necessary follow-up action.	KTU Coordinator
5	A Course File Checklist will be introduced to streamline the audit process. The AMS Checklist must be updated to align with the new academic management software, Codespace.	IQAC