



GOVERNMENT ENGINEERING COLLEGE KOZHIKODE

MINUTES OF MEETING

Name of the Meeting : IQAC Audit Exit Meeting (Odd Semester AY 2021-22) Review Period : 25-10-2021 to 21-03-2022 (5 months)

Venue : EDUSAT Room Date : 24-03-2022 (10.30 – 12 PM)

Chairman/ Chairperson of the meeting (Name and designation): Dr. K Najeeb Principal

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	<p>IQAC audit report presentation by the auditors. Average scores of assessment:</p> <ol style="list-style-type: none">1. AE&I (UG/PG) : 4.35/52. ECE (UG) : 4.78/53. CE (UG) : 4.57/5 4.65/54. CHE (UG/PG) : 4.81/55. ME (UG/PG) : 4.90/56. Institutional : 5/5	<p>Upload the internal audit report in college website/KTU portal with principal remarks.</p>	31-03-2022	IQAC Coordinator	
2	<p>Discussion on important observations/remarks made by the auditors</p> <ol style="list-style-type: none">1. Minor courses course files copies may be kept in all dept. folders2. one or two days time may be given for corrections in audit process based on remarks of auditors3. Proper maintenance of course diary in Etlab is strongly recommended	<p>Incorporate suggestions in future audit process</p>	-	IQAC Coordinator	

Members Present: M/s.					
Name	Designation	Signature	Name	Designation	Signature
Dr. Reena P	Professor & HOD (AE&I)		Dr. Kouzer K M	Assoc. Professor & UG Dean	
Dr. Sreejith B <i>Dr. Sn.</i>	Professor & HOD in charge (ME)		Dr. Binu T V	Assoc. Professor & PG Dean	
Dr. Beula C <i>Dr. Ushakumary</i>	Assoc. Professor & HOD (CHE)		Dr. Sajith P P	Professor (ME) & Auditor	
Dr. Sreela P K	Assoc. Professor & HOD (CE)		Dr. Shaji K	Professor (ME) & Auditor	
Dr. Gigi Sebastian	Professor (CHE) & Auditor		Prof. Anupa T	Asst. Professor (ASc) & Auditor	
Dr. Anjana S	Professor (CE) & Auditor		Dr. Ragesh P P	Associate Professor (CE) & IQAC member	
Dr. B.S.Sbajeemohan	Assoc. Professor (AE&I) & Auditor		Dr. Manu V T	Asst. Professor (ME) & IQAC member	
Dr. Job Chundath	Assoc. Professor (AEI) & Auditor		Prof. Sreejith S	Asst. Professor (AEI) & IQAC member	
Prof. Manoj N	Asst. Professor (CHE) & Auditor		Prof. Adil Muhammed	Asst. Professor (CHE) & IQAC member	
Dr. Suji S K	Asst. Professor (CHE) & Auditor		Sri. Jithesh C P	Asst. Professor (AEI) & IQAC Coordinator	
Prof. Bindurani P	Asst. Professor (CE) & Auditor		Vanmorb ok	HOD APPSC	

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C. S. S. S. S.

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