



GOVERNMENT ENGINEERING COLLEGE KOZHIKODE

MINUTES OF MEETING

Name of the Meeting	: IQAC Meeting (Odd Semester AY 2020-21)	Review Period	05-11-2020 to 03-02-2021 (2 months)		
Venue	: Principal Conference Room	Date	03-02-2021 (11 – 12 PM)		
Chairman/ Chairperson of the meeting (Name and designation): Dr. Najeeb K, Principal					
S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Odd Semester second e-audit (AY2020-21) schedule approval	Conduct e-audit on 11 th February 2021	11-02-2021	IQAC Coordinator & Department Audit Co-ordinators	Schedule approved in ACM of 13 Jan 2021
2	Procedure of e-audit as per KTU norms for the odd semester (AY 2020-21) & approval of online class effectiveness survey integrated in LMS	Enable shared Google drive for e-audit and create hierarchy for the audit files & communicate the audit requirements to the stakeholders	04-02-2021	IQAC Coordinator & Department Audit Co-ordinators	
3	e-audit team pre-audit and post audit meeting scheduling	Decided to conduct a pre-audit meeting on 10-02-2021 & Post audit meeting on 16-02-2021	16-02-2021	IQAC Co-ordinator	Invite Principal & HODs for exit meeting

Members Present: M/s.

Name	Designation	Signature	Name	Designation	Signature
Dr. Sreejith B	Professor (Mechanical Engg.)		Dr. Ragesh P P	Associate Professor (Civil Engineering)	
Dr. Jithesh P K	Asst. Professor (KTU Coordinator)		Sri. Sreejith S	Asst.Professor (AE&I Engg.)	
Smt. Anupa T	Asst. Professor (ASc. Dept.)		Sri. Jithesh C P	Asst.Professor (AE&I Engg.)	
Sri.Adil Muhammed	Asst.Professor (Chemical Engg.)		Smt. Maya Raghavan	Accounts Officer	