



GOVERNMENT ENGINEERING COLLEGE KOZHIKODE
MINUTES OF MEETING

Name of the Meeting : IQAC Meeting (Even Semester AY 2020-21)	Review Period	15-03-2020 to 14-06-2021 (3 months)
Venue : Online Mode	Date	15-06-2021 (2.30–3.30 PM)

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

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	<u>Final semester KTU exam (AY2020-21)</u> <u>Question paper setting guidelines:</u> 1. Decided to follow KTU standards in question paper setting. 2. Decided to instruct respective course faculty to follow the guidelines and prepare a checklist for scrutiny approval	Communicate the guidelines to the stakeholders	18-06-2021	IQAC department coordinators	
2	<u>Schedule of question paper scrutiny:</u> 1. Decided to complete the scrutiny process on or before 23 June 2021 2. Respective department has to submit the scrutiny minutes/report with checklist to IQAC	Conduct the scrutiny meeting and submit the reports	23-06-2021	HOD/Department scrutiny committee	
3	<u>Schedule of End Semester Examination:</u> 1. Inform UG Dean/Chief Supdt. Of Exam to schedule the slots between 28 June – 12 July 2021	Schedule the examination with detailed time table including honours	21-06-2021	Dean/Chief Supdt. Of KTU examination	

Members Present: M/s.

Name	Designation	Present Online	Name	Designation	Present Online
Prof. Biju I K	Associate Professor (Mechanical Engg.)	√	Dr. Ragesh P P	Professor (Civil Engineering)	√
Dr.Jithesh P K	Asst. Professor (KTU Coordinator)	√	Prof. Sreejith S	Asst.Professor (AE&I Engg.)	√
Dr.Divyasree	Asst. Professor (ASc. Dept.)	√	Prof. Jithesh C P	Asst.Professor (AE&I Engg.)	√
Prof.Adil Muhammed	Asst.Professor (Chemical Engg.)	√	Prof. Shyja	Asst.Professor (Chemical Engg.)	√