



GOVERNMENT ENGINEERING COLLEGE KOZHIKODE
MINUTES OF MEETING

Name of the Meeting : IQAC Meeting (Odd Semester AY 2020-21)	Review Period	17-08-2020 to 23-10-2020 (2 months)
Venue : Online Mode	Date	23-10-2020 (3 - 4 PM)

Chairman/ Chairperson of the meeting (Name and designation): Dr. Ushakumari E.R, Principal

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Odd Semester e-audit (AY2020-21) Scheduling	Schedule & Coordinate the e-audit (online mode). Proposed dates is 4 th November 2020	28-10-2020	IQAC Coordinator & Department Audit Co-ordinators	Schedule to be approved in ACM
2	Procedure of e-audit as per KTU norms for the odd semester (AY 2020-21)	Enable shared Google drive for e-audit and create hierarchy for the audit files & communicate the audit requirements to the stakeholders	30-10-2020	IQAC Coordinator & Department Audit Co-ordinators	
3	Conduct of e-audit	Communicate the auditor schedule to the principal for necessary action	27-10-2020	IQAC Co-ordinator	

Members Present: M/s.

Name	Designation	Signature	Name	Designation	Signature
Dr.Sandhya M	Associate Professor (Mechanical Engg.)	Present (Online)	Dr. Ragesh P P	Associate Professor (Civil Engineering)	Present (Online)
Dr. Jithesh P K	Asst. Professor (KTU Coordinator)	Present (Online)	Sri. Sreejith S	Asst.Professor (AE&I Engg.)	Present (Online)
Smt. Anupa T	Asst. Professor (ASc. Dept.)	Present (Online)	Sri. Jithesh C P	Asst.Professor (AE&I Engg.)	Present (Online)
Sri.Adil Muhammed	Asst.Professor (Chemical Engg.)	Present (Online)			

