



**GOVERNMENT ENGINEERING COLLEGE KOZHIKODE**  
**MINUTES OF MEETING**

Name of the Meeting : IQAC Meeting (Even Semester AY 2020-21)	Review Period	15-06-2020 to 14-09-2021 (3 months)
Venue : Online Mode	Date	<b>29-09-2021 (2.30–3.30 PM)</b>

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

S.No.	Points Discussed	Actions planned	Target Date	Responsibility	Remarks
1	Even Semester first e-audit (AY2020-21) schedule approval	Conduct e-audit on 27 <sup>th</sup> October 2021	27-10-2021	IQAC Coordinator & Department Audit Co-ordinators	Schedule to be approved in next ACM
2	Procedure of e-audit as per KTU norms for the even 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	13-10-2021	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 26-10-2021 & Post audit meeting on 29-10-2021	29-10-2021	IQAC Co-ordinator	Invite Principal & HODs for exit meeting

Members Present: M/s.

Name	Designation		Name	Designation	
Dr. Ragesh P P	Professor (Civil Engineering)	✓	Prof. Biju I K	Associate Professor (Mechanical Engg.)	✓
Dr. Abdurahiman V	Asst. Professor (KTU Coordinator)	✓	Prof. Sreejith S	Asst.Professor (AE&I Engg.)	✓
Prof. Anupa T	Asst. Professor (ASc. Dept.)	X	Prof. Jithesh C P	Asst.Professor (AE&I Engg.)	✓
Prof. Adil Muhammed	Asst.Professor (Chemical Engg.)	✓	Prof. Shyja M	Asst.Professor (Chemical Engg.)	✓