



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

Name of the Meeting : IQAC Meeting (Odd Semester AY 2021-22)	Review Period	15-11-2021 to 09-02-2022 (3 months)
Venue : Online Mode	Date	<b>09-02-2022 (8–9 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	<b>Academic audit pan (AY2021-22):</b> Discussed about latest update from KTU on external audit. KTU is planning to conduct the external audit for the running semesters at the end of February. With effect from AY 2022-23 revised file structure (NBA compliant) will be followed.	Give direction to departments to prepare the documents as per the KTU 2019-20 audit manual.	16-02-2022	IQAC Coordinator & Department Co-ordinators	
2	<b>Series Test Question Paper Format (2019 scheme) Approval:</b> Question paper must contain; PART-A : 5 short answer questions PART-B: 3 descriptive questions with choices. Each full question can have maximum 3 sub divisions. Question paper must be of as per KTU guidelines and preferably covers 2.5 modules.	Send the revised question paper format to the departments	11-02-2022	IQAC Coordinator & Department Co-ordinators	

Members Present: M/s.

Name	Designation		Name	Designation	
Dr. Ragesh P P	Professor (Civil Engineering)	✓	Dr. Manu V T	Asst. Professor (Mechanical Engg.)	✓
Dr. Abdurahiman V	Asst. Professor (KTU Coordinator)	X	Prof. Sreejith S	Asst. Professor (AE&I Engg.)	X
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.)	✓