



# ZIAUDDIN UNIVERSITY

## MINUTES OF GEC MEETING

Student Name: \_\_\_\_\_ Enrollment No: \_\_\_\_\_

Program: \_\_\_\_\_ Faculty: \_\_\_\_\_

Research Topic: \_\_\_\_\_

Date of last meeting: \_\_\_\_\_

Agenda Items	Decision Taken

GEC Members attendance: The meeting was held on \_\_\_\_\_, the following members attended

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Supervisor)

2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Co-supervisor/Member)

3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Member)

4. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Member)

\_\_\_\_\_  
**Director Postgraduate**

\_\_\_\_\_  
**Dean**

### Notes:

1. GEC meetings of each MS/MPhil/PhD student will be held after every six months till completion of the MS/MPhil/PhD program. The first meeting will however be held immediately after the formulation of GEC within a month.
2. At least 3 members (including the supervisor) should be present in or attend the meeting to fulfill the quorum requirement.
3. The agenda of the meeting will be decided by the supervisor in consultation with the student; an Additional sheet may be used/attached (if required).