

### **Agenda of 10th meeting dated 24.05.2021:**

- i) Sub IQAC reports and feedback analysis.
- ii) Analysis of Academic Audit.

Venue: Virtually through Google Meet

Time: 11:00 AM.

### **Minutes of Meeting:**

- i)
  - a) Feedback forms on various subjects for odd semester 2020-2021 are to be collected from the students of all the departments and analysis is to be done by Sub IQAC within one month.
  - b) For conducting the aforementioned process smoothly it has been decided that the feedback forms will be sent to the students in their college portal where they can also submit it after filling up.
  
- ii)
  - a) Academic Auditor Prof. (Dr). Subhash Chandra Panja, Professor of Mechanical Engineering Department, Jadavpur University was very satisfied with the laboratory infrastructure and updated library facilities.
  
  - b) Prof. (Dr.) Panja advised us to increase consultancy activities and organize FDP for teachers and short- term programmes for students. The Departmental HODs are requested to look into the matter.

**Coordinator, IQAC**