

## Minutes of Meeting

**Date: 15/07/2025**

**Agenda:**

1. Review of previous meeting.
2. Academic planning.
3. NBA preparation.
4. Student feedback analysis.

**Discussion & Resolution:**

- Departments instructed to complete CO-PO mapping.
- Academic audit schedule finalized.
- FDP planned for faculty members.
- Student mentoring system strengthened.

**Action Points:**

| <b>Activity</b>   | <b>Responsible Person</b> | <b>Deadline</b> |
|-------------------|---------------------------|-----------------|
| Academic Audit    | IQAC Coordinator          | 30/07/2025      |
| Feedback Analysis | HODs                      | 25/07/2025      |