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**Feedback collected, analyzed and action taken report**

**A meeting was held in the principal office dated 27/10/2020**

**Office bearers under session-2020-2021**

1. Mrs.Neetu Upveja (HEAD)
2. Mrs.Rajdeep Kaur (Member)
3. Mr.Vishavdeep (Member/computer expert)

**Minutes of the meeting were as follows-**

* **Committee should tell the students about Feedback Process.**
* **Committee should aware the students about internal assessment.**
* **Committee should collect the feedback from Parents, Students, Teachers and administrators.**
* **A notice was displayed on the notice board of the college.**

**Action taken:-**

* Students may be aware of the process of internal level so that it is more fair and they will watch it so that it becomes unbiased.
* Teachers are persuaded to be always more punctual in the class.

