

No.: ISBMU/IQAC/2021/006

Date: 15.04.2021

**CIRCULAR**

**Subject:** First Meeting of the IQAC Committee

In continuation of the office order dated 16<sup>th</sup> April 2021 regarding the formation of the IQAC Committee, I am pleased to inform you that the first meeting of the IQAC Committee has been scheduled.

**Details of the Meeting:**

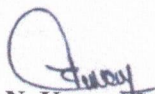
- **Date:** 19<sup>th</sup> April 2021, **Time:** 10:00 AM, **Venue:** Board Room, ISBM University

**Agenda for the Meeting:**

1. **Welcome and Introduction:**
  - Briefing on the significance and role of IQAC in enhancing the quality of educational processes and outcomes.
  - Introduction of the members of the IQAC Committee.
2. **Discussion on the Objectives of IQAC:**
  - Planning, guiding, and monitoring Quality Assurance (QA) and Quality Enhancement (QE) in the academic activities of the University.
3. **Roles and Responsibilities of IQAC Members:**
  - Development and application of quality benchmarks.
  - Parameters for various academic and administrative activities of the institution.
  - Collection and analysis of feedback from stakeholders.
  - Dissemination of information on quality parameters.
4. **Planning for Upcoming Activities:**
  - Organization of workshops, seminars on quality-related themes.
  - Promotion of quality circles and best practices.
5. **Documentation and Reporting:**
  - Establishing a mechanism for documentation of various programs/activities leading to quality improvement.
  - NAAC preparation
6. **Open Discussion:**
  - Suggestions and feedback from members for the effective functioning of the IQAC.
7. **Any Other Point:**
  - Discussion on any other relevant matters brought forward by the members.

All members are requested to make it convenient to attend the meeting. Your valuable inputs and active participation will be crucial in ensuring the success of the IQAC's endeavors.

In case of any queries or if you are unable to attend the meeting, please inform the undersigned at the earliest. Thank you for your attention and cooperation.

  
Dr. N. Kumar Swamy  
Director, IQAC  
ISBM University



  
REGISTRAR  
ISBM UNIVERSITY  
Village-Nawapara (Kosmi), Block &  
Tehsil-Chhura, Distt.-Gariyaband  
Chhattisgarh-493 996