

Ref. No. SMS/ADM/2018/

Date : 07.03.2018

**Subject : Allocation of various Tasks by the 'Quality Circle' of IQAC**

**Dear Colleagues,**

Following the constitution of a high-level 'Quality Circle', the various tasks (to be attained wholly/partly) have already been identified for a quality drive of the Institution every year during the **Meeting of the IQAC on the 12<sup>th</sup> February, 2018**. The minutes and other details have also been notified among the concerned members of faculty and staff for needful.

Enclosed are the details of allocation of such 'Tasks' for perusal and needful compliance by the pertinent members of faculty and staff in respect to the **Academic Year 2017-18**. All the relevant doers are requested kindly to take note of his/her respective share in the total gamut of activities and start working for meeting our annual target on various fronts.

The compliance-progress, made on all the various **counts**, shall be reviewed on regular intervals by the undersigned, in the presence of the Director & Chairman, IQAC and the representative of Management, during the meetings to be organized for the purpose. The content of this Circular is also available on the **i-campus**.

Wishing you all the best!

Yours sincerely,

(Sanjay Gupta)  
Registrar &

Coordinator, Quality Circle of IQAC

Encl. : As above.

- Cc : 1. PA to the Executive Secretary  
2. Director & Chairman, IQAC  
✓ 3. Circulation among each of the concerned members of faculty & staff

For information and needful.