

Ref. No. SMS/ADM/2018/

Date : 15.02.2018

Subject : Constitution of a 'Quality Circle' as per IQAC-Resolutions

Dear Colleagues,

In the light of the suggestions made by the Members in the IQAC-meeting dated 26/12/2017, a high-level '**Quality Circle**' comprising of the **following members** has been constituted to ensure the attainment of the various tasks (wholly/partly) earmarked for a quality drive of the Institution every year so as to enable the Institution to successfully comply with the responsibility of AQAR-Submission in time each year till the beginning of the Second Cycle of NAAC Assessment & Accreditation. **Compliance of instructions by the aforesaid Quality Circle shall be mandatory on the part of all the other members of faculty and staff.**

- Sri Sanjay Gupta (**Coordinator, QC**)
- Prof. Sandeep Singh
- Prof. R K Singh
- Sri R G Gupta
- Sri D K Tripathi
- * Prof. K S Mishra
- * Prof. Alok Kumar
- * Dr. Pallavi Pathak
- * Er. P B Singh
- * Sri Pradeep K Srivastava

The Coordinator, Quality Circle, is required kindly to convene a meeting of the QC-members at an early date in order to start working on the identification of the annual share (wholly/partly) of **various tasks (enclosed)** and deciding plan of action to achieve them in respect to the **Academic Year 2017-18**. Meetings of the QC-members at regular intervals would be desirable towards compiling **Action Taken Reports (ATRs)** and their review prior to filing the AQAR. With a view to augment the exercise, an additional circular showing expected **Incremental Growth on Academics and other important verticals** by the faculty/staff is to be notified shortly.

All those members of faculty & staff, who have been assigned the responsibility above are required kindly to start working without any delay. The compliance-progress, made on all the various **counts**, shall be reviewed on regular intervals by the undersigned, in the presence of 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,


(P. N. Jha)

Encls. : As above.

Cc : 1. PA to the Executive Secretary

- ✓ 2. Circulation among each of the concerned members of faculty & staff
For information and needful.