

Date : August 17, 2023

**Circular**  
**(IQAC Meeting)**

An IQAC Meeting will be conducted wef 11:00 am on Monday (August 28, 2023). The agenda of this meeting is :

1. Observations of Internal Audit : 2022-23
2. Academic Monitoring, Academic Data and OBE related formats
3. Assessment Tools, Attainment Levels, Pattern of Question Paper and Quality of Question Paper (internal assessment)
4. CO-PO-PSO Mapping of batch passing out in 2022-23 session (E.g. B Tech batch 2019-2023)  
*Refer format OBE-04.*
5. CO-PO-PSO Attainment of batch passing out in 2022-23 session (E.g. B Tech batch 2019-2023) with Observations and Measures to be taken (*Refer formats OBE-07B, OBE-07A, OBE-05, OBE-06*)
6. Result Analysis of batch passing out in 2022-23 session (E.g. B Tech batch 2019-2023).  
*Refer format AM-10A.*
7. Analysis of various feedbacks (submitted by concerned stake-holders) with Measures
8. Framing / Reviewing / Updating / CO-PO-PSO Mapping of 2023-24 Session. *Refer format OBE-03.*
9. Work related to mentor – mentee and weak and bright students (Identification Criteria, List and Measures to be taken)
10. Curriculum Gap, Curriculum Planning (including academics) and Academic Calendar (Central and Depts)
11. Course File Preparation and Review at Dept Level
12. Any other

All the HODs are requested to submit the duly signed hard-copy and soft-copy of documents pertaining to their dept / program(s) for S. No. 4, 5, 6, 7 till Aug 24, 2023.

All the concerned personnel are requested to attend this meeting.

  
(Dr. Brijesh Singh)

Director

**Copy for information and necessary action to :**

- ⇒ Hon'ble Chairman and Vice-chairman
- ⇒ Dean-Academics, Dean-SW, Associate Dean – First Year, All the HODs, IQAC
- ⇒ Registrar, Account, Library, ERP, Transport
- ⇒ Notice Boards