



Office of the Director
Internal Quality Assurance Cell
UNIVERSITY OF SCIENCE AND TECHNOLOGY MEGHALAYA

USTM/IQAC/2019/...05

Date: 01.12.2019

Meeting on NAAC Inspection Preparation to be held on 6th Dec, 2019 at Conference Hall, Admin Block in presence of Hon'ble Chancellor, USTM

This is for information to all the Head of departments and NAAC Coordinators that a meeting on NAAC Inspection Preparation will be held on 6th Dec, 2019 at Conference Hall, Admin Block. Hon'ble Chancellor USTM has kindly consented to grace the meeting and give his valuable suggestions towards the preparation of NAAC Inspection.

The following matters will be discussed.

- 1. Preparation of Departmental Profile**
- 2. Departmental Websites**
- 3. Infrastructure and Physical facilities**
- 4. All the necessary files, registers should be maintained.**
- 5. Any other matter**

All concerned are hereby requested to attend the meeting without fail.

sdj
Director, IQAC

Copy to :

1. Registrar, USTM for kind information.
2. All Head of departments and NAAC Coordinators
3. Members of IQAC for their kind information and doing the needful.
4. IT Officer for upload in the IQAC website
5. Office File.

sm 01/12/2019
Director, IQAC

Director
IQAC, USTM