



**Office of the Director
Internal Quality Assurance Cell
University of Science & Technology, Meghalaya**

No.: USTM/IQAC/OD/2021/20

Date: 05.07.2021

Circular

Sub: Conducting Webinars/Lecture Series/Workshop

IQAC would like to request all the HoDs and Departmental Faculty Coordinators of Event Management Forum to plan **Webinars/Lecture Series/Workshop** during this period of online learning. The proposals for the same can be sent to Registrar for approval. On completion of the event, the HoDs are requested to send a complete report as per standard format to the IQAC office within two days of the completion of the event.

Sd/-
Director, IQAC

Copy to:

- 1.P.S to the Vice Chancellor
- 2.Director, Administration
- 3.Registrar
- 4.Academic Registrar
- 5.Director, University Classes
- 6.Controller of Examination
- 7.All HoDs
- 8.All EMF Coordinators
- 9.Office File

Director, IQAC

Director, IQAC
USTM