



**Internal Quality Assurance Cell (IQAC)
C. M. Science College, Darbhanga**



Ref: IQAC/001/25

Date 12/12/2025

Notification

All Heads of Departments and Event Coordinators (including NCC and NSS) are hereby informed that the Standard Operating Procedure (SOP) and the Prescribed Format for submitting reports related to the organization of Conferences, Seminars, Workshops, and other Academic Events (as per NAAC Guidelines) are attached with this notice.

All departments must strictly follow the SOP and use the attached reporting format for planning, conducting, documenting, and submitting reports of their academic events to the IQAC.

Adherence to these guidelines is essential for maintaining uniformity in documentation and ensuring compliance with NAAC requirements.

All concerned are requested to cooperate.

Dr. Shakir Ahamad
12/12/2025

Dr. Shakir Ahamad
Coordinator, IQAC
C. M. Science College, Darbhanga

Copy to :- Persons Concerned.