



**ISBM**  
**UNIVERSITY**  
KNOWLEDGE WISDOM HUMANITY

Established under the Chhattisgarh Private  
Universities (Establishment and Operation) Act, 2005

Village – Nawapara (Kosmi), Block & Tehsil – Chhura, Dist.  
– Gariyaband, Chhattisgarh, India – 493996

Ref no. ISBMU/2024-25/818

Date – 28.02.2025

**Circular**

**Attn.- All Non-teaching staff.**

All non-teaching staff are directed to submit their daily work performance report in the logbook to the HR & Admin Manager, ISBM University everyday at the time of leaving the campus positively.



**Copy to :-**

1. Hon'ble Chancellor ISBM University for kind information.
2. Hon'ble Vice Chancellor ISBMU for kind information.
3. HR & Admin Manager for information & necessary action.
4. All Non-teaching staff for information & necessary action.