

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

Ref. No.____/DUI

Dated:- _____

Extracts from the minutes of the online meeting of the Chairpersons/ Directors/Coordinators of all Teaching Departments/Centres/ Institutes, Panjab University held on 24.10.2020 at 12.00 noon for necessary action at your end:

1. That following three Committees be constituted in all the Departments/Centres/Institutes:-
 - a) **Academic Review Committee:** The Departments have to constitute Academic Review Committee and a summary be prepared regarding academic activities undertaken till date and the work to be done in future.
 - b) **Research Review Committee:** The Departments have to constitute Research Review Committee consisting 2-3 members out of which one of the members should be a Ph.D./PG student and a summary be prepared regarding Research work done till date and the research work to be done in future. This would help in avoiding duplication of research. The Committee would also explore the new thrust areas for research development.
 - c) **Social Review Committee/Other Review Committee:** The Departments have to constitute Social Review Committee to work on outreach activities, like Swachhta Abhiyan.

The constitution of above Committees along with the summary be prepared by **November 30, 2020** so that a strategy for next year may be formulated.

2. A Coordinator be deputed in all the departments to take care of Laboratories, department premises and obsolete articles lying unattended in the labs or surrounding areas of the departments. He/she would ensure that no premises or article in labs remain unattended. Premises of twenty hostels be also taken care of for cleanliness by the hostel wardens.
3. The Departments must update their IRB portal as requested by Director, IQAC.
4. In all Laboratories, where unattended articles are lying scattered, either be placed on appropriate places or be disposed off by the concerned department at the earliest.

Dean of University Instruction

**Issued to all Chairpersons/
Directors/Coordinators**