

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

January 29, 2021

As per duly approved recommendations of the Committee constituted by the Vice Chancellor, all Chairpersons/ Directors/Coordinators of PU teaching departments and PU Regional Centres are requested to comply with the following instructions for smooth conduct of lab experiments:

- a. The research labs should be kept in proper order and SOPs be followed.
- b. All equipment in research labs should be functional or in working condition.
- c. Research scholars be involved for maintenance of Equipment in their respective labs.
- d. List of instruments in the labs be ready on the basis of functional/non-functional ones and faculty members be requested to submit compliance report regarding this list, in their respective lab, to the Chairperson of concerned department.
- e. Steps be taken to initiate the procedure for write-off obsolete/non-functional Equipment/Inventory, if any.

Amount received after write-off of obsolete/non-functional Equipment/Inventory by a department may be used by the respective department for repair and maintenance of existing lab Equipment/or purchase of new one for the research labs.

Committee members would visit the departments for inspection of research labs during the month of February 2020.

[Signature]

Dean of University Instruction
Panjab University
Chandigarh

Issued to:

All Chairpersons/Directors/Coordinators of
PU Teaching Departments and Regional Centres

29/1/2021