

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

No. 2294 /DUI/DS,

Dated : 23/6/2023

**CIRCULAR**

Dear Colleagues,

As we are preparing for the upcoming NAAC visit, it is essential that we pay attention to the following areas. Please ensure that:-

1. **Presentation:** All relevant documents and records are well prepared and organized for the NAAC;
2. **Cleanliness:** The departments and their surroundings are kept clean and tidy. Regular maintenance should be carried out to ensure a presentable environment;
3. **Signage:** Adequate signage is in place to guide visitors and provide necessary information within the department;
4. **Washrooms:** Washrooms are clean, well maintained and stocked with necessary supplies;
5. **Water coolers and surroundings:** Water coolers are functional and maintained properly and surrounding area should be kept clean.
6. **Hand-out:** A brief handout of the department showing its various features should be prepared for the team.

Please note that the departments can utilize their contingent grant for any maintenance related issues that may arise. **Let us work together to ensure a successful and smooth NAAC Visit.**

Best regards,



Dean of University Instruction  
23/6/2023

1. All the Chairpersons/Directors/Coordinators of departments/Institutes/Centres
2. The Director, R&DC
3. The Dean College Development Council,
4. Dean students Welfare
5. The Director, IQAC
6. The Registrar
7. The Finance & Development Officer
8. Controller of Examinations