

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

No. 2527/DUI/DS  
Dated: 03.07.2023

**CIRCULAR**

All Chairpersons/Directors/Coordinators of Departments/Institutes/Centres are informed that the NAAC team is scheduled to visit Panjab University from 2 Aug – 4 Aug 2023.

The Chairpersons/Directors/Coordinators of Departments/Institutes/Centres are requested to check the following:

1. That their presentations are ready as per the requirements outlined in the meeting held on 15 June 2023 in the Senate Hall (not more than 12 - 15 PPTs of their strengths/best practices and thrust areas).
2. that their files and other information which may be required by the NAAC members (especially those relating to the PPTs shown), are immediately accessible and ready for inspection.
3. their classrooms, offices, seminar rooms, labs, toilets etc are clean and tidy, and remain so.
4. their department outdoor premises and grounds are clean, lawns mowed, and hedges cut. The Construction and Horticulture offices have already been informed.
5. their infrastructure serviced and maintenance undertaken (this includes water coolers, audio-visual equipment, overhead water tanks, hanging wires, loose sockets etc).
6. Public display signs well marked and freshly painted.
7. Discarded material written off as soon as possible.



Dean of University Instruction

**All the Chairpersons/Directors/Coordinators  
of Departments/Institutes/Centres**

For Circulation