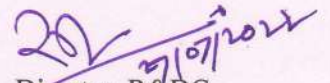




**OFFICE OF THE DIRECTOR, RDC
PANJAB UNIVERSITY, CHANDIGARH**

In consonance with the approval of the Hon'ble Vice-Chancellor of the recommendations of a Committee (duly constituted by the Hon'ble Vice-Chancellor) regarding the facilitation and monitoring of the submission of various data to the Director IQAC from the Teaching Departments/Centres (Including the Regional Centres) in connection with the imminent NAAC visit and the ranking of PU through various National and International agencies, you are requested to ensure that the following instructions are followed with regard to the collection and submission of the IQAC related data to the Director, IQAC:

1. At the time of submission of application for promotion/extension of service and recommendation from the University etc. by any faculty/staff, the data of the concerned faculty/staff, which has already been put on the IRB portal of the concerned department will be facilitated by the IQAC Incharge and the Chairperson of the concerned department. Thereafter, the concerned Chairperson of the Department/Centre will send the data of the concerned faculty/staff to the Director IQAC. The adoption of this process will ensure the speedy/ continuous, and regular inflow of required data to the IQAC, which would facilitate the IQAC/University authorities to present the correct, timely and progressive image of the university for the purpose of any kind of accreditation and ranking.
2. The faculty/staff will regularly upload through the concerned Chairperson her/his data on the IRB Portal of the concerned Department, get a print out of the screen shot and submit the same to the Department and keep a copy with herself/himself on monthly basis.
3. Only the data already submitted by the faculty/staff to the University (already put up on the IRB Portal of the concerned department/centre and submitted to the Director IQAC) would be considered for the benefit of the concerned faculty/staff as mentioned above at Sr. No. 1.
4. The Chairpersons of the Departments/Centres are required to submit the IQAC data (covering all parameters) to the Director IQAC on quarterly basis. The Director IQAC will make sure that the departments/centres have properly been submitting the required data in time.


Director, R&DC

Issued to (via email):-

All Chairpersons/Directors/Coordinators
(Including the Regional Centres) through Director, Computer Centre,
Panjab University, Chandigarh.