

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

No: 3071-3171/DUI/DS

No. _____/DUI/DS

Dated: 01.08.2023

CIRCULAR

1. All the Chairpersons/Directors/Coordinators of Departments/Institutes/ Centres are requested to inform cleaners and peons of their Departments/ Institutes/ Centres to reach the premises at 6 am from 2 Aug – 4 Aug 2023 and make sure cleaning/dusting is completed by 8.30 am on each of these days.
2. Further, all faculty and non-teaching staff are required to reach their Departments/ Institutes/Centres by 8 am on these three days and remain there until the NAAC team leave the university each evening.
3. Students are required to remain in their labs and classrooms, and computers and other equipment etc will remain switched on.
4. All faculty members and non-teaching staff are required to wear their identity cards.
5. No leave may be granted to any teaching and non-teaching staff from 2 - 4 August 2023 unless there is an emergency.



Dean of University Instruction

**The Chairpersons/Directors/Coordinators of
Departments/Institutes/Centres**

(for circulation)