

Office of the President

In pursuance of the meeting held on September 17, 2013 the President has directed the undersigned to notify all the Deans of the various Faculties of the Pacific Academy of Higher Education and Research University to put in order all the departmental and faculty related documents for various programs /faculties for both the degree & P.G. programmes being run, and approved so far in various faculty at degree as well as P.G. & diploma programmes.

Documentation of all the academic and co-circulars activities with proper brochures, circulars, & reports be compiled by the end of the 3rd week of September. The Deans and Heads of Departments should ensure proper documentations with respect to the following:

1. Department wise/ faculty wise minutes of the Board of Studies for each programme along with the attendance of members including minimum two external members.
2. Department wise / faculty wise minutes of the faculty meeting along with the Attendance Register.
3. Department wise and faculty wise time-tables.
4. Department wise attendance registers of the students.
5. Faculty wise attendance registers of the faculty members.
6. Department wise/ faculty wise registers of Research Scholars.
7. Proper files of department wise and faculty wise notices and circulars of the Heads of Departments & Deans related to various activities.
8. List of research papers and other publications of the Faculty Members & Research Scholars published in National & International Journals.
9. List of papers of Faculty Members & Research Scholars Presented in National & International Seminars.
10. Documents and Testimonials including brochures, circulars and reports of academic activities in various departments/ faculties, like those of Seminars, Workshops, Symposiums, and Faculty Development Programmes. (16 sets each)
11. Documents including the composition and proceedings related to Internal Quality Assurance.
12. Details of publications of departments (16 sets of specimen viz. journals, newsletters, brochures.

13. Details of co-circulars activities including sports, cultural, literary and so on, along with their brochures etc. (16 sets if possible).
14. Copies of testimonials of the achievements of students and faculty members within and outside the university.
15. Detailed brochures of faculties /departments, depicting complete details of the number of students, number of faculty members, non-teaching staff, infrastructure, equipments, strength of the department/faculty, results of the students, collaborations, knowledge partnership, visiting faculties, industry academia Partnerships, Placements and so on.
16. Vertical & Horizontal division of work along with the incharges of various activities.
17. Student statistics of General categories, SCs, STs, OBCs etc.
18. Stock registers should be updated.

All these records & documents have to be compiled and maintained.

All the Deans & Heads of Departments should ensure that all the details should be properly & correctedly displayed on the University Portal.

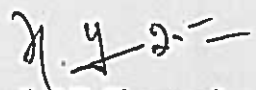
In addition to the aforesaid documentation preparations with respect to the following should also be initiated and following facilities should be earmarked:

- (a) Girls' Common Room with proper facilities & furniture.
- (b) Boys' Common Room, if possible.
- (c) Proper Departmental Library, Chambers of the Heads of the Departments, minimum 2 Journals for each department.
- (d) Proper sitting arrangements for the research scholars, either a common room or proper sitting space in the laboratories.
- (e) Proper display of department & Faculty related information on various play cards, flex sheet or display boards.
- (f) Proper departmental notice boards should be maintain.

All the deans should also forward one faculty name for nominating in inspection facilitation committee.


(Prof. Mahima Birla)
Deputy Provost

Countersigned


(Prof. B.P. Sharma)

Copy to:

1. The Registrar
2. All the Heads of the Institutes
3. The Dean P.G. Studies
4. The Joint Registrar
5. Member Secretary of IQAC- Prof Harvinder Soni
6. Coordinator of the Faculty of Management Studies
7. The Deputy Provost
8. Prof. Indrajeet Singhvi
9. Chief Convener Training & Placements Cell
10. Guard File


(Prof. Mahima Birla)
Deputy Provost