

26th September 2016

Re. Swachhta @ the Departments of PU

To: All Chairpersons/Directors/Coordinators/Heads

A pro forma has been sent to you on 22nd September 2016, at the official email of the department/chairperson. This proforma will be used to audit the status of swachhta in your department at Panjab University. Please download it, take a print out, and read it carefully.

This would help you ready your department for a swachhta audit that will happen a few weeks from now. In case you discover that in your department there are any lacunae or shortfalls on the given parameters then you are requested to take corrective action now.

Corrective Action could involve anything from purchasing more storage / cleaning equipment, to getting repairs done, to persuading your office to ensure that all papers in the office are properly filed away and the office desks clean of pending papers each day or anything else that is relevant to your department.

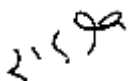
Dates for the Swachhta Audit: 24th to 28th October

Mode of Swachhta Audit: By teams from other departments that are helping the IQAC / Swachh Bharat in this task

IQAC is being helped in this audit by the Swachh Bharat Mission Programme, P.U

The Hon. VC has concurred to the conduct of this audit

Regards,



Director,
Internal Quality Assurance Cell
Aruna Ranjit Chandra Hall Panjab
University, Chandigarh