All Deans of the Faculties,
All Principals of Colleges,
All Chairpersons of the Department of Studies
Aligarh Muslim University, Aligarh.

Subject: Regarding Nodal Officers and Facilitators.

Since we are left with approximately two and a half years for Cycle -2 of NAAC Accreditation, the University needs to once again proactively prepare itself. The first step in this regard is the selection of Nodal Officers and Facilitators and their active participation.

Therefore, I request you

(1) to refresh your list of Nodal Officers and Facilitators, if required.

(2) to provide the complete name(s) of Nodal Officers and Facilitators (both former and present ones) along with their tenures/academic session, so that a certificate of appreciation may be issued to them.

(3) to ask the Nodal Officers and Facilitators to handover whatever information/data/communication they have to the new Nodal Officers and Facilitators, in case there is a change. It has been brought to our notice that the Nodal Officers and Facilitators often refuse to handover the files when they are replaced and also when some of them are not in University services any more.

(4) to change the password(s) of Department login Ids, once you replace the nodal officer/facilitator.

Thanking you in anticipation,

(Prof. M. Rizwan Khan)