



Prof. M. Rizwan Khan  
Director

D. No.....433...../IQAC

Dated: 02.02.2017

**VERY IMPORTANT**

All Deans of the Faculties,  
All Principals of Colleges/Polytechnics  
Director, K.A. Nizami Centre for Quranic Studies/AMU Kishanganj Center/AMU  
Malappuram Centre/AMU Murshidabad Center,  
Coordinator, Interdisciplinary Biotechnology Unit/Center for Professional Courses/B.E. (Evening),  
Nodal Officer, Community College,  
Head, Nursing School.

**Subject:** *Request to update the Webpage on regular basis.*

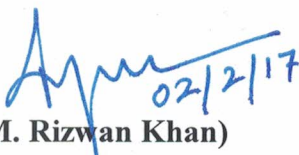
This is to bring to your kind notice that the office of the IQAC has to pool data from all concerned from time to time for various purposes like National/International Ranking, Visitors Award and letters and proformas from various Ministries/Agencies. In this regard the office of the undersigned has to bother you every now and then. This can be resolved if the Departments, Faculties, Colleges and other offices maintain their data on their respective web pages.

In the light of above, I request you to do the following:

1. Update and maintain the data on your web page on a regular basis.
2. Send all information (old/new) regarding Publication, Citation, Collaboration, MoU's, Consultancy, Entrepreneurship, Placement, Patent, Seminars Workshop organize and such other aspects to the office of the undersigned for record and maintenance of data.

I further request you to circulate this letter among the Teachers, Research Scholars and all other concerned.

Thanking you in anticipation,

  
(Prof. M. Rizwan Khan)

**Copy to:**

1. Asstt. Registrar to the Vice Chancellor.
2. Asstt. Registrar to the Pro Vice Chancellor.
3. Secretary to the Registrar.