Office of the Registrar  
(General Section)  
Aligarh Muslim University  
Aligarh  
Dated: 27.10.2014

No. D.350/Gen

All Deans of the Faculties/DSW,  
All Chairmen of the Departments of Studies,  
All Principals of Colleges/Polytechnics/Schools,  
Director, Computer Centre/Academic Staff College/Centre for Women's Studies/CAPACEM/Centre for Promotion of Science/MAS etc.  
Coordinator, Cultural Education Centre/Institute of Interdisciplinary Biotechnology Unit,  
Finance Officer  
Acting Librarian, M.A. Library,  
Provosts of Halls of Residences,  
All Heads of the Sections of Administrative Block  
Secretary, University Games Committee,  
University Health Officer, University Health Service  
University Engineer, Building Department  
Public Relations Officer/Property Officer

Subject: NAAC visit preparation.

In consideration of the letter D.No.196/NAAC dated 16/20.10.2014 from Dr. M. Rizwan Khan, Convener of the Committee for Assessment & Accreditation of the University by NAAC on the subject cited above, the Vice-Chancellor has passed the following orders:

01. To install Fire Extinguisher in various places in the University like the Maulana Azad Library, the Computer Centre, the Halls of residence (esp. in Reading Rooms, Common Rooms), in the Departments of Studies (in the corridors/seminar libraries), labs, the Administrative Block and other places to be identified by the University. (Finance Officer to take needful action regarding purchase and installation immediately).

02. To maintain First Aid Box in places like Halls of Residence, GEC, Games & Sports Complexes, Faculties of Studies etc. (Provosts of Halls of residences and Secretary, University Games Committee to take needful action immediately).

03. To install Grievance Box in places of general concerns like library, each section of the Administrative Block, Computer Centre, Offices of Deans, Chairmen, Provosts, DSW, MICs, Coordinators and Secretaries of various offices. (Deans of the Faculties and Concerned Head of the Office/Section/Centre Unit etc. to take needful action immediately).

The above instructions may be complied with by 5.11.2014 positively.

(Dr. Asfar Ali Khan)  
Registrar

Distribution:

01. Assistant Registrar, Vice-Chancellor's/Pro-Vice-Chancellor's Secretariat for information to the Vice-Chancellor/Pro Vice-Chancellor.