

**MAHATMA GANDHI UNIVERSITY**

(Abstract)

IQAC –Detailed list of School wise anticipated expenditure for the preparations in connection with the upcoming NAAC visit – approved – orders issued.

**NAAC CELL**

U.O. No 2751/NAAC Cell/02/Expenditure/2017/Admn PD Hills Dated, 11.05.2017

Read :1. UO No.1665 /NAAC Cell / 1/ Ad1911/2017/Admn Dated 21.03.2017.

2. Submission of the list of anticipated expenditure for the preparations in connection with the upcoming NAAC visit made by Dr. Sabu Thomas , Director IQAC before the Hon Vice Chancellor.

**ORDER**

Vide the reference cited as (1)above, an amount of Rs 5 lakhs had been sanctioned to Schools and Centres of the University to meet the expenses in connection with the upcoming NAAC visit. As per the reference cited as (2)above, the Director, IQAC has submitted a proposal on the detailed list of preparations to be done in Schools, the split up of anticipated expenses towards the same and to entrust the IQAC to identify the service provider for video production to ensure uniformity. The IQAC has also recommended to update the websites of Schools professionally and to link the same with the University website.

The matter has been considered by the University and sanction has been accorded by the Vice Chancellor to the above recommendations being approved. The split up of anticipated expenses in Schools/ Centres on the amount of Rs 5 lakhs is detailed below.

<b>ITEMS</b>	<b>Details</b>	<b>AMOUNT</b>
PRINTING AND PUBLICATION	Brochure (Maximum of 26-30 pages without highlighting the year) Booklets Display Boards and Racks highlighting 1)Profile of the department 2)Books published 3)Other Publications 4)Ph.D awardees List 5)Outstanding Faculty & alumni 6)Additional board for student notices	
VIDEO	10 minute video highlighting achievements and innovations of the School	

PHOTOS AND PHOTO ALBUM	Highlighting activities and achievements	Maximum of Rs.5,00,000/- (Rs 5 lakhs only)
WEBSITE	Website of the School	
OFFICE EQUIPMENTS	WIFI dongle with internet connection (for emergency purposes), Printer, LCD Projector, Laser Printer, Smart Board etc depending on requirement	
FURNISHING	Curtains, Cup and Saucer, Table Cloth etc	
PREPARATION OF FILES AND PURCHASE OF RACKS, DISPLAY CUPBOARDS etc	Files as per the seven point NAAC Criteria	
FURNISHING OF SEMINAR HALL	WIFI LCD Projector, AC Laser Printer etc to ensure effective presentation	
CLEANING OF THE PREMISES, PURCHASE OF MINOR TOILET UTENSILS, CLEANING LIQUIDS AND GOODS etc	Measures to ensure cleanliness	
MISCELLANEOUS	As per requirement	

Sanction has also been accorded by the Vice Chancellor to entrust the IQAC to identify service providers for video production as detailed in the above split up of anticipated expenses, in order to ensure uniformity. The payment for it shall be made by the Schools/Centres. The Schools/Centres having a website have to update the website professionally and link it with the University website.

Orders are issued accordingly.

Sd/-  
Joint Registrar (NAAC)  
for REGISTRAR

To

1. Director/Joint Directors of IQAC
2. HOD s/Directors-All Schools/Centres
3. Ps to VC/PVC
4. PA to Registrar/CE/FO
5. Finance 1/Audit 1/IV/Ad D/Content Management
6. Stock File/File Copy

Forwarded/ By Order

  
Section Officer

File No: NAAC Cell /02/Anticipated expenses/ 2017