



INTERNAL QUALITY ASSURANCE CELL  
KURUKSHETRA UNIVERSITY KURUKSHETRA  
[Established by the State Legislature Act XII of 1956]  
(‘A+’ Grade, NAAC accredited)

**Notice**

As per requirement of the NAAC, the Vice-chancellor has ordered that a brief report of all the events including conferences/workshops/seminars/orientation/refresher courses/training /sports/cultural/extension activities etc. should be prepared by the Chairpersons/Directors/Co-ordinators/incharge of UTDs/Institutes/Training Centres/offices organizing these events and submit the soft copy of the same to the office of IQAC ([head.iqac@kuk.ac.in](mailto:head.iqac@kuk.ac.in)) within a week of organizing the event. The respective Chairpersons/Directors/Co-ordinators/incharge will also take necessary action to upload the same report at University website in the domain of respective UTD/Institute/Centre through the IT cell of the University within two weeks of organizing the event(s). The report should include the following:

- (i) Flyer of the event
- (ii) The flyer of an academic event for faculty and/or students should display the following also:  
(An initiative for enhancement of Quality in Teaching, Learning and Research)
- (iii) List of Resource persons
- (iv) Attendance of participants
- (v) Geotagged photographs
- (vi) Sample copies of certificates, if any.

  
(Director, IQAC)

Endst. No. IQAC/23/89(1-64)

Dated: **05-12-2023**

Copy to the following for information and necessary actions:

1. Dean Academic Affairs, KUK
2. Dean Students' Welfare, KUK
3. Deans of the Faculties
4. Chairpersons/Directors/Principals of the UTDs/Institutes, KUK
5. Director, Centre for Distance and Online Education, KUK
6. Director, KUKAA (with the request to ensure implementation of the order while sanctioning/adjusting the budget for the event organized out of KUKAA funds)
7. Director, MM-TTC, KUK

8. Finance Officer (with the request to ensure implementation of the order while sanctioning/adjusting the budget for the event)
9. Nodal Officer, RUSA (with the request to ensure implementation of the order while sanctioning/adjusting the budget for the event organized out of RUSA grant)
10. DYCA, KUK (with the request to ensure implementation of the order while booking the venue for the event)
11. Nodal Officer/Training Coordinator, KUK
12. Director, IT Cell with the request to upload the notice on the University website.
13. Director, Sports, KUK
14. Placement Officer, KUK
15. P.A. to the Vice-Chancellor, K.U.K. (for kind information of the Vice-Chancellor)
16. A.R. to the Registrar, K.U.K. (for kind information of the Registrar)



(Director, IQAC)