


Government of Manipur
Office of the Principal, Pettigrew College, Ukhrul

NOTIFICATION
Ukhrul, the 18th July, 2019

No.5/2018-NAAC/PCU: It is to inform to all teaching staff that the college is preparing to be assessed by NAAC within the dateline given by Univ. & Hr. Education, Govt. of Manipur i.e. within December, 2019. The personal file for each faculty member is required for preparing SSR of the college. All the faculty members are requested to submit their personal data i.e. **appointment order/joining date, academic credential, seminar paper/paper publication, certificate of attending seminar/conference/workshop etc** to their concerned Heads of Departments for their personal file at an earliest possible time. The personal file will be ^{the} property of the individual teacher but should be kept in the office of Coordinator/NAAC till transferred/ retirement. Further, all the HoDs are requested to ensure for timely collection of personal data of the teachers of their respective Departments and submit the same to the Coordinator of NAAC, Pettigrew College on priority basis.


18/7/2019
(K.A.S. Soreishang)

Principal,
Pettigrew College, Ukhrul

Copy to:

1. All HoDs of Pettigrew College, Ukhrul for inf. and necessary action.
2. Coordinator of NAAC/PCU for inf.
3. Notice File of Teaching Staff's Room.
4. Relevant File