

Dear Principal,

Greetings from NAAC

This has reference to your LOI bearing Track ID **PBCOGN13971** submitted on **29/03/2017**. As your LOI is accepted on **08/04/2017** you are advised to proceed further for submission of SSR. Acceptance of your SSR is subject to strict adherence to the timelines and procedural formalities of NAAC as given below:

- Must submit **five** hard copies and **one** soft copy (CD) of SSR along with the applicable A&A fee to NAAC within **two weeks from the date of acceptance of the LOI**. **Kindly note that hard copies of SSR/SAR should be submitted by post/ courier only. SSR/SAR will not be accepted by hand in NAAC office.**
- **There will be no relaxation in the time schedules for submission of hard copies of SSR**
- Before submitting the hard copies of SSR you are requested to ensure, that the uploaded SSR and the hard copies of the SSR are as per the prescribed manual/formats of NAAC and mandatorily includes the following:
 1. Preface and covering letter from the Head of the Institution
 2. Executive Summary – The SWOC analysis of the institution
 3. Profile of the Institution
 4. Criteria-wise analytical report
 5. Post accreditation initiatives
 6. Declaration by the Head of the Institution
 7. Compliance certificate

In case, all the inputs as listed above are not included or the SSR is not in the prescribed format your SSR will be rejected without any further notice and your application will be closed. In case of rejection of your SSR, you have to follow the process of assessment all again by submitting the online LOI and paying the Registration fees.

• As the AQARs and functional IQAC are significant assessment indicators for institutions opting for Re-accreditation, it is advised that the AQARs of previous four years and the IQAC details are submitted to NAAC prior to submission of SSR

• Quote your assigned track ID **PBCOGN13971** in all your future online/offline submissions and correspondence with NAAC.


- **“Only Government and Govt-Aided colleges covered under 2f and 12 B of UGC Act, 1956, and getting General development grants during XII Plan” are eligible for exemption of Accreditation fees subject to the production of valid documentary evidence (Please note that the name of the institution in the UGC records should be the same as that in LOI for claiming exemption of fees). All other colleges have to pay the Accreditation fees as per the revised NAAC fees structure.**

Please note that, if at any point of time while processing your application, NAAC finds that the information provided by the institution in the LOI, IEQA, SSR or in the supporting documents is incorrect or misleading your application for assessment and accreditation will be rejected. NAAC will not be liable for the consequences arising out of such a rejection including refund of the fees or any other expenditure incurred by the institution in the process.

For any further clarification kindly log on to NAAC website www.naac.gov.in or contact the Help Desk Phone Numbers 080-23005192 / 080-23005193 and may also contact CAPU-NAAC through e-mail capunorth@gmail.com

Yours sincerely

For CAPU


Officiating Principal
Guru Nanak College for Girls
Sri Muktsar Sahib

