

## Internal Quality Assurance Cell

In order to ensure smooth implementation of Diary Dispatch module training sessions have been conducted by IQAC in **Senate Hall** on 12th June 10.30 am in online mode for regional centers of university located outside Chandigarh and for departments who could not attend earlier sessions or wants to repeat training sessions. Dr Veenu Mor, Sr Programmer, IQAC has given training as per below schedule

Attendance sheet of event enclosed below.

The screenshot displays the 'campus dimensions' web application interface for the 'Dispatch Register' module. The page is titled 'Home >> Diary Dispatch >> Dispatch >> Dispatch Register'. The form is divided into several sections:

- Document details:** Includes fields for 'Document Name' (set to 'Letter') and 'Document Type' (set to 'Official').
- Details of Addressee:** Contains 'Forward Internal' and 'Forward External' sections. The 'Forward Internal' section has a 'Department' dropdown menu with options like 'Academic Staff College HRDC UGC', 'Accounts Branch', 'Add On Cell', and 'A.I.H.C.A.'. It also includes 'Department Group' and 'College Group' dropdowns.
- Dispatch details:** Includes fields for 'Subject of the Letter', 'Courier Agency', 'Reference No.', 'File No.', 'No. of Enclosures', 'Confidential Remarks', 'Delivery Mode', 'Delivery Person', 'No. of Stamps', 'Total Charges', 'Remarks', and 'Attachment'.

A 'Participants (8)' overlay is visible on the right side of the form, listing the following participants:

- IQAC Internal Quali... (Host, me)
- ajay
- Himanshu Saini
- Himanshu Sainj
- Jatinder Jassal
- Rajvir kaur
- vandana rani
- Vrajesh Sharma

The bottom of the page shows a Windows taskbar with the date 12-06-2023 and time 10:58. The footer text reads: '©2008-2015 Panjab University, Version: 3.1. Request a Feature | Help Desk. Last updated on 17, Mar 2023 04:57 PM'.