



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

Kakryal-182320, Katra (J&K)

No. SMVDU/Adm./Estt./19/9049 - 52

Dated: 23rd Dec 2019

NOITIFICATION

Sub: Streamlining of Roles and Responsibilities of Academic Affairs wing

As recommended by the Committee constituted for the purpose and as approved by the Competent Authority, it is hereby notified for the information of all concerned that the Academic Affairs Wing shall henceforth perform the following roles and responsibilities;

- i. Ensuring compliance of University Statutes /Ordinances/ Regulations pertaining to Academics and their strict adherence through Heads of schools.
- ii. Recommend modification in admission policy and procedure as and when these may become necessary on the basis of recommendations made by Heads of the Schools/Deans of Faculties/Admission Committees in various Departments for consideration of the Authorities of the University.
- iii. Arrange for adequate and proper accommodation for various Schools /Classes, subject to overall constraints and coordination of preparation of timetables.
- iv. Circulate to the teaching Schools the academic calendar, list of holidays and periods of closure of Schools or suspension of classes under special circumstances.
- v. (a) Ensure that the schedule of teaching for various classes is in accordance with the prescribed norms; for this purpose the Heads of the Schools shall send to him/her class-wise and teacher-wise timetable at the beginning of each semester;
(b) Ensure that the routine academic work in all Schools is maintained in accordance with the decision and directions of the University;
(c) Exercise control in respect of matters specified in 5 (a) and (b) over the functioning of the Schools through the Heads of the Schools.
- vi. Formulate proposals in consultation with Dean (R&D), Deans of faculties and Heads of Schools for improving academic standards of the University.
- vii. Process the award of centralized Scholarships including SMMSS & Rank based scholarships as per rules.
- viii. Process all cases pertaining to academics and affiliation of affiliated colleges.
- ix. Preparation and issuance of notification of policies relating admissions such as eligibility criteria, Admission Committee, rules, BOS, Academic Calendar etc., after seeking approval of the competent authority.
- x. Issuing Advertisements.
- xi. Handling the matters pertaining to AISHE, MHRD, GoI.
- xii. Responsible for extension of approval of the current programmes and approval of new courses by regulatory bodies like AICTE etc. (if required)
- xiii. Preparation of ATR & Agenda of various academic bodies, like, AC, BARC, etc. Conducting the above meetings and preparation of their minutes, etc.

Copy to:

1. All Deans/HoDs & Section Heads, for information.
2. Dean [AA], for information and immediate compliance.
3. PS to VC for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website for uploading the same on the University Website.
5. Office order file.


Registrar
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