



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal, Katra-182 320 (J&K)

No: SMVDU/Adm/Estt./19/6267-72

Dated: 28<sup>th</sup> Aug 2019

OFFICE ORDER

**Sub: Re-organisation of Academic Affairs Wing.**

In the interest of Administration, and as approved by the Competent Authority, the following allocation of duties and staff transfers in Academic Affairs Wing are made with immediate effect;

**A. Dr. Sumeet Gupta, Dean Academic Affairs shall head the Academic Affairs Wing and shall be responsible for the following;**

- i. Matters relating to interpretation of Statutes/Ordinances/Regulations pertaining to Academics and their strict adherence.
- ii. Preparation of and ensuring strict adherence of Academic Calendar.
- iii. Overall responsible for student admissions including for Ph.D. course.
- iv. Issuing Advertisements.
- v. Preparation of Time Tables.
- vi. Maintenance & Up-dation of Student's Personnel Files, (like filing of registration forms & making of personal files of newly admitted students)
- vii. Preparation & Distribution of Various Academic Certificates (Migration, Provisional, bonafide, English medium certificate, transfer certificate, %age Equivalence, etc.) to Students.
- viii. Collecting and compiling all admission forms, maintaining their database/personal file of students admitted.
- ix. Coordinating with ERP for admission related issues.
- x. Collecting & Compiling Teaching Load of the Faculty.
- xi. Responsible for extension of approval and approval of new courses by governing bodies like AICTE, NBA, COA, NAAC, UGC, etc.
- xii. Assisting in the preparation, printing and dispatch of Prospectus, Academic calendar and course booklets.
- xiii. Dealing with matters related to Guest Faculty (taking of approval and issuance of Orders).
- xiv. Preparation of ATR & Agenda of various academic bodies, like, AC, AAC, BOS, BARC, etc. Conducting these meetings and preparation of their minutes, etc.
- xv. Notification of BOS of various Schools, taking approval for the conduct of their meetings, record keeping of their minutes and their inclusion in the AC agenda after seeking approval of the competent authority.
- xvi. Assisting in the conduct of Convocation.
- xvii. Handling Student Assistant ship/Scholarships (taking of approval and issuance of orders)
- xviii. Assisting ERP coordinator for smooth implementation of ERP in SMVDU
- xix. Any day to day student affairs.

**B. He shall be assisted by Mr. Amit Gupta, Section Officer, Ms. Kiran Nagpal, Junior Assistant and Mr. Jaipal Singh Jamwal, Junior Assistant.**

This issues with the approval of Competent Authority.

  
Registrar

**Copy to:**

1. All Deans/ Heads/Section Heads, for information.
2. PS to VC, for the kind information of Hon'ble Vice-Chancellor.
3. Faculty I/c Website, for information and uploading on the University Website.
4. All Concerned Staff: ....., for information & immediate compliance.
5. Office Order / Circular file.
6. Personal file of the concerned.