

पंजाब केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम सं. 25(2009) के द्वारा स्थापित)
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Central University of Punjab

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Dated: 23/07/15

NOTIFICATION -14

Subject: Establishment of Academic and Administrative Committees in different Centre of CUPB

It is notified for the information of all concerned that the following shall form Academic and Administrative Committees of respective centre of CUPB:

1. Chairperson: Coordinator of the Centre
2. Members: All Faculty members
3. Convener: As designated by the COC/OIC

UGC lays a lot of emphasis on democratization of functioning of the university departments and participation of faculty in decision making. Establishment of Academic & Administrative Committee (AAC) in each Centre is one important step in this direction.

1. AAC is to be established in each Centre of CUPB with the following objectives:
 - To develop a system for conscious and consistent action to improve the academic and administrative performance of the Centres.
 - To promote measures towards quality enhancement and democratic functioning of the Centres through internal discussions and consensus building.
2. The AAC of the Centres are expected to perform the following functions:
 - Identify mandate and thrust areas of the Centre for teaching and research and plan the various programmes to be offered by the Centre.
 - Prepare calendar of activities of the Centre in line with the Academic calendar of the University. The Department calendar will include schedule of all important activities of the Centre such as orientation programme, workshops, seminars, lectures, refresher courses, meetings of Board of Studies and other activities to be carried out by the Centre during the year.
 - Constitute committees for looking after the various activities of the Centre from preparation of time table to holding of seminars and lectures etc.

- Review and approve the curriculum development, syllabus of courses as also revision of syllabus of different courses.
 - Recommend books for reference and Book bank of library
 - Propose the department budget including purchase of equipment for various activities of the Centre.
 - Determine requirement of the department for teaching and non-teaching posts and Propose qualifications for these.
 - Review research proposals to be submitted by faculty for internal and external funding, student's synopsis, progress reports of research fellows and other research activities of the Centre.
 - Ensure implementation of decisions taken by statutory bodies of CUPB.
 - Provide any academic or administrative exemptions to the faculty and students of the Centre.
 - Develop and maintain of database of students and Faculty of the Centre
 - Prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to IQAC of CUPB.
3. AAC are to be constituted with Coordinator of the Centre as Chairperson and all faculty members as the members of the committee.
 4. The CoCs shall declare the formation of AAC and any changes whenever required and get these approved from the Vice Chancellor, CUPB.
 5. The AAC shall meet on first Wednesday of the month to deliberate on issues related to the Centre. Minutes of the meeting will be recorded and sent to Dean (A) for information.

Shaili
23/3/20
Registrar

Copy to:-

1. VC Secretariat: for kind information of the Vice Chancellor
2. Dean Academic Affairs: for information
3. All Concerned
4. All Deans/CoCs/OICs: for information
5. Deputy Registrar
6. All faculty and staff
7. Master File