



जम्मू केंद्रीय विश्वविद्यालय

Central University of Jammu

राया-सूचानी (बागला), जिला सांबा-181143 जम्मू (जम्मू एवं कश्मीर)

Rahya- Suchani (Bagla), District Samba-181143, Jammu (J &K)

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No. CUJ/Acad/VI-11/15/2018/274

1st June, 2018
May, 2018

NOTIFICATION NO. 35 of 2018

Sub: Constitution of **Departmental Affairs Committee** of the University – Reg.

Ref: Vice-Chancellor approval dated 25.05.2018

Vice-Chancellor is pleased to constitute **Departmental Affairs Committee** for each Department/ Centre of the University, comprising the following:

- | | |
|----------------------------------|----------|
| 1. Head of the Department/Centre | Convenor |
| 2. Two Associate Professors | Member |
| 3. Two Assistant Professors | Member |
- (On rotation and Seniority basis for two years each)

Three members including Head of the Department shall form the quorum of the Committee.

Term of the Committee shall be two years from date of the notification. Vacancy, if any, arises shall be filled up on the basis of seniority. However the committee shall be reconstituted only after cessation of the academic session.

DAC shall perform following responsibilities:

1. To prepare Departmental Academic Calendar annually and submit the same for the approval of the Vice-Chancellor.
2. To ensure that academic activities as mentioned in Departmental Academic Calendar be taken up in addition to other academic and co-curricular activities entrusted to the department by the University from time to time.
3. To ensure that matters pertaining to students attendance, student discipline, preparation of weekly teaching plan, uploading of teaching plan and lectures on University website, Registration and Progression of Ph.D. students, conduct of open house seminar presentation by Ph.D. Scholar be taken from time to time.
4. To consider and recommend proposal of faculty for projects from funding agencies including the projects funded by University.
5. To recommend orientation course, refresher courses, workshop seminar, conference, symposium for faculty members.
6. To prepare and submit department vision documents for perusal of Vice-Chancellor.
7. To plan and organise educational trip, field visit, industrial tour, and excursion, viva voce well in advance.
8. To undertake and perform any other matter entrusted to DAC from time to time.


Deputy Registrar
(Admin- HR)

To:

1. All Deans/ DSW
2. All Heads of Departments (with request to constitute the Committee in line with notification and send a copy of the notification to Academic Branch for future reference)
3. Digital Cell (with request to upload the notification on University website)
4. PS/PA to Vice Chancellor/Registrar/Finance Officer/OSD(Exams)