

**ACADEMIC BRANCH**

<b>Name</b>	<b>Designation</b>	<b>Contact no.</b>
<b>Branch Officer</b>		
Sh. Ramesh Sharma	Deputy Registrar	01744-239650 (O) Extension No. 2423
<b>Key Person(s)</b>		
<b>Syllabus Section</b>		
Smt. Suman Chaudhary	Supdt.	Extension No. 2427
<b>Academic Branch</b>		
Sh. Ram Lal Sharma	Superintendent	Extension No. 2424
Sh. Jagdish Kumar Sharma	Assistant	Extension No. 2424
Sh. A.D. Chawla	Assistant	Extension No. 2424
Sh. Rameshwar Dass	Assistant	Extension No. 2424
Mrs. Madhu Tuli	Assistant	Extension No. 2424
Sh. K.L. Narang	Assistant	Extension No. 2424
Sh. Ajmer Singh Langyan	Assistant	Extension No. 2424
Mrs. Mangla	Assistant	Extension No. 2424
Ms. Neelam	Assistant	Extension No. 2424
Sh. Gautam Bhandari	Proof Reader	Extension No. 2424
Sh. Vipin Tyagi	Clerk	Extension No. 2424
Sh. Ram Karan Sharma	Clerk	Extension No. 2424
Sh. Rakesh Sethi	Clerk	Extension No. 2424
Sh. Rajbir Singh Saini	Clerk	Extension No. 2424

Mrs. Suman Nagpal	Steno-typist	Extension No. 2424
Sh. Rajesh Kumar	D.E.O.	Extension No. 2424
Sh. Inder Raj	Peon	Extension No. 2424

### BRACH PROFILE

#### FUNCTIONS CARRIED OUT BY SYLLABUS SECTION

##### **ACS – I**

1. Framing of syllabi and holding of the meeting of Faculty of Science and Indic Studies
2. Leave Account

##### **ACS – II**

1. Framing of syllabi and holding of the meeting of Faculty of Arts and Languages and Social Sciences.
2. High Powered Co-ordination Committee meeting.
3. Meeting of the Vice-Chancellor Co-ordination Committee
4. Imprest of the Branch

##### **ACS - III**

1. Framing of syllabi and holding of the meeting of Faculty of Law and Engineering.
2. Nomination on Board of Studies and Faculties.

##### **ACS – IV**

1. Framing of syllabi and holding of the meeting of Faculty of Commerce and Management Education, Ayurveda and Medical & Dental Sciences.
2. Stationary, Property, Photocopies & Purchase.

##### **ACS – V**

1. Meeting of the Academic Council.
2. Appointment of Deans, Chairpersons and nomination of the members of the Academic Council.

### **ACM – II**

1. Equivalence of Examinations (Indian/Western)
2. Introduction of new courses in the Colleges and Department of the University.
3. Establishment of Centres.
4. Vocational subjects
5. Payment of membership fee of various institutions centers
6. Budget Estimates under Head No. 4(A)(ii)(m) Subscription Payable to Societies Centres etc.

## **BRACH PROFILE**

### **FUNCTIONS CARRIED OUT BY ACADEMIC SECTION**

#### **ACR-I**

1. Preparation of amendments/additions to various Ordinances/ Statutes/Rules & Regulations.
2. Framing of New Ordinances.
3. No Objection for amendments to Statutes from UGC and assent of the Hon'ble Chancellor.
4. Fee structure in respect of UTDs/University College (Free seats).
5. Hostel fees and rules.
6. Subject-wise teaching periods.
7. Condonation of shortages of attendance/House test.
8. Deans' Committee meetings (Agenda).
9. National Accreditation of Assessment Council.
10. Central University.

#### **ACR-II**

1. Printing of Univ. Cal. Vol.I, II & III.
2. Printing of Act & Statutes
3. Circulation of amendments/additions to all concerned Branches/ Offices.
4. Schedule of Terms & Vacations of Academic Calendar.
5. Schedule of Engineering Colleges.

6. Schedule of Medical Dental Colleges.
7. Appointment of Dean, Academic Affairs.
8. Estt. Work of the Academic Section.
9. General Enquiry related to admissions.

#### **ACM-III**

1. Printing of HBI and other Prospectuses of Professional Courses.
2. Advertisement of different Courses of UTDs.
3. Admission Committee & Admission related work.
4. Constitution of Admission Committee.

#### **ACM-IV**

1. Meeting of Executive Council/Court.
2. Constitution of Executive Council/Court.
3. Constitution of Finance Committee/Establishment Committee.

#### **ACM-I**

1. Appointment of Vice-Chancellor/Registrar etc.
2. Notification of various functions of the University viz. Chief Warden/Deputy Chief Warden/Proctor/Deputy Proctor/Dean Students' Welfare/International Students Advisor/Dean Research & Development etc.
3. Expulsion/suspension/entry ban of students and their revocation thereof the Proctorial Committee.
4. Demands of Students on the Campus.
5. Constitution of election of university Association on the Campus, viz. KUTA, KUNTEA & Students etc.
6. Various Journals of the University viz., Journals of Haryana students, K.U Regional Journals of Arts and Humanities, Jeevanti etc.
7. National Policy of Education.
8. UGC Publication Grant for publication of Learned/Research Work and Ph.D. Thesis.
9. Estt. of various Chairs.
10. Members of AIU.
11. Sexual Harassment
12. Punnyya Committee report & other Misc. work.
13. Board of Residence, Health & Discipline of the University.
14. Monthly Report of various Academic Activities of the University and Subversive activities of the students is sent to the State Govt. through Higher Education Commissioner.