



**ACADEMIC SECTION**

1. To Prepare the Academic Calendar (Term Schedule)
2. To Prepare Annual Report
  - a. Collect information from each University Departments and sections
  - b. Compilation of information
  - c. To conduct meeting of the Editorial board
3. To conduct Meeting of the Various Academic Bodies
  - a. Board of Studies ( Twice in a Year )
  - b. Board of Postgraduate Studies and Research ( Once in a Year )
  - c. Academic Council (Once in a Year)
  - d. To prepare and circulate the Agenda and Minutes of the above mentioned statutory bodies.
4. Appointment of (through Syndicate)
  - a. Faculty Deans
  - b. Chairman Board of Study
  - c. HOD of the Department
5. Students Admission to various courses
  - a. Centralize UG/PG admissions (Once in a Year : May –June)
  - b. Centralize admission of B.Ed. and M.Ed. programme through Central Admission committee (Once in a Year : June-July)
  - c. External Courses (Once in a Year : June-September)
  - d. M.Phil. (Once in a Year : June – July )
  - e. Ph.D. (Twice in a Year : June-July & December – January)
  - f. Conducting written test examination/Counselling sessions for M.Phil. and Ph.D. programme.
6. Student Enrolment / Registration
  - a. Allotment of Student Unique Identity number (ID Number)
  - b. Issuing Transfer Certificate (TC)
  - c. Provisional Eligibility Certificate (PEC)
  - d. Final Eligibility Certificate (FEC)
  - e. M.Phil. / Ph.D. Registration
  - f. Migration Certificate
7. Teacher Approval and recognition
  - a. UG/PG collage teachers approval
  - b. Recognition as a Research Guide for M.Phil. and Ph.D. (Once in a Year : Nov-Dec)
8. University Hostels Administration
  - a. Appointment of Hostel Rector and Superintendent
  - b. Admission to students in Hostel
9. Women cell/Anti ragging cell

*S. Patel*  
Dy. Registrar

Academic Section