



UNIVERSITY OF KASHMIR

Postgraduate Department of Computer Science

May 07, 2021

Notice

The following guidelines shall be adopted for smooth running of the departmental activities in online mode.

1) Departmental Meetings:

- a) HOD, and all faculty members shall attend the meeting in online mode.
- b) The meeting shall be hosted by HOD using Google Meet/Zoom and HOD shall provide joining instructions (url or username and password) to all faculty members.
- c) The junior most faculty member shall prepare minutes of the meeting in consultation with HOD, and then email a copy of minutes to all faculty members. If there are no comments from the faculty members then HOD shall approve the minutes and get the minutes posted on the departmental website

2) Departmental Research Committee Meetings:

- a) HOD, VC's nominee, and all faculty members shall attend the meeting in online mode.
- b) The meeting shall be hosted by the HOD using Google Meet/Zoom and HOD shall provide joining instructions (url or username and password) to VC's nominee and all faculty members.
- c) The junior most faculty member shall prepare minutes of the meeting in consultation with the HOD, and then email a copy of minutes to all faculty members. If there are no comments from the VC's nominee and faculty members then HOD shall approve the minutes and get the minutes posted on the departmental website.

3) Ph.D. Viva-Voce:

- a) Dean of the School, HOD, External Examiner, supervisor and all faculty members shall attend the meeting in online mode.
- b) Meeting shall be hosted by the Academic Counsellor of research scholars using Google Meet/Zoom and the Academic Counsellor shall provide joining instructions (url or username and password) to the Dean of the School, HOD, external examiner, supervisor, faculty members, and research scholars.
- c) The Dean of the school and the external examiner shall email their recommendations to HOD. HOD shall circulate the final document with recommendation for signatures by email.

4) RPAC:

- a) HOD, VC's nominee, RPAC members, supervisor, all faculty member, and research scholars shall attend the meeting in online mode.
- b) Meeting shall be hosted by the academic counsellor of research scholars using Google Meet/Zoom and academic counsellor shall provide joining instructions (url or username and password) to HOD, VC's nominee, RPAC members, supervisor, all faculty members, and research scholars.
- c) The academic counsellor shall prepare minutes of the meeting in consultation with HOD, and then email a copy of minutes to VC's nominee and RPAC members. If there are no comments from the VC's nominee and RPAC members then HOD shall approve the minutes and get the minutes posted on the departmental website.

5) Research Scholar Presentation:

- a) HOD, all faculty members, and research scholars shall attend the meeting in online mode.
- b) Meeting shall be hosted by the academic counsellor of research scholars using Google Meet/Zoom and academic counsellor shall provide joining instructions (url or username and password) to HOD, VC's nominee, RPAC members, supervisor, all faculty members, and research scholars.
- c) The academic counsellor shall prepare minutes of the meeting in consultation with HOD, and then email a copy of the minutes to all faculty members. If there are no comments then HOD shall approve the minutes and get the minutes posted on the departmental website.

6) M. Tech. / MCA end semester examinations:

- a) The academic counsellor of the class shall prepare course completion document showing percentage of syllabus completed in each subject in consultation with the concerned faculty members and the CR of the class.
- b) The academic counsellor shall prepare a draft date sheet in consultation with the CR of the class.
- c) The academic counsellor shall collect by email all internal awards saved on examination portal from the concerned faculty members and email a copy of all internal awards to HOD.
- d) The academic counsellor shall email the course completion document and draft date sheet to HOD, concerned faculty members and the CR of the class. If there are no comments from the faculty members and the CR of the class then HOD shall approve the date sheet and get the date sheet posted on the departmental website.

7) M. Tech. / MCA final semester project Viva and presentation:

- a) HOD, External Examiner, Supervisor and all faculty members shall attend the meeting in online mode.
- b) Meeting shall be hosted by the academic counsellor of the class using Google Meet/Zoom and the academic counsellor shall provide joining instructions (url or username and password) to HOD, External Examiner, supervisor, all faculty members, and CR of the class.
- c) The academic counsellor shall prepare minutes of the meeting in consultation with HOD, and then email a copy of minutes to all faculty members. If there are no comments from the faculty members then HOD shall approve the minutes and get the minutes posted on the departmental website.

8) M. Tech. / MCA synopsis presentation:

- a) HOD and all faculty member shall attend the meeting in online mode.
- b) Meeting shall be hosted by the academic counsellor of the class using Google Meet/Zoom and the academic counsellor shall provide joining instructions (url or username and password) to HOD and all faculty members.
- c) The academic counsellor shall prepare minutes of the meeting in consultation with HOD, and then email a copy of minutes to all faculty members. If there are no comments from the faculty members then HOD shall approve the minutes and get the minutes posted on the departmental website.

9) Student Issues:

If any student has any issues, the student shall communicate it to the CR of the class. The CR shall in turn email a letter to their academic counselor. The academic counsellor shall prepare a recommendation note with justification/s quoting the existing University guidelines and email both the letter of the CR and his recommendation note to the HOD. The HOD may approve the recommendation of the academic counsellor if it falls within the mandate of the HOD. Otherwise, the HOD will email the documents to the Dean of the school for further necessary action.

10) Research Scholar Issues:

If any research scholar has any issues, the scholar shall email a letter to the academic counselor. The academic counsellor shall prepare a recommendation note with justification/s quoting the existing University guidelines and email both the letter of the CR and his recommendation note to the HOD. The HOD may approve the recommendation of the academic counsellor if it falls within the mandate of the HOD. Otherwise, the HOD will email the documents to the Dean of the school for further necessary action.

Head of the Department

CC:

- 1. Dean School of Applied Science and Technology.
- 2. PA to DAA for information of DAA
- 3. Departmental Website