

3.3 Department Undergraduate Committee (DUGC)

The Constitution of this committee is as follows: ■ Convener – HoD's nominee from the faculty members of the Department ■ Head of the concerned department – Ex-officio member ■ 2 – 4 other faculty member of the Department nominated by the Head. The tenure of DUGC shall be for two years, with half of the members retiring every year. At the end of the first year, the retiring members may be decided by consensus or by drawing lots. In general, the convener DUGC should not be a retiring member. The constitution of the DUGC shall be reported to the Office of Academic Affairs as and when there are changes in the same. Functions: Following are the functions and duties of the DUGC: ■ To advise students in their academic programmes and provide appropriate guidance to maintain their required academic standing (minimum credits and CPI requirements to complete the academic programme). ■ To make recommendations to the DoAA in all matters pertaining to academics, including the introduction of new courses, credits allotted to them, and approval of their contents. ■ To recommend modifications, as appropriate, for courses already approved by the Senate. Notwithstanding any of the above, the Senate retains powers of final review of guidelines/policies recommended by the DUGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the DoAA shall make full use of the appraisals and the recommendations of the DUGCs.