

## 3.2 Office of Academic Affairs

The Office of Academic Affairs, headed by the Dean, Academic Affairs (DoAA) is responsible for implementing the decisions taken by the Senate, in consultation with the Institute Academic Affairs Committee (IAAC), Department Undergraduate Committee (DUGC) and Department Postgraduate Committee (DPGC). Its activities include: ■ Receiving, processing and maintaining all records related to admissions to various programmes, semester registration, leave, grades, scheduling of courses and examinations and award of degrees/prizes. ■ Periodically releasing course contents, manuals for various programmes and academic calendar, duly approved by the Senate. ■ Conduct of Convocation. ■ Disseminating information pertaining to all academic matters to students and faculty. ■ Issuing necessary memoranda/orders. ■ Acting as a channel of communication between students, Instructors, Departments, IAAC, DUGC and DPGC.