

UNIVERSITY OF JAMMU

CIRCULAR

It is circulated for the information of all Rectors/Directors/HQDs/Controlling officers that the data w.r.t. the Teaching faculty / Non-Teaching Employees working in different Departments / Sections is being consolidated.

In view of above, all the concerned are requested to furnish the information on the enclosed proforma alongwith relevant documents to the Establishment Section within 07 (Seven) days from the date of issue of this circular.

Ry-ding
20.1.2020
REGISTRAR
Shy

No: Estab/2020/18900-19000

Dated: 21-01-20

Copy to :-

1. Spl. Secretary to Vice-Chancellor
2. P. S. to Dean Academic Affairs
3. Sr.P.A. to Registrar/Controllor of Examinations
4. Director, DDE/CDC/DLL/DIQA//Physical Education/Academic Staff College/ Centre for Studies in Museology & Sheikh Noor-ud-Din-Noorani Museum of Heritage/DSRS/ Centre for History of Culture of Jammu & Ladakh Region/CHIM/IC.CCR&HRM/Disaster Management Centre/School of Visual and Performing Arts, Design and Architecture/Centre for New Literature, Culture and Communications
5. Dean Students Welfare/Provosts (Boy's/Girl's Hostels)/Dean Student Placement
6. All Heads of the Teaching Departments of the University
7. Administrator, General Zorawar Singh Auditorium
8. I/C Computer Centre / Centre for IT Enabled services & Management
9. I/C Librarian, Dhanvantri Library/Post M.A. Urdu Professional Course
10. Sr. P.A. to Joint Registrar(Finance/Exams/(CDC/DDE))
11. Programme Coordinator, NSS
12. Medical Officer, UHC
13. All Wardens of University Hostels
14. All Dy. Registrars/Assistant Registrars
15. Executive Engineer/Manager Guest House
16. President, JUTA/JUNIEU/JUNGEA
17. Security Officer
18. All Sections
19. Guard File

(A) For Non-Teaching Employees of Section / Department :-

Name of the Section / Department: _____

Name of the Branch Head/ Dept. Head: _____

No. of Non-Teaching Employees Working in the Section / Dept. (Cadre Wise)

S.No	Designation	Sanctioned Positions	Filled Positions
1			
2			

S.No	Name of the Employee presently working in the Section / Department	Designation	Nature of Work
1			
2			

(B) For Teaching Departments/Centres:-

Name of the Department/ Centre: _____

Name of the Head of the Department / Centre: _____

Faculty Strength (Cadre Wise) – (Professor, Associate Professor, Assistant Professor)

S.No	Designation	Sanctioned Positions	Filled Positions
1			
2			

S.No	Name of the faculty Currently working in the Department	Designation	Permanent / Contractual
1			
2			

- No. of Students Enrolled (Semester Wise enrolled) for the session 2019-20.
- No. of M.Phil / Ph.D Students for the session 2019-20.
- No. of Courses being offered by the Department at present (give details)
- No. of Projects being currently handled by Faculty/ Scholars at present
- No. of Centres (if any) functioning in the Department (give details)