



Computer Centre

University of Jammu

CIRCULAR

Under the RUSA goals and crystallizing the vision of the Hon'ble vice Chancellor, a high end fully integrated state of art Multi-purpose Centralized Lab on the 2nd floor of the General Zorawar Singh Auditorium complex is functional now. It is heartening to inform and call upon all the HOD's/Directors/other stakeholders that the lab at this stage envisages the following and other requirements are as per needs of the University. By the medium of this circular, it is requested to plan a visit to the lab and to encourage the students/scholars of your department to take maximum usage of this facility. The lab is under aegis of Computer Centre and functional from 12 pm to 2 pm with prior booking of slot which is available on all working days of the University. The infrastructure and proposed activities are list below;-

Lab infrastructure

1. Computer systems: 50 in nos. with licensed version of software's installed
2. Internet facility on all systems.
3. Smart panel for giving offline/online lectures for students or other participants.
4. OHP , White Board
5. Basic Software's (Latest version of MS-office-2021) installed in the lab.

Lab Objectives

1. Conduct of Workshop /Seminar/ lectures.
2. Orientation/refresher programmes
3. FPD programmes
4. Utilization of Lab for Departmental Practical courses.
5. Conduct of offline /online exams & course works
6. Conduct of academic activities
7. Offline/online trainings programmes.
8. To run short term certificates courses of short duration.

Requirements for utilization of Lab Services

1. Advance booking of slot is required by sending a request letter to Director, Computer Center. This will enable the undersigned for making all necessary requirements & arrangements (if any).
2. Nominal University approved rates of Rs. 50 per machine shall be charged if lab is utilized for academic activities.
3. Timings will be University workings hours or as agreed.


1/12/22

DIRECTOR

M.No. 9419361851

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1. Special Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs /Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/CDC/DDE/DIQA for information please.
4. All Rectors / Directors of the Offsite Campuses of the University
5. All Heads/Directors of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys/Girls Hostels)/Dean Students Placement/I/c Librarian (Dhanvantri Library)
7. I/c Administrator, General Zorawar Singh Auditorium
8. Joint Registrar (Finance)/ Joint Registrar (CDC)/ Joint Registrar (Examinations)
9. I/c Computer Centre / I/c University Website/Coordinator Campuses
10. Programme Coordinator (NSS)
11. All Wardens of University Hostels
12. All Dy. Registrars/SE/EXEN/ I/c Media Cell / Manager Guest House
13. Medical Officer, University Health Centre
14. All Assistant Registrars
15. Chief Account Officer
16. Chief Security Officer
17. All Sections/Guard File.