



ToRs of the Director Academics University of Baltistan, Skardu

The Directorate of Academics is among the lead workplaces of the University. It plans and carries out scholarly tasks and projects as imagined and endorsed by the Academic Council and other statutory bodies. It exercises to guarantee the appropriate execution of academic guidelines and strategies regarding all academic programs to ensure quality teaching-learning processes and activities. The Directorate plans and updates the degree and professional academic programs as envisioned by the University. It envisions and recommends future academic roadmap in view of market needs, national aspirations and global demands. It coordinates with the Quality Assurance and Research and Innovation sections of the University to ensure quality learning outcomes and meaningful research innovation.

Core Functions

1. Close coordination with HoDs, QEC, ORIC, Exam Office, Registrar Office and Deans for operational academic matters.
2. Plan and propose new academic programs (both degree and non-degree professional courses) and present to Academic Council for approval,
3. Initiate academic departments and sections as proposed and recommended by Directorate of P&D and approved by statutory bodies.
4. Deals cases related to migration, credit transfer, freezing or unfreezing semester and drop-out and re-admission cases.
5. Responsible to issue NOCs /Bonafide Certificate etc
6. Overseeing admissions processes and procedures, update policies as per recommendation of statutory bodies and competent authority,

7. Prepare Semester Plan and Academic Calendar, Timetables for all the departments to start every semester on time.
8. Coordinate with HoDs and Affiliation Committee and QEC for compliance of academic plans (Calendar, Schemes of Studies in departments and in affiliated colleges)
9. Co-ordination with teaching departments for workload management including hiring of visiting faculty,
10. Keep updated academic records of students and faculty.
11. Supervise and facilitate the Students Aid Office for the Scholarship Programs,
12. Facilitate and coordinate the Students Counselling section to ensure timely counselling of students for their psycho-social wellbeing,
13. Revision and updating of Undergraduate and Post Graduate courses
14. Look after other academic matters that may arise from time to time,
15. Any other task delegated by the competent authority or the Statutory Bodies.
16. Director Academics shall not be allowed to define his/her authorities himself.

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