

**OFFICE ORDER**

In view of upgradation of UGAM software with additional/refined features, the following are the roles and responsibilities of different stakeholders for smooth functioning of academic processes in the University.

**Registrar's office, UASB**

Sl. No.	Responsibility
1.	Creating semester wise academic calendars and generation of convocation certificates for UG & PG degree programmes
2.	Uploading of Awards and Certificates of students to NAD-Digilocker website link

**Academic Unit of each Constituent College of UASB**

Sl. No.	Responsibility
1.	Creation of Student Profile of the newly admitted UG students, immediately after completion of the process of registration, and enabling the switch on for those students who have opted for hostels (Module: Academics)
2.	ID card generation process for the UG students (Module: Academics)
3.	Mapping of courses with the respective degree programme (Module: Academics)
4.	Mapping of courses with concerned faculties/ course teachers (Module: Academics)
5.	Updating of students profile, any modification in student information needs to be done based on need (Module: Academics)
6.	Updating of faculty profile, in case any faculty gets transferred, or the course being reallocated to some other faculty (Remapping of course with the changed faculty), such information needs to be updated and send the details to UEC (Module: Academics)
7.	Updating of course information, if any changes in course name, title, credit hours, or remapping of course (Module: Masters)
8.	Scrutiny/ Cross-checking of details of students including Grade Point, GPA, CGPA, OGPA, PDC, Migration Certificate, etc., printing and issue of the same to the students (Module: Certificates)
9.	If any changes in section/college by the students, it has to be updated in the software (Module: Academics)
10.	Verification of Internal Assessment marks (Module: Academics)
11.	Allocation of counselors for students and monitoring of student-counselor's activities (Module: Academics)
12.	Dean approval for semester registration including the deadline for setting late fee payment (Module: Academics)
13.	De-promotion of students, who have scored less than 5.00 CGPA up to 6 semesters for registration & completing RAWI programme (Module: Academics)
14.	Providing the list of students and faculties details in the prescribed format as and when required
15.	Any other work assigned based on future updates made in the upgraded UGAM software

**Comptroller, UASB**

Sl. No.	Responsibility
1.	Module: Fee management

**Assistant Comptroller / Account section of each Constituent College of UASB**

Sl. No.	Responsibility
1.	Setting of date deadlines for online registration and payment process, last date for payment of fees without penalty and with penalty (Module: Fee Management)
2.	Mapping of fees for each degree program and category wise mapping (Module: Fee Management)
3.	Mapping of miscellaneous fees including supplementary fees, revaluation fees, photocopy fee, course re-registration fees, convocation fee, bonafide certificate, etc., (Module: Fee Management)
4.	Refunding of excess/double payments, if any to the students (Module: Fee Management)
5.	Tallying and reconciliation of fee statement in each semester of each academic year (Module: Fee Management)
6.	DD/ challan numbers to be uploaded to software when the students have paid fees (scholarships/ freeship/educational loan) through offline (Module: Fee Management)
7.	Any other work assigned based on future updates made in the upgraded UGAM software

**Librarian/Assistant Librarian of each Constituent college of UASB**

Sl. No.	Responsibility
1.	Generation and distribution of ID cards of all UG students
2.	Approving of student registration after ensuring "No dues"
3.	Any other work assigned based on future updates made in the upgraded UGAM software

**Chief warden/Warden of Boys hostel/ Girls hostel of each Constituent College of UASB**

Sl. No.	Responsibility
1.	Setting of date deadlines for payment process, last date for payment of fees without penalty and with penalty
2.	Providing information on no dues of students as per the format and uploading the same to upgraded UGAM Software.
3.	Approving of students by checking the no dues.
4.	Any other work assigned based on future updates made in the upgraded UGAM software



**Coordinator of External Examination Cell at each constituent Colleges of UASB**

Sl. No.	Responsibility
1.	Making arrangements in submitting the internal marks by concerned course teachers on time to UEC, GKVK for speedier finalization of grade reports
2.	Coordinating with the ARs, ACs & Faculty of respective colleges for smooth functioning of all activities of upgraded UGAM software
3.	Coordinating with the course teachers to upload the internal marks on time to upgraded UGAM software
4.	Allotment of Invigilators for conducting external examinations
5.	Receiving the encrypted Question papers from Dean's office for photocopying the same to conduct the final external examinations
6.	Course wise shortage of attendance, if any, shall be furnished to UEC, GKVK
7.	Making necessary arrangements for conducting timely digital evaluation of answer booklets at College level
8.	Any other work assigned based on future updates made in the upgraded UGAM software

**Faculty UASB**

Sl. No.	Responsibility
1.	Updating of faculty profile (photo, mobile number & email ID)
2.	Providing extended lecture outline of courses
3.	Uploading the Internal assessment marks specifically mentioning the students who have shortage of attendance, left the course etc.
4.	Evaluation of answer booklets through digital evaluation


**Faculty and Staff of UEC, UAS, GKVK**

Sl. No.	Responsibility
1.	Creating of time table for different UG degree programme
2.	Obtaining the question papers from external examiners
3.	Editing the question papers received from external examination
4.	Jumbling to create different versions of question papers
5.	Attendance sheet generation for external examinations.
6.	Sending encrypted Question papers to Dean's for photocopying & conduct of exams
7.	Barcode generation and pasting on answer booklets
8.	Scanning, reading of OMR sheets and Uploading the marks to upgraded UGAM software
9.	Scanning of answer booklets for Digital Evaluation (Allocation of booklets to teachers)
10.	Obtaining Internal marks from concerned course teachers
11.	Generation of results of external examination of all UG programmes
12.	Generation of final grade sheets of all UG degree programmes & uploading to UASB website
13.	Generation and/or correction of OGPA, Migration certificate and PDC
14.	M/s. Winfoware Technologies Ltd., has to provide all access to UEC
15.	Any other work assigned based on future updates made in the upgraded UGAM software

Dean (PGS)

Sl. No.	Responsibility
1.	Nominating Nodal person to look after the PG academic activities
2.	Steps followed for the PG Academic year: Providing master data, student profile uploading, photo uploading, ID generation, Updating student section, Exam announcement, programme course mapping, fee master, announcing semester registering dates, student log-in feedback, obtaining hostel and library approvals, course registration, payment, penalty configuration, fee receipt, supplementary registration, supplementary payment, Re-registration process, staff type, staff profile upload, teacher course mapping, marks upload, exam time table, modify time table (regular and supplementary), generate time table, exam attendance, generate attendance (regular and supplementary), download grade sheet, marks verification, registration card, revaluation, photocopy, supplementary revaluation, supplementary photocopy, advisory committee, generate CGPA, download CGPA, OGPA, PDC certificates, Migration certificates and degree/convocation certificates.

The assigned roles and responsibilities should be closely monitored by the Officers / Deans / Heads of the Units / Sections / Faculty and Staff (UEC) / Coordinators (EEC) / Wardens / Librarians for effective functioning of academic process.

  
06-05-2021  
DIRECTOR OF EDUCATION  
Director of Education  
U A S GKVK, Bangalore-6E

Copy to all concerned  
Cc to the Secretary to the Hon'ble Vice-Chancellor