



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
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Office of the Associate Dean
(Academic Affairs)

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Approved
16/7/19

To,

The Chairman, Senate RGIPT Jais

Sub.: Constitution of Departmental Undergraduate Committee (DUGC) and Departmental Postgraduate Committee (DPGC)

Sir,

The following procedure is drafted to constitute DUGC and DPGC for individual departments to ensure smooth running of the UG programmes, conduction of examinations, preparation of timetable and course allocations.

Constitution of DUGC

- A convener to be appointed by Head of the department (HOD) in consultation with the faculty members for two years
- The HOD to be a member of the DUGC
- Three faculty members from the department to be members of the committee
- The department may opt for faculty members from other department if the number of faculty members are less in any departments
- Two UG student representatives to be members of the committee

Constitution of DPGC

- A convener to be appointed by Head of the department (HOD) in consultation with the faculty members for two years
- The HOD to be a member of the DPGC
- Three faculty members from the department to be members of the committee
- The department may opt for faculty members from other department if the number of faculty members are less in any departments
- Two PG student representatives to be members of the committee

Yours Sincerely,

Umaprasana Ojha

(Associate Dean Academic Affairs)