

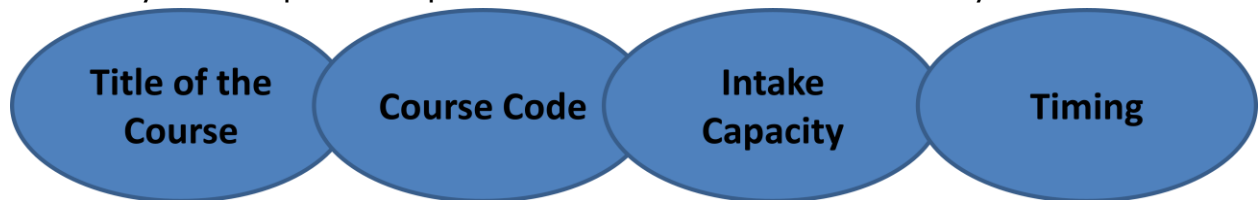


University of Kashmir

**Office of the Chief Coordinator, Choice Based Credit System (CBCS)
Hazratbal, Srinagar, Kashmir, J&K, India-190006**

Role of Academic Counselors under Choice Based Credit Scheme (CBCS)

1. **Strict Compliance:** In their respective departments/centres, the Academic Counselors (ACs) must ensure compliance to the procedures formulated under CBCS for course allotment, class timing, teaching duration, exams, student-intake, change of courses, and other guidelines issued from time to time by the authorities.
2. **Review of Baskets:** ACs must undertake a review of the courses in each basket offered by their respective departments. The review must necessarily look at:



3. ACs must ensure that '**ZERO Intake Capacity**' is reflected against the all those courses which are BLOCKED!
4. ACs in all the departments must organize **orientation classes** before starting formal classes for OEs/GEs. Such orientation may include:
 - Introduction to course teachers of GEs/OEs in that Dept.
 - Importance and utility of the courses offered by the Dept.
 - Reemphasizing **punctuality** and **attendance** in the Dept.
5. ACs shall **identify** school specific courses for the information of the students in their respective departments.
6. ACs shall ensure **effective coordination** among themselves in sorting out issues/ grievances of their respective students, as and when they arise.
7. ACs must ensure that **course-allotment** in their respective department happens **at the same time** so as to provide equal pool of choices in GEs and OEs for the students. *(relevant to such departments having two or more ACs).*

8. ACs must ensure taking **immediate print-out** of the list of courses a student has opted for.
9. ACs must nominate one **student representative (SR)** among students in each OE/GE class so as to facilitate dissemination of information with-in the concerned students.
10. For any feedback, clarification, queries or complaints, Academic Counselors may contact the following CBCS office bearers:

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Sd/-
(Prof. SM Shafi)
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