



No. AAQA/ICD/2023-24/926

5th October, 2023

CIRCULAR :-

Attention of all the Directors of University Institutions, Heads of the Departments, to the provision of section 5 of VCD vide No. AAQA/ICD/VCD/2022-23/430, dated 24th June, 2022 (Appointment of Heads of University Departments) regarding constitution of Department Advisory Committee. The provision is reproduced below for your ready reference.

5. An Advisory Committee consisting of senior members of the faculty shall be formed by the Head of the department to
- i. Advise the Head on important matters"
 - ii. make recommendations to the Head on certain issues. and
 - iii. assist the Head in carrying out routine day-to-day administrative work. The criteria for the formation and the composition of such advisory Committees shall be as under:
- a) In the large sized department. i.c.. those whose total sanctioned faculty strength is ten or more, the Head shall constitute a five person Advisory Committee (compromising the Head, the next senior most faculty member, and any three other members of the faculty, one each from the cadres of Professor, Associate Professor and Assistant Professor)
 - b) in medium-sized departments. i.c.. those whose total sanctioned faculty strength is more than five but less than ten. the Head shall form a three-person Advisory Committee (compromising the Head, the next senior most faculty member and any one other member of the faculty);
 - c) in small-sized departments. i.e. those whose total sanctioned faculty strength is five or less, the Head shall form a two-person Advisory Committee (compromising the Head and the next senior-most faculty member).

Accordingly, I am directed to inform you to submit list of members of Advisory Committee constituted for the Department/Institute within 15 days from the date of issue of this circular.

Kindly treat this as most urgent.

Mumbai - 400 032

5th October, 2023

(Prof. Sunil Bhirud)

I/c. REGISTRAR