

**BROAD POWER, FUNCTIONS, TENURE DUTIES AND RESPONSIBILITIES OF DEANS****TENURE**

The Deans shall hold the post for two years extendable for one more year. Director may relieve any of the Deans before such period, in case of unsatisfactory performance.

**POWER, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF DEANS****01 DEAN (ACADEMICS)**

To advise the Director in the following:-

- a) Admission and enrollment of students.
- b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work.
- c) Conduct of class tests and co-coordinating the finalization of session's evaluations and for ensuring the timely declaration of result.
- d) Supervision of the maintenance of up-to-date academic records of all categories of students.
- e) Publication and distribution of the syllabi.
- f) Organizing meeting of all the Institute level academic bodies.
- g) Arranging the issue of all academic certificates, medals and prizes to the students.
- h) To arrange or conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations.
- i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Management/Senate decision.
- j) To execute the policy of the Senate in the conduct of P.G., Ph.D and other research programmes including the examination of the thesis.
- k) To co-ordinate for the conduct of Convocation.
- l) To take approval/accreditation/ranking of regulatory bodies.
- m) All proposals to modify the teaching programmes which will be considered by Senate where the director is the Chairman and if approved, shall be sent to the BoM for formal approval.
- n) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.

- o) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.
- p) Assist Director in developing policies and conduction of Faculty/Staff recruitment and promotion, handling their grievances etc.
- q) To perform any other work assigned by the Director.

## 02 DEAN (PLANNING & DEVELOPMENT)

### To advice the Director in the following:-

- a) Planning the expansion and diversification of Institutional activities and preparation of all developmental proposals to the extent up to submission of Plan & Estimates related to Civil, Electrical works, Sanitary, network system etc.
- b) Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development (MHRD) and other agencies.
- c) Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard.
- e) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of institute and to ensure submission of progress reports.
- f) In coordinating the formulation and conduct of non-formal and continuing education and expansion programmes.
- g) Providing necessary data for the budget and new estimates and plans to the Building & Works Committee to the Registrar.
- h) Supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens and all issues related to outsourcing of workers in the Institute.
- i) To perform any other work assigned by the Director.

## 03 DEAN (STUDENTS WELFARE)

### To advice the Director in:-

- a) Organizing the Students Counseling.
- b) Processing of e-tender/tender for Mess contracts for the Hostels and ensuring the smooth functioning of messes in the Hostel.
- c) Publication of students Magazine, News Bulletins, Newsletters etc.
- d) Matters related to students discipline and welfare.

- e) Assist the Director in matters related to Students Union/ Associate/ Council.
- f) Co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular activities of the students.
- g) Maintain records of Alumni and correspond with them.
- h) Conduct the enquiries of students indulged in indiscipline.
- i) Correspondence with Parents/Guardians of students about their progress and individual problems/welfare.
- j) Matters regarding student scholarship for Certificate, Diploma, UG Degree programmes under various schemes of the Govt. of India/State Govt.
- k) Monitoring the activities of Training and Placement Cell through TPO.
- l) Co-ordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- m) To perform any other work assigned by the Director.

#### 04 **DEAN (RESEARCH AND CONSULTANCY)**

To advise the Director in matters related to:-

- a) Frame rules for industrial sponsored research and consultancy.
- b) Create and maintain database regarding faculty expertise.
- c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research/consultancy work, recruitment of project staff.
- d) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabh Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organization (ISRO), Defense Research and Development Organization (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology etc.
- e) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the decisions of Board of Management.
- f) Monitoring the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports on time.
- g) To coordinate the formulation and conduct of non-formal and continuing education and extension programmes.
- h) Selection of Ph.D Students.
- i) Appointment of JRF/SRF/Project staff.
- j) To perform any other work assigned by the Director.

**05 DEAN (FACULTY & STAFF WELFARE)**

To advise the Director in matters related to:-

- a) Deputation of faculty to various Institutions under Quality Improvement Programme.
- b) Advise the Director for deputation of the faculty members to various conferences, seminars, Short-terms courses, training programmes, foreign teaching/training assignments etc.
- c) Chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences/seminar by the faculty members.
- d) Assist the Director in organizing training programmes for faculty.
- e) Assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditions, telephones etc.
- f) Assist the Director in maintaining the discipline and work ... among the various departments and between the faculty members.
- g) Assist the Director in maintaining the high academic standards and achieving academic excellence in the Institute.
- h) Supervision over faculty discipline, integrity and commitment.
- i) Assist Director in developing policies and conduction of Faculty/Staff recruitment and promotion, handling their grievances etc.
- j) To perform any other work assigned by the Director.

However, the Director may re-distribute work assigned to any Dean as per the requirement.

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