

**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.

