

ROLES OF DEANS

1. DEAN---ACADEMIC AFFAIRS

The office of the Dean of Academic Affairs (DOAA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate, the Institute Academic Committee (IAC).

The office

- disseminates information pertaining to all academic matters,
- Development & Management of both UG and PG admission process
- receives, processes and maintains all records related to the undergraduate and postgraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades, unfair means
- prepares and issues of Grade Sheets / Degree Certificates / Bonafied Certificate /medium of instruction certificate, Fee structure, Transcripts, Verification etc.
- deals with matter pertaining to conduct / organizing of academic meetings, committees such as Convocation, etc.
- issues necessary memoranda/orders related to academics,
- acts as a channel of communication between students, instructors, departments/interdisciplinary programmes and IAC. The under graduate (UG) and post graduate (PG) offices of the Academic Section assist the IAC and its subcommittees in their tasks
- assists the Director in formulating mechanism for executing academic policies
- makes recommendations on academic matters that are referred to it by the Committees for the consideration and approval of the Senate;
- Thesis processing
- Academic Performance evaluation committee

2. DEAN---FACULTY AFFAIRS

The Office of the Dean of Faculty Affairs (DoFA) is liable for all the matters related to the recruitment and establishment of faculty members and other academic staff comes under the purview of the DOFA. Sanction of leave, foreign travel, cumulative professional development allowance (CPDA) and LTC, issue of service certificates, issue of 'No Objection Certificates' (NOC) for passport etc. are issued by the DOFA office. The major functions of the Office of Faculty Affairs are as mentioned below:

- Maintaining of all service records related to academic staff.
- Recruitment/Selection: The Office of Faculty Affairs is involved in recruitment of faculty members for different departments of the Institute. It is also involved in coordinating the selection of Academic Staff.
- Allotment of office space
- Selection Procedures with regard to awards, honours, the different chair positions and research fellowships
- The Office of Faculty Affairs is also involved in appointments of Visiting Faculty, Adjunct Faculty, Emeritus Professor and Emeritus Fellows etc.
- Confirmation, Re-employment, Extension, upgradation, VRS, resignation of academic staff
- Pay scale fixation/increments of academic staff.
- Sanction of different types of leaves, Sabbatical, Deputation, etc.
- Retirement and pension related documentations and issue pension orders etc.
- Pay and perks to Faculty Members, which includes fixation and upgradation etc.
- Holding different Types of Meetings: Institutional/Departmental Faculty Affairs Committee, Standing Committee, Selection Committees etc.
- Faculty Benefits and Services including LTC, CPDA and accommodation of new faculty
- Addresses faculty grievances
- assists the Director in formulating mechanism for executing policy related to faculty benefits and services
- issue of 'No Objection Certificates' (NOC)
- Spouse employment cell
- MOUs

3. DEAN---STUDENT AFFAIRS

The Dean of Students' Affairs (DoSA) is the coordinating authority for all student related non-academic activities at the Institute, and is responsible for the general welfare of the students including hostel affairs and taking care of the needs of students requiring any special attention. The Office also supervises the working of its executive wing, and appoints the Conveners and the General

Secretaries for each of the Councils. All the student activities are organized in coordination with the Convener, Secretaries and Heads of the various Clubs and Councils. The major functions of the Office of student Affairs are as mentioned below:

- Training and Placements
- Various types of awards, scholarships, medals, and prizes within the criteria and norms approved by the Academic Senate for such awards.
- Counselling service
- Student Gymkhana: NSS, NCC, Newsletter, Fine arts club, Dramatic club, Sports Activities
- all election/nominations of students
- Manage the Hostels/Guesthouse
- Responsible in campus discipline of the students and coordinate the same with the hostel wardens
- Chairperson of the Proctorial Committee to prevent ragging
- Encourage healthy living and lively positive relationships among students and the campus community
- student and guardian undertaking
- Recreational and Creative Activities
- Formulating the policies pertaining to all non-academic student affairs
- Foreign language programme in both institutional and naturalistic settings.
- Women's Cell
- Sanctioning of expenditure coming under the purview of Student welfare and matters related to Student Discipline
- Internal security through internal security committee

4. DEAN----RESEARCH AND DEVELOPMENT

Research as a theme has always been the center of attention at the Institute. The main roles and responsibilities of the office of the Dean of Research and Development (DoRD) include:

- Registration of projects, raising invoice, receiving funds and preparation of utilization certificates

- Promotion of R & D cell, Technology transfer, IPR and software marketing activities,
 - Project monitoring compliance with terms and condition of agreement/contract between sponsor(s) and the Institute
 - Liaison with PIs of the Institute and Sponsors
 - Financial management of externally/Institute funded projects
 - Appointment of research staff from externally/Institute funded projects
 - To foster the necessary infrastructure for further research projects
 - Identify industry / institutions for collaboration and involvement of Institute in various association / academic bodies, etc.
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5. DEAN---PLANNING, RESOURCES AND ALUMNI

The office of the Dean of Planning, Resources and Alumni (DoPRA) looks after the matters related to the planning of the various events organized by the Institute, and formulate the various policies for the optimal use of its resources. The office of the DoPRA also pursue to strengthen the alumni relationship through various events. The main roles and responsibilities of the office of the DoPRA include:

- Involving alumni to contribute in academic activities like mentorship and other academic and professional engagements, research and industry exposure to students.
- Engaging alumni in development/advancement of Institute through collective collaboration and contribution.
- To create and oversee various plans to reach-out to entire alumni base though an effective leadership in realizing our vision and mission.