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**SCHEDULE 'C'**

[See Statute 19 (5)]

**DEANSHIPS**

The institute may have not more than six deanships. There may be following Deanships in National Institute of Technology with the approval of the Board of Governors:

- Dean Academic
- Dean Planning and Development
- Dean Student Welfare
- Dean Faculty Welfare
- Dean (Research and Consultancy)

Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors/Associate Professors, but should not be Head of the Department.

The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Deans before such period.

**DUTIES AND RESPONSIBILITIES OF DEANS**

The following duties and responsibilities have been entrusted to the Deans

**1. Dean (Academic)**

He/she will advice the Director in:

- (a) Admission and enrollment of students;
- (b) Finalisation 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 results.

- (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 Governors/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) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.

## 2. Dean (Planning and Development)

He/she will advise 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 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 extension programmes.
- (g) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy.
- (h) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar. .

### **3. Dean (Students Welfare)**

- (a) He/she will advise the Director in organising the students counseling.
- (b) He/she will be responsible for the publication of students' Magazine, News Bulletins, News letters etc.
- (c) He/she will advise the Director in matters related to students discipline and welfare.
- (d) He/she will assist the Director in matters related to the Students Union/Association / Council.
- (e) He/She will co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- (f) He/she will keep a record of Alumni and correspond with them.
- (g) He/she will conduct the enquiries of students indulged in indiscipline.
- (h) He/she will correspond with Parents/Guardians of Students about their progress and individual problems / welfare.

### **4. Dean Faculty welfare**

He/she will advise the Director in matters related to:

- (a) Deputation of faculty to various institutions under Quality Improvement Programme
- (b) He/she will advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignments etc.
- (c) He/she will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences / seminar by the faculty members.
- (d) He/she will assist the Director in organizing training programmes for faculty.
- (e) He/she will 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 conditioners, telephones, etc.
- (f) He/she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (g) He/she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- (h) Supervision over faculty discipline, integrity and commitment.

**5. Dean (Research and Consultancy)**

He/she will 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) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- (e) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defense Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc.