

Roles and Responsibilities of Deans (Faculty)

A. Strategic Vision and Departmental Leadership

- Promote and ensure that departmental goals & activities are aligned with the university's strategic vision.
- Oversee academic functioning of departments with support from coordinators and senior faculty.
- Represent the university in building national and international academic and research collaborations.
- Ensure the cohesiveness among the various stakeholders of the respective departments.

B. Administrative and Strategic Planning

- Coordinate policy matters and ensure effective communication between the Vice-Chancellor's office, Registrar & administrative departments with respective academic departments.
- Contribute to long-term planning, policy formulation and evaluation of university growth strategies.
- Lead activities related to institutional rankings, accreditations, and outreach by engaging with government bodies.

C. Academic Planning and Curriculum Oversight

- Guide curriculum design and facilitate course approvals via the Course Approval Committee and Board of Studies.
- Report academic developments and administrative updates to the Academic Council.
- Implement academic policies and regulatory guidelines from UGC and other associated bodies.
- Identify and pursue collaborative opportunities with industry and academic associations.
- Suggesting and guiding in development of new academic programs as per the demand of the industry and society.

D. Faculty Development and Performance Management

- Support recruitment and appointment of faculty and coordinators through transparent processes.
- Conduct periodic performance reviews and mentor faculty for professional development.
- Approve faculty leave requests in line with university policies.

E. Research Promotion and Scholarly Activities

- Foster a strong research culture within departments.

- Encourage and support for research related initiatives like organizing research oriented seminars, conferences, workshops and applying research projects, PhD programs etc.
- Ensuring the smooth functioning of the training and placement department so as to facilitate the students for their research based/industry internships and placements.

F. Academic Quality Assurance and Feedback

- Collect and review faculty/course feedback to drive academic improvements.
- Act on student feedback related to academic and administrative issues to enhance their experience.
- Maintain academic discipline in the departments.

G. Academic Events and Institutional Advancement

- Organize academic programs such as seminars, workshops, Faculty Development Programs (FDPs), and conferences for professional growth and visibility.
- To undertake and pursue the additional tasks assigned from the competent authority in the direction of academic excellence and institutional advancement.