

Appointment, Terms & Conditions of Service and Powers and Functions of the Dean Academic Affairs

In pursuance of the provisions of subsection (vi) of Section 6 of the Act, Dean Academic Affairs may be appointed by the Vice-Chancellor, from amongst teachers of the University or who has been teacher of any other University who shall not be below the rank of Professor or with the equivalent research and industrial experience, on the recommendations of the Selection Committee chaired by the Vice-Chancellor and confirmed by the Chancellor.

The Dean Academic Affairs is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it. When the office of the Dean Academic Affairs is vacant or when the Dean Academic Affairs is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

Powers and Functions of Dean Academic Affairs

The Dean Academic Affairs is the public spokesperson for his/her academic unit, internal and external to the university, and report directly to the Vice-Chancellor and shall exercise the authority commensurate with the following responsibilities:

- a) Coordinating the development of and implementing the Vision and Mission Statement of the university;
- b) Leading, coordinating and implementing strategic planning and Curriculum Development of various academic programmes run by various faculties, schools, departments of the University;
- c) Evolving the academic policy and programmes of the university in line with the education policy of the Government, UGC and other statutory and regulating bodies.
- d) Supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence in instruction, scholarly and creative productivity. and service at the University;

- e) Evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
- f) To build an Academic Calendar containing all academic activities including decisions as regards Academic terms, Summer and Winter vacation, schedule of examinations, Declaration of results, Dates for commencement of Academic sessions and so on.
- g) To ensure that procedures established and applied fundamentally protect and enhance the university's academic integrity, quality, focusing the core functions on its essential, academic mission.
- h) To create and implement a faculty development plan which contains a systematic design to improve classroom teaching skills, especially with students of diversity.
- i) It is understood that the Dean Academic Affairs may delegate many duties described in this description to department heads or program coordinators but is ultimately responsible for the quality of their implementation.
- j) The Dean Academic Affairs shall exercise such other powers and perform such other duties, as may be prescribed/ assigned to him/her by the Vice-Chancellor and the Chancellor.