

Offices of Deans of Institutes are carrying out functions as specified hereunder. Departments/units of the Institute are hereby required to communicate with the office of Dean for respective functions as detailed:

1. Office of Dean Academic Affairs

- a. UG and PG academic-admin matters as per Ordinances (through DUGC, DPGC, SUGC, SPGC).
- b. UG and PG Curriculum review, implementation and monitoring (through CRC).
- c. UG and PG admissions and statistics (through admission committees).
- d. UG and PG examination (through HoD).
- e. Thesis processing
- f. Academic performance Evaluation Committee (through APEC).
- g. Convocation
- h. Orientation programme
- i. Education policy (through education policy committee).
- j. Institute fellowships and scholarships

2. Office of Dean (R&D)

- a. Institute wide research planning
- b. Coordination of research areas
- c. Common issues and concerns of R&D
- d. Sharing of revenue from earning from R&D, consultancies and testing
- e. Project finance matters/policies
- f. Project recruitments/salaries/leaves etc.
- g. Purchase/stores for R&D
- h. Common research facilities and services (through committees) CCIS, Central Instrumentation Facilities, Workshop etc.
- i. R&D showcasing and open house events
- j. Scholarships funded from projects
- k. Seminar, symposia, workshop, conferences
- l. IPR related issues
- m. Design and Innovation Hub (through committee)
- n. Institute lecture Series (through committee)
- o. MoU, International Collaborations

Asst. Dir.

3. Office of Dean (Faculty Affairs)

- a. Coordination among departments for faculty process
- b. Coordination among larger areas (on divisions) (through EPC)
- c. Faculty recruitment (through IFAC/DFAC)
- d. Faculty development and mentoring
- e. Sabbatical and long leaves (through IFAC/DFAC)
- f. CPDA
- g. MoU

4. Office of Dean (Student Affairs)

- a. Student life
- b. Student activities (through councilors)
- c. Hostel affairs including Mess, Cafeteria (through Council of Wardens)
- d. Student Events (including for families of faculty and staff)
- e. Health Care- students as well teachers and staff
- f. Disciplinary matters (through SSAC)
- g. Student mobilization for various Institute events and activities
- h. Internal security (through Internal Security Committee)

5. Office of Dean (Resource, Alumni and Planning)

- a. Planning, allocation and monitoring of existing infrastructure and reorganization including space.
- b. Institute Works Committee related resource functions (through IWC)
- c. Alumni processes, functions and interactions
- d. Seeking and raising endowments
- e. Staff Audit
- f. Conservation of resources
- g. Annual Reports/Vision document

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