

ORDINANCE – 34: RESPONSIBILITIES AND AUTHORITIES OF THE DEANS OF THE UNIVERSITY SCHOOLS OF STUDIES

In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the University hereby makes Ordinance – 34: Responsibilities and authorities of the Deans of the University Schools of Studies.

1. Appointment :

Every Dean shall be appointed by the Vice Chancellor as per Sub-Clause (2) of Statute 6 of the University's First Statutes.

2. Hierarchy :

All Deans appointed as mentioned in Sub Clause (2) above shall be next in the hierarchy of the University, if there is /are Pro Vice-Chancellor/s and if there is no Pro Vice-Chancellor then next to the Vice-Chancellor of the University as mentioned in Sub-Clause (3) of Clause 9 – “Officers of the University” of Guru Gobind Singh Indraprastha University Act, 1998.

3. Responsibilities :

Besides the responsibilities as mentioned in Statute 6 of the First Statute in general, the same have further been mentioned in various Sub-Clauses and Clauses of other Statutes and Ordinances of the University. The entire set of responsibilities alongside the needed amplification is provided in this Ordinance and elaboration has also been done in respect to the commensurating authorities of the Deans of University Schools of Studies.

4. Representation on Statutory Bodies :

Deans may be nominated by the Vice-Chancellor on the Statutory Bodies of the University, namely, Court, Board of Management and Academic Council as per Clause (iv) of Statute 29, Sub-Clause (iii) of Clause 1 of Statute 28 and Sub-Clause (iii) of Clause 1 of Statute 11 of the First Statutes of the University, respectively.

5. Representation on Other Boards, Committees and Panels :

- i. The Deans shall be the member of the Selection Committees of their respective Schools as provided in Sub-Clause (2) of Statute 16 of the First Statutes and that of Screening Committee as provided in Ordinance 14 for new appointments of teaching and non teaching staff (as per nomination exercised by the Competent Authority).
- ii. Deans shall also be the member of the Evaluation Committee / DPC constituted for confirming the faculty of their respective Schools.
- iii. The Deans shall be the Convener and the Chairman of the Board of Studies and the School Research Committees that may be constituted as per Ordinance 2 for their respective Schools. They shall also act as the Chairman of the Selection Committees that may be constituted for selection of JRF/SRF/Project Fellow/ Other academic

staff for any of the research projects being pursued by any of the faculty of the concerned Schools.

- iv. As provided in the University's Ordinance 10 11, the Deans may be nominated to represent their respective Schools on any of the Boards/ Committees constituted by the Vice-Chancellor for carrying out any academic activity of the University such as Academic Programme Committee, Programme Coordination Committee and Students Grievance Committee.
- v. Deans may also be nominated to represent their respective Schools on the Board of Discipline as provided in Ordinance 3.
- vi. Dean/s may be nominated by the Vice Chancellor to act as Chairman/ Member of a Board / Committee of the University to address any academic, administrative, disciplinary and / or a financial matter as per requirement.
- vii. Dean/s may also be nominated to a Committee constituted by any outside academic/ administrative institution for representing the University.

6. Academic Responsibilities & Authorities :

- i. Deans shall be responsible for implementing the Vision and Mission of the University in their respective Schools.
- ii. Deans shall be the Principal Academic Executive Officer for their respective Schools and shall exercise supervision and control over the affairs of their respective Schools for implementing the decisions taken by the different Statutory Bodies of the University and the Vice-Chancellor of the University.
- iii. Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Schools as laid down in Sub Clause (4) of Statute 6 of First Statute.
- iv. Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Schools such as Board of Studies, School Research Committees and any other Body that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.
- v. The Deans shall be responsible for an overall academic development of their respective Schools including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co curricular activities (including extension services) of their respective Schools.

- vi. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their Schools and the University and the monitoring mechanism that may be laid down by the University from time to time by way of FADS/ CAS/ Research & Consultancy.
- vii. Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Schools through strict adherence to time table, attendance records and initiating disciplinary action/s, etc.
- viii. Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Vice Chancellor so that their recruitment / appointments are finalized latest by the close of April for each academic session ; this exercise must ensure providing of a minimum period of three months for the University for the completion of the recruitment process.
- ix. The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective Schools.
- x. The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Schools are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the University.
- xi. Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.
- xii. Deans shall act the Chairmen of the School Library Committees of their Schools and as such they would ensure the timely availability of the required books in the University Information Resource Centre.
- xiii. Deans shall be responsible for maintaining discipline among the students of their respective Schools in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.
- xiv. Deans should convene the meetings of the faculty members of their respective Schools at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective Schools.

7. Administrative Responsibilities :

- i. The entire teaching and non teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Schools in so

far as conduct of academic programme/s and coordination with other Schools and administrative departments is concerned.

- ii. Deans shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 04 days for attending any seminar / workshop/ conference, etc., for all teaching and non teaching staff as per rules on the subject notified separately ; they shall, however, act as recommending authority for the grant of all other kinds of leaves.

Provided further, the Deans shall be responsible for conveying the Personnel Branch of the University atleast 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.

- iii. Deans should provide necessary guidance to the concerned faculty of their respective Schools for filling up of the formats prescribed for Faculty Appraisal and Development System / CAS.
- iv. Deans shall have the authority to grant approval to the faculty of their respective Schools for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer / winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the Vice-Chancellor shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.
- v. All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean, that may be initiated by any faculty and staff of the respective School, shall be routed through the Office of the Dean. The correspondence received from the different Schools, without having routed through respective Deans, shall not be entertained by the Competent Authorities of the University.

Deans shall, however, ensure that no correspondence is withhold beyond a reasonable time (normally one week) and the same is forwarded to the concerned authorities of the University.

- vi. Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Schools including maintaining a proper register for the capital assets.
- vii. Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective School and the Administrative Branches of the University

8. Financial Responsibilities :

- i. Preparing the Budget of the School for each financial year and submission of the same latest by the close of November 30 ; these Estimates should cover both Plan and Non-

plan Expenditures for the School and should cover the anticipated recurring and non-recurring expenditures under both the Heads as per the developmental plan for the School ; if need be, Revised Estimates for each financial year be forwarded to the University by the School latest by the close of October 31st each financial year.

- ii. Exercise such financial powers as approved by the Finance Committee.
- iii. Making disbursement of honorarium to the entire faculty, engaged both from within the School and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the University.

However, the Dean shall obtain prior approval of the Vice-Chancellor for engaging the faculty (both from within the School and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification by a Committee, comprising of the Coordinator and two other faculty members of the concerned School and headed by the Dean.

- iv. Proper accounting, documentation and utilization of the funds allocated by the University under the budget head of 'imprest'.
- v. Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the School including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.
- vi. Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.

9. Staff :

One Steno/ Assistant and one MTS shall be posted to assist the Deans for their respective Schools for carrying out the correspondence and dealing with the academic, administrative and other financial matters. Additional staff may be provided to the Offices of the Deans of the respective Schools after assessing the requirements as justified by the Dean.

10. Facilities and other additional entitlements to be accorded to the Deans will be as per the approval of the Finance Committee from time to time.
11. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor shall take a decision. However, he may obtain the opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

The above Ordinance shall come into force w.e.f. the date of its approval by the Board of Management i.e., 05th July, 2011.

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