

Modified Delineation of Functions of Deans' Offices & Registrar's Office

1. **Office of the Dean Academic Affairs**
 - 1.1 UG and PG academic-admin matters as per ordinances (through Academic Section, Chair SUGC, Chair SPGC)
 - 1.2 UG and PG Curriculum Review, Implementation and monitoring (through UGCRC, UGCMC, PGCRRC, PGCMC etc.).
 - 1.3 Teaching Learning Processes (through Chair TLC).
 - 1.4 UG Admission and Statistics
 - UG admissions (through Chair, JEE)
 - PG admissions (through HoDs, Chair SPGC & DoAA)
 - 1.5 Thesis Processing (through Thesis Processing Cell).
 - 1.6 Academic Performance Evaluation UG & PG (through APEC).
 - 1.7 Convocation.
 - 1.8 Education Policy (through Education Policy Committee. (Issues to be sent to Director directly).
 - 1.9 Institute fellowships and scholarships. (through DoAA)
 - 1.10 Health care – students.
 - 1.11 Travel funds for conduct of Ph.D.Viva.
2. **Office of the Dean R&D**
 - 2.1 Institute wide Research Planning.
 - 2.2 Coordination of Research Areas (such as Electrical Sciences & Engineering etc.).
 - 2.3 Common Issues and concerns of R&D.
 - 2.4 Sharing of Revenue from earnings from R&D, Consultancies, Testing
 - 2.5 Projects Finance Matters/Policies.
 - 2.6 Project Recruitments/Salaries/Leaves etc.
 - 2.7 Purchase/Store for R&D.
 - 2.8 Common research facilities and Services (Computer Centre, Central Analytical Instrument Facility, Main Workshop, etc.).
 - 2.9 R&D show casing and Open House events.
 - 2.10 Scholarships funded from Projects.
 - 2.11 Seminar, Symposia, Workshops and Conferences. (through Chair, Conference & Continuing Education Committee)
 - 2.12 IPR related functions.
 - 2.13 Design & Innovation Hub. (through Chair, Design & Innovation Hub). Budget will continue to be handled by the concerned Section of the Finance.
 - 2.14 1st year Computer Lab, renamed as Computing Core Lab.
3. **Office of the Dean of Faculty Affairs**
 - 3.1 Coordination among departments for faculty process.
 - 3.2 Coordination among larger areas (or Divisions) (through EPC when necessary)
 - 3.3 Faculty Recruitment (through IFAC, DFAC.)
 - 3.4 Faculty Development and Mentoring.
 - 3.5 Sabbatical and Long Leaves (through Institute Faculty Affairs Standing Committee).
 - 3.6 CPDA and associated Leaves.

