



**NOITIFICATION**

**Sub: Streamlining of Roles and Responsibilities of Heads of Schools**

As recommended by the Committee constituted for the purpose and as approved by the Competent Authority, it is hereby notified for the information of all concerned that each School is an Academic & Administrative Unit and accordingly Heads of respective Schools shall be responsible for the following activities;

- i. Ensuring compliance of University Statutes /Ordinances/ Regulations pertaining to Academics & Research and their strict adherence.
- ii. Maintaining and up-dation of course structure/ detailed syllabus of all the programs including Pre- Ph.D., list of Examiners etc., and their approval from time- to time from the respective statutory authorities such as Board of Studies, Academic Council etc., in coordination of the same with relevant Wings of the University such as Academics, Student Welfare, R&D, Library, Examination etc.
- iii. Conduct of all the matters pertaining to semester registration including appropriate up-dation of information/ data on ERP System pertaining to their respective School.
- iv. Responsible for coordinating all admission (U.G., P.G., Ph.D.,) related activities such as initiation of Proposal of school level admission committee (other than B. Tech. / B. Arch.) and submit the same for the approval of Competent Authority through Registrar in a timely manner. Induction cases of Post Doc. Fellows shall also be processed by the School through R and D. The proposal for formulation of Admission Committees [other than B.Tech./ B.Arch.] shall be submitted by the concerned Heads in January every year.
- v. Providing all the approved information pertaining to admission process to the Central Admission Committee
- vi. Accessing all information pertaining admission process and taking suitable action including downloading, printing, checking/verifying/shortlisting of application forms on day to day basis and compilation of a list of candidates and forwarding of a certified copy of the same for conduct of entrance test by Examination Wing after date of closure of applications.
- vii. Head shall be responsible for preparation of set(s) of question papers for entrance test with answer key as per the format provided by HVC Office under confidential cover.
- viii. The concerned admission committee of the school shall propose the merit list which shall be prepared by the School after evaluation and shall be published with detailed instructions for students, after approval of the Competent Authority.
- ix. Completion of the admission process including physical reporting, document verification, allocation of the entry numbers etc. in line with university rules, organising Induction Programs etc., and processing of cancellation cases through the School level admission Committee and commutation of detailed record of the admitted students (as per format) to Academic Wing and Examination wing within one week from the date of closure of admissions.
- x. Preparation and circulation of semester course booklets through the School Level admission Committee to student on commencement of new semester with a copy of Academic affairs section.
- xi. The personal files of the students (all Programs except Ph.D.) being maintained by AA Wing henceforth shall be categorised into 02 types vis active files (students presently on rolls) and Passive files (pass out students). All the active files shall be kept in the office of Head of the School only.
- xii. Maintenance & Up-dation (like filing of registration forms, placing copy of grade sheet, certificates etc., ) of Personnel Files of students (active students), issuance of character/ bonafide certificates shall be done at School level. The complete file (passive files) of the students shall be submitted to the examination wing once student has completed the Program (within 01 month from the date of declaration of result of the final semester).
- xiii. Processing scholarship cases of SMMSS once result of all the students and forward the same to AA Wing.



- xiv. Assignment of classes, finalising timetable, subject allocation in consultation with timetable coordinators of various Schools etc., and forward to AA Wing / upload on ERP / notify the same well before commencement of each semester.
- xv. Release of registration (course wise list of registered students) list of each program within one week from date of closure of registration and forwarding of the same to all the stakeholders including Academics, examination, DQA, student affairs wings.
- xvi. Uploading of mark entry setup of all courses offered by each school on ERP system by the respective course coordinators within one week of commencement of class-work.
- xvii. Conduct of examinations and forwarding the date sheet, seating plan, invigilation chart prior to the commencement of Exam and question paper, attendance sheet and grade sheets to Examination Wing after successful completion of Exams in line with the Academic Calendar.
- xviii. Processing of re-minor cases & re-major (I Grade) cases for approval of Dean (in case of re-minor) & Competent authority (through Examination wing) strictly as per university rules in vogue and with due intimation of the same to the examination Wing in case of conduct of re-minor.
- xix. Dealing with matters pertaining to Guest Faculty (prior approval of Competent Authority shall be mandatory before inviting them to the campus).
- xx. Handling Research Assistance-ship of Ph. D., Post Doc., etc., through Dean R and D. (taking of approval and issuance of orders).
- xxi. processing matters related to sending students/ scholars for conferences/ workshops / internships etc. (out of campus) and submitting the case as per format with all the relevant documents (after getting a consent form DoSW) and submission of the same to the Dean of the concerned Faculty (approving authority) for the purpose and notify the same. Each school shall conduct this activity within a budget allocated for the purpose.
- xxii. Constant evaluation & monitoring of Ph.D. students by SRC.
- xxiii. The Ph.D. students, their supervisor (s) and the respective schools shall ensure that at the time of submission of synopsis / thesis everything should be in line with the University Procedure as contained in the relevant ordinances through DSRC and SRC of the School. After successful conduct of Pre-Ph.D seminar and synopsis defence, the recommendations of DSRC and SRC along with the synopsis & list of examiners as per rules shall be forwarded to HVC Office through Dean R and D. The Ph.D. student shall submit required number of his/her thesis through supervisor(s) to HoS, who shall forward the same to the office of HVC through Dean of concerned Faculty after certification of the checklist at their level.
- xxiv. Head of the school shall be fully responsible for ensuring that all matters pertaining to academics and examination are intimated regularly or as per requirement to the concerned wings of the University.

The Head of the School shall be assisted by the office staff and technical staff of the School in discharge of the above mandate. Faculty Members of the school shall continue to assist the Head of the School in line with the current system.

  
Registrar

Copy to:

1. All Deans/ Section Heads, for information.
2. All Heads of Schools, for information and immediate compliance.
3. PS to VC for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website for uploading the same on the University Website.
5. Office order file.