

DEAN ACADEMIC AFFAIRS

Name	Designation	Contact no.
Branch Officer		
Dr. S.P.Malhotra	Dean Academic Affairs & Professor of Education	01744-238045 (O) 01744-238557 (R) Email: drspmalhotra@hotmail.com

BRACH PROFILE

Deuties and fucnions of the Dean, Academic Affairs:

1. To co-ordinate and supervise the procedure of admission of students made by the various University departments through Charipersons.
2. To arrange the accommodation of all University classes including evening classes, diploma courses etc.
3. Preparation of Academic Calendars.
4. To guide and advise regarding the proposals to be sent to the University Grants Commission and other funding agencies in connection with research and developmental activities of the University. All such proposals shall be routed by the oncerned Branches through Dean Academic Affairs.
5. To recommend to the Vice-Chancellor delegate(s) from the University to attend Seminars Conferences, Workshop etc.
6. To advise on the planning and development of the University particularly in respect of the standard of education and research in the University.
7. To grant additional fee concessions upto 10 in deserving cases and on the recommendations of the Chairperson of the Department concerned as per provision already existed in the rules.
8. To co-ordinate with the Deans in respect of matters of inter-faculty nature.
9. To co-ordinate with the Deans concerned with regard to collaboration with any University/Research Institute, Indian as well as foreign.
10. To co-ordinate with the Deans concerned with regard to the work of the teaching and Research in the University Teaching Departments and the introduction, of new courses.
11. To nominate members (excluding External Experts) on the Board of studies/faculties on seniority basis.
12. To allow printing of syllabi.
13. To consider membership of other Institutions like Association of Indian Universities, Common Wealth Universities, India International Centre, etc.
14. To sanction duty leave for all approved purposes and Earned Leave to the teachers of two maintained Colleges.

15. To sanction duty leave to the teachers of the University Teaching Departments, two maintained Colleges on the Campus/Directorate of Correspondence Courses and Teachers of Institute of Sanskrit & Indological Studies (other than Professors & Chairpersons) upto 30 days for attending Orientation/Refresher Courses.
16. To forward application of teachers for attending Orientation/Refresher Courses.
17. To handle all UGC unassigned grant under various heads including grant for organization of Seminars/conferences, publications, travel grants, guest lectures, etc. out of the Research & Development heads.
18. To handle all proposals of additional requests of Staff and funds for books, equipments, furniture, etc. of the University Teaching Departments and two Colleges on the Campus.
19. To handle all work relating to equivalence Committee, grant of recognition of Courses, Vocational Courses under UGC Scheme.
20. To discharge any other academic duty specifically assigned by the Vice-Chancellor.