

MANAV RACHNA UNIVERSITY

Estd. vide Haryana Act No.26 of 2014
(Formerly Manav Rachna College of Engineering)
Sector-43, Aravali Hills, Faridabad.

F.No. MRU/OM-OOVol.IV/2021/1395

Dated: 01.02.2022

OFFICE ORDER

In continuation of the order No., MRU/OM-OO/VC/2021/1352, dated December 27, 2021, it is hereby ordered that Deans, Associate Deans & HoDs shall be responsible to perform the following duties & responsibilities.

Dean of Faculties:

- a) be the academic head of the Faculty and shall convene and preside over the meetings of the Faculty of Applied Science.
- b) ensure that classes are conducted regularly and the syllabi is got covered well in time;
- c) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Faculty;
- d) be responsible for the coordination and supervision of the teaching and research;
- e) be duty bound to see that the decisions of the authorities of the universities are faithfully implemented.
- f) perform such other duties as may be assigned to him by the Vice Chancellor.

Associate Dean

- (a) Coordinate with the Dean, Faculty in assigning the teachers in the department such duties as may be necessary for the proper functioning of the Faculty.
- (b) Report the academic initiatives taken by the departments and ensure updation of syllabus from time to time as per guidelines of the regulatory bodies.
- (c) Be responsible for promotion, development & growth of research in the departments under the faculty along with the respective in charges under overall supervision of the Dean, Faculty.
- (d) Be responsible for Planning, implementing and administering admissions policies and procedures.
- (e) Ensure promotion of different area's of excellence and involve in the image building of the departments as per policy of the Faculty/University.
- (f) Organize workshops and other such events in the departments.
- (g) Be responsible for networking with other professional institutions of Delhi & NCR.
- (h) Create content related to admission, assigning responsibilities to faculty and staff for admission process.
- (i) Ensure departmental preparation for visits of regulatory bodies-BCI, AICTE and UGC.
- (j) Coordinate with teams for NAAC preparation.
- (k) In the absence of, Dean, Faculty, the associate dean shall convene and preside over the meetings of Board of Faculty of the faculties concerned.
- (l) Take initiatives regarding online certification courses.
- (m) Perform such other duties as may be assigned by the Dean of Faculty.

Head of the Departments:

- a) being the academic head of the Department, shall convene and preside over the meetings of the department.
- b) maintain discipline in the classrooms and laboratories through teachers of the Department and ensure that classes are conducted regularly and the syllabi is got covered well in time;
- c) assign to the teachers of the Department such duties as may be necessary for the proper functioning of the Department;
- d) be responsible for the coordination and supervision of the teaching and research in the Department;
- e) be responsible for the records, equipment and furniture of the Department and the books of the Department Library;
- f) shall be duty bound to see that the decision of the authorities of the universities are faithfully carried out;
- g) perform such other duties as may be assigned him by the Vice Chancellor from time to time.


(Dr. K. Singh)
Registrar

F.NO MRU/OM-OO(1)/Vol.III/2019/1395

Dated: 01.02.2022

Copy to:

1. PS to VC kind information of the Hon'ble Vice Chancellor, MRU
2. Pro Vice Chancellor for information
3. All the Deans and HODs for kind information


(Dr. K. Singh)
Registrar