

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-OO(7)/Vol.IV/2021/1571

Dated: 14.11.2022

OFFICE ORDER

The Competent Authority is pleased to assign Prof. Susmita Ray, Professor, CSE duties and responsibilities of Associate Dean (Engineering) with immediate effect till further orders.

As Associate Dean (Engineering) she will be responsible to


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


(Dr. K. Singh)
Registrar

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1. PS to Chancellor kind information of the Hon'ble Chancellor
2. PS to VP kind information of the Hon'ble Vice President
3. PS to VC kind information of the Hon'ble Vice Chancellor
4. PVC for kind information
5. All the Deans and HODs for kind information
6. Prof. Susmita Ray, Professor, CSE
7. Registrar, MREI
8. CF & AO / GM (Purchase, Audit, Inventory)
9. DR (Admin) & Dy. CoE/Dy. Librarian
10. Sports officer cum Manager, Operations


(Dr. K. Singh)
Registrar