

Functions & TOR of Dean and Associate Dean- Academics & Research (A&R)

Annexure-I

S. No.	Level	Functions	Support	Remark
1.	Core Function	<p>a. Develop and implement institutional Academic Manual and Operational Guidelines for timely preparation of Annual Academic and Research Calendar (AARC) in consultations with the client, departments /centres and place it in Academic Council (AC).</p> <p>b. Implement and monitor programmes, projects, conferences, seminars, workshops and researches as per Plan of Activities (POA) using various modes including MOOCS and LMS.</p> <p>c. Prepare for budgetary requirements of all related academic activities and prepare annual budget of AARC in consultation with Chairman, Finance Committee.</p> <p>d. Oversee Academic Council and conduct its statutory functions as per laid norms and guidelines.</p> <p>e. Oversee functions of POC, Rajbhasha, library and the Associate Dean Academics.</p> <p>f. Oversee, validate and certify the quality of deliverables of AARC through a well defined mechanism such as QC, Academic Audit, ISO and Accreditation and monitor continual improvement of the institute's academic and research functions.</p> <p>g. Assess, monitor and distribute faculty and staff academic workload and expertise through a well defined mechanism and prepare plan for their capacity building and efficiency improvement.</p> <p>h. Monitor quality of researches published in NITTTR on the basis of defined criterion and norms.</p> <p>i. Conduct training and retraining for upward mobility of faculty and staff and validate their proficiency using mechanism of certification.</p> <p>j. Create standard/ norms for development of Knowledge Products in institute, and oversee a system of knowledge bank creation, revision, dissemination and use.</p> <p>k. Use internal/external networks and strategic alliances nationally and internationally for faculty exchange, capacity building and efficiency improvement.</p> <p>l. Oversee implementation of CPDA of faculty and monitor implementation with other deans as per norms.</p> <p>m. Develop theme based monographs, white papers in contemporary/ emerging areas, and best academic practices for use by institute, trainees and students.</p> <p>n. Design, develop and use digitized academic information /data based system for developing research base, reports and academic efficiency improvement including trainees' feedback of all schemes.</p> <p>a. Develop a mechanism for proper online registration, on-site registration, participant's accommodation, facilities and amenities, and timely release of certificates of training.</p> <p>o. Oversee publishing of Annual Report, report of academic matters for BOG and MHRD.</p> <p>p. Oversee publishing of institute Journal with quality research papers selected through proper filter mechanism for copyright and piracy.</p> <p>q. Represent Director in all academic matters of Universities as Ex Officio Member.</p> <p>r. Any other subject related to A&amp;R assigned by the Director</p>	<ul style="list-style-type: none"> <li>• Assoc. Dean A&amp;R</li> <li>• Academic Council</li> <li>• POC</li> <li>• Journal</li> <li>• Rajbhasha</li> <li>• Library</li> <li>• Hostel allotment</li> <li>• Hostel Mess</li> </ul>	<p>Associate Dean (A&amp;R) will assist Dean in implementation of all core functions.</p>

*Handwritten signature*  
11/06/11/12

46  
162

Functions & TOR of Dean and Associate Dean- Administration (Admn)

Annexure-II

S. No.	Level	Functions	Support	Remark
1.	Core Function	<p>a. Report to director in all matters related to administration and Finance including purchases and procurements.</p> <p>b. Design, develop and use digitized Administrative and Financial Data Based Information System/subsystems (AAFDBIS) for developing and improving system's efficiency and effectiveness.</p> <p>c. Develop institutional rules, procedures, and guidelines for effective implementation of institutional policies, BOG decisions and directives of MHRD in consonance with the GOI rules and provisions and review all policy statements in Administration and Finance time-to-time.</p> <p>d. Oversee preparation of budgetary requirements of all related institutional activities with the help of Financial Advisory Committee and put up the proposal for approval of Director and the BOG well in advance.</p> <p>e. Implement ERP for maintaining all service records, Leave related records, Gratuity and Provident Fund related records and all other service matters of administration and finance.</p> <p>f. Oversee the preparation of agenda for the BOG meeting; maintain all related records, "Notes of Approval", minutes of the BOG meeting, etc. and help in conduct of meetings.</p> <p>g. Oversee the meetings of Council of Deans' &amp; HODs, prepare agenda, keep minutes and report action taken as per plan.</p> <p>h. Oversee provision of healthcare facility to faculty, staff and their families including students and trainees in the institute.</p> <p>i. Oversee timely implementation of promotion and recruitment policies of the institution and put up the relevant proposals duly drawn.</p> <p>j. Ensure compliance of government policies as applicable to NITTTR, Bhopal w.r.to Administrative Reforms, Roster for Recruitment, PWD policies, Document Retention Schedules, mandatory disclosures in public domain ( through institute portal), etc.</p> <p>k. Ensure consistency and timely updation of information as provided to the institute web portal and intranet through an interface with Web Site Administration.</p> <p>l. Ensure confidentiality and transparency in the functions of administration and finance at all levels.</p> <p>m. Oversee functions of EPC and CPC for procurement and purchase related matters of the institution.</p> <p>n. Conduct and monitor stock verification and removal of obsolescence as per norms and guidelines.</p> <p>o. Oversee implementation of service conduct rules and rules related to maintaining discipline.</p> <p>p. Suggest suitable disciplinary measures for violation of institutional norms, rules, procedure and guidelines and take action as per the direction of the competent authority.</p> <p>q. Oversee court cases and monitor actions regarding absolving institution's obligation.</p> <p>r. Oversee internal as well as external audit of finance and appraise the Director.</p> <p>s. Any other subject related to Administration and finance assigned by the Director.</p>	<ul style="list-style-type: none"> <li>• Assoc. Dean Admin</li> <li>• SPO</li> <li>• Regional Centres</li> <li>• Employee's Welfare</li> <li>• Grievance &amp; Redressal Cell</li> <li>• Web site management</li> </ul>	<p>Associate Dean (Admn) will assist Dean in implementation of all core functions.</p>

*[Handwritten Signature]*  
02/11/15

155  
151

Functions & TOR of Dean, Estate and Infrastructure Management (E&IM)

Annexure-III

S. No.	Level	Functions of Dean	Support	Remark
1.	Core Function	<p>a. Report to director in all matters related to estate, asset, services and infrastructure records, management and their maintenance.</p> <p>b. Develop NITTR Bhopal Institutional Works Manual &amp; Guidelines covering all institutional estate and infrastructural aspects /assets, liabilities /procedures, for effective implementation of institutional policies, BOG decisions and directives of MHRD in consonance with the GOI rules/GFR's provisions.</p> <p>c. Develop, maintain and manage institutional policies, procedures, and guidelines for maintaining and managing institutional estate, asset, infrastructure and services as per norms.</p> <p>d. Design, develop and use digitized E &amp; I Management Information System/subsystems (EIMIS) in terms of assets. Liabilities /drawings, etc for developing and improving E&amp;IM system utility and effectiveness.</p> <p>e. Chair and oversee functions of Institute Works Department (IWD) as per laid norms.</p> <p>f. Oversee functions of Building Works Committee (BWC) as Secretary as per laid norms.</p> <p>g. Develop budget for all related services and facilities and present the same for the allocation. Monitor implementation of plans and oversee expenditures in a rightful manner.</p> <p>h. Develop and implement plans for infrastructure development within the institute campus and the Regional centres and seek advice of the competent authority for proper approval and fund allocation.</p> <p>i. Develop, maintain, manage, monitor, modify and implement policies related to infrastructure and services/facilities management including maintenance of Civil, Electrical, Electronics, Computer, Air Conditioners, Vehicle, Garden and Security and Cleanliness related functions and activities.</p> <p>j. Oversee management of institute Mess, Staff Canteen and Student Mess for food services to trainees, employees and students respectively.</p> <p>k. Oversee campus development including cleanliness, drainage, gardening and roads.</p> <p>l. Arrange and maintain for safe and potable drinking water facility for campus, hostels and institute.</p> <p>m. Oversee allocation of assets, resources and facilities to departments/centres and /or faculty and staff including allotment of residences to the employees as per laid norms and guidelines.</p> <p>n. Fix rate of fee for use of infrastructure and facilities and provision of such services with the advice of the competent authority and recover fee as per laid norms and approvals.</p> <p>o. Oversee that institute property is safe and free from any illegitimate occupancy. In case of any adverse situation, resort to legal means in consultation with administration to resolve the matter in the interest of the institute.</p> <p>p. Conduct internal audit to monitor implementation of policies, procedures, and guidelines related to provision of infrastructure, services and facilities as per laid norms.</p> <p>q. Any other responsibility assigned by the Director on matters related to E&amp;IM.</p>	<p>Support</p> <ul style="list-style-type: none"> <li>• Assoc. Dean E&amp;IM</li> <li>• Senior Maintenance Engg</li> <li>• BWC</li> <li>• IWD</li> <li>• House Allotment Committee</li> <li>• AC maintenance</li> <li>• Vehicle maintenance</li> <li>• Civil maintenance</li> <li>• Electrical maintenance</li> <li>• Electronic maintenance</li> <li>• Computer maintenance</li> <li>• Security maintenance</li> <li>• Cleanliness maintenance</li> <li>• Canteen Committee</li> </ul>	<p>Remark</p> <p>Associate Dean (E&amp;IM) will assist Dean in implementation of all core functions.</p>

*[Handwritten signature]*  
7/06/2015

160

Functions & TOR of Dean, Student Affairs (SA)

Annexure-IV

S No	Level	Functions of Dean	Support	Remark
1.	Core Function	<p>b. Report to director in all matters related to students admission, fee structure, facilities and amenities related to students, students' discipline, students' activities, grievances, counselling and guidance, placement, exchange visits/ programmes, etc.</p> <p>c. Develop institutional policies, procedures and guidelines for maintaining and managing students' affairs and related services, prepare budget and seek approval of the competent authority for their effective implementation.</p> <p>d. Chair and oversee functions of Admission Advisory Committee (AAC) as per laid norms and guidelines.</p> <p>e. Advertise and, organise promotional and counselling activities to attract good students for masters and research programmes.</p> <p>f. Develop and monitor mechanism of timely students' admission in consonance with the norms, policies and procedures.</p> <p>g. Oversee and monitor timely printing and distribution of admission forms, prospectus and brochures.</p> <p>h. Prepare Annual calendar of Activities of student affairs and seek approval of the competent authority for its implementation.</p> <p>i. Prepare budget for all related services and facilities and present the same for the allocation.</p> <p>j. Organise co and extra-curricular activities including yoga and student's gymkhana for active engagement of students through Students' Activity Club.</p> <p>k. Arrange and monitor learning, testing and analytics facilities in consultation with departments, library and centres for students to adequately support them in their graduation and/or research programmes.</p> <p>l. Monitor and support schemes and activities related to students of weaker sections and differently-abled students.</p> <p>m. Arrange for timely disbursement of students' scholarships and fellowships.</p> <p>n. Oversee and monitor implementation of National Day's, schemes, functions and students' activities.</p> <p>o. Oversee and monitor facilities for students like hostel, dispensary, sick room, common room, etc. with the help of E&amp;IM.</p> <p>p. Monitor implementation of plans and oversee expenditures in a rightful manner.</p> <p>q. Chair and oversee functions of Anti Ragging Committee (ARC) as per laid norms and guidelines.</p> <p>r. Any other responsibility assigned by the Director on matters related to student affairs.</p>	<ul style="list-style-type: none"> <li>• Assoc. Dean (SA)</li> <li>• AAC</li> <li>• Admission Cell</li> <li>• Student's Activity Club</li> <li>• Anti ragging Committee</li> <li>• Canteen Committee</li> <li>• Hostel Warden</li> <li>• Student's Mess</li> </ul>	<p>Associate Dean (SA) will assist Dean in implementation of all core functions.</p>

*[Handwritten signature]*  
06/11/15

43  
159

### Functions of Dean, Planning & Monitoring (P&M)

S. No.	Level	Functions of Dean	Support	Remark
1.	Core Function	<p>a. Report to director in all matters related to planning, monitoring and implementation of plans.</p> <p>b. Install Planning &amp; Monitoring Board (PaMB) to standardize, guide, evaluate and monitor all planning and monitoring activities of the institution.</p> <p>c. Develop NITTTR Bhopal's Institutional Planning &amp; Monitoring Manual &amp; Guidelines covering all aspects of institutional academic management, R&amp;D, project management and consultancy services in line with institutional policies, BOG decisions and directives of MHRD.</p> <p>d. Develop long term plan (10 years) of the institute and implement, manage and monitor the planned activities with the concerned stake holders.</p> <p>e. Develop quality assurance parameters and indicators for all academic and research activities undertaken in the institute and implement the same for all programmes, projects, researches and publications.</p> <p>f. Design, develop and use digitized Planning &amp; Monitoring Information Management System/ sub-systems (PMIMS) in terms of all academic and research activities undertaken by the institute.</p> <p>g. Develop standard/ norms for Knowledge Products of the institute in consultation with Dean, Academic &amp; Research and disseminate it for use by departments, centres, and faculty.</p> <p>h. Develop infrastructure plan of the Institute in consultation with Dean, Estate and Infrastructure Management.</p> <p>i. Oversee publishing of Annual Report, report of academic matters for BOG and MHRD.</p> <p>j. Develop manpower plan for adequate deployment and work load distribution of manpower.</p> <p>k. Develop mechanism and strategies for performance appraisal at each level of employees and also provide equal opportunities for vertical mobility for the performing employees.</p> <p>l. Develop mechanism for integration of academic performance through agencies like NIRF, NAAC, ACU, etc.</p> <p>m. Develop quality assurance parameter at each level and prepare &amp; present Annual Quality Assurance Report.</p> <p>n. Review and report performance of Chairpersons/Deans/Associate Deans/HODs/In-charges/faculty and staff.</p> <p>o. Prepare performance analysis parameters of departments and centres including service centres and projects and present a monthly report.</p> <p>p. Develop parameters for evaluation of academic and research performance of the faculty and present quarterly report.</p> <p>q. Any other responsibility assigned by the Director on matters related to Planning and Monitoring.</p>	<ul style="list-style-type: none"> <li>• Assoc. Dean P&amp;M</li> <li>• Annual Report</li> <li>• Project Staff</li> </ul>	Associate Dean (P&M) will assist Dean in implementation of all core functions.

0 1.2.1

11  
11

**Functions of Dean, Corporate & International Relations (C&IR)**

S. No.	Level	Functions of Dean	Support	Remark
1.	Core Function	<p>a. Develop institutional policies, procedures and guidelines for corporate and international relations and related services, prepare budget and seek approval of the competent authority for their effective implementation.</p> <p>b. Develop institutional policies, guidelines and operational documents for marketing of institutional products and services and disseminate the same for proper implementation after due approval.</p> <p>c. Develop policies for signing of corporate and international MoUs and implement the same after due approval.</p> <p>d. Develop and implement policies related to collaboration with international and corporate clients as per norms and procedure of the Government of India or approval of the BOG.</p> <p>e. Develop and implement policies related to international student's admission and attract international and corporate participation in institutional projects and other academic activities.</p> <p>f. Develop network will international and corporate clients for bringing bi-lateral collaborative projects.</p> <p>g. Collaborate for international programmes like ERASMUS, MUNDUS, UKIERI, Fulbright Fellowship, DAAD Humbolt, SIDA, ODA, etc.</p> <p>h. Design, develop and use digitized C&amp;IR Information Management System/ sub-systems (C&amp;IRIMS) in terms of all activities undertaken by the Dean, Corporate &amp; International Relations.</p> <p>i. Arrange for marketing of corporate training in soft-skills, life-skills, CRT, BEC and PET, etc.</p> <p>j. Arrange for campus placement and internship of PG students.</p> <p>k. Arrange for faculty exchange programmes with international premier institutions as per rules of MHRD, Govt. of India.</p> <p>l. Develop networking with industries and corporate for projects, academic innovations and experimentations in research development.</p> <p>m. Market institutional expertise in state-of-the-art technologies among international agencies, corporate and industries.</p> <p>n. Market value added, add-on certification programmes for students, industries and corporate.</p> <p>o. Network with industries and corporate training centres for value added training for institutional faculty, staff and participants from client institutions.</p> <p>p. Maintain Database of alumni and provide the same to user departments.</p> <p>q. Arrange for collaboration with corporate, industries and international agencies for seeking benefits under Corporate Social Responsibility (CSR).</p> <p>r. Any other responsibility assigned by the Director on matters related to Corporate &amp; International Relation.</p>	<ul style="list-style-type: none"> <li>• Assoc. Dean C &amp; IR</li> <li>•</li> </ul>	Associate Dean (C & IR) will assist Dean in implementation of all core functions.