

Roles & Responsibilities of Dean (Academics)

1. Preparation of the Academic Calendar (aligned with UoM Academic Schedule)
2. Ensure the subject allotment as per Subject Distribution Policy, time-table preparation (before the commencement of every session)
3. Planning of Academic Monitoring (before the commencement of every session)
4. Monitoring of Academic record (Syllabus coverage, students' attendance)
5. Training to faculty for the implementation of NEP 2020
6. Tenure based Conduction of Academic Audits of departments
7. Conduction/Organization of faculty trainings in Cutting Edge Technology
8. Helping faculty for effective remedial instruction
9. Contribution in policy making regarding the academic activities

Note: Roles & Responsibilities are not limited to and to be reviewed or as and when deemed necessary.