



कुलसचिव कार्यालय / निबन्धक कार्यालय / Office of the Registrar
भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर
ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE

Office Order No. R-20/190/25 Dated 24th February, 2025

The undersigned is to convey that the Competent Authority is pleased to appoint Dr. Ruchira Naskar, Associate Professor, Dept. of Information Technology as Associate Dean (PG & PhD) w.e.f. 25th February, 2025 initially for a period of 2 (two) years or until further orders, whichever is earlier.

Dr. Ruchira Naskar, is requested to assist Dean (Academic) apart from undertaking special assignments by the competent Authority.

The excellent services rendered by Dr. Asok Adak, Associate Professor, Dept. of Civil Engg. as Associate Dean (Academic) is greatly appreciated and placed on record.


कुलसचिव / Registrar

To:

1. Dr. Ruchira Naskar, Associate Professor,
Dept. of Information Technology. (Through Head)
2. Dr. Asok Adak, Associate Professor
Dept. of Civil Engg. (Through Head)

With a request to handover and
and takeover charge accordingly.
A copy of the same charge report
please be sent to the Registrar for
record.

Copy to:

1. All Deans/Associate Deans
2. All Heads of Departments/Schools/Centres
3. All Officers
4. All Hostels/Halls Warden
5. PS to the Director
6. Secretary to the Registrar Office
7. Record Section
8. Institute Website

appointment of the successor. No person shall continue to act as Associate Dean continuously for a period of three years unless such person is further appointed for the next term. The Associate Deans cannot also hold the post of the Head of the Department. The Associate Deans will directly report to the concerned Dean, wherever applicable, relating to the duties and responsibilities assigned to them by the Competent Authority.

Duties and Responsibilities of Deans

The committee felt that the duties and responsibilities of the Deans may be revised in view of the prevailing conditions. The recommendations are given hereunder. The committee recommends that the necessary process may be initiated by the Institute to revise the concerned clauses of the statute.

A) Dean (Academic)

As per the statute, the duties and responsibilities of Dean (Academic) are stated hereunder:

- (a) Admission and enrolment of students;
- (b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirement for proper conduct of class work.
- (c) Conduct of class tests and co-ordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-do-date academic records of all categories of students;
- (e) Publication and distribution of the syllabi;
- (f) Organizing meeting of all the Institute level academic bodies;
- (g) Arranging the issue of all academic certificate, medals and prizes to the students;
- (h) To arrange for conduct of those examination which are to be conducted by the Institute and stipulated in the Institute regulations.
- (i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/ Senate decision.
- (j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examination of the thesis.
- (k) To co-ordinate for the conduct of Convocation.
- (l) All proposals to modify the teaching programmes will be considered by, BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be send to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programmes and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time strive for the high academic standard.

The committee recommends that the item (i) may be deleted and the following items may be included.

"To coordinate the accreditation and ranking process of the institute."

"To formulate proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard."