

Policy for Appointment, Tenure, Roles and Responsibilities of Deans and Heads of Departments (HoDs)

1. Purpose

The purpose of this policy is to define the appointment, tenure, reporting structure, roles, responsibilities, and performance review of Deans and Heads of Departments (HoDs). This policy aims to ensure effective academic and administrative leadership and smooth functioning of the Institute.

2. Scope

This policy applies to all Deans and Heads of Departments of the Institute.

3. Appointment

- 3.1. Deans and HoDs shall be appointed by the Director in consultation with the management.
- 3.2. The appointment shall be made considering the faculty member's qualifications, experience, leadership ability, administrative skills, attitudinal behaviour and the needs of the Institute.
- 3.3. The position of Dean or HoD is an additional responsibility assigned to a faculty member unless otherwise decided by the Management.

4. Tenure

- 4.1. The tenure of a Dean or HoD shall be **three (3) years** from the date of appointment.
- 4.2. After completing the tenure, the faculty member may be reappointed for another term based on:
 - Performance during the previous tenure.
 - Recommendation of the Director.
 - Approval of the Management.
- 4.3. The Director may change or withdraw the appointment before the completion of the tenure due to administrative requirements, poor performance, resignation, retirement, transfer, disciplinary action, or any other valid reason.



- 4.4. If required, the Director may assign the responsibility to another eligible faculty member until a new Dean or HoD is appointed.

5. Reporting

- 5.1. All Deans shall report directly to the Director.
- 5.2. All Heads of Departments shall report directly to the Director.
- 5.3. Deans and HoDs shall submit reports and other information to the Director as required from time to time.

6. General Responsibilities

Every Dean and HoD shall:

- Work towards achieving the Vision and Mission of the Institute.
- Follow all policies, rules, and regulations of the Institute and statutory authorities.
- Maintain high standards of academic quality, integrity and discipline.
- Work honestly, fairly, and professionally.
- Support the Director in achieving the Institute's goals.
- Encourage teamwork and continuous improvement.

7. Roles and Responsibilities of Deans

Each Dean shall:

- Plan and monitor activities related to the assigned area of responsibility.
- Assist the Director in implementing academic and administrative policies.
- Coordinate with HoDs and various committees.
- Monitor the quality of academic and other institutional activities.
- Ensure compliance with the requirements of AICTE, UGC, the University, NBA, NAAC, and other regulatory bodies.
- Encourage faculty development, research, innovation, and industry interaction.
- Promote student development activities related to the assigned domain.
- Submit regular progress reports to the Director.



- Perform any other responsibilities assigned by the Director.

8. Roles and Responsibilities of Heads of Departments (HoDs)

Each HoD shall:

- Manage the academic and administrative activities of the department.
- Prepare the departmental academic plan and ensure its implementation.
- Allocate teaching workload among faculty members.
- Monitor teaching, laboratory work, attendance, and academic progress.
- Conduct departmental meetings regularly.
- Guide and support faculty members in teaching, research, and professional development.
- Monitor student performance and resolve academic issues.
- Encourage research, publications, consultancy, innovation, internships, and industry interaction.
- Maintain departmental records and documentation.
- Ensure compliance with accreditation and quality assurance requirements.
- Prepare the department budget and ensure proper use of available resources.
- Maintain laboratories, classrooms, equipment, and other departmental facilities.
- Organize departmental activities, seminars, workshops, and technical events.
- Submit regular reports to the Director.
- Perform any other responsibilities assigned by the Director.

9. Performance Review

The performance review of every Dean and HoD shall be at the discretion of the Director, at the end of every academic year.

The review may include:

- Achievement of assigned goals.



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- Academic performance of the department.
- Student outcomes.
- Research and innovation activities.
- Accreditation and quality initiatives.
- Administrative efficiency.
- Leadership and teamwork.
- Contribution to the overall development of the Institute.

The review shall be considered while deciding reappointment after the completion of the tenure.

10. Delegation of Work

A Dean or HoD may assign routine work to faculty members. However, the Dean or HoD shall remain responsible for the overall functioning of the assigned area.

11. Resignation

A Dean or HoD who wishes to step down from the position shall normally give one month's written notice to the Director unless otherwise permitted by the Management.

12. Termination of Tenure

The Director may terminate a Dean or HoD from the position before the completion of the tenure due to poor performance, misconduct, violation of Institute rules, or administrative requirements.



Chairman of BoG



Director