

Dr. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES

REGULATIONS 06

OFFICERS OF THE UNIVERSITY: POWERS AND DUTIES



Dr. B. R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES

Dr. Ambedkar Nagar (Mhow),

District Indore, M.P.

**DR. B.R. AMBEDKAR UNIVERSITY OF SOCIAL SCIENCES,
DR. AMBEDKAR NAGAR (MHOW, M.P.)**

REGULATIONS 06

Officers, Faculty and Employees of the University

- Definitions** 1. All words and expressions used herein and defined in the Act shall have the same meanings respectively assigned to them in the Act.
- Officers of the University** 2 As per Clause 10 of BRAUSS ACT, 2015, the officers of the University shall include-
- 2.1 Director
- 2.2 Dean of School
- 2.3 Dean Students Welfare
- 2.4 Registrar
- 2.5 Finance Comptroller
- 2.6 Such other Officers as may be declared by the Statute to be Officers of the University.
- Director** 3 As per Clause 11 of BRAUSS Act - there shall be a Director, who shall be appointed with such manner with such powers and duties including extension and training as prescribed in this regulations.
- Appointment** 3.1 The Director shall be a regular post in the pay scale and grade equivalent to the post of Professor.
- 3.1.1 Director shall be appointed by the Executive Council through a selection committee duly constituted as applicable for a professor of the university.
- 3.1.2 The Vice Chancellor shall appoint a Dean of School or a Professor as Director, whenever the post of Director is laying vacant.

- 3.1.3 The terms and conditions of service benefits of Director shall be same as applicable for a professor of the University, however additional perks and allowances if required could be provided by the Executive Council as per functional need basis.
- Powers and Duties 3.2 There shall be an Office of the Director and the supporting staff post in the Director's Office shall work under direct control and supervision of the Director, who shall have the following powers and duties and perform such other duties as may be assigned by the Vice Chancellor time to time in addition to his academic duties and responsibilities.:-
- 3.2.1 He/She shall be responsible for initiation, organisation and conduct research, extension, training and collaborative programmes and policies of the University in consultation with Deans of School and Dean Students Welfare in the areas of mandate of the University.
- 3.2.2 He/she shall ensure preparation of annual calendar of research, extension, training and collaborative in consultation with various academic Deans of the University.
- 3.2.3 He/She shall exercise close monitoring over the progress of research, extension, training and collaborative programmes of the University and take remedial measures to ensure timely completion of the same. He/She shall submit a quarterly report of the progress of these activities to the Vice Chancellor.
- 3.2.4 He/she shall create and maintain close liaison with Central/State/ overseas departments/institution/organization to achieve the mandate and objectives of the University with regard to research, extension, training and collaborative programmes..
- 3.2.5 He/She shall make efforts to generate technical and financial resources for conducting and co-ordinating activities in various priority areas and keep a record of the same.
- 3.2.6 He/She act as a liaison officer for dealing with all collaborative activities related to research, extension, training or as prescribed by the Authorities of the University.
- 3.2.7 He/She shall ensure timely publication of research journals, newsletters, academic magazines, bulletins and academic papers and circulars in the concerned areas or as prescribed .

3.2.8 He/She shall be responsible for making arrangements with the approval of the Vice-Chancellor for holding, Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and/or desirable for the benefit of the University.

3.2.9 He/She shall perform such other duties incidental to the powers and functions or not, as may be required in order to further the objectives of the University or as per the directions of the appropriate authorities.

4 Dean

As per Clause 12 of the BRAUSS ACT, 2015 there shall be a Dean for each School, who shall be appointed with such manner with such powers and duties as prescribed in this regulations. .

Appointment

4.1 The Dean of School shall be:

4.1.1 Appointed on a regular post of Dean of School in the pay scale and grade equivalent to the post of Professor.

4.1.2 Appointed by the Executive Council through a selection committee duly constituted as applicable for a professor of the university.

4.1.3 The Vice Chancellor shall appoint a Dean of another School or a Professor as Dean of School, whenever the post of Dean of a School is laying vacant.

Powers and Duties

4.2 There shall be an Office of the Dean of School and the supporting staff post in the Dean Office shall work under direct control and supervision of the Dean, who shall have the following powers and duties as prescribed in this regulations and perform such other duties as may be assigned by the Vice Chancellor time to time in addition to his academic duties and responsibilities.

4.2.1 He/She shall be the designated academic leader and administrative officer responsible for the effective and efficient operation of one of the school as per the policies, directions and mandate of the University as a whole.

4.2.2 He/She shall establish and maintain academic work climate, cooperatively leading the academic unit towards higher education excellence and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it.

- 4.2.3 He/She shall delegate academic and administrative duties described to Head of Department, Chairs, Program coordinators or Professors/ Associate Professors/Assistant Professors, but shall be ultimately responsible for the quality of their implementation.
- 4.2.4 He/She shall be responsible for initiation, organisation and conduct teaching and academic programmes and policies of the University in consultation with Head of Departments.
- 4.2.5 He/She shall arrange for preparing annual academic calendar of all teaching, training, extension and other academic programmes in respect of his school and forward to the University for the next year and seek its approval from appropriate authorities of the University by 31st March of the preceding year.
- 4.2.6 He/She shall exercise general administrative control over the teaching and academic programmes and faculty, staff and other employees and workers working under the School and physical verification of property tools, equipments, machinery and facilities assigned by the University in the School.
- 4.2.7 He/She shall be responsible for proper functioning of all the teaching and academic programmes and shall be responsible to keep the University authorities and executives informed, from time to time, about any deviation or short-falls in teaching and academic programmes.
- 4.2.8 He/She shall prepare in consultation with Heads of Departments, the budget estimates for all items connected with teaching and academic programmes and publications and shall take due care for proper and adequate utilization of funds allotted to the School.
- 4.2.9 He/She shall assume leadership in development and maintenance of teaching and academic programmes by promoting professional improvement
- 4.2.10 He/She shall be instrumental in development of an attitude among the staff as to the worthiness and self satisfaction of a dire vocation of service in the field of teaching and academic programmes in social science and allied subjects as per mandate and objectives of the University.

- 4.2.11 He/She shall ensure timely publication of research journals, newsletter, academic magazines, bulletins and academic papers and circulars concerning teaching and academic programmes concerning his/her School.
- 4.2.12 He/She shall participate and also ensure participation of teaching and academic staff under his control in the organisation and functioning of the academic events and programmes .
- 4.2.13 He/She shall make arrangements with the approval of the Vice-Chancellor for holding. Conferences, Symposia, Seminars and such other meetings or lectures as may be deemed essential and /or desirable for the benefit of the University.
- 4.2.14 He/She shall perform such other duties whether incidental to the powers and functions or not, as may be required in order to further the objectives of the University or as per the directions of the State Government, the State Council, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice Chancellor.

5 Dean of Students Welfare

As per Clause 13 of BRAUSS ACT, 2015 there shall be a Dean Students Welfare who shall be appointed in such manner with such power and duties as prescribed in this regulations.

- 5.1 Dean of Student's Welfare shall be a permanent position in the pay scale and grade equivalent to the post of Professor. and shall be appointed by the Executive Council.
- 5.2 Provided further that notwithstanding the fact that his permanent position, the Executive Council, may, on a report from the Vice Chancellor terminate the appointment of Dean of Students Welfare if it is satisfied that further continuance of the Dean Student's Welfare will be detrimental to the cause for which he has been appointed or to the interests of the University.

The Dean of Students Welfare shall exercise such other powers and perform such other duties as may be conferred or imposed on him by or under this Act or Regulations.

- 5.2.1 He/She shall perform the duties & responsibilities like scholarships & fellowships, concessions, hostel management, students' discipline, sports, cultural activities, placement, etc. and such other duties & responsibilities assigned by the Vice-chancellor from time to time.

- 5.2.2 He/She shall be the Advisor cum Treasurer of the University Students' Union and the head of the information bureau and the Employment bureau in the University.
- 5.2.3 He/She shall, if the concerning authority so desires, be present at any meeting of the authority concerned when matters relating to Student's Welfare come up for consideration therein.
- 5.2.4 He/ She shall make arrangements to ensure suitable housing facilities for students.
- 5.2.5 He/ She shall arrange for employment of students in accordance with plans approved by the Vice Chancellor and shall work as Placement Officer.
- 5.2.6 He/ She shall communicate with the guardians of the students concerning the welfare of students.
- 5.2.7 He/ She shall obtain travel concession facilities for students.
- 5.2.8 He/ She shall assist the students in obtaining Scholarships, etc. by giving them information relating thereto.
- 5.2.9 He/ She shall perform such other duties as may be assigned to him from time to time by the Registrar with the approval of the Vice Chancellor .

Notwithstanding anything contained in foregoing para/s, shall not supersede or in contravention to other financial and Administration clauses of the Act, ordinances, statute in this regards. In case of any difficulty arises due to interpretation, the decision of the EC shall be final & binding.