

## Duties and Responsibilities

### Dean, Faculty of Engineering & Technology:

- The Dean Faculty of Engineering & Technology will be the academic head of the MITS-DU.
- The Dean FoET will have the right to approve & forward the papers/documents of faculty & staff related to academics /HR development etc. (excluding service-related documents).
- The Dean FoET will prepare the institutional development plan (IDP) for the future development and action plan for its implementation.
- The Dean FoET will overall monitor the accreditation of institution/programmes by different agencies and coordinate with the various committees.
- The Dean FoET is authorized to conduct / chair meetings of MITS-DU on behalf of the Vice Chancellor.
- The Dean FoET will issue necessary directions for implementation of the ordinances and other decisions.
- The Dean FoET will monitor the activities of various chapters including student chapters.
- The vision document of MITS-DU will be prepared by the Dean FoET in consultation with other important stakeholders.
- Review of the feedback/survey formats/questionnaires and update from time to time for internal/external stakeholders will be carried out by the Dean FoET.
- The Dean FoET will maintain the records of Doctoral and Post Doctoral students including performance records / documentation of the same.
- The Dean FoET shall be responsible for the conduct and maintenance of the standards of teaching, research and human resource of the MITS-DU and shall have such other functions as may be prescribed by the rules of the Institution Deemed to be University and assigned by Vice Chancellor/Pro Chancellor & Chancellor.

### Dean (Quality Assurance):

- Will coordinate the MITS-DU's quality assurance system including strategic planning, assessment and evaluation for continuous improvement, statistical analysis of instrumentation to establish validity and reliability and data dissemination.
- Will act as Management Representative for ISO activities and will be responsible for restructuring / revising of the Quality Management System (QMS) with a focus on NBA, NAAC, NIRF and other such requirements.
- Will look after the NBA, NAAC, Autonomy and ISO reports and other such documentation and preparations.
- Will ensure overall planning and implementation of quality assurance and quality enhancement activities within the MITS-DU.
- Will work for promotion, enhancement and dissemination of good teaching and learning practices and will monitor the regular class room teaching in Face to Face (FF)/blended mode.
- Will spearhead the activities of Internal Quality Assurance Cell (IQAC) towards assertion of quality in consultation with Dean FoET.
- Will supervise & maintain quality of food served in canteens & Hostel Mess.
- Any other work assigned by Dean FoET/Vice Chancellor.





#### Dean (Academics):

- To ensure adherence to the ordinances as approved by the Academic Council.
- To Conduct meetings and monitor academic activities in consultation with Dean FoET.
- To conduct the meetings of academic cells.
- To prepare the MITS-DU Academic Calendar.
- To advise examination body regarding the academic rules and practices.
- Plan expansion of academic programmes.
- To work for Internationalization / National Collaborations in the field of academics.
- To supervise the registration of students through a duly constituted committee.
- To supervise the awards of Medals for Meritorious students.
- To create more Centers of Excellence (CoE) and monitor collaborative activities.
- To monitor the upkeep and upgradation of library and other learning resources.
- To chair the meetings pertaining to academics on behalf of the Dean FoET.
- To address other matters as may be referred by the Dean FoET.
- He/She will report to Dean Faculty of Engineering & Technology.
- Any other work assigned by Dean FoET/Vice Chancellor.

#### Dean (Research):

- To advise and device policies for various Faculty and Staff Development programmes for qualification upgradation in consultation with Dean FoET.
- To enhance Industry MITS-DU linkages, collaborative research, entrepreneurship and incubation centres.
- To motivate faculty to write and apply for sponsored research projects.
- To monitor the effective utilization of funds of externally funding projects.
- To maintain and update records of research publications.
- To ensure sponsoring faculty members for attending Conferences/Seminars/ Workshops as per MITS-DU norms.
- To chair the meetings pertaining to research on behalf of the Dean FoET.
- He/She will report to Dean Faculty of Engineering & Technology.
- Any other work assigned by Dean FoET/Vice Chancellor.

#### Dean (Public Relations):

- To liaison between parents, outside world and MITS-DU administration.
- To look after the dissemination of information to outside world including print media, social media and other agencies.
- To supervise the admission process of students at Institutional level through duly constituted committees.
- To Coordinate Community Development programmes and social development activities.
- Act as University-Industry interface including publicity, news bulletins, brochures preparation/distribution, etc.
- To obtain and analyse feedback from students, other internal stakeholders, industries / parents and conduct exit survey for outgoing batch and alumni tracer studies for passed out batches.

He/She will report to Dean Faculty of Engineering & Technology/Vice Chancellor.

Any other work assigned by the Dean FoET/Vice Chancellor.







#### Dean (Student Administration):

- To head the discipline committee of the MITS-DU.
- To maintain campus discipline of the students and coordinate the same with the Chief Warden in the smooth functioning of the hostels.
- To work as Chairperson of the Proctorial Committee to prevent ragging.
- To encourage healthy living and lively positive relationships among students and the campus community.
- To analyse placement data to gather an understanding for future trends and articulate needs for university level planning.
- Regularly meet with faculty members to solicit the expertise in placement activities with regard to initializing and planning for future activities.
- To interact with students to keep them informed about the latest market trends and skills & demands so that they can update themselves and prepare best for their career.
- To boost up student morale and counsel them before they undergo summer and final placement activities.
- To provide feedback to faculty members on placement opportunities.
- To build relationships with alumni through seminars, annual meets, etc.
- To plan for accommodation of parents and family members of students during Admission, Convocation, etc.
- To interact with the medical and psychological staff.
- To draft policies, rules & regulations for the functioning of the students.
- To take proper steps in respect of the grievances of students regarding the facilities available to them in the libraries, hostel common rooms and health centres.
- He/She will report to Vice Chancellor.
- Any other work assigned by the Vice Chancellor.

#### Dean (Student Welfare):

- To promote extra-curricular activities such as games, sports, N.C.C. etc.
- To coordinate between students and administration for extracurricular and co-curricular and Plan and organize various co- and extra-curricular activities.
- To work on the annual budget allocated for the Students Affairs and activities through Clubs/ Societies including Sports and Tech fests and manage spending in a manner that develops policies regarding student life.
- Manage, and act as Faculty Advisor for Students events.
- To liaison between university administrators and student organizations, such as student clubs and societies etc. on campus.
- Monitor day-to-day essential support required for co-curricular activities of students.
- Arrange for special care for the weaker and needy sections of students.
- Prepare plan and execute programmes for holistic development of the students.
- Nominate student representatives to various bodies of the University in consultation with Dean, Student Administration.
- Co-ordinate with the office of the Chief Warden in the smooth functioning of the hostels. Enable and facilitate conduct of sports and cultural events on the campus.
- Co-ordinate with the sports and cultural in-charges and committees etc. for all matters related to students' welfare.
- Depute students to participate events/programmes outside the University in consultation with Dean, Student Administration.





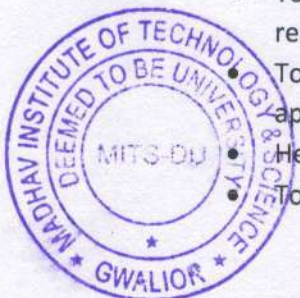
- Keep in touch with the guardians as and when required.
- Co-ordinate with the Dean, Student Administration on matters related to students' discipline in the University.
- To promote and encourage cultural, social and literary activities with a view to fostering health, corporate life in the student community.
- To establish and direct programmes for guidance and counselling of students.
- He/She will report to Dean Student Administration/Vice Chancellor.
- Any other work assigned by Dean, Student Administration/Vice Chancellor.

#### Registrar:

- Will be In-charge of Student Section of the MITS-DU.
- To monitor the admissions of all courses in the MITS-DU.
- To create a mechanism for maintaining all records / files of the students.
- To maintain academic records as per the requirement under rules.
- To prepare class-wise roll lists and distribute them to various departments prior to commencement of the semesters.
- To arrange the scholarships of students under various categories from various sources and accounting of the same.
- To verify / issue the pass-out students, their transcripts, TC, Character Certificates.
- To liaison between University, AICTE, DST, DTE, UGC and other Government agencies for the administrative and financial matters of the MITS-DU.
- To arrange for the Approvals/Affiliation of University and approval of programmes from various Government Agencies.
- To maintain the discipline of the students of the MITS-DU.
- Registrar will be custodian of Students' related records i.e., files, results, merit lists, transcripts, schemes and Syllabus.
- Registrar will issue purchase orders.
- Will sign contracts of various agencies on behalf of Vice Chancellor.
- Will look after the Legal Cases of the MITS-DU related to students & other assigned by Vice Chancellor.
- He/She will report to Vice Chancellor.
- Any other work assigned from time to time by the Vice Chancellor.

#### Controller (Examination) and Dy. Controller (Examination):

- To ensure timely evaluation process, (continuous as well as end-term), with adherence to guidelines and norms.
- To prepare the time table, monitor activities such as question paper printing, answer sheet distribution and record maintenance etc. to ensure fair and ethical examination.
- To ensure that the paper setting and paper quality assurance system is in place (in coordination with the HoD, as per instructions of the Dean, Academics).
- To coordinate with the departments for review & analysis, moderation and declaration of result according to the approved scheme of evaluation.
- To adhere to the rules and regulation framed as per the ordinances of MITS-DU applicable from time to time.
- He/She will report to Dean Faculty of Engineering & Technology/Vice Chancellor.
- To follow the instructions given by Dean, Academics and Dean FoET.





### Proctor/Associate Proctor:

- To demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff, and administrators.
- To serve as a friend, philosopher and guide.
- To counsel the students on the matters related to discipline at MITS-DU.
- To communicate with the students about the rules and regulations of discipline and penalty for indiscipline.
- To meet the students at least once every fortnight.
- To report to the Dean, Student Administration about those students who avoid meeting the Proctor.
- To listen to student difficulties and counsel as per individual situations ensuring the academic progression and well-being of the students.
- To keep the parents apprised about the general behaviour of their wards.
- To ensure maintenance of proctor diary in accurate, complete, and appropriate manner. The proctor diary is to be regularly updated with the comprehensive information of the students' behavioural pattern with proper verification.
- To maintain the discipline of students in the campus.
- To maintain a ragging free environment in the campus.
- He/She will report to Dean Student Administration.
- Any other work assigned from time to time by Dean, Student Administration.

### Chief Warden/Senior Warden:

- To frame policy on the running of the hostels', messes and other facilities within the hostel.
- To ensure that no ragging takes place in the hostel and to maintain ragging free hostels.
- To plan for upgradation of facilities in the hostels.
- To ensure maintenance of discipline in and around the hostel.
- He/She will report to Dean Student Administration.
- Any other responsibility assigned by the Dean, Student Administration.

### Hostel Warden:

- To assist Chief Warden in maintaining hostel discipline and all other works related to hostel.
- To advise and guide in smooth running of the mess facility, display of the menu for the week and maintaining the quality of the food.
- To monitor the duties of staff including security staff of the hostel.
- To check the account of the mess regularly and countersign the entries in various registers maintained by the mess supervisor/Contractor.
- To ensure no ragging takes place in the hostel.
- To maintain the leave record of the students. (To keep a watch on the In and Out register specially for first year hostels).
- To supervise the caretaker in maintaining the stock of the hostel.
- Regular visit to the hostel to solve the day-to-day problems of the students.
- Forward all the applications of the inmates of the hostel to the administration or for opening of the bank account.
- He/She will report to Chief Warden/Dean Student Administration.
- Any other matter/duties assigned by Dean, Student Administration/Chief Warden.



### Head of Coordinator of the Department/Centre:

- To ensure the provision of an appropriately broad, balanced, relevant and globally relevant curriculum in accordance with the aims of the University, to raise standards of student attainment and achievement and the curricular policies determined by the Academic Council.
  - To keep up to date with and respond to national developments in the thrust areas teaching practices and methodologies.
  - To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
  - To be accountable for student progress and development and monitor the mentoring mechanism at the department level.
  - To ensure compilation of all quality parameters and their documentation, performing analysis and taking steps for improvement.
  - To facilitate development and enhancement of the teaching practices of faculty members.
  - To develop and review syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
  - To oversee day-to-day management and deployment of teaching/support staff, physical resources within the department effectively to support the department development and act as a positive role model.
  - To ensure strict adherence to a time table which is drafted according to institutional guidelines so that teaching/learning is conducted as per the norms.
  - To conduct departmental meetings and work with colleagues to formulate aims, objectives and strategic plans for the department which are aligned with the aims, objectives and strategic plans of the MITS-DU.
  - To oversee the growth of the Department in conjunction with the Dean FoET to foster and nurture innovation and collaboration with industry and academia.
  - To collaborate with other allied departments for deciding open courses and cross disciplinary interaction and learning.
  - To undertake Performance Management Review(s) of the Departmental faculty & staff.
  - To promote teamwork and to motivate faculty and staff to ensure effective working relations.
  - To ensure the maintenance of accurate and up-to-date information concerning the department.
  - To analyze and evaluate, performance data provided and take appropriate action in response.
  - To liaison with the parents of the students and communicate with them about the attendance and performance.
  - To monitor student attendance together with students' progress and performance, with the class coordinator, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To promote consultancy and research at the department level through academia/industry collaboration.
- The HoD will be the final authority regarding the academic matters of the Department.
- Any other matters as referred by the Dean FoET/Vice Chancellor.



### Class Coordinator:

- To monitor and maintain attendance of students.
- To coordinate and become general point of contact for parents and the MITS-DU.
- Apprising parents/guardians of students regarding the attendance and performance of their ward.
- To communicate any positive feedback or concerns raised by parents to the relevant authorities or Deans.
- Assisting with University events, functions and fests.
- To monitor project allocation and assist in special projects.
- To organize a working group to help with resources of the University.
- To help students in the selection of OC/DE etc.
- To ensure that students are attending classes regularly, contact and counsel absentees.
- Organize class coordinator meeting on campus with students of the assigned class.
- Motivate students to attend meetings with mentors as per communicated schedule.
- To maintain the records of awards of marks, students' progress and achievement.
- Any other matter as referred by HoD/Deans/ Vice Chancellor.

### Professor In-charge/Coordinator (Industrial/Corporate Relations):

- To promote corporate relations and employability of students.
- To interact with various industries, build relations and create the presence of MITS-DU in new industries.
- To fetch the consultancy work from Industries in terms of design, manufacture, modify, consult or any technical support required by the industry.
- To strengthen the bond of MITS-DU with professional industrial associations by taking their membership and enhancing the industry network through these Associations.
- To involve Industries/Associations for hosting the events/ partnering the events for developing relations with industries.
- To facilitate signing of MOUs/ Letters of Intent/ Agreements with Industries.
- Getting the support of industries for sponsored projects, Internship and placement opportunities. Review and monitor them on an ongoing basis.
- To analyse the mission, vision and quality policy of MITS-DU.
- To discuss and finalize objectives as per Quality policy; Ensure quality system implementation, prepare action plan for quality objectives stating present status, targets for the year.
- Timely take feedback from corporate for improvement in corporate relation.
- To initiate skill development programs for enhancing the relations with the industries.
- To analyse students' feedback from the industry, identify the lacunae and non-conformity through meetings with committee members, suggest corrective actions to enhance students' marketability.
- Make arrangements for necessary improvements by reviewing periodically the process of corrective action.
- To collaborate with academic departments of the MITS-DU to develop an understanding of MITS-DU research and education goals so as to provide partnership agendas to companies and industries.



- To collaborate with Alumni Coordinator for staying apprised of departments Alumni profile, and provide guidance on activities that advance the University – corporate relationship.
- To effectively utilize the opportunities during organized activities of the MITS-DU (conferences, workshops, robocons, hackathons etc) for enhancing MITS-DU-corporate relationship.
- To lead industry-University interaction for organizing lectures from the professionals from industry.
- To maintain a database of relevant industrial resource persons for ready reference.
- He/She will report to Dean Faculty of Engineering & Technology.
- Any other work assigned by Dean FoET/Dean, Quality Assurance/Vice Chancellor.

#### Deputy Registrar:

- To look after the physical & IT infrastructure and networking/CCTV of the University campus.
- To manage the functions of Estate of the University.
- To look after the security and surveillance system of the University.
- To look after the security of the MITS-DU.
- To maintain the discipline in the University.
- To execute e-procurement of the University.
- To allocate physical resources to various departments/centres.
- To monitor, supervise & maintain the centralized and discipline specific computation & IT facilities/labs of the University.
- To look after the general day to day maintenance of MITS-DU.
- To look after the Hygiene/Sanitation & Garden Maintenance.
- To look after the SAMARTH/IMS/IUMS Portal of MITS-DU.
- Deployment & monitoring the services of shops, eateries, counters & other commercial agencies engaged on MITS-DU campus.
- To ensure compliance with labour laws and other statutory obligations.
- To engage contractual/outsourcing agencies, and facilitate signing agreements with contractors.
- He will support concerning on behalf of the Vice Chancellor for in liaisoning between University, AICTE, DST, DTE, UGC and other Government agencies for the administrative and financial matters of the MITS-DU.
- To support in the HR Section of University & supervise online leave management system.
- He/She will report to Vice Chancellor.
- Any other work assigned by Dean FoET/Dean, Quality Assurance/Vice Chancellor.







**Deputy Registrar:**

- To deal with day-to-day students' grievances.
- Planning and conducting the Annual Convocation and the various University events/functions.
- To coordinate university events, including convocations, seminars, and workshops.
- To look after the security of the MITS-DU.
- He will support concerning on behalf of the Vice Chancellor for in liaisoning between University, AICTE, DST, DTE, UGC and other Government agencies for the administrative and financial matters of the MITS-DU.
- He/She will report to Dean Faculty of Engineering & Technology.
- Any other work assigned by Dean FoET/ Vice Chancellor.





### **Dean (Infrastructure Development)**

- Will look after the Construction and Maintenance of Infrastructure in the Campus.

### **Dean (External Relations)**

- The Dean (External Relations) will be responsible for building and maintaining relationships with external stakeholders [such as Government Agencies, alumni, potential students, Industry Partners, Social Organizations and other Higher Education Institutes]
- Will work for bridging the gap between the institute and the outside world, by building collaborations and partnerships with national & international institutions, universities and other organizations
- Will develop strategies and action plan for improving the global image of the institute among all stakeholders
- Will develop and implement strategies for enhancing alumni and external engagement
- Will develop and implement strategies for fundraising, donor relations, grant seeking and industry partnerships
- Will build and maintain relationships with industry leaders and organizations through communication, organizing events etc. to create opportunities for students and faculty.
- Will manage communication and conduction of events for institutional outreach
- Will manage alumni engagement activities, including events, newsletters, and online platforms
- Will organize alumni reunions and networking events for partnerships through Memoranda of Understanding (MoUs) and other initiatives, fostering collaborative research and educational opportunities
- Will work with admissions and marketing teams to attract and enrol students
- Will ensure compliance of the institute with all applicable laws, regulations and agencies like AICTE, UGC, MoE etc.
- Will play a key role in enhancing Institute global reputation and visibility through international engagement
- Will provide support and assistance to international students, ensuring their academic and personal success by interacting with embassies and consulates to facilitate international interactions and collaborations.
- Will manage all communication channels with external stakeholders, including email, social media, and print materials
- Any other work assigned by Vice Chancellor
- The Dean (External Relations) will report to Dean, Faculty of Engineering & Technology