

मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय  
गोरखपुर।

अधिसूचना

विषय : विश्वविद्यालय में अधिष्ठाता (Dean) के पदों का पुर्नगठित (Restructure) किये जाने के सम्बन्ध में।

प्रबन्ध बोर्ड की दिनांक 03.11.2023 को सम्पन्न 2023/06 (संख्या 44वीं) के मद संख्या 2023/06.16 के अन्तर्गत बोर्ड द्वारा उपरोक्त विषयक प्रस्तुत प्रस्ताव का अनुमोदन प्रदान किया गया है। तद्नुसार प्रबन्ध बोर्ड का उपरोक्त विषयक निर्णय एतद्द्वारा अधिसूचित किया जाता है :-

“प्रबन्ध बोर्ड द्वारा दिनांक 28.10.2023 को सम्पन्न विद्या परिषद की 34वीं बैठक में प्राप्त संस्तुति के क्रम में विश्वविद्यालय को वैश्विक परिप्रेक्ष्य के अनुरूप विकसित करने तथा राष्ट्रीय शिक्षा नीति-2020 के प्रावधानों को प्रभावी रूप से क्रियान्वित करने के उद्देश्य से विश्वविद्यालय में अधिष्ठाता (Dean) के पदों को निम्नानुसार पुर्नगठित (Restructure) किये जाने एवं उक्त अधिष्ठातागण के शक्तियों एवं दायित्वों के निर्धारण के प्रस्ताव का अनुमोदन प्रदान किया गया: ”

1.	Dean of Faculty Affairs	अधिष्ठाता संकाय मामले
2.	Dean of Student Affairs	अधिष्ठाता छात्र मामले
3.	Dean of Undergraduate studies	अधिष्ठाता स्नातक अध्ययन
4.	Dean of Postgraduate studies	अधिष्ठाता परास्नातक अध्ययन
5.	Dean of Research & Development and Professional Practices	अधिष्ठाता शोध व विकास एवं प्रोफेशनल प्रैक्टिसेज
6.	Dean of Infrastructure and Planning	अधिष्ठाता अवस्थापना एवं नियोजन
7.	Dean of International Affairs	अधिष्ठाता अन्तर्राष्ट्रीय मामले
8.	Dean of Extension, Field Outreach and Alumni Relations	अधिष्ठाता विस्तार, क्षेत्र गतिविधियां एवं पुरातन छात्र सम्बन्ध

ह0/-

(डॉ0 जय प्रकाश)

कुलसचिव एवं

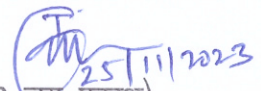
सदस्य-सचिव, प्रबन्ध बोर्ड

पृसं0/ मा0प्रौ0वि0/कुस0का0/ 83 /2023

दिनांक: 28 नवम्बर 2023

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- 01 समस्त अधिष्ठातागण/ समस्त विभागाध्यक्ष/ समस्त अनुभागीय अधिकारी/ यूनिट के समस्त प्रभारी गण।
- 02 उप-कुलसचिव।
- 03 वेब-मास्टर वेबसाईट को विश्वविद्यालय वेबसाईट पर उक्त के अनुसार सूचनाओं को अद्यतन करने के सम्बन्ध में।
- 04 वै0स0 कुलपति को माननीय कुलपति महोदय के सादर अवलोकनार्थ।

  
(डॉ0 जय प्रकाश)

कुलसचिव एवं

सदस्य-सचिव, प्रबन्ध बोर्ड

### Re-structuring of Deans, for the smooth functioning of university activities

For the smooth and effective management of the University administration through deans. The positions of deans are re-structured by introducing three more deans with following nomenclature of the Deans. The power and duties of these deans are also reorganised and cited below.

1. Dean of Faculty Affairs
2. Dean of Student Affairs
3. Dean of Undergraduate studies
4. Dean of Postgraduate studies
5. Dean of Research & Development and Professional Practices
6. Dean of Infrastructure and Planning
7. Dean of International Affairs
8. Dean of Extension, Field Outreach and Alumni Relations

#### **Powers and Duties of Deans of the University**

<b>Dean of Faculty Affairs</b>	<ol style="list-style-type: none"> <li>i. The office of Dean of Faculty Affairs Shall be at the University level.</li> <li>ii. The Dean of Faculty Affairs shall be assisted by the coordinator, Centre for Development of Technical Education and appointed by the Vice Chancellor and work as per the terms and conditions laid down in the Statutes.</li> </ol>
<b>Powers and duties</b>	<p>The Dean of Faculty Affairs shall;</p> <ol style="list-style-type: none"> <li>(a) be responsible for bringing all affairs related to the Faculty to the notice of the Vice Chancellor;</li> <li>(b) take necessary decisions in respect to the affairs of faculty members of the University as delegated by the Vice Chancellor;</li> <li>(c) monitor the academic &amp; research performance of faculty members of the University and prepare the report for consideration and necessary action at the level of the Vice Chancellor periodically;</li> <li>(d) co-ordinate and monitor various programmes for teachers such as continuing education programmes, quality improvement programmes, training programmes;</li> <li>(e) be responsible for repository of Self-appraisal, Publications and other academic achievements of faculty members, archiving of faculty records and be responsible for information dissemination thereof at the University, national as well as international levels;</li> <li>(f) prepare the requirements and allocation, reallocation of teachers to different departments in the University with the inputs from the Head of Department concerned or others in case of new Departments;</li> <li>(g) be the overall coordinator for self-finance programmes at the University, and monitor the Faculty/staff requirement, income and expenditures of self-finance courses and prepare the report for consideration and necessary action at the level of the Vice Chancellor periodically;</li> <li>(h) shall perform all such duties as may be determined by the Vice Chancellor, the Board of Management, the Academic Council or any other authority of</li> </ol>

	<p>the University in this regards to make the self-finance programme at the University a vibrant and reputed programme;</p> <p>(i) assist in the faculty / officers / staff selections as per requirements of the Vice Chancellor;</p> <p>(j) preside meetings of the faculty as directed by Vice Chancellor and shall see that the various decisions of the University are implemented;</p> <p>(k) discharge other responsibilities as assigned to him by the Vice Chancellor from time to time.</p>
<b>Dean of Student Affairs</b>	<p>i. The office of the Dean of Student Affairs shall be at University level.</p> <p>ii. The Vice Chancellor may appoint Associate Dean to assist the Dean of student Affairs. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of student Affairs, the Associate Dean will look after the duties of the Dean.</p>
<b>Powers and duties</b>	<p>Dean of Student Affairs shall,</p> <p>(a) be responsible for all the aspects of welfare of students as may be determined by the Chancellor, Vice Chancellor, the Board of Management and any other appropriate authority of the University or the State or National bodies in this regard;</p> <p>(b) discharge the duties and responsibilities of overall administrative control on the Hostels so shall act as Chief Warden and therefore shall be Ex-Officio Chief Warden. He shall be proposing the names for appointment of the Wardens in hostels to the Vice Chancellor for approval;</p> <p>(c) be responsible for finalising and updating the Fee Structures of various programs, issuing of Fee Structure certificates and Bonafide certificates to the students;</p> <p>(d) have the overall control over the funds/scholarships provided for the students' welfare and student activities by the Governments;</p> <p>(e) preside over or attend all such meetings that are related with the students' welfare and activities and will see that all the decisions are effectively implemented;</p> <p>(f) take necessary measures for the functioning or libraries, remedial courses etc. aimed at helping the students admitted under reserved categories;</p> <p>(g) continuously prepare and upgrade the plans of students' welfare;</p> <p>(h) be the main coordinating officer for hostel and mess infrastructure development, implementation of hostel rules and regulations.</p> <p>(i) be the main coordinating officer related to anti-ragging, anti-women harassment schemes, students' grievances and efforts at the University;</p> <p>(j) prepare the budget requirements related to students' welfare and other activities and provide the same to be included in the annual budget of the University;</p> <p>(k) be responsible for students, Alumni and parents Feedback, Exit Feedback</p>

	<p>and follow-up of undergraduate and postgraduate students of the university.</p> <ul style="list-style-type: none"> <li>(l) communicate with the parents/guardians of a student in respect of any matter requiring their assistance, when necessary;</li> <li>(m) be responsible for executing the actions taken in respect to the misconduct of the students with the approval of the Vice Chancellor;</li> <li>(n) perform such other duties as may be assigned by the Board of Management or the Vice Chancellor in this regard.</li> </ul>
<p><b>Dean of Under Graduate Studies</b></p>	<ul style="list-style-type: none"> <li>i. The office of Dean of Undergraduate Studies Shall be at the University level.</li> <li>ii. The Vice Chancellor may appoint Associate Dean Undergraduate Studies to assist the Dean of Undergraduate Studies. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Undergraduate Studies, the Associate Dean will look after the duties of the Dean.</li> </ul>
<p><b>Powers and duties</b></p>	<p>The Dean of Undergraduate Studies shall;</p> <ul style="list-style-type: none"> <li>(a) be the overall coordinator for undergraduate studies and undergraduate academic research at the University, and shall perform all such duties as may be determined by the Vice Chancellor, the Board of Management, the Academic Council or any other authority of the University in this regards to make the Under Graduate programme at the University a vibrant and reputed programme;</li> <li>(b) monitor the existing programmes, and prepare the proposals for new undergraduate and other such academic programmes for the consideration of the Academic Council, the Board of Management and other appropriate authority of the University, and will carry out overall coordination to see that the decisions are implemented;</li> <li>(c) prepare the schemes for admission procedures for different undergraduate programmes keeping in view the trends at the national and international levels;</li> <li>(d) be responsible for Admission, Enrolment, Course Registration, Summer term, Academic Calendar, Academic Timetable, students' publication assessment and distribution of syllabi, curriculum development, Board of Studies, Formative assessment of undergraduate students;</li> <li>(e) be responsible for undergraduate projects / collaborations / exchange programmes at national and international level with academic institutions/research units/industries for undergraduate students;</li> <li>(f) be responsible to prepare a repository of the various academic and co-curricular achievements of the undergraduate students at the University both at national and international levels and also make necessary efforts for improving the brand value of the University;</li> </ul>

	<p>(g) be responsible for Data Management, Co-ordination for the conduct of Convocation, Information for RTI / MHRD queries related to undergraduate programmes;</p> <p>(h) perform such other duties as may be assigned by the Board of Management or the Vice Chancellor in this regard.</p>
<p><b>Dean of Post Graduate Studies</b></p>	<p>i. The office of the Dean of Postgraduate Studies shall be at the University level.</p> <p>ii. The Vice Chancellor may appoint Associate Dean to assist the Dean of Postgraduate Studies. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Postgraduate Studies, the Associate Dean will look after the duties of the Dean.</p>
<p><b>Powers and duties</b></p>	<p>The Dean of Post Graduate Studies shall:</p> <p>(a) be the overall coordinator for Postgraduate studies at the University and shall perform all such duties as may be determined by the Vice Chancellor, the Board of Management, the Academic Council or any other appropriate authority of the University in this regard to make the Post Graduate programmes as a vibrant and reputed programme of University;</p> <p>(b) monitor the approved and existing programmes, and prepare the proposals for new Masters and other such academic programmes for the consideration of the Academic Council and other appropriate authority of the University and will carry out overall coordination to see that the decisions are implemented;</p> <p>(c) prepare the schemes for admission procedures for different Master programmes keeping in view the trends at the national and international levels;</p> <p>(d) be responsible for Admission, Enrolment, Course Registration, Summer term, Academic Calendar, students' publication assessment and distribution of syllabi, curriculum development, Board of Studies, Formative assessment of postgraduate students;</p> <p>(e) be responsible for postgraduate thesis/collaborations/exchange programmes at national and international level with academic institutions/research units/ industry for students.</p> <p>(f) coordinate the thesis examinations at the Masters levels in consultation with the Vice Chancellor;</p> <p>(g) responsible to prepare a repository of the Master level thesis completed at the University, and shall communicate about the thesis completed to appropriate bodies and societies for publication and information dissemination at the national as well as international levels;</p> <p>(h) be responsible for Data Management, Co-ordination for the conduct of Convocation, Information for RTI / MHRD queries related to undergraduate programmes;</p>

	<p>(i) be responsible for documenting all the national and international publications associated with the thesis;</p> <p>(j) perform all such other duties as may be determined by the Board of Management or the Vice Chancellor in this regard.</p>
<b>Dean of Research &amp; Development and Professional Practices</b>	<p>i. The office of the Dean of Research &amp; Development and Professional Practices shall be at the University level.</p> <p>ii. The Vice Chancellor may appoint Associate Dean to assist the Dean of Research &amp; Development and Professional Practices. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Research &amp; Development and Professional Practices, the Associate Dean will look after the duties of the Dean.</p>
<b>Powers and duties</b>	<p>The Dean of Research, Development and Professional Practices shall</p> <p>(a) be the overall coordinator for academic &amp; sponsored research at the University and shall perform all such duties as may be determined by the Vice Chancellor, the Board of Management, the Academic Council or any other appropriate authority of the University to activate research &amp; development and consultancy works for government and private organizations;</p> <p>(b) prepare the schemes for admission procedures for Doctoral programmes keeping in view the trends at the national and international levels;</p> <p>(c) be responsible for documenting all the national and international publications associated with the thesis;</p> <p>(d) liaison with State Government/Government of India/other funding agencies to explore and seek the research projects and will prepare/get prepared the necessary proposals and will carry out the required follow ups;</p> <p>(e) create enabling provisions in Research Policies for recruitment of research personnel, procurement of equipment, and financial management with adequate autonomy to the Principal Investigator(s) and disseminate research outcomes to stakeholders and the public at large;</p> <p>(f) engage &amp; utilize the services of superannuated active faculty/scientists in research capacity building of talented young minds and promote mobility of researchers across institutions and R&amp;D Labs.</p> <p>(g) act as a liaison between researchers &amp; relevant research funding agencies, extend guidance in preparation &amp; submission of project proposals and post-sanctioning of the grants to oversee adherence to timelines;</p> <p>(h) liaison with the national level sponsoring/funding agencies governmental as well as non-governmental, other educational institutions and research organizations, to seek the opportunity of research and consultancy and will prepare the necessary proposals and will carry out the required follow ups;</p> <p>(i) seek the international collaborations for research and consultancy and will obtain the governmental approval wherever necessary. He will prepare the necessary proposals and will carry out the necessary follow ups;</p>

	<ul style="list-style-type: none"><li>(j) monitor the progress of the research and consultancy projects and will carry out overall coordination to see that the decisions are implemented. He will present the periodic progress to the appropriate authorities of the University;</li><li>(k) organize a research wing to explore the new areas of sponsored research. He shall liaison with various agencies, bodies and industries in this regard and coordinate entrepreneurial activities of students;</li><li>(l) be the nodal coordinator for all the sponsored research and industrial consultancy and prepare a repository of the sponsored research and industrial consultancy completed at the University, and be responsible for information dissemination and promotion thereof at the national as well as international levels for improving the brand value of the University;</li><li>(m) be the overall Coordinator of Design, Innovation and Incubation Centre (DIIC) and community services rendered by the University and responsible for the intellectual property rights and patents related to research and technology transfer at the University;</li><li>(n) perform such other duties as may be assigned by the Board of Management or the Vice Chancellor in this regard.</li></ul>
<p><b>Dean of Infrastructure and Planning</b></p>	<ul style="list-style-type: none"><li>(i) The office of the Dean of Infrastructure and Planning shall be at the University level.</li><li>(ii) The Vice Chancellor may appoint Associate Dean to assist the Dean of Infrastructure and Planning. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Infrastructure and Planning, the Associate Dean will look after the duties of the Dean.</li></ul>
<p><b>Powers and duties</b></p>	<p>The Dean of infrastructure and planning shall:-</p> <ul style="list-style-type: none"><li>(a) be the overall coordinator for the infrastructure planning and construction and maintenance related activities including Civil, Electrical, Mechanical and Digital amenities of the University;</li><li>(b) be the administrative controlling officer of the engineering and maintenance section of the university; prepare the budget requirements related to construction and maintenance activities and provide the same to be included in the annual budget of the University;</li><li>(c) carry out planning of various activities / services / human resource / infrastructure for strengthening the University and its future expansion;</li><li>(d) liaison with State Government or Central Government for generating the infrastructures, and will prepare the necessary proposals and will carry out the required follow ups;</li><li>(e) liaison with various external agencies and donors for generating the infrastructural resources, and will prepare the necessary proposals and will carry out the required follow ups; monitor the memoranda of understanding signed in this regard and will monitor their progress and report to appropriate bodies of the University;</li></ul>

	<p>(f) be responsible for Maintenance of Academic Records, Archiving of Academic Records, digital depository on NAD, updating and up-keeping of the University website and coordinating officer for NAAC Accreditation.</p> <p>(g) be coordinating officer for Space Utilization and establishments related to Environments, allocation and monitoring of commercial establishments in the University.</p> <p>(h) prepare and submit the utilization report of resources generated to the various central and state government and other funding agencies and donors; prepare the plans for utilization of all designated and non-designated donations and shall monitor the progress;</p> <p>(i) Be responsible for planning, procurement, maintenance and smooth functioning of physical and virtual digital infrastructures of the University;</p> <p>(j) perform all such other duties as may be determined by the Board of Management or the Vice Chancellor in this regard.</p>
<p><b>Dean of International Affairs</b></p>	<p>i. The office of the Dean of International Affairs shall be at the University level.</p> <p>ii. The Vice Chancellor may appoint Associate Dean to assist the Dean of International Affairs. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of International Affairs, the Associate Dean will look after the duties of the Dean.</p>
<p><b>Powers and duties</b></p>	<p>The Dean of International Affairs shall: -</p> <p>(a) coordinate all matters relating to welcoming and supporting foreign students throughout their stay at MMMUT.</p> <p>(b) be responsible for the admission of overseas students and disseminate information related to admission process among prospective foreign students through Direct Admission of Students Abroad (DASA), Indian Council for Cultural Relations (ICCR; Ministry of external Affairs); Study in India (SII; Ministry of Education (MoE) program.</p> <p>(c) Liasioning between government of India, overseas institutions, and MMMUT for enabling student's intake, MoUs/MoAs (MMMUT and foreign University), exchange programs (between partner university).</p> <p>(d) be responsible for keeping close association and interaction with foreign diplomats and consular general of India in overseas</p> <p>(e) be responsible for creating supernumerary seats for international students and getting the necessary approval of statutory body/bodies (UGC/AICTE) in accordance with the guidelines/regulations issued by the regulatory bodies from time to time.</p> <p>(f) be responsible for implementation of twining, double and dual programmes in cooperation with UGC and overseas university</p> <p>(g) Generation of demand notes to release fellowship of all overseas admitted students to MMMUT and other financial obligations of foreign students from</p>



	<p>funding agencies and government bodies.</p> <p>(h) be responsible to maintain close Liasoning with national /international companies and research laboratories/organizations and play key role in brand building of the University;</p> <p>(i) be responsible for building relationships with national /international companies to boost the training and placement activities, Institute -academia relationships, HR conclave;</p> <p>(j) perform all such other duties as may be determined by the Board of Management or the Vice Chancellor in this regard.</p>
<b>Dean of Extension, Field Outreach and Alumni Relations</b>	<p>i. The office of the Dean of Extension, Field Outreach and Alumni Relations shall be at the University level.</p> <p>ii. The Vice Chancellor may appoint Associate Dean to assist the Dean of Extension, Field Outreach and Alumni Relations. The Associate Dean (if appointed) shall perform their duties in addition to their normal duties of teaching. In absence of Dean of Extension, Field Outreach and Alumni Relations, the Associate Dean will look after the duties of the Dean.</p>
<b>Powers and duties</b>	<p>The Dean of Extension, Field Outreach and Alumni Relations Shall:</p> <p>(a) provide visionary leadership and planning for University Extension and Field Outreach priorities and alignment.</p> <p>(b) provide leadership for matters relating to all University Extension appointment including managing inter-institutional agreements and building support for revenue sources for University Extension and Field Outreach.</p> <p>(c) represent the University to external stakeholder constituencies and to University Extension and Field Outreach partners.</p> <p>(d) encourage and support development of new evidence-based Outreach programming that addresses emerging issues and opportunities and emphasizes the value proposition and priorities to stakeholders in the University and beyond.</p> <p>(e) prepare and coordinate the detailed plans for extension activities etc. leading resource generation in the University to enrich the corpus fund of the University;</p> <p>(f) procure the necessary permission and shall prepare proposals to issue the necessary certificates for income tax benefits to donors wherever applicable;</p> <p>(g) organize and coordinate the network of the University alumni worldwide and will disseminate the University related information to them and shall receive the feedback from the alumni for short and long-term development and progress of the University;</p> <p>(h) be responsible to raise the funds from alumni for different developmental projects of the University;</p>

	<p>(i) be the overall coordinator for all kinds of resource generation, gifts grants, donations or benefactions, etc. from various sources and alumni relations;</p> <p>(j) be responsible for preparing, Signing and monitoring the memoranda of understanding and will monitor their progress and report to appropriate bodies of the University;</p> <p>(k) have the overall control over the funds provided for the students' welfare and student activities by the alumni and other donors as accepted by the Board of Management;</p> <p>(l) encourage innovation and excellence in University Extension and Field Outreach programming within the University and ensure that University Extension and Field Outreach activities are appropriately assessed in the performance appraisal process of the University and recognized as an important and integral component of departmental responsibilities.</p> <p>(m) be responsible for resolving any legal, financial and other issues pertaining to the smooth functioning of the incubators;</p> <p>(n) be responsible for planning and rendering the various community services for the betterment of livings and economy of the community as the university social responsibility,</p> <p>(o) perform all such other duties as may be determined by the Board of Management or the Vice Chancellor in this regard.</p>
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