

## Roles and Responsibilities of Associate Deans

Sl. No.	Major Areas of responsibility	Details of Responsibilities of Associate Deans (ADs)	Roles of Coordinators with respect to Associate Dean's responsibilities
1	<b>Academic Program</b>	<ul style="list-style-type: none"> <li>• To provide support to the Dean of the faculty to develop and administer the academic programs</li> <li>• Academic support functions of the Academy including international programs in consultation with the Dean/Associate Director-Academics</li> </ul>	-
2	<b>Academic Responsibilities</b>	<ul style="list-style-type: none"> <li>• To provide support to the Dean of the faculty in coordination and promotion of academic proposals, changes, reviews, and other academic matters.</li> </ul>	-
3	<b>Admissions</b>	<ul style="list-style-type: none"> <li>• All admission related issues including final selection to be sent to Associate Dean (AD) for verification</li> <li>• AD to ensure all processes including formation of selection committee, shortlisting, selection procedure and final selection have been done following due procedure by the labs</li> <li>• AD to verify final proceedings of the Selection Committee meeting and forward to Dean for recommendation to the Senate</li> <li>• AD to maintain list of students who have joined the programme along with date of joining</li> </ul>	<ul style="list-style-type: none"> <li>• ADs to be kept in loop in all communication with the Dean related to approval of Selection Committee for Admissions</li> <li>• List of Shortlisted Candidates to be sent to AD for verification</li> <li>• Proceeding of Selected Candidates to be sent to AD for verification that selection procedure has been duly followed</li> <li>• After verification, AD will forward the list of Selected Candidates to obtain Dean's approval before List can be published online</li> <li>• Coordination Office will receive detailed proceedings of Selection Committee from Dean/ AD for obtaining approval of the Senate</li> </ul>

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			<ul style="list-style-type: none"> <li>• Coordination Office to receive list of selected candidates with Dean's approval for hosting of AcSIR website</li> </ul>
4	<p><b>Courses</b></p>	<ul style="list-style-type: none"> <li>• AD to maintain course details of each faculty</li> <li>• To ensure that Course Nomenclature, structure, content are as per AcSIR guidelines</li> <li>• To ensure that standards of courses offered are commensurate with the credits offered</li> </ul>	<ul style="list-style-type: none"> <li>• Coordination Office will hand over Faculty-wise Course Details to respective AD of the Faculty</li> <li>• Any <u>NEW</u> or <u>MODIFICATIONS</u> of Existing Courses are to be communicated to the AD of the respective Faculty only</li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>Introduction of New Courses</b></li> <li>• <b>Modification of Existing courses</b></li> </ul>	<ul style="list-style-type: none"> <li>• All requests for introduction of new courses and modification of existing courses to be sent directly to the AD of the Faculty</li> <li>• AD to ensure correctness of Nomenclature, Structure and Content</li> <li>• AD to forward same to Dean for his recommendation to the Senate Chairman for approval</li> <li>• The approved courses to be forwarded to Coordination office for compilation for Senate ratification</li> </ul>	<ul style="list-style-type: none"> <li>• Proper formats are to be used for proposing new or modifications in courses (enclosed as <b>Annexure A-I and A-II</b>)</li> <li>• <u>The window for submission of new/modifications in course proposals for the August and January sessions are to be communicated to the Ads, strictly maintaining the following timeline:</u> <ul style="list-style-type: none"> <li>○ <u>April 15 to 30 (for the August Session) and</u></li> <li>○ <u>October 15 to 31 (for the January session)</u></li> </ul> </li> <li>• <u>No proposal for NEW or MODIFICATION in courses are to be communicated to the Coordination Office</u></li> <li>• Coordination Office will coordinate with Deans for new/modified courses for obtaining approval of the Senate</li> <li>• The decision of the Senate will be communicated by the Coordination Office to the respective Coordinator</li> </ul>

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6	<b>DAC &amp; Comprehensives</b> <ul style="list-style-type: none"> <li>• Formation</li> <li>• Meetings of DAC &amp; Comprehensives</li> </ul>	<ul style="list-style-type: none"> <li>• To obtain and compile information on DAC for each student enrolled at AcSIR</li> <li>• Compiled data to be forwarded to Coordination office for obtaining approval of Senate Chairman</li> <li>• To ensure with participating labs that DAC meetings are being held following the prescribed schedule</li> <li>• To ensure Comprehensive Examinations are being held following the prescribed guidelines</li> <li>• To compile DAC/Comprehensives reports from various labs in the faculty for approval and onward transmission to the Coordination Office for archiving</li> </ul>	<ul style="list-style-type: none"> <li>• DAC and Comprehensive Board information for students to be sent in a compiled manner to the AD</li> <li>• Timeline for conveying DAC information:               <ul style="list-style-type: none"> <li>○ Within One semester of joining of student</li> <li>○ Latest within One Year of Joining</li> </ul> </li> <li>• To hold DAC meetings for each student following the prescribed guideline and in a timely manner</li> <li>• DAC meetings should be held preferably once in a year</li> <li>• Under NO circumstances, the gap between two DAC meetings should be less than 2 months</li> <li>• Comprehensive Examination to be held in a timely manner</li> <li>• Prescribed format to be used for holding the DAC meetings for each student. Formats (enclosed as <b>Annexure A-III and A-IV</b>)</li> <li>• Coordinators to forward DAC/Comprehensives records to AD within one month of conducting the meeting</li> </ul>
7	<ul style="list-style-type: none"> <li>• <b>Thesis Submission</b></li> </ul>	<ul style="list-style-type: none"> <li>• All grade cards and DAC records are to be sent to AD for verification before submission. AD of the respective faculty will check the following:               <ul style="list-style-type: none"> <li>○ All academic requirements have been fulfilled</li> <li>○ All DAC/Comprehensive have been conducted properly</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Thesis Submission Checklist in the correct format is to be mandatorily submitted with each set of document (enclosed as <b>Annexure A-V</b>)</li> <li>• All documents along with the checklist to be forwarded to the Coordination Office at the following e-mail id:</li> </ul>

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		<ul style="list-style-type: none"> <li>○ Examiners List follow the prescribed format</li> <li>○ Synopsis is in proper format</li> <li>● On satisfactory verification, AD to forward the Synopsis and the List of Examiner and the Publication List to the Dean of the respective Faculty for recommendation</li> <li>● AD will also send back the correct documents to the Coordination Office for records</li> <li>● Dean will forward recommendation to the Coordination Office</li> <li>● Once Coordination Office receives the recommendation of the Dean, they are to proceed with the submission with the Senate Chairman</li> </ul>	<p><a href="mailto:thesis@acsir.res.in">thesis@acsir.res.in</a></p> <ul style="list-style-type: none"> <li>● Coordinator to ensure the following documents are being submitted properly"               <ul style="list-style-type: none"> <li>○ Grade cards including Cumulative Grade card (for 20 credits)</li> <li>○ DAC/Comprehensive Report in correct format having date of the meeting</li> <li>○ List of Examiner in proper format (enclosed as <b>Annexure A-VI</b>)</li> <li>○ Synopsis in proper format</li> </ul> </li> <li>● AD will check whether all required information has been received</li> <li>● Coordination Office will communicate approval of Chairman, Senate for the submission</li> </ul>
8	Faculty of ACSIR	<ul style="list-style-type: none"> <li>● Facilitate the updation of faculty list from the labs belonging to the respective faculty of study</li> <li>● Check the consistency of the faculty names received against any deviation from the approved guidelines</li> <li>● The final list should be communicated to the Academy HQs at least 3 weeks before the scheduled meeting of the Senate for inclusion in the agenda.</li> </ul>	<ul style="list-style-type: none"> <li>● Any request for inclusion/deletion/ updation of faculty list/Adjunct Faculty to be forwarded to AD of respective Faculty</li> </ul>