



## ROLE AND RESPONSIBILITIES

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### HEAD OF THE INSTITUTION [DEAN]

The priority of the DY Patil Deemed to be University is to foster research and deliver impactful pedagogy aligning with the evolving societal needs within the global landscape. It is the Dean's role to ensure this. As an academic leader, the dean is expected to provide leadership in conceptualizing the progressions of the school and devise a roadmap to achieve it. The Dean is responsible for overseeing the functioning of the school, mentoring and supporting faculty members, and attracting suitable persons to teach at the school. The Dean is expected to lead the process of curriculum and pedagogy review at the school.

As a member of the academic council of the University, the Dean should take responsibility for planning various activities such as holding meetings, conferences, and recruitment. The Dean must ensure that the expenses comply with the estimates approved by the University.

The Dean's responsibilities are outlined under three broad categories as listed below:

#### 1. Academic Leadership

- Undertake collective visioning with teaching staff at the school in promoting excellence in teaching, research and administration.
- Be involved in teaching.
- Facilitate the development and adoption of cutting-edge curricula and pedagogy at the school.
- Oversee the implementation of curricula through full-time and hybrid learning programs at the school.
- Advance student learning and student success based on measures of success and outcomes outlined in the curricula.
- Foster an inclusive space for coexistence of diverse and critical points of view among colleagues in the school and facilitate their professional development.

#### 2. Administration

- Ensure a smooth administration of the school with support from program chairs/coordinators and other members of the School including full-time and adjunct teaching staff, visiting faculty members, university offices and administrative staff of the School and the University.
- Provide leadership and in coordination with the other faculty members generate resources and use them effectively to advance the teaching and research mission
- Apply, obtain and maintain necessary accreditation of courses from appropriate statutory and non-statutory (if needed) organizations
- Facilitate and support the processes of the Board of Studies and the Board of Review for various programs at the School.
- Facilitate the appointment/recruitment of faculty members for the School, reviewing their performance and in the functions relating to human resource management.
- Implement, with the help, and support from the teaching staff, an annual review of their performance and feedback of courses taught at the School.
- Appraise the Executive Council periodically on matters relating to academics and administration of the School. Undertake any duties and deliver any other responsibilities assigned by the Vice Chancellor, Chancellor or the Board of Management.

#### 3. Outreach

- Build and strengthen the relationships with the State and Central Governments, Autonomous bodies, other Indian and foreign universities.
- Elevate the visibility and standing of the School and its programs at appropriate international, national and regional forums.
- Develop and nurture a meaningful relationship with alumni of the School.

**TEACHING STAFF**

**PROFESSOR/ADDITIONAL PROFESSOR**

**Teaching:**

- Undergraduate and postgraduate teaching
- Examination duties as examiner and paper setter

**Training:**

- Training of Associate professors, Assistant professor, Lecturers and interns in research and pedagogy.

**Outreach:**

- Build and strengthen the relationships with the State Governments, and Non-Governmental organisations for internships and placements of students.
- Elevate the visibility and standing of the School and its programs at appropriate international, national and regional forums.

**Research:**

- Writing proposals, conducting research, presenting papers.

**Miscellaneous:**

- Take the lead in Organizing Conferences, Workshops and Seminars
- Chair sessions in conferences.
- University responsibilities if any

**ASSOCIATE PROFESSOR**

**Teaching:**

- Undergraduate and postgraduate teaching
- Help prepare schedule of classes and guide junior faculty in taking classes
- Examination duties as examiner and paper setter

**Training:**

- Training of Assistant professors, Lecturers and interns in research and pedagogy.

**Outreach:**

- Build and strengthen the relationships with the State Governments, and Non-Governmental organisations for internships and placements of students.
- Elevate the visibility and standing of the School and its programs at appropriate international, national and regional forums.
- Plan and organize Health awareness sessions.

**Research:**

- Writing proposals, conducting research, presenting papers.

**Miscellaneous:**

- Take the lead or help in Organizing Conferences, Workshops and Seminars
- Chair sessions in conferences.
- University responsibilities if any

**ASSISTANT PROFESSOR**

**Teaching:**

- Undergraduate and postgraduate teaching
- Help prepare schedule of classes and guide lecturers and interns
- Examination duties as examiner and paper setter

**Training:**

- Training of Lecturers, interns and research staff

**Outreach**

- Help set up the field practice area for the school
- Data management
- Elevate the visibility and standing of the school and its programs at appropriate international, national and regional forums.
- Plan and organize community outreach activities

**Research:**

- Writing proposals, conducting research, presenting papers.

**Miscellaneous:**

- Help Organizing Conferences, Workshops and CMEs.
- University responsibilities if any
- Planning of projects and data analysis for conference, journal manuscripts etc.

