



School of Management Sciences

Lucknow

**Code of Conduct
for
Dean Academics**

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(22) The Dean academic affairs shall also take care of the following

- Organize students' feedback and staff appraisal periodically and report the same to the Director.
- Organize Ethics and Culture Program.
- Organize FDPs for the faculty, other than those exclusively meant for the domain area.
- Shall perform any other duty that may be assigned by the Director and involve in all the developmental activities of the institution.

(23) The Dean shall have authority to request for any service from computer lab, library, office or other service centers of the college.

(24) The Dean shall have the right to recommend OD and Leave to the staff in consultation with respective HODs for all eligible examination and other purposes as per College Policy.

(25) The Dean shall have the power to indent stationary requirements of the departments within the sanctioned limit.

(26) The Dean shall have the power to initiate and sign all circulars and announcements relating exclusively to the Department as per the guidelines.

Code of Conduct of Dean Academics

The Dean academic affairs has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of students and enriching the teaching faculty with teaching skill, better communication and with comprehensive and updated knowledge through periodic FDPs, faculty assessments and counseling.

- (1) The Dean Academics of SMS is an ex – officio member of the Academic Council and he / she shall have the right to voice his / her view or opinion in all matters of academic interest as and discussions take place at such levels.
- (2) The Dean shall monitor the functioning of each department under his control, and act as a strong interface between the Director and the HOD / Program Coordinators in implementing policies and programs formulated from time to time for improving the quality and effectiveness of teaching – learning process.
- (3) Dean shall be responsible and accountable for the academic administration of the departments under his control.
- (4) Dean shall be responsible for evolving strategies and action plans involving the concerned HOD for the development and quality improvement of the department.
- (5) The Dean should have a thorough knowledge of the curriculum and syllabi. He should spearhead the introduction of innovative features in the curriculum and initiatives for the periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.
- (6) The Dean shall be responsible for dissemination of Syllabus Changes, Preparation and Circulation of Time-Tables (Class, Room), mid –term examination time-tables and end term laboratory time tables.

- (7) Dean should be fully aware of the various requirements of different courses as per the Affiliating University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the university or other agencies visit the Institute.
- (8) The Dean shall monitor smooth running of the classes and ensure timely completion of syllabus and take corrective actions if required.
- (9) The Dean shall maintain student data required for Student Information at different levels and monitor academic discipline among the students.
- (10) The Dean shall monitor smooth running of the Class tests and ensure timely evaluation of the test answer scripts.
- (11) The Dean is expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.
- (12) The Dean shall act as a true Academic leader, motivate and train the newly recruited members of the faculty. He / she should oversee and monitor the faculty during the lecture hours and give constructive suggestions for their improvement.
- (13) The Dean is jointly responsible for computing the manpower requirements as per work load norms of the department under his control along with the HOD / Program Coordinators and recommend the staff requirement to the Director on an ongoing basis.
- (14) The Dean shall take all possible steps for enriching the quality of academic life by organizing guest lectures, seminars, conferences, symposium, industry visits, and encourage the staff to bring out

publications, and participation in seminars, conferences and workshops by tapping funding source like UGC, AICTE, etc.

- (15) The Dean shall be responsible for effective conduct of EEP & soft skill development programs, Technical training, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.
- (16) The Dean shall be responsible to make periodic assessment of teaching faculty and submit a report with suggestions / remarks to the Director / Academic Council.
Based on the reports, take corrective actions if any for the timely completion of syllabus
- (17) The Dean shall be jointly responsible for library and other requirements of the departments under his control and take necessary steps for providing the same.
- (18) The Dean with the assistance of HODs shall prepare, maintain & consolidate Attendance / Academic Performance of all students for all semesters.
- (19) The Dean shall take necessary action on failed students and absentees.
- (20) The Dean shall complete the Academic audit (twice in a semester) and prepare necessary reports to be submitted to the Director.
- (21) It shall be the responsibility of Dean Academic Affairs to prepare all reports / documents / write-ups that the institution has to prepare for academic / specific purpose or help the Director in all such matters.
- (21) The Dean shall provide inputs for the academic calendar for that includes various co and extracurricular activities like Hobby Club Activities / NSS / Department Symposium / Fresher`s Day / Farewell / Sports Day Activity / Seminar / Workshops etc and its follow up.