

# **Indian Institute of Information Technology Allahabad**

## **Roles, Functions and Responsibilities of *Deans* of Various Institute level Portfolios at IITA**

**Reference: Resolution No. 'R. B-24.08- (a)' in the 24<sup>th</sup> BoG Meeting held on 14<sup>th</sup> Aug. 2023 and Resolution No. 'R. B-32/22-S1' in the 32<sup>nd</sup> BoG Meeting held on 16<sup>th</sup> Sept. 2025**

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### **1. Dean- Academic Affairs (DoAA):**

The Dean-Academic Affairs shall be responsible for the strategic management, effective planning, efficient execution and quality assurance of all academic operations of the Institute within the ambit of Vision, Mission, Academic ordinances and Quality Assurance policies. The DoAA shall ensure academic rigor and sincerity, integrity and curriculum coherence, to be exercised by both the course teacher and student/learner. S/he is expected to provide leadership to the academic unit (the AAA section) for establishing and maintaining an environment dedicated to academic excellence, sincerity and institutional expansion

#### **Duties/Responsibilities of the Dean-Academics Affairs:**

- To ensure strict and inclusive adherence to the academic ordinances as approved by the Senate and the Board of Governors.
- To supervise and streamline the student admissions and enrollments across all UG and PG academic programs offered by the Institute.
- To ensure and oversee the end-to-end student academic life-cycle including registration of students for semester, courses, examinations, timely declaration of result.
- To ensure fair assessment standards for evaluation of students.
- To spearhead planning and execution of convocation ensuring accurate award of medals and degrees.
- To supervise the maintenance of up-to-date academic records of all types of students.
- To conduct course-wise and department-wise 'Results Analysis' at the end of academic semester/year including success rate and academic performance index calculations.

- To establish and maintain a robust, transparent students' feedback framework regarding courses, syllabi, teaching-learning, assessment etc. in coordination with PIC-IQAC.
- To act responsibly for the handling of complaints from students pertaining to academic matters.
- To oversee and approve all matters related to faculty workload/teaching assignments to ensure optimal resource utilization.
- To prepare, review and revise the academic program plans in alignment with the Institute vision, mission and goals in coordination with DoPD and PIC-IQAC.
- To monitor and ensure the implementation of the academic decisions/resolutions made by BoG, Senate, BoS, in coordination with the Competent authority.
- To establish and maintain robust practices for promoting student achievements in co-curricular/extra-curricular activities/events/festivals in coordination with the DoSA.
- To coordinate with DoRI for PhD programs (from admissions to award of degree), research, sponsored projects, incubation and innovation.
- To maintain good working relationships and effective communication among faculty, students and administration
- To undertake any other responsibility/work assigned by the Competent Authority from time to time.

## **2. Dean-Research & Innovations (DoRI):**

The Dean – Research & Innovation (DoRI) shall provide a strategic and executive leadership for the research ecosystem of the institute to ensure that the institute remains at the forefront of scientific and technological advancements. S/he shall be responsible to establish & maintain a culture for intuitive inquiry, cutting-edge research, original discovery and impactful innovation aligning with national priorities, institutes Vision, Mission and goals. The DoRI shall ensure the establishment of a robust framework for translational research, design & development of novel solutions and effective implementation thereof, that supports faculty and students towards contributions to industry and society at large.

### Duties and responsibilities of Dean-Research & Innovations (DoRI):

- To evolve and implement comprehensive research, development and innovation policies/rules aligned with the national mission and global standards,
- To cultivate an enabling research environment that prioritizes cutting-edge ideation, original discovery and impactful innovation with highest academic rigor and ethics.
- To refine institutional standards drawing parallels from peer international and national institutes for competitive research excellence.

- To refine the PhD admission policies and processes to attract top-tier talent while ensuring the selection of research scholars is rigorous and conducive.
- To facilitate faculty and researchers in securing research grants from national and international funding agencies.
- To spearhead creation of strong corpus for research fellowships from diversified sources to support high-impact doctoral/ post-doctoral research
- To establish a streamlined communication mechanism for effective and timely dissemination of government, international, CSR funding avenues to the faculty.
- To act as facilitator for faculty and other stakeholders in navigating the administrative complexities of funding proposals and sponsored research projects.
- To work closely and cordially with Heads of Departments to ensure that the departments research goals align with institute's goals.
- To build and maintain an active network of peer institutes and researchers in India and abroad for joint research programs, research funding from government, nn-government, corporates.
- To develop facilities such as Translational Research Park, research focused Centers of Excellence etc. for impactful research outcomes.
- To undertake any other responsibility/work assigned by the Competent Authority from time to time.

### **3. Dean- Student Affairs (DoSA):**

The Dean -Student Affairs shall be responsible for student experience on the campus balancing the welfare and discipline ensuring a healthy and safe campus life for academic success, professional and personal growth. The core objective of DoSA is the all-round development of students with grounded ethics, high morals and sense of national responsibility.

#### Duties and responsibilities of Dean- Student Affairs (DoSA):

- To develop conducive systems and processes for student activities focusing holistic growth of the students on the campus.
- To supervise the financial management of students' extra/co-curricular activities ensuring fairness and transparency in all facets of functioning.
- To maintain continuous interaction with student community to identify their needs and resolve grievances, if any, establishing a sustained system for physical and mental well-being of students on campus.
- To build and maintain an active communication channel with the parents and organize periodic parent meetings.
- To review and support student-driven clubs, societies and NGOs, evolving long-term developmental plans that align with holistic growth.
- To inculcate core value systems and high morals among students with a pursuit for ethical conduct within and outside campus

- To create awareness regarding national civic duty and sustainable development goals (SDGs).
- To ensure inclusive and accessible facilities with attention towards specific needs of “Divyangjan” students.
- To work in close coordination with Chairman, Council of Wardens (CoW) to improve, maintain ambiance, hygiene in hostels and campus common areas.
- To maintain, improve, develop student-centric infrastructure and design, establish policies & practice for its use.
- To undertake any other responsibility/work assigned by the Competent Authority from time to time.

#### **4. Dean- Alumni & External Affairs (DoAEA):**

The Dean-Alumni & External Affairs (DoAEA) is responsible for developing strategies for lifelong alumni relations and the institute's global outreach. The core objective of DoAEA is to develop win-win collaborations with national and international universities, research laboratories, industries, alumni and other stakeholders for securing resources, funding, expertise and opportunities to enhance institute’s academic and research stature to global standards.

##### Duties and responsibilities of Dean- Alumni & External Affairs (DoAEA):

- To design and implement alumni programs including endowments for “Chair Professor”, partnerships for centre of excellence, funding for research that align with institute’s goals.
- To establish and maintain a comprehensive database of alumni, expert faculty and corporate professionals from reputed organizations for knowledge transfer through sabbaticals and visiting assignments at the institute.
- To coordinate annual activities of IIITA alumni association and its chapters for the benefit of alumni, students, faculty, staff and other stakeholders.
- To develop and promote continuing education programs for professional growth of alumni community
- To collaborate with renowned universities for student exchange, faculty exchange, projects and research
- To identify and cultivate partnerships with industries for collaborative translational research.
- To liaise with the overseas branches of Alumni Association to expand the alumni network and enhance the institute's global footprint.
- To undertake any other responsibility/work assigned by the Competent Authority from time to time.

#### **5. Dean Planning and Development (DoPD):**

The Dean of Planning and Development (DoPD) serves as the executive officer responsible for the multidimensional growth, strategic expansion, and infrastructural

sustainability of the Institute. The mandate involves conceptualizing long-term development proposals and overseeing the execution of all civil, electrical, and essential utility projects to ensure a state-of-the-art environment for academic and research excellence.

Duties and responsibilities of Dean of Planning and Development (DoPD):

- To prepare detailed development proposals for new infrastructure projects, including plans and estimates for civil, electrical, and sanitary works and liaise with work agencies
- Administer all civil and electrical projects, ensuring the quality and timely completion of new constructions and the renovation of existing buildings.
- Oversee the maintenance of essential campus utilities, including power supply systems, internal roads, water supply, air-conditioning, and the aesthetic upkeep of lawns and gardens.
- Maintain and update critical statistical data regarding all institutional plans and projects for periodic reporting
- Lead and coordinate with departments/ sections/ offices to evolve the Institute's annual budget and monitor the utilization of allotted funds.
- Supervise and regulate manpower in critical service domains—including security, housekeeping, and horticulture—in coordination with the Registrar and the Estate Office.
- Coordinate BWC agenda and actions in alignment with institutional goals.
- Assimilate proposals for new academic programs and technical resources in coordination with the Dean of Academic Affairs (DoAA) and Dean of Research and Institutional (DoRI).
- To undertake any other responsibility/work assigned by the Competent Authority from time to time.

**6. Dean- IT & Digital Infrastructure (DoITDI):**

The Dean of Information Technology and Digital Infrastructure (DoITDI) serves as the primary executive responsible for the strategic vision, implementation, and management of the Institute's technological ecosystem. The mandate involves leading the digital transformation of academic and administrative operations, ensuring robust cyber security, and maintaining the cutting-edge ICT infrastructure.

Duties and responsibilities of Dean- IT & Digital Infrastructure (DoITDI):

- Conceptualize, plan and execute developmental proposals for new ICT and digital infrastructure projects, including detailed plans and technical estimates.

- Supervise and administer all diversified ICT projects, overseeing the maintenance, upkeep, and renovation of networking hardware/software, CCTV systems, and intercom services.
- Manage the design, hosting, and security of the Institute's official website and the critical Enterprise Resource Planning (ERP/MIS) systems.
- Implement and monitor comprehensive cyber security measures to protect the Institute's digital assets and data integrity.
- Oversee preparation of annual budget estimates, monitoring ICT projects for the campus-wide digital infrastructure.
- Coordinate with the Registrar's office and other Deaneries to integrate digital workflows and automated systems as mandated by the IIT Act 2014.
- Act as the primary technical advisor to the Competent Authority on emerging technological trends and infrastructure scaling.
- Any other responsibility/work assigned by the Competent Authority from time to time, which is not defined above

## 7. Dean of Faculty Affairs (DoFA):

The Dean of Faculty Affairs (DoFA) serves as the primary executive responsible for the entire lifecycle management of the Institute's human capital. The mandate involves fostering a high-performance academic environment by streamlining recruitment, ensuring equitable career progression, and advocating for the overall well-being and professional success of faculty and staff at all levels.

### Duties and responsibilities of Dean of Faculty Affairs (DoFA):

- Initiate and streamline institutional systems for the recruitment, promotion, and establishment of faculty
- Execute selection and confirmation procedures for diverse academic roles, including **Chair Professors, Visiting/Adjunct Faculty, Distinguished Professors, and Professors-of-Practice**.
- Oversee service conditions, sabbatical leaves, deputations, and retirement benefits, ensuring statutory compliance and administrative efficiency.
- Develop and implement institutional appreciation schemes and excellence awards to incentivize academic and administrative merit.
- Process and recommend applications for permissible leaves, Long-Term Care (LTC), and foreign travel in alignment with Government of India norms.
- Oversee the issuance of Service Certificates and "No Objection Certificates" (NOCs) for passports and other official purposes.
- Coordinate with the **Dean of Academic Affairs (DoAA)** for faculty orientation, teaching excellence awards, and the re-employment of emeritus fellows.

- Work in close coordination with the **Registrar's Office** and the **Establishment Section** to authenticate service records and ensure the integrity of personnel files.
- Collaborate with the **PIC-IQAC** to align faculty performance metrics with national and international ranking standards.
- Evolve and execute structured mentoring and orientation programs for newly recruited faculty members
- Manage grievance redressal mechanisms and adjudicate cases involving potential conflicts of interest with transparency.
- Any other responsibility/work assigned by the Competent Authority from time to time, which is not defined above