The office of the Dean of Student Affairs shall be at University level. 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.

Dean of Student Affairs shall,

(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;

(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;

(c) be responsible for finalising and updating the Fee Structures of various programs, issuing of Fee Structure certificates and Bonafide certificates to the students;

(d) have the overall control over the funds/scholarships provided for the students’ welfare and student activities by the Governments;

(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;

(f) take necessary measures for the functioning or libraries, remedial
(g) continuously prepare and upgrade the plans of students' welfare;

(h) be the main coordinating officer for hostel and mess infrastructure development, implementation of hostel rules and regulations.

(i) be the main coordinating officer related to anti-ragging, anti-women harassment schemes, students' grievances and efforts at the University;

(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;

(k) be responsible for students, Alumni and parents Feedback, Exit Feedback and follow-up of undergraduate and postgraduate students of the university.

(l) communicate with the parents/guardians of a student in respect of any matter requiring their assistance, when necessary;

(m) be responsible for executing the actions taken in respect to the misconduct of the students with the approval of the Vice Chancellor;

(n) perform such other duties as may be assigned by the Board of Management or the Vice Chancellor in this regard.

प्रौ0 वी0 के0 गरी से अपेक्षा की जाती है वे विश्वविद्यालय एवं छात्र हित में विश्वविद्यालय परिनिष्ठाके के अधीन सौंपी जा रही उपरोक्त व्यवस्था के अन्तर्गत अधिष्ठाता छात्र मामले (Dean of Student Affairs) के दायित्वों का निर्वाह करने का कार्य करें।

प्रौ0 ए0 एन0 लिखारी, आचार्य, विद्युत अभि0 विभाग की अधिष्ठाता छात्र मामले (Dean of Student Affairs) के रूप में दिये गये योगदान के लिए उनकी सराहना की जाती है।

ह0/-
कुलसचिव

पृष्ठ0/ मा0/पृष्ठ0/कुस्त0/0/8/0/2023
dिनांक: 8/ दिसम्बर 2023

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः-
01 प्रौ0 वी0 के0 गरी, आचार्य, विद्युत अभि0 विभाग।
02 प्रौ0 ए0 एन0 लिखारी, आचार्य, विद्युत अभि0 विभाग।
03. समस्त अधिष्ठाता/ समस्त विभाृण्यक्ष/ प्ररीक्षा निष्कर्ष/प्राक्तर/समस्त छात्रावास अधीक्षक।
04. वेबमास्टर को वेबसाइट पर उपरोक्तानुसार अपलोड एवं सूचना अद्यतन किये जाने हेतु।
05. वै0स0 कुलपित को माननीय कुलपित महोदय के सादर अवलोकनार्थ।
06. गाइड फाइल।

कुलसचिव