



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

JOB DESCRIPTION

Deans

- The Deans' responsibilities include, but are not limited to:
- Coordinating the development of and implementing the college's Five-Year Vision and Goals Statement;
- Nominating department Heads
- Leading college efforts toward achieving University goals;
- Developing a college budget;
- Managing the fiscal affairs of the respective schools;
- Leading, and coordinating institute strategic planning and curriculum development;
- Supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence instruction, scholarly and creative productivity.
- Leading and coordinating the governance of the institute;
- Leading the processes of college administrator selection and overseeing the processes of faculty retention;
- Coordinating the professional development of college administrators and staff;
- Evaluating faculty and staff;
- Evaluating overall Departmental/School productivity in grants, research, teaching quality
- Providing recommendations to the VC on policies and procedures, especially in the academic area;
- Developing, leading, and encouraging fundraising in support of the institution goals and the goals of its departments and programs, as well as outreach and public service efforts
- Participate in negotiations with the sponsor when technical reports are incomplete, or deliverables are unacceptable
- Approve substantial modification or re-budgeting (including transfers)
- Participate in the collection of outstanding receivables from research sponsors and student fees o Monitor performance of faculty and staff in the school
- Responsible for costs incurred beyond the award amount or for disallowed unauthorized expenditures, as determined by an audit

- Responsible for cost-share shortfalls, both cash and third party in-kind
- Approval of any proposal for any research proposal either from internal funding or from an external agency.