Institute of Human Resources Development
Chackai, Thiruvananthapuram-24
PROCEEDINGS

IHRD – Engineering Colleges- Designation of a senior faculty as Dean in every Engineering College under IHRD - orders issued.

No. IHRD/1107/2024-DC1   **Dated, Thiruvananthapuram, 06.09.2024**

Read: 1.   Decision of the meeting of the Principals of Engineering Colleges under IHRD held 30.11.2023

ORDER

In the meeting of the Principals of all the Engineering Colleges under IHRD held in IHRD (Head Quarters) on 30.11.2023, the Principals unanimously explained the constraints being experienced by them in the discharge of their academic as well as administrative responsibilities in the absence of a built in supportive and assistive mechanism. A suggestion had come up in the meeting for designating one of the senior faculties, who is capable of overseeing the academic activities and assistive to the Principal, in each of the Engineering Colleges, as Dean. As the suggestion was accepted in the meeting, the demand has been examined in detail.

2) As IHRD is hard pressed to explore new realms of academic excellence with novel endeavors for retaining its reputation and avant-garde style of imparting quality education on innovative technologies, it feels that it is high time the Engineering Colleges run by it needed to be revitalized by streamlining their academic activities through diversification and research orientation. IHRD is taking all efforts to retain the hard earned National Accreditation of its Engineering Colleges and to earn National Accreditation to its remaining institutions. Therefore, the above suggestion to have a Dean in every Engineering College seems to be acceptable.

3) In the circumstances, it is ordered with immediate effect that the following faculties in each of the Engineering Colleges under IHRD will be provisionally designated as Dean for supervising and coordinating the academic activities in the College, without detriment to their normal course of duty, under the immediate guidance and control of the Principal. They will also be directly reportable to the Director of IHRD with reference to the progress of their activities as Dean and will send periodical monthly reports in that regard to the Director.

4) The Dean will be entrusted with the responsibility of overseeing academic governance across all programs offered by the institution, as well as the development of both teaching and non-teaching (technical) staff and coordinating institutional accreditation processes. The Dean will facilitate joint meetings of the various academic departments and ensure the implementation of decisions across all departments. Furthermore, the Dean will play a pivotal role in ensuring compliance with accreditation standards and processes from agencies such as the National Board of Accreditation (NBA) and the National Assessment and Accreditation Council (NAAC).
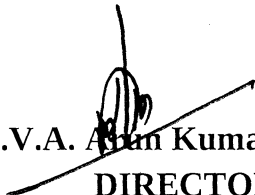
Sl No	Name of College	Faculty designated as Dean
1.	Model Engineering College, Ernakulam	Dr. Rajesh V G, Associate Professor of Mechanical Engineering
2.	College of Engineering, Chengannur	Dr.Nisha Kuruvila, Professor of Electronics Engineering
3.	College of Engineering, Adoor	Dr. John George, Professor of Electrical Engineering
4.	College of Engineering, Kallooppara	Dr. Deepa J, Professor of Electronics
5.	College of Engineering, Karunagappally	Dr. Smitha Dharan, Professor of Computer Engineering
6.	College of Engineering, Kottarakkara	Dr. Ajitha P S, Associate Professor of Mathematics
7.	College of Engineering, Cherthala	Dr. Sarakutty K J, Associate Professor of Mathematics
8.	College of Engineering, Poonjar	Dr. Annie Julie Joseph, Assistant professor of Computer Engineering
9.	College of Engineering, Attingal	Dr. Jisha Raj R, Assistant Professor of Electronics

4) The faculties designated as such shall be entrusted with the following primary duties and responsibilities:
- To form and supervise a timetable committee to manage the scheduling of theory and laboratory courses, ensuring efficient allocation of faculty and resources for smooth operations.
- To monitor the conduct of classes, ensuring faculty adherence to academic regulations, and promote effective teaching practices that align with both university and accreditation requirements.
- To ensure the proper functioning of the evaluation system, maintaining transparency, and incorporate student feedback to improve academic quality in line with university and accreditation norms.

- To collect and analyze student feedback on teaching and course effectiveness, and implement corrective actions to enhance the learning experience in accordance with accreditation standards.
- To oversee the development of teaching and non-teaching (technical) staff, fostering continuous professional growth to meet institutional and accreditation standards.
- To liaise with faculty, mentors, HODs, and the Principal on all student academic matters.
- To serve as a liaison with relevant professional associations and state/national regulatory and accrediting agencies, ensuring the institution's academic programs meet NBA and NAAC criteria.
- To organize and facilitate faculty meetings to ensure the timely implementation of decisions regarding course syllabi, regulations, and program structures in line with accreditation guidelines.
- To actively contribute to institutional committees, integrating academic and accreditation perspectives into decision-making processes.
- To ensure compliance with academic policies, rules, and regulations by all faculty members, maintaining academic integrity and quality as required by accreditation bodies.
- To fulfill additional responsibilities as assigned by the IHRD and Institution Head from time to time.

Revised orders in detail will be issued later in this regard.

Dr.V.A. Anen Kumar
DIRECTOR

To,
1. All Principals of Engineering Colleges
2. Coordinators of Engineering Colleges
3. Administrative Officer
4. Financial Consultant
5. Finance Officer
6. Accounts Officer
7. All Section Superintendents in IHRD (HQ).
8. P.A to Director
9. I T Division
10. Stock File / Office Copy