



# DELHI TECHNOLOGICAL UNIVERSITY

Established under Govt. of Delhi Act 6 of 2009  
(Formerly Delhi College of Engineering)  
BAWANA ROAD, SHAHBAD DAULATPUR, DELHI-42

No. F.DTU/IRD/Appointment/2021/01

Date: 22.01.2021

## NOTIFICATION

In exercise of the powers conferred under sub-section (1) of Section 23 of the Delhi Technological University Act, 2009 (Delhi Act 6 of 2009), the Board of Management of Delhi Technological University in its 40<sup>th</sup> meeting held on 22.01.2021 vide agenda number 40.4 approved the guidelines for appointment of Associate Dean/Associate Director/Associate Head in Delhi Technological University. The guidelines are as under:

### **Guidelines for Appointment of Associate Dean/Associate Director/Associate Head in Delhi Technological University**

With an aim to promote distributed leadership, the university appoints an Associate Dean/Associate Director/Associate Head at various functional clusters and academic departments in the university. The major responsibility of an Associate Dean/Associate Director/Associate Head is to support the Dean/Director/Head of Departments in various administrative, academic and research endeavors.

#### **Definitions:**

- i. **"Department"** means a department of studies of the university including training and placement.
- ii. **"Functional Cluster"** means Industrial research & development, undergraduate studies, post graduate studies, student welfare, alumni affairs, continuing education, outreach and extension activities, international affairs, student discipline and such functional clusters created to deal with such other aspects as the Board of Management deems it necessary.
- iii. **"Dean"** shall be the head of the functional cluster assigned to him and shall be responsible for the conduct and maintenance of the standards of the work in the functions assigned to him.
- iv. **"Director"** shall be the head of the administrative unit created for specific purpose such as Internal Quality Assurance Cell (IQAC), Human Resource Development Centre (HRDC), Equal Opportunity Cell, Recruitment, Centre for Competitive Examinations and such administrative units created to deal with such other aspects as the Vice Chancellor deems it necessary.
- v. **"Head"** means head of department.
- vi. **"University Teacher"** means Professor, Associate Professor, and Assistant Professor working in the university.

### **Appointment of Associate Dean**

- (1) There shall be an Associate Dean appointed to support the Dean of functional cluster of the university.
- (2) Every Associate Dean shall assist the Dean in respect of such matters as may be specified by the Dean in this behalf from time to time and shall perform such functions as may be delegated by the Dean.
- (3) In any functional cluster, there shall not be more than one Associate Dean.
- (4) Terms and Conditions for appointment of Associate Dean

#### ***A. Eligibility***

The administrative appointment shall be made from the university teachers currently working in academic departments as Professor/Associate Professor.

#### ***B. Procedure of Appointment***

The Vice Chancellor shall appoint an Associate Dean in consultation with respective Dean of the functional cluster.

#### ***C. Term of Appointment***

The term of the Associate Dean shall be co-terminus with the tenure of the respective Dean of the functional cluster.

- (5) When the Dean is on leave by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by the Associate Dean.

### **Appointment of Associate Director**

- (1) There will be one Associate Director appointed to support the Director of an administrative unit of the university.
- (2) Every Associate Director shall assist the Director in respect of such matters as may be specified by the Director in this behalf from time to time and shall perform such functions as may be delegated by the Director.
- (3) In any administrative unit, there shall not be more than one Associate Director.
- (4) Terms and Conditions for appointment of Associate Director

#### ***A. Eligibility***

The administrative appointment shall be made from the university teachers currently working in academic departments as Professor/Associate Professor.

#### ***B. Procedure of Appointment***

The Vice Chancellor shall appoint an Associate Director in consultation with the respective Director of the administrative unit.

#### ***C. Term of Appointment***

The term of the Associate Director shall be co-terminus with tenure of the respective Director.



- (5) When the Director is on leave by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by the Associate Director.

#### **Appointment of Associate Head**

- (1) There may be an Associate Head to support the Head of Department of the university.
- (2) Associate Head shall assist the Head of Department in respect of such matters as may be specified by the Head of Department in this behalf from time to time and shall perform such functions as may be delegated by the Head of Department.
- (3) In any academic department, there shall not be more than one Associate Head.
- (4) Terms and Conditions for appointment of Associate Head

##### ***A. Eligibility***

The administrative appointment shall be made from the university teachers currently working in the respective department as Professor/Associate Professor.

##### ***B. Procedure of Appointment***

The Vice Chancellor may appoint an Associate Head in consultation with respective Head of Department of the university depending upon the size, disciplines and functional requirements of the department.

##### ***C. Term of Appointment***

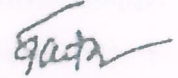
The term of the Associate Head shall be co-terminus with the tenure of respective Head of the Department.

- (5) When the Head of Department is on leave by reason of illness or any other cause, unable to perform the duties of the office, the duties of the office shall be performed by the Senior Professor/Associate Head (if Professor) as decided by the Head of Department. However, the charge may be given to Associate Professor provided there is no Professor in the department. If the Head of Department is on leave for more than 7 days, then Vice Chancellor shall appoint an officiating Head of the Department.

In addition to above, training and placement department shall have one Associate Head keeping in view its specialized nature of work.

***Expiry of Term of Associate Dean/Associate Director/Associate Head:*** The term is co-terminus with the respective Dean/Director/Head of the Department. However, term may be shortened by the Vice Chancellor in consultation with the respective Dean/Director/Head of the Department.

**Power to remove difficulties:** If any difficulty arises in giving effect to the provisions of these guidelines, the Vice Chancellor may make such provisions, not inconsistent with the provisions in these guidelines, as appear to be necessary or expedient for removing the difficulty.



(Prof. Samsher)  
Registrar

Copy to:

1. PS to the Hon'ble Vice Chancellor, DTU for kind information
2. All Deans
3. Registrar, DTU
4. Dean IRD
5. Associate Dean, IRD
6. All HoDs
7. Head Computer Centre with a request to upload on website
8. Guard File