



सत्ये स्थितो धर्मः

National Law University Odisha

(established by Odisha Act IV of 2008)

Prof. (Dr.) Rangin Pallav Tripathy
Registrar

No.: NLUO/ACAD/19994/24
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NOTIFICATION

Roles and Responsibilities of Administrative Functionaries

A need has been felt for providing clearer documentation of the roles and responsibilities of the various administrative functionaries in the University in order to facilitate smoother resolution of various matters wherein staff and students have definitive understanding of the appropriate functionary to approach in relation to specific matters.

In furtherance of the same and pursuant to the directions of the Vice-Chancellor, the following is the notification regarding broad and inclusive roles and responsibilities of various functionaries in the University. This enunciation of responsibilities in this notification is inclusive in nature and not exhaustive.

Dean Academics

Dean Academics along with other members of Academic Coordination Committee shall handle academic matters in the University concerning UG and PG degree programmes other than the Ph.D. degree programme. The Dean (Academics) shall report to the Vice-Chancellor. For any matter concerning financial decision, the matter shall be routed to the Vice-Chancellor through FO and Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Dean (Academics) shall include the following;

1. Finalizing the courses to be offered in each semester
2. Allotment of courses to faculty members
3. Determining the requirement of visiting/guest faculties
4. Notifying the Academic Calendar of the University
5. Formulating the Credit Transfer Policy of the University
6. Deciding on the scheme of evaluation in different courses
7. Deciding on the deadlines for project submissions and viva-voce

8. Preparing the time-table with the aid of the Examination Department
9. Resolving academic issues or grievances of students and teachers
10. Maintaining record of feedback of faculty members
11. Supervising the organizing of academic events in the University
12. Forwarding Authority for leave applications of faculty members

Controller of Examinations

Controller of Examinations, along with other members of Examination Committee shall handle all examination related matters in the University concerning UG and PG degree programmes. For the Ph.D. degree programme, the Controller of Examinations shall extend such assistance to the Dean (RIC) as may be necessary from time to time. The Controller of Examinations shall report to the Vice-Chancellor. For any matter concerning financial decision, the matter shall be routed to the Vice-Chancellor through FO and Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Controller of Examinations shall include the following;

1. Supervising the functioning of the Examination Department.
2. Finalizing the schedule of examinations
3. Allotment of invigilation duties
4. Formulating and implementing policy on exemption from examinations
5. Coordinating the moderation of question papers in consultation with the Dean (Academics)
6. Implementing the Credit Transfer Policy of the University
7. Maintaining record of Value-Added Courses and Credit Courses
8. Maintenance of attendance records of students
9. Allotment of optional subjects to students

Dean, RIC

Dean (RIC) along with other members of the Research and Internationalization Committee shall supervise the Ph.D. Degree Programme of the University and shall work towards promoting research activities in the University. The Dean (RIC) shall report to the Vice-Chancellor. For any matter concerning financial decision, the matter shall be routed to the Vice-Chancellor through FO and Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Dean (RIC) shall include the following;

1. Implementing the Seed Funding Policy of the University
2. Implementing the Publication Incentive Scheme of the University
3. Implementing the Travel Grant Policy of the University
4. Maintaining record of research grants received by the University
5. Maintaining record of consultancy grants received by the University or by faculty members
6. Maintaining record of activities of Research Centres of the University
7. Supervising the Ph.D. Degree Programme of the University
8. Constituting the Editorial Boards of Journals published by the University

Director, IQAC

The Director (IQAC) shall coordinate the activities of the Internal Quality Assurance Cell as constitutes under norms prescribed by NAAC. The Director (IQAC) shall report to the Vice-Chancellor through the Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Director (IQAC) shall include the following;

1. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC
2. Preparation and submission of the Self Study Report (SSR) as per guidelines and parameters of NAAC
3. Preparation and Submission of such other information or documents as may be mandated or requested by NAAC from time to time.
4. Preparation and submission of data required for NIRF.
5. Preparation and submission or reports and information for such other accreditation or ranking purposes as may be decided by the University from time to time.
6. Communication of NAAC parameters and benchmarks to concerned stakeholders in the University
7. Periodical conduct of Academic and Administrative Audit as required by NAAC.
8. Regular conducting of IQAC meetings and maintaining of records

Proctor

The Proctor along with other members of the Proctorial Board, shall be in charge of maintaining overall discipline on in the University amongst students. The Proctor shall report to the Vice-Chancellor through the Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Proctor shall include the following;

- a. Implementation of the Proctorial Board Rules of the University
- b. To conduct hearings on allegation of misconduct and pass such orders as may be appropriate
- c. To oversee the implementation of orders issued by the board/ University administration.
- d. To initiate suo-moto action for compliance of the University rules.
- e. To initiate such measures as may be necessary for compliance with the decision of the Proctorial Board.
- f. To maintain overall discipline during flagship University events.

Chief Warden

The Chief Warden, along with Deputy Wardens and Resident Wardens, shall be in charge of hostels maintained by the University. The Chief Warden shall also be the *ex-officio* Chairperson of the Hostel Disciplinary Committee. The Chief Warden shall report to the Vice-Chancellor through the Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Chief Warden shall include the following;

1. Overall maintenance of infrastructural facilities in the hostels
2. Allotment of rooms to the students
3. Maintaining overall discipline in the hostels
4. Deciding on disciplinary orders as Chairperson of the Hostel Disciplinary Committee

Director Student Welfare

The Director, Student Welfare shall endeavour to facilitate a supportive and enriching campus environment that fosters the personal, academic, and emotional growth of students at NLUO. The Director, Student Welfare shall report to the Vice-Chancellor through the Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the Director, Student Welfare shall include the following;

1. Supervising the organization of non-academic events in the University
2. Supervising the functioning of various Student Committees
3. Establishing mentorship programs that connect students with faculty, alumni, or peers to offer guidance and support in academic and personal development.
4. Ensuring proper counselling and support services to be in place for students facing academic, personal, or emotional challenges.
5. Establishing a proper system in place for registration of student grievances and act as a focal point for addressing student grievances, ensuring timely resolution and maintaining a fair and transparent process for dispute resolution.
6. Working towards creating an inclusive and diverse campus environment where students from all backgrounds feel welcome and valued.
7. Overseeing the overall well-being of the students in the university by collaborate with the relevant health professionals and organizations to promote physical and mental well-being among students through workshops, awareness campaigns, and access to healthcare resources.
8. Assisting students in their career planning, job placements, and internships by organizing career fairs, workshops, and networking events.

RCC Coordinator

The RCC Coordinator shall be responsible for providing logistical support to each RCC batch of the University. The RCC Coordinator shall report to the Vice-Chancellor through the Registrar.

Other than any such responsibilities which may be assigned from time to time, the responsibilities of the RCC Coordinator shall include the following;

1. Supervising the constitution of RCC in various degree programmes of the University such as 5 Year Integrated Law, 3 Year Law and LL.M
2. Facilitating election of office bearers in various RCC batches
3. Facilitating formulation of bye-laws for each RCC batch
4. Providing support to the RCC in securing placements for the batch and seeking Assessment Internship opportunities
5. Providing support to the RCC in contacting prospective recruiters
6. Maintain internship records of all students applying through Internship committee
7. Organizing Job Talks, CV Drafting Courses, Mock Interviews, Up skilling Courses
8. Coordinating with industry professionals for offering Value Added Courses and Credit courses
9. Scrutinizing of all exemptions for assessment internships as per Internship policy approved by Academic Council
10. Providing logistical support for campus interviews
11. Maintaining record of all placements secured through the RCC
12. Maintaining record of all placements secured by the students of NLUO, regardless of whether they were members of RCC Batch.



(Registrar)

- C.C. To:
- 1) Office of the Vice-Chancellor for kind information
 - 2) Staff Members, NLUO Odisha

Registrar
National Law University, Odisha