



Shri Lal Bahadur Shastri National Sanskrit University
(Central University)

B-4, Qutub Institutional Area, New Delhi-110016

F1(322)/LBSV/Admn./2017/330

Dated: 16.07.2024

OFFICE ORDER

In Pursuant to the University office order no. F.1(322)/LBSNSU/Admn./Estt(T)/2023/1589 dated 19.03.2024, Prof. Bhagirath Nanda, Professor (Sahitya) has been assigned the charge of the Dean Academic, in addition to his existing duties. The Competent Authority is pleased to notify the functions and duties of Dean Academic, as follows:-

- (a) The Dean Academic is to supervise the academic activities of the University including designing new Academic Programmes in coordination with the departments. He shall coordinate and monitor the proper conduct of Research Programmes. He shall promulgate Academic Calendar.
- (b) The Dean Academic shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.
- (c) The Dean Academic is to supervise the admission of students to various Programmes offered by the University. At the time of admission, ensure that a signed declaration from every student to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University, is obtained.
- (d) The Dean Academic shall ensure for approval of the schemes and syllabus of new programmes, revision of the existing programmes, approval for eligibility and admission criteria for various programmes of the university for inclusion in the Admission Brochure of the University.
- (e) The Dean Academic is to supervise the conduct of Guest Lectures, Seminars, Workshops, Curricular, Co-Curricular, Extra-Curricular activities etc. in the University.
- (f) The Dean Academic shall be entitled to be present at, and address, any meeting of School Board or Board of Studies, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (g) He shall arrange for Scholarships and Merit Awards to the students.
- (h) The Dean Academic shall be responsible for issuance of Academic Certificates to the students like NET Exemption/Ph.D course compliance and equivalence certificates etc., resolving issues pertaining to all academic matters of students for their academic/professional pursuits in India or abroad.
- (i) The Dean Academic shall be responsible for preparation of agenda of Academic Council and Notification of the yearly Academic Calendar.
- (j) When the office of the Dean Academic is vacant or when the Dean Academic is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (k) He shall also perform such duties and functions as may be assigned to him from time to time by the Vice-Chancellor.
- (l) He shall provide all necessary data/information related to the Academic Functioning of the University, as and when required.
- (m) He will be incharge of Academic Section of the University.

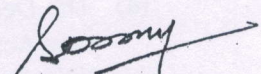
This issues with the approval of the Competent Authority.

Prof. Bhagirath Nand,
Dean Academic & Professor Sahitya
SLBSNSU, New Delhi

Registrar (I/C)

Copy for information to:-

1. All Dean/HOD
2. Executive Engineer
3. Deputy Registrar(A/C & Dev)
4. Deputy Registrar(Exam & Acad)
5. All Assistant Registrar
6. All Unit Incharges/Section Officer's
7. System Administrator (Computer Centre) is requested to place this Office Order on the website of the University for information to all concerned and the information may also be sent on WhatsApp groups of the University.
8. P.S to V.C/Registrar/F.O
9. OSD to VC Office
10. Research-cum-Statistical Officer
11. Public Relationship officer
12. Office Order File


Registrar (I/C)

for n.a.pls
Sh. Saehin
19/07/24