

# MANAV RACHNA UNIVERSITY

Estd. vide Haryana Act no.26 Of 2014  
(Formerly Manav Rachna College of Engineering)  
Sector 43, Aravali Hills, Faridabad.


F.No. MRU/OM-OO/Vol.III/2019/1203

Dated: 08.04.2021

## OFFICE ORDER

The Competent Authority is pleased to assign Prof. Haider Abbas, duties and responsibilities of Associate Dean, Faculty of Applied Sciences with immediate effect until further orders. He shall:

- (a) Coordinate with the Dean, Faculty in assigning the teachers in the department such duties as may be necessary for the proper functioning of the Faculty.
- (b) Report the academic initiatives taken by the departments and ensure updation of syllabus from time to time as per guidelines of the regulatory bodies.
- (c) Be responsible for promotion, development & growth of research in the departments under the faculty along with the respective in charges under overall supervision of the Dean, Faculty.
- (d) Be responsible for Planning, implementing and administering admissions policies and procedures.
- (e) Ensure promotion of different area's of excellence and involve in the image building of the departments as per policy of the Faculty/University.
- (f) Organize workshops and other such events in the departments.
- (g) Be responsible for networking with other professional institutions of Delhi & NCR.
- (h) Create content related to admission, assigning responsibilities to faculty and staff for admission process.
- (i) Ensure departmental preparation for visits of regulatory bodies-BCI, AICTE and UGC.
- (j) Coordinate with teams for NAAC preparation.
- (k) In the absence of, Dean, Faculty, the associate dean shall convene and preside over the meetings of Board of faculty of the Applied Sciences.
- (l) Take initiatives regarding online certification courses.
- (m) Perform such other duties as may be assigned by the Dean of Faculty.

  
(Dr. K. Singh)  
Registrar

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Dated: 08.04.2021

### Copy to:

1. PS to Chancellor for kind information to Hon'ble Chancellor.
2. PS to VP for kind information to Hon'ble Vice President.
3. PS to VC for kind information to Hon'ble Vice Chancellor.
4. All the Deans & HoDs
5. Registrar, MREI/Director (Admin)
6. CF & AO/GM (Purchase, Audit, Inventory)
7. DR (Admin) & Dy. Registrar (Acad.)
8. Sports officer cum Manager, Operations

  
(Dr. K. Singh)  
Registrar