

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

Norms for providing Associate Head and Associate Dean in Academic Departments/ Faculties of the University

Preamble:

MRU (First) Statutes, 2015 provides that the university should have Faculties and Departments for smooth and effective academic and administrative governance. It further provides that each faculty shall be headed by the Dean and the departments shall be headed by the Head of the Department (HoD). The power to appoint the Deans and Hods lies with the Vice chancellor. There is no provision to provide Associate Head /Associate Dean in any of the department.

The University through the administrative orders have created the position of the Associate Head/Associate Dean and provided to Academic Departments/Faculties with intention to strengthen the administrative governance in the departments. It was with sole purpose to create future academic leaders, who could be assigned with the responsibility of Headship in due course but it has been experienced from the past that faculty members assigned with the responsibility has not been responding in a manner as was expected from them rather posing administrative problems not only to HoDs/ Deans but also to administrative authorities which is defeating the very purpose of providing the Associate Head in academic depts.

To do away such issues, it has been decided that a Standard Operating Procedure shall be developed for considering such request from the Academic Departments in future, which will help in eliminating the issues mentioned above thus, reducing the difficulties of the University Authorities. Accordingly, following norms are laid for the purpose:

1. It is prerogative of the university to provide on its own Associate Head /Associate Dean or consider such request of the Depts./Faculties on merit and take a view on it considering the need and size of the department in terms of enrollment of students in all the programs/Faculties.
2. Academic Departments which have students enrollment of at least 70 % in all the UG & PG programs excluding Ph.D. Programs shall be entitled for seeking Associate Head that too when such a requirement shall be submitted by the HoD of that department.
3. Associate Head/ Associate Dean appointed should have the understanding of system and have an attitude for such work.
4. Associate Dean shall be appointed by the Vice Chancellor from amongst the Professor/Associate Professors on specific request of the Dean of the Faculty in administrative interest of the Faculty.

5. Associate Head shall be appointed by the Vice Chancellor from amongst the faculty members of the department concerned on receipt of request/ recommendation from the Head of the Department. .
6. Associate Dean shall function at pleasure of the Vice Chancellor.
7. Associate Dean shall perform the functions as assigned by the Dean Faculty from time to time.
8. Associate Head shall perform such functions as assigned by the HoD. The faculty appointed in the position shall assist the HoD in academic and administrative governance.
9. There shall be no remuneration for this additional responsibility.
10. Dean of the Faculty / HoD may recommend removal of Associate Dean/Associate Head as applicable if his /her conduct/behavior and activities are found to be detrimental to the interest of the Faculty / Department.

For Manav Rachna University

Sd/-  
Registrar