Job Roles of Prof. Ranjeet Singh Tomar, Dean Academics

Scope:
Both campuses

Roles:

1. Assimilating Indian Knowledge Systems (IKS) in the Curriculum and its Implementation

Objective: Integrate IKS into the university's curriculum, ensuring its effective delivery and evaluation.

Process:

- **Credit Allocation:** Ensure 2 credits are allocated to IKS in each year across all programs.

- **Learning Assessment:** Monitor student learning based on:

    o (i) Attending designated IKS courses.

    o (ii) Participating in scheduled IKS programs.

- **Effectiveness Monitoring:** Regularly assess the impact of IKS integration on student understanding and program outcomes.

- **Feedback Collection:** Obtain feedback from students on IKS content and implementation twice weekly.

- **Course Cluster Development:** Strengthen the IKS course cluster, reviewing and updating the content each semester.

- **Attendance Management:** Implement attendance tracking for IKS programs using face recognition devices.

- **Reflection and Evaluation:** Ensure students submit reflections or takeaways from IKS programs to Deans, HoDs, or Coordinators, and ensure these submissions are evaluated.

- **Annual Conference/Seminar:** Organize a yearly conference or seminar focused on IKS to foster engagement and enhance knowledge sharing.

Outcome: Establish a robust and responsive IKS curriculum that enriches students' understanding and appreciation of indigenous knowledge systems.

2. Incorporating Artificial Intelligence (AI) in University Programs

Objective: Facilitate the integration of AI across disciplines to enhance learning, ethical use, and domain-specific applications.

Process:

- **AI Curriculum Integration:** Ensure AI elements are incorporated into relevant courses across all programs.

- **Effective Delivery:** Monitor and support the effective delivery of AI-related content, ensuring it aligns with the university's educational standards.

- **Competitions and Engagement:** Encourage Deans, HoDs, and Coordinators to organize regular competitions focused on the ethical and innovative use of AI within their disciplines.

- **Expert Lectures:** Arrange for guest lectures from AI experts in various fields to broaden students' perspectives on AI applications.

Outcome: Cultivate a forward-thinking educational environment that equips students with foundational AI knowledge and ethical competencies relevant to their fields.

3. Monitoring Curriculum Management and Compliance

Objective: Ensure that updated syllabuses are consistently maintained on Prabandh, aligned with NAAC guidelines, and meet quality standards.

Process:

- **Syllabus Upload and Review:** Verify that updated syllabuses are uploaded on Prabandh for all programs.

- **Inconsistency Flagging:** Identify and report any discrepancies or inconsistencies in syllabus uploads.

- **Timely BoS Conduct:** Ensure that Board of Studies (BoS) meetings are conducted as per the scheduled timeline.

- **SOP Compliance:** Oversee adherence to the SOP for preparing BoS minutes and syllabus development.

- **Regular Syllabus Updates:** Ensure that syllabuses are reviewed and updated in alignment with NAAC guidelines to maintain compliance with quality benchmarks.

Outcome: Maintain a systematic and compliant curriculum management process that upholds the university's commitment to academic quality and continuous improvement.

Compliance and Monitoring:

Prof. Ranjeet Singh Tomar will maintain a record of activities, including curriculum updates, feedback, and program evaluations, for review by university administration. A comprehensive report on the above activities shall be submitted every three months to the Vice Chancellor.

4. Principal Coordinator for University Signature Events

Objective: Oversee the planning, organization, and management of all major University events, including the Convocation and Pre-Academic Conclave, ensuring smooth execution, adherence to discipline, and alignment with institutional goals.

Process:

- **Event Planning and Coordination:** Lead the planning and execution of signature events, collaborating with department heads and event organizers to ensure thorough preparation, resource allocation, and seamless event flow.

- **Discipline Management:** Establish and maintain discipline protocols for participants and attendees, ensuring decorum throughout each event.

- **Smooth Event Conduction:** Implement strategies for efficient event management, troubleshooting potential issues in real-time to ensure smooth proceedings.

- **Attendance System Development:** Develop a systematic approach to track attendance at each signature event, incorporating attendance data collection methods (e.g., digital registration, face recognition).

- **Credit Allocation Support:** Create mechanisms to track and document student and faculty attendance, providing each department with verifiable records that can be used to allocate earned credits for participants as part of the University's credit-based evaluation system.

Outcome: Establish a cohesive, efficient system for managing University signature events, ensuring that they are well-planned, smoothly conducted, and that all participants adhere to disciplinary standards. An integrated attendance-tracking system will also support departmental credit allocation processes.

Compliance and Reporting: All the event data, including attendance and participation records, are compiled and reported to relevant departments and the Vice Chancellor's office as needed for credit allocation, event analysis, and discipline evaluation.