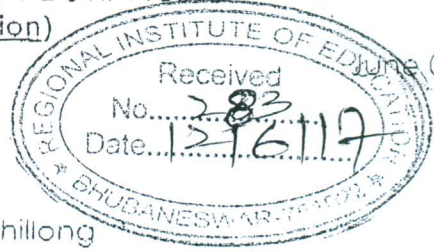


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No.F.12-1/2017/RIEFA
National Council of Educational Research and Training
Sri Aurobindo Marg, New Delhi-110016
(RIEFA Section)



June 08, 2017

To

The Principal
Regional Institute of Education
Ajmer/Bhopal/Bhubaneswar/Mysore/Shillong

Sub: Institution of a position of Dean (Research) in the Regional Institute(s) of Education- reg.

Dear Sir,

For strengthening research in NCERT constituents, the position of the Dean, Research in RIEs has been created along with the existing position of Dean of Instruction, who is responsible for looking after academic activities of the Institute.

After careful consideration, the Council is pleased to finalise the functions of the Dean (Research) as well as Dean of Instruction in each Regional Institute of Education attached in the Appendix 'A'.

The Council is further pleased to appoint the following members of the faculty as the Dean, Research in their respective Institutes:

RIE, Ajmer	Prof. Nagendra Singh
RIE, Bhopal	Prof. Ramesh Babu
RIE, Bhubaneswar	Prof. B.N. Panda
RIE, Mysore	Prof. C.G. Venkatesh Murthy
NERIE, Shillong	Prof. Balaida R Dakar

The position of Dean, Research does not carry any remuneration and the officers concerned will look after the functions attached to the assignment in addition to their duties in the Institute.

The terms of assignment will be for a period of three years from the date of issuance of this letter or superannuation whichever is earlier.

This issues with the approval of Director.

Encl: as stated.

R.K.Narula
13/06/17

(R.K.Narula)
Under Secretary

Copy to:-

1. Heads of all Institutes/ Departments/ Divisions/Cells of NCERT
2. Persons concerned
3. PS to Director, Joint Director and Secretary

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Appendix-A

Role and functions of Dean, Research and Dean of Instruction

(A) Dean - Research

- Strengthening research potential ensuring capacity building on research amongst faculty of the Institute including DM School by way of providing environment conducive for research in the Institute, conducting capacity building programmes on research methodology and extending research support.
- Facilitating State Coordination Committee meetings in States and consolidating states needs with regard to academic programmes at the Institute level.
- Encourage faculty to engage in major projects (at the state/UTs/National) and facilitate its conduct by ensuring coordination within the research team.
- Dissemination and implementation of good research practices across the faculty, suggesting prospective (major) areas of research that the faculty may undertake and facilitating conduct of research in some of the areas.
- Organising regular activities such as discussion forum, lectures, seminars for strengthening elements for research especially in the area of school education and teacher education.
- Scrutinising each research programme proposals submitted by the faculty for approval of PAC using the prescribed Evaluation Performa before the commencement of DAB/IAB.
- Monitoring periodically the progress of PAC approved research projects and organising in-house presentation of the findings of the research studies and ensuring dissemination of the study findings after finalisation of the report.
- Work collaboratively with other Deans and Heads to establish and maintain national and international recognition of the Council as a centre of excellence in research in the area of school and teacher education.
- Undertake any other activities assigned from time to time by the Council/ MHRD.

(B) Dean of Instruction

- Engaging faculty, staff and students in discussions of all important academic issues and assuring a positive, high-quality working environment.
- Providing guidance to students in choice of courses, handling adjustment issues, creating academic environment and encouraging them for improved performance in diversified areas of activities.
- Initiating dialogues for improving evaluation procedures, facilitating in resolving academic problems, sharing best practices and related learning experiences, organising academic discourses for improved academic environment in the institute.
- Preparing timetable, conducting examinations, consolidating students' results, monitoring students attendance, communicating students progress reports, organising students' welfare activities, fostering discipline in the institute.
- Preparation/ compilation of document/ write-ups on issues desired by the Institute/ Council/ MHRD/ from time to time.
- Evaluating the training programmes of the faculty members approved by PAC before its conduct using the Evaluation Performa developed for the purpose.
- Playing a key oversight role in accreditation, programme review and other processes that are important for continuous improvement of the Institute/Council.
- Assuring coordination of all workings of the Institute/ Council, Universities and other agencies.
- Supervising and monitoring the academic activities of the DM Schools.
- Undertake any other activities assigned from time to time by the Council/ MHRD

Dean of Instruction in RIEs shall also look after the roles and responsibilities of Dean, Academic.