

**NATIONAL INSTITUTE OF AYURVEDA**  
**Deemed to be University**  
**Dean (Ph.D.) Office**

Sr.No.F1/2022/NIADU/ 1478-86


Date : 01/11/25

**OFFICE ORDER**

It is notified as per the directions in pursuance of the recommendations made by the 11<sup>th</sup> meeting of the Academic Council vide Agenda Item No. AC 11.9 dated 30.09.2025.

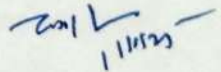
The Academic Council reviewed and approved the detailed Roles & Responsibilities of Dean and Associate Dean of Ph.D. Programme as proposed for respective faculty.

Attached herewith- copy of Roles & Responsibilities for Dean (Ph.D) and Associate Dean

  
11/11/25  
**Dean (Ph.D.)**

Copy to :-

1. Vice Chancellor
2. Registrar I/C
3. All HOD
4. All Deans
5. Controller of Exams
6. Joint Director
7. Deputy Director
8. Academic Section
9. Notice Bdoard

  
11/11/25  
**Dean (Ph.D.)**



# OFFICE OF DEAN PHD

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University

Ministry of AYUSH, Govt. of India

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Email: dean\_phd@nia.edu.in



## DRAFT OF

### **Roles and Responsibilities for Dean (PhD) and Associate Dean (PhD)**

**Title:** Role and Responsibilities of the Dean (PhD) and Associate Dean (PhD) at the National Institute of Ayurveda, Deemed to be University, Jaipur.

**Reference:** In accordance with the provisions of the NIA Deemed to be University Statutes and applicable UGC regulations, the following roles and responsibilities are proposed for the Dean PhD and Associate Dean PhD for approval by the Academic Council.

#### **I. Designation: Dean (Fellowship and Post Doctoral Studies)**

##### **Roles and Responsibilities:**

##### **1. Academic Leadership and Planning**

- ❖ Provide strategic leadership for the smooth conduct of Postdoctoral and fellowship academic programs in compliance with UGC guidelines.
- ❖ Develop and implement academic policies to enhance the quality of Postdoctoral and fellowship programs and promote outcome-based learning.
- ❖ Plan and supervise the academic calendar for the Postdoctoral academic program, ensuring timely execution of coursework, seminars, and research activities.
- ❖ Update faculty members/supervisors in curriculum development, syllabus revision, and integration of new teaching methodologies. Support faculty members to enhance teaching effectiveness and research capabilities.

## **2. Chairperson – Board of Studies (Fellowship and Postdoctoral Studies)**

- ❖ Chair the **Board of Studies (Fellowship and Postdoctoral Studies)**, overseeing curriculum development, course structuring, and examination reforms.
- ❖ Plan proposals for curriculum updates, syllabus modifications, assessment protocols and policy-related matters to the Academic Council.
- ❖ Ensure all recommendations from the Board of Studies align with UGC norms and the institute's educational and research objectives.

## **3. Research and Innovation**

- ❖ Foster research culture, promote innovation and encourage the commercialization of research amongst faculty members & PhD scholars.
- ❖ Oversee research initiatives undertaken by PhD and fellowship scholars.
- ❖ Facilitate collaborations with external research bodies like CCRAS, ACSIR, etc. for dual degree programs and integrated research.
- ❖ Identify and promote research areas that address contemporary health challenges, integrating Ayurvedic perspectives with modern medical research.
- ❖ Facilitate access to research grants and establish collaborations with national and international research institutions.
- ❖ Ensure all PhD and fellowship thesis work meets ethical standards and scientific rigor.
- ❖ Supervision of the PhD & fellowship research work progress throughout the study duration.
- ❖ Encourage scholars and supervisors to publish their findings in peer-reviewed journals and present at conferences/ seminars.

## **4. Examinations and Evaluation**

- ❖ Ensure the smooth conduct of PhD and fellowship entrance examinations interviews and coursework assessments. Viva voce and thesis evaluation (Biannual Report), etc. as per established guidelines.
- ❖ Oversee the timely submission and evaluation of PhD and fellowship thesis.
- ❖ Ensure quality and integrity in internal assessments, biannual reports, publications thesis submission and viva voce adhering to institutional regulations.
- ❖ Provide guidance & support to faculty members involved in PhD research & evaluation.

## **5. Student Welfare and Mentorship**

- ❖ Act as the primary point of contact for PhD and fellowship scholars regarding academic welfare, concerns and grievances.
- ❖ Facilitate mentoring, career guidance, and counseling for PhD and fellowship scholars.
- ❖ Ensure a conducive learning environment for scholars to excel in their research.



## 6. Faculty Coordination and development

- ❖ Plan & organize faculty development programs for enhancing teaching skills, research capabilities, and innovative practices.
- ❖ Organize workshops, CMEs, and academic events to improve PhD faculty engagement and collaboration.
- ❖ Annual updation of eligible PhD & fellowship supervisor list.

## 7. Administrative and Liaison Role

- ❖ Act as the official representative of PhD and fellowship programs in institutional meetings including the meetings of the Academic Council, Board of Studies, and other external regulatory bodies.
- ❖ Supervise all records of PhD and fellowship program activities, student progress and academic achievements.
- ❖ Plan long-term strategies for program growth, aligning with institutional goals and responding to emerging trends in medical education.
- ❖ Establish policies that govern academic integrity, research ethics, and student conduct within programs.

## 8. Quality Assurance and Accreditation

- ❖ Oversee the implementation of **Continuous Quality Improvement** initiatives for PhD and fellowship programs for getting various accreditations.

## II. Designation: Associate Dean (Fellowship and Post Doctoral Studies)

### Roles and Responsibilities:

#### 1. Supporting Academic Leadership

- ❖ Assist **Dean PhD** in implementing academic policies, monitoring PhD programs, and ensuring adherence to UGC guidelines.
- ❖ Prepare & Coordinate execution of the PhD academic calendar, including lectures and assessments schedules as per the directions received from Dean PhD.

#### 2. Representative of Office of Dean PhD & Fellowship in the Absence of the Dean PhD

- ❖ Serve as the **Representative of Office of Dean PhD** in the absence of the Dean Ph.D in official proceedings.

- ❖ Preparation, presentation & documentation of all records associated with the Office of Dean PhD. Aligning with UGC norms and educational and research objectives of NIA, Jaipur.
- ❖ Prepare & assist discussions on curriculum updates, assessment patterns, and other academic reforms.
- ❖ Prepare & present approved recommendations to the Academic Council for necessary action contingent upon obtaining prior written consent/approval from the Dean PhD.
- ❖ Prepare & present agenda for official engagements like BOS, ATR, etc. under the guidance of Dean PhD.

### **3. Research Support and Guidance**

- ❖ Support PhD students in dissertation planning, and research proposal development.
- ❖ Act as the point of contact for coordinating in-house PhD research projects.

### **4. Examination and Evaluation**

- ❖ Assist the **Dean PhD** in ensuring prompt execution of PhD entrance examinations, internal assessments, and viva voce according to the academic calendar.
- ❖ Ensure timely dissertation reviews and assist in streamlining the evaluation process with proper record keeping.

### **5. Student Mentorship and Support**

- ❖ Assist PhD students in addressing their academic, personal, and professional concerns & discuss them with the Dean (Ph.D.) for the appropriate action.
- ❖ Provide proper assistance for students facing academic challenges.

### **6. Faculty Coordination and Academic Activities**

- ❖ Assist in organizing conferences, seminars, workshops, CMEs, and guest lectures for PhD faculty and students to promote Ayurveda research and education.
- ❖ Coordinating with the faculties in preparing lecture plans, teaching and research methodologies, and research supervision
- ❖ Promote PhD student's participation in state, national, and international events.
- ❖ Scrutiny and verification of application forms submitted by faculty members seeking registration as Ph.D. supervisors.

### **7. Administrative Support**

- ❖ Prepare & present proposals for curriculum updates syllabus modifications and assessment protocols in accordance with the directives issued by the Dean, Ph.D.



- ❖ Compile & maintain records of Ph.D. attendance, academic progress, and performance and biannual progress reports.
- ❖ Compile reports and maintain records of the meetings for the Academic Council, Governing Body, and other regulatory bodies.
- ❖ Prepare & Present long-term strategies for program growth, aligning with institutional goals and responding to emerging trends in medical education.

#### **8. Quality Assurance and Accreditation**

- ❖ Assist in the implementation of **Continuous Quality Improvement** initiatives for PhD and fellowship programs for getting various accreditations.

### **III. Executive Reporting Hierarchy**

- The **Dean PhD** shall report directly to the **Vice Chancellor**, National Institute of Ayurveda, Deemed to be University (De Novo) Jaipur in coordination with the Registrar for administrative matters.
- The **Associate Dean PhD** shall report directly to the **Dean PhD** and act in line with the directives issued by the Dean PhD in the Dean's absence. The Associate Dean shall solicit consent /approval from the Dean PhD before notifying any order vide Office of Dean PhD in case of policy matters & regulatory affairs.

### **IV. Approval and Implementation**

- These roles and responsibilities are proposed for approval by the **Academic Council** and shall be implemented with immediate effect following formal endorsement.
- Any future amendments or revisions shall be subject to approval by the Academic Council.

**Proposed by:** Dean PhD

**Reviewed by:** Registrar, National Institute of Ayurveda, Deemed to be university, Jaipur

**Approved by:** Academic Council