

**ORDINANCE RELATING TO THE POWERS AND DUTIES OF THE DEAN OF THE SCHOOL OF STUDIES
(Ref. Statute 5(3) of the Statutes)**

1. The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School.
2. The Dean shall be the Chairperson of the School Board and the Committee for Board of Research Studies of the School.
3. The Dean shall have the right to be present and to speak at any meeting of the Boards of Research Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.
4. The Dean of a School of Studies shall :
 - (a) coordinate and generally supervise the teaching and research work in the School through Heads/Chairpersons of the Departments/Centers;
 - (b) maintain discipline in the class rooms and laboratories through the Heads/Chairpersons of the Departments/Centers;
 - (c) keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals, when these are prescribed;
 - (d) arrange for the examination of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council; and
 - (e) perform such other academic duties as may be assigned to him/her by the Vice-Chancellor, Academic Council, and the Executive Council.