

## **Post: Provost**

### **Qualifications required**

Qualifications and Experiences are according to UGC norms.

### **Job Description**

1. The Provost shall be the principal executive and academic officer of the University and shall, in the absence of the President, preside at the convocation of the University and confer degrees, diplomas or other academic distinctions upon persons entitled to receive them.
2. Participates in the University Cabinet and responsible for executive leadership of the University.
3. Advises the President on all matters related to Academic Affairs and university administration
4. Coordinates periodic academic program review, accreditation, and works with Deans and Chairs in the review, study, and development of curriculum and in the improvement of instruction. Develops and ensures adherence to the academic affairs and participates in the development of the budget for the University as a whole.
5. The Provost works with the directors of other units including Academic support services, information technology, the academic advising and exploration centre, admissions, international studies, institutional research, the honours program, the registrar's office, the university library, research and sponsored programs, and undergraduate research to provide support and services that are integral to student success.
6. The Provost shall exercise control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
7. The Provost shall convene meetings of the Board of Management and Academic Council.
8. Provost supervises all matters relating to curriculum and instruction, including outreach, evening and summer courses, scheduling, and overloads.

9. Recommends to the President, all academic appointments, tenure, and promotion matters and ensures that such processes comply with the terms of faculty bargaining agreements.

10. The Provost shall ensure the faithful observance of the provisions of Gujarat Private University Act, the statutes and regulations.

11. The Provost shall be responsible for the presentation of the annual financial estimates, annual accounts and balance sheet of the University to the Governing Body.

12. The Provost shall act as a vital link with the approval authorities as UGC, AICTE etc. or any other National and International agencies and other regulatory authorities of Universities, as the case may be;

13. The Provost shall be responsible for the co-ordination and integration of teaching, research and extension education.

14. Where in the opinion of the Provost it is necessary to take immediate action on any matter for which powers are conferred on any other authority, he may take such action as he deems necessary and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Provost then such case shall be referred to the President, whose decision thereon shall be final.

15. In the opinion of the Provost, decision of any authority of the University is not within the powers conferred by the Statutes and the Ordinances to the interests of the University, the Provost shall request the concerned authority to revise its decision within fifteen days from the date of its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days then such matter shall be referred to the President and his decision thereon shall be final.

16. The Provost shall exercise such other powers and perform such other duties as may be prescribed in the different committee.