



Academic and Administrative Setup at DME

Delhi Metropolitan Education (DME) was established on 1st August, 2012, under the aegis of Sunshine Educational and Development Society. The Governing Body (GB) determines the vision, mission and strategic direction of the institute.

- The Director holds the overall charge of matters connected to academic and administrative functioning at DME and ensures compliances to regulatory norms and practices.
- Departmental Head/ Head of School (HOD) is appointed for every department who shall be in charge of all the academic and administrative activities of the department. All departmental activities are conducted under the guidance of the HOD who is empowered to exercise executive decision-making in line with institutional policies/procedures/rules for his/her department.
- Committees/cells/societies are formulated for institutional functioning and development. The Convener/Chairperson/Head of the committee takes charge for the smooth functioning of the committee/cell/society.
- Faculty members and student members are appointed to the committees/cells/societies for positive engagement and institutional development.
- To assist in proper functioning on academic and administrative aspects, the following committees/cells are running actively at DME:
 - Academic Coordination Committee
 - Anti-Ragging & Anti-bullying Committee
 - Examination Committee (Internal)
 - Proctorial Board-Discipline Committee
 - Internal Complaints Committee (ICC)
 - Student Grievances Committee
 - Student Welfare & Cultural Committee
 - Internal Quality Assurance Cell (IQAC)
 - Research Cell
 - Sports Cell
 - SOCH (School Outreach Cell in Higher-education)
 - Community Connect Cell
 - Mentoring Cell
 - DME Alumni Network



- Institutional members who have been empowered through delegation in academic and/or administrative matters include the following:

Departmental Level:

- Head of School/Departmental Head (HOD)
- Academic Coordinator
- Programme Leader
- Mentor

Institutional Level:

- TPO
 - Librarian
 - Accounts & Finance Officer
 - Administrative Officer
 - IT Head
 - Faculty Incharge/Deputy Incharge/Convener/Co-Convener
- Decentralization of administrative powers can be observed as per the key role responsibilities outlined below:

Director:

- Overall leadership and functioning of the institute
- Management of staff recruitments and appraisals
- Smooth conduct of financial transactions such as purchase, reimbursements, etc.
- Management of institutional performance in inspections/audits/rankings
- Implementation of policies and procedures
- Stakeholder management-parents, students, faculty members, university officials, local administrative personnel, etc.

Head of School/Departmental Head (HOD):

- Overall leadership and functioning of the department
- Nurturing industry and academia linkages/collaborations/MOUs
- Allocation of courses and workloads for faculty members
- Appointment of programme leaders and mentors in the department



- Allocation of duties for effective management of departmental events and committees
- Ensuring smooth conduct of classes, examinations, viva, internships, placements, etc
- Stakeholder management-students, faculty, parents, alumni, etc.

Academic Coordinator:

- Timely execution of teaching-learning processes and review under the guidance of the HOD.
- Ensuring the use of ERP for teaching-learning processes such as class scheduling, time table mapping, resource uploads, etc.
- Monitoring timely conduct of classes, substitutions management, student attendance etc.
- Coordination with external examiners, internal communication and coordination against university instructions, notices, etc.
- Monitoring the adequacy of classroom and teaching infrastructure

Programme Leader:

- Stakeholder management- connect with students of the appointed batch, communications with their parents/guardians, faculty members and mentors
- Batchwise analysis of student attendance, results, internal and external marks collation, administrative follow-ups and disciplinary cases.
- Internal communication and coordination

Mentor:

- Monitoring student attendance and academic progression
- Encouraging holistic development through mentoring sessions
- Student documentation and records for institutional purposes
- Conduct of Parent-Mentor Meet (PMM)
- Stakeholder management-assigned set of students, their parents, other faculty members teaching the students.



- Decentralization and delegation in Financial Matters:

The authorized personnel shall possess executive decision-making in financial matters as per the limits defined below:

- Director – Upto ₹ 1,00,000
- HODs (School/Dept.) – Upto ₹ 25,000
- Head of Cell – ₹ 5,000
- Convener of Committee/Society – ₹5,000