

# GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

*(An Autonomous institute of Govt. of Maharashtra)*

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## DUTIES & RESPONSIBILITIES OF VARIOUS DEANS

### Dean (Academics):

- Dean Academics is the designated leader and administrative officer responsible for the innovative planning and effective, efficient and smooth implementation of academic policies of the Institute, in consonance with the Vision of the Institute.
- Dean- Academics is expected to establish and maintain a conducive ambience for teaching-learning, by leading the academic unit and ensure the academic integrity and curricular coherence of all programs running on campus.
- To ensure adherence to and compliance with the academic statutes, ordinances, rules and regulations as approved by the Academic Council of the Institute, and mandated by external regulatory bodies such as UGC, AICTE, SPPU and GoM.
- To prepare the institute's annual Academic Calendar in coordination with Dean-Students welfare and Dean-Quality Assurance and disseminate it to the stakeholders.
- To supervise the registration of students, for the academic terms and courses, to monitor strict adherence by departments to various examination schedules and timely announcement of examination results.

- To lead the iterations of Curriculum revision for all academic programs, as per pre-decided frequency, innovate in the same as per global benchmarks and local needs and disseminate the Curriculum among stakeholders and public domain.
- To plan for new academic programs and initiatives on campus, as per need of time, technology and learners, and to establish statutory communication with regulatory bodies to start such programs.
- To oversee all matters involving approval(s) for academically weak students' special registration cases.
- To coordinate with Dean-Quality Assurance for effective implementation of Students feedback system, about teaching-learning process and through HoDs, ensure corrective measures based on feedback analysis.
- To oversee the preparation of Institute-wide Academic class schedule (Time table) considering Institute's resources and approve the same towards dissemination among stakeholders.
- To compile and present the semester-wise and annual Academic Performance of the students in examinations in Academic Council and BoG, assisted by the Controller of Examinations.
- To ensure the counseling and enablement of academically weaker students and encouragement for bright learners.
- To explore possibilities for International/ National Collaborations in the field of Academics & Education, with the help of Dean (corporate affairs), towards mobility of students and faculty through such associations.

- To supervise the admission process of students at institutional level.
- To coordinate the Graduation ceremony with assistance from Controller of Examinations.
- To articulate inclusive and progressive Academic Rules and Regulations for all academic programs of the Institute.
- To address complaints and grievances of students about academic and examination related issues and provide legitimate solutions for the same.
- To monitor overall academic quality of curriculum delivery and assessment in liaison with the Dean-Quality Assurance for improving quality of the Institute.
- To perform critical analysis of results in consultation with the Dean Quality Assurance and present it to the Academic Council.
- To ensure equity to all on the campus. To devise and implement various EQUITY plans for the deprived sections.
- To preside over the meetings of the APEC (Academic Program Evaluation Committee) of the institute.
- Additional responsibilities as assigned by the Principal and higher authorities.