

# GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

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

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## DUIES & RESPONSIBILITIES OF VARIOUS DEANS

### Dean (Corporate Affairs):

- To work closely with Alumni Association of GCOEA and implement schemes for Students/Faculty/Staff launched by Alumni Association, as Ex-officio Member Secretary. To liaise with the Alumni Association so as to expand the network of alumni globally.
- To work as a member secretary of institute innovation council and to ensure that innovation, incubations, start-up activities should be developed.
- To prepare and submit proposals for centre of excellence and promote various schemes of UNNAT Maharashtra, UNNAT BHARAT/ NSS etc.
- To ensure accurate and complete alumni database records, maintained by capturing national and international contacts, biographical and career information of alumni via surveys, correspondence, website, postal returns, etc.
- To plan, implement and promote alumni programs that support the Institute's Vision, Mission, strategic plan as well as the goals. The programs/activities would encompass funding from Alumni for labs, students/faculty projects, Endowments for Professor Chairs in each department, Partnerships in research and consultancy.
- To design the effective feedback schemes for exiting (graduating) students and younger alumni for trace studies, in partnership with Dean-QA.

- To take and analyze feedbacks of employers regarding the PEO's/PSO's and provide the information to the Dean Quality.
- To educate graduating students about alumni benefits and engage them in mission of the Institute.
- To Invite nominations for "Chair Professor" or "Distinguished Alumni Professor" and conduct selection Committee meetings for the same.
- To collaborate with renowned Universities/Institutions from India and outside to promote towards faculty and students exchange programs, in liaison with Dean-Academics.
- To generate the database of expert faculty in reputed organizations abroad and within India and invite them on sabbatical to associate with GCOEA.
- To collaborate with Industries for activities such as industrial visits, internships, sponsored laboratories, industry trainings, sabbaticals, co-teaching the courses, expert talks, industry sponsored projects, certificate programs from/for industries.
- To fetch scholarships from industries for financially challenged students.
- To help training and placement officer for increase in both quantity and quality of placement on the campus.
- To work closely with TPO for better placement.
- To do the branding of the institute, develop mechanisms for the branding like preparing the institute brochure.
- To act as an ambassador of the institute for outside world.
- To prepare annual report encasing all external interactions of the institute.
- Any other responsibility/portfolio assigned by the Principal and higher authorities from time to time.