

GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

(An Autonomous institute of Govt. of Maharashtra)

DUTIES & RESPONSIBILITIES OF VARIOUS DEANS

Dean (Planning and Administration)

- To coordinate with Principal in design and implementation of inclusive administrative strategies, policies, rules and regulations within required timeframe, towards dissemination of the same down the hierarchy.
- To evaluate and analyze financial statements and assist Principal in preparing the budget, explore the program-wise and department-wise needs, expenditure trends and conclude on annual program-wise financial budgets accordingly.
- To manage all external communications with regulatory bodies such as UGC, AICTE, University, and Corporate/Industry, R & D organizations, Institutes of Higher Learning, etc. in coordination with Principal, with the help of Deans of respective affairs.
- To assist Principal to developing alliances and associations with various stakeholders, and coordinate with departments to schedule agenda for the meetings to ensure the compliance to all deliverables.
- To represent institute at various meetings with internal and external stakeholders, as mandated by the Principal, towards fruitful outcomes for the Institute.
- To assist faculty/staff selections/Recruitment process, promotions under CAS or otherwise, complying with statutory requirements and other faculty/staff empowering schemes.

- To assume such powers of Principal as may be specifically delegated by the Principal/BoG and shoulder responsibility of the functioning of the institute in the absence of the Principal.
- To prepare or revisit Master Plan for the institute and prepare a phase wise execution plan.
- To articulate various human resource empowerment schemes in consultation with Principal and Deans/Head of the Departments.
- To help establishing, enhancing and sustaining liaison/rapport/relations with other institutions of higher learning, research organizations, industry/corporate towards win-win symbiotic associations/collaborations.
- To automate the administrative processes to the best possible extent.
- To organize establishment activities of faculty members including recruitments, promotions, (CAS or otherwise), retirement benefits, welfare schemes, service conditions and rules, in liaison with the Government and Board of the Institute and coordination with Principal.
- To associate with Principal for leave matters, Deputation/Lien/Sabbatical etc. of faculty members and also for permissions to the faculty for participations in FDPs /STTPs/ Conferences/ Seminars/ workshops.
- To articulate and implement policies regarding faculty discipline, integrity, commitment and work ethos towards overall institutional development.
- To liaise with Administration of the Institute with regards to legal and RTI related to faculty.
- Any other work assigned by the Principal and higher authorities from time to time.