

GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

(An Autonomous institute of Govt. of Maharashtra)

DUIES & RESPONSIBILITIES OF VARIOUS DEANS

Dean (Quality Assurance):

- To undertake accreditation of all programs of the institute from time to time, by accreditation agencies such as NBA, NAAC.
- To constitute Internal Quality Assurance Cell (IQAC) as per the guidelines of the UGC/NAAC in consultation with Principal and Deans/ HoDs.
- To prepare a proposal for the approval of AICTE, UGC in the institute and set the target with deadlines.
- To spearhead the activities of Internal Quality Assurance Cell (IQAC) towards assertion of quality in all facets of Institute functioning.
- To prepare a vision document for the institute in consultation with important stakeholders and taking views of faculty members across all layers.
- To obtain and analyze Feedback from Students, other internal stakeholders, Industries / Parents and conduct exit survey for outgoing batch and tracer studies for passed out batches.
- To review and update the feedback/survey formats/questionnaire from time to time for internal/external stakeholders.
- To design the schemes of Assessment/Gradation of Faculty and recommend Faculty/Staff for awards.
- To initiate Department / Institute grading and analyze and declare results thereof.

- To revisit Vision / Mission Statements from time to time.
- To benchmark Processes / Systems within the institute.
- To undertake periodic external Academic and Other Processes Audits at a regular frequency.
- To prepare annual Internal Quality Assurance Report and publish.
- To take employability survey of the students and give feedbacks to the departments.
- To plan training programs for soft skills based on the surveys in consultation with Dean Student welfare and Dean Corporate relations.
- To prepare proposal for continuation of Autonomy in consultation with the Dean Academics.
- To ensure time-to-time, implementation of OBE for all programs of the institute.
- Any other responsibility/portfolio assigned by the Principal and higher authorities from time to time.