

# GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

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

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## DUTIES & RESPONSIBILITIES OF VARIOUS DEANS

### Dean (Research and Development):

- To facilitate the research scholars from their admissions to the Ph.D. program, through coursework, progress seminars, synopsis and thesis submission, with the help of HoDs, Ph.D Supervisors and PhD Coordinator of the Institute.
- To ensure enhancement of research activities and perform such a task related to research and development through motivation of faculty and supervise various projects of AICTE (MODROB, RPS), DST, UGC etc to maintain relevant office record of the same.
- To conceive and formulate research & development (R & D) strategies, policies, smart goals and realistic targets for the institute (in alignment with NIRF and other ranking related reference parameters, wherever possible).
- To evolve deployable facilitation schemes for faculty, students and researchers on campus, for chasing the R & D goals & targets in time bound manner, towards outcome- oriented research in terms of originality, significance and rigor.
- To disseminate announcements of various funded R & D projects, research proposal schemes etc., as and when released by respective Govt. agencies /Industry/Corporate or R & D organizations at State/National/International level, amongst faculty and other concerned stakeholders, and to encourage the teams/individuals to write/submit meritorious proposals, with due guidance.

- To work in coordination with Institute leadership, peer Deans and Heads of Departments in pursuit of research excellence.
- To articulate strategic approaches towards enhancing the generation of internal revenue (IRG) by productive engagements of faculty, staff and students in consultancy and research assignments, thereby ensuring the long-term financial stability of the Institute.
- To scrutinize proposals/invitations consultancy assignments from external agencies and direct them to appropriate faculty expert (individual or team) with the help/advise of concerned Heads of the departments. To constitute the committees as per the need, inviting external experts (if necessary) to short list and prioritize the proposals in situations where there is restriction on submitting the proposals and multiple proposals from the faculty member are received.
- To approve the distribution of honorarium and coordinate with Accounts department for timely and apt disbursement among consulting/testing faculty/staff, as per institute R&D policy.
- To review, revise and release the reference guideline “R & D Document” (Rules and Regulations) of the Institute, with including clauses on R &D and Consultancy/Testing honorarium norms at par with elite institutes.
- To coordinate with Dean-Academics to monitor the journey of PhD scholars (researchers) in the Institute, from admissions till thesis submission, more as a facilitative approach.
- To interact with external organizations, both private and public funded, industries, research laboratories, towards exploring possibilities of win-win collaborations and associations in terms of joint research programs/projects. To

approve the Memorandum of Understanding (MoU) with such external organizations.

- To develop an intra- and inter network of researchers, cutting across technological domains, for pursuing productive interdisciplinary and multi-disciplinary research.
- To facilitate filing of IPR encouraging researchers to protect their intellectual work and organize IPR awareness lecture series/workshops.
- To prepare, review and update institute policy towards faculty and student empowerment for various R&D related activities such as attending the conference/workshop/seminar, professional membership for faculty, financial help for the research based projects of faculty/students (UG/PG/PhD), etc.
- To prepare an expectation matrix incorporating all professional R&D related attributes such as applying for grants, fetching, publications, arranging training programs/conference/seminar etc, for various faculty positions and the institution.
- To devise the scale for quantifying the research and development activities at individual/department/institute level and prepare a consolidated R&D report of the institute on year-to-year basis and submit it to the Head of the Institute.
- To start and encourage the technology enabled start up/entrepreneur activities.  
To sensitize the staff and students towards this.
- To encourage and ensure the establishment of twinkle laboratory/ project studios/ makers laboratory at institute level.
- To make institute R&D budget and ensure the due provision and utilization of R&D budget.
- Any Other Duty assigned by the Principal or higher authorities from time to time.

## **Dean (Training and Placement)**

- To Develop and Execute the placement strategy
- To conduct recruitment survey by interacting with the past recruiters.
- To Organize career Counseling sessions by experts and placement presentation of various companies
- To Develop and maintain corporate database and communicate with industries for the optimization of placements.
- To allocate companies to student groups for image building.
- To conduct pre-employment assessment test of campus eligible students.
- To Maintain student Resume Bank and Organize student development programs for aptitude and soft skills
- To evolve and execute placement policy of the institute for optimizing employment opportunities of students
- To develop and maintain a strong and effective communication medium with the stakeholders, corporate campus eligible students and institute authorities.
- To schedule, plan, coordinate and execute the campus recruitment process based on prevailing hiring scenario.
- To roll out and monitor campus recruitment process in coordination with the T&P committee.
- To ensure smooth completion of student selection and joining formalities in coordination with the employers.
- To assist in publishing job, placement and internship opportunities to the college with the periodic new letters and communication.
- To provide accurate data and information regarding placement of students and maintain correct record of placements.
- To attend the corporate meetings and seminars for professional development.
- Other related duties assigned by Principal.

## **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.

### **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/Grading 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.



**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.

### **Head of the Department:**

- To provide dynamic, inclusive and motivating academic & administrative leadership to the Department, with the gesture of 'Leading by EXAMPLE'.
- To carry out Department's SWOT analysis involving stakeholders and thereby revisiting the articulated set of 'Vision, Mission, Long term and Short term Goals' towards revision, in consonance with those of the Institute.
- To prepare the Budget for the department in consultation with the faculty members. Ensure bottom-up-approach towards this.
- To ensure the holistic development of the department.
- To ensure EXCELLENCE in Academics of the Department in terms of State-of-Art Curriculum Design, accountable & learner centric Content delivery by every teacher, challenging & credible assessment techniques/processes, encouragement for bright learners and support for weaker ones, etc. in agreement with the policies, rules & regulations and statutes approved by the Academic Council of the Institute.
- To ensure consistent compliance of T-L-E processes with Outcome based Education & Accreditation in terms of timely compilation of CO/PO attainments for all the programs in the department.
- To ensure OUTCOME oriented Research contributions by the faculty and students in terms of increased number of quality publications in cited & reviewed journals of repute/apex conferences, patents/IPR/copyrights, funded R & D projects, industrial consultancy assignments etc.

- To encourage and enhance associations/collaborations with industry/corporate/ R & D organizations/institutes of national & international repute towards tangible and visible impact on the department, such as industry-supported labs, co-teaching initiatives, increased internships & core placements, industry sponsored research.
- To motivate faculty for enriching outreach assignments/engagements with organizations and industry that would in turn prove beneficial to the peers, students, institute and the society at large.
- To empower the Human Resource of the department (faculty, students & staff) towards their persistent professional development in terms of participation in FDPs/STTPs, Conferences/Seminars/Workshops, Skill development programs etc.
- To design and implement 'Professional Society chapter-based' co-curricular activity calendar of the department in tune with the academic calendar of the Institute.
- To encourage students to pursue their higher studies at national/institutes of higher learning and repute, and/or entrepreneurship.
- To liaise with the alumni of the department towards their constructive contributions in the development of the department.
- To ensure effective utilization of the budget for civil-techno- infrastructure development.
- To prepare 'ANNUAL PROGRESS REPORT' of the department with facts, figures, numbers and statistics towards contribution and inclusion in various annual reports of the Institute.

- To maintain rapport with Institute functionaries as per organizational hierarchy, with professional attitude and behavior, towards overall development of the department and Institute.
- To create academically conducive environment in the department.
- To set professional targets for the department and to strive for meeting those.
- To fetch external funds for the department.
- To ensure continuous value addition for the faculty, staff and the students.
- Any other work assigned by the Principal and higher authorities from time to time.