

# GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI

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

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## DUTIES & RESPONSIBILITIES OF VARIOUS DEANS

### Dean (Students Welfare):

- To assume responsibility of all student related activities except academic matters, concerns and issues, extra co-curricular, & cultural including publishing of magazine and work as the chairman of extracurricular activities of the students on & off-campus.
- To Supervise Gymkhana, activities, & university schemes like youth festival, celebrations of Jayantis and organization of various institute level cultural activities (Zenith, Prajwalan, Kalpana Chawla Trophy, Mudliyar Trophy).
- To work as member secretary of Anti-ragging committee, chairman of grievance committee, student welfare committee, earn & learn scheme and other student welfare activities.
- To supervise dress code, and maintain discipline of the students in the institute.
- To organize student counseling and student-teacher mentoring in order to guide/mentor the students in general.
- To develop processes to streamlining of student activities on the campus by deploying a sustainable model for all round development of students.
- To interact closely with student community to identify their needs and grievances, towards improvement in overall ambiance in the campus.

- To create healthy environment to develop competent student community, ready to take future challenges.
- To work with student community to create awareness about environment, energy, and education.
- To ensure discipline amongst the students in and outside the institute during organization of co- and extra-curricular activities.
- To conduct elections for various positions as per Maharashtra Universities Act.
- To liaise with parents/guardians about the progress and problems of students in coordination with Dean Academics.
- To devise the parameters and criteria for award of Best outgoing student, Best Sportsman, etc and to conduct the selection process for awards.
- Any their work assigned by the Principal or higher authorities.