

Duties and Responsibilities of Deans

Name of the post	Broad nature of responsibilities
Dean (planning and Development)	TO ADVISE AND DEVISE POLICY ON :- <ul style="list-style-type: none">• Planning the expansion and diversification of the institutional activities and preparation of all developmental proposals as per the road-map.• Monitoring the physical targets and utilization of funds with respect to all plans and other developmental schemes, preparation of relevant papers for submission of progress reports thereof• Campus development and renovation works.• Publication of (1)Institute magazine and (2)institute brochure and newsletters.• Transport facility.• Commercial establishments (Shops, canteens) and their licensing.• Implementation and supervision of the CS/ST/OBC at the institute level.• Addressing to public grievances ,complaint lodging and its redressal mechanisms.• To conduct SWOT analysis of the institute periodically and help the director and the board in identifying the areas of priority.• Preparation of strategic plan for the institution and fixing priorities of various works.

<p>Dean Academic</p>	<p>TO ADVISE AND DEVISE POLICY ON :-</p> <ul style="list-style-type: none"> • To ensure adherence to the ordinances as approved by the Senate, and the Board of Governors. • To prepare the institute academic calendar. • To implement the decisions of SUGC and SPGC • To advise DUGC and DPGC regarding the academic rules. • To issue necessary directions for implementation of the ordinances and other decisions. • Plan expansion of academic programmes. • To work for Internationalization/ National Collaborations in the field of academics. • To supervise the registration of students. • To supervise the admission process of students at institutional level. • To supervise the declaration of results and award of medals and degrees. • To maintain academic records as per the requirement under rules. • Creation of more Centers of Excellence. • Upkeep and up-gradation of library. • To get the quality of question papers assessed by external peers. • Other matter as may be referred by the Senate/BOG/Director.
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<p>Dean (Industrial Research, Development and Consultancy(IRDC))</p>	<p>TO ADVISE AND DEVISE POLICY ON :-</p> <ul style="list-style-type: none"> . Various faculty and staff development programmes for qualification up-gradation. . Faculty & Staff development with respect to training needs and arranging the same. . Industry Institute Linkages, Collaborative Research Entrepreneurship & incubation centres. . Motivate faculty to write projects. . To monitor the effective utilization of funds of externally funding projects. . Facilitate the Consultancy work in the institution. . Shall maintain and update record of Research Publications. .To ensure sponsoring of facilities for attending conferences/seminars/workshops as per institute norms. . To formulate policy for consultancy projects. . Coordinate Community Development Programmes and tribal Development Activities.
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**Dean Students
Welfare and
Alumni Affairs
(S&AA)**

TO ADVISE AND DEVISE POLICY ON :-

- Maintaining a ragging free campus.
- To act as Proctor of the Institute.
- To ensure discipline in and outside the institute.
- Organization of extra-curricular activities.
- Organizing students counselling and other related activities.
- Liaison with parents/ guardians about their progress and problems in consultation with Dean academic;
- Issue conduct certificates to the students.
- Coordinate merit cum means scholarships and other scholarships.
- To monitor the working of Vendors and shops including checking of rates of commodities sold, quality of material related to students and residents in consultation with Dean Planning and Development.
- Managing the Alumni affairs.