

K.K.Wagh Institute of Engineering Education & Research, Nashik

Duties and Responsibilities of Dean (Student Affairs)

i) Authorities:-

1. The Dean (Student Affairs) will act in consultation with Principal for student development and admission related activities
2. Develop computerized system for monitoring the admission activities.
3. Prepare various reports / formats related to admissions and student grievances
4. Monitor services related to student development
5. Recommend upgradation / modification in student placement/ entrepreneurship etc.

ii) Responsibilities of Dean (Student Affairs)

1. Prepare a plan for student development activities
2. Recommend new systems/ courses for career enhancement of students
3. Develop mechanism for solving the student grievances
4. Coordinate the activities of various student clubs/ placement/ EDP cell, etc and departmental activities for student participation
5. Coordinate the activities of student council as per the guidelines of SPPU and conduct meetings of student council in consultation with the Principal
6. Prepare a plan for improving the admissions of the institute.
7. Extend counseling facility to the prospective students and their parents.
8. Co-ordinate the activities of various Centralized Entrance Tests (CET's) and collect data of prospective students.
9. Prepare admission committee for institute level and Centralized Admission Process (CAP) in consultation with the Principal and assign duties to the committee.
10. Conduct periodic review meetings of the admission committee and take necessary decisions for promoting the admissions.
11. Prepare and implement the advertisement plan in consultation with Principal and Management.
12. Arrange admission related seminars at various places in the State / Country.
13. Coordinate the institute's participation in career fairs throughout the State and appoint staff for these educational fairs in consultation with the Principal.
14. Finalize the admission forms and brochures for Engineering (UG and PG), MBA and MCA before the commencement of the next academic year.
15. Devise a mechanism for institute level admissions in consultation with Principal and Management.
16. Ensure that all statutory information of the institute is furnished / submitted to ARA, DTE, AICTE and other agencies from time to time.
17. Ensure that the merit list of newly admitted students of all courses is approved as per schedule.
18. Calculate vacancies and monitor the intercollegiate transfer cases and change of branch process for Direct Second Year Engineering (UG) as per prevailing rules.
19. Ensure safe custody of admission documents of the students and monitor the return of admission documents to the respective student after sanction of merit list.
20. Monitor the admission promotion activities during various examinations held inside the institute.
21. Monitor the admission promotion activities through various social media.
22. Help and guide for 100% admission (Full admission) in all institutes under K.K.Wagh.