

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

## **Duties and Responsibilities of Dean (Administration)**

### **i) Authorities:-**

1. The Dean (Admin) will act in consultation with Principal for smooth administration of the institute.
2. Develop computerized system for monitoring the administrative activities.
3. Prepare various reports / formats related to institutional development.
4. Monitor services such as Library, Gymkhana, Hostel, Mess, Canteen, Transport etc.
5. Recommend upgradation / modification in student support sections / services.

### **ii) Responsibilities of Dean (Admin)**

1. Prepare Comprehensive long term plan for the growth and development of Institute.
2. Provide necessary guidance to the concerned faculty for filing up of the formats prescribed for Faculty Appraisal and Development System/ CAS.
3. Act as the Custodian of the records and other stocks and capitals assets of the institute including maintenance of a proper register for the capital assets i.e. responsible for asset management.
4. Do Manpower Planning of the institute and plan for realizing the targets.
5. Work out efficient systems for better utilization of resources available with the institute.
6. Monitor and evaluate the growth and development of institute and suggest Special schemes, which will improve the campus experience for students.
7. Arrange meetings of Governing Body, College Development Committee & Advisory Committee etc.
8. Publish the Annual Report of the institute.
9. Plan for getting new courses from different authorities for various departments and work out the cost benefit analysis of the proposed courses.
10. Act as a co-ordinator/liaison officer for the University, state Government, AICTE, UGC and such other statutory bodies.
11. Co-ordinate the work in the college amongst the teaching and non-teaching staff.
12. Developing a mechanism for solving student problems and timely distribution of necessary documents / certificates required by them for various purposes.
13. Look after the affiliation work of the college, staff approval/recognition and take follow with University procedures for appointments/ approval.
14. Suggest improvements and monitor the implementation of ERP at institute level for effective administration.
15. Observe discipline, integrity, and work ethos of non-teaching employees and contractual staff.
16. Monitor any other work suggested by Principal/ Management.
17. Help and Guide for smooth functioning of all institutes under K.K.Wagh.