

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

Duties and Responsibilities of Dean (Academics)

i) Authorities

1. The Dean Academics will act in consultation with Principal for overall academic development of the institute.
2. To review and approval of the academic calendars.
3. To review and approval of the time tables of various departments.
4. To review and approval of faculty requirements for the program.
5. To Co-ordinate with Principal, Deans, Head of Departments, Academic coordinators, Faculties, Students, Parents for appropriate academic information and activities.
6. To recommend the incentives/ disciplinary actions based on academic performance, for faculty, staff and students to Principal.
7. To review the academic process by observing lectures, verification of files, collecting feedback, student's interaction, and faculty interaction.
8. To recommend new courses or revision of existing courses from time to time

ii) Responsibilities

1. Assist the Principal in design, development and implementation of institutional academic philosophy and policies.
2. Design and suggest the academic calendar for UG and PG programs.
3. Propose, Design and suggest the activities for the improvement in teaching-learning process, academic strategy and systems.
4. Support and ensure the standardization of various activities such as students reporting, conduction of classes, laboratories and student projects.
5. Perform monitoring of academic discipline such as students reporting, conduction of classes and laboratory sessions.
6. Monitoring of the execution of teaching-learning process through review of student attendance, Syllabus coverage, tutorial and assignments, practical, seminar/ projects, continuous assessment, etc.
7. Perform the monitoring and assessment of performance of faculty, supporting staff and students and counsel them for improvement of academic process.
8. Ensure the quality of course content (including e-content), delivery through surprise visits to classes and laboratories.
9. Check quality of question papers and perform analysis of student performance-Internal and University exams and present it to Principal and Management.
10. Ensure proper utilization of academic infrastructure and other academic support units.
11. Create awareness and support faculty and staff for the implementation of academic policies.
12. Organize the academic review meeting for monitoring the progress.
13. Motivate staff and students towards the achievement of excellence in academic process.
14. Organize the conference, seminars, workshops and faculty development programs for appropriate pedagogy and innovative teaching-learning methodologies.
15. Initiate/supervise the inter-institute collaborative UG/ PG/ Doctoral programme in consultation with concerned stake holders to increase employability.
16. To plan new Center of Excellence / Centre for Education Technology
17. Any other work assigned by the Principal/Management.
18. Responsible for academic the development of all institutes under K.K.Wagh.