

Duties and Responsibilities of Associate Dean

Associate Dean (III Cell) :

- Creating and maintaining data base regarding expertise from industry and Facilitate Industry participation in teaching.
- Coordinate co curricular activates (technical festivals, quizzes etc) for students.
- Interaction with industries for MoU and collaboration.
- Motivation and assisting for continuing education programmes.
- Assisting departments to organize workshop, conferences etc.

Associate Dean (Public Relation)

- To organize press meetings as and when required.
- Issue statements to press on various activities in the Campus.
- To gather all the information from Departments / section and prepare and circulate a 3-monthly news letter to be circulated to all.
- Act Spokes person of the Institute
- Maintaining records like awards, prizes & outstanding achievements of faculty and students.

Associate Dean (International Affairs and Alumni):

- To maintain data base of alumni of the Institute.
- Communicating with alumni through publications or individually on Institute's matter.
- Initiating dialogue with good foreign / Indian universities / institutions, provide help in signing of MOU, interchange of faculty / students from foreign / Indian Institutions.
- Organize alumni congregation on Campus.

Associate Dean (Civil Works):

- Overseeing the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, etc.
- Planning, execution, preparation of plans and estimates of projects.
- Maintaining cleanliness of campus and the facilities.
- Provide help in preparation of Agenda to BWC.

Associate Dean (Electrical Works) :

- Overseeing the new and maintenance of all electrical works in various building, lights etc.
- Planning, execution and preparation of plans and estimates of projects.
- Planning of power generation (generator, solar etc.) and maintenance of power generator.
- Provide help in preparation of Agenda for BWC

Associate Dean (Procurement and Store):

- Overseeing and helping in procurement of materials / equipments as per GFR or approved procedures.
- Help Dean(P&D) in meeting of SPC.
- To periodically submit report on status of procurement.

Associate Dean (Training & Placement):

- Preparation of database and regular update of companies and students for placements, Training, Internship etc.
- Inviting companies for students Placement and Internship.
- Preparing students for Placements through various activities.
- Necessary Arrangement for campus Placement: schedule, visit of Industrial personal, arrangement for pre-placement talks, written test, personal interviews etc.
- Preparation of information of the institute and regular updates regarding annual survey by various agencies for Institute ranking.
- Managing the finance of the Training and placement section.

Associate Dean (Sports & Students Activities):

- Supervising Student Activity Centre and ensuring year-round sports and cultural activities;
- Maintaining Sports facilities, auditoriums and other resources used by students;
- Organizing student functions and inter-institutional events;
- Organizing deputation of students to sports and cultural events in other institutes;
- Publication of student newsletters, magazines and posters.
- Managing the finance management of the sports section.

Associate Dean (Hostel Affairs) :

- He shall provide guidance to Wardens in running the Hostels and Hostel Mess.
- He shall ensure that no ragging takes place in the hostels and maintain ragging free hostels in coordination with wardens.
- He will pass all the bills and forward it to Dean (SW) / Director for final approval of the payment.
- He shall periodically check the working, discipline, cleanliness and all other aspects of general administration of all the Institute hostels.
- He will help the Wardens to ensure the overall discipline amongst boarders.
- Managing the finance of the Hostel section.

Associate Dean (Exam)

- Co-ordination with DEC's regarding smooth conduction of Examination
- Data collection about attendance and marks
- Processing of data for publication of result
- Data analysis and report generation as required
- List of degree recipients for convocation
- Liaisoning with IT section for proper network hardware and server software
- Co-ordinator for 1st year B Tech examination

Associate Dean (ET & LS)

- To monitor and ensure smooth functioning of Library services
- To suggest Librarian on procurement of Books, Journals, and E-resources
- To monitor recruitment of apprentice staff and trainee staff as and when required for Library services
- To suggest remedial measures to Librarian on difficulties faced by students regarding Library services.
- To help Dean (Acad) regarding education technological aspects

Associate Dean (Information Technology: MIS, Network and Website)

- Planning and Coordinating the activities of the Network Center, Computer Center, Virtual Classroom, Management Information System (MIS), Center for Distance Engineering Education (C-DEEP), and Telephone Maintenance Section
- Planning, Deployment and Maintenance of Institute Network
- Deployment, Upgradation and Maintenance of Institute Mail Server and Web Server
- Deployment, Upgradation and Maintenance of Servers Hosting different softwares like Matlab, Exata, Ansys, Autocad etc.
- Hosting of VNIT MIS servers and technical support for MIS activities

D/
Date : 25/04/2014

Note:

Subject : Approval for appointment of Deans and Associate Deans reg.

The following names are proposed for positions of Dean and Associate Deans.

Deans

Dean (FW)

Dr P.M. Padole

Associate Deans

Associate Dean (Civil Works)

Dr. R.S. Sonparote

Associate Dean (Electrical Works)

Dr. M.R. Ramteke

Associate Dean (Procurement & Stores)

Dr. V.B. Borghate

Associate Dean (Education Technology and Library)

Dr. S.G. Sapate

Associate Dean (Information Technology: MIS, Network and Website)

Dr. U.A. Deshpande

Associate Dean (Exams.)

Dr. A.S. Gandhi

Associate Dean (Public Relations)

Dr. Anupama Kumar

Associate Dean (International Affairs & Alumni)

Dr. M.V. Aware

Associate Dean (Hostel Affairs)

Dr. D.H. Lataye

Associate Dean (T & P)

Dr. A.B. Andhare

Associate Dean (Student Activities)

Dr. J.D. Ekhe

Associate Dean (Industry Institute Interaction)

Dr. S.S. Bhat

Kindly accord approval for appointment of the above Deans and Associate Deans.

Director

Submitted to

Chairman, BOG,

Visvesvaraya National Institute of Technology, Nagpur

