



Roles and responsibilities of Deans and Major Committees and Cell

Draft

1. Work Responsibilities of the Deans

The work responsibilities of various Deans are as per following :

S. No.	Designation	Major Works / Duties / Responsibilities
1	Dean Academics	<ul style="list-style-type: none">◆ Academic Calendar and Academic Planning◆ Measures to be taken to improve students' attendance and performance◆ Allocation of Courses (AKTU-Common, Value-added, Skill Learning etc.) and Guidelines◆ Allocation of Academic Infrastructure (Class-rooms and Labs)◆ Teaching Load and Time-tables◆ Monitoring of Students' Registration◆ Monitoring of Syllabus Progress◆ Attendance Monitoring and suitable measures to improve it◆ Compiled Attendance Record◆ Debarring of Students owing to shortage of attendance◆ Dispatch of Detained Letters◆ Exam-time Attendance Record and Monitoring of Students' Performance in CAEs◆ Award of Sessional Marks and Result Analysis◆ Any other as deemed / applicable / assigned
2	Dean IQAC	<ul style="list-style-type: none">◆ Framing of institute level rules / procedures / policies with its approval◆ Organization Chart and Annual Reports◆ Academic and Administrative Audit (Plan, Conduct, Action Taken, Compliance of Action Taken)◆ OBE related works (including compilation of attainments)◆ Feedback related works (Planning, data collection, analysis, actions to be taken and Action Taken Report with compliance)◆ Compilation of data needed for NBA, NAAC, NIRF # (Central Level Criteria)◆ Uploading of information to concerned portals (NBA / NAAC / NIRF), Report Generation, Query handling etc.◆ Data related to entrepreneurship, higher students and placements◆ Curriculum Gap related works (Policy, Identification, Action Taken)◆ Record keeping of all the rules, policies and procedure (including framing and approval – of all concerned)◆ Budget Planning and Expenditure◆ Actions Taken based on NBA Accr. Evaluation Reports◆ Any other as applicable / deemed / assigned
3	Dean Students' Welfare	<ul style="list-style-type: none">◆ Planning, Conduct and Report Preparation of all the activities and events – to be conducted (of all types)◆ The major domain of activities and events include : Cultural Activities, Social / NSS, Games and Sports, Technical, Outreach / Extension etc.◆ Compilation of Report of activities and events conducted by various clubs, dept. societies, students' council celebration of days, student council etc.◆ Any other as applicable / deemed / assigned



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S. No.	List of Committee as per AICTE/AKTU	Major Functions of the Committee
6	Internal Quality Assurance Cell (IQAC)	To develop a system for consistent, catalytic action to improve academic and administrative performance. It focuses on internalizing a quality culture, institutionalizing best practices, and ensuring quality sustenance through continuous monitoring and documentation
7	Institution Industry Cell (IIC)	To bridge the gap between academic theory and industry practice, fostering a symbiotic relationship that enhances student employability, promotes faculty development, and facilitates collaborative research.
8	Counselling / Mentoring Cell Student Counsellor, Mentor-Mentee and Counselling Cell	To provide a platform for psychological counseling and guidance related to mental health for students, faculty, and non-teaching staff To sort out the problems of students, reach appropriate solutions, take responsible decisions, and enable students to become self-actualized individuals; To take-care of well being of students and mentor-mentee related works at institute level
9	Nasha Mukht Hostel Committee / Prohibition Cell	Committee is required to enforce a total ban on the possession or consumption of drugs and alcohol in Hostels / Campus To sensitize the hazards of such use and measures to eradicate any such drug / alcohol and other substance in campus / outside the college premise
10	Equal Opportunity Facilitation Cell (including OBE and Minority Cell)	To promote diversity, inclusion, and equity within educational institutions by ensuring equal access to facilities, education, and employment for all, particularly marginalized groups such as SC/ST/OBC, minorities, and Persons with Disabilities (PwD); To monitor and endeavor to resolve issues / grievances relating to Minority / OBC students / faculty / staff members at institute level
11	IPR Cell	To promote innovation, manage intellectual property, and foster a research-oriented culture. Key functions include organizing awareness workshops, guiding faculty and students through patent searches and filing, managing institutional IP policies, and facilitating technology transfer for commercialization
12	R&D Committee Research and Development Advisory Committee	To promote research and development activities, including the publishing of scholarly articles, seeking funding from various organizations, providing consulting services, and filing patent applications, we are pleased to announce the formation of the R&D Committee Advising and supporting into the implementation of the R&D policy of the institution ; To advise and give their consent on policy related matters with implementation and monitoring of internal / collaborative / industry / institutional research, other research fundings collaboration or any other research and development matter assigned or mentioned time to time
13	Innovation Cell	Galgotias Centre for Experiential learning, Innovation and Incubation (GCELII) - An Institution's Innovation Council (IIC) is revised as per guidelines of Ministry of Education Innovation Cell (MIC) with an objective of practicing innovation based on experiential learning. This constitute body will synch with all the department, cells, centers, clubs and other stake holders of innovation ecosystem of GCET



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S. No.	List of Committee required in College	Function of Committee
5	Alumni Committee	Key functions include maintaining a database, managing communication through newsletters, and engaging alumni in institutional development and placement support.
6	Admission Cell	To manage, regulate and execute the entire student intake process, ensuring merit-based selection, adherence to government/university policies, and student counseling. Key roles include scrutinizing applications, confirming eligibility, conducting interviews, and finalizing student admission.
7	Placement Committee	Placement Committee serves as a crucial bridge between College and industry, overseeing the entire recruitment process and working to attract potential employers. It is responsible for corporate outreach, organizing campus recruitment drives, and conducting workshops and mock sessions to improve students' employability and facilitate final and internship placements.
8	Hostel Committee for Boys & Girls	Hostel Committee for boys and girls ensures a safe, clean, and disciplined living environment. It manages accommodation, maintains hygiene and mess facilities, enforces rules, and addresses student concerns to create a comfortable and supportive atmosphere for study. It also include all the works related to college canteen.
9	Time Table Committee	Time Table Committee prepares, manages, and releases the academic schedule. It ensures proper use of classrooms, labs, and faculty time. Its main tasks include planning semester timetables without clashes, balancing faculty workload, and updating schedules to resolve any conflicts.
10	ERP and LMS Cell	To look-after all the works pertaining to AKTU ERP, iCloud ERP and LMS.
11	Community Development Cell (UBA / NSS)	To plan, overview and monitor the social responsibility & community services including Blood Donation Camps in campus / nearby villages, Unnat Bharat Abhiyan, NSS, Aajadi Ka Amrit Mahotsav etc.
12	Skill Development, VA Courses and Training Cell	To inculcate skills among the students and to organize the skill development programs / courses / activities and events etc. To look after all the affairs / works related to Value-Added Courses / Certificate Program (run by the department) and Training Programs (run at institute / department level related to Technical Training – including training of Software / Technology / Coding / Placement etc.) - to bridge the curriculum gap / to improve the academic performance of the students
13	Galgotias AICTE IDEA Lab	To take-care of all the works (planning, coordinating, executing and monitoring / deemed) pertaining to Galgotias AICTE – Idea Lab (cell will look-after all the day-to-day / operational works / as assigned / applicable)
14	Institute Ethics Committee	To protect human subjects through ensuring highest ethical standards and conduct in all research carried out under the auspices of IIPH D
15	Student Council	To collect and provide feedback and suggestion to improve the overall performance of the students and institution through curricular, co-curricular and extra-curricular affairs