

**Roles and Responsibilities include the following, but not limited to.**

The Dean Academics shall:

1. Ensure the planning and monitoring of academic activities in the institute effectively (activities encompass - but not limited to - preparation of timetable, lesson plans, curriculum gaps, classes, CIEs, SEEs, result analysis, outcomes, corrective actions, etc.).
2. Ensure planning, monitoring and execution of accreditation and institutional activities.
3. Support, supervise and evaluate all the departments in a manner that promotes academic ambiance in the institution.
4. To ensure adherence to the ordinances as approved by JSS Mahavidyapeetha, UGC, AICTE and the affiliating university (VTU).
5. Ensure that the OBE is practiced by all the departments, academic audits are conducted regularly and prepare action plans thereon.
6. To monitor the progress of the students, with the help of HODs, in terms of results and other criteria. Results shall be analysed critically and recommendations be given for the improvement of the same.
7. Monitor and guide the placement activities to ensure that good number of students are selected in campus drives. The TPO & PLO will report to you.
8. Support the Head of Institutions in evaluating the performance of faculty members. Formal and informal feedbacks from the students and other stakeholders shall be taken into consideration in this regard.
9. Provide recommendations to the Principal regarding sabbatical and other leaves for faculty and other staff members.
10. Assist the Principal in the process of faculty and staff selection and retention.
11. Supervise the admission process of students at the Institute level.
12. Supervise the assessment activities (**CIEs and SEEs**). Monitoring the quality of the CIE question papers is one of the important activities.
13. Plan for the expansion of academic programs.
14. Work in tandem with IQAC Coordinator and other Deans.
15. Look after the institute activities in the absence of the Head of the Institute.

In addition, the Dean Academics shall discharge any other responsibilities entrusted by the Principal from time to time.

