

ROLES AND RESPONSIBILITIES OF THE DEAN (STUDENT WELFARE):

To promote and safeguard the welfare, interests, and overall development of students within the institution.

Key Aspects of the role:

1. Student Support and Welfare

- Address student grievances related to academic, social, or personal issues.
- Ensure mental health and counseling services are available.

2. Holistic Development:

- Promote cultural, sports, and recreational activities.
- Coordinate student clubs, societies, and associations.
- Organize annual fests, competitions, and talent shows.

3. Discipline and Conduct

- Oversee student discipline and help enforce codes of conduct.
- Resolve conflicts and disputes among students or between students and staff.
- Ensure a safe, respectful, and inclusive environment.

4. Accommodation and Campus Life

- Monitor hostels, dining services, and student housing conditions.
- Work with wardens and hostel staff to ensure a comfortable living environment.
- Address concerns regarding facilities and infrastructure affecting student life.

5. Student Representation and Leadership

- Encourage student representation through student council.
- Act as a liaison between students and the university administration.
- Facilitate leadership training and development programs.

6. Career and Personal Development

- Support career counseling and skill development initiatives.
- Collaborate with placement cells and industry partners.
- Organize seminars, workshops, and soft skills training.

7. Emergency and Crisis Management

- Provide support in situations such as medical emergencies or personal crises.

- Ensure students are informed about safety procedures and support networks.

8. Policy Formation and Implementation

- Develop and implement policies related to student welfare and conduct.
- Ensure compliance with institutional, legal, and governmental regulations.

9. Guardian of Campus Discipline and Safety

- Ensure a safe, respectful, and inclusive environment by overseeing disciplinary procedures.
- Promote policies on anti-ragging, anti-harassment, and equal opportunity.