



## **DON BOSCO COLLEGE KOHIMA**

### **Policy Document of Dean of Students Affairs**

#### **Dean of Students Affairs**

A Dean of Students Affairs is a key position which involves taking responsibilities for the welfare of the students' community. The Dean is appointed by the Principal in consultation with the Governing body and IQAC for a term period of 5 (Five) years. He/She should possess advanced verbal and written communication skills in addition to strong leadership skills. He/She should be able to work with people of diverse backgrounds and to work collaboratively with administrators, teachers, parents and students. Strong organizational, problem-solving and team building skills are essential. A successful Dean of Students is also a detail-oriented strategic thinker with above-average time management skills.

- **Roles and Responsibilities of Dean of Students Affairs**

A dean of students is responsible for the coordination of student-related programs in the college, respond to the students' needs, collaborate with different departments and committees, and plan social programs for students. The prime role of Dean of Students Affairs is to lead, manage and uplift the students' community to ensure they achieve the highest possible standards of excellence in all their activities.

- **Functions of Dean of Students Affairs**

1. He/she should act as a bridge between various students' welfare committees and IQAC.
2. He/she should represent the college and participate in any occasion/programme/activity concerning students' welfare in and outside the college.
3. He/she should be the Convener of the students' grievance redressal cell under BOSCO INTERNAL COMPLAINT CELL (BICC)
4. He/she should be a member of DBCK Students' Forum and BEEA Committee.
5. He/she should follow up meritorious students who are excelling in co-curricular and extra-curricular activities and report the same to IQAC every academic year.
6. He/she should identify needy students for free ship and fee concession and maintain the list and the report of such to be submitted to IQAC every semester.
7. He/she should organise induction/orientation programme for students at the beginning of every academic year. Induction program for first year students have to be on the rules & regulations of the college, orient on various facilities and provisions of the college
8. He/she should uphold and follow up the students' code of conduct daily, such as proper uniform, anti-tobacco, absentees, late comers, and any disciplinary action related to such conduct.
9. He/she should Collect and submit mentoring report and action taken report to IQAC every semester. Reports, feedbacks and geo tag photographs of mentoring have to be collected from

10. He/she should initiate and follow up remedial action and outcome report to be submitted to IQAC before the declaration of Model Exam result every semester. Reports of remedial and advance learners with action taken reports have to be collected from the concerned coordinators. Reports of remedial with action taken reports have to be collected from the concerned coordinators.
11. He/she should initiate challenging and innovative activities such as Quiz on Current issues, debate, mock exams for competitive exam, conference, mock interview etc. to enhance advance learners. Reports of advance learners with action taken reports have to be collected from the concerned coordinators.
12. He/she should monitor annual functions of the college and report the same to IQAC every semester.
13. He/she should keep track of all extension activities conducted under BEEA and report the same to IQAC every three months.
14. He/she should monitor and keep update on the Canteen facilities of the college.
15. He/she should monitor the conduct of any common gathering concerning students in the institution.