



# M.S. RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

(Re-accredited "A" by NAAC, permanently affiliated to Bangalore University, Approved by AICTE)


Date: 11.05.2015

## OFFICE ORDER

To,  
The Head of the departments  
MSRCASC

The following are the Roles, duties and responsibilities of Head of the Departments of the institution

1. HODs shall report to the Principal.
2. HODs are expected to play a major role in enabling the college to achieve its Mission and Goals through strong commitment to educational standards and values.
3. Shall strictly abide by the educational, Organizational and disciplinary policies of the college.
4. Responsible for semester planning, manpower planning, subjects allocation based on the choice options given by faculty members, Lab management, department management for smooth functioning, conducting model tests, university examinations, project reviews, class committee meetings on time, and in short management of the department in structured way, taking guidelines from Principal
5. Shall undertake Assessment and evaluation of the performance of students on continuous basis develop strategies for improvement of results Advice and counsel students on academic and social issues
6. Undertake individual or collaborative research and contribute towards development of the college
7. Responsible for maintenance of all the Lab equipments and obtain inventory from time to time.
8. Responsible to submit and motivate faculty to submit research proposals to funding agencies

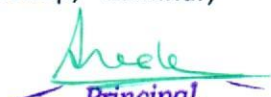
  
Principal,  
M.S. Ramaiah College of Arts, Science & Commerce  
MSRIT Post, MSR Nagar  
Bangalore - 560 054



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9. Responsible to motivate faculty to publish research articles in referred journals
10. Responsible for identification of Staff requirement and selection with the recommendation of the selection committee.
11. Shall attend all HODs meetings conducted by Principal and conduct department meeting monthly once.
12. Shall scrutinize Lesson plans, Lab manuals, review question bank keeping in view Program objectives & Course outcomes
13. Shall monitor theory Class / Lab sessions in accordance with lesson plan, students attendance and discipline
14. Responsible for scheduling Assignment, Seminar, Industrial Visit, Guest Lecture, Association activities, Quiz and Group Discussion.
15. Responsible for selection, allotment of supervisors/guide, monitor and review of student projects
16. Responsible for scheduling University Practical Examination, submitting marks list and Internal Assessment Marks to office
17. Shall upload Internal Assessment marks on departmental Notice Board for well dissemination of marks obtained by the students
18. Responsible for identifying slow learners and accordingly schedule Remedial classes
19. Appraisal of the performance of teaching and non-teaching staff.
20. Shall organize educational tour .
21. Shall submit proposals to funding agencies to organize workshop, seminar, conference, faculty development programmes, lecture series etc.,
22. Schedule stock verification in the lab and department Library.

  
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23. Shall prepare and submit department budget proposal to Principal.
24. Responsible for procuring equipments, consumables, books and other miscellaneous items in accordance with the college purchase policy
25. Shall maintain student-friendly environment.
26. Responsible for subject allocation, selection of electives, framing time table and allocation of department work

  
Dr. A. Nagarathna

*Principal,*

*M.S. Ramaiah College of Arts, Science & Commerce*

*MSRIT Post, MSR Nagar*

*Bangalore - 560 054*

Copy to:

1. CE, GEF-GS
2. COF, GEF-GS