

## **Head of Department**

### **JOB RESPONSIBILITIES**

The Head of the Department of the College is the academic and department administrative officer of the respective Department.

#### **Compliance:**

- Ensures the Department follows all the regulations of University, timely submission of all documents as required for LIC Inspection and assists the Principal in successfully completing the Inspection of LIC (Local Inspection committee).

#### **Academic governance:**

- To oversee the design and development of the overall curriculum and prepare session plans, including the teaching methodology/pedagogy, unique for his/her course including own teaching.
- Timely submission of Annual Planner complete in all respects
- Plan resource mobilization including infrastructure arrangement, Class allotment, coordinating IT and Software requirement, planning of teaching aids and pedagogy for the semester, empanelling Adjunct/Visiting Faculty.
- Deployment of ERP Modules on an ongoing basis for all Departments
- Ensure high quality inputs are given to the IT team for Website updates on a continuous basis
- Implement the College policy of strong student discipline to create academic rigour, ambience to achieve good students' attendance.
- Assist the Principal and lead the Orientation program for the new students.
- Induct the new faculty to the culture of the College with consistent support and guidance
- Plan and organize Department courses teaching-learning as per planning without deviation, right pedagogy, ICT support and ensuring the transaction of the curriculum is done in alignment with outcome based learning
- Regular scrutiny and review of Work Diaries including that of the co-faculty
- Conduct Internal Assessment Examination on time, in line with University Examination Pattern and evaluating and communicate the results with students within 7 days after the conduct of the exams as an internal Squads.

- Ensure that cultural, sports and NCC/NSS students qualify to appear for University examinations.
- Communication of Results on time
- Intensive Mentoring of students with the given framework and identify both good and weak performers for continuous improvement.
- Coordinate with the College Counsellor for student behaviour and emotional support by following the referral process
- Ensure that Mathematics & Finance Subjects are given appropriate teaching hours apart from weekly assessments
- Conduct both direct and indirect testing and evaluation methods along with those prescribed by Regulatory authorities
- Ensure highest academic standards in teaching to achieve improvement in the overall academic performance in terms of pass rate, distinction ratio, securing ranks year on year.
- Ensures that the Department classes run on schedule in coordination with the staff

### **HR and staffing**

- Enables faculty participation in FDPs conducted by (internal and external) Institutions and facilitates retention.
- Assist the Principal in controlling staff absenteeism and ensures prompt attendance of all staff
- Seek Midterm and end term student feedback is taken and share outcome with faculty and Principal
- Assists the Principal in ensuring performance evaluation of all Department staff in accordance with PMS and takes corrective actions
- Organizes and participates in seminars, workshops, MDPs , conferences, symposia, guest lectures and industrial and educational trips

### **Research**

- Participate and encourage the Department to consistently produce high quality research
- Timely publication of high quality department Newsletters, Journals.
- Participation in National level and International Conferences, publication of papers in National and International Journals by Faculty including self and student participation in research activities as directed by the Principal
- Assist the Principal in hosting National/International level Conferences

- Monitor and follow up with faculty members for submission Major and Minor Research Projects for funding from External Agencies such as UGC, DST, CSIR, DBT

## **Internship and Placement**

- Coordinates with Centre for Professional Excellence and Placement Services to prepare students for placement, progression.
- Monitors and ensures one member of the Department co-ordinates with Centre for Students' Placement Services in campus recruitment initiatives and plan industry visits/internships
- Monitors effective Internship/ placement of the Department as per the College Placement guidelines

## **Culture**

- Encourage and drive initiatives that foster inclusion and diversity amongst the international students in the Department
- Participates actively in the activities of the International Students Association of the College

## **Extracurricular, co-curricular and sports**

- Plans and organizes at regular intervals Symposia, organize Guest lectures and industrial and educational trips
- Monitors student participation in various sports activities and ensures academic support and attendance is given to them in taking part at University/ State/ National Level
- Plans and executes all student functions and celebrations as per the planner and schedule approved
- Monitors students of the Department to enrol in large numbers in NCC, NSS and Red Cross initiatives

## **Admission**

- Assisting the Marketing Department during admission time by ensuring personal support and one dedicated faculty is engaged in the counselling process
- Depute faculty for various promotional activities as and when required
- Ensure admission of students with high scores for the Department courses
- Prepares support material for the admission process including written test, GD, counselling, interview panel in appropriate to the level of courses
- Counsel the students to minimise drop out in accordance with the policies and strategies provided by the Principal.

- Assists the Principal in putting together a plan to attract high calibre of students to the University
- Facilitates and implements a PLUS Programme for students to undergo additional well-conceived, value-added programmes

### **College Revenue:**

- Monitors and follows up with students for payments of Tuition fee, examination fee as per the policy approved by the Management.

### **Administration**

- Student Safety and Discipline including monitoring of uniform policy as followed by the College and should be in rounds on regular basis to monitor the student discipline in the class.
- Maintains an inclusive culture for a harmonious environment for student and faculty
- Plans library support resources for the Department in coordination with the Chief Librarian and ensures maximum projects/assignments are dependent on Library reference
- Oversees Department Administrative functions.
- Plans and executes all department activities in alignment with approved department budgets.

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