


MIER College of Education

(Autonomous)

Accredited by the NAAC with 'A+' Grade

Job Profile of Dy. Head of Department

Name	Date of Joining
Dr. Bharti Tandon	02-12-2014
Designation	Department
Dy. HoD	School of Education
Qualification	Reports to
B.Sc., M.Ed., Ph.D., NET, PGDHE	Principal/Director/ Chairperson
Purpose of the Job: To coordinate with the HoD in the smooth functioning of the department	

The deputy HoD will coordinate with the Head of the Department in accomplishing the following tasks:

1. To ensure the smooth and effective functioning of the Department in consultation with the HoD.
2. To ensure high quality of teaching and learning process within the department as per the timetable, schedule of activities, teaching plans, and co-curricular programmes in consultation with the HoD.
3. To prepare timetables, teaching plans, annual calendar, schedules for labs, practicum, internship, dissertations etc. in consultation with the HoD for the approval of the Principal.
4. To plan, develop and implement the academic programmes and other activities designed to meet the needs of students as part of the lead team with the approval of the Principal.
5. To make substitute arrangements when faculty members are on leave, absent or on long leave in consultation with the HoD.
6. To ensure the execution of planned activities as per the approved timetable and calendar by coordinating with the faculty.
7. To ensure the effective and timely delivery of the curriculum in classes by the faculty and supervise its pace and coverage for the conduct of internal and external examinations.

8. To ensure the preparation of question papers for assignments/internal assessment examinations in consultation with the Examination Committee and HoD.
9. To monitor the technology-led activities such as Smart Classes, ERP, Pi360 etc. and send a report in writing to the CET through Incharge ICT.
10. To monitor students' attendance, punctuality, regularity and discipline through the leave and attendance committee and take necessary follow-up action in consultation with the HoD.
11. To ensure proper maintenance of records and documents through the offices of the HoD as objective evidence for NAAC purposes.
12. To discharge the duties of HoD in his/her absence.
13. Any other assignment given by the management.

Issued By	Prof. Adit Gupta 	Date: 14-12-2023
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