





MIER College of Education
(Autonomous)
Accredited by the NAAC with 'A+ Grade'

**Job Profile of Head Centre For
Educational Technology**

Designation	Head, CET
Reporting Officer	Principal, Chairperson
Purpose of the Job	
To promote the integration of technology into the educational setup of the college	
Responsibilities	
<ol style="list-style-type: none">1. To plan, execute, supervise and coordinate the activities of the Centre effectively and efficiently.2. To assist management in the development of strategic approaches for the integration of technology into the educational environment of the College.3. To ensure implementation of the Technology Enabled Learning (TEL) Policy.4. To apprise management about innovative trends for enhancing teaching and learning by identifying, evaluating, adopting, and integrating effective educational innovations into the curriculum.5. To forge partnerships with other institutions in consultation with the management.6. To provide administrative and technical support for all instructional technologies to improve learning outcomes, facilitate technology enabled teaching, and advance curricular innovation.7. To formulate and provide a professional development programme designed to support faculty in the design, development and delivery of curriculum and instruction using computer-mediated communications, cognitive and interactive media tools, and sound research-based course design for learning opportunities.8. To create awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted in the college.9. To assist the management with the process for systematic review and evaluation of various educational technologies.10. To organise Workshops/ training for staff and students in the use of the latest trends and techniques such as Google Classrooms, Smart Classes, ERP, Blended Learning etc.11. To establish Video conferencing and other ICT-based Communication systems.12. To ensure timely updation of the college website, YouTube Channel and ELMS portal of the college regularly13. To provide technological support to the Admission Cell, Examination Cell and staff in the different operations of College ERP.	

14. To provide technological assistance during various events and functions of the institute and make arrangements for broadcasting various programmes in the institute.
15. To organize quarterly review meetings and annual advisory committee meetings of the centre.
16. To maintain the records and files pertaining to the Centre for Educational Technology as per the NAAC and quality management system of the college.
17. To coordinate with the vendors, consultants and trainers.
18. Any other assignment as envisaged by the Management.

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Job Profile of Controller of Examinations

Designation	Controller of Examinations
Reporting Officer	Principal (Chief Controller of Examinations) / Chairperson
Purpose of the Job	
To conduct end semester examinations in fair and confidential manner as per the statutes, rules and regulations of the autonomous college under UGC norms and coordinate with the HoDs for procuring the internal assessment record on time.	
Responsibilities	
<ol style="list-style-type: none">1. To prepare and implement the calendar of activities of the examination cell after due approval by the management/ Principal (Chief Controller of Examinations).2. To follow and implement norms/regulations for examinations/evaluation/assessment schemes for different courses being offered at the MIER College of Education as per the UGC guidelines for autonomous colleges.3. To personally supervise different activities connected with the examination/evaluation/assessment so as to ensure sanctity, confidentiality and documentation of the above systems in accordance with a pre-determined calendar to ensure that deadlines are met and results are declared on time.4. To appoint paper setters, examiners from the panel approved for the purpose by the Academic Council of the College from time to time by constituting committees, flying squads, staff on examination duties, inspectors, checkers of internal assessment record etc.5. To circulate the date sheets of end semester examinations for all programmes well in time for faculty and students.6. To issue appointment letters to examiners for the conduct of practical, theory examinations and project work / viva-voce.7. To take following steps for the conduct of examinations:<ol style="list-style-type: none">a. To procure list of eligible candidates appearing for different examinations from the HoDs of School of Education and School of Social Sciences and Humanities.b. To issue Hall tickets to the eligible candidates for appearing in the examinations.c. To arrange all items of the examination work such as dispatch and transit of answer-books and question papers, evaluation of answer scripts, tabulation of	

results, complaints against question papers set for the examinations, use of unfair means, publication and rechecking of results and other related matters.

- d. To receive the Internal marks (finalized) and the attendance of each section of students from respective Head of the Department and process the same for finalization of results.
- e. To analyse the final result and submit a report to the Chairperson, Principal and HoDs.
8. To Inform the Principal with regards to the malpractice cases and take action as per statutes of the college.
9. To process the re-evaluation and re-examination and supplementary cases in consultation with the Principal.
10. To prepare annual report on the conduct and operation of examinations/evaluation/assessment systems based upon the facts and figures and share it with the management.
11. To get feedback about the schemes of evaluation/assessment/examination from the concerned target groups from time to time through IQAC.
12. To organize trainings/workshops for staff and other individuals concerned with examinations /assessment/evaluation in order to ensure proper standards and uniformity in coordination with the Assistant Controller of Examinations after due consultation with the Principal.
13. To keep records of the examinations in safe custody and be made available as and when required for any inspection /NAAC purpose etc.
14. To ensure collection of degrees from the university well in time and also plan for convocation of the College on regular basis.
15. Any other task, which may be assigned by the management from time-to-time.

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