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Designation	Head of the Department (HoD)
Reporting Officer	Principal
Purpose of the Job	
The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.	
Administrative Responsibilities	
<ol style="list-style-type: none">1. To assist the Principal in organizing, managing, evaluating and supervising different operations of the Department consistent with the vision, mission and objectives of the institute.2. To assist the Principal in implementing college statutes, administrative policies, rules and regulations for effective functioning of the college.3. To ensure compliance with the norms of all statutory and regulatory bodies.4. To prepare reports to be submitted to the management pertaining to the scholastic and non-scholastic activities organized in the college.5. To provide feedback to the management on the progress of both academic and administrative activities in the absence of the Principal.6. To represent the college in various meetings/committees/fora and follow up of college matters with various agencies in the absence of the Principal.7. To assist the Principal in defining the responsibilities and ensuring accountability of staff members, both teaching and non-teaching.8. To assist the Principal in organizing activities which facilitate the professional growth of the college staff and enhance the quality of the instructional programme.9. To assist the Principal in orienting new staff about the objectives of college as per QMS.10. To comply with auditing, quality assurance and risk management procedures both internal and external.11. To issue orders, circulars and notifications regarding the various aspects of college functioning in consultation with the Principal.12. To supervise the functioning of College Committees.13. To comply with the established lines of authority.14. Any other assignment as envisaged by the Principal /Management.	



Academic Responsibilities

15. To assist the Principal in identifying the annual objectives for the instructional, extracurricular and sports programmes.
16. To assist the Dean Academics in designing, reviewing and updating curriculum and other resource material in consultation with the Principal.
17. To prepare calendar, timetable and other schedules for Teaching, Teaching Practice and Internship.
18. To ensure implementation of the Timetable for the effective functioning of academic activities in the college.
19. To plan, monitor and evaluate various activities of the departments.
20. To coordinate with teachers in developing their teaching plans.
21. To perform all teaching assignments as given in the timetable.
22. To ensure uniformity of pace and coverage of syllabus in classrooms.
23. To develop and implement enrichment and remedial programmes for students.
24. To assist the Principal in establishing a process to ensure the development of a comprehensive college Improvement Plan with annual student achievement targets.
25. To ensure and supervise the conduct of examinations and declaration of results under the college guidelines as per the directions of the Principal.
26. To take steps for improving quality of results under the guidance of the Principal.

Responsibilities towards Students

27. To provide guidance to students in personal, academic and vocational areas.
28. To monitor students' behaviour both inside and outside classrooms.
29. To ensure a stimulating classroom learning experiences to students and actively engage them in the teaching learning process.
30. To review the academic performance of students and arrange remedial and enrichment classes for them.
31. To monitor students' attendance, regularity, punctuality, etiquettes and discipline and issue appropriate notifications wherever required.
32. To ensure timely submission of fees and other charges and take action against defaulters under rules.




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Job Profile of Head of the Department

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33. To ensure students are included in the various committees in the college and develop a wholesome personality by actively participating in different events.

34. To readdress the grievances of the students as per the grievance redressal mechanism in vogue in the college.

Issued By	Principal 	Date: 17/09/2021
Received By	HoD	Date:17/09/2021