

Job Description for HoD's

Key Responsibilities and Accountabilities:

- The prime role of the Head of the Department is to provide strong academic leadership.
- 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.
- Maintain the general discipline of the students and staff of the Department.
- To oversee the smooth functioning of the department and ensuring consistent provision for academic ambiance.
- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- To ensure the development of the Curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
- Responsible for designing the regulations, curriculum, and syllabi.
- Responsible for Board of Studies for the Department.
- Inculcate Industry Internship and Value added courses to the degree.
- To attend meetings when required by Senior Management.
- Prepare the annual budget in consultation with Principal of the College for the academic year and submit each year with necessary justification.
- Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning student-centric.
- Arrange to pass the semester end examinations results by the Class Committee and forward it to the Controller of Examination / Dean, Academic Courses for publication and record.
- Propose new programmes/courses and increase the intake in consultation with Principal.
- Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department.
- Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction
- Promote the visibility of the University both internally and externally.
- To ensure all essential resource material is available for use as required.
- Carry out any other function as assigned by the Principal.