



MANAGEMENT AND ADMINISTRATION AT MATHEMATICS DEPARTMENT

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Presented by –
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Presented to –
Dr. Jitendra Prasad
Associate Professor

OBJECTIVE

- To study the functioning and management of mathematics department

RESPONSIBILITIES

- Hiring process
- PhD selection and guide allocation
- Resolve the conflict
- Teaching load distribution
- Offering course and their instructor
- Ensuring staff doing their work or not
- Purchasing equipments
- As a signing authority
- Daily routine

HEAD OF THE DEPARTMENT



Dr. Jitendra Kumar

Professor

PhD: In Mathematics, Otto-von-Guericke University

Magdeburg, Germany

Research Interest: Modelling and simulation of population
balances in particle technology

CHALLENGES

- In recent time the most challenging thing is the shifting of department from transit campus to main campus
- Currently the challenge is managing the staff or fulfilling the staff requirement

PLANNING

- Selection of research scholar, scrutinizing of application, interviews
- Faculty requirement according to research area
- Item or equipment required with specifications
- Seminar for research scholars
- Deciding required committee



ORGANIZING

- Currently fulfilling the staff requirement like technical staff, attendant and sending request to establishment section
- Teaching load distribution
- Forming different committee like UG committee, PG committee, research committee
- Assigning task and responsibilities to staff
- Curriculum Mapping

BUDGET ALLOCATION

- Recurring – running budget like seminar organizing , arrangement of snacks, minor equipments purchase. Hod is able to purchase up to worth 25,000 at a time
- Non recurring – major equipment purchase worth more than 25000 with approval of dean or director



COMMANDING

- Ensuring staff doing their work properly
- Giving instruction to staff members
- Setting deadline for assigned work
- Motivate employee that they can finish their task on time



COORDINATION

- Arranging the meeting timely with staff to discuss any issue
- Work together for projects as per need of project
- Coordinate with other department also for research purposes if needed. Usually they coordinate with CSE department



CONTROLLING

- Take feedback in regular meetings
- Ensuring that given task or job to staff is done or not
- Giving deadline to staff to complete their work on time

CONFLICT MANAGEMENT



- On an administrative position it is very difficult to make everyone happy
- For any big decision call a faculty meeting to avoid any conflict later
- Decisions are typically made during meetings; if someone disagrees, then listen to them and work things out
- If needed to resolve any conflict a department level committee has to be formed, but till now no such situation has happened. All issues get solved in the meeting itself only

LEADERSHIP

- Avoid making decisions on your own without first considering other people's perspectives on the same issue.
- Also not leave decision completely to subordinates
- Keep all suggestion of subordinate in mind before taking any decision
- If staff not doing their duty then call review meeting and take feedback, also keep eye on them

Leadership style is similar to participative style



COMMUNICATION



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- Closely communication with computer science department for research
 - Approval for elective course for students and related issue in other department
 - Medium of communication usually e-mails
 - If needed meeting also take place, like meeting with academic section for briefing about selection procedure of PhD candidates
 - Many meetings are held in the department to discuss any issues.

DECISION MAKING

- For a decision call a faculty meeting
- Usually final decision taken in meeting itself after listening all suggestions
- All decision regarding implementation of decided coursework, normal routine decision, seminar organizing

Most of the decision are tactical decisions only



THANK YOU

- Open for any query