

3.1 STAFF

3.1.1 Dean

Deans are appointed by the Management in accordance with the selection procedure of the institution. Deans will report to the Principal for day-to-day activities under their domain. Deans will look after specific areas/domains of academic/research activities as assigned by the Manager of the Institution.

Deans' responsibilities include, but are not limited to:

- a) Coordinating and assisting Management for implementing the Institution Vision and Mission
- b) Leading the College towards achieving the goals set by the University
- c) Leading and coordinating strategic planning and curriculum development in their respective domains in association with HODs
- d) Supervising, evaluating, and supporting Departments in a manner that promotes excellence in instruction and creative productivity
- e) Assisting Principal in leading and coordinating the governance of the College
- f) Coordinating the professional development of the college staff in their respective domains
- g) Reviewing departmental policies, procedures and proposals
- h) Presenting papers in international conferences and publishing in Scopus indexed journals and encouraging the faculty to do so
- i) Encouraging faculty to apply for funded projects
- j) Organising technical events such as Webinars, Workshops, FDP etc.

3.1.2 Head of the Department

The Head of the Department is appointed by the Management in accordance with the selection procedure of the Institution.

HOD is responsible:

- a) To organise the department in a professional manner with consistent academic record and team spirit
- b) To maintain discipline in the department in consultation with the faculty and group tutors

- c) To organise academic programs like seminars, conferences and Faculty Development Programs to improve the domain knowledge and exposure of the students
- d) To resolve issues faced by students in consultation with group tutors and the Grievance Redressal Cell
- e) To schedule the activities of the department in advance for the academic year, by preparing a departmental calendar to incorporate in the College Calendar. HODs are also required to ensure strict adherence to the academic calendar.
- f) To ensure that every member of the department undertakes departmental and institutional activities in addition to the academic work in the department by assigning the workload in curricular and co-curricular activities and providing semestral time tables in advance.
- g) To convey the decisions of the HOD meetings to the staff members in the department
- h) To convene faculty meetings every fortnight, maintain the minutes of the meetings and submit to the authorities on demand
- i) To manage the leave requirements of the faculty in such a way that no class hours are lost
- j) To supervise and complete the process of NBA/NAAC accreditation by effectively coordinating the activities in the Department
- k) To ensure that the outcomes of the academic and other programs are well documented in each semester
- l) To monitor the internal and external examination results by intimating the low performers and their parents with follow up measures

3.1.3 Assistant HOD

Assistant HODs are appointed by the Management to assist HODs in day-to-day activities of the Department.

Responsibilities of Assistant HODs are:

- a) Preparation of the annual academic plan consisting of curricular and co-curricular activities, requirement of funds, timing of programs, and its monitoring
- b) Preparation of department calendar which will be incorporated into the college calendar
- c) Monitoring the annual academic activities of the department in collaboration with HOD and Dean

- d) Recording the minutes of the fortnightly department level meetings

3.1.4 Department Secretary

Department Secretaries are appointed by the Management to lessen the heavy load of academic and disciplinary activities of the HODs.

The responsibilities of the Department Secretary are:

- a) Result analysis immediately after the announcement of the University examination results and series examination by the Institution.
- b) Organising meetings in the department after each sessional examination and adopting suitable remedial measures if required.
- c) Submitting the report to the Director/Manager through the Principal after evaluating in the results in the Department meeting.
- d) Releasing of the Department Newsletters on time.

3.1.5 Teaching Staff

A teacher is constantly under the gaze of his students and their parents. Society keeps the teachers on a high pedestal and expects exemplary behavior from them and to practice what they teach. In particular, they should

- a) Manage their private affairs in a manner consistent with the dignity of their profession.
- b) Seek to make professional growth through continuous study and research.
- c) Actively participate in professional meetings, seminars and conferences with a view to not only contribute knowledge but also to keep them acquainted with the latest developments in areas of their professional interest.
- d) Perform, with diligence and dedication, their duties in teaching, tutorial, practical, seminar, research work, mentoring, etc.
- e) Cooperate and assist in carrying out functions relating to educational responsibilities of the College and the University such as appraising applications for admission, advising and counseling students, assisting in the conduct of college and University examinations including supervision, invigilation and evaluation.
- f) Participate in co-curricular and extra-curricular activities including community service.