

### **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