



<b>Designation</b>	<b>Head of the Department (HoD)</b>
<b>Reporting Officer</b>	<b>Principal</b>
<b>Purpose of the Job</b>	
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.	
<b>Administrative Responsibilities</b>	
<ol style="list-style-type: none"><li>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.</li><li>2. To assist the Principal in implementing college statutes, administrative policies, rules and regulations for effective functioning of the college.</li><li>3. To ensure compliance with the norms of all statutory and regulatory bodies.</li><li>4. To prepare monthly, and yearly reports for submission to the management pertaining to the academic and co-curricular activities organized in the college.</li><li>5. To present the quarterly report of the activities of the college to the management.</li><li>6. To provide feedback to the management on the progress of both academic and administrative activities in the absence of the Principal.</li><li>7. To represent the college in various meetings/committees/fora and follow up of college matters with various agencies as per the instructions and advise of the Principal.</li><li>8. To plan and organise Faculty Development programmes in coordination with the IQAC and due approval of the Principal.</li><li>9. To organise orientation programmes for the new faculty members.</li><li>10. To comply with auditing, quality assurance and risk management procedures both internal and external.</li><li>11. To issue orders, circulars and notifications regarding the day to day functioning of the College with a copy to the Principal.</li><li>12. To supervise the functioning of College Committees by having monthly meetings and submit reports thereof to the office of the Principal.</li><li>13. To ensure compliance, coordination and alliance with the expectations of the management.</li><li>14. Any other assignment as envisaged by the Principal /Management.</li></ol>	



### 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 teaching plans schedules for Teaching, Teaching Practice and Internship with the help of all faculty members for the approval of the Principal.
18. To ensure implementation of all the above for smooth and effective functioning of the teaching learning process in their respective departments.
19. To monitor and evaluate all the academic activities of the department by ensuring timely conduct of examinations through Examinations and Evaluation Committee (Internal) and send the internal assessment record to the office of the Controller of Examinations with the approval of the Principal.
20. To coordinate with the COE office for conducting inspection of internal assessment records by external examiners.
21. To ensure uniformity of pace and coverage of syllabus in all subjects by conducting regular meetings with the subject teachers and submit report to the Principal.
22. To develop and implement enrichment and remedial programmes for bright and weak students and conduct extra classes for shortage cases.
23. To ensure and supervise the conduct of internal and external examinations in a most sanctified and confidential manner as per the guidelines and statutes of the College.
24. To take steps for overall improvement and quality of results under the guidance of the Principal.

### Responsibilities towards Students

25. To provide guidance to students in personal, academic and vocational areas.
26. To ensure that stimulating classroom learning experiences are provided to students and actively engage with them in the teaching-learning process.
27. To review the academic performance of students and arrange remedial/enrichment/extra classes for weak/bright and shortage cases.
28. To monitor students' attendance, regularity, punctuality, behaviour, etiquettes and discipline and issue appropriate notifications on individual as well as group basis wherever required.
29. To ensure timely submission of fees and other charges and take action against defaulters under rules in writing for keeping records.





**MIER College of Education**  
(Autonomous)  
Accredited by the NAAC with 'A+' Grade

**Job Profile of Head of the Department**

(127)

30. To ensure students are included in the various committees in the college and develop a wholesome personality by actively participating in different events.
31. To readdress the grievances of the students as per the grievance redressal mechanism in vogue in the college.

Issued By	Prof. Adit Gupta 	Date:18-08-2023
Received By	Dr. Monika Bajaj 	Date: 18-08-2023

