

Dr. B. B. Hegde First Grade College, Kundapura

To
The HoDs of Kannada/Hindi/Sanskrit/English/
Commerce/Business Administration/Economics/Political Science/
Computer Science/Mathematics/Physics/Chemistry.

Functions and Duties of Head of the Department:

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assigns duties to teaching staff of the Department.
3. Ensures allocation of workload (teaching load and practical load) to all faculty members.
4. To co-ordinate with the teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
5. To present the departmental budget/requirement to the Principal.
6. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
7. To ensure smooth conduct of examinations including paper setting, assessment of theory and lab.
8. To submit Recommendations, if any, to the examination committee for processing of results.
9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leave of the departmental Colleagues.
12. To motivate faculty towards Research Proposals to various research funding agencies.
13. To encourage research/innovative programs in the department.
14. To organize need based workshops/seminars/symposia/visits/excursions etc.
15. To invite guest speakers for interaction and guidance to students.
16. To guide the students for career opportunities.
17. To facilitate faculty in the preparation and processing of self-appraisal of performance.
18. To ensure that college equipment/facilities under the department's control is properly maintained and serviced as required.

19. Adherence to the procedures of staff of the dept./College.
20. Coordinating the activities of the department and assisting the Principal of the College.

Roles and Responsibilities of HoDs:

Faculty

- Assisting faculty in providing a quality educational experience for students.
- Recommending, mentoring, and supervising the faculty.
- Coordinating and recommending full-time faculty responsibilities: teaching assignments, committee assignments, and student assignments.
- Providing the principal with inputs regarding the needs of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.

Program and Curriculum

- ♣ Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- ♣ Supporting the integrity of curricula, encouraging student success.
- ♣ Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- ♣ Assisting in providing leadership to meet the instructional goals of the department and college.

Department

- Conducting regular meetings of the department faculty.
- Coordinating the formulation of department short- and long-term plans.
- Facilitating interaction and collegial spirit among the department faculty.
- Coordinating the preparation of proposed departmental budget request.

Administrative

- Represents the department at meetings of department chairs.
- Assists with student complaints, and grievances originate in the department.
- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Picks and promotes strengths of students / faculty / staff
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements

Responsibilities of the Faculty:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Develop methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing the same in the classroom.
3. Development of course handout material.
4. Development of audio visual/multimedia materials for the topic presented
5. Prepares and executes Lesson Plan.
6. Completing syllabus within the stipulated time.
7. Reports to the class on time.
8. Utilizes classroom assessment techniques.
9. Develops test questions in consultation with the HoD.
10. Evaluates tests (if appropriate, based on type of test).
11. In consultation with the HoD, assures that course content allows students to meet outcomes associated with that course.
12. Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling).
13. Informs the HoD within a reasonable time about students' progress and how effectively students are learning.
14. Keeps a secure record of each student's results, both electronically and in hard copy,
15. Provides data relating to results in assessment tasks/exam events and attendance, if required, to the HoD.
16. Attends meetings to discuss issues affecting learning and other classroom issues.
17. Attends meetings with the HoD and the class representatives for the course to obtain feedback
18. A faculty shall help the concerned HoD to enforce and maintain discipline amongst the students.
19. A faculty shall perform any other co-curricular work related to the College as may be assigned to him from time to time by the concerned HoD.
20. Maintain attendance record of students.

21. Provides information about job opportunities in their respective field to placement cell.
22. Guides students on career opportunities.
23. Maintain teachers work diary.
24. If associated with the lab,
 - a. designs new experiments, if any,
 - b. prepares lab workbooks
 - c. ensures the availability of him/herself in the lab during laboratory periods for explanation, if needed
 - d. ensures availability of equipment needed for the lab in proper functioning
 - e. evaluates lab workbooks and provides feedback to student on timely basis
 - f. recommends for procurement of equipment, if any for the smooth conduct of all experiments,
 - g. keeps the lab clean and tidy
25. Ensures quality, maintenance and cleanliness of the dept.
26. Carries out research/innovative programs in the department.
27. Organizes need based workshop/ seminars / symposia / visits/ excursions etc. by coordinating with the concerned HoD
28. Invites guest speakers for interaction and guidance students.


12/08/21
Prof. K. Umesh Shetty
PRINCIPAL
Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201