

Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

IQAC Co-ordinators:

IQAC is any institution is a significant administration body that is responsible for all quality matric. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to incise the quality of the education imparted in an institution.

The duties & reasonabilities of IQAC Co-ordinators are:

- a) Setting quality benchmarks with consistent work.
- b) Creating parameters to reach academic as well as non-academic learning goals.
- c) Creating a student-centric teaching-learning environment.
- d) Enabling faculty to efficiently use ed Tech tolls for innovation in education.
- e) Considering the feedback of students, faculty & parents for the best practices.
- f) Organizing various workshops & seminars for the quality education environment.
- g) Documenting all the activities in chronological order & keeping a tab on improvements.
- h) Preparing 100% accurate MIS reports for NACC
- i) Preparing & submitting one of the most important -Annual Quality Assurance report (AQAR) as per instructions of the NAAC.
- j) Coordinating quality -related activities, including adoption and dissemination of best practices.
- k) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- l) Development of Quality Culture in the institution.
- m)Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.


Principal

B.B. Hegde First Grade College
Kundapura -576201

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Cultural Coordinator:

The Cultural Coordinator position will involve sitting, standing, and using multiple pieces of office equipment and computers. The position will require several hours being spent at a computer preparing detailed reports. The position may also require lifting equipment and materials up to, but not limited to approximately 30 lbs. The environment is busy and occasionally noisy. The Cultural Coordinator will be required to be out in the community, which includes indoor and outdoor environments in all seasons.

Traditional Medicine and healing practices are utilized in ceremonies and circles which may affect individuals who are sensitive to scents.

This position requires the Cultural Coordinator to deal with a wide variety of people with challenging personal issues, which can be stressful at times. Dealing with regular deadlines and having many requests at one time can also be a stressor in this position.

The hours of work are usually Monday to Friday 8:30am to 4:30pm. Some evening programming will occur requiring flexibility of weekly hours of work.

Duties and Responsibilities:

Duties and Responsibilities will include, but will not be limited to the following:

1. Program Management
 - Encourages program participants, their caregivers, and staff to participate in cultural and traditional events.
 - Maintains list of Cultural Items on site.
 - Assist in providing and/or coordinating traditional and cultural training for students.
2. Programme Administration
 - Prepares monthly program calendar and activity reports of cultural events.
 - Completes daily attendance sheet and collects statistical data reports,

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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 the proper system to get the best results.
9. To ensure purchases and maintenance of stock registers are done properly by the Laboratory Assistants.
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 programmes 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 equipments/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

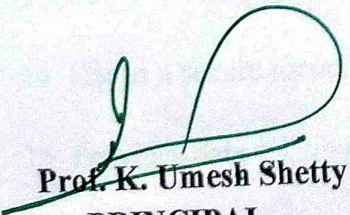
- Preparing and recommending class schedules (Allocating courses (theory and lab) and preparing time-tables).
- Supporting the integrity of curricula, encouraging student success.
- Planning, developing, implementing, and evaluating curriculum for students enrolled in the programs offered by the dept.
- 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/documents of departmental activities and achievements.


Prof. K. Umesh Shetty

PRINCIPAL
Principal

Dr. B.B. Hegde First Grade College ,
Kundapura -576201