

## Job Description for HoD's

1. The prime role of the Head of the Department is to provide strong academic leadership.
2. 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.
3. Maintain the general discipline of the students and staff of the Department.
4. To oversee the smooth functioning of the department and ensuring consistent provision for academic ambiance.
5. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
6. To ensure the development of the Curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
7. Responsible for designing the regulations, curriculum, and syllabi.
8. To attend meetings when required by Senior Management.
9. Prepare the annual budget in consultation with Dean of the School for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
10. Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning student-centric.
11. Arrange to pass the semester end examinations results by the Class Committee and forward it to the Controller of Examination / Dean, Academic Courses for publication and record.

12. Propose new programmes/courses and increase the intake in consultation with Dean of the School and faculty.
13. Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
14. Organize Seminars / Conferences / Symposium /Workshop / training programmes in topics of relevance and importance to the department with financial support from external agencies.
15. Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction
16. Promote the visibility of the University both internally and externally.
17. To ensure all essential resource material is available for use as required.
18. Carry out any other function as assigned by the Vice-Chancellor and Registrar.