



DON BOSCO COLLEGE KOHIMA
Policy Document of Head of Department (HoD)

Head of Department

Head of Department is a pivotal position which involves taking responsibility for the effective functioning of the department. The HoD is appointed by the Principal in consultation with the Governing body for a term period of 5 (Five) years. He/she is expected to have completed at least two years of term service as an academic staff in the institution. He/she should be a person of eminence in academics and efficient in administration. In absence of faculty with such caliber, the management has the right to appoint any one of its preference.

- **Roles and Responsibilities of HoD**

The prime role of the HoD is to provide strong academic leadership. He/she is required to lead, manage and uplift the department to ensure it achieves the highest possible standards of excellence in all its activities. He/she should monitor and follow up the faculty and students of the department. The HoD will be a member of Academic council of the college.

- **Functions of HoD**

1. To hold faculty meeting twice in every academic session. The reports and minutes of such should be submitted to the college report e-mail.
2. He/she is responsible for the smooth functioning of the department. And ensures the punctuality of the faculty in executing their assigned duties.
3. He/she is available to the staff and students during the working hours of the college and if need be also outside the working hours.
4. He/she distributes the work equitably preferably avoiding sharing or splitting course-work unless it is necessary in consultation with the faculty. The workload must be distributed to the faculty members and a copy be given to the IQAC in advance. Any change in the department timetable should be communicated immediately to the IQAC
5. He/she plans and conducts seminars, workshops, special lectures etc. with the involvement of staff and students of the department.
6. He/she initiate faculty and students exchange programmes in the department and carry out association and extension activities related to the department in consultation with the HRD.

7. He/she consults the faculty members and prepares the list of books and list of requirements for the department and submits them to IQAC in the month of April every year.
8. He/she meets the students individually and monitors the attendance of students of the department and calls the parents of defaulters for counseling.
9. He/she facilitates skills and placement training activities for the department students and faculties in consultation with the HRD.
10. To maintain three separate registers
 - a) Meeting minutes & reports,
 - b) Departmental activities reports,
 - c) Remedial reports and action taken report.
11. He/She should keep the following files in the department
 - a) Current Syllabus of all the papers offered by the department.
 - b) Semester-wise course teachers and work load of faculty members, additional responsibilities given to faculty members.
 - c) Class-wise list of student's details.
 - e) CA marks and semester results copies.
 - d) ICT tools used by the staff
 - f) Department Calendar and the department activities.
 - g) Undertaking/notice and records of meetings with the students who have less attendance and poor performance in studies.
 - h) Leave Letters of faculties and students.
12. He/she should conduct SWOC analysis of the department every academic year and submit the same to IQAC.
13. He/she should plan out the departmental activities before the beginning of every academic year and submit the same to IQAC.
14. He/she should submit yearly report of department and result analysis to IQAC in the month of April every year.
15. He/she should submit all activities report of the department along with Geo-tag photograph and official circular/brochure/list of program and participant attendance with signature should be submitted to IQAC office.
16. He/she ensures that class orientation is conducted for each semester where the course outcome is explained to the students. Report and Geotagged photo to be submitted. Every

End of the semester, the Programme outcome report of the department need to be submitted to IQAC office.

17. To exercise such other powers and performs such other duties as may be conferred or imposed upon by the rules and need of the college as felt and entrusted by the college authority.

AS PER NAAC REQUIREMENT - RESPONSIBILITIES OF THE HEAD OF DEPARTMENT
(3.1.2, 3.4.2)

1. Every department to start minor project and major project.(HoD and Asst. Professor)
(one every academic session)
 - a. List of teachers along with the department affiliation.
 - b. Title of the funded project,
 - c. The amount and the funding agency
2. Sign MOU (One MoU every academic session)
 - a. Activities should be conducted after signing the MoU.
 - b. All MoU should have the duration
 - c. MoU with the sister institutions under the same trust not to be included.