

## **RESPONSIBILITIES & DUTIES OF HEAD/IN-CHARGE OF VARIOUS ARTS DEPARTMENTS**

- To coordinate the entire academic activity of the department in addition to his/her regular duties and responsibilities as a teacher.
- To assign duties to staff members as per regulatory requirements and requirements of QMS.
- To monitor performance of duties & responsibilities of the staff as required by QMS and statutory and regulatory requirements.
- To monitor the check in and check out timings of the Teaching & administrative staff of the department.
- To take corrective action against identified non-conformities and preventive action against potential non-conformities.
- To prepare and submit the anticipated and actual workload whenever required by higher authorities/ DHE.
- To submit the attendance of the students to college authorities in softcopy and hard copy.
- To check and review the received syllabus for adequacy and control prior to its use.
- To ensure preparation of daily lesson plan as per controlled syllabus & get the lesson plan approved as per requirements.
- To monitor planned versus actual teaching.
- To ensure conduct of ISA as per schedule.
- To ensure submission of ISA results and SEE question papers to the respective committees.
- To display ISA marks for information of all concerned.
- To submit report of monthly activities of the department to the Principal.
- To certify remuneration bills of lecture basis teachers **after checking**.

- To report process performance for management review.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any such duties when allotted by the Principal.

## **RESPONSIBILITIES & DUTIES OF TEACHERS/ FACULTY**

- To perform duties as per regulatory requirements, availability on the campus and requirements of QMS.
- To forward all the correspondence to higher authorities and external bodies through head of department and principal.
- To prepare daily lesson plan as per syllabus, get the lesson plan approved and to follow the same.
- To take attendance of the students and to report any irregularities to the HoD.
- To help the Head of Department to conduct examinations as per schedule.
- To ensure submission of ISA and SEE question papers to the HoD in stipulated time and to submit corrected answer books on time.
- To conduct extra and co-curricular activities with approval from higher authorities.
- To conduct activities to enhance research and academic excellence.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.
- To perform any such duties when allotted by the Head of the Department, committee conveners or Principal.

