

## **RESPONSIBILITIES & DUTIES OF HEAD OF DEPARTMENT/IN-CHARGE (Department of Psychology)**

- 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 make improvement plans on basis of analysis of data.
- 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 prepare practical schedule as per workload and lab status.

- To prepare and submit to office requisitions for purchase of all lab requirements.
- To possess list of equipment available in the lab and maintenance schedule of serviceable equipment in use.
- To issue general guidelines and protocols for conduct of practicals and other laboratory operations.
- To allocate responsibility to respective lab in- charge teacher & other supporting staff.
- To monitor conduct of practicals and revision practicals as per schedule and ensure completion of practical courses within stipulated period.
- To ensure certification of students journal before conduct of practical examination.
- To submit monthly activities report 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**

### **(Department of Psychology)**

- 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 conduct practicals and revision/ repeat practicals as per schedule and ensure completion of practical courses within stipulated period.
- To ensure certification of students journal before conduct of practical examination.
- 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 convey requirements for practicals to the Lab Asst & other supporting staff.
- 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.

