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“ CELEBRATING DREAMS ”

Regulations Concerning Roles and Responsibilities of Deans and Heads of Departments (HODs)

Introduction

This regulation outlines the roles, responsibilities, and procedures for Deans and Heads of Departments (HODs). It is aligned with the seven criteria of the National Assessment and Accreditation Council (NAAC) to ensure quality in higher education and aims to provide a tangible, goal-oriented approach.

1. Curricular Aspects

Goal: Ensure high-quality, relevant, and up-to-date curricula that meet the evolving needs of the industry and academia.

Tangible Goals:

- Update at least 20% of the curriculum annually based on industry feedback.
- Introduce at least two new courses each academic year.
- Achieve a minimum of 90% student and alumni satisfaction with the curriculum.
- Ensure atleast 05 videos for each course as a part of its references.
- Make and maintain syllabus in modular shape.
- Upload the scheme and syllabus on Prabandh.
- Map COs with Blooms taxonomy.
- Articulate CO-PO matrix.
- Create more clusters of courses each year.
- Enrich clusters of courses each years.
- Identify and integrate skill development courses.
- Identify and integrate ability enhancement courses.
- Ensure implementation of curriculum prescribed by regulatory agencies.
- Syllabuses prescribed by regulatory agencies as minimum threshold and, if possible, add more value to it.
- All references in the syllabus should be in a accepted style like APA.
- Timely conduct of BOS.
- Taking the feedback of students, alumni, recruiters and teachers to update the curriculum.
- Using the feedback of students, alumni, recruiters and teachers to update the curriculum.



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- Keeping the record of the above.
- Reporting the same in the BOS minutes.
- If curriculum of a batch, for example, for a 4-year degree course 2022-24, is changed mid-way to include some current topics, then keeping its record in version form. For example, if the syllabus is changed three times till the students pass-out, the version numeric serial number should be used as suffix. Like B. Tech.(CS) 2022-24 V1.

Responsibilities:

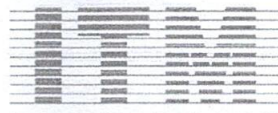
- Curriculum Development and Revision:
 - Regularly review and update academic programs to incorporate the latest advancements and industry requirements.
 - Facilitate stakeholder involvement, including industry experts and alumni, in the curriculum development process.
- Interdisciplinary Programs:
 - Encourage the development of interdisciplinary courses and programs.
 - Promote collaborations between different departments to offer integrated learning experiences.
- Feedback Mechanism:
 - Help IQAC in implementing structured feedback mechanisms to gather inputs from students, faculty, alumni, and employers.
 - Use feedback to inform curriculum revisions and improvements.
- Documentation:
 - Maintain detailed records of curriculum development and revision activities.
 - Ensure all curriculum changes are approved by the appropriate academic bodies.

2. Teaching-Learning and Evaluation

Goal: Enhance the quality of teaching, learning, and evaluation processes to ensure academic excellence.

Tangible Goals:

- Ensure 100% of faculty participate in at least one professional development program annually.
- Achieve a minimum of 85% student satisfaction with teaching methods.
- The content on LMS should be uploaded before the start of a semester. It should be of high quality and should mirror a MOOC course.



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- Using administrative access visit atleast one LMS maintained by the faculty every day
- Implement ABCA methods in at least 90% of courses.
- Experiment at least one new pedagogy each year.
- Calculate CO-PO attainment
- Ensure all question papers are compliant to calculation of outcome based educations.
- Incorporation of experiential learning in all courses.
- Conduct minimum 10 guest lecturers each year.
- Get atleast 01 adjunct/emeritus professor each year in a school.
- Attend one random class each week and create a report on the same.
- Innovations in teaching and learning link should be regularly updated.
- Per 02 teachers minimum 01 Value added course to be added and offered each year.
- Successful implementation of VAC at the school/department, at least 20 per cent participation each year.
- Motivating and enrolling students to MOOC courses, at least 5 per cent.
- Identify and make provisions for value additions for slow and advanced learners.
- Enriching cluster of courses for advanced learners, minimum 02 courses per year.
- Maintain and implement mentor-mentee apparatus and mechanism in the department/school.
- Ensuring attendance is recorded on MIS.
- Using attendance to regulate participation in continuous examination.
- Using audit credits to accommodate activities in the learning process and follow the system of recording performance of students to accord credits to them.
- To ensure that students have sufficient exposure of AI in every course they are offered in case there is an application of the same.
- Integrate Indian Knowledge System (IKS) in all the courses wherever possible and find more pathways to IKS to integrate the same in the syllabus.
- Gamify the courses as much as possible.
- Encourage students to participate in national and international competitions.

Responsibilities:

- Innovative Teaching Methods:



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- Promote the use of innovative and student-centered teaching methodologies.
- Integrate technology and experiential learning into teaching practices.
- Faculty Development:
 - Organize regular training and development programs for faculty members.
- Encourage faculty to participate in national and international conferences, workshops, and seminars.
- Evaluation Reforms:
 - Implement continuous and comprehensive evaluation methods.
 - Ensure transparency and fairness in the evaluation process.
- Student Support:
 - Provide academic support and mentoring to students.
 - Address student grievances promptly and effectively.
- Documentation:
 - Maintain accurate records of teaching methodologies, faculty development programs, and evaluation reforms.
 - Document student feedback and actions taken.

3. Research, Innovations, and Extension

Goal: Foster a vibrant research culture and promote innovation and extension activities.

Tangible Goals:

- Increase the number of research publications by at least 10% annually.
- Secure at least three new research grants or industry partnerships each year.
- Organize a minimum of five community engagement activities annually.
- Encourage to produce 02 PhDs per approved guide annually.
- Secure 02 MOUs with research institution every year and keep it functional.
- Publish 02 patents per year per faculty.
- Conduct two workshops and seminars/conferences each year.
- Encourage consultancy by the department.
- One international MOU each year.



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Responsibilities:

- Research Promotion:
 - Encourage faculty and students to undertake research projects.
 - Facilitate access to research funding and resources.
- Publications and Patents:
 - Support faculty and students in publishing research findings in reputed journals.
 - Encourage the filing of patents and the commercialization of research outcomes.
- Collaborations:
 - Establish research collaborations with national and international institutions.
 - Promote industry-academia partnerships for research and innovation.

Extension Activities:

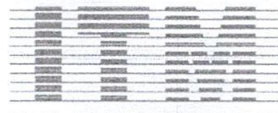
- Organize community engagement and extension activities.
- Document the impact of extension activities on the community.
- Documentation:
 - Maintain detailed records of research projects, publications, patents, collaborations, and extension activities.
 - Prepare annual research reports highlighting key achievements and future plans.

4. Infrastructure and Learning Resources

Goal: Ensure the availability of adequate and well-maintained infrastructure and learning resources.

Tangible Goals:

- Upgrade at least one major piece of laboratory equipment each year.
- Keep labs functional and upto date.
- Ensure security of all apparatus with the School.
- Lab manuals should be upto date.
- Add new experiments each year.
- Keeping the website of the Department/School upto date.
- Within a week of conclusion of an event, the same should be reflected on the website.



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Responsibilities:

- Infrastructure Development:
 - Plan and oversee the development and maintenance of departmental infrastructure.
 - Ensure classrooms, laboratories, and other facilities meet the required standards.
- Library and Learning Resources:
 - Facilitate access to a well-stocked library and digital learning resources.
 - Promote the use of e-resources and online learning platforms.
- IT Infrastructure:
 - Ensure the availability of up-to-date IT infrastructure and support services.
 - Promote the use of technology in teaching, learning, and administration.
- Maintenance:
 - Implement a regular maintenance schedule for all facilities and equipment.
 - Address infrastructure issues promptly to ensure a conducive learning environment.
- Documentation:
 - Maintain records of infrastructure development, maintenance activities, and resource utilization.
 - Prepare reports on the status and adequacy of learning resources.

5. Student Support and Progression

Goal: Provide comprehensive support to students for their academic, personal, and career development.

Tangible Goals:

- Achieve a placement rate of at least 80% for graduating students.
- Ensure 100% of students have access to academic advising and counselling services.
- Organize at least ten extracurricular events each academic year.
- Identifying training needs of students.
- Encourage students to register TAP trainings.
- Systematically organize TAP trainings.
- Organize developmental and coaching programmes for students for higher level competitions.



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- Keep a record of students' progression.
- Readily attend grievances of students.

Responsibilities:

- Academic Advising and Counselling:
 - Implement structured academic advising and counselling programs.
 - Monitor student progress and provide necessary support for academic success.
- Career Services:
 - Facilitate career guidance and placement services.
 - Organize workshops, seminars, and job fairs to enhance employability.
- Extracurricular Activities:
 - Encourage student participation in extracurricular and co-curricular activities.
 - Recognize and reward student achievements in various fields.
- Grievance Redressal:
 - Establish a robust grievance redressal mechanism.
 - Address student grievances promptly and fairly.
- Documentation:
 - Maintain detailed records of student support services, career placements, and extracurricular activities.
 - Document student feedback and actions taken.

6. Governance, Leadership, and Management

Goal: Ensure effective governance, leadership, and management practices for institutional growth and development.

Tangible Goals:

- Ensure 100% compliance with university policies and regulations.
- Facilitate annual performance reviews for all faculty and staff.
- Prepare budget of the department/school by the end of June 15, 2024.
- Ensure the usage of budget allocated for each year.

Responsibilities:

- Strategic Planning:



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- Lead the development and implementation of strategic plans for the department/faculty.
- Set measurable goals and monitor progress regularly.
- Decision-Making:
 - Ensure participative and transparent decision-making processes.
 - Involve faculty, staff, and students in key decisions affecting the department/faculty.
- Financial Management:
 - Prepare and manage the departmental/faculty budget efficiently.
 - Monitor financial performance and ensure optimal utilization of funds.
- Policy Implementation:
 - Ensure compliance with university policies and regulations.
 - Regularly review and update departmental/faculty policies to align with institutional goals.
- Documentation:
 - Maintain records of strategic plans, decision-making processes, and financial management.
 - Prepare annual reports on governance and management activities.

7. Institutional Values and Best Practices

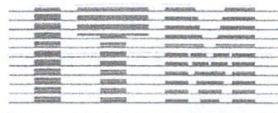
Goal: Promote institutional values and implement best practices to enhance quality and sustainability.

Tangible Goals:

- Conduct at least two workshops on ethical practices and sustainability each year.
- Implement at least three new sustainability initiatives annually.
- Achieve a minimum of 90% compliance with quality assurance standards.

Responsibilities:

- Ethical Practices:
 - Uphold the highest standards of integrity, ethics, and professionalism.
 - Ensure ethical conduct in all academic and administrative activities.
- Sustainability Initiatives:
 - Promote sustainable practices in the department/faculty.



- Implement initiatives to reduce the environmental footprint.
- Quality Assurance:
 - Implement and monitor quality assurance mechanisms.
 - Regularly assess and improve academic and administrative processes.
- Community Engagement:
 - Foster a culture of community engagement and social responsibility.
 - Organize activities that contribute to the well-being of the community.
- Documentation:
 - Maintain records of ethical practices, sustainability initiatives, and quality assurance activities.
 - Document community engagement efforts and their impact.

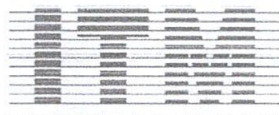
Review and Revision

Periodic Review:

- Conduct periodic reviews of this Regulation to ensure it remains relevant and effective.
- Involve key stakeholders in the review process and incorporate feedback for improvement. This Regulation is designed to be a living document, subject to periodic review and updates to reflect the evolving needs of the university and its stakeholders.

Rubrics for Evaluation of Performance (Total 140 Marks):

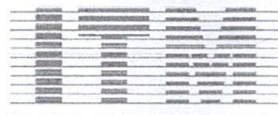
Criteria	Exemplary 17-20 Points)	Proficient (13-16 points)	Developing (8-12 points)	Needs Improvement (1- 7 points)
Curricular Aspects	Up-to-date and innovative curriculum, strong industry linkages, effective curriculum evaluation	Curriculum aligned with industry needs, regular updates, some evidence of stakeholder involvement	Curriculum needs minor updates, limited evidence of industry linkages, basic evaluation mechanisms in place	Outdated curriculum, lack of industry relevance, no formal evaluation system
Teaching-Learning and Evaluation	Effective teaching methodologies, student-centered	Strong focus on student learning outcomes, use of innovative teaching	Some evidence of innovative teaching, but needs	Traditional teaching methods, limited focus on student



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	learning, robust evaluation system	practices, regular assessment of teaching effectiveness	improvement in student engagement and evaluation	learning outcomes, ineffective evaluation system
Research, Innovations, and Extension	Strong research culture, significant research output, impactful extension activities	Active research agenda, publications in high-impact journals, successful grant acquisition, strong industry collaborations	Some research activity, publications in moderate-tier journals, limited extension activities	Minimal research output, lack of research culture, no significant extension activities
Infrastructure and Learning Resources	Well-maintained infrastructure, adequate learning resources, effective utilization of technology	Excellent infrastructure, up-to-date technology, and well-stocked library	Basic infrastructure and resources available, some maintenance issues	Inadequate infrastructure, outdated resources, limited access to technology
Student Support and Progression	Strong student support services, high placement rates, and student engagement	Comprehensive support services, excellent placement record, active student clubs and organizations	Basic student support, moderate placement rates, some student engagement activities	Limited student support, low placement rates, lack of student engagement
Governance, Leadership, and Management	Effective leadership, transparent decision-making, efficient financial management	Strong strategic planning, collaborative leadership, sound financial management	Basic administrative functions, some evidence of strategic planning, financial management issues	Poor leadership, lack of transparency, financial irregularities



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Institutional Values and Best Practices	Strong commitment to ethics and sustainability, evidence of best practices	Adherence to ethical principles, some sustainability initiatives, participation in quality assurance programs	Basic understanding of ethics and sustainability, limited quality assurance efforts	Lack of commitment to ethics and sustainability, no evidence of quality assurance practices
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