



sasi INSTITUTE OF
TECHNOLOGY &
autonomous ENGINEERING

Accredited by NAAC with "A" Grade,
Recognised by UGC under section 2(f) & 12(B)
Approved by AICTE - New Delhi
Permanently Affiliated to JNTUK, SBTET,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/FA/12/2021-22/01

Date:23.12.2021

Orders of the principal dt.23.12.2021

OFFICE CIRCULAR

Sub: Responsibilities of HOD - Reg.

Ref: Letter dt.23.12.2021 from Dr T V Rama Krishna, Coordinator, IQAC

1.The following are the responsibilities of HOD related to academic activities:

- a. Planning, monitoring and control of the academic system related to his own division
- b. Planning for the Division operational, maintenance and development budgets for Board approval in consultation with his principal,
- c. Conducting DDC meetings for academic / laboratory development once in a semester.
- d. Submitting the performance appraisals of faculty and staff.
- e. Preparing and submitting the Divisional annual report to the principal.
- f. Preparation of teaching schedules, workloads for all the faculty members.
- g. Plan from time to time and assign any faculty any work regarding administration, academic development, maintenance and up keep, examinations, interface without side bodies, inter disciplinary works, consultancy, counseling of students, interaction with industry, participation in community services, research and project works and any other work as and when required by the Division.
- h. Utilize the services of any staff member and assign different duties from time to time or interchange the duties of various staff members in the Division.
- i. Nominating members for the library committee and make suitable recommendations for journals, textbooks, reference books with the help of other senior faculty.
- j. Recommend to the library in terms of purchase of books for his Division and related disciplines.
- k. Conduction of all the course work, laboratory work, project work, thesis work, assignments and internal examinations and the faculty to maintain all the records properly.
- l. Preparation of lesson plans, course work schedules for each course and also ensures it is placed in the University website. Posting student information like attendance, results, etc both in automation data base as well up dating in web site

- m. Monitoring all the student's related course work and the academic schedules are run in time.
- n. Counseling of students on academic matters, handle all the disciplinary problems and if necessary, refer cases to Disciplinary Committee (DC).
- o. Correcting the faculty in case of any complaint or the need arising from feedback
- p. Controlling the overall behavior and discipline of the faculty, staff and students.
- q. Appraising all the faculty, staff and students about the University mission and goals and how to achieve them in the Division
- r. Guiding the faculty in charges dealing with the professional activities
- s. Direct proper conduct of Extra and co-curricular activities of the Division.
- t. Conduct student counseling
- u. Conducting meetings with the parents periodically and take suggestions for improvement of the Division.
- v. Establish and operate a grievance redressal committee for the division.
- w. Inviting the guests for lecturers, conducting seminars, workshops, symposiums in the Division.
- x. Establishing thrust areas for R&D and inter disciplinary activities and to provide encouragement.

2. The following are the responsibilities of HOD related to FACULTY & STAFF

- Planning for the Faculty and Staff resources based on new courses and increase in intake
- Making proposals for recruitment
- Participation as member in the selection committee
- Evaluation of Faculty self-appraisal
- Making recommendations for the Faculty development
- Faculty and staff work load management
- Maintenance of Faculty Student Ratio
- Maintenance of records related to staff

3. The following are the responsibilities of HOD related to Consultancy

- Make the capability report and forward the same to principal
- Assign resources to the Consultancy projects assigned by principal
- Review the progress of the consultancy projects along with principal and corrective actions where ever necessary.
- Identify a Professor in charge responsible for consultancy
- Review the progress of the Consultancy service and report to principal once in every month and also take necessary actions in case of non compliances and deviations.
- Plan the equipment required for undertaking the consultancy services and make proposals for purchase of the same.

4. The following are the responsibilities of HOD related to IRP

- Sourcing live projects to be done by Final Year B.Tech and M.Tech Students
- Arranging Industrial Visits
- Organizing student and Faculty Training at the Industry

- Organizing the industry experts as members to DDC

5. The following are the responsibilities of HOD related to R&D

- Identify thrust areas to source students and scholar R&D Projects
- Encourage B.Tech students to register for M.Tech Programs and M.Tech students to register for PhD programs
- Identify Focused research Areas for each of the Faculty in the division
- Identify the Term Paper areas from each of the Faculty Research Areas
- Identify the UG projects out of the Research Areas
- Identify Mini Projects and Major projects to be done under the directorship of the faculty duly assisted by the selected students for the purpose. The Mini projects will be either having incremental development or Research projects or working models that can be used while delivering the subjects that are not connected with Laboratories.
- Set the Laboratories required for conducting research
- Plan the projects
- Direct the execution of the projects
- Monitor the execution of the project
- Encourage and help the students and faculty in Presenting the research findings in seminars and work shops
- Patent the findings and obtain the approval for intellectual rights
- Submit a report to principal on the R&D progress and achievements once in every month
- Arrange Invited talks from industrial and R&D Organizations
- Organize students seminar, and workshops
- Organize national and International Seminars and workshops
- Must develop relationships with reputed national and International universities and sign MOU to conduct Inter University R&D programs and facilitate Exchange programs
- Must Liaison with UGC, CSIR, Affiliated University to obtain approvals for recognized research centers, approval for research directors and amendments to the research studies.
- Patent the findings and obtain the approval for intellectual rights
- Conduct research meeting once in every month, review and take necessary actions to move the R&D projects as per the time deadlines
- Motivate the faculty in doing active research along with other responsibilities assigned to them.
- Monitor the utilization of equipment purchased specially for the purpose of conducting R&D.

6. The following are the responsibilities of HOD related to Suggestion-Complaints Book

- HOD should review the entries in the register and take appropriate action at his level within one month. Action taken by HOD shall be written in the register.
- If HOD thinks that the problem cannot be sorted out by him, the same should be escalated to principal on reviewing the entries in the register and reading the complaint. Similarly on reading the complaint, if the principal thinks the problem is

to be solved at the level of the Vice-Chairman the same shall be escalated to him. Principal shall sort out the problem at his end in two months

- A report on Complaints received and actions taken shall be submitted by HOD to Principal once in 3 Months.

7. The following are the responsibilities of HOD related to Counseling

- All the HODs should counsel the students parallel to the student counselor on regular basis about their studies, their behavior in the college and the various activities that are being taken up in the college. This counseling is to be done on social, personal and academic matters of the students and record to be maintained.
- The HOD will also interact with 10% of parents of the students every semester and take a feedback from them regarding academic, administrative and other aspects. The same will be consolidated and submitted to the principal.
- Motivate students and inculcate career oriented mindset
- Counseling students for better, ethical, moral and professional behavior,
- Counseling students in their career planning, competitive examinations,

8. The following are the responsibilities of HOD related to Students

- Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
- Communicate the attendance particulars and internal marks of students to the concerned parents from time to time with the help of class advisors.
- Counsel the students who are absent for the mid test or irregular to the class work.
- Arrange special classes if necessary for the benefit of below average students.
- Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.

9. The following are the responsibilities of HOD related to Academic Audit:

i. HOD must conduct Academic audit regularly and take corrective actions immediately. The following Auditing shall be done.

- 1) Whether the time table is being followed as planned?
- 2) Are there any discontinuities in the syllabus coverage?
- 3) Whether attendance registers being updated with attendance and the topic covered regularly?
- 4) Whether coverage of the syllabus being done as per lesson plan?
- 5) Whether the internal marks are being entered in the attendance registers in time
- 6) Whether Course files are being updated regularly
- 7) Whether the course converges is being done as per the internal examination schedule?
- 8) Are there any Complaints? If yes whether corrective actions are being taken?

- 9) What actions are being taken when a Teacher is absent and the subject coverage delayed due to lack of a teacher?
- 10) Whether LAB attendance register are being updated valued continuously
- ii. HOD will send a report to principal on the academic audit done once in a month.

10. **The following are the responsibilities of HOD related to monitoring through department WEB Site:** College will host a department web site on which the student information is published which is accessible by both students and their parents. All the details like the lecture plans, student attendance updated weekly once, internal marks, and college examination schedules, Examination schedules under autonomous scheme, Fee dues, and college examination results updated once in every semester, Examination results under autonomous scheme are accessible both by students and parents.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE


Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director, SITE

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Hostel Section/Transport Section/Account Section/

Mail to: All faculty members


PRINCIPAL
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