

TERMS OF REFERENCE

Position: Head of Department
Department/Division: Academic
Reports To: Director-Academics and Dean-Academics

POSITION SUMMARY:

The position will be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.

KEY DUTIES & RESPONSIBILITIES:

SN.	Key Responsibilities	Description
1	Planning	To plan all the academic activities like faculty identification, Class schedules, Class timing, etc.
2	Research	To engage in variety of other academic activities i.e. conducting research activities i.e. seminars, workshops, publications and guiding and mentoring faculty and students in research areas
3	Exam Department Coordination	To coordinate exam department for internal exams and assignments. To provide the EMR Report received from the faculties for further process.
4	Conduction of extra-curricular activities	To coordinate with training and placement officers for various extra-curricular activities
5	Course Mapping	To map the course of each subjects in each semester
6	Orientation	To organize orientation in coordination with admission department for newly enrolled students and faculties
7	Circulation of Notice	To ensure the timely circulation of notice to students, faculties and academic staffs
8	Working relationships	To maintain strong working relationships with faculty members and trusting relationships with students that helps to make a program success
9	Receiving formal/informal Feedback	To receive feedback for students relating to course, class conduction and faculties and preparing report regarding this.
10	Class Conduction	To deliver lecturer for minimum 12 hours and maximum 18 hours per week.
11	Others	As assigned by Supervisors (Dean Academics)

Skills Required for the Job

Skills	<ul style="list-style-type: none">• Leadership skills• Organizational, Planning and controlling skills• Communicative skills• Team Building Skills
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