



S.R.FATEPURIYA COLLEGE

(A NAAC ACCREDITED INSTITUTION)

Website: www.srfatepuriacollege.in

P.O. - Beldanga
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S. R. Fatepuria College

Beldanga, Murshidabad



**MANUAL OF THE HEAD OF THE
DEPARTMENTS**

(FOR UNDERGRADUATE COLLEGES)



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1. Duties of a Head of the Department:

The Head of the Department of a subject in an undergraduate College is actually the leader of the department. His foresightedness and managerial capacity build the fortune of the department. He directs the fellow teachers how to perform their duties. He directs the students what role should they play for the development of the department. He is the planner of the department and he is the executor as well.

2. Responsibilities of a Head of the Department:

- a) To convene all the departmental meetings
- b) To keep liaison with the Principal
- c) To collect adequate funds for implementing plans of the department
- d) To allocate classes among the teachers
- e) To distribute curriculum among the teachers
- f) To coordinate in paper setting
- g) To decide the mode of examinations to be taken internally
- h) To give leadership in all academic activities
- i) To plan and execute all extra-curricular and co-curricular activities
- j) To recommend free-studentships to the needy students
- k) To recommend faculty development programmes / placement/ promotion cases of the departmental teachers
- l) To plan and execute departmental excursions
- m) To promote departmental research activities
- n) To recommend suitable candidates for prizes/ recognitions

3. Before the Commencement of an Academic Year:

The Head of the Department shall convene a meeting with the departmental teachers on a suitable date and time for discussing the following agenda:

- a) To prepare a plan for effective delivery of the curriculum to the students
- b) Distribution of the curriculum among the teachers in position
- c) Prepare a routine; Assist the Teachers' Council Secretary to prepare the Master Routine
- d) Prepare a plan of taking internal examinations
- e) Prepare an academic plan and an academic calendar
- f) To select the days of observation
- g) To appoint mentors for every enrolled student
- h) To organize an induction programme for introducing the faculty members with the students and to introduce the subject (content of the curriculum) to them
- i) To explain the programme outcome and course outcome



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- j) To give a general idea about the process of evaluation

4. During the Academic Year:

- To take classes and monitor in such a way that all teachers are taking allotted classes
- If due to some reason, any class could not happen, alternative class should be allotted
- To check the progress of delivery of the curriculum on regular basis so that the syllabus must be completed well before the commencement of examinations
- To take some measures so that experiential method of teaching can be adopted
- To take some measures so that problem solving method of teaching can be applied
- To take some measures so that participative method of learning can be adopted
- To supply e-resources to the students
- To motivate the students to use the library resources
- To identify advanced learners and slow learners
- To prescribe appropriate measures separately for advanced and slow learners
- To design the content of add-on courses to build strong foundation of knowledge on the subject

5. Before the Commencement of Examinations:

- Revise the curriculum
- Guide the students by taking mock tests or supply them suggestive questions
- Guide them how to write the answers in examinations so that high score can be obtained
- Guide them to write the answers in short, in own language of the student and answer should be to the point
- To guide them in writing within a stipulated time frame
- To tell them importance of good hand writing and spelling and grammatical mistake free answers

6. During the Examinations:

- The examination process must be fair, transparent and unbiased
- The examinees should be forbidden for adopting any unfair means

7. After the Examinations:

- Submission of the answer scripts
- Evaluate the scripts
- Submission of ward slips within due time

8. After the Result out:

- Pass percentages should be calculated



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- b) Identify the students achieved good score
- c) Felicitate the achievers with prizes and incentives

9. After passing out the College:

- a) Keep in touch with the students passed out
- b) Collect information about their progression
- c) Keep records of their placements
- d) Invite them during reunions

10. Organization of Seminars and Workshops:

- a) Selection of themes
- b) Invite the resource persons
- c) Prepare the flyers and circulate widely
- d) Call for papers
- e) Edit and publish pre-seminar publications like souvenirs and abstracts
- f) Print the Flex and Banners
- g) Arrange video and still photography with geo-tagged facility;
- h) Prepare the programme schedule
- i) Receive the Resource Persons and the Guests
- j) Conduct the inauguration and technical sessions
- k) Stream on YouTube Channel and on other online platform
- l) Organize the valedictory session and distribute the participation and appreciation certificates
- m) Prepare the report of the Seminar/ workshop with photographic evidences
- n) Publish post-Seminar proceedings

11. Publication of Wall Magazine:

- a) Issue a notice inviting articles/ poems/ essays from the students
- b) Select a place where wall magazine will be published
- c) Write the contributions on chart papers
- d) Paste those on the board
- e) Decorate the board
- f) Fix a date and time for publication
- g) Make an assembly and unveil it among the readers

12. Publication of ISBN Books:

- a) Collect articles/ research papers from the contributors



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- b) Collect an undertaking that their contributions are original and they are giving the copyright of the contributions to the College
- c) Select an editor / a number of editors for editing
- d) Contact with a publisher for printing and providing ISBN
- e) Check the proofs
- f) Print the books
- g) Release the book in public on an auspicious day

13. Publication of Research Journal:

- a) Collect research papers from the researchers
- b) Check plagiarism
- c) Obtain copyright
- d) Contact with a press for printing and providing ISSN
- e) Publish it

14. Organization of Exhibitions:

- a) Select a theme
- b) Collect materials for exhibition
- c) Display those with attractive decoration
- d) Invite people for having taste of the exhibition
- e) Get a feedback

15. Organization of Reunion

- a) Fix a date and time of reunion
- b) Sent invitation letters to the alumni
- c) Collect donations from them
- d) Arrange refreshment
- e) Organize a cultural programme
- f) Felicitate few old and established alumni

16. Participation in Community services:

- a) Select the theme of service
- b) Select the area where it is required
- c) Collect funds for the service
- d) Design the plan of service
- e) Identify the beneficiaries by conducting survey
- f) Fix a date and time



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- g) Deliver the service to the targeted beneficiaries
- h) Take feedback
- i) Prepare a report stating details of the service delivery with photographic and muster roll evidences




Principal
S.R.F. COLLEGE
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(Dr. Suhas Roy)
Principal
S. R. Fatepuria College
Beldanga, Murshidabad