



Duties and Responsibilities of a faculty / HOD / Dean

1. Duties and Responsibilities of Teaching Faculty Members

Teaching faculty members constitute the most important component of an educational institute. They are the ones, who help in forming the career of the students and whom the students tend to take as their role models. A good teacher always motivates his / her students and guides them to the right path. Some of the core responsibilities are listed below:

1. Teach or carry out teaching load as prescribed by dept.
2. Conduct theory and lab classes as assigned and maintain students' record.
3. Maintain lecture attendance record in the prescribed attendance register and uploading to ERP, for theory as well as lab subjects, both.
4. All the faculty members are required to complete the assigned works with full efficiency in a timely manner. Cooperate utmost in conduct of examinations, maintaining discipline and harmony, invigilation and evaluation work, award of marks, project and seminar work, motivating students for their academic improvement, conducting quizzes, presentations and group discussions, quality teaching, timely compliance of assigned works, timely completion of syllabus, filling up of formats etc.
5. Raise demand for deficient lab equipment and consumable well before the commencement of the semester and ensure its provisioning. Maintain laboratory assigned to the faculty member including inventory of items held and related documents.
6. Prepare/update lab manuals. Develop students' assignments and question papers with model answers. Continuously evaluate the students, identify weak students and inform their parents through the HOD/class coordinators.
7. Prepare Course File for each theory course being taught by the faculty.
8. Conduct make up classes as well as the extra classes for weak students (maintain record).
9. Regularly organize students' seminars and their presentations.
10. Organize / assist in the conduct of departmental society activities. Promote students in identifying their development / training needs and assist them in achieving the same.
11. Undertake students mentoring (maintain record of discussion). Maintain all academic records of students including attendance and sessional marks. Maintain class discipline.
12. Extend support in students' PDP activities, curricular, extra-curricular, games and sports, cultural and T&P activities and in maintaining college discipline, compliance of college rules and stopping ragging. Extend your valuable support to all assigned duties and responsibilities.
13. Engage in self-development through research, organizing / participating in seminars, writing technical papers, writing books, etc. Make choice of activities to take optimum advantage of performance linked promotion and increments policy.
14. Abide by all the college rules applicable. Remain update by own about the issued notices, office orders, circulars etc., time to time, for its compliance.
15. Any other work assigned by competent authority / deemed / applicable



2. Duties and Responsibilities of Head of the Department (HOD)

All the HODs are requested to take-care of following responsibilities and duties, other than the regular and self-explanatory departmental activities / responsibilities, for the compliance with immediate effect, as :

1. All the affairs related to students, academics and administration of the department concerned.
2. All the affairs related to forwarding of leaves, coordination for assignments and their welfare, conduct of meeting of faculty and staff members of department concerned.
3. Monitoring of Lecture Attendance (daily basis) taken by individual faculty member (on a prescribed attendance register / uploaded to ERP)
4. Monitoring of ERP related works / Reports
5. Monitoring of Evaluation Record and award of sessional marks by individual faculty member
6. Compiled Attendance Record and getting signature of Students
7. Maintaining the DAAK registers for all received material and issued material
8. Conduct of Departmental Meetings, minutes preparation and its record keeping
9. All the affairs related to lab setup, manpower planning and requirement. It includes installation, commissioning, repair and maintenance of the lab equipments and machines etc.
10. All the affairs related to students' discipline, uniform, late arrival, gate-pass, measures and actions to stop ragging, attendance monitoring, counselling and grievances of department concerned. It includes students' applications and medical records etc.
11. Record keeping of all the concerned issues, notices, circulars, letters, attendance record, permanent records of students and faculty and staff members, marks record, documents related to result (end sem) with its analysis, all other allied and concerned documents of the department.
12. Planning and execution of academic policy and academic calendar etc. All the affairs related to teaching load distribution, time-table, engagement and arrangement of classes, conduct of labs (with performance of the experiments of such nature) of their department concerned.
13. Students' performance will be evaluated by each subject teacher on continuous basis. It's reporting and monitoring is to be done by the HOD concerned. Academic monitoring and feedback from the students and faculty and staff members concerned, understanding and explanation of subjects, remedial actions, and measures for quality and performance improvement of the students concerned.
14. Monitoring and ensuring the efficient conduct of PDP classes, conduct of aptitude quizzes, conduct of GD sessions, conduct of presentation sessions, and all other activities related to the placement of the students of the department concerned. Arrangement of training of all the students of the department concerned (as per the curriculum).
15. Organizing and conduct of industrial visits, workshops, skill enhancement talk / workshop / sessions etc.
16. All the affairs related to Project, Training and Placement, Seminar, Training Reports, Skill Development, Presentations and Developmental Programs related to departmental students and faculty and staff members.
17. Monitoring of all the academic affairs including preparation of course file, home-assignments (its timely distribution, collection, evaluation and its return to the students), question banks, solution of question papers of internal as well as external question papers, discussion of solution of conducted class tests, lab file, lab manuals, lab performance chart, stock registers and all other academic related affairs.
18. All the affairs related to conduct of internal examinations, timely submission of questions papers, its standard evaluation, submission of answer sheets and documentation of sessional marks.



19. Coordination, cooperation and supervision in conduct of cultural functions, various events and functions, sports' meet, curricular and extra-curricular activities etc.
20. All the works related to AKTU and AKTU ERP.
21. Preparation of sessional marks, it's uploading to the web-site of affiliating university and record keeping of the sessional marks of the students of department concerned. Conduct of external practical examinations, coordination with COE to take care of all related affairs, record keeping of all the concerned documents including answer sheets, quizzes, marks records, question papers etc., with marks uploading.
22. Any other work assigned by competent authority / deemed / applicable.
23. In the absence of HOD, Dy. Head / available senior most faculty members may sign on the letters / notices / office orders etc. issued from the office of HOD.

3. Work Responsibilities of the Deans

The work responsibilities of various Deans are as per following :

S. No.	Designation	Major Works / Duties / Responsibilities
1	Dean Academics	◆ Academic Calendar and Academic Planning ◆ Measures to be taken to improve students' attendance and performance ◆ Allocation of Courses (AKTU-Common, Value-added, Skill Learning etc.) and Guidelines ◆ Allocation of Academic Infrastructure (Class-rooms and Labs) ◆ Teaching Load and Time-tables ◆ Monitoring of Students' Registration ◆ Monitoring of Syllabus Progress ◆ Attendance Monitoring and suitable measures to improve it ◆ Compiled Attendance Record ◆ Debarring of Students owing to shortage of attendance ◆ Dispatch of Detained Letters ◆ Exam-time Attendance Record and Monitoring of Students' Performance in CAEs ◆ Award of Sessional Marks and Result Analysis ◆ Any other as deemed / applicable / assigned
2	Dean IQAC	◆ Framing of institute level rules / procedures / policies with its approval ◆ Organization Chart and Annual Reports ◆ Academic and Administrative Audit (Plan, Conduct, Action Taken, Compliance of Action Taken) ◆ OBE related works (including compilation of attainments) ◆ Feedback related works (Planning, data collection, analysis, actions to be taken and Action Taken Report with compliance) ◆ Compilation of data needed for NBA, NAAC, NIRF # (Central Level Criteria) ◆ Uploading of information to concerned portals (NBA / NAAC / NIRF), Report Generation, Query handling etc. ◆ Data related to entrepreneurship, higher students and placements ◆ Curriculum Gap related works (Policy, Identification, Action Taken) ◆ Record keeping of all the rules, policies and procedure (including framing and approval – of all concerned) ◆ Budget Planning and Expenditure ◆ Actions Taken based on NBA Accr. Evaluation Reports ◆ Any other as applicable / deemed / assigned

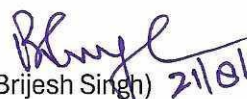


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B Tech – CSE, IT, CE, ECE, EE, EEE # NBA Accredited

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3	Dean Students' Welfare	◆ Planning, Conduct and Report Preparation of all the activities and events – to be conducted (of all types) ◆ The major domain of activities and events include : Cultural Activities, Social / NSS, Games and Sports, Technical, Outreach / Extension etc. ◆ Compilation of Report of activities and events conducted by various clubs, dept. societies, students' council celebration of days, student council etc. ◆ Any other as applicable / deemed / assigned
4	Dean R&D	◆ Listing of all the funding agencies and circulation of notices (inviting proposals for funding / grants; including Company Social Responsibility Funds) ◆ Proposal Preparation, Scrutiny through External Experts, Proposal Submission, Tracking and related record keeping (with current status) ◆ Record keeping of all the grants and funding; consultancy; publications; IPR; Product Developments; Charts developed; Copyrights; Trademarks; Course Material Developed; Technology Transfer etc. ◆ Record keeping of MOUs with conducted activities and events ◆ Record keeping and monitoring or progress of Students' Projects ◆ Work related to Collaboration / Linkage for Faculty / Students Exchange ◆ Research related incentives, Seed Money related works with monitoring of work progress ◆ Any other as applicable / deemed / assigned
5	Dean Incubation / CEO of Galgotias Startup Cell Foundation	◆ All the works related to incubation, innovation, entrepreneurship including Institute Innovation Council, E-Cell, Startup, ARIIA, NIRF Innovation Raking etc. ◆ Planning and conduct of concerned activities and events, report preparation and record-keeping (compiled list with status) ◆ Students' Participation in concerned activities and events with report generation and related documentation ◆ Any other as applicable / deemed / assigned
6	Chief Proctor	◆ All the works related to maintain the discipline amongst students of the institute and to deal with all kind of acts of indiscipline (including library, hostel, transport and entire campus of the institute) ◆ To take care of all the works / issues related to ragging ◆ Taking rounds in the campus during academic hours ◆ Anti-ragging duties in Hostels (for a month, new-admissions, during non-working hours) ◆ All concerned documentation ◆ Any other as assigned / deemed / applicable


 (Dr. Brijesh Singh) 21/01/2026
 Director (Officiating)

Copy for information and necessary action to :

1. Hon'ble Chairman and CEO sir
2. All the Deans / HODs, IQAC, Registrar, Accounts