Decentralization and Participative Management

Institution level

Program level

Department level

Class room level

Academic Committee has been constituted - Principal and all the HODs.

This Committee meets periodically to discuss various academic and non-academic matters.

These include introduction of courses, reforms in Examination and Assessment, infrastructure augmentation etc The HOD is responsible for assigning the courses to the faculty in the department based on the expertise and need.

While one of the courses is assigned by the HOD, the other course is left to the choice of the faculty.

HODs also ensure that the academic calendar is followed and academic discipline is maintained at all levels in the delivery of course content, conduct of assessment etc.

The Time tables are prepared well in advance incorporating curricular/co-curricular/extracurricular activities and circulated. The Accreditation Committee is responsible for

- formulating and updating the learning outcomes for the courses,
- calculation of attainment of course outcomes and program outcomes
- wherein the faculty members of the respective programs are the members indicating the participation of all concerned
- Teaching faculty members is designated as a Class Coordinator.
- The Class Co-coordinator is responsible for monitoring the academic needs of the students in the class and reports the status to the Head of the Department







SCOPE to RAISE



STRATEGIST

To mitigate Resistance & STRIVE towards excellence



CAPTAIN

To enhance INTELLIGENCE and increase the ability



ORGANISER

To influence and induce ASPIRATION



PROPAGATOR

To build Awareness & encourage REALISATION



EXECUTOR

To ENFORCE Change







STRATEGIST

- Responsible for overall planning and execution monitoring of department
- Study and analyse data like results, admissions, placement and all related metrics of the department and strategize the action plan
- + Compilation of all important deadlines and reporting of gaps
- → Ensuring IQAC compliance and supervise the preparation of AQAR
- Strategize NIRF targets every year and periodically measure the accomplishment of the same.
- → Support the Captain in compilation of NBA related records and Documents.



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CAPTAIN

- → Responsible for preparation of Academic calendar & departmental activities for the Semester / Year
- → Providing necessary Human Resources, infrastructure & facilities in the department
- → Faculty Appraisal
- → Course allocation for the semester based on competency matrix
- → Budget preparation & utilization

- Responsible for ROP & Quality Objectives framing and revision in QMS
- Review of academic deliverables for all the courses
- → Frequent analysis of Students & Parents feedback.
- Innovation in Teaching & Learning process
- → Responsible for Fast learners talent recognition, university ranks & honors degree
- Maintaining Competence Matrix of the Department
- VTU circulars & statutory compliances
- → Responsible for instant submission of any data as requested from the Principal office

- → Redressal of students, faculty & parents grievances
- → Periodic reporting to Principal
- → Effective Academic delivery & Assessment system at department level.
- → Support to slow learners
- → Responsible for overall fee collection monitoring of the department
- → Monitoring of research activities in the department including all professional activities like Publications, patents, consultancy, grants, etc
- → Skill development initiatives for the staff & students







- → Responsible for complete end to end activities in the department research center with the help of the respective coordinator.
- → Accountable for getting successful accreditation in NBA & NAAC.
- → Responsible for recognitions like NIRF ranking, ISO certification, ARIIA rank at department level.
- → Measures to ensure 100% admissions & placement for the department.
- → Establishing Industry based research and skill development centers & strengthen the Industry Institute Interaction and collaborations.



- → Monitoring of the Student placements of the department with the help of Placement Facilitator and periodic reporting to HOD
- → Monitoring of execution of quality objectives & TQM practices (Kaizens, 5S, etc)
- → Organising of departmental events like Symposium, Conventions, Guest Lectures, Conferences, industry visits



- → Responsible for regular day to day Academic Activities with support of the Class coordinators right from Staff attendance & engagement, monitoring of syllabus coverage, Edumate record entries, digital academic content preparation.
- → Responsible for end to end Internal Assessment process monitoring of the department.



- → Conduction of Department & Circle meetings
- → Class Committee meetings
- → Department website & Social media page maintenance
- → Student Outreach programs & participation of students in all prestigious competitions
- → Innovation center & IIC activities







- → Department Alumni Engagement
- → Student skill development initiatives Planning, monitoring & execution
- → Students Internships, Projects & Induction program.
- → Counseling and Mentoring Process & maintenance of records



- → PGPA calculations & LMS application processing
- → AICTE activity points compilation and reporting to Captain
- → Important circulars and notifications to staff and students



- → Daily Students attendance monitoring in coordination with class coordinators
- → Shortage of attendance reporting
- → Dispatch of Progress reports and attendance shortfall notices
- → Internal Assessment results analysis and reporting
- → Conduction of remedial classes and special classes
- → VTU results analysis and reporting

