



SAGE University, Bhopal

Standard Operating Procedure



Role and Responsibilities of a Dean/ HOS

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Authority:
Signature:
Date:

Vice Chancellor


10/06/22

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1. Dean/ HOS

Dean is a head of a faculty, or administrative division in the University, and **HOS** is typically is the head of a School of the University. They are Responsible for all the academic affairs of the School/ Department. They are also responsible for the effective general management of the School/ Department for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience.

The priority of the University is to encourage research and improve teaching and learning at School/ Department Level. It is the Dean's/ HOS role to ensure this. As an academic leader, they would provide leadership in conceptualizing the directions of the Faculty and would work out a roadmap to achieve it. They are responsible for overseeing the functioning of the Faculty, Mentoring and supporting faculty members, and attracting suitable persons to teach at the Faculty. They are expected to lead the process of curriculum and pedagogy review.

2. Responsibilities of Dean/ HOS

- Responsible for all the academic affairs of the School/ Department.
- Looks after day-to-day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Vice-chancellor regarding all the requirements of the School such as faculty member, supporting staff, equipment, books & journals, maintenance, etc.
- Represents and will report about all the requirements/shortcomings for the development and proper functioning of the School/ Department, during weekly meetings.
- Looks after the matter related to R&D, Consultancy and Research Publications.
- Arranges for guest Lectures /Extension Lectures, Seminars, Workshops, PBL, Conferences, etc.
- Responsible for mobilizing the faculty member(s) for different research grants.
- Responsible for innovative programs including collaboration with other Institutions, Universities and different industries.
- Apply, obtain and maintain necessary accreditation of Programs from appropriate statutory and non-statutory (if needed) organizations.
- Facilitate and support the processes of the Board of Studies and the Academic Council at the Faculty
- Responsible for students proctor's system
- Design and Development of Courses, Modules and Teaching Materials
- Development of e-teaching materials for the students.
- To check Teachers Diary, Mentorship Records, Course File, Practical Records, Weak Students Records and any other important documents..



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- To organize FDPs in collaborations with other Institution/ Universities for the development of faculty members.
- To organize and coordinate staff training activities
- To organize Value Added Courses (VACs), Workshops and Training programs for students
- To organize Summer and Winter Schools for students
- To take lead and guide the faculty members regarding academic and industrial consultancies and generate funds.
- To Promote the University in external groups/ Professional Societies/ NGOs/ Industry etc.
- To monitor and perform branding activities of the School/ Department
- To monitor the contribution of faculty members in admissions
- To coordinate organization of expert talks
- To help other verticals of group
- To encourage faculty members for delivering lecture in internal FDPs
- To keep all the stakeholders delighted
- To make Budget and get it approved from competent authorities
- To support Senior University Management (VC, PVC, DG, Registrar, COE etc.) by completing the assigned task in the given time frame diligently.
- To maintain Labs, Infrastructure, Books in Library, Class rooms, Faculty rooms etc.
- Any other Academic / Admin Responsibility assigned by Senior Management time-to-time.

3. Skills

Dean/ HoS should possess the following skills:

- Leadership quality
- Expertise in the subjects
- Good communication and interpersonal skills.
- Good oral and presentation skills.
- Confidence, diplomacy, and tact.
- Flexibility.
- Problem-solving skills.
- Organizational skills and the ability to meet deadlines.



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- The ability to work with people from a wide range of backgrounds and of all age groups.
- The ability to motivate staff and students.
- The ability to maintain professional standards at all times.
- Enthusiasm for the specialist research area and the ability to pass this passion on to the students and peers
- A capacity for original thought and the ability to produce original research for publication
- Ability to deliver lectures, workshops and presentations
- Networking skills in order to build relationships with other Institutions and Universities.
- The ability to manage your time within competing demands
- The capability to work both independently and collaboratively as part of a team to achieve both your own goals and the aims of your School/ Department
- The ability to undertake a range of administrative and managerial responsibilities
- A flexible approach to work
- Good general IT skills.

4. Expectations of University from Dean/ HOS

- Carry out Yearly, Monthly, and Daily planning of School / Department and should submit the achievements of current month and Vision for upcoming month on the last day of working of the month.
- Attend meetings called by senior authorities and represent their School/ Department with ownership.
- To conduct standing meeting at the start of the day for planning the activities of the day.
- Comply & finish the assigned tasks in time.
- Look forward for contributions in all aspects of organizational growth.
- Should have good connect with various stakeholders such as Peers, Alumni, Students, Society, Industry etc.
- Be Proactive, Innovative and Flexible.
- Participate in all Academic, Co-Curricular and Extra Curricular activities time-to-time as assigned by Senior Authorities.
- Should fill Self Appraisal/ Performance Appraisal forms time-to-time as decided by the University.
- Constantly work to improve upon weak areas.
- Make the School financially viable.