



## Introduction

*(Head of Department Design & Fine Arts)*

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the NAAC proposes that every accredited institution should establish the duties roll of Head of Departments to manage the whole systems in a proper way for achieving academic excellence, Head of department a person who is Responsible for controlling or administering an organization or group of staff.

## Objective/s

The Head of Department is required to **lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.** Maintain the general discipline of the students and staff of the Department

## Roles & Responsibilities

- The prime role of the Head of the Department is to provide strong academic leadership.
- The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students and staff of the Department.
- Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning student-centric.
- To ensure about teaching learning methodologies and fine tune it with collecting detail teaching schedule & lesson plans before the commencement of the classes, regular assessment of process as per the syllabi, Documentation of final product attendance and performance of the students.
- Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- To ensure all essential resource material is available for use as required
- Organize Seminars / Conferences / Symposium /Workshop/training programmes Prepare the annual budget in consultation with Dean of the School for the financial year and submit to the Registrar of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc in topics of relevance and importance to the department with financial support from external agencies.



## Composition

The Head of Department will be constituted under the chairmanship of Dean of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists. The composition of the Head of Department may be as follows:

1. Chairperson: Head of the Department
2. Senior Professors as per the teacher student Ratio
3. Coordinators all the years
4. Associate Professors as per the teacher student Ratio
5. Assistant Professors as per the teacher student Ratio

## Expected Support *(Academic/Administrative/Financial)*

Academic-Support from all Teaching Staff

Administrative – Database of all students and enrolment by the university Required from all the years, support from non-teaching staff

Financial –Department budget year wise to be finalise with the consultation of Dean and principal.

## Details of initiatives, activities, and events conducted During the academic year 2022-23

**1-Orientation Program** – Every year we are conducting an orientation Program for fresher students for joyful beginning and familiarize them about academic curriculum and the environment of the school with various activities, in this academic year I have started with the an interesting exercise that was based on interlocking plane by which students come with very innovative approach to make various sculptural form through cardboards interlocking, in this academic year school has add on value in our courses as we have started New course B.Des. interior design so this orientation was for both the stream B.Arch. & B.Des. Students, it was conducted on 12<sup>th</sup> to 13<sup>th</sup> October 2022

**2-Mandana art on wall at shree Ravi shankar Aashram** – An activity have conducted at the Art of Living Aashram Pratap Nagar Jaipur with all the section of first year to understand that how a wall can be treated with beautification and a particular art style mandana art incorporated in this project, before start this on site project we have gone through with multiple discussions on the paper for layout making in the group of student and On site Volunteer the Project at Art Of Living Ashram Jaipur, Rajasthan Venue, it was conducted on 17<sup>th</sup> to 18<sup>th</sup> December 2022

**3-Gold Medal Ceremony-** an event gold Medal ceremony was Organized - During the Sport & Cultural week we have keep a separate day to award our meritorious students on November 4<sup>th</sup> Nov.2022, I have Prepared and finalized the Program Schedule with the consultation of Principal and Dean Sir and invited the Chief Guest for the Gold medal Ceremony, it was held on 4<sup>th</sup> November 2022.

**4-Cultural Event-** An Event Prayojan by the school organized by the school during the sports and cultural week, as whole school is following house system and divided in four houses where all houses participated in the college event this year all four houses have assigned th four region of India that was based on four direction and through adapted their cultural values each house presented the skit under the Guidance of theater artist Mr. Gagan Mishra and one mentor from each house.