



HODs Roles and Responsibilities Handbook

**Academic Branch
National University of Modern Languages,
Islamabad**

1. Objective of the Handbook:

The objective of the handbook is to provide:

- HoDs with information that is specifically relevant to them.
- the guidelines ,roles and responsibilities to efficiently and effectively run the affairs of the department and to gain familiarity with the procedures and practices in the University.
- HoDs specific tasks, things to do with deadlines along with report and return.
- It has been specially crafted to address all the complexities of the work of the Head of Department.

This handbook covers the following broad areas:

- a. Teaching and Academic Supervision
- b. Faculty Engagement and Planning
- c. Student Engagement and Counselling
- d. Administrative Excellence
- e. Statutory Bodies Meetings and Compliance
- f. Report and Returns

It is expected that Heads of Department would be guided by these and other related roles and responsibilities to effectively run their departments.

2. Head of Department

Each Department will have a Head. Both seniority and suitability will be taken into account for appointment of the HoD. The term of office of a HoD shall be 3 years as per the appointment /rotation policy already issued. The overall purpose for appointing a HoD is to guide and manage the department and to realize its potential for quality delivery in the entire range of academic activities.

3. HoDs Duties - General

A Head of Department shall:

- i. Be responsible under the Dean for the general administration of the Department in respect of academic, administrative and financial within the general framework of University policy;
- ii. Provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
- iii. To provide academic leadership in the development of departmental research priorities, plans and programs. This includes encouraging staff to produce top quality work and ensuring that they have the time to do so.
- iv. To develop departmental strategic plans, covering teaching, research, staffing and resources
- v. To provide academic leadership in the development and revision of degree courses and programs and to ensure that the programs remain innovative, up-to date, market driven and of a high quality to attractive students.

- vi. Organize the approved teaching and research programs of the Department and promote research culture;
- vii. Maintain highest standards of teaching and any other academic work;
- viii. To demonstrate effective working relationships and coordination with department staff, senior Management, HoDs and other stakeholders.

4. HoDs Duties - Specific

In specific details, the duties of Head of Department shall be under the following broad headings:

a. Teaching and Academic Supervision

(1) Faculty and Staff Workload

HoDs shall ensure a fair and reasonable allocations of teaching and administrative workloads amongst faculty and staff in every semester. The approved workload for the faculty as per the policy is as under:

Lecturer	: 4 Courses (12 Credit Hours)
Assistant Professor	: 3 Courses (09 Credit Hours)
Associate Professor	: 2 Courses (06 Credit Hours)
Professor	: 1 Courses (03 Credit Hours)

(2) Supervision of Classroom activities

- i. HoDs shall ensure that the syllabi are covered in time as per the course outlines and classes are conducted in accordance with timetable issued.
- ii. HoDs shall establish internal department mechanism to monitor the efficient and effective delivery of the courses as per schedule. In this regard HoDs shall constitute Class Room Monitoring Committee(s) on rotation basis to ensure the implementation of classroom activities as per schedule in its true letter and spirit. The composition and mandate of the committee is as under :

Composition:

HoD,	President
1x2 senior Faculty Member,	Member
Program Coordinator,	Member

Mandate

- i. The committee shall make the round of all classes to ensure that classes are conducted in accordance with timetable displayed on notice board.
- ii. The committee shall review the dossiers of each faculty members as per the checklist.

- iii. The committee shall ensure that course syllabus is completed as per the course outlines.
- iv. Program Coordinator will inform, in case, any teacher is not taking class/absent/ left before time
- v. Program Coordinator will prepare weekly log-book of classes conducted on time; not conducted and left before time and will submit the consolidated report to HoD and Dean.
- vi. HoDs shall ensure arrangement of makeup classes in case of any faculty member is on leave/Office duty/Training. The same must be communicated to the students well before time.

(3) LMS Management :

a) Digital Binding. The HoDs and program coordinators in liaison with ICT Branch shall ensure that the digital binding of all the faculty members with their respective courses (which they are teaching) and students (to whom they are teaching) has been done on LMS.

b) Placement of Course Packs on LMS.

HoDs shall ensure that the courses of all the programs are uploaded on LMS.

c) Registration of the Faculty on LMS.

HOD shall ensure 100% registration of their respective faculty members including visiting faculty on LMS.

d) Registration of Students on LMS.

HoD shall ensure complete registration of their respective students on LMS. Necessary coordination by HoDs and Program coordinators may be done with the Dir IT/LMS Team.

e) Placement of Course Pack.

HoD shall ensure that course packs of each subject are uploaded on LMS by the concerned faculty members. HoD shall be responsible to ensure the quality of each course pack.

f) Uploading of Lectures on LMS

HOD shall ensure that all lectures are uploaded on LMS as it will not only build the repository but will also help the department to know how many students have accessed the lecture and monitor the performance / quality of lecture.

(4) New Admissions, Class Room Management

- i. HoD shall ensure to submit the details of programs to be offered for both spring and Fall Semester as per the deadline issued by the Academics branch and Report and Returns timelines.
- ii. HoD shall ensure the efficient and effective use of existing infrastructure and submit the details with requirements if any to academics branch and/or as per the deadlines mentioned in report and returns timelines.

(5) Students' Progress Record

- I. HoDs to ensure that all faculty members to maintain the record student's each class attendance, student dossiers, lecture logs and internal evaluation/assessment as per policy.
- II. HoDs to ensure all new and ongoing nominal rolls have been prepared and forwarded to academic branch in first week after the commencement of each semester for registration of students.
- III. HoDs to ensure that if a student remains absent without sanctioned leave for 10 working days during a semester, s/he shall forward his/her name to Academic Branch for struck off from university rolls.
- IV. HoDs to ensure to process the student's semester freeze/repeat cases as per the deadlines issued by the Academics branch and maintain /update the record at the departmental level.

(6) Preparation of Course Folders/Course Packs

HoDs to ensure that all faculty members to maintain the course folders/ course delivery pack of their respective subjects in every semester. The course folders must include:

- i. Course content to be covered and its organization.
- ii. Course objectives and learning outcomes.
- iii. Weekly lecture logs
- iv. Course material /Lecture notes/ Presentation Slides to be uploaded on LMS for sharing with concerned students.
- v. Assessment and grading as per policy
- vi. Assignments with submissions deadlines
- vii. Electronic resources
- viii. Database for Quiz, Assignments and End-term Questions with answers.
- ix. Recommended Text Book(s)
- x. Reference Book(s) if any.

(7) Examination and Assessment

HoD shall ensure

- i. Mid-term and End term examinations and assessment are being conducted properly as per NUML Examination policy
- ii. Mid-term and End term answer scripts are properly marked and shown to students

- iii. Internal evaluation assessment is being conducted by each faculty member as per the approved policy.
- iv. End term examination Question Paper setting be made in consultation with regional campuses as per the policy. Confidentiality and secrecy must be ensured.

(8) Review of End term Result by HoDs

- i. HoDs to ensure that each faculty member must have followed distribution as well as weightage of Assessment as per the prescribed policy.
- ii. HoD shall constitute a vetting committee to vet all results to ensure the quality of marking and transparency.
- iii. The committee shall also address the outlier cases in terms of the award of marks and shall address any grievance or complaint by the student. The composition of committee is as under:
 - . HOD Concerned, Member
 - A rep from Exam Branch
 - Concerned faculty member

(9) Mid Term and End term Course Review

HoD shall ensure that each Faculty member shall submit the course review after the midterm and end term as per the Proforma Attached as **Annex-B**

(10) QEC Self-Assessment , PhD/MPhil Review and Faculty/Students Feedback

HoD shall ensure

- a. Each program QEC Self-Assessment Report (SAR) and PhD & MPhil/MS/Equivalent Program Review of all programs of the department are to be conducted as per cycles in coordination with QEC.
- b. Corrective actions are being implemented as per the recommendations /observations of the SAR and MPhil/PhD review teams.
- c. Submission of following QEC Forms by Students in the last week before the end of the semester
 - (1) Teacher Evaluation**
 - (2) Student Course Evaluation**
 - (3) Graduating Student Survey**
 - (4) Research Student Progress Report (By MPhil/PhD students only)**
 - (5) Employers Survey**
 - (6) Alumni Survey**
- d. Following QEC forms must be submitted by each faculty member immediately after a submission of End tern Result:

- (1) Faculty Course Evaluation Report
- (2) Faculty Survey
- (3) Peer Review Form

e. HoD shall share the QEC feedback with faculty and offers necessary counseling or otherwise and maintain the record.

(11) Accreditation /Re-accreditation of Program from Accreditation Bodies

a. HoDs shall ensure that their concerned degree awarding programs offered in the department and in the regional campuses must be accredited by the accreditation bodies. Below is the list of HEC accreditation and other national accreditation councils.

- i. National Accreditation Council for Teachers Education (NACTE)
- ii. National Agricultural Education Accreditation Council (NAEAC)
- iii. National Computing Education Accreditation Council (NCEAC)
- iv. National Business Education Accreditation Council (NBEAC)
- v. National Technology Council (NTC)
- vi. Pakistan Engineering Council (PEC)

b. Accreditation / Re-accreditation of all UG programs are to be processed by concerned Dean /HoD through QEC.

b. Faculty Engagement and Planning

HoDs shall ensure

- i. To conduct regular meetings with the faculty at least twice in a month and that adequate consultation takes place within the department to review the progress and on matters of general concern and to alert faculty on key departmental academic and administrative issues that have to be addressed.
- ii. To keep update the faculty on the university rules and policies issued time to time.
- iii. That the minutes of such meetings must be recorded and attendance of each faculty member be ensured .The minutes and attendance sheet be shared with Registrar office.

- iv. To prepare the demand of new faculty members as per the workload and submit to Academics branch at least 3 months before the start of the every semester. A copy of which is to be shared with HR branch.

c. Student Engagement and Counseling

(i) Orientation of New Students

HoD shall ensure to conduct orientation session of new-comer students in first week of each semester highlighting following aspects: -

- Academics rules
- Examination and Examination Policies
- Departmental overview
- General Discipline i.e. Dos and Don'ts

(ii) Co-curricular and Extra-curricular activities

- HoD shall organize the Co-curricular and Extra-curricular activities for each semester
- Prepare and disseminate the departmental calendar in line with university calendar indicating all academic seminars, research conferences, Co-curricular and Extra-curricular activities.

(iii) Meeting with Class CRs and GRs

HoDs to conduct regular meetings with students preferably with CRs and GRs of each section to address their queries and problems.

d. Administrative Excellence

- i. **HoD** to ensure that teaching, research, student supervision and examinations of the department are organized appropriately.
- ii. **HoD** to issue Job descriptions to each faculty member and staff and ensure that fair performance review system is in place.
- iii. **HoD** to ensure that the provisions of examination policy are being correctly implemented and question papers and answer sheets are being managed appropriately with respect to the specified course contents to ensure quality and fairness.
- iv. HoDs to maintain the efficient and effective coordination with all other offices/branches of the university for smooth functioning of the university affairs.
- v. **HoDs** to ensure fee submission deadlines issued by the Finance Branch .No student is allowed to sit the class/exam without dues clearance.

e. Statutory Bodies Meeting and Compliance

HoDs shall ensure

- i. To plan and organize the Departmental Board of Studies (DBS) and Faculty Board of Studies (FBS) in each semester to update the curriculum, review the research progress of scholars and get approval of new program commencement and amendments in existing program (s) as per the policy of Starting a new program
- ii. To ensure that minutes of each Departmental Board of Studies (DBS) and Faculty Board of Studies (FBS) are being written in hard form.
- iii. To ensure the compliance of each decision(s)/suggestion (s) taken/given in Departmental Board of Studies (DBS) and Faculty Board of Studies (FBS) and Board of Advance Studies and Research (BASR).
- iv. To ensure the timely submission of agenda point(s) for academic council and Board of Governors meetings

f. Setting Research Targets and Orientation

HoDs shall ensure

- i. To set research targets of faculty for each year.
- ii. To encourage the faculty members for the submission of research proposal for various local/HEC (NRPU, TTTF etc.) as well as international donor agencies.
- iii. To encourage faculty member to conduct original and applied research i.e. development of new models, registration of intellectual property and consultancy work.
- iv. To encourage faculty to attend and speak at the conferences, workshops and seminars
- v. To conduct training need assessment for faculty and staff development

g. Report and Returns

HoD shall ensure the timelines as per the report and returns issued by the registrar office in true letter and spirit.

NATIONAL UNIVERSITY OF MODERN LANGUAGES
 Department of _____
Proforma – Course Review

Basic Information			
Course Title:			
Course Code:			
Course Credits/Week:	Theory:	Lab:	Total:
Name of the Teacher			
Semester	Spring <input type="checkbox"/>		Fall <input type="checkbox"/>
Period under review	Midterm Review. <input type="checkbox"/>		End- term <input type="checkbox"/> view
Course File			
Is the course file being maintained by the teacher?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain course specifications/outcomes/ lecture breakdown?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain list of recommended text, reading materials, etc.?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain breakdown of laboratory experiments (if applicable)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain a copy of the lab manual (if applicable)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain a copy of the class schedule/ time table?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain schedule of assessments (quizzes/assignments, etc.)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain updated record of class attendance of the students?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain record of lab attendance of the students (if applicable)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain updated record of results of quizzes, assignments, etc.?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain copy of question papers for quizzes, exams, etc.?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain samples of best, worst, and average answer sheets?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain record of make-up classes (if any)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the file contain class activity reports?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Classes		Labs	
Scheduled:-----	Conducted:-----	Scheduled:-----	Conducted:-----
Reasons for any missing classes/ Labs:			
Key Learning Outcomes/Main Topics			
Planned		Achieved	
HoD's Remarks		Dean Remarks:	
Signature:	Date:	Signature:	Date: