

PARUL INSTITUTE OF AYURVEDA

HEAD OF DEPARTMENT

Duties and responsibilities

1. HOD shall be responsible for the preparation of lesson planning, cumulative attendance, monthly report etc. **The monthly reports should be submitted before 5th of every month.**
2. HOD shall try hard to give maximum knowledge to the PG students and make them efficient.
3. The HOD shall strictly adhere to the PG rules and regulations of Parul University and the leave records, seminar certificates, presentations etc should be maintained in the department.
4. The department publications and conduction of research/research proposals etc shall be coordinated by the HOD.
5. HOD shall properly do the documentation of seminars/workshops organized by the department.
6. The documentation of PG activities of current as well as passed out batches should be properly maintained.
7. HOD shall monitor the timely fees payment of PG students also.
8. HOD can recommend leave for PG students to the PG coordinator as per the PG rules and regulations of PU. It is the discretion of PG coordinator to sanction or not.
9. HOD can recommend for the leaves of departmental teachers to HOI.
10. HOD should always maintain a harmonious relation with alumni students as well through social media and the progressive activities of our institute should be shared with them.
11. HOD shall try to maintain the harmony amongst the departmental staffs and always work hard for the upgrading of the department.
12. The research works (PG, PhD, sponsored projects) going on in the departments should be monitored regularly.