

ACADEMIC MANUAL

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Chapter 1

Chairman

The Chairperson is responsible for exercising supervision and control over all matters relating to administration, operations, development and finances of the college. He is the public head, the one ultimately responsible for all the activities of the college. He is also responsible for enhancing the efficiency of the College Management, and improving the quality of education in the College.

The role of Chairperson is primarily one of leadership - to set the pace for the college functioning, and to lend it purpose, direction, and guidance, along with respecting its human capital. As a leader, the Chairperson is expected to be sensitive to the needs of the college authorities, its staff, and students.

The Chairperson is the pioneer who envisages the vision and mission of the college, and sees to its implementation. The Chairperson is expected to be well organized, confident, a good delegator, and a good communicator.

Various Roles of the Chairperson

A. Co-ordinator:

- Effectively acts as a source of information for the College.
- Oversee and ensure the smooth running of the College
- Chair Advisory Board meetings, and the Annual General Meeting.
- Act as a spokesperson for the college.
- Represents and promotes the college

B. Facilitator:

- Defining issues and facilitating progress of the college.
- Establishing useful collaborations & tie-ups for the benefit of the college
- Determining and defining the procedures and structures, in case of conflict, or confusion

C. Investigator:

- Ensure that college functioning is in line with the mission and vision statement of the college.
- Educate other members to set goals, and evaluate how far the goals are being met.
- Evaluating the effectiveness of the college functioning and policies on an ongoing basis.
- Exploring new ways of approaching problems in conjunction with the members
- Ensure the Accounts Department is conducting its functions properly, and to oversee the budget.

Functions of the Chairman:

Academic

- To give final sanction to the college syllabus for each academic year.
- To act as signatory authority for all orders/decisions of the council
- To chair the College Advisory Board
- To oversee the Academic Council meeting minutes, and provide suggestions or recommendations, where required.

Administrative

- To ensure RTU norms are being followed by the college
- To ensure rules, regulations, and by-laws of the college and the state are being followed properly
- To oversee and approve the Academic Budget in each session
- To ensure Faculty or Student Overseas Exchange Programs, if any, are implemented properly, and to oversee the costs involved. .

Supervisory

- To oversee the execution of growth and development of the college in all spheres

TO READ / KNOW MORE

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