

Where Education is a Passion
Faculties of the University:

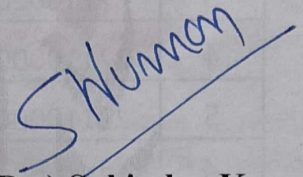
Office of the Principal & Dean

Ref. No: Pharmacy/staff/06/23/1928
Dated :08.06.2023

- Faculty of Dental Sciences
(Estd. 1996)
- Faculty of Physiotherapy &
Allied Health Sciences
(Estd. 1999)
- Faculty of Medicine
(Estd. 2000)
- Faculty of Nursing
(Estd. 2000)
- Faculty of Law
(Estd. 2002)
- Faculty of Engineering &
Technology
(Estd. 2005)
- Faculty of Management &
Commerce
(Estd. 2007)
- Faculty of Education
(Estd. 2008)
- Faculty of Pharmacy
(Estd. 2009)
- Faculty of Fine Arts
(Estd. 2009)
- Faculty of Arts & Social
Science
(Estd. 2009)
- Subharti Polytechnic
College (Estd. 2010)
- Faculty of AYUSH
(Estd. 2011)
- Faculty of Science
(Estd. 2013)

Office Order

It is informed to all that Dr. Garima Verma is appointed a Head, Department of Pharmaceutics, KSCP, SVSU, Meerut with immediate effect. Mr. Prasanjit Paul is requested to handover the charge to Dr. Garima Verma. She will be responsible to conduct the duty of head (Duties and accountability attached).


Prof. (Dr.) Sokindra Kumar
Principal & Dean

PRINCIPAL & DEAN
Kharvel Subharti College of Pharmacy
Subharti Puram, Meerut (U.P.)

Copy/E-mail to:

1. Dr. Garima Verma
2. Mr. Prasanjit Paul
3. Registrar, SVSU.
4. COE, SVSU.
5. IT Dept.
6. Ph.D section
7. College notice



0121 6678 000

Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005

www.subharti.org



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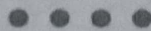
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HEAD OF DEPARTMENT

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- 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.
- Shall act as Chairman, Board of Study for Department.
- Maintain the general discipline of the students and staff of the Department.
- To oversee the smooth functioning of the department and ensuring consistent provision for academic ambience.
- To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- To ensure the development of the curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
- Responsible for implementing, designing the regulations, curriculum, and syllabi.
- Inculcate Industry Internship and Value added courses to the diploma/degree.
- To attend meetings when required by Principal/Dean/Senior Management.
- Prepare the annual budget in consultation with Dean of the School for the financial year and submit to the Registrar before the end of January of each year with necessary justification for the proposed additional laboratory spaces, if any and procurement of equipment, machinery, instrument, computer, software, etc.
- Propose new programmes/courses and increase the in intake in consultation with Principal/Dean of the college/faculty.
- Oversee the teaching performance, research activities and funded projects of all faculty of his/her department.
- Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department with financial support from external agencies.
- 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 arrange books/journals and to demand required books/journals for library.
- Promote the visibility of the University both internally and externally.



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- To ensure all essential resource material is available for use as required.
- To arrange/allocate projects and supervisors for PG students.
- To maintain all relevant records required by university for NAAC and NIRF.
- To recommend leaves, increment, regularization of service and promotion of dept. staff.
- To monitor the quality of teaching staff in classrooms and labs.
- To discuss and submit report of department.
- To resolve grievances of department.
- To coordinate NAAC coordinator and examination incharge.
- Carry out any other function as assigned by the Principal/Dean.

SPECIFIC DUTIES OF HODs

- Should ensure that all classes are held as per the time-table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- Must take visit within 5 min. of start of every lecture so as to inspect of all classes running on time, HOD will be held responsible if any class is found to be unattended or without any subject teacher.
- Should verify the student attendance register on every weekend to check for proper marking of attendance and implementation of lecture plans. He will forward all the registers on the last working day of every month to the Principal/Dean perusal.
- Should convene meeting of faculty members twice in a fortnight to review Academic and R&D activities of department.
- Should monitor students development and problems through feedback and counseling.
- Should arrange guest lectures and prepare a list of eminent people who could be invited to deliver guest lectures.
- Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

Shuman
Prof. (Dr.) Sokindra Kumar
Principal & Dean

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