Head of Department

- **Vacancy for:** 1
- **Posted on:** Jan. 9, 2018
- **Deadline:** Jan. 17, 2018, 11:55 p.m.

Department: Computer Engineering / Electronics Engineering
Qualifications: Masters of Engineering or Equivalent with First Division (in related field)
Experience: Academic Experience - 5 years or more after post graduation, Academic Leadership level experiences preferred.

Major Roles:

- Prepare draft Semester/Annual Plan, Operation Calendar and Monthly Plan/Update of the Academic Department as per the program and policies of the college, and the goal and strategies of the program under the direction/guidance of Academic Advisor
- Ensure effective implementation and delivery of the academic strategies and activities reflected in the Semester/Annual Plan, Operation Calendar and Monthly Plan/Update and directives given by the Academic Advisor
- Collect lectures, assignments, and teaching-learning materials in line with the lesson plan from the faculty members
- Ensure that the faculty members use the different methods to conduct quick assessment/test of students at regular interval in the class period, they provide feedback to the students at individual or group basis for improvement of academic performance, and they track their academic progress over the semester
- Supervise the part-time faculty member to ensure professional standards and quality of teaching, learning, research and evaluation of subject/s under the direction of Academic Advisor
- Ensure the quality of teaching and learning methods prescribed by the curriculum, completion of lessons as per the plan/semester lecture load, research and evaluation of subject/s under the close guidance of Academic Advisor
- Coordinate with different departments, sections, units and faculties for smooth operation/implementation of academic activities as prescribed by the Operation Calendar and Monthly Workplan/Update
- Appraise the performance of faculty member twice in every semester based on the methods/schedule developed by Academic Advisor
- Coordinate with related department/units to conduct events and visits and support Administration to adhere with necessary documents/invoices
- Guide/mentor faculty members in teaching methods, planning course completion as per semester lecture load, preparing lesson plan, fill-up course progress log, preparing questions papers and evaluating answer sheets and other administrative requirements of the college
- Organize and facilitate regular departmental meetings with faculty members and Academic Advisor and maintain the meeting notes/minutes

Applying procedure:

Interested candidates are requested to send their updated resume to **principal@kathford.edu.np**

OR,

Applying Procedure

Apply Link : https://merojob.com/head-of-department/