

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF EDUCATION
(COLLEGE)**

WORK PROFILE

DEAN COLLEGE INSTRUCTION, GOVERNMENT COLLEGE

1. Monitoring of academic curriculum

Workload, Distribution of syllabus throughout the year

2. Students progression

Conduct of House tests and monitoring of the working of subject societies

3. Innovative teaching Methods

To introduce Audio Visual Aids (Television and Computers/Educational CDs, Quiz, Web Sites and House Journals)

4. Liaison with the University Grants Commission, National Assessment and Accreditation Council and Panjab University. Introduction of new courses, organizing seminars, workshops, Refresher and Orientation courses, internal assessment, practical awards, dispatching pertaining to University Examination.

5. To coordinate co-curricular activities (NCC, NSS, Subject Societies).

6. Formation of Quality Education Cell as per requirements of NAAC.

7. Organization of Convocation and Annual Function.

8. Updating of Library facilities.

9. In addition to the above the Dean will assist the Principal in the following academic activities also:

(i) Verification of results and degrees of old students.

(ii) Newsletter, College magazine and Prospectus.

(iii) Admission Process.

(iv) Fee concession, Scholarships and students Aid Fund.

(v) Welfare of SC and ST students.

(vi) Welfare of outstanding students in academics, sports, NCC, Co-curricular activities.