

## **DEPARTMENT SUBJECT IN-CHARGE**

Effective curriculum planning and delivery plays an important role in providing quality education course outcomes, for which the role of a subject in-charge becomes inevitable. A Subject In-charge with their experience, knowledge and expertise can advise and coordinate various process in curriculum delivery such as proper time bound and planning of academic schedules, evaluate the content accuracy and delivery methods of the subjects. They also can assist in evaluation process by providing their expertise in overlooking the relevance and updation of the evaluative examination questions with respect to the syllabus. Accordingly a Subject In-charge in each department will enable to enhance the quality of the course delivery process with their subject expertise and experiences.

### **Aim**

To earmark Subject In-charge in all departments with the goal of visualizing the teaching learning process and thereby accomplishing an effective curriculum planning, delivery and evaluation, to achieve the course outcomes and program specific outcomes.

### **Objectives**

1. To have clear subject authority and to collaborate with the department members on the course delivery and evaluation system.
2. To update the course content selection and content evaluation so as to maintain a uniform course content delivery system and timely completion of the topics.
3. To increase the efficiency and maintain an interaction with students for subject / course delivery.
4. To outline the incorporation of skill development and value added topics aiming curriculum enhancement and the overall student development.
5. To plan out the incorporation of research projects in UG curriculum in order to inculcate research aptitude.

### **Roles and Responsibilities**

- Overall department curriculum preparation (in discussion with other faculties) so as to modulate the total topic delivery as 60% of the academic tenure to be utilized for teacher centric mode of teaching and remaining 40% to be utilized for thorough revision in student centric mode.
- Evaluate and regularize the teaching contents of the subject with respect to theory and practical so as to deliver standard and uniform course contents.
- To analyze the weightage of examination questions so as to prepare the students for different answering / approaches on attending the basis of their previous experiences and expertise.
- To have an in-charge opinion on the University exam questions (related to the syllabus content / out of syllabus etc.) and also to establish and maintain an interaction with the existing official subject in-charge of the University in order to intimate our concern regarding the University theory questions of a particular subject.
- To involve in result analysis and coordinate with PMS Dental Education Technology Department & Associate Dean Academics for further content delivery improvisations.

Principal