



**K.S. SCHOOL OF ENGINEERING AND MANAGEMENT,
BANGALORE - 560109**

**Case Study for Practicing Decentralization and Participative Management at
KSSEM**

Case Study: Departmental activities conducted by Head of the Department


College and Departmental work Assignment:

1. Work Load at departmental level: R & D in charge, Class Teacher, Time table coordinator, test Coordinator, Coordinator, and Lab in charge etc.
2. Work load at college level: staff coordinator for various committee like (New letter, website, library, placement etc.)
3. Organizing and coordinating department activities like industrial visits, technical talk etc. which has to be conducted every year.
4. Continuous monitoring of teaching and learning will be done by HOD during theory and lab sessions by going on rounds
5. Class teacher will prepare the students batch list and gets approved by HOD and Lab In charge
6. Requirement for Purchase of new lab Equipment/Machineries and servicing of lab equipment's will done by prior permission by HOD
7. Problems within the department/students will be solved by HOD
8. It is the responsibility of a class teacher to take students feedback along with HOD on each subjects, maintenance of attendance Register, prepare consolidated result analysis after each test, identifying of weak/slow learners, Calculation of attendance before each test. Collection of letters (like permission letter) or certificate (Participation in any event / Medical) from the students
9. Proctor/ Mentors collect the details from the respective class teachers and enter the details in the proctor books, take the feedback from each students about the issues with the subjects, library etc. They also counsel the students if required.. They inform the students' performance both marks and attendance wise

10. HOD will arrange PTM. This will be informed to Parents by Pupil pod, SMS and Phone call by proctor. During meeting HOD, Class teacher and Proctor will talk to parents regarding students' performance and necessary measure will be taken accordingly

Subject Allotment in the individual Department by HOD:

1. At end of every semester, list of subjects to be handled in the next coming semester will be circulated among the staff, where in each faculty based on Specialization and interest they can opt subjects (including electives) and labs
2. During Staff meeting, HOD will discuss with each faculty members and finalize the subjects (including electives) to be handled by individual faculty next coming semester. Each faculty will be given two theory subjects and one lab (3 -batches)/ one theory and two lab (6- batches)
3. The elective offered will be informed to students. Faculty handling the elective will brief out the subject to entire class.
4. Students based on their interest will select elective subject.


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