



PARVATHANENI BRAHMAYYA SIDDHARTHA COLLEGE OF ARTS & SCIENCE

College with Potential for Excellence

(Awarded by the UGC)

An Autonomous college, Affiliated to Krishna University

Re-accredited at the level 'A' by the NAAC

Siddhartha Nagar, Vijayawada – 520 010

Estd:1975

Academic Officer

Reports to: Principal

General Accountability

The Academic Officer (AO) reports and is accountable to the Principal. The position is responsible for carrying out, in part or in whole, functions in a very wide range of areas: admissions, applicant liaison, course timetabling and scheduling, student records and advisement systems, grade report assessment, academic advising, and statistical analysis and tracking.

Nature and Scope

The Academic Office (AO) provides wide-ranging service in the areas of undergraduate curriculum development and change, and in the broad area of student engagement, which includes student recruiting, academic counselling and advisement, as well as any new initiatives focused on outreach, engagement and retention of new students, current students, and/or alumni. Specific activities and specializations of the AO include communications and publications, recruitment and liaison, applicant counselling, admissions and transfer credit assessment, student advisement, course counselling and confidential counselling, student academic discipline, academic and standings progress monitoring, transition and retention, enrolment management support, and curriculum development and support.

Specific Accountabilities

- Faculty of Arts Timetabling Officer
 - Serves as a member of and attends meetings of the college-level Timetabling Committee and provides essential support to the Associate Dean regarding the Associate Dean's own responsibilities to the Timetabling Committee.
 - Gathers and collates information from the controller of examinations and consults with the principal regarding the semester-by-semester course-offering and room schedules.
 - Responsible for scheduling classes in specialized teaching spaces in the Faculty in each semester and prepares room grid for the college office.
 - Distributes Timetabling Committee results to heads of the departments and makes changes to the schedule as needed.
- Student Advising
 - Co-ordinates academic progression and academic standing review. As such, reviews all change standings decisions and facilitates individual student decision review with the appropriate head of the department.
 - In conjunction with the heads of the departments, co-ordinates First-Year Course Selection including database design and updates, web forms, email replies to students.
 - Maintains in-depth and current knowledge of undergraduate curriculum and academic requirements for all programs.
 - Applies a continually evolving understanding of both the breadth and boundaries of his/her authority in relation to his/her duties.

- Service to Committees
 - Service to the Academic council
 - Attends meetings of academic council.
 - Relays, presents, and seeks the committees input regarding curriculum.
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 - Service to the Finance Committee
 - Attends meetings of finance committee.
 - Provides advice and information finance committee on associated matters, as required.
 - Service to Board of Management
 - Attends Board of Management.
 - Provides essential support towards the committee's goals of discussing current Faculty regulations and practices and making recommendations to BoM.
 - Service to Staff council
 - Attends Staff council.
 - Provides essential support towards the committee's goals planning.
- Faculty Academic Services and Activities
 - Provides guidance, advice, and support to student records and student advisement systems.
 - Holds detailed and close knowledge of the electronic systems underlying the admissions, advisement, progression and works closely with the principal.
 - Carries out a regular assessment, testing, and modification of academic progression rules.
 - Researches and produces QECO letters.
 - Provides administrative or other support for principal.

Significant Internal Relationships:

- Principal
- Vice-principal
- Controller of examinations
- Heads of the departments
- Office superintendent
- Convener of the college