

INSTITUTE OF HEAVY EQUIPMENT AND TECHNOLOGY



Organization Structure

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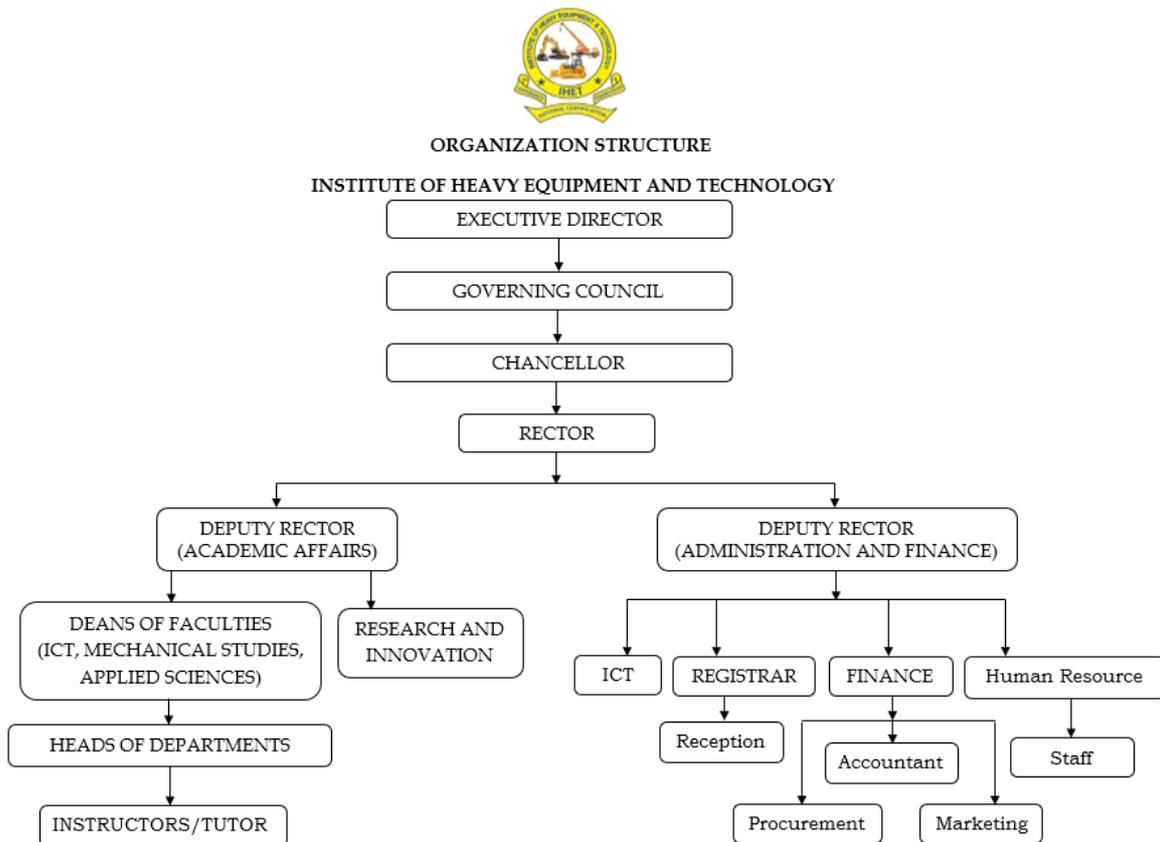
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Organizational Structure for the Institute of Heavy Equipment and Technology (IHET)

The Institute of Heavy Equipment and Technology (IHET) is structured to ensure effective governance, academic excellence, research innovation, and administrative efficiency. The organizational structure is designed to facilitate decision-making, foster collaboration, and support the institution's vision and mission in providing quality education in Information Technology, Mechanical Studies, Equipment Operations and other fields.



1.1 Governing Bodies

1.1.1 Institute's Directors

- i. **Role:** The supreme executive body responsible for overseeing the overall strategic direction, financial health, and sustainability of IHET.
- ii. **Composition:** Key shareholders.
- iii. **Functions:**
 - a) Approves the institution's strategic plans.
 - b) Ensures regulatory compliance.
 - c) Provides oversight for major financial decisions and policy-making.
 - d) Appoints the Governing Council

1.1.2 Governing Council

- i. **Role:** The primary policy-making body responsible for governance, administration, and academic management.

- ii. **Composition:** Chancellor (Chairperson), Rector, Deans of Faculties, Faculty Representatives, Student Representative, and appointed external members.
- iii. **Functions:**
 - a) Approves academic programs and policies.
 - b) Oversees operational efficiency.
 - c) Monitors and evaluates institutional performance.

1.1.3 Senate

- i. **Role:** The academic authority responsible for overseeing teaching, research, and academic regulations.
- ii. **Composition:** Rector (Chairperson), Deans, Heads of Departments, and academic representatives.
- iii. **Functions:**
 - a) Ensures academic quality and standards.
 - b) Approves curricula, research initiatives, and student assessments.
 - c) Manages the academic calendar and accreditation processes.

2.1 Executive Leadership

2.1.1 Chancellor

- i. **Role:** The ceremonial head of IHET, responsible for providing strategic leadership and representing the institution at formal events.
- ii. **Functions:**
 - a) Presides over graduation ceremonies.
 - b) Advocates for the mission and vision of IHET at national and international levels.
 - c) Appoints key officers in consultation with the Board of Trustees.

2.1.2 Rector (Principal)

- i. **Role:** The Principal and head of the executive management team, responsible for day-to-day operations, academic leadership, and institutional development.
- ii. **Functions:**
 - a) Oversees academic and administrative activities.
 - b) Implements the decisions of the Board of Trustees and Governing Council.
 - c) Leads strategic initiatives, institutional growth, and partnerships.

2.1.3 Deputy Rector for Academic Affairs

- i. **Role:** Manages academic affairs, ensuring the quality of education and research across the institution.
- ii. **Functions:**
 - a) Supervises deans, heads of academic departments, and faculty.
 - b) Ensures academic programs are up-to-date, accredited, and aligned with industry needs.

- c) Leads faculty recruitment, professional development, and academic reviews.

2.1.4 Deputy Rector for Administration and Finance

- i. **Role:** Oversees the financial and administrative functions of IHET, ensuring sound financial management and operational efficiency.
- ii. **Functions:**
 - a) Prepares and manages the institutional budget.
 - b) Oversees human resources, facilities, and procurement.
 - c) Ensures regulatory compliance in financial and administrative matters.

3.0 Academic Structure

3.1.1 Departments

IHET is divided into multiple departments, each specializing in a core area of education and research. Each department is headed by a Dean.

- i. Faculty of Information and Communication Technology
 - a) **Dean of ICT:** Responsible for managing programs in ICT, software development, data science, networking, computer courses, etc.
 - b) **Departments:**
 - Department of ICT Studies
- ii. Faculty of Mechanical Studies
 - a) **Dean of Mechanical Studies:** Manages academic programs in mechanical engineering, and industrial design.
 - b) **Departments:**
 - Department of Mechanical Engineering
 - Department of Heavy Equipment Operations
- iii. Faculty of Applied Sciences and Research
 - a) **Dean of Applied Sciences:** Supervises research and interdisciplinary programs focused on scientific innovation and applied technology.
 - b) **Departments:**
 - Department of Materials Science and Industrial Applications.

3.1.2 Heads of Departments (HoDs)

- i. **Role:** Academic leaders of individual departments within each faculty, responsible for curriculum development, faculty management, and research coordination.
- ii. **Functions:**
 - a) Supervise faculty members and staff within their department.
 - b) Oversee student admissions, course delivery, and assessments.
 - c) Coordinate departmental research projects and collaborations.

4.0 Administrative and Support Services

4.1.1 Registrar's Office

- i. **Role:** Responsible for student enrollment, academic records, and institutional data management.
- ii. **Functions:**
 - a) Manages student admissions, registration, and examinations.
 - b) Maintains student records and supports academic planning.
 - c) Coordinates with faculties to ensure compliance with academic policies.

4.1.2 Finance Department

- i. **Role:** Oversees the financial affairs of IHET, including budgeting, financial reporting, and managing resources.
- ii. **Functions:**
 - a) Develops and manages the institutional budget.
 - b) Administers payroll, scholarships, and financial aid.
 - c) Ensures compliance with financial policies and auditing standards.

4.1.3 Human Resources (HR) Department

- i. **Role:** Manages recruitment, training, staff welfare, and professional development.
- ii. **Functions:**
 - a) Oversees staff recruitment, onboarding, and performance evaluations.
 - b) Implements staff welfare and development programs.
 - c) Ensures compliance with labor laws and institutional policies.

4.1.4 ICT and Innovation Department

- i. **Role:** Manages the technological infrastructure of IHET, including digital learning platforms and research technology.
- ii. **Functions:**
 - a) Oversees IT infrastructure and cybersecurity.
 - b) Provides technical support to faculty, staff, and students.
 - c) Facilitates innovation through the use of technology in education and research.

4.1.5 Student Affairs Office

- i. **Role:** Manages student services, including accommodation, health, counseling, and extracurricular activities.
- ii. **Functions:**
 - a) Oversees student housing and welfare programs.
 - b) Organizes extracurricular activities, including sports, clubs, and societies.
 - c) Provides support services such as counseling and career development.

5.0 Research and Development (R&D)

5.1.1 Office of Research and Innovation

- i. **Role:** Coordinates research activities and promotes innovation within IHET.
- ii. **Functions:**
 - a) Supports faculty research projects and secures funding through grants.
 - b) Facilitates industry collaborations and technology transfers.
 - c) Encourages interdisciplinary research in line with the institution's strategic goals.

5.1.2 Research Centers

- i. **Role:** Specialized units within IHET that focus on cutting-edge research and technological advancement.
- ii. **Functions:**
 - a) Conducts applied research in key areas such as artificial intelligence, renewable energy, and robotics.
 - b) Engages with industry partners for research collaboration.
 - c) Publishes research findings and organizes conferences, seminars, and workshops.

6.0 Student Representation and Governance

6.1.1 Student Union

- i. **Role:** Represents the student body, advocating for student interests and promoting student engagement in governance.
- ii. **Functions:**
 - a) Organizes student elections and ensures active participation in student government.
 - b) Collaborates with the administration on issues related to student welfare, academic concerns, and extracurricular activities.
 - c) Represents students in various institutional committees.

7.0 External Relations and Partnerships

7.1.1 Office of External Affairs and Partnerships

- i. **Role:** Manages collaborations, partnerships, and relationships with external stakeholders, including industry, academia, and government.
- ii. **Functions:**
 - a) Establishes and maintains partnerships with other academic institutions and industries.
 - b) Facilitates internships, placements, and joint research projects with industry partners.
 - c) Manages international student exchange programs and collaborations with global institutions.

Organizational Structure Chart

1. Directors
 - Governing Council
 - Chancellor
 - Rector
 - Deputy Rector (Academic Affairs)
 - Deputy Rector (Administration and Finance)
 - Deans of Faculties (ICT, Mechanical Studies, Applied Sciences)
 - Heads of Departments
 - Registrar's Office
 - Finance Department
 - Human Resources Department
 - ICT Department
 - Research and Innovation Office
 - Student Union

This structure ensures that IHET operates efficiently, meets its educational goals, and fosters innovation in both Mechanical Studies, Information and Communication Technology and Heavy Equipment Operations Studies while maintaining strong governance and student-centered services.