



CODE OF CONDUCT FOR HEADS OF THE DEPARTMENT

- ❖ HOD is responsible for conducting all academic programme of the department concern.
- ❖ Depute Coordinators to formulate Time- Tables to provide adequate hours to complete the syllabus well in time.
- ❖ To ensure that all classes are held as per the time - table. Heads of the Department shall ensure alternate arrangement for the class work of teachers absent on that day. They should recommend for disciplinary action against that availing leave without prior arrangement for class work.
- ❖ To ensure the maintenance of laboratories in good order to provide training to the students effectively.
- ❖ To maintain tuneful relationship between students and faculty while ensuring discipline and ethical behaviour of students.
- ❖ To ensure for conducting Faculty Development Programs, Personality Development Programs, Seminars, Workshops, Conference and so on.
- ❖ To train and update the faculty to deliver good instruction to the students.
- ❖ To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- ❖ To verify the student attendance on every weekend to check for proper marking of attendance and implementation of lecture plans.
- ❖ Supervise the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- ❖ Organize Faculty meeting once in a week to review Academic and R&D activities of the Department.