

## **Code of Conduct**

### **Head of The Department(HOD)**

- 1) The prime role of the Head of Department is to provide strong academic leadership.
- 2) To exercise leadership, demonstrate vision and empower staff members and students in order to deliver the agreed departmental strategy within the Faculty.
- 3) Appoint Class committees, Class Advisors, Faculty Advisors, etc. for the department and arrange to make teaching-learning student-centric.
- 4) To lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- 5) Be responsible and accountable for setting and advancing the academic strategy of the Department in line with Faculty and University strategic plans and direction.
- 6) Holding and leading regular departmental meetings and ensuring the keeping of minute.
- 7) Mentoring teachers in the subject of their speciality.
- 8) Arrange add-on courses for students of various faculty programs.
- 9) Initiate and conduct admission counselling rounds and give admissions as per the rules laid down by the government policies.
- 10) Ensuring timely and adequate provision of textbooks, materials and equipment required for the effective teaching of the subject.
- 11) Promote distance and e-learning courses, virtual classrooms, digitization.
- 12) Promote and manage departmental library.
- 13) Conduct guiding sessions for students.

- 14) Encourage students to participate in curricular, extra curricular, collegiate and intercollegiate activity and competitions.
- 15) In case of any conflict among the teaching ,non teaching staff , administrative staff and sometimes students, resolve conflict for betterment of department.
- 16) Appoint paper setters and guide them in setting examination papers, co-ordinating marking schemes and moderating examinations and assessment processes.
- 17) To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject, in a positive, encouraging and effective working environment.
- 18) To attend meetings when required by Senior Management.
- 19) Responsible for designing the regulations, curriculum, and syllabi and restructuring syllabus.
- 20) Oversee the teaching performance, research activities and funded projects of all faculty of the department.
- 21) Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department with financial support from internal budget or if required from external agencies.