


## CODE OF CONDUCT FOR THE HEAD OF THE DEPARTMENTS

- The heads of the departments should strive to lead, manage and develop the department
- Should prepare the academic plan for every semester (or annual academic year, as the case may be) and should monitor or ensure proper implementation of the same in a continual time-frame manner.
- To frame time table and distribution of workload for proper implementation of the desired teaching outcomes
- To monitor and ensure classes are held according to the time-table
- Should be responsible for ensuring the educational progress and welfare of the students.
- Should endeavour to involve themselves along with the faculty members in the process of curriculum development and delivery
- Should supervise the attendance of the students in the classes, both theory and practicals.
- Should strive to contribute to the overall development of the faculties of each student through the organization of socially relevant talks, their personality development, competition, etc.
- To conduct periodic meetings of faculty to plan and review department activities
- To arrange guest lectures, industrial visits, and webinars to encourage students to gain practical knowledge
- Consider students' grievances and try to resolve them through ethical academic practice to monitor department/ laboratory maintenance (where available).
- To monitor and ensure the overall development of both slow and fast learners

  
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