



SIENA COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

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CODE OF CONDUCT

For the Head of the Department

CODE OF CONDUCT FOR THE HOD's

1. HODs are the inevitable parts of the general administration of the College.
2. They have to adhere to the mission, vision and the objectives of the respective departments as well as the College. They should engage collaborative administration to build confidence among colleagues, divide workload judiciously and ensure democratic leadership and co-ordination of all staff members.
3. HODs should be aware of the university regulations of their departments, projects, internships, and practical requirements and plan in advance to execute them in a prompt mode in consultation with the principal.
4. They should ensure teacher allotments, subject assignments, textbooks - purchase and distributions, setting of the odd and even semesters timetables, A form and B form preparation of the internal assessment marks, the constitution of the overall mark lists of internal examinations and model examinations and submission of the progress reports after each internal examination and model examinations.
5. They should make sure that the University result analysis of various semesters are carried out in a time bound manner.
6. They should take active supervisory and executive roles in terms of the initiation of activities such as department associations, college celebrations, clubs, department fests, inter and intra departmental competitions, observance of important days, FDP programs, workshops, seminars, conducting paper presentations, encouraging the teachers to publish articles in research journals, completion of NAAC related files in a timely and robust way and the overall coordination of their departments.
7. They should look after overall discipline of the students of their departments.
8. HODs should keep a keen eye on the academic progress of the students as well as teachers' level of proficiency in teaching and research activity.
9. They should engage in academic monitoring in terms of the marks scored by the students in the internal examinations, the seminars presented by them, the assignments written by them, the test papers attended by them and the notes cobbled together by them.
10. HODs should take initiative to conduct open house for sharing the progress of students on Curricular & Co-curricular aspects, atleast once in a semester.
11. They should organize PTA meetings of various semesters periodically in consultation with the principal.
12. They should collect feedback from the students about the teachers and submit it to the principal for his evaluation.
13. They should oversee that semester fees of the students are paid on time.
14. The manifold requirements of the departments pertaining to various articles and stationery items should be conveyed to the Principal by the HOD in advance.
15. HODs should also do everything under their capacity to ensure the functioning of the labs properly and also place orders in relation to the purchase of lab requirements.

16. They should have an acute knowledge about the attendance rate of the students and their academic advancement of different semesters in their departments.
17. They should intervene in case; if the students take excess leave, especially more than three days and this matter should be brought under the attention of the principal.
18. They should maintain utmost rapport with the parents with the help of class tutors.
19. They should encourage the parents to pay visit to the department to know about the holistic performance of their children.
20. They should conduct face to face interactions with a cross section of the students in the categories of Good, Average and Weak and try to motivate them to concentrate upon their studies.
21. They should organize add-on, certified and crosscutting issues courses in consultation with the principal.
22. HODs should have cordial relationship with the exam cell to accomplish the goals of teachers turning up for the exam duties in time and also for making sure the smooth running of the exam process in the college.
23. HODs should arrange charity visits, tours, industrial visits and outreach programmes related to their departments in collaboration with the class tutors and also in advance inform the same to the Principal.
24. HODs should put into place a conducive environment in the staff rooms of their departments to increase the efficiency and effectiveness of them.
25. HODs should motivate the staff members and students to come up with creative and innovative initiatives.
26. HODs do have the sole responsibility in making sure that internal marks are entered, exam registrations are done, the proper conduct of the internal and external exams and publication of internal examination results. They should also do all the above-mentioned things within a stipulated time limit.
27. HODs are the custodians of all the files concerning their departments. So, they should keep intact those files in an upgraded and sophisticated mode.
28. HODs should also strive hard to streamline the website regarding their departments so much so that to include all aspects and activities connected with their departments.
29. HODs should ensure that remedial classes, peer group learning and mentor-mentee meetings are taking place at a regular basis.
30. HODs should inculcate in students and teachers an awareness regarding the need to keep our environment, ecology and nature in a healthy mode.
31. They should also make the students aware of good manners and mannerisms.