

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code of Conduct for Head of the Department

The Head of the Department is expected to:

- Assist the Principal in maintaining proper academic atmosphere and discipline in the College.
- Design the Vision and Mission of the Department in consultation with the faculty in the Department.
- Lead and manage the Department.
- Be in charge of the functioning of the Department in academic and administrative matters.
- Propose the annual plans/ master plan of the concerned department for the next academic year in consultation with the teachers in the department and submit proposals to the Principal for submission to RUSA, DCE and other funding agencies.
- Prepare Department Time Table and allocate topics as per syllabus.
- Ensure that classes are engaged as per the time table.
- Publish monthly attendance of the students in all the classes and forward name(s) of students having shortage of attendance to the Principal before 5th of every month to confirm continuity of e-grants.
- Initiate Submission of study tour proposal (if it is included in the University Syllabus) through Principal one month in advance, for onward submission to Director of Collegiate Education.
- Identify the eligible students for various 'New Initiative' programmes with the assistance of the Co-ordinator of the Programmes.
- Depute Teaching Staff/ Non-Teaching Staff (if permissible) for accompanying the study tour. One teacher must be a lady, if girl students are there.
- Supervise and provide the department level academic details of faculty necessary for career advancement.
- Hold departmental meeting at least once in a month and record the same in the minutes.
- Conduct Department / class-wise PTA meetings.

- Recommend and forward the leave application of the teachers of the department to the principal
- Ensure that the Head of the Department is the custodian of all registers and maintain Department Stock Register for various stores in the Department.
- Maintain proper account for the receipts and payments of the dept. for the financial year and get it internally audited at the end of the financial year including assistance received from College PTA.
- Submit proposals for procuring books, e-journals, other equipment etc. for newly started courses (if any) in the Department.
- Identify internal and external mentors wherever necessary.
- Keep safe copies of all the documents submitted to the Principal
- Ensure that the staff submits their leave applications in advance and 'On Duty Certificate' soon after re-joining the duty.
- Communicate all the information received from the Principal and decisions of the College Council to the staff and if required to the students.
- Ensure that the Attendance and CE marks of the students are published in the Department notice board and the complaints, if any, are to be resolved in time and then.
- Hand over the charge to the next senior in the department and intimate the matter to the Principal well in advance.