



Code of Conduct for Heads of Departments (HoDs)

1. General Responsibilities

- Uphold and promote the vision, mission, and core values of Sir Syed College.
- Demonstrate integrity, fairness, and professionalism in all academic and administrative duties.
- Maintain discipline and a positive academic environment within the department.
- Ensure compliance with the rules and regulations prescribed by Kannur University.

2. Academic Leadership

- Supervise the implementation of the curriculum effectively in line with Outcome-Based Education (OBE) and the Choice Based Credit and Semester System (CBCSS).
- Encourage faculty members to adopt innovative teaching-learning methods and research-based pedagogical approaches.
- Promote interdisciplinary research and student projects, aligning with institutional objectives.
- Facilitate faculty development programs, refresher courses, and training workshops.
- Ensure timely completion of syllabus, conduct of internal assessments, and adherence to academic calendars.

3. Administrative Responsibilities

- Plan and oversee the smooth execution of department activities, including timetables, workload distribution, and examinations.
- Conduct regular department meetings and ensure proper documentation of minutes and decisions.
- Coordinate with the Principal, IQAC, and other institutional bodies for quality enhancement and institutional development.
- Maintain student records, faculty performance evaluations, and necessary reports required by the college administration.

4. Faculty and Staff Management



- Foster a culture of teamwork, mutual respect, and professional growth among faculty members.
- Monitor faculty adherence to institutional policies, work ethics, and academic commitments.
- Encourage faculty participation in research, consultancy, and extension activities.
- Address grievances of faculty and staff with fairness and efficiency.

5. Student Welfare and Mentorship

- Ensure a student-centric approach by addressing academic and personal concerns through effective mentorship.
- Promote student involvement in co-curricular and extracurricular activities.
- Encourage students to participate in skill development programs, internships, and research initiatives.
- Take proactive steps in maintaining discipline, curbing ragging, and ensuring a safe and inclusive learning environment.

6. Research and Development

- Encourage faculty and students to engage in research, publications, and conferences.
- Facilitate the utilization of the DST-FIST-supported Centralized Instrumentation Facility for research.
- Strengthen collaborations with research institutes and government organizations.

7. Resource Utilization and Infrastructure Management

- Ensure optimum utilization of departmental resources, including laboratories, libraries, and equipment.
- Propose and implement infrastructure development plans for the department.
- Promote energy conservation and green initiatives in alignment with institutional environmental policies.

8. Institutional and Community Engagement

- Support the institution's outreach programs, including environmental conservation, electoral literacy, and community development initiatives.



- Foster collaborations with industries, academic institutions, and government bodies for academic and research development.

9. Ethical and Professional Conduct

- Adhere to ethical standards in teaching, research, and administration.
- Avoid favoritism, discrimination, or any form of bias in academic and administrative matters.
- Maintain confidentiality regarding institutional and student information.

10. Compliance and Accountability

- Ensure adherence to policies and regulations laid down by the management and Kannur University.
- Submit annual reports on departmental progress, challenges, and future plans.
- Accept constructive feedback and work towards continuous improvement in departmental operations.

This Code of Conduct serves as a guiding framework for Heads of Departments at Sir Syed College to uphold academic excellence, leadership, and institutional development.

