



**Sri Ramakrishna Mission Vidyalaya College of Arts and Science
Coimbatore - 641 020**

(An Autonomous Institution affiliated to Bharathiar University and Re-accredited by NAAC with 'A' grade)

Internal Quality Assurance Cell

7.1. Institutional Values and Social Responsibilities

7.1.10. Code of contact for students, teachers, administrators and other staff

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

1. The Head of the Department (HoD) is responsible for the effective administration and the development of the department focusing the institutional vision and mission.
2. The HoD is sole responsible for the effective functioning of the department and finalizing and implementing the action plans in consultation with the respective faculty members.
3. Preparing the teaching schedule and monitoring the curriculum transaction processes.
4. Sharing the responsibilities for organizing various departmental activities such as Seminars, Conferences, Students' meet, Association meetings etc.,
5. Maintaining the stock registers for the available infrastructure and other facilities of the department.
6. Conducting Academic audit of the respective departments after the completion of an academic year.
7. Planning for all the developmental activities of the department.

**PRINCIPAL
SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
COIMBATORE-641020.**

**SECRETARY
SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
COIMBATORE-641020.**