



# JMJ



ISO Certificate No.  
Q9186414992

## COLLEGE FOR WOMEN (AUTONOMOUS), TENALI - 522 202

Affiliated to Acharya Nagarjuna University



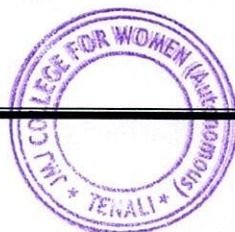
Rev. Fr. MATHIAS WOLFF S.J.  
FOUNDER - SOCIETY OF MJJ



## CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

As far the headship of the department is concerned it is a pivotal position which involves taking responsibility for the functioning of the department. Hence it is highly expedient and essential to appoint a person of eminence in academics and efficient in administration. The management has the right to choose the person of such eminence and efficiency as HOD.

1. The head of the department is appointed by the secretary in consultation with the management council.
2. She strives to achieve academic goals and to develop research programmes in the department with the support of the staff.
3. She assists the management council in staff selection process pertaining to the department.
4. She assists the principal during admission of students.
5. She is responsible for the smooth functioning of the department.
6. She distributes the work equitably.
7. She holds faculty meetings at least once a month.
8. She calls for board of studies meeting whenever necessary and monitors updating as well as introducing new syllabi-courses.
9. He/she plans and conducts seminars, workshops, guest lectures etc.. With the involvement of staff and students.
10. He/she consults the faculty members and prepares the list of books and list of requirements and the department and submits them to the principal before the end of march every year.
11. He/she monitors the attendance of students of the department and calls the parents of defaulters for counseling.
12. He/she maintains the stock register of department.
13. He/she maintains the following files in the department.
  - Current syllabus of all the papers offered by the department.
  - Semester wise course teachers.
  - Workload of faculty members.
  - Additional responsibilities given to faculty members.
  - Minutes of the faculty meetings.




- Minutes of board of studies meetings.
- Class wise list of students.
- Marks registers.
- Departmental activity registers.
- Student attendance registers.
- Annual academic plans.
- Lesson plan
- Teaching dairy
- Leave letters
- Annual report of the department following the seven criteria of the NAAC.

**NOTE: REPORT WITH EVIDENCE TO BE IN THE DEPARTMENT**

- Seminars/workshops/conferences/guest lecture/endowment lecture
- Remedial coaching
- Research and consultancy/publications/paper presentations
- Placements/awards
- Extension activities
- Best practices



  
PRINCIPAL  
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JMJ COLLEGE FOR WOMEN (Autonomous)  
TENALI