

# ***Hindusthan College of Engineering and Technology***

(An Autonomous Institution Affiliated to Anna University, Chennai  
Approved by AICTE, New Delhi & Accredited by NAAC with 'A' Grade)  
Valley Campus, Pollachi Highways, Coimbatore, Tamilnadu.

## **CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT**

1. HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University.
2. To ensure the maintenance of laboratories in good order to provide training to the students as per the norms of University and with industry standards.
3. Train and update the faculty to deliver good instruction to the students.
4. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
5. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.
6. Ensure effective teaching learning process and use of innovative technologies in the curriculum.
7. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization.
8. Convene meetings of Faculty twice in a fortnight to review Academic and R&D activities of the Department.
9. Ensure the faculty development through motivating them for continuous learning and deputing them to seminars/ workshops / Conferences/ FDP/Training.
10. Develop the research culture in the department through applying for funding agencies, publications etc.
11. Maintain /preserve all needed documents meticulously.
12. Arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.