



SOUTH CALCUTTA GIRLS' COLLEGE

Code of Conduct for Academic Administrators

1. Coordinator of IQAC will monitor the process of quality enhancement of Teaching Learning, Extension activities, Faculty Development and Career Advancement.
2. Bursar will monitor the process related to all financial matters.
3. The HoD is responsible for the effective functioning of his/her department.
4. No staff can avail any kind of leave without taking permission/ intimating the HoI.
5. HoD has to divide the workload amongst the colleagues in a just and fair manner. All efforts should be made to distribute the syllabus rationally among the teachers and to resolve the conflict (if any) in an amicable manner.
6. Workload should be divided equally amongst all the colleagues in the department including the HoD through Departmental meetings.
7. It is the responsibility of the HoD to submit the Departmental Routine within the stipulated time period.
8. The principal is to be intimated by the HoD about the activities to be conducted prior to the notification for execution of the activity.
9. The HoD must corroborate with the decisions taken by the IQAC.
10. Execution of resolutions of the meetings of the statutory committees is the responsibility of the HoD.