

Code of Conduct for Director

1. **Highest Priority in the college:** To maintain discipline and to create conducive environment at any cost. He is supposed to coordinate and direct all the faculty members to work together for the overall professional growth of the institute.
 2. **PCI**
 3. **AICTE**
 4. **Dr. AKTU**
 5. **BTE**
 6. **CCSU**
- Daily review of the Circular/ordinances, updated documentation and communication should be there as per the requirement.
(After the timely discussion and approval from the Registrar)
7. **Smooth Conduction of classes:** He will be responsible to ensure the smooth conduction of theory/practical classes leading to effective teaching-learning process between the teachers and the students.
 8. **Staff Documentation:** He is supposed to check on regular basis whether proper documentation related to theory/practical classes is being maintained by staff members.
 9. **Mentor-Mentee System:** It is advised to promulgate the Mentor-Mentee System in the college by the effective strategy formulation. Class -coordinators may also be deputed to have the synergistic effect.
 10. **Attendance:** Director has to ensure the appropriate attendance of students on priority basis and submit the report in this regard on weekly basis to the Dean/Executive Director Sir.
 11. **Monitoring and reporting of Academic Performance of the students:** Performance of the students in the class should be reviewed on weekly basis by the Director and also on fortnightly basis by the Executive Director.
 12. **Conduction of Examinations :** Director is supposed to ensure the smooth conduction of examinations for the students as per the requirement.
 13. **Fees:** Ensure that all the students should submit their fees within the specified time frame (to be reviewed weekly by the Director).
 14. **List of Document/File:** The Director is supposed to maintain the personal files of all staff members with appropriate noting & remarks.
 15. **Industrial Visits:** Industrial Visits should be planned on regular basis.

16. Curriculum Activities:

- i. Welcome/Orientation programme for newly admitted students.
- ii. Guest Lecture/Interaction with subject experts/persons from industry
- iii. Pharmacist Day Celebration
- iv. Any other academic activity required for the students

17. Extra-curricular Activities:

- i. Sports / Cultural day celebration
- ii. Excursion/Picnic for students
- iii. Any other event / function required for the overall development of the students

18. Purchase Deals: Proper reporting in advance to the higher authorities about the items to be purchased for the college (e.g. books, chemicals, glassware, furniture etc.)

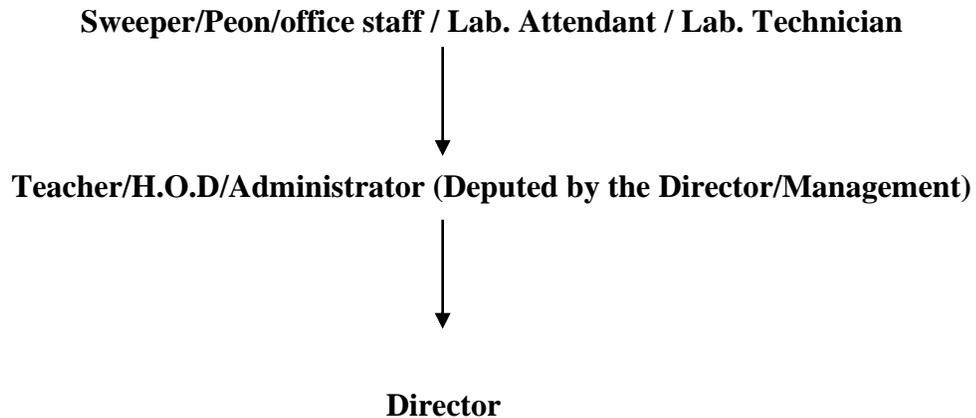
19. Constitution of the Committee:

- i. Anti-ragging Committee
- ii. Women cell
- iii. Discipline Committee
- iv. Cultural Committee
- v. Sports Committee
- vi. Academic monitoring committee
- vii. Proctorial board
- viii. Hostel committee
- ix. Student welfare committee
- x. Industrial/Hospital training
- xi. Placement cell
- xii. Grievance cell
- xiii. House keeping
- xiv. Any Other committee
as per the requirement

Should be formed and actively play their active role.
Meeting twice in a week with Director Sir & Weekly with Executive Director Sir

20. Organizational Chart:

21. If the staff members has any problem, it should be reported to the person as per the below mentioned hierarchical level. If the problem still exists, it should be reported to the next higher level in the hierarchy.



In addition to the above, any other duty assigned to the Director from time to time by the management authority must be discharged timely by the Director.

**(Registrar, Dr.K.N.Modi Foundation),
Modinagar**