Handbook of Code of Conduct For Head of the Department Dr. D.Y.Patil Unitech Society's Dr.D.Y.Patil Arts,Commerce and Science College, Pimpri, Pune-18 2020-2021 (Affiliated to Savitribai Phule Pune University)

- Head of the department should allocate workload to each and every staff member.
- Head of the department should plan and prepare academic calendar of the respective department and execute the same.
- Departmental meetings should be conducted weekly in order to abreast with the progress of the students and to deal with any difficulties faced by the staff.
- Head of the department should motivate faculty members to publish research papers in reputed journals and conferences and to author text books.
- Students and parents feedback on various factors must be taken from time to time.
- Submission of staff performance and self-appraisal report to the principal.