

## **Code of Conduct**

### **Principal**

- 1) Provide leadership, direction and co-ordination within the Institution.
- 2) Planning and Execution of vision and mission statement of the institution.
- 3) Guide the staff members to shape vision of academic success of students interacting with students at the grass roots level .
- 4) Give importance to students' ideas for betterment of academic and overall development of education.
- 5) Plan the budgetary provisions and go through the financial audited statements of the Institution.
- 6) Ensure the academic development plan for students, also provide them with opportunities to prove themselves by means of extracurricular and co-curricular activities of the Institution which are duly processed and implemented through relevant authorities, bodies and committees.
- 7) Direct and monitor the administration of the academic programmes and general administration of the Institution.
- 8) Promote industry institution interaction and inculcate research development activities.
- 9) Form various college level committees which are necessary for the development of the Institution, guide and monitor tasks completed by the committees.
- 10) Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them to carry out.
- 11) To maintain discipline in the Institution, take necessary action whenever required.
- 12) Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- 13) Empower all the staff to reach their maximum potential and improve teacher performance by arranging various faculty development programs with coordination of teaching and administrative staff.

- 14) Take remedial measures / actions based on the stakeholder's feedback
- 15) Exhibit outstanding and strong leadership skills with highest integrity.
- 16) Promote various value education programs and related activities to inculcate values in students. If required, promote counseling sessions also.
- 17) Manage and preparation of budgetary proposals.
- 18) Supervision of library services.
- 19) Work with secretary, management in the planning of capital projects and the routine maintenance of college buildings and grounds.
- 20) Provision should be made for disaster management.
- 21) Get implementation of University policy on research and innovation.
- 22) The entire functioning of the college rests on two key words 'Modern' and 'Progressive'. Insist teaching, non teaching staff members and students to work on this line.
- 23) Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
- 24) Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
- 25) Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and management.
- 26) Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
- 27) To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront
- 28) Promote teachers for healthy competition and pursue teacher level awards at college and other levels.
- 29) Make arrangement for accreditations. Govern NSS and NCC activities.