

CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute.
2. Shall implement the policies approved by the highest decision making body of the college.
3. Principal is the spokes person of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
4. Shall monitors admissions, examinations, evaluation for smooth functioning of the system.
5. Shall authorized to nominate Coordinators, Convener and other administration functionaries in the administration.
6. Shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
7. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and life long learning.
8. In matters of admissions, admissions coordinator will assist the Principal.
9. An integrated timetable of the entire institutions shall be prepared and submitted to the principal. In this endeavor, conveners of timetables, along with the various heads of the departments extend support to the Principal.
10. Shall closely monitor the class work as per the timetables and the almanac with assistance of faculty in charges.
11. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
12. To hold Academic meetings as per the norms.
13. Shall hold meetings of the Heads of Department to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
14. If necessary shall instruct the Heads of Departments to conduct remedial classes academically support the slow learners, in matter related to internal examinations, semester end examinations (both theory and practical) result analysis, detained candidates.
15. Principal shall also ensure quality assurance and should be assisted by coordinator IQAC.
16. Shall monitor, evaluate research, development and consultancy activities. Should advise faculty to get sponsored research projects from various funding.
17. The principal should promote industry institute interaction for better employability of the students.

