



CODE OF CONDUCT FOR THE ADMINISTRATIVE HEAD

The principal or the administrative head should make all efforts to pursue the following goals;

- Should be a dynamic and democratic administrator
- Should be punctual and sincere in work
- Should monitor all activities of the college campus efficiently and more importantly, effectively
- Should convene staff meetings periodically towards taking appropriate and sound decisions towards overall development of the college
- Should oversee the maintenance of the college campus properties
- Should be proactive in taking initiatives to introduce new programmes/courses related to the needs of the changing times, and should upgrade the pedagogical inputs
- Should encourage the Heads of the departments to organize conferences, seminars, symposia, workshops, as well as invited expert lectures
- Should behave impartially, and endeavour to maintain a cordial relationship with the members of the staff, students, and other stakeholders.
- Should make extra efforts to monitor both academic and administrative activities efficiently as well as effectively
- Should acknowledge as well as appreciate the academic and other achievements of the staff as well as other stakeholders.
- Should be accountable to all the stakeholders
- Should endeavour to facilitate good rapport between the administration and the staff
- Should hear patiently the grievances of not just the students, but staff in general, as well as the parents or guardians of the students.
- Should insist on discipline, punctuality, and accountability of students as well as staff
- Should focus on the need for efforts at the institutional level for the placement of the students for different jobs by inviting reputed firms and organizations to hold campus interviews.
- Encourage staff members for continuous knowledge up-gradation via various activities like research work, and workshops. seminars, authorships.
- Should be responsive to monitor the character or behaviour of the students in lives of nationalism, patriotism, social commitments, and individual achievements.
- The principal should plan, review and implement the short- and long-term plan of action for the progress of students and the institute.
- The Principal should forward an unbiased confidential report of all staff members to the higher authorities.


IQAC COORDINATOR
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