

J.T.S.S.P.M.

SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR

ARTS, COMMERCE & SCIENCE

CODE OF CONDUCT FOR THE 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. Conduct the lectures as per the allotment in the time table, according to the rules and regulations of UGC.
16. Exhibit outstanding and strong leadership skills with highest integrity.
17. Promote various value education programs and related activities to inculcate values in students. If required, promote counselling sessions also.
18. Manage and preparation of budgetary proposals.
19. Supervision of library services.
20. Work with secretary, management in the planning of capital projects and the routine maintenance of college buildings and grounds.
21. Provision should be made for disaster management.
22. Get implementation of University policy on research and innovation.
23. Insist teaching, non-teaching staff members and students to work on the line of mission statement of the institution.
24. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.

25. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
26. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council and management.
27. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
28. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront
29. Promote teachers for healthy competition and pursue teacher level awards at college and other levels.
30. Monitor the process of IQAC and NAAC for the improvement of quality. Make arrangement for regular and timely accreditations.
31. Govern NSS, NCC and student welfare activities.