

CODE OF CONDUCT FOR PRINCIPAL

Reporting only to the top Management (Secretary& Correspondent) of the institute and assisting them in the following functions of the institute.

- A. Regulation of academic and general Administration / Monitoring**
- B. Design and Development**
- C. Leadership**
- D. Visionary**
- E. Planning, Execution and Reporting**

Regulation of academic and general Administration / Monitoring/ Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as National Council for Teacher Education and Tamil Nadu Teachers Education University; along with the expectations

of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff members and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, conduct and so on.
3. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
4. Monitoring all the liaison activities with governmental, corporate and other academic institutions.
5. Monitoring the conduct of meetings on behalf of the institution which include the meetings of Deans, staff members, Coordinators and Committee members.
6. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures in line with finance committee and budget.
7. Monitoring the auditing and inspections of the institution

conducted by the regulator bodies such as NCTE, government, and Tamil Nadu Teachers Education University apart from the ones conducted by the top management.

8. Maintaining cordial relations with the staff members, students, parents, and with all those connected to the institution both directly and indirectly.
9. Mentoring In-house Projects.
10. Mentoring the placements of students in India & Abroad too.

Design and Development

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to locate, contact, identify and recruit the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
3. Identifying the core competencies of the institution either existing or probabilistic and projecting them in the institutional activities.

4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.
6. Developing the necessary infrastructure most importantly the library and laboratories and ICT facility with international ambience.
7. Developing a strong association with Educational Institutions, industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
11. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
12. Developing a research and technical consultation facilities in our college for the societal needs.
13. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.

Leadership

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as an academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.

Visionary Functions

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NAAC and other quality systems in our college.

Planning, Execution and Reporting:

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the Secretary and Correspondent.
2. Principal shall implement and execute the perspective plan of the college.
3. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Secretary and

Correspondent.

4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Secretary and Correspondent.
5. Oversees the service records of faculty and non-teaching staff and get the servicerecords periodically updated through Principal.
6. Maintain the confidential reports of the entire faculty and kept them in his custody.
7. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.