

Jatindra-Rajendra Mahavidyalaya

ESTD--1986

P.O.--Amtala ♦ Dist.--Murshidabad ♦ Pin Code-742121



Ref. No.---

Date.....

Code of Conduct for Principal:

The principal is the academic and administrative head of the institution. He is also the implementing authority of all decisions taken by the Governing Body and all government agencies. He coordinates among all committees and bodies of the college. Codes applicable in the conduct of Principal are laid down herewith:

1. The principal should monitor all academic and administrative matters with utmost sincerity. While working as the head of the institution he should be impartial and always think about inclusiveness to protect the interest of all stakeholders of the college so that they can work freely and give their best for the all-round development of the institution.
2. The principal shall monitor and evaluate research, development and consultancy services. He should advise faculty members to engage in research works and publications.
3. Principal should ensure social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as per the provisions of Indian Constitution.
4. Principal should sponsor and create an environment for collaboration with other organizations that may be advantageous for the college.
5. Sexual harassment of any form must be eliminated. The college should follow under the able leadership of the Principal the Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 for issues related to sexual harassment cases within the campus.
6. Principal should encourage the faculty members to undertake new avenues of teaching and learning. He should encourage continuous learning of the teachers. He should also create an environment conducive for research and thus promote research activities in the institution.
7. He should uphold, upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
8. He should encourage students to engage in co-curricular activities. Organizing sports and cultural programmes in the college and should be encouraged.
9. He should promote and maintain harmonious relationships in the College with the adjoining society and also safeguard its sense of responsibility towards the society.
10. Principal has to be the supreme authority of the institution exhibiting effective leadership in all academic and administrative activities of the college.

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11. He should maintain magnificent coordination among teaching, non-teaching staff and students for smooth functioning of the college.
12. Adapt new technology and methods for effective teaching learning process and acquaint the students to the recent approaches of the world.
13. He should observe and implement all directives issued by government/UGC/Director of Higher Education/University and other concerned authorities.
14. Periodic assessment of teaching diary/ lesson plan/ plan of action and action taken reports of the teaching staff/ head/co-ordinators are to be maintained regularly.
15. The Principal shall maintain college rules and regulations and their implementation without any discrepancy.
16. He should assess the academic syllabus and monitor the coverage of syllabus within stipulated time and conduct examinations according to the annual circular plan.
17. He should conduct of regular meetings with the teaching and non-teaching staff to meet the needs of the college.
18. The Principal should ensure all meetings regarding Alumni Association/NAAC Accreditation/Academic Audit are to be conducted and recorded.
19. He should guide resolutions are to be made for the grievances relevant to examination redressal cell, anti-ragging cell, women harassment, SC/ST atrocity, etc.
20. He should encourage teaching and non-teaching staff for their professional development.
21. As the head of the institute, he provides a platform to the students of the college by giving them ample opportunities to explore their talents.
22. The principal is to motivate the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall uplift.

Geetali Bose

22-06-23

Teacher-in-Charge
Jatindra-Rajendra Mahavidyalaya
P.O. Amtala, Dist. Murshidabad