



**Adarsh Shikshan Sanstha Beed's**

**KALIKADEVI ARTS, COMMERCE AND SCIENCE COLLEGE SHIRUR KASAR,**

**Tq- SHIRUR (KASAR) -413249, DIST- BEED**

**Registration No.: B.H.R 11/72, Est. Date. Year: 29/01/2002**

**NAAC Reaccredited (II Cycle) 'B' Grade, ISO 2015 Certified**

**Permanently Affiliated to, Dr. BabasahebAmbedkar Marathwada University, Chh. Sambhajinagar (Aurangabad)**

## **CODE OF ETHICS POLICY DOCUMENT**

### **Code of conduct of Principal**

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Management, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies.

He/she is the ex-officio member of Management. He/she monitors admissions, examinations, evaluation for smooth functioning of the system. He/she is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He/she is responsible according extension or changes various functionaries in the administration, with the approval of Management.

Principals priority should be, to coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

He, along with all the staff working under him, is singularly and collectively responsible to the management, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

➤ **Academic Administration:**

1. On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Dr. Babasaheb Ambedkar Marathwada University Aurangabad, UGC, State Government and the Governing Body of the college.
2. Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
3. In matters related to decision implementation, Principal will be assisted by the Governing Body and Academic council of the college.
4. In matter of admissions, Head of admission committee and Office staff will assist the principal.
5. An integrated time table of the entire institution shall be prepared and submitted to the principal.
6. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
7. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
8. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
9. Principal shall also ensure quality assurance and he/she should be assisted by Director, IQAC.
10. Shall monitor, evaluate research, development and consultancy activities.
11. The principal should promote industry-institute interaction for better employability of the students.
12. Shall make efforts to look after overall welfare of staff and students.
13. For effective functioning of the college he/she shall build close rapport between staff, students and management.
14. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
15. Shall maintain regular, right and appropriate contacts and interaction with government, AISHE, UGC, University and State Council of education.
16. Shall involve faculty members at different levels for various institutional activities.

### ➤ **General Administration**

1. On general administrative matters Principal shall be assisted by Coordinator IQAC, Heads of Departments, functional heads etc
2. Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees.
3. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
4. Arrange performance appraisal of faculty and supporting staff.
5. Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

### ➤ **Financial Administration**

1. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
2. Principal shall forward monthly salary bills of all the staff of the college.
3. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
4. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
5. Shall countersign T.A bills

  
**Principal**  
Kalikadevi Arts, Comm. & Sci. College,  
Shirur (Ka.), Dist. Beed.