



SDHR

Degree and PG College

Code of Conduct for Principal

#2-148, AIR By Pass Road, New Balaji Colony, TIRUPATI - 517 501



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Code of Conduct for Principal

- + The Principal oversees the administration of the institute and actively promotes its progress. She will bring numerous statutory committees and non-statutory groups into alignment.
- + He keeps an eye on applications, exams, and evaluations to ensure that everything runs well.
- + He adheres to what she has established for how the Governing Body meetings are run.
- + According to protocol, she conducts academic meetings.
- + He organises and inspires the support personnel, the administrative team, and the faculty to be more effective in their respective responsibilities.
- + He aims to provide high-quality instruction, mentor students into successful employment, and promote lifelong learning.
- + The Principal will be aided in decision-execution by the Governing Body of the College.
- + The Coordinator of Admissions will support the principal in admissions matters.
- + He will be aided in academic concerns by the department heads.
- + With the assistance of the faculty in-charge, the student body shall closely monitor classwork in accordance with timetables and the almanac.
- + They should pay particular attention to various academic activities such as the holding of conferences, seminars, and workshops, etc.

- + We will hold department head meetings to examine the progress of academic work and offer effective strategies to attain the desired academic outcome.
- + Shall direct department heads to conduct academic remedial classes to assist slow learners if necessary.
- + The principal is also in charge of quality assurance, and the IQAC coordinator should assist her.
- + Should stimulate industry-institute contact to improve student employability.
- + With the assistance of staff and students, they will develop internal revenue generation activities.
- + Arrange for students to attend and complete college with the active assistance of the convener placement and counselling cell.
- + They should make an effort to ensure the general wellbeing of the faculty and students.
- + The finance department must receive the monthly salary bills for all college employees before taking any necessary action.
- + All invoices for scholarships pertaining to college students must have the countersignature of the college.
- + The Finance Department shall have the authority to approve the purchase of stationary, library books, periodicals, consumables for labs, workshops, and so forth, subject to the restrictions placed on the delegation of authority in the relevant areas, the established protocols, and the financial constraints outlined in the relevant budget headings.
- + T.A. invoices require a countersignature.

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PRINCIPAL
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