



KOSHYS INSTITUTE OF MANGEMENT STUDIES

Code of conduct for Principal/Director

- 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 Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.
- He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible according extension or changes various functionaries in the administration, with the approval of Academic Council.
- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- 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 is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

I. Academic Administration:

- a. On academic matters the Principal is generally guided by the rules and regulation as well as the norms lay down by AICTE, UGC, State Government and the Governing Body of the college.
- b. 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.
 - i. In matters related to decision implementation, Principal will he assisted by the Governing Body and Academic council of the college.
 - ii. In matter of admissions, Coordinator, admissions will assist the principal

- iii. In matters related to academic work, he will be assisted by the Director (Academic), Chairman, Board of Studies and heads of the departments.
- iv. An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
 - v. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
 - vi. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
 - vii. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- viii. If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
 - ix. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
 - x. In matters related to student attendance, drop outs, medical condonation, and gets assistance from Director Academic.
 - xi. The principal should plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
 - xii. Principal shall also ensure quality assurance and he should be assisted by Director, IQAC.
 - xiii. Shall monitor, evaluate research, development and consultancy activities. Director, R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- xiv. The principal should promote industry-institute interaction for better employability of the students.
 - xv. Shall promote internal revenue generation (IRG) activities with the help of staff and students.
 - xvi. Arrange finishing School for the students with the active association of Director, Training and Placement
- xvii. Shall efforts to look after overall welfare of staff and students.
- xviii. For effective functioning of the college he shall build close rapport between staff, students and management.
- xix. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- xx. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.

xxi. Shall involve faculty members at different levels for various institutional activities.

II. General Administration

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make proposal for appointment to all posts of cadres including contract, part-time, ad hoc, and daily wage employees
- (ii) Shall have power to sanction EL, CL, and OD up to the level of Heads of departments, except himself.
- (iii) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (iv) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (v) Campus maintenance cell shall work under the instructions of Principal

III. Financial Administration

- i) Principal is assisted by the Finance committee in financial administration.
- ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- vii) 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.
- viii) Shall countersign T.A bills
- ix) Shall have power to sanction advances and final withdrawal of EPF of the staff.