

PROFESSIONAL CODE OF CONDUCT HANDBOOK

DUTIES OF PRINCIPAL

Subject to supervision and general control of Management, the Principal as the Principal Executive and Academic Head of the College/Recognized Institution, shall be responsible for-

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the college.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by College for the academic competence of the faculty member.
4. Admission of the students and maintenance of discipline of the college.
5. Receipts, expenditure, and maintenance of true and correct accounts.
6. The overall administration of the college and Recognized Institution and their Libraries and Hostels, if any.
7. Correspondence relating to the administration of the college.
8. Administration and supervision of curricular, co-curricular/extra-curricular or extra mural, students welfare activities of the College and Recognized Institution and maintenance of records
9. Observance of the act, statutes, ordinance, regulations, rules and other orders issued there under by the University authorities and bodies from time to time.
10. Supervision of examination, the setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College and Recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance or provisions of Accounts code
13. Maintenance of self-assessment reports of teachers and their service books.
14. Any other work relating to the College or Recognized Institution relating to the administration of the college may be assigned to him/her by management from time to time.



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SAI RAM ENGINEERING COLLEGE

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