

BASELIUS COLLEGE KOTTAYAM



*Code of Conduct for
the Stakeholders*

Code and Conduct for Principal

The principal is expected to:

- Uphold the mission and vision of the college and take creative steps to materialise the vision and mission of the College from time to time.
- Be responsible for the day-to-day administration of the college.
- Supervise and monitor the administration of the academic programmes and general administration of the institution to ensure efficiency and effectiveness in the overall administrative tasks and assignments.
- Convene college council frequently in his discharge of duties and all major decisions must be taken in the college council.
- Ensure that frequent staff meetings are held for proper communication of ideas and decisions taken from time to time and to receive suggestions for improvement.
- Preside over all statutory committees of the college including PTA.
- Initiate development activities of the College and promote industry institute relationships and inculcate research development activities in the college.
- Ensure equal treatment and opportunities to all people in the campus by removing any kind of discriminatory practices at any level on the basis of caste, creed, religion, race, and sex within the administrative and academic structure of the College.
- Maintain proper discipline and a good academic atmosphere within the campus.
- Be guided by the rules and regulations as well as the norms laid down by UGC, State government, Mahatma Gandhi University, and the Governing Body of the college on all academic matters
- Set a supportive tone towards the students and all staff members and empower all staff members and students to reach their maximum potential.
- Promote co-curricular, extra-curricular and extension activities in the college.
- Carry himself with highest integrity and has to exhibit outstanding leadership skills.
 - Give an official complaint to the concerned government authority without any delay in case of incidents of sexual harassment, sexual abuse and violence against people who belong to scheduled castes and tribes.