



JMJ



ISO Certificate No.
Q9186414992

COLLEGE FOR WOMEN (AUTONOMOUS), TENALI - 522 202

Affiliated to Acharya Nagarjuna University



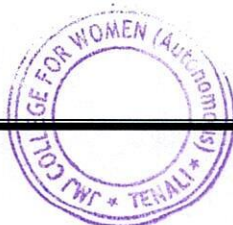
Rev. Fr. MATHIAS WOLFF S.J.
FOUNDER - SOCIETY OF JMJC



CODE OF CONDUCT FOR PRINCIPAL


The Principal of the College is appointed by the Chairman of the Board of Management of the College.

- The Principal is the Academic head and the executive authority of the College.
- The Principal keeps the Secretary informed of all matters of general and financial administration
- She represents the College in all Academic institutions like UGC, University APSCHE, AIACHE, Xavier Board, etc.,
- She is the ex-officio member of Board of Governance Academic Council, Finance Committee and also Chief Controller of Examinations.
- She coordinates all the Statutory and Non-Statutory Committees.
- She is the authorized person to nominate Coordinators, Conveners and other Administrative functionaries in the Administration.
- She conducts Governing Body, Academic Council Meetings.
- She will be assisted by the Board of Studies and Heads of the Departments in Academics.
- The principal runs the day to day administration of the college, plans and executes all academic programmes including research, consultancy, certificate courses, and all other academic activities.
- She closely observe various Academic activities like Conduct of Conferences, Seminars, Workshops and fests etc. she holds the meetings of Heads of the Departments to review the Academic progress and suggest measures to achieve desired Academic outcome.
- Principal shall also ensure quality assurance and she should be assisted by IQAC Coordinator
- She allots work to the teaching and non-teaching staff in consultation with the correspondent.
- She supervises the teaching and non teaching staff, monitors attendance of the staff.
- She closely monitors the class work as per the time tables.
- She facilitates co-curricular and extracurricular activities, admits students in accordance with the policy of government and the management council.
- Maintains discipline of staff and students.
- The Principal is responsible for the efficient functioning of the heads of departments and the faculty and evaluate their performance.



- She maintains the Movement Register of staff.
- She evaluates the performance of teaching and non teaching staff in each department.
- The Principal is directly responsible for the composition and functioning of various bodies and committees under autonomy. She implements and follows up the statues of autonomy in tune with the recommendations of autonomy review committees.
- She is also directly responsible for quality sustenance and quality enhancement in the institution as per the NAAC guidelines.
- The principal is the incharge of financial administration of the college. She prepares the annual budget for the college and gets the approval of board of management.
- She forward monthly salary bills of staff and counter sign all kinds of scholarship bills in respect of the students of the college.
- The principal is official incharge of the hostels. She delegates the powers to the warden.
- She shall make efforts to look after the overall welfare of the staff and students.




PRINCIPAL
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