



The Shikshan Prasarak Mandal, Kamptee's
**SETH KESARIMAL PORWAL COLLEGE OF ARTS AND
SCIENCE AND COMMERCE, KAMPTEE**

Established in 1965 | NAAC Accredited with B++ Grade
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Principal
Prof. Dr. Vinay Chavan

Ref. SKP / DC

Date ...18/07/2023...

Code of Conduct for Principal

Code of conduct for the Principal should always be supportive, protective and law abiding. The Code of Conduct provides a framework to navigate the responsibilities, emphasizing accountability, transparency, and a student-centric approach. It is a commitment to excellence in leadership, ensuring that the Principal's actions align with the college's mission, values, and goals.

This code of conduct outlines the general responsibilities of the Principal, emphasizing leadership, academic excellence, student welfare, staff relations, financial management, community engagement, compliance, continuous improvement, and environmental sustainability.

This document aims to ensure that the Principal fosters a culture of respect, and promotes a positive, supportive, and academically enriching environment, and contribute to the continuous improvement and success of the institution. This document provides clarity and direction for the Principal's role in maintaining and enhancing the quality and integrity of the college's educational experience.

The Principal of a college has a wide range of responsibilities that are crucial for the effective management and leadership of the institution. These responsibilities highlight the multifaceted role of a college Principal in providing leadership, ensuring academic and administrative excellence, and fostering a supportive and inclusive college environment.

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S.K. Porwal College
Kamptee



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Some key responsibilities

Leadership Responsibilities

1. Promote highest integrity and must exhibit outstanding and strong leadership skills.
2. Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
3. Build and maintain effective relationships with faculty, staff, students, and external stakeholders, and promote a culture of collaboration and teamwork.
4. Gather and analyse data, consult with stakeholders, and make informed decisions that support the college's mission and goals and decision making that is in the best interest of the college.
5. Ensure the delivery of high-quality education and continuous improvement in academic standards. Encourage and support professional development for all faculty and staff members.
6. Inspire all colleagues towards the achievement of the goals of the organization and leading them from the forefront
7. Communicate clearly and transparently with all stakeholders, and ensure that information is shared in a timely and effective manner.
8. Empower all the staff to reach their maximum potential and improve teacher performance by arranging various faculty development programs with coordination of teaching and administrative staff.

Professional Responsibilities

1. Should be a true academic and administrative leader and assume full responsibility for discipline in the college.
2. Exhibit outstanding and strong leadership skills with highest integrity.
3. Maintain the highest standards of honesty, transparency, and accountability in all aspects of college management.
4. Demonstrate a strong commitment to the college's mission, vision, and values, and inspire others to do the same.
5. Promote a culture of respect, inclusivity, and diversity, and ensure that all members of the college community feel valued and supported.
6. Oversee the implementation of college policies and procedures, and ensure compliance with relevant laws, regulations, and accreditation standards.
7. Ensure the maintenance and improvement of campus facilities and infrastructure, implement and monitor safety and security measures, promote the use of technology in academic and administrative processes.



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Academic Leadership

1. The Principal should exhibit qualities of effective leadership in all academic and administrative activities and promote academic excellence, and support faculty in their teaching, research, and service endeavours.
2. Oversee the development and implementation of policies and procedures that promote academic integrity, and ensure that students are held to high academic standards.
3. Provide opportunities for faculty to engage in professional development, and support their growth and advancement as educators and scholars.
4. Foster a culture of continuous assessment and evaluation of the students, and ensure that programs and results are regularly reviewed and improved.
5. Promote various value education programs, skill enhancement programs and related activities to inculcate values in students.
6. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
7. Ensure the academic development plan for students, also provide them with opportunities to prove themselves by means of extracurricular and co-curricular activities of the Institution which are duly processed and implemented through relevant authorities, bodies and committees.
8. Promote students to participate in extension, co-curricular and extra-curricular activities, including community service.
9. Encourage student participation in NSS activities to promote community service and social responsibility. Ensure the effective implementation of NSS programs as per the guidelines, allocate resources, including budget and staff, to support NSS activities, and monitor the progress of NSS activities
10. Facilitate the enrolment of students in NCC units, providing necessary support and resources for NCC training and activities, including uniforms, equipment, and smooth operations. Recognize and reward the achievements of NCC cadets to motivate and inspire other students.
11. Ensure the development and continuous improvement of the curriculum to meet academic standards and industry requirements. Monitor and maintain high standards of teaching and learning, encouraging innovative and effective pedagogical practices. Provide necessary resources and support for faculty development and academic excellence.
12. Offer a wide range of co-curricular activities, including sports, arts, cultural events, and debates. Identify and nurture the talents of students through various activities and competitions, providing adequate infrastructure and facilities to support co-curricular activities and collaborate with faculty, staff, and external organizations to enhance the quality and variety of co-curricular offerings.


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Administrative Responsibility

1. Direct, monitor, and manage the administration of the academic programmes and general administration of the Institution.
2. Educate the administration and take remedial measures/actions based on the stakeholder's feedback.
3. Be fair in his disciplinary actions for all the members of faculty, supporting staff and students.
4. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Head of the Departments, Coordinators, College Development Council and Management.
5. Form various college level committees which are necessary for the development of the Institution, guide and monitor tasks completed by the committees.
6. Get ready for implementation of University policy on academics, examination, evaluation, research and innovation.
7. Implement flexible work policies that accommodate the diverse needs of staff members.
8. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
9. Promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
10. Lead the recruitment of faculty and staff, performance evaluations and provide feedback to faculty and staff, promote continuous professional development and training for all employees.
11. Establish and monitor key performance indicators to evaluate the effectiveness of programs and initiatives, implement mechanisms to collect feedback from students, faculty, and staff for continuous improvement and regularly report on the college's progress and achievements to stakeholders.

Strategic Planning

1. Develop and implement a strategic plan that aligns with the college's mission and goals, and long-term goals. Execution of vision and mission statement of the institution.
2. Lead the planning and execution of strategic initiatives to enhance the college's growth and development.
3. Work with Secretary, Management in the planning of capital projects and the routine maintenance of college buildings and grounds.
4. Plan the budgetary provisions and go through the financial audited statements of the Institution. Oversee the preparation, approval, and management of the college budget.
5. Ensure that the efficient allocation of financial resources to various departments and programs.
6. Maintain transparency in financial reporting and auditing processes.

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Staff Concerns

1. Guide the staff members to shape vision of academic success of students interacting with students at the grass roots level.
2. Maintain the highest standards of honesty, ethics, and professionalism in all interactions with staff and demonstrate integrity and ethical behaviour for staff.
3. Treat all staff members with respect, dignity, and fairness, regardless of their position or background. Involve and foster an inclusive and supportive work environment, free from discrimination and harassment.
4. Encourage and support the continuous professional development of staff through training and workshops. Provide mentorship and guidance to help staff achieve their professional goals.
5. Maintain open lines of communication with staff, actively listening to their concerns and feedback.
6. Ensure transparency in decision-making processes and keep staff informed about important developments.
7. Recognize and appreciate the hard work and contributions of staff members. Implement fair and transparent systems for rewarding excellence and achievements.
8. Promote a culture of collaboration and teamwork among staff members. Conduct fair and constructive performance evaluations and provide regular feedback.
9. Value and consider the input and perspectives of staff in decision-making processes.
10. Address conflicts and grievances promptly and fairly, following established procedures. Act as a mediator to resolve disputes and maintain a harmonious work environment. Take responsibility for actions and decisions and be accountable to staff and the institution.
11. Ensure a safe and secure working environment for all staff members. Adhere to and enforce safety and security protocols within the college.

Student Concerns

1. Foster a positive and inclusive campus environment that encourages student engagement and participation. Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them to carry out.
2. Encourage participation in extracurricular activities to foster holistic development and enhance student life. Organize events and activities that promote community building.
3. Ensure the development and delivery of a curriculum that meets the educational needs and interests of students. Provide guidance and support to students in their academic pursuits, including course selection and career planning.

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4. Regularly monitor student performance and implement strategies to help students achieve their academic goals.
5. Implement initiatives to promote equity and ensure that all students have equal access to opportunities and resources. Support student representation in college governance, ensuring that students have a voice in decision-making processes.
6. Career counselling and placement services to help students prepare for their future careers, developing partnerships with industries to provide internships, job opportunities, and real-world experiences for students.
7. Supervise student support services, including counselling, health services, and extracurricular activities, if required, promote counselling sessions also.
8. Establish and enforce a clear code of conduct for students, promoting responsible behaviour and respect for others. Addressing disciplinary issues fairly and consistently, ensuring that students understand the consequences of their actions. Implement conflict resolution programs to address
9. Implement and monitor safety protocols to ensure the physical safety of students in the campus.
10. Regularly assess and enhance the quality of education and services provided to students.

Research and Innovation

1. Promote industry institution interaction and inculcate research development activities.
2. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
3. Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
4. Actively promote a culture of research and innovation within the institution. Support faculty and students in undertaking research projects. Encourage continuous learning and skill development in research methodologies and technologies.
5. Ensure the availability of adequate resources, including funding, equipment, and facilities, for research and innovation activities. Allocate resources efficiently to maximize the impact of research initiatives.
6. Encourage collaborations with other academic institutions, research organizations, and industry partners. Promote interdisciplinary research and partnerships that can lead to innovative solutions.
7. Recognize and reward outstanding research and innovation achievements of faculty and students. Implement incentive programs to motivate and inspire innovative research efforts.

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8. Promote the dissemination of research findings through publications, conferences, and seminars. Encourage the filing of patents and protection of intellectual property resulting from research.
9. Regularly evaluate the effectiveness of research initiatives and make improvements as needed. Establish feedback mechanisms to gather input from researchers and stakeholders for continuous enhancement.

Community Engagement and Partnerships

1. Develop and maintain partnerships with external stakeholders, including business and industry partners, community organizations, and government agencies.
2. Promote community engagement and outreach, and ensure that the college is responsive to the needs of the local community.
3. Support social and economic development initiatives, and ensure that the college is contributing to the social and economic growth of the region.
4. Promote cultural awareness, and ensure that the college is inclusive and respectful of diverse cultures and perspectives.

Accountability and Transparency

1. Ensure that decision-making processes are transparent, and that stakeholders are informed and engaged.
2. Provide regular progress reports to stakeholders, including the college's governing board, faculty, staff, and students.
3. Ensure that the college is accountable for its results, and that progress towards goals and objectives is regularly monitored and evaluated.
4. Promote a culture of continuous improvement, and ensure that the college is always seeking ways to improve and innovate.

General Responsibilities

1. Promote teachers for healthy competition and pursue teacher level awards at college and other levels.
2. Make arrangement for NAAC accreditations.
3. Be impartial, secular, dignified and punctual in discharging his duties.
4. Plan and schedule NSS, NCC, and co-curricular activities in the academic calendar. Supervise and guide the coordinators and faculty involved in these programs. Ensure that participation in these activities contributes positively to the overall welfare and development of students.
5. Implement and enforce institutional policies, rules, and regulations.
6. Ensure compliance with local, state, and national regulations and laws.
7. Work collaboratively with the College Board, faculty, and staff to ensure effective governance.

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