

# **HAND BOOK**

## **Code of Conduct of the Principal**

### **Gargaon College, Simaluguri**

#### **Code of Conduct of the Principal**

The Principal has vital role in academic, infrastructural and financial management in the college. The Principal is the Secretary of Governing Body and DDO of the College. The duties and responsibilities of the Principal are mainly based on different Acts and guidelines—such as the Assam Non-Government College Management (Amendment) Rules 2009, the Assam College Employees (Provincilization) Act 2005, the Assam College Employees (Provincilization) Rules 2010, the Department of Education of the Government of Assam and the affiliated University. The duties and responsibilities of the Principal are as follows:

1. The Principal will promote a collaborative and supporting working environment of the college. He will protect, encourage, recognize faculty and staff in the performance of their duties.

2. The Principal will see to and ensure the teacher's duties in classes and examination and attendance in the college as per norms of the UGC. The Principal will deal with academic calendar within the norms of UGC, affiliating University and curricular activities of the teachers in the college.

3. The Principal will be responsible to report to the DHE about any deviation of financial norms and procedures or any loss of assets of the college immediately, whenever it comes to his notice.

4. The Principal shall make all correspondence with the appropriate authority on behalf of the Governing Body. He will ensure submission of audited annual accounts and annual administrative report to the DHE.

5. The Principal will be responsible for maintenance of cash book, receipt book, making payments as per rules, preparation of salary bills, disbursement of amount, keeping of account and submission of various reports to higher authorities.

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