

CODE OF CONDUCT FOR THE PRINCIPAL

1. The Principal is the academic and administrative head of the institute and works for the growth of the institute.
2. Shall implement the policies approved by the highest decision making body of the college.
3. Principal is the spokes person of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
4. Shall monitors admissions, examinations, evaluation for smooth functioning of the system.
5. Shall authorized to nominate Coordinators, Convener and other administration functionaries in the administration.
6. Shall coordinate and motivate the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
7. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and life long learning.
8. In matters of admissions, admissions coordinator will assist the Principal.
9. An integrated timetable of the entire institution shall be prepared and submitted to the principal. In this endeavor, conveners of timetables, along with the various heads of the departments extend support to the Principal.
10. Shall closely monitor the class work as per the timetables and the almanac with assistance of faculty in charges.
11. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
12. To hold Academic meetings as per the norms.
13. Shall hold meetings of the Heads of Department to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
14. If necessary shall instruct the Heads of Departments to conduct remedial classes academically support the slow learners, in matter related to internal examinations, semester end examinations (both theory and practical) result analysis, detained candidates.
15. Principal shall also ensure quality assurance and should be assisted by coordinator IQAC.
16. Shall monitor, evaluate research, development and consultancy activities. Should advise faculty to get sponsored research projects from various funding.
17. The principal should promote industry institute interaction for better employability of the students.

Bhilai Campus : R1 Rungta Educational Campus, Kohka-Kurud Road, Bhilai - 490 024 (C.G.)

Raipur Campus : Rungta Educational Campus, Near Nandanwan, Raipur - 492 099 (C.G.)

Raipur City Office : Sheela Residency, Opp. C.M. House, Near Gandhi Udyan, Civil Lines, Raipur

Phone : 0788-6666 666 (Bhilai) 0771-6666 666 (Raipur) 0771-6544444 (Raipur City Office)

Fax : 0788-2286 480 (Bhilai) 0771-6666 666 **Website** www.rungta.ac.in

Principal
Rungta College of Engg. & Tech.
Kohka Kurud Road, Kurud, Bhilai-490024

GDR

18. Shall promote internal revenue generation activities with the help of staff and students.
19. Shall make efforts to look after the overall welfare of the staff and students.
20. The Principal shall countersign all kinds of scholarship bills in respect of the students of the college.
21. Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshop etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of the budget.


Chairman

GDR Educational Society

