MIC ARTS AND SCIENCE COLLEGE

ATHANIKKAL, VALLUVAMBRAM P.O,
MALAPPURAM, KERALA-673642

Affiliated to University of Calicut,
Recognized by Govt. of Kerala
Recognized by UGC under Section 2(f)
An ISO 9001:2015 ISO Certified Institution

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✉ www.miccollege.in 🌐 micascollege.in

CODE OF CONDUCT FOR THE PRINCIPAL

The Principal serves as the academic and administrative head of the institution, committed to fostering its holistic growth and development. This code outlines the expectations and responsibilities for ensuring professionalism, ethical conduct, and leadership.

Professionalism and Integrity
- Act with honesty, integrity, and fairness in all dealings.
- Uphold high ethical standards and lead by example.
- Maintain professionalism in interactions with staff, students, and stakeholders.

Leadership and Management
- Provide visionary leadership that fosters a positive academic environment.
- Promote a culture of inclusivity, diversity, and respect among students and staff.
- Demonstrate effective decision-making and problem-solving skills.
- Implement the policies approved by the highest decision-making body of the college.
- Authorize the nomination of coordinators, conveners, and other administrative functionaries.
- Conduct academic meetings as per institutional norms

Academic Excellence and Innovation
- Strive for academic excellence and encourage innovative teaching methods.
- Support research, educational initiatives, and opportunities for students and faculty.
- Monitor admissions and examinations to ensure smooth functioning.
- Supervise classwork according to established timetables.
- Oversee academic activities, including technical and management fests, conferences, and seminars.

Student Welfare and Development
- Prioritize the well-being and development of students.
- Ensure a safe and supportive learning environment.
- Engage with students and address their concerns with empathy and fairness.
- Oversee the academic calendar with the assistance of faculty in charge.

Staff Relations and Development
- Foster a collaborative and supportive work environment for faculty and staff.
- Encourage professional development opportunities for staff members.
- Respect and acknowledge the contributions of all staff members.

Stewardship of Resources
- Exercise prudent management of institutional resources.
- Ensure transparency and accountability in financial matters.
- Strive for sustainability and responsible resource allocation.

Community Engagement and Communication
- Establish and maintain positive relationships with the community and stakeholders.

- Communicate effectively and transparently with all stakeholders.
- Represent the institution with dignity and respect in public interactions.

Compliance and Legal Responsibilities
- Abide by all relevant laws, regulations, and institutional policies.
- Ensure compliance with accreditation standards and other statutory requirements.

Conflict Resolution and Ethical Decision-Making
- Resolve conflicts fairly and impartially, promoting dialogue and mutual understanding.
- Make decisions based on ethical considerations, prioritizing the welfare of the institution and its constituents.

Continuous Improvement and Reflection
- Ensure quality assurance with the assistance of the Internal Quality Assurance Cell (IQAC) coordinator.
- Commit to ongoing self-improvement and professional development.
- Reflect on personal performance and seek constructive feedback for growth.