



J.B.INSTITUTE OF ENGINEERING AND TECHNOLOGY

(UGC AUTONOMOUS)

Accredited by NAAC, Approved by AICTE & Permanently affiliated to JNTUH

Code of conduct Policy- Principal/Director

J.B.INSTITUTE OF ENGINEERING AND TECHNOLOGY

(UGC Autonomous)

Yenkapally(V), Moinabad(M), P.O. Himayat Nagar, R.R. District, Hyderabad-500075

Phone No: 08413-235127, 235053, Fax: 08413-235753

Website: www.jbiet.edu.in, Email: Principal@jbiet.edu.in

Code of Conduct for Principal/Director

- The Principal is the academic and administrative head of the institute and works for the growth of the institute. He/She will implement the policies approved by the highest decision making body of the college. He/She shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council.
- He/She is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of the finance committee and also Chief Controller of Examinations. He/She monitors admissions, examinations, evaluation for smooth functioning of the system.
- He/She is authorized to nominate Coordinators, Convenors and other administration functionaries in the administration, with the approval of the Academic Council.
- He/She conducts the meetings of the Governing Body as per stipulated guidelines.
- He/She holds Academic meetings as per the norms.
- Coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.



- Works for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He/She is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of education in particular.
- In the matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Council of the college.
- In matters of admissions, the principal will be assisted by Coordinator Admissions.
- In matters related to academic work, he/she will be assisted by the Board of Studies and Heads of the Departments.
- Shall closely monitor the classwork as per the timetables and the almanac with assistance of faculty in-charges.
- Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- Shall hold meetings of the heads of departments to review the progress of the academic work and suggest effective measures to achieve desired academic outcome.
- Shall instruct, if necessary, the heads of the departments to conduct remedial classes academically to support the slow learners.
- In matters related to internal examinations, semester end examinations(both theory and practical), result-analysis, detained



candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.

- Principal shall also ensure quality assurance and he/she should be assisted by coordinator IQAC.
- Shall monitor, evaluate research, development and consultancy activities. He/She should advise faculty to get sponsored research projects from various funding agencies.
- Should promote industry-institute interaction for better employability of the students.
- Shall promote internal revenue generation activities with the help of staff and students.
- Arrange finishing school for the students with the active association of Convenor Placement and Counselling cell.
- Shall make efforts to look after the overall welfare of the staff and students.
- Shall forward monthly salary bills of all staff members of the college to the finance department for necessary action.
- Shall countersign all kinds of scholarship bills in respect of the students of the college.
- Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshops 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.



- Shall countersign T.A bills.
- Shall have powers to sanction advances and final withdrawal of GPF of the staff.



Principal

PRINCIPAL
J.B. INSTITUTE OF
ENGINEERING & TECHNOLOGY
Bhaskar Nagar, Venkapally (V)
Moinabad (M), R.R. Dist.-500 075

J.B.

