



(FORMERLY NEHRU COLLEGE OF NURSING)

CODE OF CONDUCT FOR ADMINISTRATIVE STAFFS

CODE OF CONDUCT FOR PRINCIPAL

- The Principal / Head of the institution shall be solely responsible to the CEO & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments. Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the INC.KNMC and KUHS and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.
- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.

ADMINISTRATIVE MANAGER/ADMINISTRATIVE OFFICER

- The Administrative Manager will be the head of the administration office and office staff will be under his supervision and control.
- The Office Superintendent and all staff will report to the Administrative Manager and should seek the approval/permission in all matters.
- He/She will work with close directions of the Management.
- He/She will work in close unison with the Principal. The leave and OD of the staff/faculty members will be routed through him for consideration/approval.
- He/She will oversee the statutory and other administrative works of the college.
- He/She will be the person responsible for arranging various development activities of the college
- He/She will represent the Management and will work as per the directions of the Chairman and Managing Trustee, Supervising day-to-day operations of the
- administrative department and staff members.
- He/She will attend to any other work as assigned by the Principal / CEO & Secretary from time to time.



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OFFICE SUPERINTENDENT /OFFICE IN CHARGE

- Hire, train, and evaluate employees and to take corrective action when necessary.
- Develop, review, and improve administrative systems, policies, and procedures.
- Ensure office is stocked with necessary supplies and all equipment is working and properly maintained.
- Work with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Plan, schedule, and promote office events, including meetings, conferences, interviews, orientations and training sessions.
- Collect, organize and store information using computers and tiling systems.
- Oversee special projects and tracking progress towards management goals.
- Admission of the new students according to University/ Government Rules.
- Be the custodian of the Original Certificates of Students and staff and its proper maintenance.
- Receive, enter, store and distribute of all communications received from Corporate Office, University, Government, Non Government and other agencies.
- Monitor all students' cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and payments.
- Register and monitor all incoming and outgoing dispatch tapal.
- Responsible for overall monitoring of students-scholarship
- Monitor all material arrivals stock entry and verification of all kinds of bills including payment to Electricity Bill and other dues.
- Maintain records of all complaints by students, faculty and other and the details or enquire and follow up.
- Responsible for maintaining all confidential academic and related documents legal files and other important documents.
- Attend to any other work as assigned by the Principal / CEO & Secretary from time to time