



Code of Conduct for the Principal

The Principal of Sir Syed College is the academic and administrative head of the institution and is responsible for upholding the values, vision, and mission of the college. The Principal shall adhere to the following code of conduct to ensure the effective functioning of the institution:

1. Leadership and Governance

- Uphold the highest standards of integrity, accountability, and professionalism in all administrative and academic activities.
- Provide visionary leadership to promote academic excellence, research, and student development.
- Ensure compliance with all statutory regulations, university policies, and institutional norms.
- Foster a democratic and inclusive environment, promoting participation from faculty, staff, and students in decision-making.

2. Academic Excellence

- Strive to enhance the quality of education by implementing innovative teaching and learning methodologies.
- Encourage faculty members to pursue research, publications, and professional development activities.
- Promote interdisciplinary collaborations and skill-based learning initiatives.
- Ensure a transparent and fair evaluation process for students and faculty.

3. Administrative Responsibilities

- Ensure the efficient management of college resources, infrastructure, and finances in a transparent and accountable manner.
- Facilitate the smooth functioning of all academic and extracurricular activities.
- Maintain records and documentation as per the requirements of affiliating bodies and accreditation agencies.
- Oversee faculty and staff appointments, performance evaluations, and career development.



4. Ethical Conduct and Integrity

- Demonstrate ethical behavior and impartiality in all professional dealings.
- Refrain from engaging in or encouraging any form of discrimination, favoritism, or unethical practices.
- Promote and uphold academic honesty and discourage plagiarism, malpractices, and misconduct.
- Ensure that institutional policies are followed in a just and fair manner.

5. Student Welfare and Development

- Act as a mentor and guide to students, ensuring their holistic development.
- Promote a safe, inclusive, and conducive learning environment for all students, with a special focus on the empowerment of women and marginalized communities.
- Encourage student participation in academic, co-curricular, and extracurricular activities.
- Take proactive measures to address student grievances and well-being.

6. Social Responsibility and Community Engagement

- Strengthen the institution's role in societal development through outreach programs and community services.
- Promote environmental sustainability and green initiatives within the campus.
- Encourage collaboration with NGOs, research institutions, and governmental organizations for social and environmental causes.
- Support initiatives for the conservation of heritage, local culture, and Indian knowledge systems.

7. Financial Prudence and Resource Management

- Exercise financial prudence in the utilization of institutional funds and resources.
- Ensure timely submission of financial reports and adherence to audit procedures.
- Encourage fundraising, sponsorships, and collaborations for institutional growth.
- Prevent any form of financial mismanagement or unauthorized expenditure.

8. Professional Development and Institutional Growth



- Stay updated with emerging trends in higher education and implement best practices in administration.
- Encourage faculty and staff to participate in professional development programs and higher studies.
- Lead initiatives for institutional expansion, infrastructure development, and accreditation processes.
- Strengthen alumni relations and industry linkages for better institutional advancement.

9. Conflict Resolution and Grievance Redressal

- Establish transparent mechanisms for addressing conflicts, grievances, and disputes within the college.
- Ensure that conflicts are resolved impartially and ethically, safeguarding the interests of all stakeholders.
- Encourage open dialogue and constructive feedback to enhance institutional policies and governance.

10. Compliance with Laws and Regulations

- Abide by the rules and regulations prescribed by the University, UGC, Government, and other regulatory authorities.
- Ensure the timely implementation of government schemes and policies for higher education.
- Uphold the constitutional values of equality, justice, and secularism in all institutional affairs.

This Code of Conduct serves as a guiding framework for the Principal of Sir Syed College to uphold academic integrity, administrative efficiency, and social responsibility while ensuring the holistic development of the institution and its stakeholders.