



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

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DUTIES AND CODE OF CONDUCT FOR THE PRINCIPAL

Work Culture and Ethics:

1. Promote quality, professionalism, satisfaction, and service to the nation and society.
2. Adhere to responsible conduct expected by the College community.
3. Manage private affairs in a manner consistent with the dignity of the profession.
4. Discourage and avoid non-ethical behavior in teaching and research.
5. Participate in extension, co-curricular, and extra-curricular activities, including community service.
6. Refrain from allowing considerations of caste, creed, religion, race, gender, or sex in professional endeavors.

Responsibilities of the Principal:

1. Responsible for the academic growth of the College.
2. Ensure academic competence of the faculty members.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for environment and sustainability.
4. Conduct oneself with transparency, fairness, honesty, highest degree of ethics, and decision making in the best interest of the College.
5. Act as steward of the College's assets in managing resources responsibly, optimally, effectively, and efficiently for providing a conducive working and learning environment.
6. Promote collaborative, shared, and consultative work culture in the College, paving the way for innovative thinking and ideas.

Administrative Responsibilities:

1. Constitute committees/cells to monitor various academic and administrative matters.
2. Constitute a viable Internal Quality Assurance Cell (IQAC) and ensure continuous quality upgradation of the College.
3. Monitor and coordinate the assigned duties and tasks of various committees of the College towards their optimum performance in the assigned domains.
4. Place before the Governing Body for appropriate approval various policy matters proposed by different stakeholders of the institution.

5. Undertake necessary steps to implement all policy matters approved by the Governing Body within a justified time framework.
6. Adopt measures to promote and execute various welfare measures amongst all stakeholders, including students and staff.
7. Ensure judicious utilization of institutional resources and seek means to improve the financial health of the institution.
8. Continuously monitor the academic and administrative performance, supervise examination works, and nominate a controller of examinations to act on his/her behalf for various academic and non-academic examinations held in the College.
9. Undertake any other works assigned pertaining to the administration of the College.

Date: 1/7/2023



Dr. Martin Poras. S.J
Principal

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India