

ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF PHARMACY**

(Approved by AICTE, PCI, D.T.E, Affiliated to University of Mumbai & Certified by ISO 9001:2015)



**Code of Conduct for Principal**

1. Academic growth of the college.
2. Participation in the teaching, research and training programmes of the College.
3. Assisting in planning and implementation of academic programmes such as refresher/orientation course, seminars, in-service and other training programmes organized by the University. Institute for academic competence of the Faculty Member.
4. Admission of students, maintenance of disciplines of the Institute.
5. Receipts, expenditure and maintenance of true and correct accounts.
6. The overall administration of the Institute and recognized Institution and their libraries and Hostels, if any.
7. Correspondence relating to the administration of the Institute.
8. Administration and supervision of curricular, co-curricular/extracurricular or extra-mural, student's welfare activities of the Institute and Recognized Institution and maintenance of records.
9. Observance of the Act, Statutes, Ordinance, Regulation, Rules and other Orders issued thereunder by the University authorities and bodies, from time to time.
10. Supervision of the examination, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college/ recognized Institution.
11. Overall supervision of the University Examinations.
12. Observance of provisions of Accounts code.
13. Maintenance of Self –Assessment Reports of teachers and their service Books.
14. Any other work relating to the Institute or recognized Institution relating to the administration of the Institute as may be assigned to him/her by the Management from time to time.

Principal  
Dr. (Mrs) Sudha Rathod

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