



TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

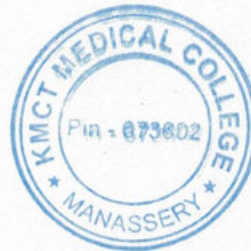
Principal  
KMCT Medical College  
Manassery P.O.  
Kozhikode




The KMCT Medical College, as an organization upholding ethical values and principles aimed at fulfilling its mission and vision is bound to keep highest standards of personal and professional conduct. Code of conduct is a set of standards, principles, rules and values that individuals associated with an organization should adopt, which are socially and institutionally acceptable.

Separate Code of Conduct formats have been set for,

1. Principal
2. Students
3. Staff
4. Administrative staff
5. Research
6. Visitors



  
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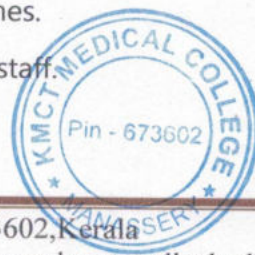


### CODE OF CONDUCT FOR PRINCIPAL

Principal is the highest authority of the institution. He/ she has to ensure that the college functions according to the guidelines set by the management, university & NMC. Principal should be the bridge between management and staff and students of the Institution and is responsible for monitoring the function.

#### Responsibilities

1. Keep standards of highest quality of personal and professional conduct and to ensure it from others.
2. Take necessary actions to maintain discipline in the Institute as and when required.
3. Formation and monitoring various committees necessary for the development and proper functioning of the Institute.
4. Strictly adhere to and implement all university guidelines and regulations, as well as NMC and GOVT directives from time to time
5. Encourage faculty members to attend and conduct seminars/ workshops/ conferences.
6. Encourage faculty members to author text books and publish research papers in reputed National and international Journals.
7. Provide leadership, direction and co-ordination within the Institute, as a role model.
8. Convene meetings with teaching and non teaching staff and students to ensure smooth functioning and conduct of various academic and non academic activities.
9. Ensure implementation of institutional policies for staff and students.
10. Maintain confidentiality of concerned reports
11. Submission of an annual report on the progress achieved in different developmental and collaborative programmes.
12. Taking care of welfare of the students and staff.



  
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