

## **JOB RESPONSIBILITIES OF PRINCIPAL**

**As Principal, the incumbent shall be responsible for overall smooth functioning of academic activities of the institute in general and following in particular:-**

1. Ensuring modalities & processes for compliance of regulations and statutory provisions of affiliating universities, AICTE and other Competent Authorities.
2. Developing, implementing and delivering the strategic growth plan for the Institute, in collaboration with the affiliating universities, AICTE and competent authority
3. Providing strong, effective & dynamic leadership and fair administration to create a harmonious and supportive environment among faculty, academic staff, researchers and students.
4. You shall be required to enforce all possible measures for prevention of ragging on the premises of the institute and act in accordance with the AICTE guidelines.
5. Developing and implementing job oriented academic programmes that improve job delivering credibility of our student in Polymer and Allied Industry.
6. Developing and maintaining links and interfaces with industry for collaborative projects and creating opportunities for students' placement.
7. Creating and embedding structures and processes that facilitate the faculty as well as govt. & private organisations to work together for effective utilization of available resources.
8. Encouraging effective collaboration with neighbouring institutes for closer academic cooperation in the areas relevant to polymer/plastics Science Engineering/ Technology and Manufacturing Engineering/Technology.
9. Identifying opportunities for multi-disciplinary and national level collaboration.
10. Developing and maintaining links with universities, research centres, government bodies, NGOs and other organizations working in the domain
11. Identifying and securing external funding for research and training from a mix of public and private sources.
12. To encourage research initiatives within the academic framework of the Institute.
13. Participating in the recruitment, selection, retention and motivation of academic staff & faculty for managing the core activities of the HLC.
14. Developing and implementing measures to strengthen academic skills and competency of the students.
15. Advising faculty, academic staff and students to achieve academic goals set for them.
16. Facilitating students' access to participation in workshops, seminars, and conference and counseling therefor.
17. Coordinating the efforts of faculty, academic staff, and other service providers towards activities of the Institute.
18. Periodic and regular monitoring and assessment of students' progress, effectiveness of academic programme & utilization of resources.
19. Implementing prudent administrative measures to revamp and enhance the academic capabilities.
20. Such other additional duties as may be assigned by higher authorities from time to time.
21. Ensuring safe keeping of documents and proper documentation relating to academic activities of Institute.
22. Ensuring discipline among faculty, academic staff and students.
23. Periodic & regular assessment of academic output of faculty & academic staff.