

JOB RESPONSIBILITIES OF VICE – PRINCIPAL / DEAN (ACADEMICS)

As Vice-Principal / Dean (Academics), the incumbent shall; besides extending assistance to the Principal; also ensure following activities in particular:-

1. To prepare Academic schedule in confirmation with the academic schedule of the affiliating University.
2. To prepare time table giving proportionate and requisite weightage to the relevant subjects for the concerned semester and responsibilities to the faculty and academic staff.
3. To devise a system for receiving feedback from the students with respect to theory & practical classes.
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. Verify the student's attendance register prepared by the faculty once a week and submit the report to the Principal.
6. Arrange students meetings in consultation with the Principal every fortnight.
7. Officiate as Principal in absence of Principal.
8. Extend assistance for promoting research activities under guidance of Principal.
9. Act as a member of Proctorial Board.
10. Coordination with affiliating University's Finance Officer and Controller of Examinations.
11. Students' admission / enrolment.
12. Coordination amongst faculty members.
13. Students' Hostel related activities and Scholarships.
14. AICTE / NBA / ISO issues.
15. Evaluation of faculty & academic staff.
16. Conduct of external/internal exams, Appointing/nominating external examiners for external practical's.
17. Arrangement of Guest Lecturers.
18. Students' welfare and extracurricular/co-curricular activities including Industrial visits.
19. Such other additional duties as may be assigned by higher authorities from time to time.
20. Ensuring safe keeping of documents and proper documentation relating to functioning of HLC.
21. Ensuring discipline among faculty and academic staff.
22. Periodic & regular assessment of academic output of faculty & academic staff.
23. Act as Nodal Officer for redressal of grievances of faculty, academic staff & students of HLC.
