

Duties and Responsibilities of the College Principal:

- I. As an administrator, he/she is supposed to administer the College in such a manner that the stakeholders viz., students, academicians, non-teaching staff function promptly.
- II. Should oversee the conduct of classes and other academic activities such as Curricular, Co-curricular and extra-curricular activities given by CCE and universities and implement academic innovations given by apex bodies from time to time.
- III. To Implement Continuous Internal Assessment (CIA) as per the Standard Operating Procedure (SOP) issued by the CCE.
- IV. To take classes as per the teaching workload norms in vogue for college principals
- V. To maintain the college Website as per the SOP issued by the CCE.
- VI. To prepare the Monthly News Letters and upload in College Website and CCE website.
- VII. To organize the placement drives at college level in order to explore and promote better employment opportunities for students.
- VIII. To mobilize resources for the development of the college through CSR"/Alumni/ Philanthropic contributions
- IX. Maintain records, files, note files of academic, administrative and financial activities.
- X. Should make sure that each staff member handover the records of that particular academic year (ASAR with evidences, Lecturer wise Academic Audit forms with evidences, Departmental NAAC records as per NAAC SOP) before the summer vacation.

- XI. Should take measures to utilize the available resources in the college, Virtual Class, Digital Class, ELL, Library, Laboratories, Sports facilities etc.,
- XII. To take measures for improving college admissions.
- XIII. Maintenance of stock registers and Stock verification in March/April every year.
- XIV. To maintain the Service Registers of all teaching and non-teaching staff
- XV. Should implement e -office and other digital initiatives such as biometric and TLP
- XVI. To prepare Annual Confidential Reports (ACRS) of the teaching staff and non-teaching staff (Superintendents and Administrative Officers).
- XVII. To maintain staff attendance registers and Movement register.
- XVIII. To support for research
- XIX. To prepare the college for assessment and rankings
- XX. To update the data from time to time
- XXI. To implement green initiatives and best practices