

Roles & Responsibilities of Principal

Responsibilities include

Reporting to the top Management (Managing Trustee and Secretary) of the institute and assisting them in the following functions of the institute.

- 1. Regulation / Monitoring*
- 2. Development*
- 3. Leadership*
- 4. Visionary*

Regulation / Monitoring

One of the important responsibilities of a Principal is regulation of academic & general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents.

The following are some of the important responsibilities coming under this category.

- 1. To monitor the functioning of the academic and administrative staff and to see that they fulfill all their prescribed responsibilities.*
- 2. To monitor the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.*
- 3. To oversee the discipline and conduct of students, which includes monitoring their attendance and to maintain the dignity and decorum of the institution.*
- 4. To monitor the teaching that needs to abide by the prescribed*

curriculum and as per the teaching/institutional methodology suggested by the University/AICTE/ Management.

- 5. To scrutinize the procedures in the administrative office regarding admission, fee collection, attendance, recruitment, payment of salaries, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.*
- 6. To keep abreast of all liaison activities with governmental, corporate and other academic bodies/institutions.*
- 7. Monitoring the liaison of activities with departments within the college and most importantly with the top management of the College.*
- 8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Deans, HoDs, Coordinators, College Academic Council, and the Governing Body.*
- 9. To scrutinize and monitor the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.*
- 10. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and university apart from the ones conducted by the top management.*
- 11. To maintain the infrastructure of the institution with the assistance of the staff concerned and care for the life and property of all those connected with the institution.*
- 12. To sustain the cordial relations with all the stakeholders i.e. the staff, students, and parents and with all those connected to the institution both directly and indirectly.*

Developmental Functions

The principal is also required to take-up developmental functions which are very important for the development of the institution.

The following are some of the developmental functions to be taken up by the Principal.

- 1. The Principal needs to locate, contact, attract and recruit suitable faculty members keeping in view the future needs of the institution.*
- 2. Nurturing and facilitating the faculty and giving all the necessary guidance and support.*
- 3. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.*
- 4. Focusing on building an image for the institution at an overall level or in terms of a particular strength either in terms of a department or activities.*
- 5. Developing the working and learning culture in the institution.*
- 6. Developing the necessary infrastructure most importantly the library, laboratory with good ambiance.*

Strategic Functions

The principal needs to shoulder various strategic functions that are aimed at developing a network and develop alliances that pay rich dividends in the long run. The following are some of the strategic functions.

- 1. Developing a strong association with industry, research and consultancy establishments and signing Memorandums of Understanding aimed at improving specific strengths of the college.*
- 2. Developing strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.*
- 3. Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.*

Leadership Functions

The most critical functions of a Principal of an academic institution, in fact, are the Leadership functions. While fulfilling these functions the Principal will exhibit the true qualities of a leader and also be an exemplary role model to his/her colleagues.

Some of the leadership functions are as follows.

- 1. To prove oneself as an excellent teacher and prove as one of the best among all his/her colleagues.*
- 2. To take up research, publication, consultancy & training and establish appropriate academic credentials of international standard and gain acceptability among all the faculty members as a true academic leader.*
- 3. To set high standards of discipline, commitment, and involvement in work patterns.*
- 4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.*
- 5. To exhibit a sacrificial attitude and be a role model for all the staff.*
- 6. Work with the staff at the ground level and understand the problems and concerns of all the colleagues taking care of their requirements.*

Visionary Functions

The ultimate functions of a Principal are the visionary functions, which are as follows.

- 1. Developing a long term model for the institution and working for realizing this vision in close association with the top management.*
- 2. Taking regular steps towards realizing the vision.*
- 3. To establish the systems, procedures, policies that is necessary to facilitate in realizing the vision.*

4. The Principal could take up more functions as and when the need arise in the institution.

Planning

The Principal requires preparing a specific long term and short term plan and presents it to the top management.