

Post

- Director

Job Description and KRA:

Sr. No.	Key Result Areas	Job Description
1	Leadership	<ul style="list-style-type: none">• Principal / Hol / Director shall be the head of institution and works as chief executive of organisation.• Principal / Hol / Director shall provide leadership to the institution.• He shall try to achieve excellence for the institution within academic sector.• He /She shall plan long term and short-term goals as per vision of management• He /She shall plan academic and administrative management of the Institution• He/ She shall be involved in policy planning and perspective plan of institution• He /she shall plan the establishment of various departments and the various administrative units of the college.• Principal / Hol / Director shall be responsible for conduct of meeting of Administrative Council (Governing Body-GB), college development councils (CDC), Finance / Purchase committee and all other committees prescribed by UGC/AICTE/University / Management/AC.• He/ She shall ensure faculty / staff positions are created and approved by management.• He/she shall create appropriate organogram in college for better administration. He shall ensure involvement of all Faculty in the corporate life of the institution.• He/ she shall plan budget and ensure approvals of the same from management• He /she shall act as Secretary in Council /Governing Body and other admin bodies of management.• He / She shall establish rapport with Industries for placement, projects and internship of students• He shall administrate institutions, and shall work on all USSC/ LSC at the direction of Management. He shall ensure all better practices are followed. He shall evolve grievance addressal mechanism.• He shall develop IDP and work to achieve benchmarks mentioned in IDP
2	Academic Management / Examinations	<ul style="list-style-type: none">• Start and operate academic programmes either in affiliated or autonomous or in university mode as applicable.• Identify and recruit meritorious talent in Faculty, Ensure Faculty Training /Induction.• Plan Faculty Development programmes, Faculty appraisals, staff appraisals. He shall monitor contribution of all human resources in the organisation• Plan academic calendar and incorporate students' activities• Comply to fulfilment of all academic days, terms , work / load distribution of faculty etc

		<ul style="list-style-type: none"> • Develop labs and academic infrastructure including library, seminar halls and student amenities. • Monitoring instructional mechanism, teaching learning process etc. • Monitoring academic progress along with utilisation of infrastructure. • He / She plan for admission systems, examination systems and convocation • He / she shall set up academic bodies for examination / credits / curriculum / conduct of examinations etc • Ensure student life cycle in College is in place and services are up to the mark • Academic audits, IQAC audits are in place • Improvement in academic indicators like results ranks etc. • To focus on digital contents and setting up online delivery mechanism including LMS etc
3	Compliances	<ul style="list-style-type: none"> • Shall be responsible for all Statutory approvals, affiliations like AICTE, DTE, MSBTE, UGC, University, FRA, ARA, STATE CET Cell, AISHE etc. • All accreditation / ranking /assessment authority's submissions and compliances like NAAC, NBA, NIRF, AIRA in time bound manner etc. • Submission of Annual progress reports to authorities • Setting up IQAC cell and monitoring quality parameters. • Legal compliances shall be done. All statutory provisions while administrating institutes shall be taken of.
4	Student Development	<ul style="list-style-type: none"> • Training activities, Internships, Placement, start-up activities, innovation activities should be in place • Ambiance to be created for higher education to students • Co-curricular and extracurricular activities for development of students including social, cultural, sports and extension activities • To increase employability of students, competitiveness of students. • To enhance Placement services • To create good ecosystem of Alumni – Student engagement • To offer best in class Hostel services
5	Partnerships / Tie-Ups	<ul style="list-style-type: none"> • Establishing strong network of industries for academic excellence • Create ecosystem of Industry Institute Partnership for Projects, Testing Consultancy, Research, Student Internships / trainings, Placements etc • International / National collaboration with Universities / Corporate / Industries • Establishment of Centre of Excellence in Technology domains
6	Research IRG (Internal Revenue Generation)	<ul style="list-style-type: none"> • Increasing patents from faculty / students / IPR • Quality Paper Publications • Joint /Collaborative Work enhancement • R&D, innovation culture to increase • Focus on Faculty Contribution in R&D, Consultancies • Ensure all facility and expertise is being used for Testing, Consultancy and Development • Majority of Faculty involved into some or other R&D, Projects or Consultancy Work • Getting funds from Govt, Industry for Projects
7	Ranking and Accreditation	<ul style="list-style-type: none"> • To ensure better ranking in NIRF • To ensure all accreditations in place

		<ul style="list-style-type: none"> • To ensure international accreditation
8	Infrastructure	<ul style="list-style-type: none"> • Infrastructure as per Norms including maintenance of same • Planning and execution of same
9	Finance	<ul style="list-style-type: none"> • Plan the recurring expenditures including Salary and HR pay-outs adhering to budgetary provisions • Setting up SOPs • Deliver on sustainable and self-sufficient mode • Plan capital expenditure as per roadmap decided by Admin Council, with consent of FC, CDC and other subcommittees.
10	Others	<ul style="list-style-type: none"> • To establish better PR and Outreach cum extension activity for larger benefits of Society • Any other work assigned by Management