- Director

Post Job Description and KRA:

Sr. No.	Key Result Areas	Job Description
1	Leadership	 Principal / HoI / Director shall be the head of institution and works as chief executive of organisation. Principal / HoI / 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 / HoI / 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 create appropriate organogram in college for better administration. He shall ensure faculty / staff positions are created and approved by management. He/she shall plan budget and ensure approvals of the same from management He /she shall plan budget and ensure approvals of the same from 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.
2	Academic Management / Examinations	 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

 Pevelop labs and academic infrastructure including library, seminar halis 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 plan for admission systems, 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 Shall be responsible for all Statutory approvals, affiliations like AICTE, DTF, MSBTE, UGC, University, FRA, ARA, STATE CET cell, AISHE etc. All accreditation / ranking / Assessment authority's submissions and compliances like NAAC, NBA, NIRA, 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. Student Training activities, Internships, Placement, start-up activities, innovation activities for all student setunistics. To cincrease employability of students, competitiveness of students. To enhance Placement services To renace good ecosystem of Alumni - Student engagement To offer best in class Hostel services To enhance Placement services Coracte ecosystem of Industry Institute Partnership for Projects, Testing Consultancy, Research, Student Internships, Itainings, Placements etc International / National collaboration with Universities / Corporate / Industries<!--</th--><th></th><th></th><th></th>			
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		To ensure international accreditation
8	Infrastructure	Infrastructure as per Norms including maintenance of same
		Planning and execution of same
9	Finance	 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	 To establish better PR and Outreach cum extension activity for larger benefits of Society Any other work assigned by Management