

Role & Responsibilities of Principal (Govt. Polytechnic) Maharashtra

Role

Principal is the academic, financial & administrative chief Executive of the institute.

Responsibilities

1. Principal being a Head of Polytechnic is answerable to the Director, Technical Education (and to Chairman of Governing body in case of autonomous institutes) for all academic, financial and administrative/personnel activities of the institute.
2. Responsible for Academic, financial administrative, Human Resources management of the institute.
3. Admission authority for the institute to implement admission process as prescribed by state government/ DTE time to time.
4. Assessing the curriculum implementation processes (including Planning, scheduling, coordinating and monitoring) pertaining to various departments & CEP activities of the institute & take corrective actions if necessary.
5. Assessing the requirements of the material, financial and human resources for effective institutional operations inclusive of academic & supporting operations.
6. Advising & Facilitating the required resources for institute operations
7. Development & implementation of strategic plan for short term and long term development of the institute and sustainable quality improvement.
8. To lead the accreditation activities of institute for various quality standards
9. Plan & facilitate guidance & counselling and other students services at institute level
10. Maintaining support services, academic facilities
11. Responsible authority for financial controls, transactions, academic, personnel and security functions and to maintain necessary records financial, assets & academic records of the institute in stipulated formats.
12. To facilitate, plan & organize faculty and supporting staff development programs
13. Promoting interactions with all stake-holders (Industries, MSBTE, DTE, RO, RBTE, Apprenticeship board, AICTE etc), facilitating students placements and students development programs

14. Provide motivation & guidance to faculty and other staff in the institute
15. Participate, motivate, guide & facilitate professional development through continuing education, training, testing, consultancy and industry sponsored projects, entrepreneurship development, research.
16. To act as a chief officer in charge for examinations
17. To facilitate industry interaction
18. To plan and implement the activities to take care of hygiene, safety and housekeeping in institute
19. Take teaching load prescribed as per the norms issued time to time by state government.
20. Evaluate the performance of the faculty and supporting staff
21. Create, maintain and motivate cordial relations and team spirit in the institute & provide impartial & equal opportunities for contribution to faculty & staff.
22. Keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through articles, books, journals and seminars etc.
23. Self development through qualification improvement, enrichment, professional activities and interactions with bodies
24. Participate in non-formal mode of education for benefit of society / Community
25. Implementation of Right to information (RTI) in the institute
26. To plan and implement the activities to take care of hygiene, safety and house-keeping in institute
27. Upliftment of Institution's image in the society
28. Implement various government scheme in the institute