

Principal - Engineering College

Location: Bhopal | **Experience:** 15 - 20 Years

Job Description

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfil all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / UGC / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, purchases and procurement, accounts and audit, and any such other matter related to the administration of the college.
6. Monitoring all the liaisons 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.
8. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council, and the Governing Council.
9. Monitoring 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 regulator bodies such as UGC, government, and university apart from the ones conducted by the top management.
11. Maintaining the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
12. Maintaining cordial relations with the staff, students, parents, and all those connected to the institution both directly and indirectly
13. The Principal needs to locate, contact, attract and recruit the right kind of faculty members suitable for the institution keeping in view the future needs of the institution.
14. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
15. Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
16. 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.
17. Developing the working and learning culture in the institution.
18. Developing the necessary infrastructure most importantly the library, laboratory with international ambiance. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
19. Take up research, publication, consultancy & training, and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
20. To set high standards of discipline, commitment, and involvement in work patterns.
21. To inspire all his / her colleagues towards the achievement of the goals of the organization and lead them from the forefront.
22. Exhibiting sacrificial attitude and set a model for all the staff.
23. Work with the staff at the ground level and understand the problems and concerns of all the colleagues and take care of their requirements
24. Developing a long-term model for the institution and working for realizing this vision in close association with the top management.
25. Taking steps at regular intervals facilitates realizing the vision.
26. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
- 27 Under each of the heads mentioned above, the Principal could take up many more functions suiting to the requirement and needs of the institution from time to time.
28. Candidate must be Ph.D. with M.E/M.Tech. In any Specialisations

Desired Candidate Profile

- The candidate must Be Ph.D
- The candidate has teaching and college administration.
- The Candidate must have very good Communications skills.
- The candidate must have Knowledge of University procedures.
- Work with the staff at the ground level and understand the problems and concerns of all the colleagues and take care of their requirements
- Taking steps at regular intervals facilitates realizing the vision.
- .Developing a long-term model for the institution and working for realizing this vision in close association with the top management.

Contact

- Interested candidates can send their resume to garima.hr@peoplesuniversity.edu.in and cc to director.hr@peoplesuniversity.edu.in and for any clarification candidate can call 0755 – 4005059/5026.

Job Summary

Key Skills: Teaching, College, Administration,

Experience: 15 - 20 years

Role: Education/ Teaching Administration, Special Education Teaching Administration / Operations, Education / Teaching

Qualification:

- Ph.D.
- Post Graduation >ME/ M.Tech. (Any Specialization)
- Graduation>BE/ B.Tech (Engineering) (Not Specified)