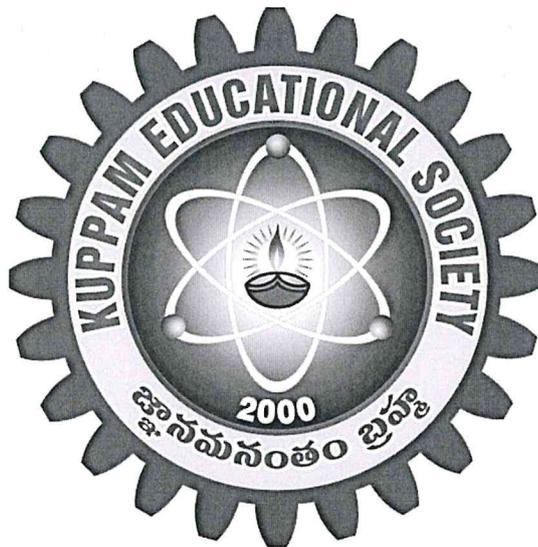


KUPPAM ENGINEERING COLLEGE

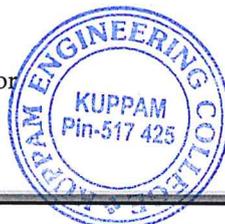
KUPPAM - 517 425



**DUTIES AND RESPONSIBILITIES OF
THE PRINCIPAL**

Duties and Responsibilities of the Principal

- The principal is the academic and administrative head of the institute and works for the growth of the institute. He / she will implement the policies approved by the highest decision-making body of the college. He/ she shall achieve coordination among various statutory committees and non-statutory bodies.
- He/ she is the ex-officio member of Governing council, Chairman of various committees, Chief Superintendent of internal / university examinations.
- To implement the policies and decisions of the management.
- Define quality policy and objectives.
- Design & define organization structure
- Define & delegate responsibilities of various positions in the organization.
- Coordinates and motivates the faculty, administrative authorities and the supporting staff, so as to play their respective roles more effectively.
- Shall make efforts to look after overall welfare of the staff and students.
- Shall have powers to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, TA bills etc, subject to the limit sanctioned.
- To make suggestions/recommendations to management on matters of interest to the institution.
- Appoints Faculty Member and other staff according to the norms of the AICTE and affiliating university.
- Monitors admissions, regular class works, placement activities, create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System in accordance with NBA and NAAC.
- Prepare annual budget with the coordination of Administrative Officer.
- Matters related internal examination, semester end examinations to be monitored with the support of I/C Examinations.
- Monitor and Conduct periodic meetings with all the committees at college level.
- Monitor various academic activities like conduct of technical fest, conference, workshop and seminar etc.,
- All communications with the AICTE, affiliated University and Higher Education, Govt. of Andhra Pradesh.
- To monitor the functioning of the following officers.
 - A. Vice Principal
 - B. IQAC coordinator
 - C. Heads of the Departments
 - D. Examination cell In-Charge
 - E. Administrative Officer
 - F. Academic Incharge
 - G. Librarian
 - H. Placement Officer Physical Director
 - I. I/C Diploma




Dr. S. Sudhakar Babu
Principal
Kuppam Engineering College
R.B. Natham, Kuppam - 517 425