

1.Principal

He/She shall be the Executive Head of the College/Institute Unit and the official correspondent of the College/Institute/ Unit and the Board of Control.

ii. He/She shall be responsible for the day to day administration of the College/Institute/Unit.

iii. He/She shall appoint members of the teaching and non-teaching staff keeping in view rights of minorities under the Constitution of India, subject to the approval of Board, and shall recommend to the Board of Control, the names of members of the faculty for the continuance, confirmation, promotion, suspension, removal/termination and retire from the service.

iv. He/She shall be responsible for the admission of students and the discipline of the College/Institute/Unit.

v. He/She shall be the Financial Officer of the College/Institute/Unit and primarily responsible 'for financial policy and soundness of its academic programme. He/She shall exercise such supervision over all the interests of the College/Institute/Unit.He/She shall report on the same to the Board of Control annually.

vi. He/She shall be responsible for academic and other programmes directly pertaining to the University, UGC.

2. Other Officers

a) Acting Principal /Head

when in the opinion of the Executive Committee of the Society, the principal/ Director/Head is unable to exercise his duties for an extended period because of long illness, Accessory absence or for any other cause, so that the Executive Committee deems the appointment of an Acting Principal/Director/Head necessary for the well being of the College/Institute/Unit, the Executive Committee shall make Such appointment for a period of three months in the first Instance, reporting such an appointment immediately to the Society by circular, unless a meeting of the Society by circular unless a meeting of the Society is scheduled within a month, or a special meeting is deemed necessary.

(b) A Vice-Principal or Vice-Principals, if necessary, may be appointed by the Principal in consultation with the Board of Control from among members of the staff to assist him/her in the administration of the College.

(c) A Deputy Head or Deputy Director may be appointed by the Director/Head in consultation with the respective Board and the approval of B.P.H.E. Society from the members of the staff to assist him/her in the administration of his/her Institution/Unit.