



SAVITRIBAI PHULE SHIKSHAN PRASARAK MANDAL

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Prof. M. N. Navale
M.E. (Elect.) M.I.E, M.B.A.
CHAIRMAN

॥ ज्ञान दान पवित्र दान ॥

Sanjay S. Navale
M.A. (Geo.) B.Ed, B.P.Ed M.B.A.
CAMPUS DIRECTOR

Ref.No:

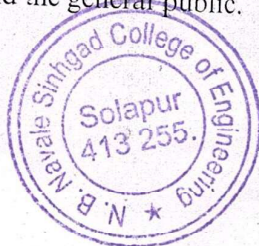
Date :

Ref.No.SPSPM/Keg/2015-16/

Date : 25.06.2015

Duties of Principal

1. The Principal shall be the head of the institution.
2. Plan the establishment of various departments and the various administrative units of the college.
3. Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees; publishing course files and manuals.
4. To identify and recruit suitable persons to man the various departments and administrative units.
5. Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
6. To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
7. To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
8. Prepare the minutes of meetings.
9. Prepare the budget for approval of management.
10. Regularly apprise the management about the various activities.
11. To plan functions like Convocation, Annual Day, Freshers Day, Merit Awards.
12. To give leadership for organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
13. In a nutshell, the Principal shall be responsible to project a powerful image of the college in the eyes of the authorities of Universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.



Sanjay S. Navale
Campus Director