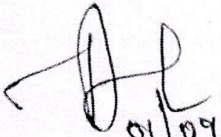


## Duties of Vice Principal – Administration

- 1) To assist the Principal in administrative issues
- 2) Administrative Support for
  - a) AICTE related work
  - b) DTE related work
  - c) University related work
  - d) FRA related work
  - e) Mandatory Disclosure and any other work assigned by Principal time to time
- 3) To assist head of institution in enhancing training and placement activities
- 4) To assist head of institution in strengthening alumni interaction and support
- 5) To assist head of institution in staff recruitment continuation and discipline
- 6) To assist head of institution in procuring material through Purchase Committee
- 7) To assist head of institution in staff recruitment continuation and discipline
- 8) To assist head of institution in all accreditations and assessments
- 9) To assist head of institution in maintaining discipline in the college
- 10) Any other work assigned by Head of Institution



  
01/09/2021  
Principal