



AVANTHI'S St.THERESSA INSTITUTE OF Engineering & Technology

Phone : 08952-281061
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(Approved by AICTE, Recognised by the Govt. of A.P., & Affiliated to JNTU-GV, Vizianagaram)

Garividi (Cheepurupalli) Vizianagaram Dist - 535101

website : www.sttheressaengg.ac.in

email : astiet@sttheressaengg.ac.in

Date: 06.06.2025

Duties and Responsibilities of the Principal

S. No	Category	Duties and Responsibilities
1	Academic Leadership	<ol style="list-style-type: none">1. Provide vision and leadership for academic excellence.2. Ensure curriculum implementation as per AICTE/UGC/University norms.3. Promote innovative teaching, learning, and research culture.4. Encourage faculty development, higher studies, and research.
2	Administration & Governance	<ol style="list-style-type: none">1. Oversee day-to-day administration of the institution.2. Formulate policies and implement Governing Body decisions.3. Supervise HoDs, faculty, and staff in all academic/administrative matters.4. Ensure discipline, punctuality, and smooth functioning of the college.
3	Faculty & Staff Development	<ol style="list-style-type: none">1. Recruit qualified faculty and staff as per norms.2. Conduct performance appraisals and recommend promotions/increments.3. Motivate staff for research, consultancy, and professional growth.4. Organize Faculty Development Programs (FDPs) and workshops.
4	Student Development & Welfare	<ol style="list-style-type: none">1. Ensure effective mentoring, counselling, and grievance redressal.2. Promote co-curricular, extracurricular, and sports activities.3. Facilitate training, placement, and career guidance.4. Foster an inclusive and supportive student environment.
5	Examinations & Evaluation	<ol style="list-style-type: none">1. Ensure smooth conduct of internal and university examinations.2. Monitor evaluation, assessment, and academic results.3. Implement reforms for continuous improvement of student performance.4. Maintain transparency and fairness in academic evaluation.
6	Finance & Resource Management	<ol style="list-style-type: none">1. Prepare annual budget and ensure proper fund utilization.2. Approve departmental requirements for labs, books, equipment, and facilities.3. Ensure financial accountability and proper maintenance of accounts.4. Mobilize resources through grants, projects, and collaborations.



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7	Research, Innovation & Industry Linkages	<ol style="list-style-type: none">1. Promote research, consultancy, and patent activities.2. Encourage industry-institute collaborations, MoUs, and joint projects.3. Support establishment of centres of excellence and incubation centres.4. Organize seminars, workshops, and conferences with industry experts.
8	Quality Assurance & Accreditation	<ol style="list-style-type: none">1. Ensure compliance with AICTE, UGC, JNTU/University, NBA, and NAAC norms.2. Oversee IQAC (Internal Quality Assurance Cell) activities.3. Monitor documentation and reports for audits and inspections.4. Implement continuous improvement strategies in academics and administration.
9	Community & Institutional Development	<ol style="list-style-type: none">1. Strengthen alumni relations and stakeholder engagement.2. Promote social responsibility, extension activities, and outreach programs.3. Represent the college in professional bodies, academic forums, and public platforms.4. Build the reputation and brand of the institution.


Principal