

SETH GHASIRAM GOPIKISHAN BADRUKA EDUCATIONAL SOCIETY (SGGBES)
(Established in 1950) Kachiguda, Hyderabad-27

PRINCIPAL, BADRUKA COLLEGE:

Qualifications & Experience:

The candidate must have secured First Division at Masters Level and Ph.D. in Commerce / Business Management with a minimum of 20 years of post-qualification experience in Academic Administration in Higher Education Institutes, offering PG & UG courses.

A minimum score in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), with emphasis on published work, designed in accordance with UGC guidelines. It is also desirable that the candidate should have experience of guiding research.

He / She must have good personal and interpersonal relations with Osmania University and related Central / State Govt. agencies.

Broad duties and responsibilities of Principal, Badruka College include:

A) Administration:

1. The Principal will be in-charge of day-to-day activities of Commerce, Business Management and Science Departments of the College. He should monitor the Staff requirements, Performance, Feedbacks, Career Development and related issues.
2. The Principal is overall in-charge to take care of student-related matters, such as:
 - Students' admissions in various courses of Commerce / Business Management / Science Departments.
 - Organizing Seminars, Group Discussions and Management Games.
 - Organizing Annual Alumni Meetings.
 - Fees-related issues and Attendance-related issues, and interaction with Parents.
 - Organizing feedback of Faculty performance from students.
3. The Principal has to submit monthly progress reports in consultation with respective Department Heads to DG and Hon. Secretary.
4. The Governing Body meetings of the College have to be organized once in a quarter, in consultation with DG / Hon. Secretary.

5. Implement HR Policies, viz. Recruitment, Promotion, Optimum utilization and termination of services, etc.
6. The Principal shall monitor all Statutory matters and comply with Statutory obligations from time to time, such as PF, ESI, Gratuity, etc.

B) Academic Matters:

1. The Principal shall monitor Academic Instruction in all the Departments and ensure that all the Faculty utilize Audio Visual equipment in the classrooms for presentation of course materials to the students.
 - Encourage Faculty for paper-presentations; and preparation of Research papers; Publication of Books; Conduct / Participate in Workshops, Seminars, Conferences, etc.
 - Take initiatives to improve the working practices in each Department of the College.

2. Performance Review:

The Principal shall monitor the performance of each Department periodically and the same may be reported to DG / Hon. Secretary. He will chair all Internal Selection Committees and will represent the College in Osmania University Selection Committee meetings.

3. UGC / AICTE / NAAC Issues:

- The Principal shall be the nodal officer in securing Research Grants from UGC / AICTE to conduct Minor / Major Research projects for the College as well as for teachers. Principal shall make necessary efforts to obtain NAAC approval for 'A' Grade Accreditation.
 - Take initiatives for formation of '**Internal Quality Assurance Cell**' and sending AQAR to NAAC in time.
 - He shall submit proposal for NBA, New Delhi for getting Accreditation for MBA. Strove for National Ranking in B. Schools.
 - Work for '**Autonomous Status**' for the College.
4. Any other related matter(s) as assigned by DG / Hon. Secretary, from time to time.