


Kanoria PG Mahila Mahavidyalaya, Jaipur
Work Profile of Vice-Principal - Science Faculty


General Responsibilities

- Maintaining Peace and Harmony in the Campus
- Discipline among the Students
- Monitoring Classes
- Taking Care of Notices Displayed in Staff Room/ Students/Departmental Notice Boards
- Ensuring Ragging Free Campus
- Mentoring of the Students

Specific Responsibilities

- College Prospectus
- Chronicles of Kanoria
- Students Union Elections
- Subject Associations-all
- Faculty Development Programmes
- Centre for Counselling & Guidance
- Feedback Mechanism – Student, Parents, Alumnae and Stake Holders
- Extension /Guest Lectures & workshops of Science departments
- Maintaining PG Teaching Profile of all Science departments
- Annual Requisition for All Departments
- Budget for Equipment & Consumable of all Science departments
- Maintaining Stock Register- Store
- Selling of Discarded Material (Lab/ Library/ Store/ Hostel etc.)
- Any other responsibility given by the Principal/ Management.


Principal
Kanoria PG Mahila Mahavidyalaya
JLN Marg, Jaipur-302015


Secretary
20-12-2019

Kanoria PG Mahila Mahavidyalaya, Jaipur
Work Profile of Vice-Principal - Commerce Faculty

General Responsibilities

- Maintaining Peace and Harmony in the Campus
- Discipline among the Students
- Monitoring Classes
- Taking Care of Notices Displayed in Staff Room/ Students/Departmental Notice Boards
- Ensuring Ragging Free Campus
- Mentoring of the Students

Specific Responsibilities

- Online Admissions
- Scholarships and Awards
- All Students Activities
- Student Clubs Activities
- Centre for Career Guidance, Training & Placement.
- NSS, NCC and Sports & Games Activities
- Approval & Monitoring - Student Participation in Various Inter-College Events
- Parent Teacher Meeting
- Alumnae Association – Registration & Participation in College
- Extension/ Guest Lecturers in Commerce
- Maintaining PG Profile of Commerce Departments
- Any other responsibility given by the Principal/ Management.

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Principal
Kanoria PG Mahila Mahavidyalaya
JLN Marg, Jaipur-302015

Secretary
Secretary

20-12-2019

Kanoria PG Mahila Mahavidyalaya, Jaipur

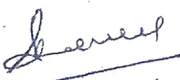
Work Profile of Vice-Principal - Arts Faculty


General Responsibilities

- Maintaining Peace and Harmony in the Campus
- Discipline among the Students
- Monitoring Classes
- Taking Care of Notices Displayed in Staff Room/ Student / Departmental Notice Boards
- Ensuring Ragging Free Campus
- Mentoring of the Students

Specific Responsibilities

- Time Table- Overall
- Teaching Plan- Term Wise- Overall
- Maintenance of UG Teaching Profile Overall
- Maintaining PG Teaching Profile of Arts Faculty
- Coordinating All Academic Activities
- Extension/ Guest Lectures and Workshops in Arts Faculty
- Student Attendance and Shortages-Overall
- Research & Development Centre
- Coaching for UPSC, SSC, UGC NET etc.
- NAAC- IQAC Meeting, Documentation, AQAR Uploading etc.
- Affiliation Related Work for New Courses
- Any other responsibility given by the Principal/ Management.


Principal
Kanoria PG Mahila Mahavidyalaya
JLN Marg, Jaipur-302015


Secretary
20-12-2019



**Kanoria
PG Mahila
Mahavidyalaya
Jaipur**

Ref. No. F3 (324) Exst-1/KMM/22-23/6

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Date 23-06-2022

Work Profile of Vice-Principal (College Development)

General Responsibilities

- Maintaining Peace and Harmony in the Campus
- Discipline among the Students
- Monitoring Classes
- Taking Care of Notices Displayed in Staff Room/ Students/ Departmental Notice Boards
- Ensuring Ragging Free Campus
- Mentoring of Students

Specific Responsibilities

- General Purchases- Hostel, Library and Laboratory Supply
- Maintenance of College Infrastructure and Amenities for the session
- Canteen & Crèche - Infrastructure and Accounts
- Infrastructure Arrangements for all College Activities and Functions
- Travel Arrangements for Departmental Tours/ Field Visits
- Arrangement of Student Picnics and Excursion Tours
- Purchases of Prizes and Trophies for Kasturi, Annual Function and all college activities
- Renewal of All AMCs
- Maintenance of CCTV Cameras, EPABX, Solar Panels, Generator and Rain Water Harvesting System etc.
- Security Arrangements of the Campus
- Supervision of the new construction work of entire college campus


Secretary

Management Committee