

Job Title: Vice Principal / HOD for Degree College

Location: Bhimtal

Reports To: Principal

Employment Type: Full-time

Job Summary:

The Vice Principal will support the Principal in the academic, administrative, and disciplinary functions of the college. The role requires leadership, coordination, and oversight across departments to ensure academic excellence, student welfare, and effective governance.

Key Responsibilities:

Academic Leadership:

- Assist the Principal in implementing academic policies and ensuring curriculum standards.
- Coordinate with teaching staff to monitor academic progress and outcomes.
- Facilitate faculty development programs, workshops, and training.
- Ensure effective conduct of examinations and academic assessments.
- Oversee attendance, timetable, and academic calendar.

Administrative Duties:

- Admissions – to mobilise students for admission purposes so that the college is running in full capacity.
- Supervise day-to-day operations in the absence of the Principal.
- Assist in recruitment and appraisal of teaching and non-teaching staff.
- Support documentation and compliance with statutory bodies (e.g., UGC, NAAC, university affiliation requirements).
- Help manage college events, academic functions, and outreach activities.

Student Affairs:

- Oversee student discipline, grievances, and welfare.
- Support mentorship, counseling, and career guidance programs.
- Coordinate extracurricular and co-curricular activities to promote holistic development.

Communication and Liaison:

- Act as a bridge between students, faculty, and administration.
- Liaise with university authorities, accreditation bodies, and external stakeholders.
- Assist in preparing reports, data submissions, and institutional audits.

Qualifications and Skills:

- Postgraduate degree (Ph.D. preferred) in a relevant academic discipline.
- Minimum 10 years of teaching/administrative experience in higher education.
- Strong organizational, leadership, and interpersonal skills.
- Knowledge of regulatory frameworks governing higher education.
- Experience with accreditation processes and institutional development is desirable.

Preferred Attributes:

- Ethical, disciplined, and student-focused.
- Ability to multitask and work under pressure.
- Proficiency in using digital tools.

Application process

Please email your CV to:

contact@pmspl.net.in