

**DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL****1. Academic Leadership**

- Act as the Academic Head of the Institute.
- Ensure compliance with UGC, AICTE and any other accrediting agencies.
- Implement policies approved by the Board.
- Role play in various Internal Committees.

**2. Academic Planning & Quality Assurance**

- Oversee academic programs, curriculum development, syllabus revisions, and delivery.
- Ensure high standards in teaching, learning, evaluation, and examinations.
- Promote outcome-based education, research orientation, and industry relevance.
- Monitor academic calendars, class schedules, examinations, and results.

**3. Faculty Management & Development**

- Lead recruitment, selection, orientation, and performance appraisal of faculty.
- Encourage faculty development programs (FDPs), research and publications.
- Maintain discipline, accountability, and ethical standards among faculty.
- Allocate teaching workload and monitor academic performance.

**4. Student Affairs & Discipline**

- Ensure transparent admission processes as per approved norms.
- Promote student welfare, mentoring, counselling, and grievance redressal.
- Maintain discipline and uphold the reputation and values of IIRM.
- Support placements, internships, industry interaction, and alumni relations.
- Commemorative events, Cultural Fests, Presentations, Webinars, etc.

**5. Examination & Evaluation Oversight**

- Ensure examinations are conducted fairly, securely, and on time.
- Maintain confidentiality and integrity in question papers, evaluation, and results.
- Address examination-related grievances and ensure regulatory compliance

**6. Research, Consultancy & Industry Engagement**

- Promote research activities, projects, and policy studies.
- Strengthen linkages with insurance, risk management, finance, and allied industries.
- Represent IIRM in national and international academic and professional forums.
- Encourage MoUs, collaborations, seminars, conferences, and executive education.

**7. Training and Executive Education**

- Ensuring a year-long training calendar.
- Developing regular training programs based on the contemporary issues as decided by the Competent Authority.
- Be a part of the industry connect for training programs promotion.
- Oversee the Conferences, Workshops, Seminars, other institutional events, etc.

**8. Reporting & Accountability**

- Report regularly to the Director.
- Submit academic performance reports at mandatory intervals.
- Carry out any other responsibilities assigned by the Director from time to time.

Note: The above list of duties and responsibilities is illustrative but not exhaustive.

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