



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by UGC under section 2(f) &12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to JNTUK, SBTET,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/FA/12/2021-22/02

Date: 23.12.2021

Orders of the principal dt. 23.12.2021

OFFICE CIRCULAR

Sub: Powers and Functions of the Principal- Reg.

Ref: Letter dt. 23.12.2021 from Dr T V Rama Krishna, Coordinator, IQAC

- 1) The principal shall be the Academic Head and the Principal Executive Officer of the College and shall exercise general control over its affairs and shall hold office for a period of 5 years or till the attainment of 70 years of age, whichever is earlier.
- 2) He/she shall exercise all such powers and functions vested in him/her under the various provisions of the Rules and Regulations.
- 3) In addition, he/she shall exercise such powers and functions vested in or delegated to him/her by the various Authorities of the College.
- 4) The principal may delegate any of his powers or duties to any Officer of the College.
- 5) The principal shall be the final authority for allocating accommodation to administrative, teaching and residential purposes.
- 6) Principal is responsible for the formation of various committees, professor In-charges, various bureau, various cells etc. in the beginning of the academic Year. The outgoing in charge faculty shall hand over the charges to the incoming responsible persons.
- 7) Principal shall be responsible for planning all the capital expenditure meant either for construction or capital procurements. The financial estimates shall be provided by the Finance committee
- 8) The principal shall have the power:
 - (a) To inspect all Departments, Centres, Sections of the College
 - (b) To institute an enquiry in respect of any matter concerning the College
 - (c) To invite eminent persons to deliver Endowment/Extension Lectures and to sanction their remuneration.

- (d) To depute employees of the College to attend to Seminars/Conferences/ Workshops, etc., within India and to sanction TA, DA, Registration Fee, etc.
- (e) To decide all matters relating to Scholarships, Fellowships and Free ships instituted by the College.
- (f) To transfer the administrative officers from one Office/Branch/ Wing/Department to the other.
- (g) To order retirement of employees of the College on attaining the age of superannuation and shall have the power to sanction retirement benefits, if any, in accordance with the rules in force.
- (h) To sanction the installation of Telephones, Computers, Inter-Communication systems, etc. at residences of officers in addition to the offices and institutions of the College.
- (i) To order officiating arrangements wherever necessary
- (j) To grant permission to the employees of the College to attend meetings of the committees constituted by the Government, UGC or other Public/private Bodies and to treat such absence as on Other Duty.
- (k) To appoint Paper Setters, Examiners, Adjudicators, Experts from the recommended panels received from the Boards of Studies and to publish the results of the College Examinations after evaluation.
- (l) To appoint Committees on any matter relating to the College and to sanction appropriate honorarium to any of the members of the Committee.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE


Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director, SITE

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Hostel Section/Transport Section/Account Section/

Mail to: All faculty members


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering
TADEPALLIGUDEM - 534 101
W.G.Dist., (A.P.)