**PROCEDURE OF SCHOOL MANAGEMENT**

**Responsibility of Principal**

**Assigning the duties/responsibilities to V. Principals and monitoring all the activities of school and performance of teachers and the v. principals**

1. Vice-Principal Academic affairs
2. Vice-principal non-academic affairs

**A. Responsibilities of V.P Academics**

1. Preparation of new session (academic aspect).
2. Monitoring the quality of Computer education and maintenance of computers.
3. Monitoring the proper use of smart-classes.
4. Monitoring and maintenance of AV Room.
5. Timetable preparation before the commencement of the session.
6. Talent identification and personality development activities
7. Identification of students who are in need of specific -counseling.
8. Regular counseling of students of individual classes.
9. Motivation of students.
10. Special coaching arrangements after school hours.
11. CCTV monitoring for discipline and teaching-learning activities (teaching as per the lesson plan prepared in advance at home).
12. Arrangements for school-inspection once in a year.
13. Monitoring of procedure for ‘awards to students”
14. Monitoring of procedure for “awards to teachers”
15. ERP maintenance
16. Maintenance of laboratories
17. Maintenance and replenishing of library books and other requirements.
18. Arrangements and preparation of agenda in consultation with Principal for teachers’ monthly meetings.
19. Formation of core group and subject co-coordinators.
20. Monthly comparative study of weekly results of all students individually in coordination with subject coordinators.

**B. Responsibilities of V.P. non- academic affairs**

1. Preparation for new academic session (non-academic aspect).
2. Maintenance of discipline in and outside the classes.
3. Maintenance of furniture and requirement.
4. Uniform check and health and cleanliness.
5. Stationary management.
6. Tour and travel management.
7. Event management.
8. Activities to stay in lime light.
9. Sports activities (Planning at the beginning of session and management).
10. Co-curricular activities (Planning at the beginning of session and management).
11. Record of late arrivals and measures to reduce the problem.
12. Attendance and absenteeism (maintenance of record of absent students) and report to the parents.
13. Measured to reduce the drop-outs.
14. Participation in activities/events held out of school activities.
15. Responsibility to handle un-fore seen circumstances/incidences.
16. Contact and co-operation with parents
17. Arrangements/agenda for Executive/general body meeting of PTA.
18. Redressal of parents’ complaints.
19. Arrangements for moral lessons/speeches at occasions approved by MC.
20. Maintenance of audio-system and school broadcast system.

**Responsibilities/activities of Manager**

1. Detailed strategic planning with blue print.
2. Grooming of teachers.
3. ERP supervision.
4. Counseling and career counseling.
5. Monitoring the purchase and finance.
6. Comparative study of results.
7. Appointment/ reappointment of teaching/nonteaching staff in association with Principal..
8. Preparation of annual calendar and timetable.
9. Fee structure.
10. Participation in monthly PTA meeting.
11. Measures to improve the use of technology.
12. Efforts to introduce Robotics.
13. Monitoring of monthly report of academic and nonacademic activities.
14. Regular bi-monthly meeting of MC for information about the ongoing academic and non-academic activities/seeking suggestions for academic and technology improvement.
15. Monitoring of late comers, chronic absenteeism and drop-out students and relevant measures to tackle the problems.
16. Suggestions for options available after class X and XII.
17. Monthly self appraisal report by the teachers.
18. School inspection once in a year.
19. Examination exertions.