**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.