**RESPONSIBILITIES OF VICE PRINCIPAL (ACADEMIN & NON-ACADEMIC)**

**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
3. **RESPONSIBILITIES OF VICE-PRINCIPAL—ACADEMIC**
4. Preparation of new session (academic aspect).
5. Working with teachers to develop curriculum standards.
6. Observing teachers and evaluating learning materials to determine areas where improvement is needed.
7. Checking in on teachers and classrooms.
8. Responding to e-mails from teachers, parents and others quarters.
9. Usually responsible for setting the school timetable each year to help determine the Class size.
10. Set exam schedule.
11. They arrange teachers’ schedule, deciding which class will be assigned to them, but of course in consultation with principal.
12. Assign invigilation duty.
13. He/she helps set the agenda for staff monthly meeting in consultation with principal.
14. Forms committees for teachers.
15. Regular meeting with counselor.
16. Helps in personality development program/other programs.
17. Helps teachers in proper performance of their duties and helps them in their problem areas.
18. Regularly observes, evaluates and endorses teachers’ performance.
19. Identification of outstanding teacher/s for a possible promotion or reward.
20. Arrangement of substitution periods in case of teacher/s absence.
21. Signing the report-card on behalf of the principal.
22. Assisting yearly evaluation, guide staff and students, thus encouraging a positive climate in the school.
23. Evaluation of required no. of teaching staff
24. Timetable in consultation with principal, before the start of new academic session.
25. Helps in making of new academic calendar.
26. Assists in the process of “grooming of teachers”.
27. Teaching classes, developing rapport with the students and filling in for the principal when required.
28. Monitoring of teaching-learning process and arrangement of monthly meeting with the teachers and assessment of academic progress and the complying of a report for the same to be presented in the next managing committee meeting. To chalk out a plan for the next meeting.
29. Students’ counseling; a closer look in tandem with parents, teacher/s, counselor, principal and manager.
30. Arrangement for Inspection of school.
31. Assessment of teaching activity of contract teachers for consideration in their reappointment.
32. Comparative study of the compiled results (of 3 years) before and after exams.
33. Arrangements for moral education.
34. Promotion of motivational activities.
35. Search for talented students in academics, sports and co-curricular activities.
36. Working closely with the principal on a daily basis to ensure the smooth (overall) operation of the school.
37. To promote the initiative of teachers for self improvement and encourage them to undertake new experiments.
38. Inspection of written work and home assignment to ensure that assessment and corrections are carried out timely and effectively.
39. Preparation of quarterly report to be discussed in Academic Excellence Committee and then presented in managing committee in order to find the areas which need the special attention for improvement.

**B. RESPOSIBILITIES OF VICE-PRINCIPAL—NON-ACADEMIC**

1. Preparation for new session (non-academic aspect).
2. Enforcing attendance rules, maintaining the system for attendance, performance, planning and other reports.
3. Resolution of problem of students such as late coming, chronic absenteeism, and drop-out instances.
4. Maintenance of discipline in classrooms and the school and responding to the disciplinary issues.
5. Deals with inappropriate behavior of students in order to settle the problem area.
6. Responsible for keeping up the documents on students’ discipline and progress.
7. Patrolling is required inside the school compound in order to maintain discipline there.
8. Organize trips for teachers and students.
9. Arrange the forms for different competitions and help the students to apply in time.
10. Monitoring of sports and co-curricular activities through PET/Principal.
11. Through involvement in the day-to-day activities of PTA.
12. Maintenance of building and all other properties.
13. Furniture maintenance and requirements for new furniture.
14. Maintenance of health. Hygiene of students
15. To facilitate the Eco-Green activities.
16. Updating and refurbishing the school library books.
17. Initiation and monitoring for the activities needed to stay in lime light.
18. Need to play an active role in maintain the harmonious relations amongst all the stake holders of the school, especially parents and teachers.
19. Resolve conflicts between teachers, students and parents or conflict between various individuals.
20. Ordering the purchase of material and in tandem with principal, vice-principal is required to make it sure that all purchases and all other expenditures, required for school are in accordance with the established rules and regulations and also ensure that such expenditures are properly maintained in stock register/ERP.
21. Directing assemblies and other special gatherings of students for events throughout the year.
22. Coordinating use of school facilities for a day to day activities and special events.
23. Supervising grounds and other facilities.
24. To spend time with children. It is a morale booster act, especially for those who are in need of moral support.
25. Maintaining the quality drinking water and its regular supply.
26. Proper maintenance of quality CCTVs.
27. Maintenance of school-broadcast system.
28. Maintenance of classroom audio system.
29. Maintenance of electricity and its regular necessary supply in the classroom and elsewhere in the school.
30. Distribution and maintenance of duties of non-teaching staff.