**CHAPTER V**  
**DUTIES AND RESPONSIBILITIES OF SCHOOL STAFF**

**0501. Principal/ HM as Head of School.** Heads of Naval Schools are to be designated as Principals, if the school functions above class X and Headmistress/ Headmaster (HM) if the school is functioning up to class X or below. Head of the School, subject to the general control of SMC and adherence to guidelines issued by CBSE/ NES/ SMC from time to time, shall function through Director of respective Naval School and shall be responsible for the following: -

(a) To function as the Head of the School under his/ her charge and to carry out all academic and administrative duties.

(b) The Head of School is responsible to SMC for achieving all-round excellence in Academic, Sports, Co-curricular and Extra-Curricular areas.

(c) To be the ex-officio Secretary of the SMC and coordinate conduct of SMC meetings.

(d) Ensure that all provisions of the Affiliation and Examination Bye-laws and all directions given by CBSE from time to time are strictly complied with.

(e) Be the accounting officer of the school fund and ensure proper maintenance of accounts of the school, school records, service books of teachers and such other registers, returns and statistics as may be specified by CBSE, State/ UT Govt, SMC or NES.

(f) Be the drawing and disbursing officer for the employees of the school or as may be specified in the instructions issued by the NES.

(g) Make all payments (including salaries and allowances of teaching and non-teaching staff) in time and according to the instructions issued by CBSE, NES or SMC governing such payments.

(h) Ensure that the tuition fees, as levied, are realised and appropriately accounted for and duly appropriated for the purpose for which they are levied.

(j) Ensure that the school budget is prepared and presented in time and the same is placed before the SMC for approval.

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(k) Make purchase of stores and other materials, as per the budget approved by SMC in accordance with the rules laid down by NES or SMC governing such purchases, ensure entry of all such stores in the stock/ property register and scrutinise the bills for correctness/ authenticity before making payments.

(l) Conduct physical verification of school property and stock at least twice a year and ensure the maintenance of stock/ property registers neatly and accurately.

(m) Personally scrutinise all financial documents and certify their correctness.

(n) Ensure strict adherence to staff entitlements and be responsible for any losses incurred due to negligence or ignorance.

(o) Institute measures for timely collection of fees, and maintain a proper record of school fee defaulters.

(p) Ensure timely payment of financial entitlements for school employees, such as gratuity, leave encashment, refund of security/ caution deposit, and Employee Provident Fund (EPF) etc.

(q) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government, CBSE, NES or SMC.

(r) Supervise, guide and control the work of all academic and administrative staff of the school including special help and guidance to all the newly appointed staff. Also institute appropriate measures for orientation of newly appointed staff.

(s) Overall in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers.

(t) Provide necessary facilities to the teachers in discharge of their duties and conduct of school examinations in accordance with the instructions issued by CBSE/ State Govt/ NES/ SMC from time to time, and discharge these duties in consultation with supervisory staff and other colleagues.

(u) Plan the year’s academic work in advance in consultation with colleagues, and hold staff meetings at least once a month, review the work done by them during the month and assess progress of the pupils.

(v) Help and guide the teachers to promote their professional growth and encourage their participation in courses designed for in-service education.

(w) Promote initiatives of teachers for self-improvement and encourage them to undertake experiments which are educationally sound, towards creating an environment for holistic education.

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(y) Supervise classroom teaching, secure co-operation and co-ordination amongst teachers of the subject areas as well as inter-subject coordination.

(z) Arrange for special remedial teaching for slow learners. Make necessary arrangements for organising special instructions for the pupils, according to their needs.

(aa) Constitute Academic Monitoring Committee *iaw Articles* 0826-0827 and ensure regular meetings, recording of minutes as well as remedial measures.

(ab) Arrange for informal and non-classroom teaching and promote activity-based learning and maintain direct interaction with students.

(ac) Plan and specify a regular timetable for scrutiny of pupils’ written work and home assignments and ensure that the assessment and corrections are carried out timely, effectively, and accurately.

(ad) Organise and co-ordinate various co-curricular activities with proper prior planning through the house system or in such other effective ways as he/ she may think fit.

(ae) Organise and co-ordinate various games/sports activities and promote/ encourage participation of children in sports/games at all levels viz., District, State, and National etc.

(af) Ensure that the progress reports of the students are regularly shared with their parents or guardians.

(ag) Regular conduct of parent-teacher meetings and establish a formal system of obtaining feedback from parents quarterly on various aspects affecting the school’s functioning.

(ah) Adopt innovative practices and approaches to develop and organise the library resources and reading facilities in the school for inculcating reading habits amongst children and ensure that the pupils and teachers have access to books and journals of established value and usefulness.

(ai) Promote the physical well-being of the pupils, ensure high standards of cleanliness and health habits. Arrange periodical medical examinations/checkups of the students and send medical reports to parents/guardians as necessary.

(ak) Ensure adequate safety security measures in the school to ensure safety and security of all students, employees, and property. Ensure strict adherence to guidelines issued in this regard by CBSE, NCPCR etc.

(al) Make necessary arrangements for the supply of clean and potable drinking water for children.

(am) Provide adequate facilities for the pupils and ensure that the school building, fixtures and furniture, laboratories, office equipment, lavatories, playgrounds, school garden, and other property are properly and carefully maintained.

(an) Regularly address the school assembly to disseminate important information on value education and emphasize the inculcation of healthy moral and social values. Conduct regular sessions on gender sensitization, child safety, legal awareness, and other relevant matters.

(ap) Arrange counseling sessions for students to help them make informed choices regarding streams and career paths.

(aq) Timely initiation of APARs of all staff members of the school.

(ar) Devote at least 12 periods in a week to the teaching of the pupils.

(as) Nominate Department Heads/ Coordinators from Regular Teachers for coordinating Curricular and Co-Curricular activities in the school.

(at) Conduct periodical evaluation of teachers and record it on a register. These observations are to be communicated to the teachers, who shall endorse their signature on the register as acknowledgment of such communication.

(au) Pursue legal cases in court, maintain interaction with legal counsel, monitor progress of court cases, and keep the SMC informed.

(av) Apprise the SMC of complaints received through various channels and take action as per the directives.

(aw) Establish liaison with local units and authorities to secure help for better functioning and growth of the school.

(ax) Sanction all types of authorized leave for staff and forward requests/cases of all other leave with appropriate recommendations to the next higher authority.

(ay) Arrange timely design and printing of the school magazine, diary, and calendar.

(az) Identify infrastructure and maintenance requirements of the school and project them to SMC.

(ba) Report any untoward incidents in the school to the authorities immediately and take necessary actions.

**(bb)** Dispose of written-off items as per policy and deposit sale proceeds in the school account.

**(bc)** Conduct counselling and recommend disciplinary actions against staff if needed.

**(bd)** Apprise all staff members on Code of Conduct as well as rules and regulations promulgated by NES/SMC from time to time.

**(be)** Follow established norms and channels of correspondence in dealing with higher leadership of SMC as well as other authorities/agencies.

**(bf)** Ensure cyber security of IT equipment and software applications utilised by the school.

**(bg)** Any other responsibility assigned by the Chairperson/Vice Chairperson/Director.

**0502. Vice Principal**

Subject to the general control of the Management Committee and adherence to the guidelines issued by SMC/NES, Vice-Principal shall function through Principal and shall be responsible for the following:

**(a)** Assist Principal in the general governance and administration of the school. He/she shall work directly under the Principal and shall help, coordinate, direct and plan the academic or auxiliary activities of the school.

**(b)** Act as Principal during Principal’s absence due to leave/temporary duty/sickness etc.

**(c)** Be responsible for students’ turnout, discipline, classroom observations, teachers’ evaluation and supervision, facilitating parent meetings, maintaining schedules, and handling logistical matters.

**(d)** Serve as testing coordinator, train staff on procedures related to standardized assessment and account for testing material.

**(e)** Play a greater role in ensuring the academic success of students by helping to develop new curricula, evaluating teachers and dealing with school-community relations.

**(f)** Manage the teachers, counsellors, staff and students on a daily basis.

**(g)** Along with Principal, review and recommend modifications to new or existing programs, and then submit the proposals to SMC.

**(h)** Prepare or oversee the maintenance of attendance records, personal reports, planning and other activities.

**(j)** Meet staff and parents to discuss policies, educational activities and students’ learning or behavioural problems.

**(k)** Provide counsel and guidance to students regarding academic, personal, behavioural or vocational issues, along with enforcing attendance and discipline rules.

**(l)** Organise and direct committees of volunteers, specialists and staff to provide either advisory or technical assistance for programs and develop partnership with communities or organisations providing school-to-work programs to help meet educational needs.

**(m)** Make decisions and solve problems by analysing information and selecting the best solution, along with developing cooperative and constructive working relationships.

**(n)** Perform daily administrative tasks such as processing paperwork and preparing or maintaining information files, records and reports and also handle complaints, resolve conflicts or grievances and settle disputes.

**(o)** Work closely with the Principal on a daily basis to ensure smooth functioning of the school.

**(p)** Support committees of staff and parents that function to improve the learning and social environment of the school for the students.

**(q)** Teaching classes, developing rapport with the students, handling discipline issues and filling in for the Principal when required.

**(r)** Resolve conflicts between students, teachers, parents or combinations of conflicts between various individuals.

**(s)** Assist in yearly teacher evaluations, providing guidance to staff and students; and encouraging a positive climate in the school.

**(t)** Develop emergency response plans for school as required by state and central education agencies. Filling and updating reports as required.

**(u)** Record keeping as required through the use of various logs, tracking records, computer programs, inter or intranet software or other programs.

**(v)** Devote at least 18 periods in a week to teaching of the pupils.

**(w)** Organise and conduct school assemblies to improve general awareness among students and impart value-added education.

**(y)** Ensure proper coverage of the syllabus for all classes by teachers.

**(z)** Assist Principal in the constitution and functioning of the Academic Monitoring Committee.

**(aa)** Ensure smooth conduct of examinations and maintenance of related records.

**(ab)** Timely publication of results and issuing progress reports.

**(ac)** Identify weak students and arrange extra coaching classes and guidance.

**(ad)** Recommendation of leave *iro* middle and secondary stages staff for approval by the Principal.

**(ae)** Recommend to the Principal cases for warning and withdrawal of students based on poor academic performance/discipline.

**(af)** Organise co-curricular activities, sports, and games on an Inter-House and Inter-School basis.

**(ag)** Arrange FDP for teachers, including orienting newly appointed staff members.

**(ah)** Follow established norms/channels of correspondence in dealing with higher leadership of SMC as well as other authorities/agencies.

**(ai)** Perform any other duties assigned by the Principal.

**0503. HM as Supervisory Staff**

He/she shall work directly under the Principal and shall help to coordinate, direct, and plan the academic or auxiliary activities of the school.  
The role and responsibilities of HM of foundational and preparatory stages (in secondary schools with classes above XII) shall be as follows:

**(a)** Assist Principal in the general governance and administration of the school.

**(b)** Responsible to Head of the school for the overall functioning of foundational and preparatory stages as applicable.

**(c)** Implementation of curriculum of foundational and preparatory stages as directed by the Head of the school.

**(d)** Managing the foundational and preparatory stages teachers with respect to engaging of classes, conduct of co-curricular activities, etc.

**(e)** Responsible for assessment of foundational and preparatory stages teachers and associated remedial actions.

**(f)** Be responsible for discipline and turnout of the students and the teachers of the foundational and preparatory stages.

**(g) Coordination of all academic activities related to record-keeping of the foundational and preparatory stages.**

**(h) Infrastructure development of foundational and preparatory stages in consultation with the Head of the school.**

**(j) Maintenance of hygiene and cleanliness of classrooms, play areas, washrooms, and drinking water facilities, etc., of foundational and preparatory stages.**

**(k) Recommendation of leave for foundational and preparatory stages staff for approval by the Head of the school.**

**(l) Devote at least two periods in a day to teaching the pupils of foundational and preparatory stages.**

**(m) Follow established norms/channels of correspondence in dealing with higher leadership of SMC as well as other authorities/agencies.**

**(n) Perform any other duties assigned by the Principal.**

**Academic Staff**

**0504. Responsibilities of Teachers**

All teachers of the school shall carry out the following general duties and shall be responsible for:

**(a) Attending the morning assembly daily on time.**

**(b) Addressing the students on moral principles, ethical, social, and environmental issues aimed at their overall well-being and development.**

**(c) Maintaining and updating the Teacher’s Diary regularly along with their Lesson Plans.**

**(d) Evaluating academic growth and all-round development of their students from time to time, and teaching/guiding them accordingly.**

**(e) Teachers who are Department Heads are to conduct regular departmental meetings and discuss ways to improve teaching methodology as well as the performance of students in the subject.**

**(f) Preparing well for each and every aspect of the topic before the delivery of the lesson/conduct of the class.**

**(g) Linking the topic with previous knowledge of the students and motivating them before the actual delivery of the lesson.**

**(h) Develop and use relevant teaching methods and aids to enhance teaching effectiveness as well as the learning efficiency of the students.**

**(j) Use a combination of methodologies and techniques of teaching with a view to cater for different learning styles/needs of the students.**

**(k) Interact with the students to induce curiosity, motivate and provoke thinking/imagination and application of the principles/concepts taught.**

**(l) Give activity/application-based classwork/homework/assignments of appropriate level beyond textbooks with guidance to use multiple subjects/resources and also keep a record of these.**

**(m) Identify gifted/slow learners, problematic children, under-achievers, etc., and design/execute strategies to help them achieve according to their needs and abilities.**

**(n) Collect and collate information related to career and higher education awareness from various sources like newspapers, magazines, online awareness, etc., and educate students through talks, lectures, bulletin boards, etc.**

**(p) Maintain hygiene, cleanliness, and discipline in the classrooms and school.**

**(q) Class teachers/subject teachers must have regular interaction/meetings with the parents to keep them informed and guide them about the progress of their ward.**

**(r) Subject teachers must discuss among themselves, prepare a schedule, and distribute the homework as per the schedule to avoid overburdening students.**

**(s) Be accountable for the performance of students in the subjects taught by them.**

**(t) Keep a lookout to identify any safety/security-related issues in the class/school campus and report any such issues immediately to the HM/Vice Principal/Principal for further necessary action.**

**(u) Conduct extra remedial classes, if and as required, and monitor students’ progress.**

**(v) Make optimal use of laboratories, models, lab equipment, etc., for regular experiments.**

**(w) Supervise practical sessions and ensure students record observations independently.**

**(x) Assign and evaluate project work and record marks/grades.**

**(y)** Encourage and guide students to participate in various exhibitions/competitions and prepare working models/projects.

**(z)** Encourage students to develop reading habits by gainfully utilizing library periods and consulting various journals/magazines.

**(aa)** Undertake the condemnation of unserviceable lab apparatus/equipment and teaching aids regularly. And also, project/propose procurement of new teaching aids/equipment, working models, etc., to HM/VP/Principal for the benefit of students.

**(ab)** To escort children during visits, camps, events, excursions/study tours, etc.

**(ac)** To be a part of various Boards/Committees set up by the head of the school related to recruitment, examination, procurement, infrastructure projects, academic calendar/timetable, disciplinary proceedings, student dispersal, project study, etc.

**(ad)** To undertake any other duties as assigned by the Head of the School/VP/HM/HoD/Teacher Coordinator.

**0505. Counsellor**

**Duties and responsibilities of Counsellor are as under:**

**(a)** Work as a mental health professional directly under the Principal.

**(b)** Administer psychological tests.

**(c)** Interpret the results and advise parents for counselling by specialists when required.

**(d)** Arrange class and career talks based on development needs.

**(e)** Conduct individual and group counselling.

**(f)** Maintain records of various activities and ensure confidentiality as required.

**(g)** Take effective measures for preventive and crisis handling.

**(h)** Coordinate/provide guidance information services (career counselling).

**(j)** Make available information about training facilities, admission requirements, and vocational opportunities.

**(k)** Conduct special programs, including pre-examination talks, career talks by experts, and talks by different agencies to bring awareness to students about various educational, career, and training opportunities.

**(l)** Visit and liaise with various career guidance agencies and institutions to stay updated on the latest employment trends.