

3.1.1 Vice-Principal

The Vice Principal is appointed by the Management in accordance with the selection procedure of the institution.

The responsibilities of the Vice Principal:

- a) In the absence of the Principal, the Vice-Principal will discharge the duties of the Principal
- b) Will assist the Principal in maintaining the discipline of students at the college
- c) Will monitor the admission process of the college
- d) Will consolidate the internal and external examination results for analysis and report to the Manager
- e) Will arrange career guidance programs for Plus Two students as part of the admission campaign
- f) Will prepare the Academic Schema in consultation with the Academic Calendar Committee
- g) Will prepare the semester plan based on University guidelines
- h) Will arrange the uniform for students in a time-bound manner
- i) Will prepare the agenda and record the minutes of the HOD meeting/College Council.
- j) Will function as the Secretary of PTA Executive Committee and prepare the agenda and minutes
- k) Will monitor the leave and vacation of the staff
- l) Will scrutinise the various certificates (mark lists, TC, conduct certificates, caution money, refundable deposit, ID card, Gate pass, Hall tickets, etc.) before issuing to students
- m) Will be in-charge of the University examinations in the absence of the Principal
- n) Will coordinate students feedback of staff and institutional facilities
- o) Will conduct Students' Grievance Redressal/Appeal Committee meetings and communicate to the aggrieved
- p) Will supervise the events such as College Day, Tech Fest, Arts Fest, Merit & Farewell Day, Sports Day, Students Council Election and Inauguration, Department Associations, Onam and Christmas Celebrations
- q) Will discharge any other duties and responsibilities as directed or desired by the Principal/Management from time to time