

Code of Conduct

Vice Principal

- 1) Involved in administrative tasks and are responsible for carrying out the principal decisions.
- 2) Resolve conflicts among students, teachers, parents and other stakeholders of college.
- 3) Assist for the preparation of time tables, allocation of class rooms for various departments.
- 4) Guide and monitor work of various committees headed by them by arranging and conducting committee meetings at regular basis.
- 5) Keep record of students progression.
- 6) Active participation in interview, hiring and selection process of staff.
- 7) Decision of allocation of development funds and monitor the funds utilization.
- 8) Monitor complains from various stakeholders and help them to improve in problem areas.
- 9) In absence of the Principal, assume the duties and responsibilities of the Principal.