



Run By CH. M.L. Educational Society (Regd.)

Ph : 0121,2884422

# New Divine Public School

Village Barahanpur Post. Kharkhauda, Distt. Meerut, (U.P)

Ref 096 ROLES, RESPONSIBILITIES, DUTIES AND POWERS OF HEAD OF THE SCHOOL Date 13/1/26

- 1) Head of the School/Principal will be the setoffs Member Secretary of the School Management Committee
- 2) Will function as the Head of the office of the school under his charge and carry out at Academic Administrative duties required of a head of educational institute
- 3) Will ensure that all provisions of the Affiliation and Examination Byelaws and all direction given by Casefrom time to time are strictly complied with
- 4) Be the drawing and disbursing officer for the employees of the school however in the case of an unaidschool, he may perform only such function, as drawing and disbursing officer as may be specified in theinstructions issued by the Society.
- 5) Be responsible for the proper maintenance of accounts of the school, school records, service books ofteachers, and such other registers, returns and statistics as may be specified by the Society/board.
- 6) Handle official correspondence relating to the school and furnish, within the specified dates, the returns andinformation required by the State Government/Board.
- 7) Make purchases of stores and other materials required for the school in accordance with the rules governingsuch purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- 8) Conduct physical verification of school property and stock at least once a year and ensure the maintenanceof stock registers neatly and accurately.
- 9) Be responsible for proper utilization of the Pupils Fund.
- 10) Make satisfactory arrangements for the supply of good drinking water and provide other facilities for thepupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, playgrounds, school garden and other properties are properly and carefully maintained.
- 11) Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- 12) Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teachingload to the teachers, and shall provide necessary facilities to the teachers for the discharge of their dutiesand conduct of school examination in accordance with the instructions issued by the Government/Boardfrom time to time;
- 13) Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at leastonce a month, review the work done during the month and assess the progress of the pupils.

Principal  
New Divine Public School  
Kharkhauda, Meerut





# New Divine Public School

Village Barahanpur Post. Kharkhauda, Distt. Meerut, (U.P)

Ref .....

Page No. 2

Date .....

- 14) Help and guide the teachers to promote their professional growth and actively encourage their participation in courses designed for in service education. 9.2,15 Promote the initiative of the teachers for self-improvement and encourage them to undertake pedagogical and other innovations which are educationally sound.
- 15) Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- 16) Arrange for special remedial teaching of the children belonging to the weaker sections of the community also of other children who need such remedial teaching.
- 17) Arrange for informal and non-class room teaching.
- 18) Plan and specify a regular time-table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- 19) Make necessary arrangement for organizing special instructions for the pupils according to their needs. Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- 20) Develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- 21) Send regularly the progress reports of the students to their parents or guardians.
- 22) Promote the physical well being of the pupils, ensure high standard of cleanliness and health habits, and arrange periodical medical examinations of the students and send medical reports to parents or guardians.
- 23) Devote at least one period per day to teaching of the pupils.
- 24) Be responsible for sending teachers for the evaluation of answer scripts in respect of Board's Examinations and other duties related to academics, training and conduct of examinations as per requirements of the Board from time to time.
- 25) The Principal/Head of the School shall not refuse any duty assigned by the Board in connection with the conduct of examinations, evaluation of answer scripts, result processing and other ancillary activities. The Principal/Head of the School shall act as a Centre Superintendent whenever and wherever appointed by the Board and shall not delegate his authority, duties and responsibilities to any other person under any circumstances.

  
Principal  
New Divine Public School  
Kharkhauda, Meerut