

All the functionaries involved in running the school has a vital and key role to play in providing a good and healthy climate to the school to fulfill its aim and objects, to enable the staff provide quality education and to be a centre for educational excellence.

To achieve this aim, subject to the provisions contained in these byelaws, the roles and responsibilities of various functionaries shall include but not limited to the following:

9.1 SOCIETY/TRUST/COMPANY

- 9.1.1 The Society/Trust/Company will ensure that the school is running as per the provisions of the Education Act, other relevant Acts of Centre/State/UT Governments and Affiliation norms of CBSE and shall be committed to provide quality education to the children and shall take necessary steps as per its needs for this.
- 9.1.2 It should ensure that the school gets proper land, building, library, laboratories, equipment for sports and other co-curricular activities, furniture and qualified staff and ensure prescribed safety precautions for children as per norms of the Board and actual requirements.
- 9.1.3 It shall ensure that the school is run as a community service and not as a business and that commercialization does not take place in the school in any manner whatsoever.
- 9.1.4 It shall ensure that the funds accruing from the school are spent for the benefit of the same school and extending the cause of education.
- 9.1.5 It shall safeguard the autonomy of the Principal.
- 9.1.6 It shall have control over the school management committee.
- 9.1.7 It shall have control over any capital expenditure i.e., on land and the construction of building, its expansion and procurement of major equipments for the school.
- 9.1.8 It shall provide funds for the needs of the school whether it is recurring or non-recurring.
- 9.1.9 It shall ensure that the teachers employed in the school are imparted teachers training as per the directions issued by the Board from time to time.
- 9.1.10 It shall ensure that the teachers/principal and infrastructure available with the school are made available to the Board for and the conduct of public examinations, evaluation of answer sheets, the result processing and other ancillary activities etc.
- 9.1.11 It shall ensure that the Principal/Head of the School does 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.

9.2 HEAD OF THE SCHOOL

- 9.2.1 Head of the School/Principal will be the ex-officio. Member Secretary of the School Management Committee.

- 9.2.2 Will function as the Head of the office of the school under his charge and carry out all Academic and Administrative duties required of a head of educational institute.
- 9.2.3 Will ensure that all provisions of the Affiliation and Examination Byelaws and all directions given by CBSE from time to time are strictly complied with.
- 9.2.4 Be the drawing and disbursing officer for the employees of the school however in the case of an unaided school, he may perform only such function, as drawing and disbursing officer as may be specified in the instructions issued by the Society.
- 9.2.5 Be responsible for the 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 the Society/Board.
- 9.2.6 Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the State Government/Board.
- 9.2.7 Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in stock register and shall scrutinize the bills and make payments.
- 9.2.8 Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- 9.2.9 Be responsible for proper utilization of the Pupils Fund.
- 9.2.10 Make satisfactory arrangements for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- 9.2.11 Supervise, guide and control the work of the teaching and non-teaching staff of the school.
- 9.2.12 Be in-charge of admission in the school, preparation of school timetable, allocation of duties and teaching load to the teachers, and shall provide necessary facilities to the teachers for the discharge of their duties and conduct of school examination in accordance with the instructions issued by the Government /Board from time to time;
- 9.2.13 Plan the year's academic work in advance in consultation with his colleagues and hold staff meeting at least once a month, review the work done during the month and assess the progress of the pupils.
- 9.2.14 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.
- 9.2.16 Supervise class room teaching and secure co-operation and coordination amongst teachers of the same subject areas as well as inter subject coordination.
- 9.2.17 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.

- 9.2.18 Arrange for informal and non-class room teaching.
- 9.2.19 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.
- 9.2.20 Make necessary arrangement for organizing special instructions for the pupils according to their needs.
- 9.2.21 Organize and coordinate various co-curricular activities through the house system or in such other effective ways as he may think fit.
- 9.2.22 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.
- 9.2.23 Send regularly the progress reports of the students to their parents or guardians.
- 9.2.24 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.
- 9.2.25 Devote at least one period per day to teaching of the pupils.
- 9.2.26 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.
- 9.2.27 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.

9.3 **MANAGER/CORRESPONDENT OF THE SCHOOL**

- 9.3.1 The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school. S/he shall be responsible for carrying out the instructions of the Board.
- 9.3.2 S/he should ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.
- 9.3.3 S/he will exercise general supervision over the school, subject to the control of the Management Committee.
- 9.3.4 S/he shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- 9.3.5 S/he shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Management Committee.
- 9.3.6 S/he shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- 9.3.7 All correspondence concerning Affiliation/recognition shall be countersigned by him.

For the Board of Secondary Education