

J.T.S.S.P.M.

SHRI SHIV CHHATRAPATI COLLEGE, JUNNAR
ARTS, COMMERCE & SCIENCE

CODE OF CONDUCT FOR THE VICE PRINCIPAL

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