

DUTIES OF THE VICE PRINCIPAL

- To perform all such duties assigned by the Principal and Higher Authorities from time to time.
- To look after the daily routine of the College in absence of the Principal.
- To act as Public Information Officer and to look into all matters of the RTI.
- To endorse lesson plans and execution of all the faculty members.
- To look after attendance, duty leave for students and endorse the attendance records maintained by faculty and complied by office.
- To act as reviewing officer for Annual Performance Report of Administrative Staff.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession.