JOB CHART OF Vice Principal in GDC's:

ADMINISTRATIVE:

1. To be the in charge of college in the absence of the principal.
2. Should sign on T.C., Bonafide, Bus passes, Verification of Scholarships etc.
3. To pursue and obtain information from the college/ other GDC's and prepare draft material and submit to the principal / ID Principal for finalization.
4. Pursue DRC action plan and coordinate with all stakeholders.
5. Assist the principal in the admission process.

ACADEMIC:

1. Motivate the teaching faculty to apply for MRP, National seminar / workshops etc.,
2. Monitor for effective implementation of the institutional academic plan.
3. Monitor all units, terminal and pre final exams.
4. Preparing for effective academic audit.
5. Monitor implementation of the time – table, adjustment of the class work.
6. Monitor the action plan of the committees of college.