

**Directorate of Education
Govt. of NCT of Delhi
Old Sectt., New Delhi**

No. _____

Dated : _____

Circular

It is rightly said, as is the head, so is the school. No scheme of educational reconstruction will produce the desired results unless it is administered with vision and efficiency. The Head occupies a very strategic position in the school. The functions of the HOS are very complex. He/She has always to work with the varied interests of pupils, teachers, authorities and society as a whole. He/She is an organizer, leader, co-ordinator, teacher, guide, philosopher and friend. To sum up the job of the HOS, he/she is the captain of the ship.

Hence, I feel that the HOS should give attention to the following guidelines regarding their duties and responsibilities.

Duties & Responsibilities of the HEAD OF THE SCHOOL

Everyday the H.O.S should...

- ✓ reach the school in time.
- ✓ attend the morning assembly regularly and supervise the discipline, uniform, and late comers during the assembly.
- ✓ mark the staff attendance on line; maintain the attendance record of students.
- ✓ assign teachers for arrangement period for teachers on leave.
- ✓ observe the class- room teaching of teachers (1 class per day) and send the report on-line.
- ✓ ensure that the school premises , class rooms, toilets, laboratories and the playground are cleaned everyday.

Every week, the H.O.S should...

- ✓ address the students and staff twice a week in the assembly
- ✓ Take prescribed teaching periods per week
- ✓ ensure that unit tests (Monday tests) are conducted checked and students' performance analysed weekly.
- ✓ check Teacher's diaries and give positive suggestions.

During the academic year, the H.O.S should...

- ✓ ensure that faculty meetings are held every month and positive interaction among the staff takes place
- ✓ hold open day (parent- teachers meeting), twice a session
- ✓ conduct Co-curricular activities as per the school calendar, hold various competitions; observe special days of national and international importance and ensure maximum participation of students
- ✓ organize sports and games activities ensuring availability of sports material in the school to encourage participation by each & every student in at least two sports events
- ✓ ensure excellent preparation of students participating in inter-school events.

During the academic year, the H.O.S should...

- ✓ arrange for remedial classes for weak students
 - entrust students with duties like maintenance of discipline uniform-checking, decoration of classes etc. and see that they maintain monitor's dairy
- ✓ ensure that the school has sufficient number of bulletin boards with useful information and inspiring ideas about great personalities or environment – related issue.
- ✓ Ensure that before the next session time table is prepared in advance with the allotment of periods for each teacher and give the time table to the teachers on the 1st day of the new session.
 - Arrange to meet the Head of the School of the other shift (in the 2-shifted school) twice a week to discuss issues concerning improvement of the infrastructure.
 - Chalk out the class wise calendar for the conducting of the morning assembly and inform the respective class teachers
 - Maintain movement register for the staff. Ensure that teachers actually use the TLM, and Pupils' welfare Fund effectively to develop the teaching-learning materials in the relevant subject

The H.O.S should ensure timely action regarding ...

- repair and proper maintenance of taps, electrical fittings, drainage etc.
- sending of necessary information to various departments – Zonal, District Education offices, the Directorate, CBSE., etc.
- utilization of funds and sanctions. disbursement of scholarship, stipend & uniform m and distribution of books etc. to deserving students
- payment of electricity, telephone and water bills

- payment of salaries, arrear bills, pension bills
- checking and signing entries in cash books, stock registers and service books etc.
- submission of requirement of funds to competent authorities

The Head Of the School should not

- ✗ reach the school late
- ✗ leave the school without prior intimation to higher authorities
- ✗ encourage the use of guide/help books, by the teachers and students
- ✗ show bias or discriminate on the basis of gender, caste, religion etc
- ✗ encourage groupism among the staff and the students
- ✗ dominate the staff by virtue of his/her power/position
- ✗ allow the school to become a tool in the hands of any pressure group.

(VIJAY KUMAR)
Director of Education

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