

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054.**

No. DE.23 (555)/Sch.Br./2014/ 797

Dated: 9/06/15

Circular

Sub: Duties of Heads of Schools.

The Head of School is responsible for administrative, academic and financial jobs in his/her school. The Head of School has a multi-purpose role as planner, organizer and coordinator of all the school activities. As an efficient Head of School, one needs to utilize his/her time and energy judiciously on the following duties.

Administrative duties:

1. To ensure safety and security of students.
2. To maintain the school infrastructure and to ensure basic amenities.
3. To ensure that all the teachers and other staff are assigned duties at the beginning of the session and as & when required.
4. To liaison with PWD and other authorities involving SMCs, VKS and PTA.
5. To maintain proper discipline and punctuality among students and staff.
6. Head of School to be present in the assembly and will ensure the presence of all the staff members and students also.
7. To ensure timely submission of required information to various branches of Headquarter/District.
8. To ensure that the protocol for an emergency response team is made so that no time is lost in providing timely medical needs.
9. To have a functional disaster management plan with regular mock drills.
10. To have functioning Mid-day meal Committee for tasting and reporting.
11. Any work related to school may be allotted to any of the staff member for smooth functioning of school.
12. To give prompt reply to RTI and Court Cases.
13. To submit files timely relating to MACP, promotion cases, medical bills & compensation cases.
14. To fill on-line module for MDM, UDISE, WIFS, staff attendance, student's attendance, sanitation report etc carefully.
15. To ensure proper documentation of problematic issues and follow up.
16. To have regular meeting of Joint Coordination Committee members and monitors.
17. To act as eyes and ears of Directorate as DE/AB nominee.
18. To report judiciously on aspects such as ACRs, inquiries etc.
19. To attend himself/herself personally to emails and on-line circulars.
20. To ensure physical verification of stock with the stock register before summer vacations.

Academic duties:

1. To provide a timetable at the beginning of the session to the teachers and students.
2. Absentee period time table should be prepared and displayed on daily basis during Assembly.
3. To ensure proper conduction of syllabus, all sections of a class are following similar type of activities in formative assessment.
4. To get the exams conducted in a fair and transparent manner, ensure proper evaluation of answer sheets, and strictly follow the promotion rules.
5. To ensure timely and correct submission of data to exam branch and CBSE.
6. To upgrade the students in next class after Annual Exams.
7. To give admissions as per rules.
8. To ensure that the books, support material etc are distributed to students properly and timely.
9. NCERT books to be used.
10. To encourage and guide guest teachers to ensure discipline among them and thereby make optimum utilization of their abilities and potential for the benefits of the students.
11. To make students participate in sports and cultural activities at school/Zonal/District level.
12. Ensure regular and proper communication with parents, students, teachers & staff members.
13. To reiterate model code of conduct for students time and again.
14. To hold periodic meetings with teachers regarding coverage of syllabi and the causes of pupil failure and under achievements.
15. To observe class room teaching and take diagnostic steps for quality improvement.
16. To ensure that experiments in practical periods are held regularly in the presence of teacher and lab assistant in the laboratories.

Financial duties:

1. To ensure DDO ship work is done properly.
2. To ensure general financial rules are followed for all financial transactions.
3. To ensure timely disbursal of salary, pension dues, bills of electricity and water etc.
4. To maintain Cash Book, VKS fund, PTA fund, RMSA and SSA fund etc.
5. To ensure timely and proper disbursal of scholarships.
6. To respond to audit para timely.
7. To dispose of the unserviceable items periodically

All Heads of Govt. Schools under Directorate of Education are instructed to undertake the above mentioned duties whole heartedly.

This issues with the prior approval of the competent authority.


(Dr. (Mrs.) Sunita S. Kaushik)
Addl.D.E(School)

All HOSs/DDEs/DEOs through DEL-E

No. DE.23 (555)/Sch.Br./2014/

Dated:

Copy to:-

1. PS to Secretary(Education)
2. PS to Director(Education)
3. All RDEs/DDEs(District/Zone)/DEOs
4. OS(IT) to please paste it on the Website
5. Guard File



(UshaRani)
DDE (School)