

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF EDUCATION
(COLLEGE)**

WORK PROFILE OF VICE PRINCIPAL

1. To assist the Principal in the day-to-day administration of the College.
 2. Time Management- Punctuality and regularity of employees.
 3. Convener of College Contracts for the purchase of various items for the College.
 4. Convener of the Grievances Cell for students and employees of the College.
 5. Convener of the Parent-Teacher-Students Interface.
Concerns Tutorial Groups, Lecture Shortages and students Performance in House Tests
 6. Convener of College Alumni activities.
 7. Convener of the Placement Cell.
 8. Convener of the Discipline Committee.
 9. In addition to above, the Vice Principal will assist the Principal in the following activities:
 - (i) Maintenance of the building ensuring installation and upkeep of fire safety measures.
 - (ii) Campus cleanliness and sanitation.
 - (iii) Assignment of duties to the staff.
 - (iv) Conduct of University Exams.
 - (v) Annual Assessment of the requirement of staff.
 - (vi) Leave account of staff.
 - (vii) Conduct of students body elections.
 - (viii) Hostel Welfare Committee, Hostel Mess and Canteen Committee (including College Canteen).
 - (ix) Infrastrure/works.
 - (x) Looking after medical facilities.
 - (xi) Updating sports facilities including maintenance of the Grounds and Swimming Pool.
 - (xii) Organization of Annual Athletic Meet and sports activities of the Physical Education/Sports facility.
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