

## **As Principal, we ensure to-**

- Upheld School Leadership
- Chain between school and management.
- Interaction with staff, students and public, parents in general.
- Admission management and initiate HR activities.
- Academic and Co-curricular activities planning, implementation and control.
- Arrange the Time Table and make day to day adjustments.
- Strongly upheld computer enabled class periods, mandatory for all classes.
- Create a disciplined and safe working environment.
- Plan various inter house activities and prepare the house students for the same.
- Conduct of periodical exams and maintain their records.
- Inculcate moral values and ethics in the due course among students.

- Rehearse Natural Disaster Management drills, periodically.
- Maintain regular attendance & class records and class room display boards.
- Office Management, school records and correspondence.
- Attend Sahodaya meet and liaise & meet with Govt/CBSE authorities.
- Organize the Inter School Competitions in the school.
- Watch interpersonal relationship between students and staff.
- Arrange the Time Table for boarding house students, later.
- Keep a check on their day to day activities.
- Provide mentorship to each student.
- Counsel the students time to time.
- Guide lines session/training for teachers.
- Conduct PTMs and keep in touch with parents also.