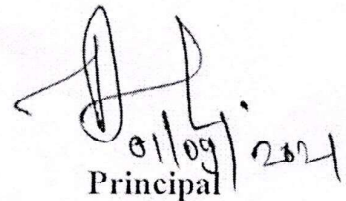


Duties of Vice Principal – Academics

- 1) To assist the Principal in academic issues
- 2) Academic Support for
 - a) Academic Calendar
 - b) Planning of Students academic and co-curricular activities
 - c) Students academic works related to University
 - d) Planning and implementation of remedial classes
 - e) Inculcating innovative projects in planning and development of same
- 3) To assist head of institution in conducting Induction programs for freshers
- 4) To assist head of institution in planning and proper implementation of ISEs and POEs.
- 5) To assist head of institution in monitoring course curriculum.
- 6) To assist head of institution in review and analysis of curriculum completion time to time.
- 7) To assist head of institution in planning extra classes as on when required
- 8) To assist head of institution in monitoring and conduction of University examinations
- 9) To assist head of institution in monitoring assessment of papers assigned by University
- 10) Any other work assigned by Head of Institution




01/09/2024
Principal