

### **Role of Manager/Correspondent of School**

The School seeking affiliation and affiliated schools should also satisfy the following conditions as per norms of Affiliation Bye Laws, 2018.

#### **Clause 9.3: Manager/Correspondent of the School**

**9.3.1** The Manager / Correspondent will be an important and necessary link between the Trust / Society and the school. S/he shall be responsible for carrying out the instructions of the Board.

**9.3.2** S/he should ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the Institution properly.

**9.3.3** S/he will exercise general supervision over the school, subject to the control of the Management Committee.

**9.3.4** S/he shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.

**9.3.5** S/he shall sign on the appointment letters, letters for disciplinary action against the staff and termination, and suspension letters etc. on behalf of the Management Committee.

**9.3.6** S/he shall not interfere with the Head of the school in discharge of his responsibilities and duties.

**9.3.7** All correspondence concerning Affiliation/recognition shall be countersigned by him.