


No.A.22012/1/2009/JBC  
GOVERNMENT OF MIZORAM  
OFFICE OF THE PRINCIPAL GOVT.J.BUANA COLLEGE, LUNGLEI  
Dated Lunglei,the 22<sup>nd</sup> June 2023.

### OFFICE ORDER

Pursuant to the resolution made at the Staff Meeting held on 11<sup>th</sup> May 2023, Dr. Vanlalhlani Ralte, HOD, Department of Education, is hereby appointed as Vice Principal with immediate effect and until further order.

Further, as decided by the meeting of the Heads of Departments on 22<sup>nd</sup> the following duties and responsibilities are accorded for better academic functioning of the college:

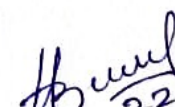
1. Liaising with the departments and forwarding any issues or suggestions to the principal.
2. Coordinating with the IQAC in helping with the development and review of budgets for various cells and committees, college policies, and rules and regulations.
3. Enforcing a commitment to maintain high standards of education and quality across all departments.
4. Establishing rapport and maintaining relationships with parents, faculty, staff, and students.
5. Addressing concerns raised by students, faculty, staff, and parents.
6. Ensuring that faculty members consistently teach their scheduled classes and that the classes are conducted without any disruptions.
7. Ensuring that faculty members are consistently punctual and maintain regular attendance.
8. Oversee the daily operations of the academic domain within the college.
9. Administering and upkeeping records of leave taken by teaching staff not covered under CSS Rules.

  
( LALLIANZUALA )  
Principal,

Govt. J. Buana College, Lunglei.

Copy to:

1. Director, Higher & Technical Education Department, for kind information.
2. Secretary, Staff Welfare Association, Government J. Buana College, for information.
3. Secretary, MCTA, Government J. Buana College Branch, for information.
4. All Heads of Academic Departments, for information.
5. Coordinator, IQAC, for information.
6. Secretary, ICT, for upload to the college website and ERP.
7. File.

  
( LALLIANZUALA )  
Principal,

Govt. J. Buana College, Lunglei.