



Motithang Higher Secondary School

Roles and Responsibilities of captains

School captains:

- To conduct day to day activities
- To direct and lead the other captains
- To bridge the gap between students – teachers – administration
- To conduct meetings on student affairs and draw conclusions
- To assist school management for the smooth functioning of the school system
- To understand the problem faced by the students and report to the administration.
- To be a role model
- Carry out any kind of ad hoc responsibilities.
- To be well versed in responsibilities of school management and school discipline policy.

SRC:

- To inform the administration about the problems of teaching learning in consultation with SRC members
- To find out the solutions for the problems rose through suggestion box.
- To bridge a gap between students and teachers.
- To inform and follow about the student-body constitution
- To conduct meetings among SRC members.

House captains:

- To assist house master and mistress
- To conduct smooth assembly
- To take attendance during assembly time.
- To maintain the record of all participants in house-related activities.
- To maintain discipline of the house members.

Club Captains

- Individual club captains should assist the concerned coordinators in the smooth functioning of the club
- Coordinate the club activities during the absence of club coordinator
- Keeping the attendance record of the club members

Games captains:

- Assist the coordinators, house masters and mistress in conducting individual items (house competitions, class competitions and sports day)
- Should take care of sports equipment.



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- Coordinate the games & sports activities during the absence of Games coordinator
- Coordinate the games & sports activities for any kind of competition

Cultural Captains:

- Assist cultural coordinators during overall school cultural programs
- During house competitions, the cultural captains have to work together with house captains
- They should assist the coordinators in decorating and furnishing the stage whenever cultural programs are held.
- Coordinate cultural programs for any kind of functions

Health Captains:

- Report and escort sick students to the health room.
- Distribute medicines to the students.
- Monitoring toilet cleanliness.
- Maintaining health board.
- Assisting health in-charges in offering first- aid services during the events of sports, disaster etc.

Class Captains

- Prepare class rules
- Prepare class room cleaning Roster
- Provide full assistance to the class teachers
- Act as a bridge between the teachers and the students
- Check the teachers on leave/duty
- Look for the substitution teachers and invite them if late by ten minutes
- Collect the Log Book from the Academic Dept and submit for verification at the end of the day
- Supervise the SUPW activities , flower gardening and the agriculture works
- Supervise the works during the class competitions