

**SCHOOL CABINET ELECTION 2025-26****Roles and Responsibilities of  
Academic Captain**

As a students' representative, an academic head (such as a department head, dean, or student council president) has several roles and responsibilities, including:

1. Leadership: Providing guidance and direction to students.
2. Representation: Acting as a voice for students' concerns, needs, and interests.
3. Communication: Facilitating communication between students, faculty, and administration.
4. Advocacy: Advocating for students' rights, welfare, and academic interests.
5. Support: Offering support and resources for students' academic and personal success.
6. Feedback: Collecting and sharing student feedback to improve academic programs and services.
7. Event planning: Organizing events, seminars, and activities that benefit students.
8. Mentorship: Providing guidance and mentorship to students.
9. Policy development: Contributing to the development of policies that affect students.
10. Building community: Fostering a sense of community and belonging among students.
11. As a students' representative, the academic head plays a crucial role in ensuring that students' needs are met and their voices are heard within the academic institution.
12. I am committed to fulfill any job or responsibility boned upon me by guardian teacher, authorities or school management.

I \_\_\_\_\_ here by declare that, I read all rules and regulations assigned by school. I understand and agree that if I fell in my duties, dismissal from my designation remain with school authority.

**Sign:-** \_\_\_\_\_

**Date:-** \_\_\_\_\_

