



NAVODAYA VIDYALAYA SAMITI

Ministry of Human Resource Development
(Department of School Education & Literacy)

Government of India

B-15, Institutional Area, Sector-62,
Noida, District Gautam Budh Nagar,

UTTAR PRADESH - 201 309

Tel.0120-2405180-81, Fax: 0120-2405182

Website: www.navodaya.nic.in,

www.navodaya.gov.in

E-mail: navodaya@nic.in, navodaya@nda.vsnl.net.in

NO.F.7-42/2013-NVS (Pers.)

April 7, 2014

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti,
All Regional Offices

Sir / Madam,

It has recently been decided to treat Vice Principal as non-vacational staff in Jawahar Navodaya Vidyalayas and has been assigned several important duties in the Vidyalaya Management, mainly, incharge of academic activities, House System, maintaining discipline of students, management of Vidyalaya mess and safety and security of students.

In view of this change in role and responsibilities of Vice Principal, it is felt necessary to clearly define the duties to be performed by Vice Principal in close co-operation with Principal and other functionaries in the Vidyalaya to avoid any administrative inconveniences.

A draft of the duties and responsibilities proposed to be entrusted to the Vice Principals as suggested by Deputy Commissioner, NVS, Regional Office, Lucknow is enclosed. You are requested to go through these suggested duties and send your comments to us at the earliest to enable us to finalize the matter. In case no suggestions are received by 18th April 2014, it will be presumed that you agree with the proposed draft and have no suggestion to make.

Yours faithfully,

Encl.: As above.

[M.S.Khanna]

Joint Commissioner [Pers.]

SKR
7/4/14

Duties and Responsibilities of Vice-Principal – Suggested only

The post of Vice Principal in JNVs has been declared as a non-vocational staff with immediate effect. The V.P. will work under the overall control of the Principal & will be accountable to him for various responsibilities & duties assigned to him/her from time to time. The main duties & responsibilities attached to the post of V.P. relate to monitoring & supervising academic activities, Mess Management, safety and security of children and assisting the Principal in procurements and finalization of tenders.

Following are few points to be covered under these areas:

I - Academic activities:

- 1) **Preparation of academic calendar & institutional plan:-** To perform this duty the Principal is suggested to prepare a committee of PGT (minimum -02) TGT(02), Miscellaneous/ creative teachers-01, nonteaching staff(01), School captain, Class Captain(01)Boys & (01) Girl, House Captain (01) Boys & (01) Girl and prepare meticulous institutional plan based on available human & other kind of resources, need of the Vidyalaya and feasibility of the programme. Various points to be covered during preparation of institutional plan & calendar of activities are being circulated separately:
- 2) **Planning & supervision of Library in following main areas:-**
 - Formation of Library Committee to identify requirement of Library Books, Magazines and News Papers.
 - Maintenance of Library.
 - Development of Career Counseling Corner, Book review Corner, New arrival Corner.
 - Computerization of Library.
 - Availability of various resources in Library.
 - Timely procurement of Library Books, Text Books, Model Papers, Sample Papers, other resource, study material etc.
 - Conduct of certain library activities to promote reading habit of the students.
- 3) **Supervision & Checking of home work and assignments:-**
 - Regular verification of timely checking of home & class assignments of the students by their subject teachers.
 - Recording of observation of checking of class & home assignment in one register.
 - Recording of suggestions given to subject teachers for improvement.
 - Issue instruction to those teachers who do not complete checking of home & class assignment timely and effectively. Ensure timely submission by them.
- 4) **Supervision of classroom teaching of the teachers:-**

Following main points needs to be supervised

 - Quality of teaching- learning.
 - Classroom control.
 - Use of teaching aids & ICT.
 - Conduct of activities & experiments.
 - Distribution of questions & variety of questions.
 - Proper use of various teaching skills.
 - Physical environment of the class.

- Motivation, guidance & counseling of low achievers.
 - Timely remediation of under performers.
 - Use of innovative & creative methods.
 - Use of modern methods of teaching.
 - Any other activity to make teaching-learning effective.
- 5) **Supervision of preparation of the examination papers:-**
- Preparation of question papers by the teachers as per split up of the syllabus.
 - Preparation of variety of questions.
 - Stiff ness of question paper for all set of students as per CBSE guidelines.
 - Inclusion of HOTS question as per CBSE instructions.
 - Weightage to questions as per CBSE instructions.
- 6) **Supervision of conduct of the tests:-**
- As per guidelines of CBSE.
 - Variety of tests from oral to written and activity based.
 - As per requirement of F.A.-I, II, S.A.-I & II, Ist Term & IInd Term.
- 7) **Preparation of Time Table:-**
- Formation of Time Table Committee.
 - Preparation of feasible time table for all classes as per parameters of CBSE from Class-VI to XII as per instructions in PAP at page no. 4 & 5.
 - Supervision of implementation of time table.
- 8) **Maintenance of Marks Register & Records of CCE:-**
- Supervision of maintenance of marks register & CCE records by examination incharge and concerned teachers.
 - Regular verification of marks registers & CCE records and recording of observation alongwith suggestions given to examination incharge or subject teachers.
 - To ensure timely preparation of marks registers & CCE records as per CBSE guidelines.
- 9) **Conduct of practicals**
- Besides all above points all activity related to maintenance of all Labs, Use of ICT, simultaneous conduct of practicals with theory will also be supervised by the Vice Principal throughout the session. In case there is problem in smooth conduct of any activity, the V.P. will maintain record of it & submit that to Principal for further action.

– **Safety and security of students**

Take action on the following points under supervision and directions of the Principal and in close collaboration of Principal, House Masters, House Captains:

- Ensure strict compliance of 14 point programme in the Vidyalaya and submission of regular reports to Regional Office.
- Ensure that Grievance/Complaints Box is properly maintained and timely action taken on the complaints/grievances received.
- Cases of students' indiscipline are promptly and effectively handled and appropriate decisions taken.

III - Supervise and Monitor House System

The Vice Principals are to perform this duty as per guidelines issued by NVS, Hqs from time to time through various circulars right from beginning till date. However Vice Principals should maintain following records related to this duty:-

- Day to Day House visit register to record observation during house visit & to provide certain suggestions for further improvement.
- Record of regular interaction of Vice Principal with the inmates/ students of different houses.
- Recording of observation about up keep of the houses, cleanliness in the houses, toilets & bathrooms. Display of different information about house related activities, students creative work, availability of physical facilities, maintenance of discipline among the students, detail of sick students & their welfare by staff nurse. Development of House garden, inculcation of values and life skills among house inmates by H.Ms & A.H.Ms., proper utilization of time by the students during their stay in houses. To ensure timely reporting of students for different activities by H.Ms & A.H.Ms. Timely issue of various daily use, uniform & bedding items, Stationary & books and any other important point related to house system like welfare of sick students & regular visit of Vidyalaya Doctor and Day to Day M&R related issues.

III - Supervise and monitor, the co-curricular activities, sports and games, NCC, Scouts & Guides and other related activities

- Detail of conduct of co-curricular activities, sports games, NCC, Scout guide & other related activities by concerned incharges as per schedule.
- Types of sports-games discipline, CCA areas, NCC activities, Scout guide programmes etc & impact of these programmes on students.
- To ensure that concerned incharge of different activities are providing opportunity for participation to maximum number of students. Every student should be given opportunity to participate in atleast 2-3 programmes out of various activities conducted under sports games, NCC, CCA, Scout Guide, club activities etc.

IV - Management of Vidyalaya Mess and to exercise powers relating to mess management, mess expenditure and day to day matters relating with Vidyalaya mess.

For performing above duties effectively Vice Principal is instructed to maintain following records:-

- Mess Menu
- Timely conduct of mess committee meeting.
- Changes decided in mess menu after mess committee meeting conducted every month.

- Instructions to concerned staff for timely arrangement of material for mess as per menu.
- Record to ensure timely duty by H.Ms, A.H.Ms & other teachers during all 3 meals as per schedule.
- Detail of regular observation of mess activities and suggestions given to C.A., Mess Staff, H.Ms, A.H.Ms & other teachers for maintaining, quality of food, cleanliness in mess & dining hall, to ensure discipline among students during all meals, to check wastage of any food item and availability of purified drinking water.
- Verification of record of special diet for sick students.
- Verification of maintenance of hygienic condition in toilets & bath rooms attached with mess with the help of concerned staff.
- Verification of development of small garden/ flower bed around the mess block.

V. Assist the Principal in required purchases for the Vidyalaya, including Vidyalaya Mess and other related activities.

As per need of the Vidyalaya.

VI. Take minimum 10 periods per week in Classes X – XII. Please maintain record of class and topic taught on day to day basis and total periods taught on weekly basis.

VII. Vice Principal will also be a Member of all the Committees formed at the Vidyalaya level and co-signatory of the cheques issued by the Principal.



F.No.1-15/98-NVS(Estt)

Dated: Dec. 10, 1998

To

The Deputy Directors
All the Regional Offices of
Navodaya Vidyalaya Samiti

**Sub. : Duties and Responsibilities Attached to the Post of Vice Principal—
reg.**

Sir,

In accordance with the provisions of the Recruitment Rules, two batches of Post Graduate teachers have been promoted as Vice Principals and posted in different Vidyalayas. Samiti is receiving references from the Regional Offices as well as the JNVs regarding duties and responsibilities of the Vice Principals of the Vidyalayas. As per the discussions held at the Deputy Directors Conference of Bangalore, Bhopal and subsequently at New Delhi on 4th December, 1998, it has been decided to assign following duties and responsibilities to the Vice Principals of the Jawahar Navodaya Vidyalayas:

- (i) The Vice Principal shall work under the overall control of the Principal at all times and is accountable to him for various responsibilities and duties assigned to him from time to time.
- (ii) He shall shoulder the responsibilities and duties as assigned to him from time to time by the Principal/Regional Office.
- (iii) He shall take minimum 10 periods per week and will compulsorily handle either 10th Class or 12th Class batch.
- (iv) He shall subject to the control of the Principal supervise and monitor all the academic programmes such as preparation of academic calendar and institutional plan, supervising and checking of home work and assignments, classroom teaching of the teachers, preparation of the examination papers, conduct of the tests, preparation of time table, maintenance of Central Marks Register and other allied activities.
- (v) He shall also supervise and monitor the house system, co-curricular activities, sports and games, NCC, Scouts and Guides and other related activities of the development of the students.
- (vi) He shall keep a close watch on the presence of the students of the Vidyalaya and maintain discipline among the students.
- (vii) He shall assist the Principal in planning and supervision of the Library, required purchases for the Vidyalaya, Vidyalaya Mess and other related activities.
- (viii) The Vice Principal shall be compulsorily a Member of all the Committees formed at the Vidyalaya level and would also be a co-signatory of the cheques etc. issued by the Principal.

Overall, the Vice Principal shall function as Coordinator and supervisor of variety of activities being conducted in the Vidyalaya under the supervision and guidance of Principal concerned.

All the Regional Offices are requested to issue necessary instructions in this regard to all the Principals of the Vidyalayas functioning under their administrative control. The Regional Offices have already been instructed with regard to the utilisation of the services of the Vice Principals as Incharge Principal in the Vidyalayas where the post of Principal is vacant. In such cases, the Vice



Principal should report in the place of his posting as Vice Principal first and then shall be sent as Incharge of the Vidyalaya where there is a vacancy of post of Principal in the most economical manner.

The details of such postings may please be communicated to the Samiti positively by 20th December, 1998.

This issues with the approval of the Director, NVS.

Yours faithfully,

(V. RAMA RAO)
JOINT DIRECTOR(ADMN.)

Copy to :

1. All the officers of NVS Hqrs.
2. All the Principals of JNVs – with a request to communicate the said duties and responsibilities to the Vice Principals where they are posted.