



# नवोदय विद्यालय समिति

NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन)

1 Autonomous Organization of Ministry of Human Resource Development, Govt. of India)

लेखराज पन्ना, तृतीय तल Lekhraj Panna, Third Floor

सेक्टर-2, विकास नगर लखनऊ-226022 Sector-2, Vikas Nagar Lucknow-226022

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F:5-2(Acad)/2014-NVS(LR)

Dated: 05.03.2014

To,

The Principal,  
Jawahar Navodaya Vidyalaya,  
Under Lucknow Region.

Sub: Duties & responsibilities attached to the post of Vice-Principal.

Ref: 1. NVS, Hqrs Lt. No. F.7-42/2013-NVS(Pers) Dated: 27.11.2013.

2. 6(General)/NVS(LR)/SA/2013 Dated: 07.01.2014

Sir/Madam,

Vide letter under reference, the post of V.P. in JNV has been decided to be 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. One of the main duties & responsibilities attached to the post of V.P. is monitoring & supervising academic programme besides 6 other main areas. Following are few points to be covered under supervision & monitoring of academic programmes. You & your V.P. can add many more points as per need & availability of resources:-

**A. 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.



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## **B. Planning & supervision of Library in following main areas:-**

1. Formation of Library Committee to identify requirement of Library Books, Magazines and News Papers.
2. Maintenance of Library.
3. Development of Career Counseling Corner, Book review Corner, New arrival Corner.
4. Computerization of Library.
5. Availability of various resources in Library.
6. Timely procurement of Library Books, Text Books, Model Papers, Sample Papers, other resource, study material etc.
7. Conduct of certain library activities to promote reading habit of the students.

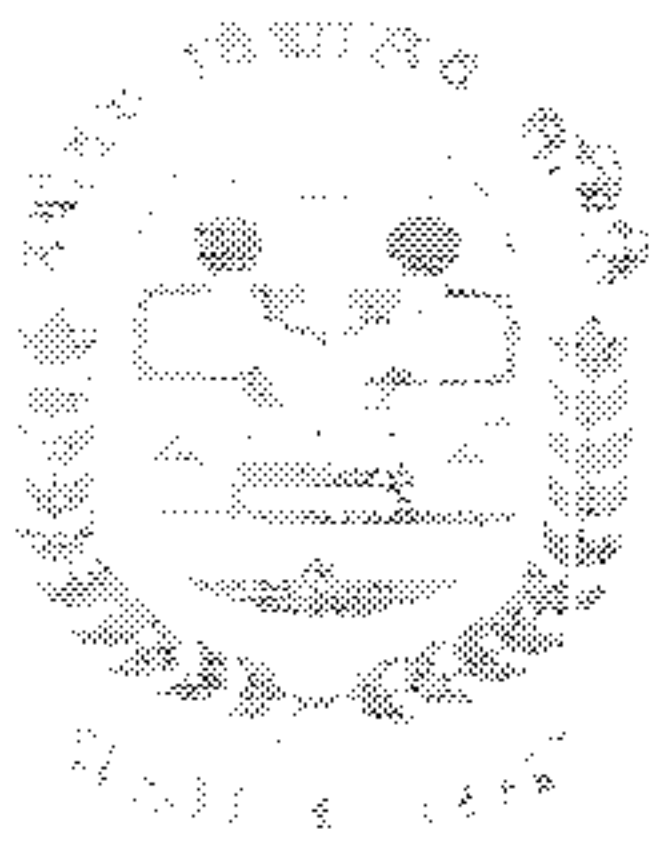
## **C. Supervision & Checking of home work and assignments:-**

1. Regular verification of timely checking of home & class assignments of the students by their subject teachers.
2. Recording of observation of checking of class & home assignment in one register.
3. Recording of suggestions given to subject teachers for improvement.
4. Issue instruction to those teachers who do not complete checking of home & class assignment timely and effectively. Ensure timely submission by them.

## **D. Supervision of classroom teaching of the teachers:-**

Following main points needs to be supervised

1. Quality of teaching- learning.
2. Classroom control.
3. Use of teaching aids & ICT.
4. Conduct of activities & experiments.
5. Distribution of questions & variety of questions.
6. Proper use of various teaching skills.
7. Physical environment of the class.



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8. Motivation, guidance & counseling of low achievers.
9. Timely remediation of under performers.
10. Use of innovative & creative methods.
11. Use of modern methods of teaching.
12. Any other activity to make teaching-learning effective.

## **E. Supervision of preparation of the examination papers:-**

1. Preparation of question papers by the teachers as per split up of the syllabus.
2. Preparation of variety of questions.
3. Stiff ness of question paper for all set of students as per CBSE guidelines.
4. Inclusion of HOTS question as per CBSE instructions.
5. Weightage to questions as per CBSE instructions.

## **F. Supervision of conduct of the tests:-**

1. As per guidelines of CBSE.
2. Variety of tests from oral to written and activity based.
3. As per requirement of F.A.-I, II, S.A.-I & II, Ist Term & IInd Term.

## **G. Preparation of Time Table:-**

1. Formation of Time Table Committee.
2. 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.
3. Supervision of implementation of time table.

## **H. Maintenance of Marks Register & Records of CCE:-**

1. Supervision of maintenance of marks register & CCE records by examination incharge and concerned teachers.
2. Regular verification of marks registers & CCE records and recording of observation alongwith suggestions given to examination incharge or subject teachers.
3. To ensure timely preparation of marks registers & CCE records as per CBSE guidelines.



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Besides all above points any other allied activity related to academic programme like maintenance of all Labs, Use of ICT, Power Point Presentation, conduct of activities, 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.

All activities related to above duties of V.P. should be maintained in one register by the V.P. and he/she will submit register to Principal from time to time.

Officers of R.O. at the time of visit to JNVs will verify all above records for further action. Any slackness in performing duty will be viewed seriously.

Guidelines related to other duties will be followed shortly however involvement of V.P. in all 7 areas of duties & other duties provided by NVS, Hqrs is required with immediate effect.

**NOTE: Above mentioned duties are to be performed by Vice Principals in addition to the duties mentioned in Lt. No. F.1-15/98-NVS(Estt) Dt: December 10, 1998 & F.No. 5-4/2001/NVS(SA) Dated: October 19, 2001, F.No.: 1-15/98/NVS(Estt) Dated: January 12, 2000 & other letters issued from time to time by NVS Hqrs.**

Yours faithfully,

  
(Girish Chandra)

Deputy Commissioner

Copy to:-

1. The Joint Commissioner(Pers.), NVS, Hqrs for kind information.
2. Asstt. Commissioner/ Cluster Incharge with the request to monitor compliance of all above points at the time of visit to JNV & submit report to R.O.
3. Vice-Principal of concerned JNV for necessary action.
4. All the staff members of concerned JNV for information.