

नवोदय विद्यालय समिति

शिक्षा मंत्रालय

(स्कूल शिक्षा एवं साक्षरता विभाग)

भारत सरकार

राउत रोड, बी.एस.एन.एल टेलीफोन
एक्सचेंज, गुरुनानक नगर, भवानी पेट,

पुणे- 411042, महाराष्ट्र

फोन नं०- 020-26443683



Navodaya Vidyalaya Samiti

Ministry of Education

(Dept. of School Education & Literacy)

Government of India

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No.F.2-3(25)/NVS(PR)/2024/2863

Dated: 12.09.2025

The Vice Principals
All Jawahar Navodaya Vidyalayas,
Under Pune Region

Sub: Duties & responsibilities of Vice Principal-reg.

Sir/Madam,

As outlined by NVS, in its circulars dated 10.12.1998 and 19.10.2001 it is essential that you adhere to your designated duties. Unfortunately, it has come to our attention that some Vice Principals are delegating these responsibilities to senior teachers, which can disrupt their regular duties.

To ensure clarity and compliance, we reiterate your key responsibilities as Academic In-charge:

1. Preparing and implementing the school Time Table, MOD duties, Weekly off duties, AN/Evening supervision duties, Special timetable for AN (6 to 8) & Daily arrangements for smooth academic operations.
2. Supervising academic transactions and pedagogical practices
3. All duties attached to conduct of PWTs /Examinations including Time Table preparation, invigilation duties, Substitution arrangements & monitoring fair conduct of Exams.
4. Maintenance of all records (consolidated Mark sheets/Progress Reports/internal marks etc.)
5. Guiding teachers in adopting creative pedagogy.
6. Ensuring syllabus completion and remediation in all subjects.
7. Supervision of Classroom transaction & Monthly notebook checking (As Per PAP)
8. Handling prescribed number of classes for board students.
9. Coordinator of PM SHRI /VJ Activities.

10. House visits & record maintenance.

11. Overall supervision of club activities/CCA/other activities conducted as per PAP.


In addition to academic duties, you are expected to attend to mess duties as mandated by NVS.

You are expected to strictly adhere to these responsibilities. Any deviation will be viewed seriously, and Principals will monitor compliance.

We appreciate your cooperation in maintaining the highest standards of leadership.

A copy of the circular mentioned above is attached herewith for strict compliance.

Yours faithfully,


(Mary P Mami)
Deputy Commissioner

Encl: as above.



F.No.5-4/2001/NVS(SA)


Dated: Oct. 19, 2001

OFFICE ORDER

As decided in the Dy. Directors Conference on 14th September, 2001 at New Delhi, henceforth the Vice-Principals will be responsible for the management of Navodaya mess. All the powers relating to management, funding and day-to-day matters will vest with the Vice-Principals. The Vice-Principals will be able to pass all the Mess bills and to incur all the Mess expenditure, of course, subject to the limit of amount budgeted for the year.

However, the Principals will be required to draw the budgeted funds from the school budget on demand from Vice-Principals; that means that the cheques for drawal of money will be signed by the Principals. It is nevertheless clarified that the Principals will not perform day-to-day work of the mess though Vice-Principals will be responsible subject to the overall supervision of Principals as is the case with other activities of the school.

The duties relating to management of mess by the Vice-Principals will be in addition to the specific duties assigned to them under Office Letter No.1/15/98/NVS (Estt) dated 10.12.1998¹.


(S.P. Gaur)
Commissioner

Copy to :

1. All Principals.
2. Dy. Director, NVS All Regional Offices.
3. All Officers in NVS Hqrs.

1. For reference see page 294 of Establishment Section.



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

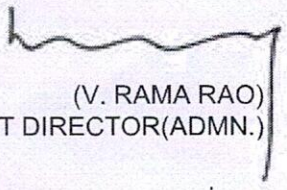


Principal should report in the place of his posting as Vice Principal first and then shall be sent as Incharge of the Vidyalaya where there is a vacancy of post of Principal in the most economical manner.

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.