

Syllabus for the post of Vice-Principal

- a) Reasoning & Numerical Ability - 15 marks
b) Language (Hindi & English) - 20 marks
c) General Awareness (10 marks each) - 15 marks
d) Academics (Educational aspects) - 80 marks
1. **Child Development & Pedagogy** - 20 marks
- Child Development – Physical, Intellectual, Emotion & Social,
 - Problems of Adolescence – role of home, school, hostel and society in dealing with them.
 - Learning:
 - i. Concepts
 - ii. Factors affecting learning
 - iii. Motivation and measures for creative effective learning situations.
2. **Perspective in Education** - 10 marks
- i. Right to Education (RTE) 2009, POSCO, Child Rights
 - ii. NCF 2005, Learning Outcome
 - iii. School Organisation
 - iv. Institutions of Higher Learning & Research of India
 - v. Formal & Distance Education Systems
 - vi. Good Governance in School System
3. **Teaching Methodology & Classroom management** - 20 marks
- i. ICT in Education
 - ii. Curriculum
 - iii. Academic Planning & implementation
 - iv. Assessment & Evaluation
4. **Rights & Duties of Vice-Principal in JNVs** - 20 marks
- i. Rights & Duties of Vice Principal with reference to different stake holders
 - ii. Development and maintenance of facilities & assets
 - iii. Role of Vice Principal in promoting excellence in academics & curricular activities
 - iv. Promotion of ethics and values in academic institutions.
 - v. Admission in JNVs
5. **Residential System** - 10 marks
- i) Safety & Security
 - ii) Mess Management
 - iii) Hostel Management
 - iv) Infrastructure and M&R
- e) **Administrative & Finance** - 20 marks
- 1. CCS (CCS Rules)
 - 2. Medical attendant rules
 - 3. Fundamental and Supplementary Rules
 - 4. CPF & NPS
 - 5. Travelling Allowance Rules
 - 6. PFMS
 - 7. Leave Travel Concession Rules
 - 8. General Financial Rules (GFR)
 - 9. Income Tax
 - 10. ERP for schools.
 - 11. Legal Frame work