

**POWERS & FUNCTIONS OF PRINCIPAL, VICE PRINCIPALS, HM AND VMC****Article 24. Principal****(a) Administrative Powers**

- (1) To function as the administrative head of the Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Accounts Code.
- (2) To engage teachers on part time/ contractual basis as PRT/ TGT /PGT subject to relevant instructions in this regard.
- (3) To make appointments to sub staff (erstwhile Group D)posts and to approve probation and grant confirmation of such employees in the Vidyalaya
- (4) To forward applications to Group C employees of the Vidyalaya for posts outside the Sangathan except posts abroad and to grant permission for registration with the Employment Exchange.
- (5) To grant permission to Group C employees of the Vidyalaya for appearing at public examinations.
- (6) To implement the instructions and policies of the Sangathan in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the Vidyalaya in all fields.
- (7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.
- (8) To be responsible for the proper maintenance of accounts and school records, service – books of teaching and non- teaching staff, returns and statistics as prescribed by the Sangathan form time to time.

- (9) To look after the welfare of the employees of the Vidyalaya.
- (10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.
- (11) To formulate and to submit to the **Deputy Commissioner** for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
- (12) To make all payments including salaries etc. of teachers and other staff in time and according to rules.
- (13) To ensure that tuition fees, where levied and Vidyalaya Vikas Nidhi( VVN) are realized and credited to the relevant bank account in time.
- (14) To make purchase of stores etc. required for the Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinise the bills and make payment.
- (15) To conduct physical verification of the Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally, to ensure their proper maintenance in accordance with the rules.
- (16) To be responsible for proper utilization of the Vidyalaya VikasNidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Sangathan from time to time.
- (17) To make satisfactory arrangements for supply of drinking water and other facilities for tiffin time for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden etc. are properly and carefully maintained.
- (18) To grant to his Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.
- (19) To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
- (20) To overall be in-charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.

- (21) To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
- (22) To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in- service training.
- (23) To promote initiative of teachers for self- improvement and encourage them to undertake experiments which are educationally sound.
- (24) To encourage teachers for study of the curriculum and syllabus in use with a view to analyse the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter –subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
- (25) To ensure that the teacher's diary is maintained in a manner that (i) it helps the teachers in his day to day work and (ii) it helps others to understand and appreciate his work.
- (26) To supervise class room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
- (27) To provide special help and guidance to teachers newly entering the profession.
- (28) To plan and prescribe a regular time – table for the scrutiny of pupils' written work and home assignments and to ensure that their assessment and correction are carried out effectively.
- (29) To make necessary arrangements for organizing special instructions for the pupils according to their need.
- (30)** To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the **Deputy Commissioner/** Sangathan meritorious work done or successful experiments undertaken by any teacher to improve the Vidyalaya.
- (31) To organize and co-ordinate various co-curricular activities through the House System or in any other effective way.
- (32) To periodically organize educational excursions after proper planning.
- (33) To develop and organize the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established values and worth.

- (34) To encourage the formation of parent teacher association in order to establish contacts with and secure co-operation of parents / guardians in the programmes of the Vidyalaya.
- (35) To send regularly the progress reports of the students to their parents / guardians and to show the answer books of all the examination to the parents on demand.
- (36) To promote amongst pupils physical well being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in an year and send medical reports to parents / guardians.
- (37) To sanction increments of all staff of the Vidyalaya excluding Vice-Principals in the approved time scale.
- (38) To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Vidyalaya in accordance with the rules laid down by the Sangathan.

**(b) Financial Powers:**

The financial powers of the Principal shall be as defined in the **Appendix – 1** of Accounts Code.

**Article 25. Vice- Principal**

The Vice- Principal shall work under the overall guidance of the Principal and will attend to whatever duties are specially assigned to him by the Principal, some of which could be as follows:

- (a) To assist the Principal in matters of academic co- ordination, preparation of school time – table, co-ordination of Subject Committee meetings, scrutiny of pupils’ written work and home assignments, co-ordination of the school examinations and timely dispatch of progress cards of students to parents, etc.
- (b) To organize various co-curricular activities of the school including games and physical education.
- (c) To develop and organize resource of the institution such as the school library, laboratories, teaching aids, etc.
- (d) To assist the Principal in the purchase of books and journals for library and suitable equipment for laboratories.
- (e) To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. Assist the Principal in conducting physical verification of school property and device procedures for its careful and proper maintenance.

- (f) To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.

**Article 26. Officiating arrangement during the absence of the Principal**

**(a) When the vacancy is of less than two month's duration:** During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the senior – most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice-Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be admissible for such officiating arrangement, but an intimation shall be sent to the Regional Office about the arrangements made by the Vidyalaya Management Committee.

**(b) When the Vacancy is of more than two months' duration:** in case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the post of Principal. Such arrangement shall be made after prior Consultation with the Deputy Commissioner of the Region. Such of the members of staff as are appointed to hold current charge of the duties of the Principal, shall be entitled to draw a charge allowance of Rs. 300/- per month in the manner indicated below provided the officiating period is for more than two months:

- (i) A post –Graduate Teacher promoted as Vice-Principal and posted simultaneously as In charge Principal may be given the option either to draw the pay of the post of Vice – Principal or the pay and allowance of post – Graduate Teacher plus charge allowance. The option will be exercised within one moth of this appointment as In charge Principal.
- (ii) If a Vice-Principal is appointed as In charge Principal of the School in which he is already working as Vice -Principal, in the absence of Principal, he may be allowed to draw the charge allowance in addition to his pay as Vice – Principal provided the post of Vice-Principal held by him is not filled.
- (iii) Where a Vice-Principal is transferred as In charge - Principal to some other school. he would continue to draw the pay to the Vice-Principal only.
- (iv) When a Trained Graduate Teacher is posted as In charge Principal for over 2 months, he will be entitled to draw charge allowance of Rs. 200/- per month in addition to his pay as TGT.

## Article 27. Headmaster

- (1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:
- a) To function as a Supervisor of the Primary Department.
  - b) To help and guide the Primary Teachers.
  - c) To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.
  - d) To ensure that the teachers' diaries are maintained properly.
  - e) To ensure that lesson plans/units are prepared regularly.
- (2) In a Kendriya Vidyalaya where the post of Headmaster has been sanctioned and the same is lying vacant or the Headmaster or Headmistress has gone on leave for more than two months, the senior most primary teacher who will perform the current duties of the Headmaster will be entitled to draw a special pay of Rs.200\/- per month for that period. The officiating Headmaster will perform these functions in addition to his / her regular work.

The Supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed for the day to day development and problems through various daily returns to be prescribed by the Principal.

No additional post of Primary teacher will be sanctioned on this account and the Supervisor will be expected to take classes as usual. However, where necessary, minor adjustments in the number of periods allotted to the Supervisor may be made by the Principal.

**Note:** Specific cases, where the Primary Wings are located in separate buildings away from the main school building and where it is considered essential, a TGT or PGT may be appointed as supervisor on payment of special pay by the Sangathan in consultation with the Finance Member.

## CHAPTER - IV

### VIDYALAYA MANAGEMENT COMMITTEE

**Article 28. Vidyalaya Management Committee –** The Sangathan shall constitute a Vidyalaya Management Committee (VMC) for every Vidyalaya for its general supervision and day to day management, in accordance with the rules approved and directions issued from time to time. The composition of the Vidyalaya Management Committee of Kendriya Vidyalayas situated in different types of establishments shall be as given in Article 29(infra) . Such committees shall manage the Vidyalayas with funds provided by the Sangathan and other resources within the frame work of policies laid down by the Sangathan.

**Article 29. The Composition of the Vidyalaya Management Committee (VMC) shall be as under:**

KVs in Defence sector	KVs in civil sector	KVs in Public Sector Undertakings/ Institutes of Higher Learning
<p><b>1.Chairman</b> A senior officer of the Army , Navy or Air Force in the Defence establishment concerned to be appointed by the Sangathan in consultation with the Ministry of Defence, If and where considered necessary</p>	<p>Education Secretary/Divisional Commissioner/ District Magistrate or his nominee/Vice Chancellor of a University/Director Of Public Instructions/ Eminent Educationist, as may be decided by the Sangathan according to the location of the Vidyalaya</p>	<p>Head of the Project/Institute</p>

## 2. Members

One member nominated by the Chairman, VMC out of the senior services personnel preferably not below the rank of Lt. Colonel from amongst officers of Education Corps of the three services, if posted in station.	One member nominated by the Chairman, VMC, out of the Gr.A Central Govt. employees at the station, preferably not below the rank of Under Secretary	One member nominated by the Chairman, VMC, out of the Gr.A Central Govt.employees at the station, preferably not below the rank of Under Secretary
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The remaining members of the VMC in Kendriya Vidyalayas of all the three sectors will be:

3 & 4. Two eminent Educationists

5. An eminent person of the area known for outstanding work in the field of culture

6 & 7. Two parents of the children studying in the KV to be nominated by the Chairman, VMC, on the recommendation of the Principal, one of whom should be a woman. The term of these members will be one academic year.

8. An eminent medical doctor of the area

9. A representative of SC/ST belonging to class I service, if available. If not, a member of the minority community.

10. A teacher representative

11. Principal of KV as member secretary

12. Co-opted member

13. Chairman, CGEWCC

**14. One Technical Member from construction background (at least of the rank of Executive Engineer/Garrison Engineer from CPWD/ State PWD /MES/ )  
( BOG 90<sup>th</sup> meetingdt 30-8-2011)**

Note: The teacher to be nominated would be one who has put in the longest stay in that particular Vidyalaya as on the 31<sup>st</sup>December of the preceding calendar year. It will be



by rotation for the duration of one academic year and the teacher once nominated will not be eligible for re-nomination until all the teachers in that Vidyalaya had their turn as a member of the Vidyalaya Management committee.

The first VMC for any KV shall be constituted by the KVS(HQ) Wherever the Chairman, VMC, and his nominee are nominated by virtue of their offices, change of incumbent would automatically take place with the change of the officer. Wherever there is a proposal to have a new Chairman/ his nominee from a different organization /sponsoring agency, the matter shall be decided by the Headquarters.

**In all other cases, nomination of the other members of the VMC will be done by the concerned Deputy Commissioners in conformity with the guidelines prescribed**

### **Article 30. Tenure of the Vidyalaya Management committee**

- (a) The tenure of office of the members of the Management Committee of a Vidyalaya excluding the Chairman and Member Secretary shall be three years, but they shall be eligible for re-nomination.
- (b) The members of the Management Committee will not normally continue to serve on the Committee beyond two terms of membership.
- (c) The members /office bearers of the VMC will continue beyond the term of three years till the new committee has been reconstituted.
- (d) The Commissioner may constitute an ad-hoc Vidyalaya Management Committee for a newly started school for a limited period till a regular committee has been constituted.

### **Article 31. Functions/ Powers of the Management committee**

- (1) To exercise control over expenditure in respect of the funds released by the Sangathan for the Vidyalaya, collection in respect of Vidyalaya Vikas Nidhi and other receipts in the manner laid down by the Sangathan. This shall include proper custody of funds, due control over expenditure, ensuring payments to proper persons and parties of correct amount and proper maintenance of accounts.
- (2) To prepare budget- estimates for the next financial year and sending suggestions in respect of new items of expenditure with justification therefor. This will include non – recurring items such as buildings, special repairs furniture, equipment, etc.
- (3) To exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of the staff, subject to procedures, rules and regulations prescribed by the Sangathan.

- (4) To make recommendations to the Sangathan about additional classes and sections, if any, to be formed in the Vidyalaya during the forthcoming academic year in order to accommodate children belonging to eligible categories.
- (5) To make suggestions to the Sangathan for any improvements in academics or other procedures relating to Vidyalaya, including amendments in the prescribed rules and regulations.
- (6) To assist the Vidyalaya in securing local assistance and co-operation for its better working and growth.
- (7) To scrutinize and approve the annual report of the Vidyalaya.
- (8) To discharge such other functions relating to the Vidyalaya as may be prescribed by the Sangathan from time to time.
- (9) To organise programmes/functions to raise cash contributions from the local community with the specific objective of collecting funds for the improvement of the Vidyalaya.

Note: Vidyalaya Management Committee shall meet whenever required by its Chairman. It should meet at least three times in a year ordinarily in the school premises. These meetings should be in the 1<sup>st</sup> week of August, 1<sup>st</sup> week of December and 1<sup>st</sup> week of February.

### **Article 32: Executive Committee of the Vidyalaya Management Committee**

Each Kendriya vidyalaya shall have an Executive Committee of the VMC comprising the following:

- a) Chairman, V M C or his nominee : Chairman
- b) One Educationist Member of VMC : Member
- c) One Parent Representative : Member  
Member of VMC
- d) One Teacher Representative : Member  
Member of VMC
- e) Principal of the Vidyalaya : Member – Secretary

The Executive Committee so constituted will be notified by the Chairman, VMC. In case, there is a vacancy in the VMC because of which a representative as above cannot be nominated, the Chairman, VMC, will notify the Executive Committee without such representative, who may be included later.

**Note:** In situations where Chairman of the VMC is otherwise busy and has nominated an Officer to function as the Chairman's nominee for the purpose of the Kendriya Vidyalaya, the Chairman's nominee shall perform all the functions on behalf of the Chairman including presiding over meetings of the Vidyalaya Management Committee and the Executive Committee in the absence of the Chairman. The only requirement will be that all decisions shall be brought to the notice of the Chairman for his approval.

### **Article 33: Proceeding of the Executive Committee**

The Executive Committee will meet as often as necessary but in any case once in three months. The decisions taken by the Executive Committee shall be recorded and communicated by the Principal of the Vidyalaya concerned. Three members would constitute a quorum for the meeting.

### **Article 34: Functions and Powers of the Executive Committee**

The Executive Committee shall have the following powers:

#### **(a) Academic and Administrative Supervision of the Vidyalaya**

The Executive committee will have powers to carry out administrative and academic supervision of the Kendriya Vidyalaya. It will also ensure follow up action on the inspections carried out by the Regional office and the Hqrs. Office and initiate appropriate steps for removing the deficiencies noticed at the time of such inspections. The Executive Committee shall also have the power to associate educationists and academicians for exercising appropriate degree of administrative and academic supervision over the Kendriya Vidyalaya. Without prejudice to the generality of the aforesaid power, the powers of Executive Committees shall cover the following areas:

- (i) Analysis of strengths and weaknesses of the K.V
- (ii) Progress with regard to the annual calendar of activities of the K.V.
- (iii) Audit objections and their settlement.
- (iv) Discipline.
- (v) Analysis of results of KV including initiation of steps for their improvement
- (vi) Utilisation of funds including Vidyalaya Vikas Nidhi.
- (vii) Adherence to the instructions issued from time to time by the KVS(Hqrs.) and Regional office.

#### **(b) Admissions**

All the admissions will be carried out with the approval of the Executive committee. It will be the responsibility of the Principal to ensure adherence to the admission guidelines laid down by the KVS(Hqrs.). The Executive Committee will not be empowered to dilute or violate these guidelines.

The Executive Committee shall have the power to raise the sanctioned strength of a section from 40 to 45 to accommodate children of category – I, as per admission guidelines. Admissions, will however, be made strictly as per the admission guidelines.

**(c) Purchase and Procurement for KV**

All purchases / procurements of goods and services up to Rs.20,000 per month in the case of a Vidyalaya classified as up to two section Vidyalaya and up to Rs.25,000 per month in case of a Vidyalaya classified as three or more Section Vidyalaya would be made by the Principal and all purchases/ procurements of goods and services exceeding the limits of Rs. 20,000/ 25,000 , as the case may be, would be made by the Principal with the approval of the Executive Committee. This will be applicable to School Fund as well as the Vidyalaya Vikas Nidhi. However , in the matter where direction has been issued by KVS(HQ) for incurring any expenditure, without any limit, out of the School Fund or Vidyalaya Vikas Nidhi, approval of the Executive Committee would not be required and the directions would be carried out and the matter would be reported to the Executive Committee post facto.

**(d) Maintenance of the Vidyalaya Building and its campus**

The Executive Committee will ensure proper upkeep and maintenance of the Vidyalaya building and its campus. The funds provided by the Hqrs for the annual repairs and maintenance as also funds generated for this purpose at the Vidyalaya level would be utilised as per the direction of the Executive Committee.

**(e) Condemnation of stores**

The Executive Committee will have powers upto **Rs. 2 lakhs in a year** to condemn stores of all kinds in accordance with the provisions of the delegation of Financial Powers, rules and instructions issued by the KVS on the subject. However, cases involving fraud, embezzlement, misappropriation or theft will be condemned only with the approval of the commissioner.

**(f) Utilization of Funds**

The Executive Committee will monitor the annual budget estimates showing receipts and ensure proper utilization of funds on approved activities in accordance with the established procedure.

**(g) Discipline and Control**

**The Principal of the vidyalaya will be the competent disciplinary authority to institute disciplinary proceedings against an employee of the Vidyalaya as per schedule 2 of KVS (Appointment, Promotion ,seniority etc) Rule,1971. (Bog 89<sup>th</sup> meeting)**

**(h) Quarters Allotment Committee in Vidyalayas**

The Executive committee of the Vidyalaya will function as Allotment Committee in pursuance of Rule 10 (1) of the KVS (Allotment committee ) Rules, 1998.

**(i) Payment of Allowances to Members of VMC**

The official and non-official members of the Vidyalaya Management committee, whenever required to attend an official meeting convened by the Chairman, will be paid actual conveyance charges, subject to a maximum of Rs. 200/-.

The members of the Committee who are employees of the Sangathan will be paid T.A and D.A as admissible under the Sangathan s rules.

**Article 35 : Regional Advisory Committee in Kendriya Vidyalaya Sangathan.**

In order to monitor the progress of academic improvement and general functioning of the regions and their Kendriya Vidyalayas, the Board of Governors in its 49<sup>th</sup> meeting held on 23-24 April,1987 approved the constitution of the Regional advisory committee with the following objectives.

1. To review the progress of the implementation of the academic policies formulated by the KVS (HQ), at the regional level.
2. To monitor academic innovation / experiments in Kendriya Vidyalayas in the region.
3. To oversee the facilities such as library, audio-visual aids etc., in Vidyalayas of the Region.
4. To review the progress of games & sports activities in Kendriya Vidyalayas of the Region.
5. To review the progress of cultural activities in Kendriya Vidyalayas in the Region.
6. To suggest suitable locations for opening new Kendriya Vidyalayas in the region and
7. To build and project the image of Kendriya Vidyalayas in the Region.

The composition of the Regional Advisory Committee as approved by the Board is as under:-

1	Chairman	Education secretary
2	Member	A Senior representative of the Defence establishment in which Kendriya Vidyalayas are located at the Regional Headquarters.
3	Member	Chairman of the Central Govt. Employees Welfare Co-ordination Committee at the station
4	Member	A Senior Representative of the Project Kendriya Vidyalayas in the region
5&6	Member	Two eminent educationists, at least one of whom will be a lady.
7	Member	Principal of nearby renowned school.
8	Member	A representative of the CPWD/MES not below The rank of the Chief or Superintending Engineer
9	Member	An eminent doctor from a Govt. Or Public Sector Hospital.
10	Member	DM/Deputy Commissioner
11	Member	Principal of a local Kendriya Vidyalaya
12	Member-Secretary	<b>Deputy Commissioner</b>