DETAILED SYLLABUS FOR THE POST OF VICE PRINCIPAL

I. PERSPECTIVES ON EDUCATION AND LEADERSHIP

A	**Understanding the Learner:**
	• Concept of growth, maturation and development, principles and debates of development, • Development tasks and challenges with special reference to the foundational, preparatory, middle and secondary school children • Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications. • Role of Primary and Secondary Socialization agencies. Steps to ensure home school continuity. • Mental Health and Well Being.
B	**Understanding Teaching Learning:**
I II	Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for: • The role of Principal • The Role of Vice-Principal and HM • The role of teacher • The role of learner • Nature of teacher-student relationship • Innovative Pedagogical Practices • Productive Classroom environment • Understanding of discipline, power etc. Factors affecting learning and their implications for: • Designing classroom instructions, • Planning student activities and, • Creating learning spaces in school
C	**Planning and Organization of Teaching-Learning:**
	• Concept of Syllabus and Curriculum, Overt and Hidden Curriculum • Preparation of School Time-table • Foundational Literacy and Numeracy, Early Childhood Care and Education • Competency Based Lesson Planning. • Competency Based Assessment • Instructional Material and Resources • Digital Technology in Teaching Learning • Classroom Observation, Feedback and Follow-up, Reflections & Dialogues as a means of constructivist teaching
D	**Creating Conducive Learning Environment:**
	• Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions • Concept of School Mental Health & Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling. • Developing School and community as a learning resource. • Right of Person with Disability Act-2016 as amended from time to time.

E	**School Organization and Leadership:**
	• Leader as reflective practitioner, team builder, initiator, coach and mentor. • Perspectives on School Leadership: instructional, distributed and transformative • Vision building, goal setting and creating a School development Plan • Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching -learning, School Self-Assessment and Improvement • Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes - forming learning communities • School Accreditation.

F	**Perspectives in Education:**
	• Role of school in achieving aims of education. • Educational Policies of Govt of India • National Education Policy-2020 • National Curriculum Framework Foundational Stage-2022 • National Curriculum Framework School Education-2023 • NIPUN Bharat Mission • Guiding Principles for Child Rights, Protecting and provisioning for rights of children safe and secure school environment, • Right of Children to free and Compulsory Education Act, 2009, • Historically studying the National Policies in education with special reference to school education. • School Curriculum Principles: Perspective, Learning and Knowledge, Curricular Areas, School Stages- Pedagogy & Assessment

II. **MANAGEMENT, SUPERVISION AND LEADERSHIP**

	• Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling; The Role of a Manager in an Organization. • Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. • Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal - Potential appraisal and development - Feedback and Performance Counseling -Career Planning - Training and Development - Rewards - Employee Welfare. • Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. • Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication. • Role of Information Technology. • Class Observation and School Supervision. • Ethics in School Management. • Emotional intelligence.

III. **ADMINISTRATION & FINANCE**

	• Office Procedure & Office Management • CCS (CCA) Rules 1965 • CCS (Conduct) Rules 1964

	• Fundamental & Supplementary Rules • TA Rules • Leave Travel Concession Rule. • Principles of School Budget as per the PUVVN Guidelines • Medical Attendance Rules & CGHS • Right to Information Act 2005 • Contract Labour (Abolition and Regulation) Act, 1970 • Income Tax & GST • POSH & POCSO Acts • MoE, NCPCR and NDMA guidelines for school safety and security • Constitutional Provisions for PwD, EWS, SC/ST and other disadvantageous groups • General Financial Rules - 2017 • CCS(Pension) Rule 2021, NPS • Human Rights.