

ACADEMICS

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S.No.	Topic	Description of topic																						
1	INSTITUTIONAL PLANNING	<p>Institutional Plan is a document planned in the beginning of every academic year to realize the goals of the organization keeping in view of the objectives, local resources, constraints, previous year's feed back from the stake holders, and priorities of the JNV. As it is a road map to the institution, all stake holders are to be involved in its preparation. Areas like academics, administration, developing physical facilities, community linkages, pace-setting activities, campus beautification etc of Vidyalaya should find their due place in it. It can be used as a document for decentralization of administration through formation of various committees for ensuring participatory management. The process of framing the Institutional Plan by the concerned committee at the Vidyalaya level should be initiated well in advance and kept ready for implementation at least one week in advance of the commencement of the new academic session 2011-12. A copy of it should be placed in Vidyalaya library for day to day reference and another copy of the same to be sent to NVS R.O before the commencement of the academic session.</p>																						
2	SCHOOL ASSEMBLY:	<p>The morning assembly is intended as Miniscule of activities through out the day leading for concentration, dedication, acquiring knowledge and information, creativity and aesthetics.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Activities</th> <th style="text-align: center;">Time (minutes)</th> </tr> </thead> <tbody> <tr> <td>Roll call (House wise / Class wise)</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Navodaya Prayer</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Pledge</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Thought for the day</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Meditation</td> <td style="text-align: center;">1</td> </tr> <tr> <td>News Head Lines (International, National, Regional, Local, Sports, importance of the day)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Student talk</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Community Song</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Address by the MOD / Principal</td> <td style="text-align: center;">2</td> </tr> <tr> <td>National Anthem</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Activities	Time (minutes)	Roll call (House wise / Class wise)	2	Navodaya Prayer	3	Pledge	1	Thought for the day	1	Meditation	1	News Head Lines (International, National, Regional, Local, Sports, importance of the day)	3	Student talk	3	Community Song	3	Address by the MOD / Principal	2	National Anthem	1
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	<p>The assembly may have various activities like Prayer, Pledge, Silence, Speech, Thought for the day, Community song, importance of the day and any interesting and valuable information.</p> <p>The Vidyalaya Prayer should be recited with dedication and emotion by the students. Music Teacher should ensure the rhythm and melody in the Prayer and Community Song.</p> <p>The subsequent activities are to be properly worded and modulated. The content in the speech is to be edited properly; MOD should invariably address the Morning Assembly.</p> <p>The minimum time frame for activities of Morning Assembly should have maximum effect on the minds of the stake holders.</p> <p>Total time taken for the conduct of the Assembly is 20 minutes. It is desirable to conduct assembly in all the three languages by turn. The PETs, Music Teacher, the House Master of the House on duty and Duty Master will ensure that all activities are performed within the time limit and students leave the assembly to the respective class rooms in proper marching in tune with the drum beat.</p>
3	<p>SCHOOL CALENDAR:</p> <p>School calendar is the most important document prepared by the Principal in collaboration with all the staff of the vidyalaya in the beginning of the academic session which is the guiding force for the entire session. The school calendar should encompass all the Scholastic and Non-Scholastic areas which include importance of days / functions / activities etc., with specific in charges so as to effectively organize for the benefit of the students.</p>
4	<p>VIDYALAYA TIME TABLE AND ALLOTMENT OF PERIODS:</p> <p>The following points are to be taken care while preparing the time table :-</p> <ol style="list-style-type: none"> 1. The services of Art Teacher, SUPW Teacher, Music Teacher, Librarian, and teachers of Language-III are to be taken for running supervised study periods in the afternoon. 2. Only the concerned subject teachers are to be put on duty for remedial teaching. 3. All staff members will be put on duty during supervised study by turn in the night. The daily routine details of total no. of periods to be given to the teachers & no. of period to be allotted to each subject, class wise is given as under:

**SUBJECT WISE CLASS WISE ALLOTMENT OF PERIODS
(40 MINUTES DURATION)**

Class VI TO VIII	Periods	Class IX	Periods	Class X	Periods	Class XI&XII	Periods
ENG.	8	ENGLISH	7	ENGLISH	8	ENGLISH	7
HINDI.	8	HINDI/ R.L.	6	R.L./ HINDI	6	HINDI/MATHS/I.P./C.S.	7
MATHS	6	MATHS	7	MATHS	8	ELECTIVE-1	9
SCIENCE	6	SCIENCE	9	SCIENCE	9	ELECTIVE-2	9
SOCIAL	5	SOCIAL	8	SOCIAL	9	ELECTIVE-3	9
LIBRARY	2	LIBRARY	2	LIBRARY	2	PHY.EDN.	1
COMPUTER	2	PHY.EDN.	1	PHY.EDN.	1	G.S./G.F.C	1
ART	2	COMPUTER	2	COMPUTER	2	COMPUTER	2
SUPW	1	ART	1	ART	1	LIBRARY	2
		MUSIC	1	MUSIC	1		
MUSIC	2	SUPW	1	SUPW	1	WORK EXP.	1
PHE	1	3 RD LANG	3				
3 RD /R.L LANG.	5						

Maximum of 36 periods per week may be allotted to each teacher depending upon the availability of teachers in the concerned subjects.

5

ALLOTMENT OF PERIODS TO PRINCIPALS AND VICE PRINCIPALS

Principal and vice principals have to handle a minimum of 8 and 12 periods respectively. They have to handle a particular class/section instead of handling one period each in all classes

6	ASSESSMENT AND MONITORING:
6(A)	<p>BENCHMARK FOR THE YEAR 2012 NVS has fixed the following benchmark for its JNVs:</p> <p>CLASSES: VI to X: 100 % Pass</p> <p style="padding-left: 40px;">Average C.G.P.A.: 8.0</p> <p>XI& XII: 100% Pass, 75% Distinctions</p> <p style="padding-left: 40px;">Subject Average: 75%</p>
6(B)	<p style="text-align: center;">COVERAGE OF SYLLABUS AND CONDUCT OF VARIOUS EXAMINATION</p> <ol style="list-style-type: none"> 1) The Split-up of syllabus is available in this manual. It has to be completed 100% for class XII by 30th Nov, 2011 and other classes by 15th February 2012. 2) Strategies are to be decided for systematic revision of syllabus. Sufficient time is to be provided to students for revising the syllabus. 3) The schedule for unit test (XI &XII), formative Assessment (FA-I, FA-II, FA-III, FA-IV) and summative Assesment (SA-I, SA-II) is enclosed with this manual. 4) Every JNV has to strictly follow the guide lines given by the H.qrs. and R.O for conducting various tests. 5) Coverage of syllabus and conduct of unit test, formative Assessment and summative assessments for VI to X should be uniform for all Vdyalayas 6) The Vidyalaya has to send the result analysis of formative Assessment from VI to X directly to the cluster I/C Asstt Commissioner. For summative- I and Summative -II for classes VI,VII,VIII,IX & X(only SA1) and Ist term (XI & XII), II term (XI only) to be submitted to RO within 48 hours of completion of examinations. (ANNEXURE-V) 7) An explanation from the teachers is to be obtained by the Principal wherever the subject average falls below the target fixed by the Head Quarters i.e 75% for XI & XII, and B1 grade for VI to X .

8) The practicals in physics, Chemistry, Biology, Geography, Computer science & Science, for board classes should be completed by the end of Nov, 2011 and record work should be completed by Dec.2011.

9) A complete record of various practicals conducted as per syllabus should be maintained at Vidyalaya level.

10) There should be a correlation between the marks allotted in internal examinations, practicals and marks obtained by the students in external examinations. A large deviation in the board results reveals the poor quality of evaluation at the Vidyalaya level.

6(C)

CONTINUOUS AND COMPREHENSIVE EVALUATION:

1. The central Board of Secondary Education introduced the scheme of Continuous and Comprehensive Evaluation in its schools in a phased manner for classes up to class X. NVS decided to adopt the same CCE concept for classes VI to VIII from the academic year 2011-2012 onwards. The status quo will continue for IX & X classes and there will be no change in the testing pattern for classes XI & XII.

2. **In general, for the purpose of the CCE**, an academic year has been divided into two terms. The first term will be from **April – September** and the second term from **October – March**.

The CCE in classes is intended to provide holistic profile of the learner through evaluation of both Scholastic and Co-Scholastic areas spread over two terms in a year.

3. **Evaluation of Scholastic areas:** Each term will have **two Formative assessments** and **one Summative assessment** for evaluation.

FORMATIVE/SUMMATIVE ASSESSMENT:

Type of assessment	Percentage of weight age in an academic session		Month	Term wise weight age	
	VI to VIII	IX & X		VI to VIII	IX & X
FA1	10%	10%	April/June-July	50%	40%
FA2	10%	10%	July – Aug.		
SA1	30%	20%	Sep		
FA3	10%	10%	Nov –Dec	50%	60%
FA4	10%	10%	Jan. - Feb		
SA2	30%	40%	Mar.		

In a view to having uniformity in formative assessments, certain weightages are given to each and every category of assessment tools.

**Evaluation of Scholastic aspects:
Classes VI to VIII**

LANGUAGES: for all Formative Tests

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper- Pen Test	40	80 marks are to be reduced to 10%
02	Conversational Skills	15	
03	Research Project (Information gathering/ deductive reasoning, analysis and synthesis and a presentation using a variety of forms including the use of Information Technology (IT)).	10	
04	Written Assignments	05	
05	Home Work & Class Work	05	
Total		80	

MATHS: for all Formative Tests

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper- Pen Test	40	80 marks are to be reduced to 10%
02	Lab Activities	10	
03	Group Project Work/Data Analysis	10	
04	Assignments	05	
05	Home Work & Class Work	05	
06	Modules including origami etc./ presentation including the use of IT	10	
Total		80	

SCIENCE: for all Formative Tests:

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper- Pen Test	40	80 marks are to be reduced to 10%
02	Experiment / Hands-on activities	10	
03	Quiz/ Seminar/ field tour	05	
04	Assignments	05	
05	Project Work / Model making	10	
06	Home Work & Class Work	10	
Total		80	

SOCIAL SCIENCE: for all Formative Tests:

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper- Pen Test	40	80 marks are to be reduced to 10%
02	Assignments	10	
03	Group Project Work	10	
04	Model and charts / presentations including use of IT	10	
05	Source - based analysis / commentaries / comparison and contrast	10	
Total		80	

Evaluation of Scholastic aspects:**Classes IX & X****LANGUAGES: for all Formative Tests**

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper-Pen Test	40	80 marks are to be reduced to 10%
02	Conversational Skills	15	
03	Reading project	15	
04	Assignments	05	
05	Home Work & Class Work	05	
Total		80	

Note: In Sl. No. 3 of the above table, FA 1 and FA 3 will have reading a book & short review of the book and FA 2 and FA 4 will have critical evaluation on the same book as suggested in the curriculum..

MATHS: for all Formative Tests

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper-Pen Test	40	80 marks are to be reduced to 10%
02	Lab Activities	10	
03	Project Work/model making	10	
04	Assignments	10	
05	Home Work & Class Work	10	
Total		80	

SCIENCE: for all Formative Tests

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper-Pen Test	40	80 marks are to be reduced to 10%
02	Hands on practical exam.	10	
03	Assessment of practical skills through MCQ	10	
04	Project Work/model making	10	
05	Home Work & Class Work	10	
Total		80	

SOCIAL SCIENCE: for all Formative Tests

Sl. No.	Tool of Assessment	Marks	Weightage (10% of total marks)
01	Paper-Pen Test	40	80 marks are to be reduced to 10%
02	Assignments	10	
03	Project Work	10	
04	Activities	10	
05	Home Work & Class Work	10	
Total		80	

4. Summative Assessment: The Summative assessment is the terminal assessment of performance at the end of instructions. Under the **end term Summative assessment**, the students will be tested based on the following criteria:-

- a) Syllabus for Classes will be as per split up of syllabus given in the curriculum
- b) The Summative assessment will be in the form of a paper-pen test conducted as per CBSE guide lines.

SUGGESTED WEIGHTAGE TO FORM QUESTIONS OF PAPER PEN TEST IN RESPECT OF FORMATIVE ASSESSMENT :

Languages for Classes VI to X :

S. No	Type of Question	Total Marks
1.	Reading comprehension	7
2.	Writing	7
3.	Grammar	7
4.	Textbook	19
TOTAL		40

Mathematics for Classes VI to X:

S. No	Type of Question	Marks per Question	Total No. of Questions	Total Marks
1	MCQ	1	5	5
2	SA I	2	4	8
3	SA II	3	5	15
4	LA	4	3	12
	TOTAL		17	40

Science for Classes VI to X:

S. No	Type of Question	Marks per Question	Total No. of Questions	Total Marks
1	VSA	1	4	4
2	SA I	2	4	8
3	SA II	3	4	12
4	LA	5	2	10
5	MCQ	1	6	6
	TOTAL		20	40

Social Science for Classes VI to X:

S. No	Type of Question	Marks per Question	Total No. of Questions	Total Marks
1	MCQ	1	10	10
2	SA	3	5	15
3	LA	4	3	12
4	Map Questions	3	1	3
	TOTAL		19	40

	<p>5. Co-Scholastic areas :</p> <p>Classes VI to VIII: Co-Scholastic attainments 2(A,B,C & D) and 3 (A,B) will be done on 5 point scale as given in manual. It will be done once in a session.Copy of the report book is also enclosed(ANNEXUERE-VI) Use of “Triangulation Technique”– collecting and interpreting evidence by multiple assessors (at least three in number) is needed for the Co-Scholastic Assessment. Appropriate documentation is needed for the Assessment. Rating of the attainments differs in degree but not yes or no. Hence, rate each behaviour on 5 point scale once in a session. <u>Refer CCE Manual for Teachers for further clarification.</u></p> <p>Classes IX to X: Copy of the report book is also enclosed.(ANNEXUERE-VII)</p> <p><u>Assessment will be on the lines as mentioned in the Teacher Manual.</u></p> <p>Note:- The Principal has to ensure that once in 15 days there must be a discussion in the form of presentations on the work done by the teachers on rotation basis to meet the requirements of CCE.</p>
6(D)	<p>COMMON EXAMINATION:</p> <p>a) The question papers will be prepared at Head quarter level and printed at Regional Level. These question papers will be provided to all JNVs.</p> <p>b) Question papers for S.A-I & II will be prepared at HQtrs. Level for VII & VIII as per CBSE instructions and to be printed at Regional Level. Question Papers of SA-I & SA-II in respect of Classes IX & X will be supplied by CBSE & Printed by respective Regional Offices.</p> <p>c) Evaluation of answer scripts will be done at JNV it self.</p> <p>d) The Vidyalayas have to analyse the results and result analysis is to be submitted to RO within 48 hours of last paper.</p> <p>e) Identification of supportive learners (low achievers) will be done on the basis of performance of students in above mentioned tests.</p> <p>f) Remedial teaching is to be taken up immediately after the diagnosis of supportive learners strictly under the supervision of the Principal.</p> <p>Note: Question papers for all 04 formative assessments for VI, VII, VIII, IX & X and unit tests for XI & XII will be prepared at Vidyalaya level.</p> <p>Split up syllabus –Annexure-A</p>

PREPARATION OF COMMON QUESTION PAPERS/ PRACTICE PAPERS FOR THE YEAR 2011-12 WILL BE DONE AS PER THE DETAILS GIVEN BELOW

S. No.	Class	Type of work Assigned	Region
1	VII	SA-1 (All papers including Hindi Course A & B except Regional Language. Maths, Science, Social Science shall be in bilingual)	Shillong
2	VIII	SA-1 (All papers including Hindi Course A & B except Regional Language. Maths, Science, Social Science shall be in bilingual)	Hyderabad
3	XI	Term Test-1 (All subjects). Humanities shall be in Bilingual	Patna
4	XII	Term Test-1 (All subjects). Humanities shall be in Bilingual	Bhopal
5	VII	SA-2: Maths, Science, Social Science shall be in bilingual and Hindi Course 'B' paper will be set by the respective R.Os if need be.	Jaipur
6	VIII	SA-2: Maths, Science, Social Science shall be in bilingual and Hindi Course 'B' paper will be set by the respective R.Os if need be.	Chandigarh
7	XI	Term Test-2 (All subjects) Humanities shall be in bilingual	Pune
8	XII	Pre board -1	Respective R.Os to arrange the QPs and complete pre board exam by 30 th December 2011.
9	XII	Pre board-2 I. English, Maths, Physics, Chemistry, Biology, Commerce, Economics II. Hindi, History, Geography, Marketing Management, Catering Technology and other Vocational Courses III. Informative practices, Computer Science, Bio-technology IV. Fashion Technology and Beauty	Hyderabad Bhopal Patna Chandigarh
10	X	SA-1 Practice test papers of all subjects (Maths, Science and Social Science in bilingual)	Patna
11	X	SA-2 Practice test papers of all subjects (Maths, Science and Social Science in bilingual)	Bhopal
12	XII	Practice test papers (5 papers in each subject by dividing the portion 20% each)	Hyderabad

Note:

1. For SA-1, Term Test-1 SA-2 and Term Test-2 the moderation of papers in all subjects shall be done at NLI, Rangareddy by inviting subject experts. Therefore, R.Os have to send the question papers well in advance to R.O Hyderabad for necessary action.
2. Pre board-1 question papers will be arranged by respective Regional Offices and the exam is to be completed by **30th December 2011**.
3. Pre board-2 question papers shall be prepared by the identified Regional Offices and to ensure the dispatch of CD by **10th December 2011** to all the R.Os for further necessary action.
4. Regional Language question papers of all the exams shall be prepared at R.O level.
5. The identified R.Os will prepare and send the practice papers in the CD form to all R.Os by **1st June 2011** and R.Os will print the material and send to JNVs by **15th June 2011**.

EXAMINATION BOARD

The following officers are given the responsibility of ensuring the quality of question papers /practice papers and conduct of exams:

S.No	Name	Designation	Regional Office
1	Shri P.S.Rana	A.C	Patna
2	Shri R.Sreenivasan	A.C	Hyderabad
3	Shri P.Chandrasekhar	A.C	Bhopal
4	Shri G.Arumugam	A.C	Shillong
5	Shri Mohd. Aziz Ahmed	Coordinator	NLI, Rangareddy

6(E)

MONTH BY WHICH UNIT TESTS FOR CLASSES XI & XII ARE TO BE CONDUCTED

SI.No	UT	Month	Remarks
1	I	June	Dates of UT may be decided at the vidyalaya level
2	II	July	
3	III	August	
4	IV	November	
5	V	December	
6	VI	February 2012	

6(F)

TIMETABLE FOR SA-1/TERM TEST-1 & SA-II/TERM TEST-2
Given as Annexure-I

6(G)

APTITUDE AND PROFICIENCY TEST:

Physical Efficiency Test:The Aptitude of a child reflects the inherent capacity, talent or ability of a child. Aptitude tests are known to be reliable predictors of future scholastic achievements as they provide a profile of strength and weakness of a student.

Highlights: It is a battery of aptitude tests, which also combines interest profile of a student. The CBSE aptitude test coincides with the onset of adolescence and beginning of career concepts. It is also aimed to empower a child with self knowledge.

The CBSE Students Global Interest (SGI) purports to reduce the mismatch between the Aptitude and the interest. The aptitude can be of various types like Scientific Aptitude, Social Aptitude, Behavioural Science Aptitude, Numerical Aptitude, Art Aptitude and other interest areas.

These tests are conducted for class X students by CBSE to know the students preference for subjects after class X. However, it should also be taken as indicator or facilitator. It would help the parents, teachers and students to initiate a dialogue on subject choices together with students' assessment from other sources. The Principal may assess the number of class X students' interest to enrol for these tests and thereafter register online on the CBSE website.

THE PHYSICAL EFFICIENCY TEST

It pertains to cardiopulmonary endurance, flexibility, muscular strength and muscular endurance. In order to achieve these objectives, a teacher has to conduct a battery test in different areas/events to assess the child stamina, endurance, team spirit, coordination, level of confidence and above all inherited capacity of a child to perform in the physical efficiency domain. Various activities are suggested for this purpose:

- Conduct of field events i.e., jumps, throws, track events and various games like volley ball, foot ball, kabaddi, khokho, badminton, cricket, hockey, etc.
- Various exercises leading to adoption, progression, specificity, overtraining, balance, cardiopulmonary endurance, aerobic fitness, etc.

Physical Education Teacher in the Vidyalaya can perform these tests and record the achievements for judging the children potential and physical efficiency.

6(H)

Schedule of Board Examination: *As per the schedule of CBSE*

7

CO-CURRICULAR ACTIVITIES (CCA) IN JNVs:

To nurture the latent talent of children Co-Curricular activities play a vital role in school curriculum. All the more it is relevant to residential set up like JNVs which has lot of scope for conducting various activities under CCA. In the light of Continuous Comprehensive Evaluation (CCE) it is imperative on the part of the school to conduct CCA in meticulous way and evaluate the different skills of the students.

	<p>Hence, every JNV should have well defined list of activities under CCA and incorporate in the Institutional plan. Teacher who is Co-coordinating the CCA should monitor the same as per time schedule and record. Due weight age should be given while calculating House position/Cock house position in the Annual Day celebration.</p> <p>Activities identified should cover all the areas which ensure development of holistic personality. Some of the areas are development of Communication Skill, language ability, Social skill, performing art, creative thinking etc.</p> <p><i>CCA should be conducted preferably on Saturday afternoon or in the after noon of any other suitable day where all the teachers/HMs/AHMs should attend to observe the students ability which will help them to observe the student in and outside class room situation. One senior PGT should be made CCA In charge.</i></p>
8	<p>COMPUTER EDUCATION PROGRAMME (C.E.P.)</p> <ul style="list-style-type: none"> - Appointment of qualified FCSA & PGT(Comp.Sc) is to be ensured as per the guidelines of NVS. - AMC to be arranged for proper maintenance of computers and their peripherals. - Through the PGT (Comp. Sci.) and FCSA, arrangement is to be made to train the staff so that the trained staff members can ensure effective implementation of CEP. - Proper record of parts required/ replaced is to be maintained to ensure the quality service. - All relevant software should be made available. - Any defect in the system should be repaired immediately through AMC. - Anti-virus is to be installed in all the systems. - Whenever the students browse internet, proper watch is needed to avoid misuse of the facilities. - Computers are to be put for optimum use. Arrangement also to be made to have practical classes in the afternoon in a planned manner so that the students are benefited more. - Cleanliness is to be ensured in the computer lab. - LCD projector to be fitted permanently in the lab and smart room. - LAN is to be ensured to share the resources - Configuration of the computers may be updated to keep pace with the advancement in the field of computer education.

<p>9</p>	<p>ICT in JNVs</p> <ul style="list-style-type: none"> - Both theory and practicals are to be concentrated together so that the concept studied in theory may be reinforced while practicing in the lab. - All the teachers are to be trained to handle the systems at the school level itself by the computer faculty. If any staff member is not yet trained in effective handling of the computers, the principal of the concerned school should make arrangements for their training without affecting the academic activities of the Vidyalaya. - At least 40 to 50% of relevant topics in each subject to be integrated with ICT. - Teachers should be encouraged to develop their own e-lessons instead of using the ready made CDs commercially available. - E-lessons/contents developed by the teachers are to be arranged topic-wise- class-wise and should be shared with other vidyalayas through subject wise blogs. - Arrangement to be made to have computer clubs by involving the interested staff and students to encourage creativity. - At least two periods for each subject in each class are to be earmarked for ICT. The same is to be mentioned in the time-table to have proper planning. - Competitions related to ICT are to be regularly conducted and winners are to be suitably rewarded so that the same will motivate others. Further, the students and staff are to be motivated to participate in different competitions which are being conducted at State/National/International levels. - World Computer Literacy Day to be observed on 2nd December. - Facilities available in JNVs are to be used to the optimum level, which includes LCD projectors and Laptop. Laptop is to be made available to all the staff for the implementation of ICT. - Students and staff are to be exposed to online educational website to improve the quality of teaching-learning process. - Special mention of the contribution of teachers related to ICT is to be mentioned in ACR of the concerned teacher. - Workshops and seminars are to be organized by inviting renowned resource persons from outside. - For all the classes, split-up syllabus is to be strictly followed and Test/examination is to be conducted like other subjects.
<p>10</p>	<p>USAGE OF INTERNET AND CREATING WEBSITE</p> <ul style="list-style-type: none"> - Arrangement is to be made to have broadband connectivity, even if VSAT facility is available in the JNVs. VSAT facility is to be discontinued

	<p>as soon as BB connectivity is made available.</p> <ul style="list-style-type: none"> - To make the communication faster and to reduce the paper work, correspondence is to be done mostly through email. - By providing internet facility to all the systems, students are to be guided and supervised properly to surf the website and also to download the required information and misuse of facility should be avoided. - A record of the usage of internet facility by the students in the computer lab is to be maintained to have a proper check. - Information bulletin is to be arranged in every JNV, where a display of information about career opportunities may be made after downloading the same from different websites. A responsible teacher is to be made in charge of the same and he/she has to assist the students to apply for different courses by considering the residential nature of JNVs. - Arrangement also to be made available for video conferencing by downloading necessary software. <p>CREATING WEBSITE:</p> <ul style="list-style-type: none"> - There is a need to have own website for every JNV in which all the information about the JNV including the achievements may be posted. - The information displayed in the website is to be periodically updated by forming a committee of staff so that anyone who wants to know about the JNV can collect the information conveniently. - If technical experts are not available in the JNV, along with AMC for computers, arrangement for updating the website may also be made. - Information like innovative practices followed by the staff, creative work of staff and students, achievements and present placements of alumni, achievement of existing students, etc are to be compiled, properly scrutinized and to be displayed only with the approval of the Committee/Principal - Efforts are to be made to have the information both in English and Hindi
<p>11</p>	<p>BROAD BAND:</p> <p>Samiti has moved a proposal regarding Broadband Connectivity/leased line from nearest BSNL telephone exchange to the Vidyalayas. A letter to this effect has been communicated to all the Regional Offices and Principals vide this office letter No.F.2-110/2010-NVS (EDP)/Pt. dated 29th December, 2010. The Principals have been requested to give the details of nearest BSNL station, the distance to the Vidyalaya, the availability of Broadband connectivity, address, telephone number, e-mail ID to their respective Regional Offices for consolidation and to transmit the information to CO,</p>

	Broadband, BSNL, Delhi. As suggested by Deptt. of Computer Education and Technological Aids, NCERT, JNVs are required to go for 5 mbps connection, expandable to 10 mbps bandwidth for installation of 50 to 60 Computers. A server and a firewall (hardware based) will also be required to manage and distribute the bandwidth across the LAN.
12	<p>PROMOTION AND DEVELOPMENT OF SCIENTIFIC SPIRIT: The main objective for Navodaya Scheme is to provide quality education to the children predominantly from rural areas. We have been making series of efforts for the quality improvement in the Vidyalaya based on abilities and potential of the children for creativity, innovation, research, critical thinking, scientific aptitude, etc. In order to provide and develop scientific spirit amongst the students of JNVs, the following activities are suggested to be taken up:</p> <ul style="list-style-type: none"> ◆ Organization of Regional Level Science Congress from 14th November to 19th November every year. ◆ Conduct of Maths Olympiad at Regional/National Level through various agencies. ◆ Organization of exhibitions, seminars, quiz at cluster level, regional level and national level. ◆ Inviting renowned scientists, Professors of Universities, Researchers, etc. to motivate the students of JNVs. ◆ Visit to various laboratories, industries, science museum, etc. for developing scientific spirit. ◆ Activities for the development of communication skills of children ◆ Assignment of project, reading of science reference book. ◆ Enrichment of laboratories with adequate equipments, apparatus, chemicals, etc. and to conduct the practical regularly. ◆ Establishment of science and Maths labs. and clubs. ◆ Teachers to ensure that due weightage to be given for Higher Order Thinking Skills in teaching-learning and evaluation process. ◆ The concerned subject teachers to ensure that all the activities and projects that are given in the NCERT Text Books from classes VI to X should be strictly followed and practiced by the students.
13	<p>ADOLESCENCE PROGRAMME:</p> <p>In recent years, adolescents in the age group of 10-19 years have emerged as a distinct population group with special needs. Responsibilities on part of JNVs are more in moulding adolescents to create best human</p>

resources. They need proper guidance and counselling through various co-curricular activities which can be conducted in JNVs during the academic session. Help of Local Rotary club members, Indian Medical Association and Red cross society may be taken up in conducting the AEP in JNV's who can provide good experts and counsellors. AEP activities can be included in the calendar of activities in Institutional plan and to be followed meticulously.

Peer Group Adolescent education conducted by Indian Red Cross society will be of great use in conducting some of the activities suggested below. Following are the areas to be covered during the programme.

Areas to be covered:

1. Changes occurs in adolescents during their growth and development
2. Reproductive and sexual health, myths and misconceptions
3. Gender issue, Eve-teasing and sexual harassment
4. Preventing HIV/ AIDS/ STD
5. Preventing Drug abuse
6. Developing life skills such as self-awareness, Interpersonal relationship,.Problem solving, effective communication, critical thinking, empathy building, Decision making.
7. Providing minimum counselling .

Following is the action plan to be prepared in the beginning of the academic year:

Sl.	Sessions/Activities	Date and Time
1.	Pre – test(It consists of various questions mainly bjective type to understand their previous knowledge on various areas mentioned above)	
2.	Understanding Adolescence(Lecture session)	
3.	Adolescent, Reproductive & Sexual Health.(interactive session)	
4.	Preventing HIV/AIDS/STDs(Interactive session)	
5.	Preventing Drug Abuse(Lecture session)	
6.	Perspective Building On Life skills (Lecture session)	
7.	Activity (Understanding adolescence) Role plays, Handouts, Prepare the chart showing problem tree.	
8.	Activities (Preventing HIV/AIDS)Role play, AIDS awareness programme, group discussion.	
9.	Activities(Preventing drug abuse) Role play, Group discussion	
10	Post –test: This is to be conducted at the end of the programme (Same questions of pre-test)	

14	<p style="text-align: center;">MUSEUM CORNER</p> <ul style="list-style-type: none"> • Fund allotted to be properly utilized by procuring the requisite materials/models • Proper place should be made available to display the exhibits • Efforts to be made to integrate the models prepared/procured with teaching-learning process • Things like antiques of the local area with various cultural backgrounds to be made available for the museum corner.
15	<p>REGIONAL SCIENCE CONGRESS:</p> <p>The main objective of Science Congress is to provide a forum for young talented students to arouse and pursue their natural curiosity and to quench their thirst for creativity by watching and doing experiments. R.O to take the following initiatives for the effective conduct of Regional Science Congress:</p> <ol style="list-style-type: none"> 1. Selection of suitable venue for the conduct of Science Congress from 14th to 19th November 2011. 2. Identification of students and staff 3. Communication to the concerned JNVs about the date and venue including accommodation 4. Proper planning, preparation, execution, supervision and monitoring by the concerned RO to achieve the objectives 5. Providing good opportunities to the selected students to meet eminent scientists, visit to various scientific institutions and see the thrill of this unique experience to nurture and nourish creativity and innovation. 6. RO to bring up a brochure highlighting all the activities of Science Congress
16	<p>SUBJECT CLUBS:</p> <p>One of the co-curricular activities that is gaining much importance these days is the club activities in School. These activities are mostly voluntary for students. Each student may choose his/her activity to pursue. Students clubs form the backbone of high Schools. Subject clubs are essential part of scholastic activities as per the New CCE of the CBSE. Subject clubs helps in strengthening the academics of the Vidyalaya. Student learning could be optimum and productive when we tap the talent of the students in the subjects of their interest and choice.</p> <p>GENERAL OBJECTIVES:</p> <ul style="list-style-type: none"> ➤ To develop thinking skills ➤ To encourage innovations & experimentation ➤ To update the knowledge ➤ To ignite for higher order learning.

- To enhance the quality of Academic transactions
- To bring out the potential
- To develop Discovery attitude
- To take up Constructive Activities
- To Demonstrate enthusiasm

SPECIFIC OBJECTIVES:

- To develop Research bent up of mind.
- To prepare Exhibits/Models
- To organize Activities/programmes concerned to themes of perspective subjects.
- To make available the updates in the subject.
- To conduct field studies/visits
- To emerge as Resource Centre.

KINDS OF SUBJECT CLUBS:

I. LANGUAGE:

- a) Hindi
- b) English
- c) Illrd Language

II) MATHS:

Junior and Senior

III)SCIENCE:

Junior and Senior

IV) SOCIAL SCIENCE:

Junior and Senior

V) COMPUTERS:

Junior and Senior

PLANNING:

- To prepare year Calendar
- Identification of students
- Listing out the material Resources
- Short listing the outside visits

METHODS OF ORGANISATION

1. Daily – 2 minutes programme in the Morning Assembly
2. Weekly- Furnishing latest updates on the display Boards.
3. Monthly- Club activities separately for Senior and Junior Classes.
4. Throughout the Year- Models, Exhibits, Celebration of Days, Events etc.

	<p>MODE OF SELECTION: Gifted students with exceptional aptitude in the subject as identified by the teacher as well as students own curiosity.</p> <p>PLANNING :</p> <ul style="list-style-type: none"> • To prepare year calendar • Identification of students • Listing out the material resources • Short listing the outside visits <p>EVALUATION :</p> <ul style="list-style-type: none"> ▪ Outstanding performance of individual students ▪ Recording in Anecdotal records ▪ Inter disciplinary competitions are to be organized ▪ Identifying the Higher order thinking levels of students ▪ Documentation, presentations are to be accessed.
17	<p>LIBRARY ACTIVITIES The following library based activities are suggested for effective implementation as per the local conditions:</p> <p>A. Reader's club activities.</p> <ul style="list-style-type: none"> • Publication of handwritten magazine on special occasions. • Preparation of wall magazines. • Conduct of reading sessions. • Arrangement of newspaper clippings. • Story telling sessions. • Read a book and review it. • Exhibit "BOOK FOR THE DAY" in the library. • Inviting Authors/Publishers to Vidyalaya. • Organizing intra and inter-house quiz competition. • Literary competitions on special occasion. • Visit of District library. • Scrap book preparation on Great Personalities. <p>B. National Book week Celebration 14th to 20th November (Proposed Activities)</p> <ul style="list-style-type: none"> • Wall- Poster writing competitions on books. • Designing of book jackets. • Inter-house quiz competition

- Essay writing competition in Hindi, English and Regional language.
- Story writing/telling competitions[in 3 languages]
- Debate /Elocution competitions.
- Pick and speak competitions on books/authors.
- Inviting book publishers for Exhibition.
- Review of Books.

C. OTHER ACTIVITIES:

- Career guidance programme
- Guidance for **Common Entrance Test (CET)**
- Special reference service for Board Class Students.
- Sharing of library resources to neighbouring schools.
- Mobile library to nearby schools /villages
- Encourage the children to procure newspaper for dormitory reading.
- Co-ordinate the publication of school magazine/news bulletins.
- Identifying **BEST READERS** from each class and award them.

18

PACE SETTING ACTIVITIES:

One of the objectives of Navodaya Vidyalaya is to play the pivotal role in the district as a pace setting institution. In order to achieve this objective, the following suggested activities may be taken up:

a) Academics:	i) Twinning the schools ii) Faculty sharing (sources /resources)
b) Library Based Activities:	i) Mobile library ii) Book exhibition.
c) Physical Education related activities:	i) Inter school competitions ii) March past iii) Friendly match with local communities etc.,
d) Visual & Performing related activities :	i) Skit on Social evils. ii) Street plays. iii) Inter-school performing Art competitions.
e) Health related activities:	i) Awareness on various diseases by conducting rallies. ii) Health camp at villages.
f) Community related activities:	i) Literacy activity ii) plantation activity iii) Cleanliness drive

Guidelines with regard to pace setting activities issued vide letter no.28-1/2003-NVS (Acad) dt.01-1-2003 may be implemented meticulously.

19

DEVELOPING COMMUNICATION SKILLS:

In the wake of globalization, English has become the international language of business and communication. It occupies a unique place of importance being a living and ever growing language widely spoken and written. Therefore, it is necessary to prepare the students of Navodaya to be proficient in all the four basic skills namely listening, speaking, reading and writing which is of paramount importance. Deliberate steps should be taken to nurture effective communication.

There are different approaches and methodologies available for effective teaching of English. It is advisable to adopt Communicative Language Teaching (CLT) approach in English in all classes so as to provide an opportunity for learner to freely acquire proficiency in all the four major skills of the language as this approach provides enough scope for integration of skills rather than teaching a skill in isolation.

A few ways to develop communicative skills in students:

- a) Effective classroom management in language class by the teacher.
- b) Activities for strengthening communicative skills like Role play / seminar / panel discussion / debate / dialogue / picture description / pick & speak / interview / extempore / elocution etc., should be taken up in pair / group / whole class / whole school regularly.
- c) The role of English Literary Club (ELC) in particular and other clubs in general should function effectively for creating enough opportunities and situations for students to acquire proficiency in the language.
- d) School Assembly should be a forum for developing public speaking skill within the given time apart from teachers speaking effectively on important occasions for effective models and guest speakers arranged for this purpose.
- e) Regular use of Audio/Video, TV should be exploited for learning the skills of the language. Regular viewing of TV programmes like News, Talk show, Panel Discussion, Interview may help learn the language effectively.

Therefore, deliberate attempt should be made to expose the students on various ways for learning the language and use it effectively. To achieve this, language committee meetings should be periodically conducted and each vidyalaya should evolve suitable methods and approaches for this purpose.

20	<p>WALL MAGAZINE:</p> <p>Wall magazines are a medium with in the educational institutions for the students to express their creativity. The wall magazines can be set up at class level, house level and vidyalaya level. Quality items can be compiled and preserved in the vidyalaya library. Selected works preserved can be a part of the exhibition on creative work organised on the eve of ALUMNI, ANNUAL DAY and other important occasions and can also be utilised for vidyalaya magazine. Librarian, Art teacher, House master, The language teachers are to encourage and make necessary arrangements for material support and guidance.</p>
21	<p>MIGRATION:</p> <ul style="list-style-type: none"> - Success of migration depends upon the social and emotional integration, hospitality and personal care towards migrated students. - Students of Class VIII are to be encouraged to communicate with the students of class VIII in the counterpart JNV by briefing about the various activities in the Vidyalaya. - A documentary related to the important places in the district/state/region may be prepared and forwarded to the linked JNV. - A brief note about the cultural background of the students may be forwarded to the linked JNV to have better understanding of the students. - On any account, comments related to the background/culture / community/caste/region should not be made by the staff and students. Principals have to ensure the same for the smooth functioning of migration scheme - Other arrangements to be made are- <ul style="list-style-type: none"> • Timely selection of students for migration as per NVS norms in March itself • Proper motivation of selected students and their parents. • Proper reservation in respect of to and fro journey well in advance to ensure safe and comfortable journey. It should be ensured that the students reach the linked JNV on the re-opening day itself. • Forwarding the details of students well in advance. • Intimating the date and time of departure/arrival of the team to the counterpart JNV to make necessary arrangement. • Arrangement to be made to receive the students. • Providing all the necessary materials like bed, daily use items, etc., immediately on the day of arrival and ensuring comfortable stay.

	<ul style="list-style-type: none"> • Organizing friendship day. • A briefing session by the Principal regarding do's and don'ts and safety measures to be undertaken. • Arrangement is also to be made to communicate with the parent JNV/parents regarding welfare of the students. • Text books and uniform are to be issued to the migrated students by the parent JNV. <p>Report on migration is to be submitted to the Regional Office within 10 days of re-opening of JNV after summer vacation.</p>
22	<p>MINI MIGRATION:</p> <p>The proposed mini migration for class XI students for the session 2011-12 may be planned at the regional offices level, keeping in view the Infrastructure and other facilities. The selection of students for different streams will be based on the eligibility criteria fixed by NVS. . The linked Vidyalaya will be responsible for providing text books, bedding items etc. as per norms at par with students of their own Vidyalaya. Selection of students may be done on the basis of their performance in class IX and FA-I, II, SA-I, FA-III, FA IV & SA-II of class X.</p>
23	<p>TRAINING:</p> <p>Training of teachers:</p> <p>Training is a systematic process to modify attitude and develop knowledge & skills. It improves performance of employees through organized learning. Hence, it aims at developing abilities in individuals, improving their performance/productivity and satisfies current & future manpower needs. It helps the people to learn quickly and effectively and prepares them to take up tough & tenacious job.</p> <p>Navodaya Vidyalaya Samiti is very particular about professional development of its employees. Therefore, a number of training courses are conducted through Navodaya Leadership Institutes, IIMs, IIPA, MDI, ISTM, RIMSE, & other agencies. During the year 2011-12 Navodaya Vidyalaya Samiti proposes to conduct a larger number of training courses for all categories of employees. The NVS plans to conduct the training courses at the following levels during the year 2011-12.</p> <ul style="list-style-type: none"> A- Training courses to be conducted by NVS Hqr. through external agencies. B- Training courses to be conducted by Regional offices. C- Training courses to be conducted by NLIs. D- Training courses to be conducted at Vidyalaya level.

The courses to be conducted will be as follows:

1. Induction courses for newly recruited teachers- 21 days.
2. Orientation courses for newly promoted teachers from TGT to PGT- 10 days.
3. Orientation courses for those PGTs and TGTs whose results are not upto the expectations of NVS - 10 Days
4. Theme based workshops for teaching as well as non-teaching employees such as house system, personality development, guidance & counselling, office management, value education etc – 05 Days
5. Orientation courses on professional development for non teaching employees –5 days.
6. Workshops, symposiums, seminars, conferences from time to time.
7. Outsourcing of training programmes on managerial behavioral and leadership skill to IIMs, IIP, MDI, ISTM and other agencies.

Systematic approach to training (SAT) -

The Navodaya Vidyalaya Samiti makes every effort to implement systematic approach to training effectively which is illustrated below:

- I- Identification of training needs.
- N- Needs of training
- D- Design of training course
- I- Implementation of training
- A- Assessment of training.

Salient features of Training Courses- The following will be the features of the training programme conducted during the year.

1. Effective conduct of training programmes.
2. Thought provoking and interactive sessions.
3. Active participation of trainees.
4. Innovative and interactive training techniques/strategies.
5. Quality Resource Persons and inputs.
6. Sharing experiences and expertise.
7. Transfer of learning.
8. Suitable boarding and lodging arrangements.
9. Educational excursion and Yoga.
10. Development of knowledge skill and attitude.

Benefits of Training: Benefits to the organization:

- Accomplishment of objectives.
- Higher productivity and quality.
- Reduce wastage/complaints.
- Ability to perform additional task.

	<p>Benefits to the Individual</p> <ul style="list-style-type: none"> - Professional development- higher efficiency. - Personal effectiveness. - Increase in exposure, confidence and better communication. - Adoption of new skills and techniques. - Higher morale and team spirit. - Material benefits- increased earnings, promotions and incentives.
	<p>CONDUCT OF TRAINING COURSES: As per the schedule prepared by the NVS (Hqr)</p>
<p>25</p>	<p>ACTIVITIES TO BE CONDUCTED DURING THE YEAR 2011-12:</p> <p>I) Important Days to be Celebrated:</p> <ol style="list-style-type: none"> 1) 12th January - National Youth Day 2) 15th January - Army Day 3) 26th January - Republic Day 4) 30th January - Martyr;’s Day 5) 28th February - National Science Day 6) 8th March - International Women’s Day 7) 15th March - World Disabled Day 8) 21st March - International Day for Elimination of Racial Discrimination 9) 7th April - World Health Day 10) 31st May - Anti-Tobacco Day 11) 5th June - World Environment Day 12) 11th July - World Population Day 13) 9th August - Quit India Day 14) 15th August - Independence Day 15) 29th August - National Sports Day 16) 5th September - Teacher’s Day 17) 8th September - World Literacy Day 18) 2nd October - Gandhi Jayanthi 19) 30th October - World Thrift Day 20) 11th November - National Education Day 21) 14th November - Children’s Day 22) 1st December - World AIDS Day 23) 10th December - Human Rights Day <p>II) CCA AND OTHER PROGRAMMES:</p> <p>Principals are to ensure that CCA are conducted regularly once in a week in the afternoon, record it and good digital photographs are to be properly maintained.</p>

III) MEETINGS TO BE CONDUCTED

VMC/ VAC (Quarterly)
Safety and Security Meeting (Fortnightly)
PTC Meeting (1st / 2nd Saturday/ Sunday of every month)
Subject Committee Meeting (Monthly)
Academic Committee Meeting (Monthly)
Mess Committee Meeting (1st week of every month)
House Meeting (2nd week of every month)

IV) REPORTS INCLUDING DIGITAL PHOTOGRAPHS TO BE SUBMITTED TO REGIONAL OFFICE BY 5th DAY OF EVERY MONTH:

- Students Strength
- Staff Position
- A.E.P expenditure and activities
- D.D.R
- Monthly statement along with Mess expenditure
- R.T.I
- 10 Points on Safety & Security
- VMC/ VAC
- P.T.C
- M & R
- Gender Harassment

V) SPORTS & GAMES ACTIVITIES

For cluster and Regional Meets – Dates are to be decided by Regional Office
For National Meet – Dates will be decided by NVS H.Qrs.

VI) OTHER ACTIVITIES TO BE CONDUCTED

- Rajbhasha Programme as per schedule
- Book Week
- Science Day
- Annual Day
- Alumni Day
- Annual Sports Meet
- Hindi Pakhwada

Note: In addition to the above mentioned activities, other activities which are being conducted may also be continued.

26	<p>YOGA & PHYSICAL EDUCATION:</p> <p>Objectives:</p> <ul style="list-style-type: none"> To develop the organic fitness of the child To develop the neuro-muscular skills To develop the character and personality <p>The following activities are suggested.</p> <ol style="list-style-type: none"> i) Physical training: conditioning exercises, Jogging, Gymnastics, Mass drill, Aerobics, callisthenics etc. ii) Physical & mental culture : Yogic exercises, iii) Organised games: Kabaddi, Kho-Kho, Volley ball, Hockey, Basket ball, Throgh ball etc. iv) Sports and athletics. <p>A uniform system of Physical exercises and Yoga activities in the morning and Sports and Games activities in the After Noon P.T. time are to be planned. (Annexure –II)</p> <p>In the morning P.T. the activities like Jogging, Aerobics, callisthenics, Gymnastics, Mass drill and other associated actives for four days and Yoga activities for two days to be organized. No specific games should be conducted during the Morning PT which may likely to affect the performance of the child during the course of the day. The MOD ,HM/AHM and Staff nurse are to be present for morning PT. PETs and students are to be in appropriate dress for the PT and games. Proper time table is to be planned to engage all students both in morning and in the evening PT effectively based on their interest and aptitude. Roll call is a must and all the details of the activities are to be documented. Training must be such that every student will have some perfection in at least two areas. Sports calendar is to be prepared and implemented in letter and sprit.</p>
27	<p>CLUSTER AND REGIONAL SPORTS AND GAMES MEET:</p> <p>To be completed before 15th September 2011 by the concerned Regional Offices.</p>
28	<p>YOUTH PARLIAMENT:</p> <p>Parliamentary democracy has taken roots in our country and, therefore, from the point of view of further strengthening democracy the Fourth All India Whips' Conference held in Bombay in 1962, conceived the idea of encouraging the Youth Parliament in educational institutions.</p>

Youth parliament has a special importance in developing an insight in the young students. Thus, the purpose of having Youth Parliament in NVS is:

- a. To make students understand the parliamentary procedure.
- b. To develop in students an insight into the working of parliament
- c. To make students consider public issues and form their opinion on them.
- d. To train students in the technique of group discussion
- e. To develop in students an ability to arrive at a decision after group discussion.
- f. To develop them in them respect and tolerance for the views of others.
- g. To develop in them an understanding that respect for rules is essential for conducting any discussion systematically and effectively.
- h. To train students in group behaviour.
- i. To make students aware of various problems facing our society and the country.
- j. To develop in students the quality of leadership.
- k. To make students understand the common man's point of view and express it in an articulated manner.

The following activities are to be carried out:

1. Identification of JNVs (Repeat & New) by NVS RO in April 2011 and communicating to the JNVs and NVS Head Quarters
2. Identification of teacher Incharge by the principal and deputing him/her for training as per the directions of NVS HQrs in April 2011.
3. Training the students for 30 days after the orientation course.
4. Completion of Regional Youth Parliament Competitions within 30 days from the date of orientation course by arranging judges as per the norms.
5. Forwarding the result along with the detailed report to NVS RO by the principal
6. NVS RO to forward the consolidated report with result to NVS HQrs/Ministry of Youth Parliamentary Affairs
7. Preparation for the National Youth Parliament Competitions.

29

ART-IN- EDUCATION:

Art in Education work shop is an empirical activity which involves seeing, observing, interpreting, discovering, imagining, reproducing, rehearsing, group decision making and polishing of skills. It facilitates aesthetic experience and learning. A diversity of art activities encourages creativity, often stems from cognitive thought processes in the students. It encourages independent thought through critical thinking, reflection, reasoning, analysis and synthesis.

Art in education gives an excellent opportunity for students to give an outlet to their originality. Different concepts are to be given to different schools. Each school is able to bring to the lime light the culture and tradition of that locality. It helps in inculcating moral values pertaining local and global issue. They help to foster, nurture and kindle the latent talent in the child. They develop a broader view regarding various forms of drama, folk songs, folk dances, theatre and creative writing.

It increases student's performance in academic areas as these activities require exercising the brain of the young child. It strongly improves their free expression. Student acquires some of the process of theatre. They explore and experiment with techniques and develop ideas.

Proposed Related Activities:

1. Proposals are to be received from JNVs for the conduct of Art in Education Work shop
2. Identification of JNVs and areas of workshop on the basis of local resources and culture by RO in April, 2011
3. Intimation to identified JNVs by NVS RO to identify the subject experts and assistants in the allotted area.
4. Intimation of details to NVS Hqrs. by NVS RO for approval.
5. Communicating the approval of NVS by NVS RO to the concerned JNVs for organizing the workshop.
6. Conduct of workshop as per the directions of Samiti with the support of local resource persons.
7. Preparing the students for the participation in the regional cultural and literary meet.
8. Recorded version of the workshop on CDs to be forwarded to the NVS RO along with a detailed report including the expenditure incurred by the concerned JNV.
9. The R.O will compile the recorded versions of the workshop of various JNVs and forward the same to the Hqrs
10. The concerned Regional Office to provide opportunities to the students to showcase their talents and creativity during Regional Cultural and Literary Meet.

30	<p>NCC: The main aim of starting NCC in JNVs is to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the students, and to create a human resource of organized, trained and motivated youth, to provide leadership in all walks of life and always available for the service of the nation. In JNVs where NCC facilities are available, a suitable environment should be created to motivate the students to take up a career in the Armed Forces. Proper safety precautions to be taken while sending the cadets to attend various NCC Camps. NCC Day should be celebrated on 4th Sunday of November every year.</p>																											
31	<p>SCOUTS & GUIDES: Every JNV should have a functional Scouts & Guides Unit so that the JNV students who are in scouts and guides would enjoy outing in the lap of mother nature, gets satisfaction in helping others, and brave enough to face challenges. Hence it is suggested to involve the Scouts and Guides in self learning and other social activities of the Vidyalaya on the campus to make them more self motivated, Trust Worthy, Loyal, Friendly, Courteous, Environmental conscious, self disciplined, courageous, and pure in thought, work & deed. Scouts and Guides should be encouraged for the following proficiency badges which depending upon their age group:</p> <table border="1" data-bbox="358 1094 1425 1776"> <thead> <tr> <th data-bbox="358 1094 691 1161">Eligibility for Course Of Activities & a Age</th> <th data-bbox="691 1094 932 1161">Sopan</th> <th data-bbox="932 1094 1425 1161">Gap Between</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1161 691 1241">10Yrs</td> <td data-bbox="691 1161 932 1241">Entry</td> <td data-bbox="932 1161 1425 1241">-</td> </tr> <tr> <td data-bbox="358 1241 691 1320">10Yrs</td> <td data-bbox="691 1241 932 1320">Pravesh & Investiture</td> <td data-bbox="932 1241 1425 1320">Three Months</td> </tr> <tr> <td data-bbox="358 1320 691 1400">11 Yrs</td> <td data-bbox="691 1320 932 1400">Pratham Sopan</td> <td data-bbox="932 1320 1425 1400">9 months from Investiture</td> </tr> <tr> <td data-bbox="358 1400 691 1480">12 Yrs</td> <td data-bbox="691 1400 932 1480">Dwitya Sopan</td> <td data-bbox="932 1400 1425 1480">9 months from Pratham Sopan</td> </tr> <tr> <td data-bbox="358 1480 691 1560">13 Yrs</td> <td data-bbox="691 1480 932 1560">Tritya Sopan</td> <td data-bbox="932 1480 1425 1560">9 months from Dwitya Sopan</td> </tr> <tr> <td data-bbox="358 1560 691 1640">14Yrs</td> <td data-bbox="691 1560 932 1640">Rajya Puraskar</td> <td data-bbox="932 1560 1425 1640">12 months from Tritya Sopan</td> </tr> <tr> <td data-bbox="358 1640 691 1719">16 Yrs</td> <td data-bbox="691 1640 932 1719">Rashtrapathi Award</td> <td data-bbox="932 1640 1425 1719">Atleast 12 months gap from Rajya Puraskar</td> </tr> <tr> <td data-bbox="358 1719 691 1776">17 Yrs to 18 Yrs</td> <td data-bbox="691 1719 932 1776">Rovers</td> <td data-bbox="932 1719 1425 1776">-</td> </tr> </tbody> </table>	Eligibility for Course Of Activities & a Age	Sopan	Gap Between	10Yrs	Entry	-	10Yrs	Pravesh & Investiture	Three Months	11 Yrs	Pratham Sopan	9 months from Investiture	12 Yrs	Dwitya Sopan	9 months from Pratham Sopan	13 Yrs	Tritya Sopan	9 months from Dwitya Sopan	14Yrs	Rajya Puraskar	12 months from Tritya Sopan	16 Yrs	Rashtrapathi Award	Atleast 12 months gap from Rajya Puraskar	17 Yrs to 18 Yrs	Rovers	-
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32

BRAND EQUITY:

Brand is a name, what that name stands for and the associations people make with the name when they hear it. Such as the reaction people have, when you say JNV or Navodaya or Jawahar Navodaya Vidyalaya. The challenge for many public, private and Govt. educational institutes is that most people have not heard of them or know little about them. Without a brand strategy the only equity they have is a school. In commerce, brand equity adds value. It increases the price of a product or share of stock. In education, it increases the popularity of the organisation. The stake holders become the fore runners in the society. They make a positive difference in their own lives and in the society. Thus the Brand Equity is the intangible value of an institution or an organisation based on stake holder's perception in the society. A brand with strong equity tends to be well known and thought of positively by many people in the society.

Navodaya in one of its kind, which is able to forecast the future demands of the society and accordingly imparting training to the students. It is enjoying strong brand equity already. To make it a synosure of attraction and a hub of pedagogical activities, the staff needs to sharpen their skills on day to day basis. The popularity the JNV brand is enjoying can certainly be ascribed to the vision and commitment of NVS officials in Headquarters, Regional Offices, Principals and teachers. The Brand Equity gets enhanced and improved on, when our children go to hold command in Science & Technology, research in reputed National level institutes, Universities of the country and administrative services. The NVS Headquarter is seriously reflecting on opening specialized Science based institutes to cater to such demands. It is a proactive step towards strengthening and sustaining Brand Equity.

Thus the students, who go out of JNVs will be the best suited individuals to lead their own lives and to lead the country. They will be mentally alert, physically fit, psychologically healthy and spiritually sound. They will be multi taskers, creative, innovative and eco friendly which are the most desirable attributes for the 'Knowledge Society' into which the world is marching. These characteristics will uphold the Navodaya Brand and we can be a unique brand in the Secondary and Senior Secondary Education in India and abroad.

'NAVODAYA IS A DYNAMIC CONCEPT WHICH PRODUCES AS PER THE DEMANDS AND REQUIREMENTS OF SOCIETY'

33

RESULT FRAMEWORK DOCUMENT (RFD)

The Department of School Education & Literacy in the Ministry of Human Resource Development, Govt. of India is in the process of finalization of its strategic plan for the next five years. In order to reflect the concerns of all the stake-holders, the Department of School Education proposes for preparation of Result Framework Document (RFD) with the objectives of focusing the progress in moving the organization from process of orientation to result orientation and to evaluate overall performance of the organization at the end of the year. The Result Framework Document should contain vision, mission, objectives, function and key objectives of success indicators.

In order to prepare the documents at the Hqrs. level, a sample format which is being followed is also available on the website of the Department of School Education & Literacy i.e.
<http://education.nic.in/Elementary/elementary.asp>

The Vidyalayas will prepare their own RFD which will be transmitted to the concerned Regional Office and RO will prepare RFD for the Regional office which will be transmitted to Hqrs. The Vidyalayas and Regional Offices should download the information from the website and a discussion need to be made for preparation of RFD.

SCHOOL ADMINISTRATION

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ROUTINE (WINTER BOUND) FOR THE YEAR 2011-12

S.No.	Name of Activity	Time
1	Rouse	5.45 a.m.
2	Morning PT/Yoga	6.15 to 6.45 a.m.
3	Bath & Change	6.45 to 7.30 a.m.
4	Supervise Study	7.30 to 8.30 a.m.
5	Break-fast	8.30 to 9.00 a.m.
6	Assembly	9.00 to 9.20 a.m.
7	I Period	9.20 to 10.00 a.m.
8	II Period	10.00 to 10.40 a.m.
9	III Period	10.40 to 11.20 a.m.
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11	IV Period	11.30 to 12.10 p.m.
12	V Period	12.10 to 12.50 p.m.
13	VI Period	12.50 to 1.30 p.m.
14	Lunch & Rest	1.30 to 2.40 p.m.
15	VII Period	2.40 to 3.20 p.m.
16	VIII Period	3.20 to 4.00 p.m.
18	Tea & Snacks	4.00 to 4.30 p.m.
19	Games & Roll Call	4.30 to 5.30 p.m.
20	Bath & Change	5.30 to 6.15 p.m.
21	Supervise Study in Academic Block	6.15 to 8.00 p.m.
22	Dinner	8.00 to 8.45 p.m.
23	Counselling by HM/AHM and Roll Call	8.45 to 9.15 p.m.
24	Self Study	9.15 to 10.00 p.m.
25	Light Off	10.00 p.m.

2

SUNDAY/HOLIDAY ROUTINE:

S.No.	Activity	Time
1	Rouse	5:30 AM
2	Cleaning of House surrounding/ Dormitories / Beautification of Campus	06:30 to 07:30 AM
3	Cleaning of Cloths ,Bath & Change .	07:30 to 09:00 AM
4	Break Fast	09:00 to 09:30 AM
5	Organised Study (Vidyalaya will arrange staff duties for supervision on rotation basis)	10:00 to 12:00 NOON
6	Own time	12.00 to 1.15 PM
7	Lunch & Rest	01:15 to 02:30 PM
8	Library	02:30 to 04:00 PM
9	Roll Call, Tea & Snacks	04:30 to 5.00 PM
10	TV/Optional Games	5.00 to 8.00 PM
11	Dinner	8.00 to 8.45 PM
12	Counselling by HM/AHM and Roll Call	8.45 to 9.15 PM
13	Self Study	9.15 to 10.00 PM
14	Lights off	10.00 PM

Since Librarian will be engaged every Sunday in the afternoon, he may be given off in the Saturday afternoon.

Note: Flexibility is given to the Regional offices for any change, if needed

3

BANDOBAST ACTIVITIES BEFORE RE-OPENING OF VIDYALOAYA AFTER SUMMER VACATION:

Repair & Maintenance of buildings **as per below mentioned action:**

(1) Repair and maintenance of buildings as per action plan (enclosed) which includes the following in general:-

- Repair of water supply system, electrical installation, sewer system, sanitary system, doors/window/ventilators, plaster/floor repair etc in dormitories, school building, MP Hall, dining/Kitchen and staff quarters.

	<ul style="list-style-type: none"> ➤ White washing/colour washing/painting in all buildings including boundary wall and main entrance gate. ➤ Making the playfields upto date. ➤ Cleaning of OHT/UG sump/roof top tank/septic tank/man hole/gully trap/sewer line/open surface drain etc. ➤ Uprooting of plants/shrubs from wall & roof. <p>(2) Repair of furniture and gadgets:-</p> <ul style="list-style-type: none"> ➤ It is to be ensured that the all beds/cots, bench/desk, chairs, almirahs etc are in good condition. ➤ Ensure that no children sit on dari in classroom. ➤ The beds shall be oriented properly in dormitories and will be numbered, a register should be made allocating number of bed to a particular child, so that at the time of reporting he gets proper allocation. <p>(3) Safety and security measures:-</p> <ul style="list-style-type: none"> ➤ All fire extinguishers shall be checked, expired one's shall be refilled and placed in position. ➤ The sand Buckets shall be painted and put in place. ➤ Boundary wall/fencing shall be checked & repaired wherever found damaged. ➤ Locking arrangement of terrace doors of dormitory & school buildings shall be ensured. ➤ Food waste shall be disposed of preferably in a compost pit about 150 to 200 mtr. away from habitat area in the JNV campus. ➤ Open wells shall be covered with Grills and kept locked. ➤ MCB's should be locked, etc.
<p style="text-align: center;">4</p>	<p style="text-align: center;">STOCK VERIFICATION AND CONDEMNATION OF ARTICLES</p> <ol style="list-style-type: none"> 1. In the first week of March of every year, stock verification committees in respect of all stocks are to be constituted for cross checking the physical stock with that of the register. 2. Stock verification is to be completed by 31st March and the committees are expected to submit the report by highlighting the following points. <ul style="list-style-type: none"> • Actual position of physical stock with reference to the stock register • List of items for which shortage is noticed alongwith quantity • List of items which are found in excess • List of items which can be repaired and further used • List of unserviceable items to be condemned alongwith other details in the prescribed proforma to the Principal, who in turn will verify and take necessary action as per the guidelines of NVS.

	<p>3. The items, which may be condemned at the JNV level may be done regularly.</p> <p>4. Used unserviceable text books, beyond the life span, are not to be stored in the library, which is the source of knowledge and information. They are to be disposed off as per norms</p> <p>5. The items which are to be condemned, only with the approval of Regional Office are to be shown to the Cluster In charges, who will verify and forward the details as per norms, with proper certificate.</p> <p>6. Sparing a room only for dumping items to be condemned is strictly against the norms. Either they are to be repaired and used or to be disposed off as per norms.</p>	
	<p>Condemnation of articles, items and equipments</p>	<p>Detailed guidelines are enclosed at ANNEXURE-III</p>
<p>05</p>	<p>SAFETY AND SECURITY OF STUDENTS:</p> <p>Safety and security of children in JNVs should be given paramount importance in the administration. Threat to life of the Children and property in JNVs should be given top-priority. “Prevention is better than care” hold good here.</p> <p>Principal and staff should adhere to all the instruction given by Samithi in true spirit and take all preventive measures to avoid any last minute crisis management. Institution plan should reflect the action plan in terms of Safety and Security measures to be taken in JNVs.</p> <p>In addition to NVS instructions, every JNV should identify the safety issues which are specific to their schools and conduct periodical review meeting which have to be recorded.</p> <p>A kind of “system approach” to be developed in the Vidyalaya, so that safety issues don’t miss the priority in the course of time. Every department should identify their safety issues and submit to safety and security committee of the Vidyalaya who in tern develop a plan of action for proper implementation.</p> <p>Principal to send the fortnight report related to safety and security measures undertaken at JNV to the RO every month. In addition to the other measures related to safety and security, the principals are advised to implement the following measures as well:</p> <ol style="list-style-type: none"> 1. The Principal has to verify the M.O.D report daily. 2. The student’s medical records are to be updated weekly and to be verified by the Vice Principal and Principal. 3. The House Masters / House Mothers have to visit their dormitory and interact along with inquiry of issue of articles. 	

	<ol style="list-style-type: none"> 4. Running water facility to toilets and bathrooms is to be ensured. 5. A suitable counselor is to be nominated for counseling of emotionally disturbed children. 6. Responsibility for supervision of physical hazards / dangerous points in the campus is to be fixed with the staff. 7. The Principal is to conduct weekly review meetings with H.Ms and House leaders. 8. The control register and grievance box are to be operational. 9. The dormitories are to be locked during class hours and school building daily night time. 10. All bushes in the campus are to be cleared periodically and adequate lighting in the campus is to be ensured. 11. Depending upon the need of the Vidyalaya action plan is to be developed to ensure safety and security.
06	<p style="text-align: center;">MESS MANAGEMENT</p> <p>For the effective functioning of the JNV at the optimum level, due importance and attention is needed for the mess management. The following points are suggested in this regard:</p> <ol style="list-style-type: none"> 1. Mess Committee Meeting to be held once in a month to plan and finalise the menu and to suggest changes in the current menu with in existing financial provisions for providing balance diet to the students. 2. Vice-Principal/Mess In-charge should ensure supervision of purchase and procurement of food items and the preparation of food in the Mess. 3. Efforts should be made to ensure that all the students and staff dine together in one shift only. 4. House Masters/Teachers attached with the House should dine with their House wards and to ensure proper table manners and etiquettes, during dining in the Mess. 5. School Captain should give opening and closing prayer for maintaining appropriate Mess etiquettes and for leaving the Dinning Hall after the completion of the meal in an orderly manner. 6. The concerned House Master and Associate House Master of House on Duty to ensure proper seating arrangement, and effective serving of food under hygienic conditions by involving the children of their House. 7. Children should be allotted permanent seats on a designated table. This would help in checking the absentees / sick, if any.

	<ol style="list-style-type: none"> 8. All children should be in proper school uniform for Break Fast and Lunch on all working days (They should not enter with bath room slippers / chappals). During dinner also, children should not be allowed to have meal in night suit / dress. Proper dress code should be prescribed and ensured. 9. Catering Assistant and Staff Nurse to ensure that proper health and hygienic conditions are maintained in and around the dining hall. Mess staff should be neatly dressed when they enter dinning hall during preparation and serving of meals. 10. All precautions related to safety and security aspects in the Mess, which are circulated by NVS from time to time to be strictly implemented. 11. The Vice-Principal / Senior Teacher in position will be responsible for proper functioning of the mess. The staff Nurse should regularly taste food before serving to the students and submit the report for necessary follow up action.
07	<p>HOUSE SYSTEM:</p> <p>Education is a holistic process. It aims at preparing children who are physically fit, mentally alert, emotionally balanced, & intellectually vibrant. A residential system of education helps to foster the talents, potentials, and capacities of the child with inculcation of values. The efficiency and effectiveness of a residential school depends upon the quality of the House system functioning in that school. A House consists of group of children effectively led by responsible teacher (House Master) who acts as a parent, guide, philosopher, and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced, and morally upright.</p> <p>OBJECTIVES OF HOUSE SYSTEM:</p> <p>The objectives of adopting House system in a Jawahar Navodaya Vidyalaya are to:</p> <ol style="list-style-type: none"> 1. Provide a smooth transition from home life to school life; 2. Develop situations, which fulfill the social and emotional needs of the children; 3. Help socialization of pupils to integrate themselves well into corporate life; 4. Inculcate the sense of responsibility to take his tasks in life earnest and discharge them well;

5. Prepare pupils to play different kinds of roles as members of a group, community, or society;
6. Develop child's personality and integrity;
7. Develop the spirit of healthy competition among the children;
8. Inculcate the qualities of self-dignity, self-confidence and respect the others' views, opinions, and discretion to take their own decisions on issues and problems at hand;
9. Develop a sense of belongingness among the pupils and to create a sense of desire to live in harmony;
10. Benefit by bright example of others and benefit others by his own example;
11. Inculcate in the child, respect for seniors, elders, teachers, and a caring attitude towards juniors and fraternity towards all;
12. Learn to live and enjoy together and develop a degree of sensitivity for others feelings and needs.

FORMATION OF HOUSES:

As per NVS guide lines, two-tier system of House shall function in a Navodaya Vidyalaya-

- (i) Junior Houses for Classes VI to VIII
- (ii) Senior Houses for Classes IX to XII

In a full-fledged Vidyalaya, there will be four junior houses, four senior houses, and two houses for girls (one from classes VI to VIII and another from classes IX to XII). Therefore, there will be eight House Masters for boys and two for girls. Average strength of a House shall be 50. (in case of girls house it may be more than 50). Though all the girls in a JNV have been placed under two Houses (Junior and Senior) for effective supervision and management both the Houses shall be further divided into four groups for the conduct of Inter House activities. Each group of girls of a Junior House shall be linked with a Junior House (boys) of the same House and similarly each group of girls of Senior House shall be linked with the corresponding Senior House (boys) for the purpose of inter house competition. This creates a healthy competitive atmosphere.

NAMES OF HOUSES:

Since JNVs have been established in every corner of the country, name of the Houses should also reflect the all India character of Vidyalaya. This will create feeling 'onenesses not only among the Vidyalayas but also among the children who migrate in class IX from one linguistic region to another. Keeping this in view, following four names are recommended by the NVS for maintaining uniformity in all JNVs

Senior House- 'A'	Junior House- 'B'
ARAVALI-A	ARAVALI-B
NILGIRI-A	NILGIRI-B
SHIVALIK-A	SHIVALIK-B
UDAIGIRI-A	UDAIGIRI-B

As stated earlier, administratively there will be two Houses for girls under two House Masters. Senior House for girls may be called 'A' House and Junior as 'B' House. For conduct of Inter House activities these Houses will be further divided into four groups:

Senior House(Girls)- 'A'	Junior House(Girls)- 'B'
ARAVALI-A	ARAVALI-B
NILGIRI-A	NILGIRI-B
SHIVALIK-A	SHIVALIK-B
UDAIGIRI-A	UDAIGIRI-B

ALLOTMENT OF HOUSES:

Each child must be allotted a House on the day he/she is admitted to the Vidyalaya. The House of a girl or a boy should not be changed till class XII. It is not advisable to reshuffle Houses every year, once a child joins a House, he/she should continue in the same House till he/she passes out of Vidyalaya.

HOUSE COLOURS: Colours for House flags, badges, T-shirts etc. should be allotted in the following manner-

ARAVALI	-	BLUE
NILGIRI	-	GREEN
SHIVALIK	-	RED
UDAIGIRI	-	YELLOW

HOUSE APPOINTMENTS AND THEIR DUTIES:

Each House (Senior & Junior) should have following appointments, which should be awarded to children on account of their good performance in every activity of the Vidyalaya-

House Captain:	1	
House Vice-Captain:	1	
Prefects:	2	or as per the guidelines by the Principal

Duties of a House captain:

1. Ensures that the house maintains punctuality in all specified activities as per daily routine;
2. Conducts roll-call of the house during morning assembly and evening games and reports the same to school captain/housemaster;
3. Supervise 'preparation' or self-study in case same is carried out house wise;
4. Ensures that all the children in the House devote sufficient time for studies in order to improve their own performance as well as overall academic performance of the House;
5. Reports absentees and sick children to the housemaster every day;
6. Controls his/her house during the conduct of all inter-house activities;
7. Ensure that maximum number of children take part in various co-curricular, sports/games, pace-setting and other activities planned in the Vidyalaya;
8. Assists housemaster in selecting best talent of the house for participation in inter-house competitions;
9. Ensure cleanliness around his/her House;
10. Maintains good personal conduct and ensures proper discipline in the House;
11. Reports to housemaster in case he/she observes any unusual behaviour (such as persistent depression, rebelliousness continued sickness etc.) On the part of any student of the house;
12. Ensures good discipline in the dining hall during the meals;
13. Carries-out all other duties assigned by housemaster/vice principal/principal

c) **Prefect:** House Captain of the House shall share his duties and responsibilities with the House Prefect with the approval of Housemaster.

ROLE & RESPONSIBILITIES OF HOUSE MASTERS:

A residential school revolves around an effective "House system" and real pillars of this system are House Masters. They provide leadership and parental guidance to the students who are residing with them in a **"HOME AWAY FROM THEIR OWN HOMES"**. Therefore the role of House Master / Mistress is of vital important since the stature of residential school largely depends on how effectively a House Master can organized and manage his / her house.

DUTIES AND RESPONSIBILITIES OF HOUSE MASTER / MISTRESS:

GENERAL DUTIES:

1. A Housemaster/Mistress will exercise a benevolent fatherly/motherly influence on the students.
2. He/she must create such a confidence in his/her students that they confide in him/her in all matters and treat him/her as local parent.
3. He/she will interact with the students as frequently as possible and ensure that students speak to him/her without any fear in case of any problem.
4. He/she should be very affectionate and polite with the children and should avoid any physical punishment or scolding.
5. He/she will attend all sort of the well being, comfort and happiness of the students placed in his/her charge.
6. He/she will ensure to follow the instructions issued by Samiti, regarding (House System) under supervision and guidance of the Principal
7. He/she will be very courteous to the parents and create a confidence in them that their child is living in very safe and secure environment.
8. Have periodical interaction with Parents on Parents' day (First Sunday or as prescribed by the Principal) and inform about the Academic Progress health and conduct of the child.
9. To ensure that he/she is always impartial and fair equally to all the students of his/her House.
10. He/she will ensure proper medical treatment in case of students of his/her house is unwell as per Safety and Security guidelines.
11. To ensure preventive measures for Safety and Security of each child of his house at all times in accordance with the guidelines of the Samiti under supervision and guidance of the Principal.
12. Interact with the children by providing regular Orientation on the important aspects of Safety precautions, guidelines, and principles to be followed.
13. He/she must ensure and educate all the students in respect of their moral values, Correct behaviour, self-discipline, turn out and punctuality.
14. The Housemaster need to be cautious of his/her own conduct, behaviour, character, habits, punctuality and sense of moral values at all times as the children looks up to teachers as her/his role models.
15. Care has to be taken to ensure that the dormitories are comfortable, safe and students need to be made aware of their conduct rules and regulations they expected to follow.
16. To ensure proper assistance of Associate Housemaster/Tutors/Matron by dividing duties on rotation basis related to house activities with the approval of Principal.

17. To brief Principal immediately in order to solve any problem of the house beyond his reach or domain.
18. To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/her house.
19. Carry out any other duty i.r.o. House system as assigned by the Principal.

ADMINISTRATIVE DUTIES:

1. He/she must ensure proper cleanliness, upkeep of the dormitories and proper care of hygienic conditions of the premises of the house with the help of associated staff.
2. To supervise that all basic facilities like water, electricity, fans, furniture and beddings are available in the house. In the event of any shortage or malfunctioning he/she must report to the Principal to rectify the problem area.
3. Ensure proper maintenance of bath/toilets of the house. He/she should bring it to the notice of Principal immediately in case of any discrepancy.
4. As a head of the house, he/she is responsible for maintaining discipline in the house at all times.
5. He/she ensures punctuality in the daily routine of the house from rouser to bedtime and in other organized activities.
6. Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence, and qualities of leadership.
7. To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.
8. Conduct surprise checks and kit inspection periodically to ensure that the students do not keep any type of undesirable articles like cell phone , obscene books and check on their cash etc.
9. To supervise his/her house during meals in dining hall. He/she must educate table manners to all students in dining hall during meals.
10. Arrange conduct of regular roll call in order to ensure the presence of the children in the house.
11. Maintain a personal file of each child in his house and a record of good and weak points in the personal file including family background.
12. All cases of indiscipline and unhealthy behaviour of the students are dealt with appropriately in consultations/approval of Principal instead of giving harsh punishment.
13. Arrange weekly/fortnightly house inspection of the Principal to assess the working of the house and motivate his team and wards.

14. Ensure proper issue of articles to the children in time and its maintenance
15. To select House Captain/prefect for his/her house on the basis of a fair selection process as per guidelines and assign responsibilities and duties of the house to them.
16. To conduct meetings of the House as and when necessary but at least one meeting in a fortnight.
17. To keep leave and sick record of all the students of his/her house.
18. He/she will ensure that the wards look after their cupboards and keep their clothes and belongings in a neat and orderly manner.
19. To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and hair cut, and clean uniform while in school.
20. He/she will supervise that all students get up and sleep on time.
21. Keep a close watch on all the activities and moments of the students particularly (off hours) i.e., Sundays and holidays and in night and report to the Principal about any incident.
22. Rounds are carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
23. All hostel activities will go under his/her active supervision under control of the Principal.
24. All the house masters are to take the following steps in the very beginning of the academic session before the arrival of the students and **Ensure that:**
 - all the cots, bed materials are in good condition
 - All the lights fan and other appliances are in working condition. All the switches are in working condition and safe to use
 - All the toilets are in working condition with door and water supply
 - All the taps are in working condition
 - All the taps are in working condition with drainage facility
 - Good clothes working facility
 - Provision for drinking water
 - Dust bins for the disposal of waste papers

ACADEMIC DUTIES:

1. To keep an eye on the academic performance of the weak students of his/her house.
2. Coordinate/interact with tutorial incharge/subject teachers to look after the pupils academic performance of his/her house.

3. To ensure smooth conduct of self-study in the dormitory.
4. To provide help in reading, writing, homework, projects carried out by the students with the active support of tutors/Associate House Masters.
5. Counsel and guide the students regarding their performance in academic and co-curricular areas.
6. Interact and inform the parents about academic performance of the child on Parents Day.
7. To encourage bright students to help weak students of the house/class.
8. Inform Principal in case any child of his/ her house need special attention for academic improvement.
9. To ensure that the child attends the classes regularly.
10. To ensure availability of textbooks, note books and other stationery items to the children of his/her house.
11. To ensure that the children of his/her house attends library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/her requirement.
12. To keep a close eye on the progress chart of the children going to write CBSE Exam and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

CO-CURRICULAR, GAMES AND SPORTS DUTIES:

1. Organize co-curricular activities as per the calendar of activities.
2. Train the inmates well to help them participate effectively in the activities.
3. To ensure participation of every child of his/her house in every competition co-curricular/games/sports activities organized in the school.
4. To select guide and train students for all inter House competitions with the active help of tutors and other teachers.

DUTIES OF ASSOCIATE HOUSEMASTER/MISTRESS:

1. To assist the housemaster to perform all the duties including maintaining discipline
2. To plan, prepare the students and conduct activities inside and outside the Vidyalaya campus.
3. To discharge the duties of the housemaster when he is on leave or away on duty.
4. To strive to know each students of the house individually and assist him in the development of his character and personality.
5. To provide academic assistance to students to help them improve their academic standards.

6. To visit the house at least twice a day in arrangement with other colleagues to help the students maintain higher standards in cleanliness and hygiene.
7. To maintain the records of students assistance and issue
8. To checkup if all the assignment given to the child are completed on day-to-day basis.
9. To attend morning PT and evening games depending upon availability of the House Master
- 10.To organize house meeting and competitions.
- 11.To conduct regular round in consultation with the house master
- 12.To ensure a smart turn out of children in house
- 13.To take round of house after the lights are off
- 14.To take lunch with the children of their respective house
- 15.Any other duty i.r.o. House system as assigned by the principal

Records to be maintained by each house:

1. Students' Profile:

This consists of the bio-data of the students. This must clearly specify the socio economic back ground of the child and also health and family problems if any. The ambition of the child must be known in order to guide them to achieve the same. (A proforma of students profile is given in annexure-IV)

2. Attendance Register:

Every HM is expected to maintain an attendance register. Leave may be granted to a child on ill health/ other emergency. A leave must be sanctioned by the Principal on the recommendation of the HM. Any unauthorized absence must be brought to the notice of the Principal immediately. Any movement of the student from the house must be recorded in the movement register.

Movement Register:

All the movements of the students such as going on a leave, going on vacations and breaks, going on duty must be registered in the house. The movement register will have the following columns.

Name of the student	Date of leaving	Purpose	Escort	Date of return	Signature of the escort		Signature of the student	
					L	R	L	R

	<p>3. House Meeting register:</p> <p>Every House will have a house meeting register. Every house master is expected to conduct house meetings along with the associates. The minutes of the house meeting will be registered. The resolutions taken, the progress, shortcomings must be discussed and strategies must be made. All the house meetings are held in a democratic manner giving importance to the ideas of the main stake holders.</p> <p>4. Academic Register:</p> <p>This register is to be maintained to keep a track on the academic performance of the house inmates. The same may be transmitted to the Parents on the Parents day.</p> <p>5. Counselling register:</p> <p>This register is to be maintained to keep a track on the change in the behavior of that particular inmate to whom some counselling is given. Any abnormal behavior on the part of the student must be handled carefully and the same may be entered.</p> <p>6. Activities / Achievements Register:</p> <p>This register records all the achievements of the house inmates in various activities like CCA, Games & Sports, Scouts and Guides , NCC etc.</p>
08	<p>ROLE OF TEACHERS AND PARENTS IN JNVS:</p> <p>A. ROLE OF TEACHERS:</p> <p>Gone are the days of classical model of teachers. It is very difficult to delineate and define the role of Navodaya teachers as they perform multiple tasks. A meaningful profile of teachers can be carved out of enlisting duties of a professional Navodaya teacher.</p> <p>Children are admitted in class VI in Navodaya schools in the CBSE syllabus and 75% of them are from the vernacular mediums and rural areas. Since Navodaya Vidyalayas are residential co-educational schools, the teachers ought to extend a deep sense of understanding and show parental care and affection. Thereby they identify the latent talents and skills of the child. They are the custodians of the children vested under their care and take care of their psychological and emotional safety as well. Subsequently it is proved that wards from vernacular mediums stand first in class within three months of their inception. All these require qualities of head and heart.</p>

Navodaya Teachers have to be not only competent but current by periodic updating of knowledge and skill. Navodaya teachers have to make learning an easy task for students. Navodaya teacher is a systematic planner of curriculum transaction with annual plan and unit plan as well. Remedial study hours provide flexibility to make improvements on the basis of feedback and continuous evaluation strategies.

Consistent value oriented teaching inculcates in the learner an urge to lead a healthy and meaningful life. Life skills such as empathy, sympathy, helping each other, problem solving, decision making and collaborative pursuits are acquired by the learner. Students acquire entrepreneurial attitude during their stay and study in Navodaya schools. Their classrooms, CCA and ECA provide ample opportunities.

Navodaya students spend a lion share of their time years in JNVs. It is indispensable that the teachers should develop a strong and continuous rapport with the students bestowed to their care. Here the teacher is objective regardless of their family or financial background.

Navodaya teacher must be a good counselor. As adolescent children's minds are turbulent with stress, Teachers are to play a significant role in grasping things in the proper perspective and act as a guide. Hence children look upon teachers as their mentor .

A Navodaya teacher must be alert for the signs of physical and emotional problems that a parent might miss. Poor class performance can be a sign of such stress. Here teachers are required to have certain level of stress management. Teachers have to motivate the parents which in turn makes parents recognize the real talent of their children.

Teachers are to play such a vital role in almost all aspects of students life and development. It is apt to say that Navodaya teacher must be more than a computer, a book of knowledge, a parent, a friend, a guide, a philosopher, a role model and more than anything but everything to his/her students. Navodaya teacher is to be a responsible professional, accountable to the students, society and nation at large.

Profile of an Effective Teacher

- (i) He communicates warmth, understanding and empathy to his students
- (ii) He generates enthusiasm for learning in his classroom.
- (iii) He creates positive classroom learning environment through climate of acceptance, caring, feeling of being safe and secure, etc.

- (iv) He makes effective use of his available time.
- (v) His positive attitude and beliefs have a powerful impact on student learning.
- (vi) He has effective communication skill.
- (vii) He values his pupils and accepts their opinions.
- (viii) He is democratic in his orientation and does not ridicule his learners.
- (ix) He is the master of his subject and is capable of giving explanations at different levels so that he can reach all his students.
- (x) He possesses conceptual clarity
- (xi) He has healthy attitude towards his profession.
- (xii) He constantly updates himself by gathering student feedback and self analysis.
- (xiii) He is more like a friend, philosopher, and guide to his learners.
- (xiv) He grows professionally by participating in special lectures, in-service workshop etc., so that he is in touch with the latest happenings in his field.

An effective teacher is thus, a multifaceted professional playing the different roles of a facilitator, curriculum creator, counselor and a role model for his learners. He knows how to manage his stress effectively and takes pride in being 'teacher'

QUALITIES OF AN IDEAL NAVODAYA TEACHER:

1. He/She should identify himself/herself with the institution.
2. He/She must have the commitment towards his/her profession.
3. He/She must have positive attitude towards the system.
4. He/She must be sincere and punctual.
5. He/She should possess deep knowledge in the subject.
6. He/She must have the clear concept of the objective of Navodaya Vidyalaya scheme.
7. Good communication skill.
8. He must use the latest teaching technique.
9. Democratic in approach.
10. Good rapport with Principal, fellow-workers, students, and parents.
11. Good moral character.
12. Adopt need-based remediation for the slow learners.
13. He/she should know the role of a Principal, vice principal and teacher in the Navodaya Vidyalaya system.
14. He/She should be a learner.
15. He/She must have lot of patience. He/She should not loose his/her temper for simple reason.

16. He/She must be in a position to correlate his subject with other subject.
17. Must know the psychology of the students.
18. Readiness to admit the mistake.
19. Impartial towards his students.
20. Physically fit and mentally alert.
21. Must possess the organizing ability.
22. Should prepare his/her lesson well before entering into the class.
23. Should not adopt corporal punishment.
24. Friend, philosopher, and guide.
25. He/She should assist the administration in all possible ways.
26. Sense of humour.

B. Role of Parents In JNVs:

Parents are the key to the success of JNVs or for that matter any educational organization. Let parents and schools work together to build meaningful and effective relationship that recognize and respect the role of parents, students and teachers in educating each child.

When a child enters the Navodaya system at the tender age of 11 he is introduced to a new world entirely different from what he had experienced till then. The shared dormitories, mess, bathrooms and toilets, daily routines and the feeling of alienation of being sent away from home makes the parent child relation complicated. It is a tight rope walk for the parent and the situation needs to be handled with tact and sensitivity. It is the duty of the parent to help the child to adapt and assimilate the system smoothly.

To make this possible parent should communicate regularly with their children regarding peers, activities, assignments and teachers. They should set realistic goals for their child and convince them how Navodaya Vidyalaya can help them accomplish it. Separate the failures from the child because failure in a test does not imply failure in life. Focus on the child's strength and support their weakness. The child should feel that his problem is the family's problem too.

Just as parental communication with the child is important, communication with teachers and administrators is also important. Any and all observations of problem or issues must be reported to the school. To maintain good relation with the school treat every member of the school community with decorum and respect. Recognize efforts, hard work and perseverance when you see it. The main forum for parental involvement in a school is the Parent Teacher Council. Parents must actively support the PTC. Open houses and scheduled parent meetings

	<p>allow parents and staff to communicate one to one and for parents to get to know all the staff. By developing a school- parent team approach the students find it harder to turn parents against the school or follow a divide and rule manipulation. A good parent school relation helps the authority to solve disciplinary issues easily. In addition parents feel valued by being able to influence the school's decisions thus empowering them as parents. In short appropriate parental involvement in the education of a child is highly effective in providing a solid educational foundation for higher studies.</p>																
09	<p>VAC & VMC MEETING: VMC/VAC & PTC must be constituted in the Vidyalaya as per the guidelines of NVS Hqrs. Regular conduct of the meetings must be ensured. The decisions taken during the meetings should be implemented for further growth of the vidyalaya. <i>The details of composition of VMC/VAC & PTC, their functions and powers have been given in details in the NVS Compendium of Circulars.</i> The proper functioning of VMC/VAC & PTC helps in the strengthening of cordial interpersonal relations with district authorities, parents and other local communities. Hence, it must be ensured that these systems functions effectively. Periodical reports of the conduct of VMC/VAC & PTC must be submitted to the R.O regularly.</p>																
10	<p>EXPENDITURE ON STUDENTS' DAILY USE ITEMS, UNIFORMS AND OTHER EXPENSES:</p> <table border="1"> <thead> <tr> <th>ITEMS</th> <th>01.07.2010 onwards</th> </tr> </thead> <tbody> <tr> <td>DAILY USE ITEMS</td> <td>Rs. 900/- per month per student for 9 months and additional Rs. 230/- per month per student for JNVs at hard and difficult stations (for 9 months)</td> </tr> <tr> <td>UNIFORM For JNVs of Summer Bound areas</td> <td>Rs. 1500/- per student per year</td> </tr> <tr> <td>For JNVs of Winter Bound areas</td> <td>Rs. 1800/- per student per year</td> </tr> <tr> <td>TEXT BOOKS</td> <td>Rs. 300/- per student per year</td> </tr> <tr> <td>DAILY USE TOILET ITEMS</td> <td>Rs. 900/- per student per year</td> </tr> <tr> <td>OTHER EXPENDITURE ON STUDENTS INCLUDING STATIONARY, TRAVEL, MEDICAL AND CBSE FEE ETC.</td> <td>Rs. 300/- per student per year</td> </tr> <tr> <td>SCHOOL BAGS FOR CLASS VI, IX & XI</td> <td>Rs. 300/- per student per year</td> </tr> </tbody> </table>	ITEMS	01.07.2010 onwards	DAILY USE ITEMS	Rs. 900/- per month per student for 9 months and additional Rs. 230/- per month per student for JNVs at hard and difficult stations (for 9 months)	UNIFORM For JNVs of Summer Bound areas	Rs. 1500/- per student per year	For JNVs of Winter Bound areas	Rs. 1800/- per student per year	TEXT BOOKS	Rs. 300/- per student per year	DAILY USE TOILET ITEMS	Rs. 900/- per student per year	OTHER EXPENDITURE ON STUDENTS INCLUDING STATIONARY, TRAVEL, MEDICAL AND CBSE FEE ETC.	Rs. 300/- per student per year	SCHOOL BAGS FOR CLASS VI, IX & XI	Rs. 300/- per student per year
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11	LIST OF HOLIDAYS—REFER TO ANNEXURE VIII																

ESTABLISHMENT

1	<p>APPOINTMENT OF TEACHERS ON CONTRACT BASIS:</p> <ol style="list-style-type: none"> 1. All the efforts are to be made to appoint contract teachers against the existing vacant posts by the Regional Office and posting process is to be completed before the commencement of the academic session. 2. If the panel in the concerned subject is exhausted, the concerned principal is empowered to appoint the teachers as per the NVS norms.
02	<p>ADMINISTRATION AND PERSONNEL MATTERS</p> <p>The Principals should be very particular about personnel and establishment matters:</p> <ul style="list-style-type: none"> ✚ The information regarding staff position should be clearly mentioned as regular, contract or part time instead of treating it as a vacant post ✚ No vacancy of non teaching staff should be left unfilled except in the case where there is any litigation or any specific order by the Hqrs./RO to wait for it ✚ The proforma of staff position should be thoroughly checked by the Principal before sending the same to the Regional Office. ✚ While filling up the post of non teaching staff the following care should be taken: <ol style="list-style-type: none"> a. The proforma submitted to District Employment Exchange should clearly mention the age, qualification and category as per the New RR 2007. b. Simultaneously a notice should also be displayed on the school notice board with the same entries as given to District Employment Exchange c. The candidates applying through notice board should be a bonafied resident of the district and should have their registration in Employment Exchange of the same district prior to the date of sending notification to Employment Exchange. d. The trade test is to be conducted in the Govt. ITI located in the district with the approval of Chairman VMC.

- e. After the test is over the quality marking should be done as per the directions for the appointment of non teaching staff communicated vide NVS Hqrs. letter F. No.2-1/02-NVS (Estt.) dated 07.05.03 and Lr. No.8-20/2005-NVS (Estt.) Dt. 1st Aug 2005.
- f. The committee for this exercise will remain the same as defined in compendium under the heading Vidyalaya Appointment Committee (VAC).
- g. Merit list should be prepared In the presence of all the members.
- h. A period of three weeks should be given for the candidate for any communication.
- j) No non-teaching post should be kept vacant unnecessarily
- k) In case, the required candidate is not available in the District Employment exchange, the concerned RO should be contacted for necessary guidance in this regard.

The merit list should be submitted to the concerned R.O with the following documents:

- 1) copy of roaster point
- 2) Copy of the letter sent to the employment exchange asking for the sponsored candidate.
- 3) Copy of the list of sponsored candidates received from the employment Exchange.
- 4) Copy of the notice pasted on the notice board
- 5) List of the candidates applied through notice board
- 6) Copy of the letter sent to the candidate for Bio-data.
- 7) Copy of the list of eligible candidates.
- 8) Copy of the letter sent to the members of VAC
- 9) Copy of the letter sent to the ITI for fixing centre for trade test.
- 10) Copy of the call later sent to the candidates for the trade test.
- 11) Copy of the list of candidates appeared in the trade test.
- 12) Attendance sheet duly signed by the candidates appeared for the trade test.
- 13) Result of the trade test.
- 14) Merit list with the signature of all the committee members.
- 15) Minutes of VAC.
- 16) Original Bio-Data with all the certificates/documents of the selected candidates

It should be noted that the the ACRs of group D employees should be maintained at Vidyalaya level regularly

AVAILABILITY OF PRINCIPALS AND TEACHERS:

Navodaya Vidyalayas are Co-Educational residential schools, a unique one in Educational System of India. Since the students studying in Navodaya Vidyalayas are away from the parents, the teachers and Principal have to play a vital role in shaping the carrier and all round personality development of children. The role of a teacher and a principal in Navodaya system is not only to teach the child but also to look after the emotional needs of a child who are in the age of adolescence. The staff of Navodaya vidyalayas has to play the role of a parent, teacher, guide, and philosopher - what else -every thing to meet the demands of the job in the system round the clock.

In general, there are number of teacher posts vacant in schools in Indian Education system and in particular in Navodaya system. Because of the non availability of a Principal/teacher in a particular school day to day work should not get hampered. The following steps can be taken to see that all the Principal/teacher posts are filled in Navodayas.

1. Identifying the vacant posts of principal and teachers.
2. Estimation of future vacancies due to retirement/resignation/newly creation etc.
3. To initiate steps in advance for recruitment/selection/promotion etc.
4. Having a judicious transfer policy to see that no employee gets dissatisfied because of their place of posting.
5. Completing transfer/promotions/selection before the start of the academic year.
6. To have a panel of teacher's subject wise selected on contract basis to make appointments for the vacant posts.
7. To ensure satisfactory service conditions for the employees serving in Samiti.
8. In case of urgency transferring / posting of eligible staff against the vacant post of Principal/vice Principal/PGT on trial basis, based on the seniority cum fitness. Considering the services rendered by the staff at higher level for further promotional purposes.
9. Identifying the personal with right aptitude for the job.
10. In no circumstances the post of a Principal or a teacher should go vacant in Navodayas which may hamper the whole functioning of the system thereby defeating the purpose.

03

ACRs., MAINTENANCE OF SERVICE BOOKS, PERSONAL FILES:**ANNUAL CONFIDENTIAL REPORTS**

The performance of every govt. servant is assessed annually through his confidential report.

1) The importance is in the interest of efficiency of service and also of the officers, for the work, conduct, character, and capabilities of the officer reported upon can be accurately judged from the recorded opinion.

2) In the interest of employee that he should know how well or otherwise, he is performing the job. He can overcome the defects and shortcomings by taking remedial measures.

Principal objectives of ACR

[i] To improve the performance of subordinate in his present job.

[ii] To assess his potentialities and provide him appropriate feedback and guidance for correcting his deficiencies and improve his performance.

(iii) The confidential reports provide the basic and vital inputs for assessing the

Performance of an officer and his advancement in his career as also to serve the data for judging his comparative merits when questions arise of confirmation, promotion, selection grade, crossing efficiency bar, continuance in service beyond certain age or completion of certain years' of age.

Periodicity of writing

- ACRs of all teaching and creative staff should be submitted to the Regional Office on or before 2nd week of January every year.
- ACRs of non-teaching staff (except group –D) should be submitted to the Regional Office in the 2nd week of April every year.
- **Adverse remarks, if any, should be properly supported by the documentary evidences.**

Communication of adverse entries:

(i) The adverse entries in the confidential report must be communicated to the concerned employee.

(ii) The communication should be in writing and by the Reviewing officer. By Reporting officer in case there is no Reviewing officer.

(iii) A copy of the communication with the official's acquaintance should be kept in the CR Dossier. The fact of communication should be recorded in report itself by the authority communicating the same

(iv) Adverse remarks are to be communicated within a period of one month from the date they are recorded.

(v) While communicating the adverse remarks, one month, time limit should be given to concerned govt. servant to represent.

Representation against adverse remarks:

If competent authority feels that there is no sufficient ground for interference, the representation should be rejected and petitioner should be informed accordingly.

If remarks should be turned down, it should make necessary entry separately with proper attestation at the appropriate space of the report. Correction should not be made in the entries. '

An appeal against rejection of representation against adverse remarks is to be allowed within six months of such rejection. Service books should be maintained in respect of every employee working in Samiti. It should be updated from time to time with all the relevant information and to be shown to the staff concerned at least once in a year and obtain his/her signature.

MAINTENANCE OF SERVICE BOOKS:

The Service Book is an important auditable document, which reflects the entire history of service of an employee. The document (Service Book) enables for payment of terminal/pensionary benefits and other important payments on cessation of service. Any incomplete entry in Service Book may cause hardship to the employee for receiving his legitimate claims, terminal benefits by due date. Hence, the Office Superintendents are expected to personally ensure that each and every essential entries, which are required to be made in the service book, are made properly and attested by the Principal from time to time. Being an important document in the Vidyalaya, it should be prepared with due care and by following the instructions, some of which are mentioned hereunder. At JNV level Service Books of all employees up to the level of Post Graduate Teachers and at the Regional Office level service books in respect of Principals, Vice Principals and RO Officers and Staff are maintained at present. A Service Book in the prescribed form (Bi-lingual) must be maintained for every Gazetted and non-Gazetted Government Servant holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post from the date of his first appointment.

Custodian

The Service Book must be kept in the custody of the Head of the Office in which the Government servant is serving and transferred with him from office to office.

3. Certificates to be recorded in the Service Book

1. Employee has been medically examined and found fit.
2. His/her character and antecedents have been verified
3. His/she has furnished declaration of his/her not having contracted bigamous marriage
4. He/she has taken the oath of allegiance/affirmation to the constitution.
5. He/she has furnished the declaration of home town which has been accepted.
6. The correctness of the entries against the following terms of part I "biodata" has been verified from original certificate furnished as valid documentary evidence for the respective purpose:
 - a) Whether a member of Scheduled Caste/Tribe?
 - b) Date of Birth by Christian era and wherever possible also in Sakaera (both in words and figures).
 - c) Educational Qualifications:
 - i) At the time of appointment
 - ii) Subsequently acquired.
 - d) Professional and technical qualifications not covered by (3) above. Entries regarding the above will be made at the time of first appointment and attested by the Head of the Office or any other Officer duly authorized in this behalf. Additions and alterations will also be similarly attested.
7. He/she has filed nomination for CPF and the related notices have been Forwarded to the accounts officer on various dates.
8. He/she has furnished details of the family members.
9. he/she has filed nomination for death/retirement gratuity

4. Entries to be recorded in the Service Book

1. At the time of initial appointment.
2. Occurrence of events involving:-
 - a) Change of the post
 - b) Change of office
 - c) Change of station
 - d) Scale of pay
 - e) Nature of appointment

- f) Promotion
- g) Reversion
- h) Deputation
- i) transfer (including transfer on foreign service)
- j) Increment
- k) Leave
- l) suspension & other forms of interruption in service
- m) Events like stoppage of increment
- n) Facts of availing leave travel concession (LTC) either by the Govt. servant or members of his family.

5. Documents to be placed in Volume-II of the Service Book

Relaxation of age, educational qualifications (authenticated/attested copy).

- Report regarding verification of character and antecedents (original police verification)
- Medical Certificate of Fitness (Original)
- Attested copies of certificates of age and educational qualifications.
- Declaration regarding MARITAL STATUS (Original)
- Oath/affirmation of allegiance to the Constitution (Original)
- Declaration and acceptance of home town (signed/attested copy)
- Nomination for CPF/GPF.
- Nomination for retirement/death Gratuity.
- Details of Family (signed/attested copy)
- Exercise of options in service matters (signed/attested copy)
- Condonation of break in service (authenticated/attested copy)
- Order regarding change of date of birth (authentic /attested)
- Collateral evidence in respect of past service (Original)
- Change of Name (Original)

6. Inspection of service book by the government servant:

It shall be the duty of every Head of Office to initiate action to show the Service Book to the Government servant concerned every year and to obtain their signature therein in token of their having inspected the Service Book. A certificate to the effect that he has done so in respect of preceding financial year should be submitted by him to his next superior office by the end of every September. (SR 202)

7. Attestation of entries in the Service Books:

The Head of the Office must see that all entries are duly made and attested, and that the Service Book contains no erasure or overwriting, all corrections being neatly made and properly attested.

8. Annual Verification of Service:

The Annual Verification of service is intended to ensure that the Head of the Office has satisfied himself that the Govt. servant's entire service as recorded in the Service Book, is completely borne out by actual facts. Annual Verification of service books shall be taken up by the Head of Office at a fixed time early in the year and after satisfying himself that the services of the Government servant concerned are correctly recorded in each of the Service Books shall record in each case a certificate in the following form over his signature: "Services verified up to (date) from the record from which the verification is made.

PERSONAL FILE:

All the correspondence related to an employee for his personal matters like sanction of increment, leave, personal pay, out side employment or any other matter related to him should be dealt through his personal file. A copy of sanction order of leave, increment, personal pay, special pay, advances etc. should be filed in the personal file of the individual concerned. Generally mistakes are made by the vidyalaya by filing the service documents as mentioned under SI. NO.5 above in the personal file of the employee which is not correct. The service documents are of permanent nature which should be kept in docket file along with service book which is known as volume II of service book. The volume II should be attached with service book; where as personal file should be kept separately. Whenever employee is transferred from one station to other station the service book along with the personal file should also be transferred to the station where employee is posted.

CONSTRUCTION

01

M & R works – buildings:

- Constitution of M&R Committee in each JNV as per the guidelines of NVS is to be ensured.
- Before the summer vacation, the details of the work to be attended during the next session are to be worked out along with the year plan. The year plan may include the following points :

Sl. No.	Work site	Work to be attended	Probable month of attending the work	Source of materials	Source of manpower	Cost of material	Anticipated wage

M&R Committee meeting is to be conducted to approve the year plan. The works which are to be attended during summer vacation are to be attended on priority basis.

- * Replacing damaged switches and switchboards
- * Repairing water pipelines in respect of leakage
- * Fitting taps, if found broken
- * Clearing sewage line
- * Emptying septic tank (to be done during vacation)
- * Ensuring running water facility in toilet and bathroom areas in the dormitory.
- * Colour washing in all buildings on rotational basis.

The proforma I (A) and I (B) are to be compulsorily maintained in all JNVs.

PROFORMA-I(A)

COMPULSORY MAINTENANCE IN JNVs

Annual and Routine maintenance activities in JNVs compulsorily to be done at JNV level.

S. No	Item/Activity	Frequency	Action Plan (Target dt. Of completion)	Status				Remarks of visiting officers
				Q 1	Q2	Q 3	Q4	
1. General								
1.1	<p>White/colour washing in all buildings, boundary wall and main gate</p> <p>Exterior Finish : In CBRI design JNVs - acrylic emulsion (polymer based) is to be done once in five years (buildings can be clubbed in groups to cover entire campus in 2-3 years) as already circulated vide letter No.1-4/2004-NVS(GM) dated 11.8.06 CPWD design JNVs have permanent grit wash finish.</p> <p>Interior walls : Class rooms, kitchen/dining, dormitories - White/Colour Wash : School bldg., Principal/CP/Staff room, Library, Computer labs - oil bound distemper Staff Quarters - Acrylic oil bound distemper (except kitchen & bathroom) where whitewashing will be done.</p> <p>Note: Whenever a staff member occupies a residential quarter, oil bound distemper shall be got done from M&R works.</p>	Every year	Before start of new academic session i.e during summer vacation					
1.2	Painting of doors, windows, staircase railings etc. (Dorm. in first year, S/B, K/D and Staff quarters subsequently in second year)	Every two years	Before start of new academic session i.e during summer vacation					

1.3	Cleaning and disinfection OHT/UGS, Roof top tanks	Every six months	Before start of new academic session i.e during summer vacation and after rainy season					
1.4	Cleaning of septic tanks, manholes, gully, traps, sewer lines, drains. Clearing playfields and areas around buildings of debris, minor dressing up, removing grass/vegetation, repair of basketball poles/boards, net etc.	Every year as routine and SOS	Before start of new academic session i.e during summer vacation					
1.5	Cleaning of roofs, Khurras (rain water outlets).	Six months	Before rainy season and not later than 30 th June.					
1.6	Checking of fire extinguishers, replacing/refitting expired ones, repainting & refitting of sand buckets	Every year	Before start of new academic session i.e during summer vacation					
1.7	Re-Painting of blackboards	Every year	Before start of new academic session i.e during summer vacation					
1.8	Minor repairs on roofs and parapets such as filling of cracks, using mortar mixed with water proofing compounds such as refilling of joints with mortar, Gola/Khurra repair	Every year	Before start of new academic session i.e during summer vacation (Before rainy season)					
1.9	Replacmentl of broken window glases, wiremesh in doors/windows.	Every year	Before start of new academic session i.e during summer vacation					

1.10	Minor routine repairs of doors/windows such as replacement of missing/damaged handles, hinges, cleats, tower bolts of doors/windows.	Every year	During summer vacation					
1.11	Water to be tested for potability from a reputed govt. lab.	Every six months	Before end of summer vacation and after rainy season					
1.12	Students to be advised not to use polythene and other non-biodegradable materials. Dumping of such materials, especially in toilets, kitchen, dining hall etc., must be prohibited. No solid waste should be dumped near the buildings. A separate bin is to be made for this. Kitchen waste should not be mixed with garbage and it should be dumped separately in compost pit.							
2.	Electrical							
2.1	Repair/replacement of defective switches /fan regulators/tube lights/bulbs/streetlights/fans/switch boards/MCBs etc.	Every year and whenever required urgently	Before start of new academic session i.e during summer vacation and whenever required urgently					
2.2	Resetting/replacement of loose electrical wires/cables, taping of naked wires, cables etc.	Every year and whenever required urgently	Before start of new academic session i.e during summer vacation and whenever required urgently					
2.3	Cleaning of fans, Checking of fans for sound/noise/loose support/blades/Canopy switch boards etc.	Every year	Before start of new academic session i.e during summer vacation					

2.4	Lubrication, checking, preventive repairs of water /sewage pumps/DG sets.	Every month	1st week of every month					
2.5	Checking of different electrical points in all buildings for proper earthing	Every six months	30 th June & 30 th December					
3.	Rajiv Gandhi Smriti Van							
	a) Remaking watering pits of trees, manuring, weeding and pruning. b) Planting of new saplings in consultation with Horti-culture department of State Govt. and Forest Department.	Every 3 months Every year	Just after summer vacation & every qtr. thereafter. During rainy season.					
4.	Safety, Security Aspects							
4.1	Boundary wall and fencing is to be checked for damages/ breakage. Locability of main gate must be ensured. Lightning conductors of overhead tanks must be restored if damaged.							
4.2	Fire safety/fighting drills to be conducted in the JNVs half yearly.	Half yearly	At the beginning of academic session and then after six months.					
4.3	Compulsory announcements must be made by the Principal and House masters in the Assembly and respective houses every month, regarding Safety and Security Precautions to be taken by students such as :	Monthly	1st week of each month					
4.3.1	Students need not go to the roofs. Staircase leading to the roof should be locked and the keys should be with the House Master.							
4.3.2	The first flight of staircase leading to the container dome of overhead tank should be removed to make it inaccessible to the students.							

4.3.3	Students should be advised not to tamper with electrical switch boxes, wiring, fans, fittings etc.							
4.3.4	Water should not be allowed to stagnate around buildings to prevent epidemics.							
4.3.5	Students should be advised to remain away from underground sump and open wells in the JNV campus. The open wells should invariably be covered with lockable grills.							
4.3.6	Notice Boards pronouncing above points in bold should be displayed in academic block and dormitory's entrance halls.							

ANNUAL MAINTENANCE PLAN (VIDYALAYA SPECIFIC)

Schedule for inspection of Buildings by M&R Committee

- a. Name of Buildings:
- b. Date of last Inspection:
- c. Date of present Inspection:

S.No.	Item	Location	Brief description of defects if any.	App. Time- frame for rectification	Remarks
1. Walls					
1.1	Repair of Plaster				
1.2	Dampness				
2. Floors					
2.1	Cracks in flooring				
2.2	Settlement of floors				
2.3	Damaged/sunken plinth protection				
2.4	Worn out floor panels				
3. Doors, Windows, Ventilators & Cup boards					
3.1	Door shutters broken/damaged				
3.2	Doors fit improperly				
4. Roofs					

4.1	Leakages/Damp patches				
4.2	Water proofing treatment needing repairs				
4.3	Golas, Khurras, Rain water pipes/spouts				
4.4	Parapets, copings, Chajjas needing repairs				

5. Water supply & sanitary fittings					
5.1	Leakages in pipe joints				
5.2	Replacement of broken WC seat, wash basins				
5.3	Flushing cisterns, sanitary pipes, fittings and fixtures.				
6. External Services					
6.1	Manhole/gully trap covers				
6.2	Approach roads/ pathways				
6.3	Storm water drains				
7. Common Areas					
7.1	Railing to staircase				
7.2	Staircase steps, nosing				
8. Electrical Works					
8.1	Naked/loose wiring needing immediate repairs, Damaged/old wiring needing rewiring				
8.2	Damaged electrical distribution boards, panels & switch boxes/boards, Fuses/MCBs				
8.3	Fans needing rewinding and other repairs				
8.4	Street lighting/poles/ cables/ control boxes.				
8.5	Sagging/loose overhead cables in the campus to be retightened.				
8.6	Repair of generator sets, if out of warranty period				
8.7	Old water/sewerage pumps (i/c standby) needing replacement/major repairs.				

PROFORMA-I(B)

Action- plan for Maintenance and Repair

Major Contents:-

1. M & R of building.
2. Repair of furniture and Gadgets.

Time Schedule:-

Planning	: -	01.04.2011 to 15.04.2011
Preparation	: -	16.04.2011 to 30.04.2011
Execution	: -	01.05.2011 to 30.05.2011 or 30.6.2011 (based on vacation pattern)

01. Planning:-

This consists of the following:-

- a.) Formation of following M&R Committee
 - (i) Principal - Chairman
 - (ii) Vice-Principal/Senior teacher - Member
 - (iii) Two house masters - Members
(One male and one Female)
 - (iv) One school captain - Member
 - (v) One Local Technical Officer nominated by the chairman VMC
- (b) The Vidyalaya members of M&R committee will inspect the complete campus and propose a list of the following:-
 - (i) Work to be executed by engaging labours i.e. labour, mason, plumbers, carpenters, electricians etc. and procurement of material for the following works in general:-

BRIEF OF ITEM OF WORKS.

Electrical Works:-

- Repair/Replacement of tube fitting/fans/bulbs/street light/switch Board /MCB etc.

- Taping of naked wire and repair to wiring and cables.
- Repair of pumps & Gen set.

Plumbing works:-

- Repairs of water supply line - including valves - external as well as internal.
- Repair/replacement of taps etc.
- Replacement of broken WC sheet.
- Repair/Replacement of sanitary pipe & fitting.
- Putting manhole covers/Gulley trap covers in place.

Carpentry works/welding work:-

- Repair of toilet doors and all other door shutters including their fittings.
- Repair of windows and ventilators including their fittings and glass panes.
- Repair of basket ball poles & boards

Mason related works:-

- Repair of plaster on wall & ceiling.
- Repair of floor specially nosing of steps.
- Repair of roof.
- Making of RCC manhole & gulley trap covers.
- Repair to seepage through 1st floor toilet.
- Repair to basketball court top.

Sewer man related works:-

- Cleaning of (desalting of) septic tank, main holes, gulley traps & sewer line.
- Cleaning of open surface drains.
- Cleaning of Khurra (Rain water outlet) on roof.

General labour related work:-

- Cleaning of roof top tank, under ground sump and overhead tank.
- Uprooting of plants & shrubs from wall and roof.

(ii) Shramdan by students and staffs:-

- Cleaning of cobwebs & garbage.
- Cleaning of Bushes.
- Marking of play fields.
- Maintenance of trees and plants.

(iii) Work to be executed on contract or through CA or through other govt. Agency:-

- White washing/colour washing/Distemper on internal & external wall of all buildings as the case may be.

- Painting of door/window/ventilator/ pipes of all buildings.

Part - 'B':-

(Furniture & gadgets) –

- Repair of all desks & benches in classrooms.
- Painting of black boards.
- Repair of cots including welding, top ply & painting.
- Proper placement of cots in correct orientation.
- Repair of chairs/Almirahs etc.
- Provision of following items for class -VI students on the date of their enrolment.
 - Bedding,
 - Utensils,
 - Shoes,
 - Toilet items,
 - Stationary
 - Textbooks.

- Supply of uniform by 15th June / July' 2011

(2) PREPARATION:-

(i) For works to be done by Vidyalaya maintenance committee:-

- (a) Making list of Items to be purchased on tender/Quotation with their quantity.
- (b) Making list of labours for execution of proposed works with above materials.
- (c) Call for tender, finalize and issue supply/work order.
- (d) Supply of materials.

(ii) For works to be got done through CA/Other Govt. Agency/Vidyalaya management committee by Call of tender.

- (a) Preparation of estimate and sanction by the M/R committee.
- (b) Request to the CA for execution of work or call for tender of work, finalize & issue work order.

(3) Execution:-

- Work shall be executed in all fields in one go, so that time is not wasted and completed by 30.06.2011 / 31.5.2011 (based on vacation pattern)
- Responsibility of timely & quality completion of work shall lie with the M & R Committee & Principal.
- Execution will be done as per planning and preparation.

02

Rajiv Gandhi Smriti Van :

Rajiv Gandhi Smrithi Van has been taken up by the Navodaya Vidyalayas vide Circular No.1-2/91-NVS(W) dt.20.07.1994 ,a Copy of which was given to all the Construction Agencies. Rajiv Gandhi Smrithi Van in the Vidyalaya campus shall be taken up when the following conditions are fulfilled.

1. School has started functioning at the permanent site.
2. Water Supply scheme has been completed and water is available for watering the plants.
3. Compound wall work has been completed.
- 4.

Under the Rajiv Gandhi Smrithi Van in the Vidyalaya Campus, initially lawns, flower plants etc. shall be taken up. To maintain the garden, Water Supply scheme is also to be completed and water should be available for watering the lawns and plants. Preferably the development of Rajiv Gandhi Smrithi Van should be done by the Construction Agency and it should be handed over to the Principal in good condition with all the plants/grass etc. in living condition. Proper handing over note must be got signed by the Construction Agency from the Principal to avoid any dispute at later date. Principal should also keep full liasoning with the Construction agency to see that the work done satisfactorily as per the topography of land, layout of JNV etc, so that the Jnv campus looks very beautiful. Certain standard plants have been considered in the estimates. The Construction Agency and the Principal shall examine the same with regard to the local conditions. It will be preferable to use local plants according to the climatic conditions, the availability of water, quality of water etc. As far as possible, the plants may be obtained from the local bodies at free of cost to reduce the cost of work. Selection of plants shall be done with due care that they grow in the local soil as far as possible. The responsibility for maintenance of Rajiv Gandhi Smrithi Van and Horticulture works around the building shall rest with the Principal. He may obtain necessary required materials such as manure as per the norms suggested by the Construction Agency.

S.No.	Name of the Works	Qty
01	Digging holes in ordinary soil and refilling the same with excavated earth mixed with manure or sludge in the ratio of 2:1 by volume (2part of stacked volume of earth after reduction by 20%:1 part of stacked volume of manure after reduction by 8%) flooding with water, dressing including removal of rubbish and surplus earth, if any, with all leads and lift (cost of manure sludge and extra good earth if needed to be paid for separately.)	
i)	Hole 1:20 mtr dia and 1.20 mtr.deep	1000 Nos
ii)	Hole 60 cm dia and 60 cm deep	750 Nos
02	Supplying and stacking of well decomposed cow dung, manure at site of work i/c royalty and carriage for all leads and lifts (sludge measured in stacks will be reduced by 8% for payment)	600 cum
03	Spreading of sludge, dump manure in required thickness (cost of sludge/manure to be paid separately.)	600 cum
04	Flooding the ground with water including making kiaries and dismantling the same.	10000 sqm
05	Rough dressing the trenched ground including breaking clods	10000 sqm
06	Fine dressing of ground	10000 sqm
07	Supplying of tree plants	1000 Nos
08	Supply of bougain Villia in varities at site	400 Nos.

An amount of Rs.1.70 lakhs has been sanctioned for the development of Rajiv Gandhi Smrithi Van and execution of Horticulture works for the JNVs. At the time of sanction of amount, 50% of amount paid to the Construction Agency as mobilization advance and the remaining amount will be released to the Construction Agency after the completion of the work. It was also informed in case of any difficulty for implementing the Rajiv Gandhi Smrithi Van in the JNVs, it may be informed to Regional Office.

Subsequently, a decision has been taken the Dy. Commissioners Conference in the year 2006, and it was decided 2500 additional shady and fruit bearing plants shall be planted in the vidyalaya with the help of forest Department / District Administration / District Horticulture Department. So that proper greenery is developed in the campus. A Register to be maintained regarding No. of trees planted in the campus.

FINANCE

ACCOUNTS AND FINANCE

01

Purchase - Process of tenders should be completed as per the guidelines of the Samiti before reopening of the Vidyalaya. Purchase Advisory Committee should be formed as per the guidelines given by the NVS HQ. In this connection the samiti's letter No. 24(1)/87/NVS/F&A Dated 08.07.1988 and 3-9(6)/92-93/NVS(F&A)/Vol.III Dated 02.01.2007 should be followed strictly

Budget - Purchases to be made in accordance with the budgetary provisions and norms of the Samiti. Purchase is to be made in advance.

Few Common Audit Objections - Reply to the audit paras is to be sent immediately.

Settlement of Advance - Settlement of outstanding advance should be made on time. It should be done within one week from the last date of purchase in case of normal advance and within a month from the date of return journey in case of LTC/TA. Non-compliance of this instruction will lead to penalty as per norms.

Maintenance of Service Books & CPF/GSLIS subscription - Maintenance of Service Books and CPF/GSLIS subscription should be done timely.

Monthly Account - Sending of Monthly Account by 10th of every month.

COMMON MISTAKES IN PURCHASE PROCEDURE:

1. **Lowest quoted rate is much more than the prevailing market price.** This is due to absence of Market Survey. The PAC had to certify that the lowest price quoted is reasonable as per prevailing market rates, otherwise go for fresh tender/enquiry letters.
2. **Paying prices more than MRP.** It is not at all allowed. Prices can be quoted in respect of standard brand items as percentage of discount on MRP.
3. **Lowest quoted item is of less quality.** To avoid this, specification should be written properly or brand items as percentage of discount on MRP.
4. If the successful tenderer withdraws after finalization of contract or after supply for some time, security deposit should be forfeited. Contract can be given to the second lowest tenderer if the prices quoted by him are reasonable as per the observations of the P.A.C. If the Vidyalaya is compelled to reject the lowest quotation and needs to accept prices other than lowest quoted prices, approval of the Chairman V.M.C is required specifically mentioning the reason thereof.

5. **Not receiving minimum of three quotations.** After market survey, enquiry letters may be sent to leading firms/suppliers in the nearby market. Addresses of such suppliers may be obtained from nearby educational institutions, universities etc.
6. **P.A.C is not represented by members other than vidyalaya staff.** Nominee of Chairman VMC or DEC/EE should be members of PAC
7. Quotations should be received in sealed covers.
8. The cover as well as quotations should be signed by all members of PAC
9. Comparative statement should be signed by all members of PAC.
10. There should be common units for the items to be purchased i.e. either in Kgs. Or liters numbers etc. so as to ensure proper comparison. Fruits may be in Kgs. Instead of numbers/dozens to avoid supply of small fruits.
11. Price should be inclusive of all, that is including taxes and after discount. If some firms add taxes extra or effect discount, the net value may be worked out and shown in the comparative statement.
12. If there are any corrections in the quotations, it should be attested by the tenderer as well as the members of PAC.
13. Purchasing more than the requirement this is due to lack of planning. Staff of concerned depts. may be asked to prepare the list of items required duly indicating the existing stock with the due regard to the sealing limits prescribed by the Samiti eg.(a) Note books (b) lab. Equipment (c) uniform etc. usually purchased in excess.
14. Receiving less quantity or articles of low quality. A verification committee should be formed to inspect the items purchased. Wherever the individual items cost more than Rs.2000/- .The Principal should personally verify the items and certify it. Services of a technical expert may be utilized wherever required.
