गिरीश चन्द्र
Girish Chandra
उपायुक्त / Dy. Commissioner

नवोदय विद्यालय समिति
Navodaya Vidyalaya Samiti
(मानव संसाधन विकास मंत्रालय)
(Ministry of Human Resource Development)
स्कूल शिक्षा एवं साक्षरता विभाग
Deptt. of School Education & Literacy,
(भारत सरकार) (Govt. of India)
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F.DO. 2-2(SA)/Main/NVS(PTR)/2015/1003
Date – 01st Jan 2016

Dear Principals,

I have just taken over the additional charge of the Deputy Commissioner of NVS, Patna Region as per direction of the Commissioner, NVS, HQ, Noida. Though it is expected to be a very short arrangement, yet it is my responsibility to seek cooperation and give some guidelines to you for smooth functioning of all Jawahar Navodaya Vidyalayas under Patna Region.

Before moving ahead, I would like to remind you that being head of the vidyalaya it is your prime responsibility to ensure Safety and Security of all the students of vidyalaya and it is quite possible by developing team spirit among staff members and maintain discipline among students, staff and other stake holders in the campus.

I would like to request you to call staff meeting after receipt of this letter and review present situation of the vidyalaya in following areas :-

a) **Safety and Security**
Identification of danger points and measures taken to rectify them, students health related issues, daily visit of houses by House Masters, AHMs and MOD and their interaction with the students, immediate availability of potable water in hostels and school buildings, cleanness of toilets, bathrooms and inner side of dormitories, supervision of students movements during different hours, regular meeting of Principal with students, House Masters and measures taken to avoid any danger of snake and insects bite, regular locking of dormitories as per instructions of NVS to avoid any danger to safety and security of students, measures taken to avoid use of mobile by the students, proper entry of students movement at vidyalaya main gate, proper repairing of damaged boundary wall and fencing, immediate help to seriously sick and injured students (if any), identification of maladjusted students and measures taken by House Masters, Vice Principals, Principal to help such students and any other important issues related to safety and security of students.

b) **Residential component**
Cleanliness of dormitories, proper layout and turnout of students, availability of water and electricity, arrangement of proper toilets and bathrooms, measures to avoid danger of electric shock due to open live wires, developing good habits and life skills among students by House Masters/ AHMs, display of students creative works and other important information inside the house as well as at

entry point of houses, beautification of houses and their surroundings area, inculcation of values among students, attendance of students regularly and

timely during academic hours, remedial & supervision of students, during morning PT, evening games & sports and similar other activities and important occasions as per schedule, availability of bedding items and uniform to all students especially to class VI, movement of students from one house to other houses, proper utilization of students in academic and co scholastic activities and other related issues pertaining to residential component.

c) **Academics**

Availability of text books and required stationery items including practical files, note books and other materials, coverage of syllabus as per PAP, conduct of FA – IV/ unit test, preparation of students for SA-II examinations, conduct of various activities under CCE, maintenance of records, conduct of practical simultaneously with theory in Physics, Chemistry, Biology and other similar subjects, maintenance of labs including junior science lab and maths lab and computer lab, preparation of students of class XII for ensuring CBSE practical examinations, preparation of students for coming CBSE examinations 2016, thorough correction of note books by subject teachers and verification by Principal and Vice Principal, recording of observations of Principal and Vice Principal regarding correction of note books, review of home assignments, use of ICT on Power Point Presentation, effective utilization of Samsung Smart class, shortage of teachers and alternative arrangement made by the Vidyalaya against vacant post, support of outside subject experts in case some topics are difficult for available teacher to explain effectively to the students, action plan prepared by vidyalaya for achieving benchmark in CBSE exam. 2016 class XII & X, conduct of remedial classes for low achievers and special classes for bright students.

d) **Review of class XII students performance in Pre-Board- I Examination 2015-16**

Subject wise micro analysis of class XII students in first pre-board examination and discussion about certain new measures to be taken by subject teachers to improve performance of low and mediocre students to achieve benchmark in CBSE – 2016 (these measures to be taken on the basis of individual need of the students to achieve benchmark in CBSE – 2016).

e) **Purchases**

Timely purchase of items for mess and hostels, immediate issue of uniform to all students, if not provided till date, immediate purchase of library books, similarly immediate purchase of lab equipments, chemicals, sport and games equipments and other items, if not purchased till now as per norms of NVS.

f) **Timely correspondence with R.O, HQ and other concerned**

Discussion about pending areas related to correspondence with RO, HQ and other concerned, regular visit to RO/HQ/CBSE website and to check e-mails two – three times daily, identification of measures to send reply of various urgent letter even within short notice of 2-3 hours as per need of RO/ HQ, measures to resolve pending issues, immediate compliance of correspondence through cluster coordinator Principal.

I am sure after review of present situation of your vidyalaya on above mentioned points and any other important areas with requires immediate attention, you could be able to develop effective action plan to rectify various weak areas. This will also improve in smooth functioning of vidyalaya and you may be able to achieve objectives of NVS. I am looking forward to work with you as one team to achieve benchmark fixed by NVS, HQ in CBSE XII & X Examination 2016 and ensuring safety and security of all the students from classes VI to XII althrough their stay in JNV campus.

Sincerely yours,

With Best wishes.

1.1.16

(Girish Chandra)

Copy to :-

1. All the Principal, JNVs under Patna Region.
2. Cluster Incharge A.Cs with a request to review above points at their level at the time of visit to different JNVs under their charge.
3. PA to Commissioner, NVS, HQ, Noida for information.