

नवोदय विद्यालय समिति

(मानव संसाधन विकास मंत्रालय)

स्कूल शिक्षा एवं साक्षरता विभाग

(भारत सरकार)

क्षेत्रीय कार्यालय, बोरिंग रोड, पटना - 13

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Navodaya Vidyalaya Samiti

(Ministry of Human Resource Development)

Deptt. of School Education & Literacy,

(GOVT. OF INDIA)

REGIONAL OFFICE, BORING ROAD, PATNA - 13

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F.2-2(SA)/Main/NVS(PTR)/2015/1004

Date - 01st Jan., 2016

To,

The Principal,
All Jawahar Navodaya Vidyalayas,
Under Patna Region.

Sub:- Monitoring of vidyalaya functioning by Dy. Commissioner and Asstt. Commissioners over telephone.

Sir/Madam,

I have started work at NVS, Patna Region w.e.f. afternoon of 31.12.2015 with additional charge of Deputy Commissioner.

CBSE Examinations are quite near and it may not be possible for the undersigned to visit most of the JNVs of Patna Region at this juncture but it is essential to have idea about exact functioning of vidyalaya even from Patna or Lucknow office. Therefore, I am forwarding herewith one proforma have many points regarding functioning of vidyalaya.

I request all of you to go through these points and maintain record of information related to different points. I will try to contact everyday at least 2 - 3 Principals over phone either from Patna or Lucknow or some other places and you are supposed to submit correct information regarding all these points within 15 - 20 minutes. Please keep all information ready on your table. I would also like to discuss with school head boy and girl regarding their difficulties, if any, related to safety and security, mess and hostel functioning as well as academic issues. Please also call school head boy and girl to discuss with the undersigned over phone and immediately after getting information from your vidyalaya I will try to convey report about vidyalaya functioning for further action to be taken at your end to ensure smooth functioning of your vidyalaya.

I hope you will respond effectively and according to the various points mentioned in the proforma enclosed herewith.

Yours faithfully,

Encl - as above


(Girish Chandra)
Dy. Commissioner

Copy to :-

1. All Cluster Incharge A.Cs with the request to monitor your vidyalaya as per need and give feedback to vidyalaya under intimation of Regional Office.
2. P.A to Commissioner, NVS, HQ, Noida for information.

**DETAIL OF INFORMATION TO BE OBTAINED BY DEPUTY COMMISSIONER,
CLUSTER INCHARGE/ASSISTANT COMMISSIONER FROM THE PRINCIPAL AND
OTHER MEMBERS OF JNV OVER TELEPHONE.**

(A)

| | | | |
|----|--|------|-------|
| 1 | Total student strength | Boys | Girls |
| 2 | Total students present as on date | Boys | Girls |
| 3 | Number of sick students as on date | Boys | Girls |
| 4 | Brief information about the treatment given to sick students. | | |
| 5 | Visit of staff nurse to all dormitories daily to ensure that no sick student is left unattended and to get specific information about cleanliness inside the houses and toilet blocks. | | |
| 6 | Information about daily house visit by House Masters and AHM and name of House Masters/AHMs, who are not visiting their house and reasons thereof. | | |
| 7 | Name and number of House Masters who are not staying in House Master quarter and action taken by the Principal. | | |
| 8 | Identification of danger points in the campus and action taken by the Principal. | | |
| 9 | Information about preparation of students of XII for CBSE exams-2016 as per bench mark. | | |
| 10 | Brief information about subjects and classes in which coverage of syllabus is behind schedule along with reasons for slow coverage in any class from VI to XII. | | |
| 11 | Alternative arrangement made by the Vidyalaya to complete syllabus timely and effectively if subject teacher is not available. | | |
| 12 | Brief information about remedial and supervised study during A.N. and evening time. | | |
| 13 | Name of teachers who are not attending remedial and supervised study programme as per schedule and action taken by the Principal to ensure participation of all teachers as per schedule and students in these programme except sick students or O.D students. | | |
| 14 | Brief information about conduct of CCA sports-games, Art and Music related activities in the A.N. session as per schedule. | | |

| | | | |
|----|--|--|--|
| 15 | Information about the conduct of activities under CCE by subject teachers as per detail in PAP 2015-16. | | |
| 16 | Submission of 14 points safety-security report to R.O. every month. If not submitting then reason thereof. | | |
| 17 | Information about conduct of practicals simultaneously with theory. | | |
| 18 | Information of students during morning P.T- total boys who attended P.T and total girls who attended P.T & No. of students who did not attend morning P.T as on the date of monitoring over phone. | Total Boys enrolled | <u>P.T.</u> attended by |
| | | Total girls enrolled | <u>P.T.</u> attended by |
| 19 | Presence of House Master/AHM (as per roster), MOD, Staff Nurse during morning P.T and evening games. | | |
| 20 | Availability of water and electricity in hostels and academic block. | | |
| 21 | Cleanliness of dormitories, academic block and whole campus. | | |
| 22 | Students satisfaction level about food served to them as per menu and as per budget. | | |
| 23 | Issue of all uniform items to students as per norms including tracksuits, 'T' shirts, sleepers and shoes. | | |
| 24 | Date of issue of daily use items to students this month. | | |
| 25 | Total No. of hand pumps available in the campus. | Total No. of Functional | Total No. of Non Functional |
| 26 | Availability of purified drinking water/ RO System | Total No. of functional system | Total No. of Non functional system |
| 27 | Availability of street light on all the points | | |
| 28 | Conduct of VMC/VAC/PTC | Total VMC meeting conducted during 15-16 till date | Total PTC meeting conducted during 15-16 session till date |
| 29 | Repair of damaged switch-board, naked wire in class room/dining hall/ dorms. & M.P. Hall. | | |

| | | |
|----|---|--|
| 30 | Availability of Tuck shop along with phone facility. If not available reason thereof. | |
| 31 | Availability of minimum required equipments in sickroom. | |
| 32 | Any special measures adopted for the welfare of the migrated students in order to make their proper adjustment. | |
| 33 | Cash Book/Petty Cash Book and Ledger completed upto which date. | |
| 34 | Overall situation of students safety-security and their discipline. | |
| 35 | Overall situation of academics in the campus | |
| 36 | Any other points- | |

(B)

| | | | |
|--|--|--|--|
| | Tele talk with vidyalaya head boy and head girl regarding problems being faced by them in Hostels, mess and dining hall and in academic activities as well as problems related to their safety security. | | |
|--|--|--|--|

Various problems submitted by head boy and head girl (Vidyalaya boys & girls captain):

- 1
- 2
- 3
- 4
- 5
- 6

Copy to :

1. Cluster Incharge A.C under NVS Regional Office, Patna for similar action to conduct regular monitoring of JNVs under their cluster. Please also give feedback immediately to concerned JNVs.