

# नवोदय विद्यालय समिति

क्षेत्रीय कार्यालय, पटना

स्कूल शिक्षा एवं साक्षरता विभाग,

मानव संसाधन विकास मंत्रालय,

भारत सरकार

कर्पूरी ठाकुर सदन, केन्द्रीय कार्यालय परिसर,

ब्लॉक - ए और बी,

5 वीं मंजिल, आशियाना दीघा रोड,

पटना - 800025



## NAVODAYA VIDYALAYA SAMITI

REGIONAL OFFICE, PATNA

Ministry of Human Resource Development,

Deptt. Of School Education & Literacy,

Govt. of India

**KARPURI THAKUR SADAN, KENDRIYA**

**KARYALAY PARISAR, BLOCK - A & B,**

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**PATNA - 800025**

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F.2-2(SA)/Main/NVS(PTR)/2017/ 2490-91

Date - 21<sup>st</sup> July, 2017

To,

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

Sub:- Sending Daily Report about functioning of JNV to Cluster Incharge A.C - reg.

Sir/Madam,

It will be obligatory for all the Principals to send a Daily Report on the proforma given below to Cluster Incharge Asstt. Commissioner through e-mail at 5.00 PM without fail. If in a particular day, e-mail service is not available, they have to intimate through SMS to Cluster Incharge A.C.

### PROFORMA

S.N.	Point/ area of verification	Principal's responsibility
1.	Have a round of hostel?	Judge the need.
2.	See the physical arrangement in Hostel, Dormitory, Acad. Block.	Do improvement.
3.	Judge the level of happiness of students.	Boost them positively.
4.	Ensure timely action where you find a particular child is not behaving normal.	Take help of parents, doctors, counselors.
5.	Ensure meeting with House Masters.	Take feedback.
6.	See the level of confidence among students.	Motivate them, call person for talk.
7.	Be very much vigilant especially class VI, IX & XI.	Provide support to get settled.
8.	Go through the safety and security measures.	Find out shortcomings.
9.	Ensure attendance perfectly through head count.	Instruct all stake holders.
10.	No student should be allowed to stay in the hostel, ensure locking of hostels during academic hours.	Ensure their presence at appropriate place.
11.	Ensure night study in dining hall for girls and academic block for boys, ensure locking of hostels during study hours.	Don't allow them to roam/ stay back alone in hostel.
12.	Ensure monitoring by teachers during remedial period for boys and girls separately.	Don't allow them to roam/ stay back alone in hostel.

Don't give this assignment to any teachers/ staff.

Yours faithfully,

(Dr. D.S.Kumar)

Dy. Commissioner

Copy to :- All Custer Incharge A.Cs with direction to monitor the JNVs under their cluster and get the feedback daily.