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नवोदय विद्यालय समिति

स्कूल शिक्षा एवं साक्षरता विभाग
मानव संसाधन विकास मंत्रालय
भारत सरकार का स्वायत्त संस्थान
क्षेत्रीय कार्यालय, भोरिंग रोड,
पटना - 800 013.

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NAVODAYA VIDYALAYA SAMITI

An Autonomous Organization of
Ministry of Human Resource Development,
Deptt. Of School Education & Literacy,
Govt. of India

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F.2-2(SA)/Main/NVS(PTR)/2015/1862

Date - 27th Jan. 2015

To,

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

Sub:- To conduct various meetings every month for students' welfare and to ensure smooth functioning of vidyalaya.

Sir/Madsm,

Every month you are conducting various meetings to ensure safety and security of students, smooth functioning of vidyalaya, to provide quality food within budgetary provision, to address grievance of students, to appraise parents regarding overall functioning of vidyalaya and welfare of students and comfortable stay of students in their houses, to attend various M&R issues timely and to ensure academic progress of the students.

However during visit to different JNVs, it is observed that many vidyalayas are not conducting various meetings by discussing many important issues related to those meetings. These meetings are being conducted just as formality. Therefore, undersigned has prepared suggested agenda points for following meetings :-

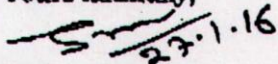
- Suggested agenda for monthly mess committee meeting.
- Suggested agenda for operation of Grievance/ Suggestion Box.
- Suggested agenda for PTC meeting to be conducted every month.
- Suggested agenda for conduct of meeting of House Captains and HMs with Principals and Vice Principal.

I hope henceforth, all Principals will conduct above mentioned meetings as per agenda points. However; Principals may add certain new point(s) as per requirement and need of the vidyalaya.

It is also requested to arrange at least one meeting every month and maintain records of various meetings conducted every month. Principals may arrange more than one meeting if they find it necessary.

Encl - as above

Yours faithfully,


(Girish Chandra)
Dy. Commissioner

Copy for information and necessary action :-

1. All Cluster Incharge A.C, NVS, Under Patna Region with request to kindly check whether these meetings are conducted on monthly basis in each and every JNV under their cluster.
2. AC (Admn)/ S.Admn, NVS, RO, Patna
3. AC (Gen. Admn/ Sch. Admn), NVS, HQ, Noida.
4. PA to Commissioner, NVS, HQ, Noida.
5. All Sections, NVS, RO, Patna.
6. Notice Board

SUGGESTED AGENDA FOR MONTHLY MESS COMMITTEE MEETING
JAWAHAR NAVODAYA VIDYALAYA

(On any day of 1st week of every month)

Date of Meeting _____

AGENDA :

1. Review of action taken on various decision of last mess committee meeting organized on _____
2. Views of captains regarding quality and quantity of various food items served during last month.
3. Identification of food items which were not found upto the satisfaction of most of the students of the vidyalaya.

Name of Food items

Certain reasons for not finding upto the satisfaction

- a) ..
- b) ..
- c) ..
4. Suggestions from captains for improvement in quality of such food items which were not found upto the mark during last month within budget provisions.
5. Situation of cleanliness in mess and dining hall and suggestions for improvement. Regular washing of the floor with detergent and phenyl etc.
6. Availability of pure drinking water and sufficient light in mess and dining hall.
7. Display of rates of various dry ration, vegetables, milk etc.(during every mess committee meeting) to satisfy students about rates, their comparison with prevailing market rates and availability of budget per head and total budget for the month.
8. Discussion about steps to be taken to keep kitchen and dining hall free from flies and insects especially during summer and rainy season.
9. Discussion about periodical visit of Regional and District level committee for inspection of quality of food and mess managements of the vidyalaya.
10. Discussion about any special function to be organized during current month and preparation of special menu for the occasion.
11. Discussion about any change to be done in menu for current month within permissible budget limit.

12. Position of budget utilization in last month.
 - a) Budget available as per actual students strength.
 - b) Total expenditure as per actual strength of the students.
 - c) Total saving in last month or total expenditure beyond budget limit.
 - d) Measures to be taken to maintain expenditure within budget limit.
 - e) If there was saving, measure to be taken to utilize it properly.
13. Discussion about special food to be prepared for sick students as per doctor's advice.
14. Discussion about atleast one meal to be prepared weekly as per demand of migrated students and area specific.
15. Various measures to be taken to control wastage of food items.
16. Certain measures to improve quality of food even after utilizing same quality of material and budget which was available last month.
17. Discussion about role of duty teachers in dining hall and their presence during different meals.
18. Discussion about availability of boiled/ hot water for sick students or other students as per need.
19. Discussion about disposal of left over material of food items at appropriate place in the campus or some other alternative place.
20. Availability of sufficient furniture in dining hall.
21. Availability of light points, fan, ventilation in dining hall and kitchen.
22. Discussion about measures to be taken to stop entry of dogs, rodents and other animals in dining hall and kitchen areas.
23. Maintenance of discipline, decorum and silence in dining hall during different meals.
24. Discussion about various steps to be taken to ensure qualitative, quantitative and nutritious food within budget limit to students.
25. Any other relevant point.

OPERATION OF GRIEVANCE BOX/SUGGESTION BOX

**Date of opening of Grievance Box
(On 1 & 16 date of every month).**

1. Name of Incharge of Grievance Box :
2. Name of Committee members for opening of Grievance Box :
 1. V.P./Sr.Most Teacher
 2. One PGT
 3. One TGT
 4. One Creative Teacher
 5. One Male H.M
 6. One Female H.M.
3. Date of opening of Grievance Box :
4. Number of Grievances/Suggestions received :
5. Total grievances/suggestion discussed: by the members of Grievance/suggestion committee & Principal.
6. Action suggested by the grievance box/: Suggestion box committee for attending Grievances/suggestions of the student.
7. Expected time required to solve/attend: Grievances/ suggestions
8. Date of discussion about grievances/ : Suggestions with the students during Morning/evening assembly by the Principal.
9. Impact of action taken on grievances/: Suggestions in over all functioning of the Vidyalaya.
10. Next date of opening of Grievances : Box/suggestion box.
11. Any other relevant point to be submitted regarding grievances/ suggestions received.

Signature
(Incharge)
Name:
Designation :

Signature
Principal
Jawahar Navodaya Vidyalaya,

Note :All grievances/ suggestions received should be kept in guard file for future reference and the concerned register along with all grievances/ suggestions received should be shown to all visiting officers of R.O. during their visit to Vidyalaya.

SUGGESTED AGENDA FOR PTC MEETING TO BE CONDUCTED
EVERY MONTH

Date of Meeting on 2nd Saturday/
Sunday of every month.

1. Review of last month's PTC meeting resolutions and actions taken on various points.
2. Discussion about various scholastic and Co-scholastic activities conducted in the vidyalaya after last months PTC meeting.
3. Discussion about availability of teachers in the vidyalaya and alternative arrangement made by the vidyalaya against vacant posts, if any.
4. Discussion about coverage of syllabus in different classes.
5. Achievement of vidyalaya in Academic and Co-scholastic activities during last one month.
6. Discussion about FA/SA/U.T or any other exam if conducted during last month.
7. Performance of students in last FA/SA/U.T etc.
8. Total students identified as low achievers in different classes and sections.
9. Certain new measures to be taken to improve performance of low achievers.
10. Discussion about academic planning and conduct of various activities during current/ coming month.
11. To invite suggestions and expectations of parents for smooth functioning of the vidyalaya in every respect.
12. Discussion about safety-security of the students.

13. Feed back by few parents or member PTC regarding over all vidyalaya functioning & their satisfaction on quality food, facility of water, students safety security, theft, cases in hostels upkeep, medical support to students, students achievements, conduct of various programmes, beautification of the campus, cleanliness in the campus etc.
14. Discussion about involvement of parents in the development of vidyalaya by utilizing their experience and expertise.
15. Discussion about support of PTC in JNVST publicity, organization of school functions, strengthening of Library and Labs, Mobilization of resource for new projects, arranging educational excursions, career guidance, counseling for emotionally disturbed children.
16. To invite views of students submitted by them to their parents regarding over all situation of school functioning from teaching-learning, mess, dinning hall, sports-games, Art, Music, Safety-Security, discipline, Maintenance of the campus to conduct of various programmes and opportunities given to the students etc. or any other relevant point related to students welfare and smooth functioning of the vidyalaya.
17. View of atleast of 02 teachers (one male and one female) regarding required support of parents to maintain discipline in the campus, to send the wards to vidyalaya timely after every vacation, or any other relevant points.
18. Discussion about visit of PTC members to dormitories, classrooms, Labs, Library once in a quarter and suggestion for improvement, if any.
19. Any other point.

Note:

Please prepare proceedings of PTC meeting every month on the basis of discussion on above points or any other relevant point of students and vidyalaya welfare.

**SUGGESTED AGENDA FOR CONDUCT OF MEETING OF HOUSE
CAPTAINS AND HMs WITH PRINCIPAL AND VICE PRINCIPAL**

Date : _____

Time _____

1. Review of report of last month meeting. If any decision/point left unattended, then reasons thereof and further measures to be taken to attend it.
2. Total students in different houses, class-wise and their presence in the vidyalaya on the day of meeting.
3. Discussion about sick students and treatment given to them.
4. Situation of safety security with respect to all the students of different houses.
5. Identification of students who were observed lonely, isolated and showing unusual behavior since last few days, probable reasons behind unusual behavior and loneliness and measures to be taken to help such students to make them normal with usual behavior and routine.
6. Discussion about requirement of counseling for students periodically as per need (for emotional psychological counseling and career counseling).
7. Discussion about academic achievements by the students of different houses & achievements in other areas like Sport-Games, Art, Music, Drama, Dance, CCA, Quiz, Debate, Speech or any other programme at vidyalaya or other level.
8. Completion of home and class assignment by the students of different houses and classes as per coverage of syllabus. If any student failed to complete it timely, then its reasons and certain measures to help such students to complete it at the earliest.
9. Identification of talented students of different houses besides their academic areas, to involve them in the activity (Sports-Games, Art, Music, Social works Scout-guide, NCC, Debate, Quiz, Drama, Creative Writing etc.) of their interest and to chalk-out programme for their participation at inter house and vidyalaya level or higher level competitions.
10. Discussion about problems within the houses, if any, related to academic achievement, participation of students in different activities, any physical facility related problem like availability of light, water, functional fans, switchboards, cleaning of toilets and bathrooms, window panes, safety-security related problems of students, locking of houses as per NVS

instructions, cases of theft, bullying of juniors by the seniors, non attending of sick students or any other problem which needs immediate solution.

11. Discussion about certain measures to be taken at house level under the guidance of HMs to improve various life skills, inculcate values, maintain of discipline, correct behavior, proper turnout, punctuality and other good habits in all house inmates.
12. Discussion to ensure presence of parents of all students on the days of PTC meeting.
13. Discussion to orient students on important aspects of safety security precautions, guidelines and principles to be followed by all inmates.
14. Discussion about development of sense of pride, belongingness and a healthy house spirit among the students of house.
15. Discussion about roster/ duty to ensure proper cleanliness, upkeep of the dormitories, proper care of hygienic conditions and to attend sick student/ disturbed students immediately.
16. To show personal file to students containing their strong points and certain other areas where they need to improve/ weak areas.
17. Discussion about method of reporting to HM and AHM at the time of indiscipline/ unhealthy behavior shown by any student of house or at the time of emergency.
18. Discussion about time management and to attend all programmes as per time schedule right from morning PT to evening roll call, dinner and the light off after night study.
19. Discussion about certain measures to be taken to promote reading habit and creativity of the students.
20. Discussion about proper rehearsal/ practice by the students for participation in different co-curricular activities etc.
21. Timely issue of various uniform and daily use items, if not provided timely, then reasons thereof.
22. Discussion about adjustment & welfare of migrated students.
23. Any other point related to welfare of students.
