



EDUCATION CODE
OF
NAVODAYA VIDYALAYA SAMITI

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CHAPTER I DEFINITIONS

Article 1. Definitions and Meaning.

- 1.1. Samiti** means the Navodaya Vidyalaya Samiti, an autonomous body (registered as a Society under the Societies Registration Act, XXI of 1860)¹¹ set up by the Ministry of Human Resource Development, Government of India, to establish, administer and manage the Navodaya Vidyalaya.
- 1.2. Committee** means the Executive Committee constituted under Rule 22 of Navodaya Vidyalaya Samiti.
- 1.3. Chairman** means the Chairman of the Navodaya Vidyalaya Samiti and its Executive Committee who is the Minister of HRD, Govt. of India.
- 1.4. Vice-Chairman** means a Minister of State, Ministry Human Resource Development, Government of India.
- 1.5. Commissioner** means the Commissioner of the Navodaya Vidyalaya Samiti, appointed by the Government of India under Rule 12 of Navodaya Vidyalaya Samiti.
- 1.6. Joint Commissioner** means the Joint Commissioners of the Samiti. The Joint Commissioner (Admn.) will also be Ex-officio Secretary of the Samiti and the Executive Committee.
- 1.7. Deputy Commissioner** means the Deputy Commissioners of the Samiti at Headquarters and Regional Offices/NLIs.
- 1.8. Assistant Commissioner** means Assistant Commissioners appointed at Headquarter and Regional Offices of Samiti/NLIs.
- 1.9. Region** means the educational region comprising specified area of the country and placed under the charge of a Deputy Commissioner.
- 1.10. Navodaya Leadership Institute or NLI²²** means the training institutes constituted under a Deputy Commissioner/Asstt. Commissioner for the purpose of imparting training to teaching and non teaching staff and officers of Jawahar

¹¹ Registered vide Certificate of Registration No. S/10428 of 1989.

²² F.No.16-9/2008-NVS(Admn.) dated 31.05.2011 (Compendium Vol.III Pg. No. 323).

Navodaya Vidyalayas and Samiti and for the purpose of research and development activities.

- 1.11. Vidyalaya** means a Jawahar Navodaya Vidyalaya set up under the scheme of Navodaya Vidyalaya Samiti.
- 1.12. Vidyalaya Management Committee** means a committee appointed by the Samiti for a Vidyalaya to look after the general management of the affairs of the Jawahar Navodaya Vidyalaya.
- 1.13. Principal** means the Principal of a Jawahar Navodaya Vidyalaya who shall be responsible for its proper management and running.
- 1.14. PGT** means a Post-Graduate Teacher in the employment of the Samiti.
- 1.15. TGT** means a Trained Graduate Teacher in the employment of the Samiti.
- 1.16. CBSE** means the Central Board of Secondary Education, Delhi.
- 1.17. Rules** mean all rules enacted by the Navodaya Vidyalaya Samiti including Government of India Rules, which have been mutatis mutandis adopted by the Samiti.
- 1.18. Academic Year** means a period of 12 months beginning from the 1st of April to 31st March of the following year.
- 1.19. Vacation** means the Summer/Winter/Monsoon Vacation normally comprising ninety days or such period as many be notified by the Commissioner in this behalf for which the Jawahar Navodaya Vidyalaya is closed.
- 1.20. Periodical/Unit Test** means a test conducted in the class after the teaching of a unit/topic/lesson.
- 1.21. Term Test I** means a test conducted at the end of the first term.
- 1.22. Term Test II** means formal examination conducted at the end of the academic year.
- 1.23. Term** means any of the parts of the academic year into which the academic year is divided.
- 1.24.** Unless the context otherwise indicates words importing the singular number shall include the plural number and vice versa.
- 1.25.** Unless the context otherwise indicates Words importing the masculine gender shall include the feminine gender.

CHAPTER II

THE ORGANISATIONAL SET-UP OF THE SAMITI

Article 2: The Samiti

Navodaya Vidyalaya Samiti (NVS) is an autonomous registered society which manages and regulates the functioning of Jawahar Navodaya Vidyalayas (JNVs) throughout the country. It was registered as a society under the Societies Registration Act (XXI of 1860) on 20th February, 1986 and its first meeting was held on 28th November, 1986. ([Appendix I](#)) Navodaya Vidyalaya Samiti (NVS) is an Autonomous organization under Ministry of HRD (Dept. of School Education & Literacy) Govt. of India. The objectives for which the Samiti has been established are detailed in the Memorandum of Association and Rules re-produced at ([Appendix-II](#)).

The Minister of Human Resource Development is the Chairman of the Samiti. The Vice-Chairman of the Samiti is to be nominated by the Government of India. The Financial Advisor to the Ministry of HRD shall be the Finance Member of the Samiti. The other members of the Executive Committee of the Samiti shall be appointed by Government of India as per the Memorandum of Association and Rules. The Joint Commissioner (Admn.) shall be the ex-officio Secretary of the Samiti.

The Annual General Meeting of the Samiti shall be held once in a year. Special meetings may, however, be convened by the Chairman whenever considered necessary.

All meetings of the Samiti shall be called by a written notice under the signatures of the Secretary of the Samiti. Seven members present in person shall constitute a **Quorum** at any meeting of the Samiti with its present membership. The Address of the NVS is :-

Postal Address	:	Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida (U.P.)-201307
Website	:	www.navodaya.gov.in

Article 3: Members of Samiti.

The following members constitute the Samiti as a Society.

1	Minister in the Ministry of Human Resource Development (MHRD).	Chairman
2	Vice-Chairperson of the society to be nominated by the Govt. of India.	Vice-Chairperson
3	Secretary (SE & L), Ministry of Human Resource Development.	Member
4	Representative of the Ministry of Human Resource Development.	Member
5	Representative of the Ministry of Finance	
6	Chairman, Central Board of Secondary Education (CBSE).	Member
7	Vice-Chancellor, National University of Educational Planning and Administration (NUEPA).	Member
8	Director, National Council of Educational Research and Training (NCERT).	Member
9	Commissioner, Kendriya Vidyalaya Sangatan.	Member
10-11	Two Education Secretaries of the State / Union Territories to be nominated by the Ministry of Human Resource Development	Member
11-12	Two Directors of Public Instruction or Directors of Education of State/UT Governments to be nominated by the MHRD.	Member
13-17	Four Educationists/Scientists to be nominated by the MHRD).	Member
18-19	Two representatives from the Industry to be nominated by the Ministry of HRD.	Member
20-21	Two Principals of Jawahar Navodaya Vidyalayas to be nominated by the MHRD.	Member
22-27	Four Members of Parliament from Lok Sabha (out of which one shall be a lady member) and Two Members of Parliament from Rajya Sabha to be nominated by the MHRD. Out of 6 members of Parliament 01 member may be nominated from SC category and 01 from ST category.	Member
28	Commissioner, Navodaya Vidyalaya Samiti.	Member
29	Joint Commissioner (Admn.), NVS & and Ex-officio Secretary of the Society.	Member Secretary

Article 4: Main Objectives of Navodaya Vidyalaya Samiti.

- 4.1** To establish, endow, maintain, control and manage schools and to do all acts and things necessary for or conducive to the promotion of such schools which will have the following objectives:
- 4.1.1** To provide good quality modern education including a strong component of inculcation of values, awareness of the environment, adventure activities and physical education to the talented children predominantly from the rural areas without regard to their family's socio-economic condition.
 - 4.1.2** To provide facilities, at a suitable stage, for instruction through a common medium viz. Hindi and English, all over the country.
 - 4.1.3** Offer a common core curriculum for ensuring comparability in standards and to facilitate an understanding of the common and composite heritage of our people.
 - 4.1.4** To progressively bring students from one part of the country to another in each school to promote national integration and enrich the social content.
 - 4.1.5** To serve as a focal point for improvement in quality of school education through training of teaching in live situations and sharing of experience and facilities.
- 4.2** To lay down policies regarding curricula, medium of instruction, admission of students and other programmes of Navodaya Vidyalayas.
- 4.3** To establish, develop, maintain and manage hostels for the residence of students of Vidyalayas.
- 4.4** To aid, establish and conduct other institutions as may be required for the furtherance of the Society's objects in any part of India.
- 4.5** To do all such things as may be considered necessary, incidental, or conducive to the attainment of all or any of the objects.

Article 5: The Executive Committee

Being the principal organ of the Samiti, the Executive Committee has been charged with the responsibility of carrying out the object* of the Socio as set forth in the Memorandum of Association re-produced at [Appendix-II](#). The Committee is mainly responsible for the management of all affairs and funds of the Samiti and is authorized to exercise all powers of the Samiti. The Committee has also to exercise control and supervision over the functioning of the Vidyalayas.

Minister for Human Resource Development is the Chairman of the Committee.

The composition of the members of the Executive Committee is given in the Memorandum of Association at [Appendix-I](#).

The Committee shall meet whenever the Chairman thinks fit and at least once in every quarter. For every ordinary meeting of the Committee at least 10 days notice shall be given in writing to each member. Five members of the Committee present in person shall constitute a **Quorum** at any meeting of the Committee with its present membership.

5.1. The following members constitute the Executive Committee of Samiti.

1	Minister in the Ministry of HRD	Chairman
2	Vice-Chairman of the NVS	Vice- Chairman
3	Secretary (SE&L) Ministry of HRD	Member
4	Representative of the Ministry of HRD	Member
5	Representative of the Ministry of Finance (Ex-officio)	Member
6	Chairman, CBSE (Ex officio)	Member
7	Vice-Chancellor, National University of Educational Planning and Administration (NUEPA).	Member
8	Commissioner, Kendriya Vidyalaya Sangatan (Ex-officio)	Member
9	Director, NCERT (Ex-officio)	Member
10	Commissioner of the Navodaya Vidyalaya Samiti (Ex-officer)	Member
11	Educationist who is member of the society	Member
12	Educationist who is the member of the society	Member
13	Joint Commissioner (Academic) NVS	Member
14	Joint Commissioner (Admn.) and Ex-officio Secretary of the Society	Member Secretary

Any person who ceases to be a member of the Society ipso facto ceases to be a member of the Executive Committee.

Article 6: Finance Committee^{33,44}

Under Rule-43 of the Memorandum of Association, there shall be a Finance Committee, a Sub-Committee of the Executive Committee, consisting of six members of which the representative of the Ministry of Human Resource Development, the Financial Member, the Commissioner, NVS and the Chief Accounts Officer & Internal Financial Adviser of Navodaya Vidyalaya Samiti shall be ex-officio members.

6.1. The following members constitute the Finance Committee of Samiti.

1	Joint Secretary and Finance Advisor, MHRD	Chairman
2	Joint Secretary (SE-II) Department of School Education & Literacy.	Member
3	Commissioner, NVS	Ex-Officio Member
4	Chairman, CBSE	Member
5	Commissioner, KVS	Member
6	CAO & IFA, NVS	Member Secretary

6.2 Functions : The Finance Committee shall have the following duties:

- 6.2.1** To scrutinize the accounts and budget estimates of the Samiti and to make recommendations to the Executive Committee.
- 6.2.2** To consider and make recommendations to the Executive Committee on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Executive Committee.
- 6.2.3** To scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Executive Committee.
- 6.2.4** To review the finances of the Samiti from time to time and have concurrent audit conducted whenever necessary, and;

³ F.No.6-5/90-NVS(Admn.) dt. 25.03.1992 (Compendium Vol. II Pg. No. 27).

⁴ F.No.8-64/88-NVS(GA) dt. 04.08.1988 (Compendium Vol. II Pg. No. 39).

6.2.5 To give advice and make recommendations to the Executive Committee on any other financial questions affecting the affairs of the Samiti.

Article 7: Academic Advisory Committee.

There shall be an Academic Advisory Committee, a sub-committee of the Executive Committee consisting of the following members.

1	Commissioner, NVS.	Chairman.
2	Four persons to be nominated by the Chairman of the Society from amongst outstanding educationists.	Members.
3	Representative of NCERT.	Member.
4	Representative of NUEPA.	Member.
5	Commissioner/Joint Commissioner (Acad), KVS.	Member.
6	Joint Commissioner (Acad), NVS.	Member Secretary.

The term of the nominated members of the Academic Advisory Committee shall be three years. The Committee shall function notwithstanding the absence of one or all nominated members.

7.1. Functions.

7.1.1. To advise the Samiti/Committee about the academic and co-curricular programmes to be introduced in the Jawahar Navodaya Vidyalayas.

7.1.2. To help prepare guidelines for the implementation of these programmes.

7.1.3. To review periodically these programmes and suggest measures for overcoming any shortfalls.

7.1.4. To help Jawahar Navodaya Vidyalayas realize, among others, the following objectives of the Society :

7.1.4.1. To develop the Navodaya Vidyalayas as 'Schools of Excellence' in the context of the national goals of education.

7.1.4.2. To initiate and provide experimentation in education in colla-

boration with other expert bodies like CBSE, NCERT, etc.

7.1.4.3. To promote national integration.

7.1.4.4. To initiate all actions necessary for the furtherance of the objectives of the Jawahar Navodaya Vidyalayas.

7.1.5. To advise the Committee about the training programmes, both pre-service and in-service for the teachers of the Navodaya Vidyalayas and prepare guidelines for the implementation programmes; and

7.1.6. To review the publication programmes of the Samiti.

Article 8: Headquarters of the Navodaya Vidyalaya Samiti

The Headquarters of the Navodaya Vidyalaya Samiti are located at Noida (U.P.) with the following administrative functionaries:

8.1. Commissioner

The Commissioner shall be the Executive Head of the Samiti and is responsible for the proper administration of the affairs of the organization and also responsible for the implementation of the policies as laid down by the Executive Committee. He shall be assisted by three Joint Commissioners, Deputy Commissioners and other Officers and the staff, as sanctioned from time to time.

8.2. Joint Commissioner (Administration)

The Joint Commissioner (Admn.) is *ex-officio* Secretary of the Society and his main functions are:

8.2.1. He shall be in-charge of the registered office of the Samiti.

8.2.2. He shall exercise all administrative and financial powers as may be delegated to him by the Commissioner with the approval of the Executive Committee.

8.2.3. He shall prepare the budget for the approval of the Executive Committee.

8.2.4. He shall attend all the meetings of the Samiti and the Executive Committee and record proceedings thereof.

8.2.5. He shall execute the decisions and resolutions passed by the Samiti and Executive Committee.

8.2.6. He shall execute and sign on behalf of the Samiti or the Committee all contracts, deeds and other instruments, except instruments relating to assurances of property, unless duly empowered in this regard by a power of attorney executed by the Committee.

8.3. Joint Commissioner (Academic).

He shall be the Member Secretary of the Academic Advisory Committee and will be responsible in implementing various programmes for Academic Achievement, Scholastics and Co-scholastics activities, etc.

Beside above, he will also be responsible;

- 8.3.1.** To inspect and supervise the academic functioning of the Vidyalayas and issue directions for the development of education in Jawahar Navodaya Vidyalayas.
- 8.3.2.** To collaborate syllabus and curriculum from class VI to VIII.
- 8.3.3.** To get the text-books prepared based on the approved curriculum.
- 8.3.4.** To formulate plans and schemes for the development of senior secondary education on the lines of the scheme of CBSE.
- 8.3.5.** To promote Physical Education and issue directions for organizing sports, games and other ancillary activities.
- 8.3.6.** To look after the welfare and professional education including in-service training of teachers/Principals and other staff along with monitoring of NLIs.
- 8.3.7.** To prescribe examination and promotion rules for the Jawahar Navodaya Vidyalayas.
- 8.3.8.** To conduct Jawahar Navodaya Vidyalaya Selection Test (JNVST) and Lateral Entry Examinations in an effective manner with utmost confidentiality.

8.4. Joint Commissioner (Personnel)

Joint Commissioner (Pers.) shall assist the Commissioner in looking after all

personnel matters i.e. recruitment, promotion, placement, transfer and seniority etc. of the Samiti staff at all levels.

8.5. Internal Financial Advisor & Chief Accounts Officer

- 8.5.1.** He will advise the Commissioner in financial accounting and audit matters pertaining to the Samiti and its units.
- 8.5.2.** He will supervise day-to-day work of budget and finances, audit and accounts sections.
- 8.5.3.** He will inspect the accounts of the Jawahar Navodaya Vidyalayas, Regional Offices and Headquarters and issue suitable instructions.
- 8.5.4.** He will call for such information from Jawahar Navodaya Vidyalayas, Regional Offices and Headquarters which may be required for the preparation and finalization of budget estimates, preparation of annual accounts and processing of objections raised in internal as well as external audit.
- 8.5.5.** He will manage the affairs of Navodaya Vidyalaya Samiti's employees Contributory Provident Fund and NPS.

8.6. General Manager (Construction)

The main function of the General Manager (Construction) is to initiate plan and execute the construction activities of Jawahar Navodaya Vidyalayas' buildings.

Article 9: Regional Offices of Navodaya Vidyalaya Samiti.

The Memorandum of Association provides that Navodaya Vidyalaya Samiti may establish as many Regional Offices of the Samiti as may be considered necessary. The Samiti has already established 08 Regional Offices, located at Bhopal, Chandigarh, Hyderabad, Jaipur, Lucknow, Patna, Pune and Shillong. The Regional Offices have been given functional autonomy.

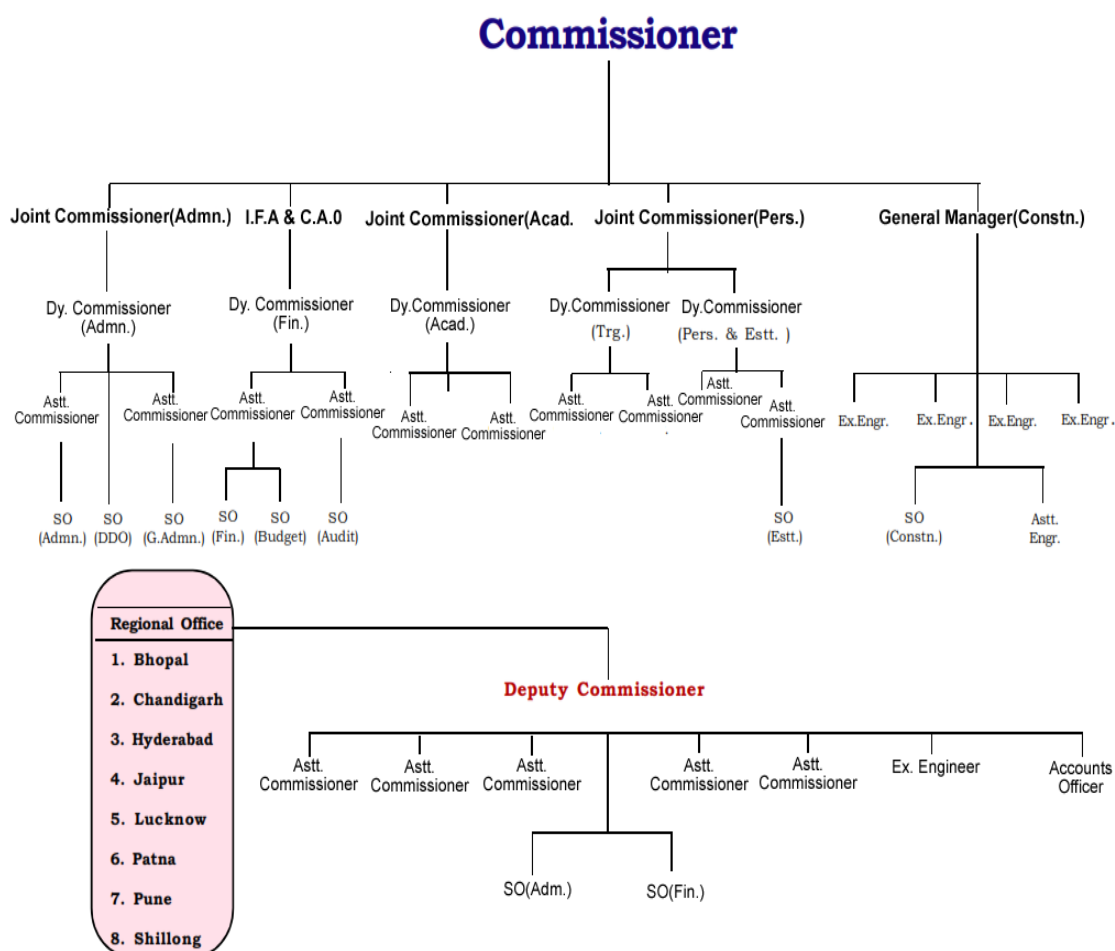
Article 10: Deputy Commissioner (Regional Officer)

The Navodaya Vidyalaya Samiti shall have as many Regions as may be approved by the Executive Committee, each headed by a Deputy Commissioner, who shall be responsible for the proper administration, supervision, inspection and con-

trol of the Jawahar Navodaya Vidyalayas falling in the Region. He will be responsible for administering the Jawahar Navodaya Vidyalayas, allotted to his / her region, under the overall guidance of the Commissioner and in accordance with the policies laid down by the Samiti/Executive Committee.

The Deputy Commissioner of the Region shall be assisted by Assistant Commissioners and other supporting staff.

The organizational chart of the Samiti is as follows.



- 10.1.** The Committee shall generally carry out the activities to fulfill the objectives of the Samiti as set forth in the Memorandum of Association.
- 10.2.** The Committee shall manage all affairs and funds of the Samiti and shall have authority to exercise all the powers of the Samiti.
- 10.3.** The Committee shall have powers to frame rules, regulations, in consistent with the Rules/Regulations of the Samiti for the administration and management of the affairs of Samiti. Without prejudice to the forgoing provisions, these regulations shall provide the following :-
- 10.3.1.** Preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Samiti and the sale or alteration of such investment, accounts and audit.
- 10.3.2.** Procedure for appointment of the officers and the staff of the Samiti, the schools and other institutions managed by the Samiti and various programmes and services established and maintained by it.
- 10.3.3.** Creation of posts and laid down procedure for selection and appointment of officers and staff of the Samiti, the school and the other institutions managed by the Samiti subject to the conditions as may be prescribed by the Govt. of India from time to time.
- 10.3.4.** To review the Samiti's transfer policy from time to time.
- 10.3.5.** Terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Samiti.
- 10.3.6.** Terms and conditions governing scholarships, fee ships, financial and other concessions, grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Samiti.

- 10.3.7.** To constitute Boards, Committees or other bodies as may be deemed fit and to prescribe their functions tenure, etc., and also dissolve the Boards, Committees or other bodies set up by it.
- 10.3.8.** To acquire, hold, deal and dispose of property in any manner what-so-ever for the purpose of the Samiti.
- 10.3.9.** To determine procedures for payment of pension, gratuities or provident fund of employees of the Samiti for their wives, children or other dependents.
- 10.3.10.** To lay down procedures regarding admission of students.
- 10.3.11.** Such other matters as may be necessary for the furtherance of the objectives of the Samiti and the proper administration of its affairs.
- 10.4.** The committee may, by resolution, appoint Advisory Boards or other committees or bodies including local Management Committees for schools with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

CHAPTER III

FUNCTIONS AND POWERS OF VARIOUS AUTHORITIES AND OFFICERS OF THE SAMITI

The main duties and powers of the various authorities and officers of the Samiti, including the Principals of the Jawahar Navodaya Vidyalayas are detailed in the succeeding articles. All residual powers which are not specifically assigned to any of the aforesaid authorities/officers vest in the Committee. The delegated powers^{55,66},⁷⁷ shall be exercised by the respective authorities and officers in accordance with the extant rules and regulations in force from time to time.

Article 11: Functions and Powers of the Executive Committee.

Article 12: Chairman of Samiti/Executive Committee

The Chairman shall ensure that all decisions taken by the Samiti/Executive Committee are implemented. He shall exercise such other powers as may be delegated to him by the Samiti or the Executive Committee, provided that the action taken in exercise of such powers shall be reported at the next meeting of the Samiti or the Executive Committee, as the case may be.

Article 13: Vice-Chairman of Samiti/Executive Committee

The Vice-Chairman shall chair the meetings of the Committee/Samiti in the absence of the Chairman.

Article 14: Commissioner

14.1. Administrative Powers

The Commissioner shall be the Principal Executive Officer of the Samiti and subject to any decision that may be taken by the Committee, he shall be responsible for the proper administration of the affairs of the Samiti and the

⁵ F.No.6- 1/96-NVS(ADMN.) dt. 20.08.2001 (Compendium Vol. II Pg. No. 226 – 250).

⁶ F.6-1/96-NVS(Admn.) dt. 11.02.2003 (Compendium Vol. II Pg. No. 251 – 252).

⁷ F.No.6-1/96NVS(Admn.) dt. 26.04.2004 (Compendium Vol. II Pg. No. 255 – 256).

properties and institutions such as the Jawahar Navodaya Vidyalayas, playgrounds, gymnasias, hostels, residential quarters for teachers and other employees, etc. under the direction and guidance of the Chairman and the Committee.

- 14.1.1.** To make appointment to all posts at the Headquarters and Regional offices/NLIs as well as Jawahar Navodaya Vidyalayas, corresponding in status to Group 'A' excluding Deputy Commissioner and above, on the recommendation of the Appointment Committee/DPC.
- 14.1.2.** To post, transfer and assign any duties to all officers and staff at the Headquarters, Regional offices, Navodaya Leadership Institutes (NLIs), Jawahar Navodaya Vidyalayas as well as any subordinate offices of NVS.
- 14.1.3.** To create posts in Jawahar Navodaya Vidyalayas for teaching and non-teaching categories.
- 14.1.4.** To create posts for the Headquarters/Regional offices of the Samiti/NLIs for a period up to six months.
- 14.1.5.** To approve probation and grant confirmation to Group 'A' officers (including Joint Commissioners).
- 14.1.6.** To forward applications of Group 'A' officers of the level of Deputy Commissioners and above of the Headquarters and Regional offices /NLIs for posts outside the Samiti subject to any general orders.

- 14.1.7.** To depute all the employees of the Headquarters of the Samiti, Regional offices as well as NLIs and Jawahar Navodaya Vidyalayas for training abroad, subject to general directions, if any, given by the Committee/Government of India.
- 14.1.8.** To inspect and supervise the working of the Jawahar Navodaya Vidyalayas and to issue directions for development of education in Jawahar Navodaya Vidyalayas to Principals and other officers of the Headquarters.
- 14.1.9.** To approve and prescribe text books for all classes including those recommended by the CBSE for classes IX to XII.
- 14.1.10.** To formulate plans and schemes for development of higher education on the lines of the scheme embodied in the Navodaya Vidyalaya Scheme and to obtain the approval of the Committee and the Government of India.
- 14.1.11.** To grant permission to all employees of the Headquarters, Regional offices, NLIs and Navodaya Vidyalayas to write books or to pursue higher studies or to take up other literary work.
- 14.1.12.** To prescribe admission, examination and promotion rules for Vidyalayas.
- 14.1.13.** To prescribe school timings of Jawahar Navodaya Vidyalayas, Vidyalaya term, Vidyalaya year, vacation and other breaks.
- 14.1.14.** To prescribe the Headquarters and territorial jurisdiction of Deputy Commissioners and other officers of the Headquarters office.

- 14.1.15.** To grant scholarships and stipends to students in accordance with the scheme approved by the Board.
- 14.1.16.** To issue orders on the analogy of FR9 (6) (b) of the Compilation of the Fundamental Rules that employees of the Samiti in certain circumstances be treated as on duty. In the case of deputation of an employee abroad, this power shall be subject to the concurrence of the Finance Member of the Samiti.
- 14.1.17.** a) To sanction advance increments up to a maximum of three increments in a timescale to teaching staff of Jawahar Navodaya Vidyalayas on their initial appointment, subject to the recommendation of the selection Committee.
- 14.1.18.** b) To sanction advance increments in a time-scale/pay matrix to non-teaching staff of Jawahar Navodaya Vidyalayas up to a maximum of three increments on initial appointment, subject to the recommendation of the Selection Committee.
- 14.1.19.** To permit an employee of the Samiti to undertake work for which a fee is offered, subject to the maximum of Rs. 5000/- in each case.
- 14.1.20.** To sanction leave up to the rank of Deputy Commissioners, NVS.
- 14.1.21.** To require Group 'A' officers to produce medical certificate of fitness on return from leave on medical grounds.
- 14.1.22.** To extend leave of Group 'A' officers in order to regularize overstayed leave.

14.1.23. To decide whether an employee is vocational or non-vocational staff.

14.1.24. To accord administrative approval and expenditure sanction in respect of all construction and maintenance works.

14.2. Financial Powers

The Commissioner shall have powers analogous to the powers of the Head of the Department under the supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and NVS (Employees) Provident Fund Rules.

Some of the relevant powers of the Commissioner under the above mentioned rules are detailed in the statement at [Appendix-III](#).

Article 15: Joint Commissioner (Administration)

15.1. Administrative Powers

15.1.1. To make appointment to all posts corresponding in status to Group 'B' and 'C' at the Headquarters and Regional offices and NLIs on the recommendations of the Selection Committees.

15.1.2. To forward applications of Group 'B' officers of Headquarters, Regional offices and NLIs.

15.1.3. To approve probation and grant confirmation to Group 'B' and 'C' officers including Vice-Principals of Vidyalayas.

15.1.4. To forward applications of all Group 'A' officers of Headquarters, Regional officers, NLIs and Vidyalayas other than Deputy Commissioners and above for posts outside the Samiti subject to any general orders.

- 15.1.5.** To grant permission to Group 'A' and 'B' officers of the Headquarters, Regional office, NLIs as well as Vidyalayas for appearing at public examinations.
- 15.1.6.** To Grant leave up to the level of Deputy Commissioners at Hqrs. and Deputy Commissioners at Regional offices and NLIs.
- 15.1.7.** To look after the welfare of the employees of the Samiti.
- 15.1.8.** To extend leave of Group 'B' officers and Group 'C' employees in order to regularize the overstay of leave.
- 15.1.9.** To allow change in the name/surname of Group 'A' officers of NVS, up to the level of Assistant Commissioners, in NVS Hqrs., Regional offices, NLIs and Vidyalayas.
- 15.1.10.** To grant permission to Vice-Principals and Group 'B' Officers of Headquarters, Regional Offices, NLIs to write books or to pursue higher studies.
- 15.1.11.** To issue NOC for obtaining Pass-Port and visiting abroad in respect of Principals/Vice-Principals of NVS Group 'A' and 'B' officers of ROs except DCs and Group 'B','C' and sub staff of Headquarters.
- 15.1.12.** To appoint AMAs (other than the panel drawn by the Central Government Employees Welfare Coordination Committee).
- 15.1.13.** To sanction Annual Increment up to the level of Deputy Commissioners in Headquarter and in respect of Deputy Commissioners of Regional Offices/NLIs.

- 15.1.14.** To sanction Transport Allowance at double the normal rate of physically Challenged employees up to the level of Group 'C' staff of Hqrs./ROs/NLIs.
- 15.1.15.** To fix up pay in respect of DCs of Hqrs./ROs/NLIs and up to the level of Group 'C' staff of Headquarter.
- 15.1.16.** To reimburse cost of stamp duty incurred on mortgage of property to NVS for grant of HBA.
- 15.1.17.** To grant Medical Advance in respect of all staff of NVS Hqrs. and ROs up to the level of Deputy Commissioners.
- 15.1.18.** To act as prescribed authority in terms of explanation no.2 below rule 18 of CCS (Conduct) Rules in respect of Group 'A' and 'B' Officers of ROs and NVS (Hqrs.) up to the rank of DCs including Principals and Vice Principals.
- 15.1.19.** To Change Home Town for the purpose of LTC as per Rule 5 of CCS (LTC) Rules in respect of staff/Officers of NVS up to the rank of Deputy Commissioner.
- 15.1.20.** To act as Controlling Officer for purposes of travelling allowance in respect of Group 'B' officers at the Headquarters of the Samiti, Regional offices and NLIs.
- 15.1.21.** To require Group 'A' & 'B' officers to produce a medical certificate of fitness on return from leave.
- 15.1.22.** To sanction Charge Allowance in respect of Vice Principals of NVS.

- 15.1.23.** To sanction cash handling/ duplicating allowance in respect of Group 'C' staff of NVS Hqrs.
- 15.1.24.** To function as the Secretary of the Finance Committee and Works Committee of the Samiti.
- 15.1.25.** To advise the Commissioner in financial, accounting and audit matters pertaining to the Samiti and its constituent units.
- 15.1.26.** To supervise the day to day work of the Budget and Finance, Audit and Accounts sections at the Headquarters of the Samiti.
- 15.1.27.** To inspect the accounts of the Vidyalayas, Regional offices NLIs and Headquarters office and to issue suitable instructions, wherever necessary.
- 15.1.28.** To call for such information from the Vidyalayas, Regional offices, NLIs and the Headquarters office as may be required for the preparation and sanction of Budget Estimates, preparation of Annual Accounts and processing of objections raised in internal as well as external audit.
- 15.1.29.** To manage the affairs of the Navodaya Vidyalaya Samiti Employees' Provident Fund, Group insurance scheme, NPS, etc.
- 15.1.30.** To act as Controlling Officer for purposes of travelling allowance in respect of Group 'B' Officers at the Headquarters of the Samiti and Deputy Commissioners of Regional Officers, and NLIs.

15.2. Financial Powers

He shall have powers analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and NVS Employees' Provident Fund Rules as detailed in [Appendix III](#).

Article 16: Joint Commissioner (Academic).

16.1. Administrative Powers.

- 16.1.1.** To arrange seminars, refresher courses, in-service training and workshops etc.
- 16.1.2.** To depute officers and staff of Headquarters/Regional Offices/NLIs of the Samiti for training in India and for participation in educational programmes, seminars and conferences in India where such training/participation is considered to be in the Samiti's interest, subject to general directions, if any, given by the Committee.
- 16.1.3.** To approve and prescribe text books for classes VI to VIII.
- 16.1.4.** To promote physical education and issue directions for organizing sports and games meets and other ancillary activities.
- 16.1.5.** To look after the welfare and professional education (including in-service training) of teachers and other staff of Vidyalayas.
- 16.1.6.** Formulation of plans and schemes for development of higher education on the lines of the Scheme embodied in the Navodaya Vidyalaya scheme.

16.2. Joint Commissioner (Personnel)

Joint Commissioner (Pers.) shall assist the Commissioner in looking after all personnel matters i.e. recruitment, promotion, placement, transfer and seniority etc. of the Samiti staff at all levels.

Article 17: Deputy Commissioner (Regional Office and NLIs)

17.1. Administrative Powers

- 17.1.1.** To make appointments to teaching and non-teaching posts in Group 'B' (except vice principals) and 'C' in Jawahar Navodaya Vidyalayas, Regional offices/NLIs.
- 17.1.2.** To approve probation and grant confirmation to the Group 'B' and 'C' employees in Jawahar Navodaya Vidyalayas and Regional offices except Vice-Principals.
- 17.1.3.** To forward applications of employees up to Group 'B' (including Vice- Principals) of Jawahar Navodaya Vidyalayas and Regional offices for posts outside the Samiti but not for the posts abroad and to grant permission for registration with the Employment Exchange.
- 17.1.4.** To grant permission up to Group 'B' (excluding Vice-Principals) of Jawahar Navodaya Vidyalayas and Regional offices/NLIs for appearing at public examinations.
- 17.1.5.** To depute teaching staff of Group 'B' (excluding Vice-Principals) and Group 'C' establishments of the Jawahar Navodaya Vidyalayas and Regional Offices/NLIs for training/participation in educational programmes in India where such training/participation is considered to be in the Samiti's interest.

- 17.1.6.** To inspect and supervise Jawahar Navodaya Vidyalayas to ensure that curricular and co-curricular activities are properly carried out and to suggest improvements, if any.
- 17.1.7.** To inspect, supervise and suggest improvements in the administration of Jawahar Navodaya Vidyalayas.
- 17.1.8.** To allow alteration in the name/surname of the Group 'B', 'C' employees of the Jawahar Navodaya Vidyalayas, excluding Vice-Principals.
- 17.1.9.** To look after the welfare of the employees of the Jawahar Navodaya Vidyalayas/Regional offices/NLIs.
- 17.1.10.** To grant permission to the Group 'B' and 'C' employees of Jawahar Navodaya Vidyalayas/ Regional offices (Excluding Vice-Principals)/NLIs to pursue higher studies or to write books or to take up any literary work.
- 17.1.11.** To issue orders on the analogy of FR 9(6)b of the Fundamental Rules in respect of Group 'C' employees of the Jawahar Navodaya Vidyalayas/Regional Offices/NLIs that an employee in certain circumstances be treated as on duty, subject to such instructions as may be issued.
- 17.1.12.** To transfer Jawahar Navodaya Vidyalaya staff other than the Principals and Vice-Principals from one place to another within the Region in accordance with power delegated by NVS Hqrs. sub-

ject to general orders of NVS Hqrs. issued from time to time in this regard.

- 17.1.13.** To dispense with a medical certificate of fitness in respect of Group 'C' employees of Jawahar Navodaya Vidyalayas and the Regional offices/NLIs.
- 17.1.14.** To sanction annual increments to Group 'B', 'C' employees of the Regional offices and Principals and Vice-Principals of the Jawahar Navodaya Vidyalayas in the prescribed timescale/pay matrix.
- 17.1.15.** To sanction the undertaking of work for which a fee is offered and an acceptance of the fee by the staff of the Jawahar Navodaya Vidyalayas (other than the Principal) and the Regional offices subject to a maximum of Rs. 2500/- in each case.
- 17.1.16.** To grant leave preparatory to retirement and refuse leave, etc. to Group 'B' and 'C' employees of Jawahar Navodaya Vidyalayas.
- 17.1.17.** To grant leave to Group 'B', 'C' employees of the Regional offices/NLIs and Principals of Jawahar Navodaya Vidyalayas.
- 17.1.18.** To issue NOC for obtaining passport and visiting abroad in respect of staff of ROs and Principals/Vice Principals.
- 17.1.19.** To sanction Charge Allowance up to the Post of PGTs as per norms of NVS.
- 17.1.20.** To sanction Annual increment up to Assistant Commissioners of ROs and Principals/Vice-Principals.

17.1.21. To sanction Transport Allowance of double the normal rate of Physically Challenged employees for all staff of NVS including Principals.

17.1.22. To fix up pay in respect of all staff of NVS up to the level of Principal and all staff of ROs up to Assistant Commissioners.

17.1.23. To sanction Cash handling/Duplicating Allowance in respect of Group 'C' staff of NVS and RO.

17.1.24. To grant Medical Advance in respect of all staff of NVS.

17.2. Financial Powers

He shall have power analogous to powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and NVS Employee's Provident Funds Rules as detailed in [Appendix III](#). Deputy Commissioners at NVS, Headquarters shall exercise administrative and financial powers at par with the Deputy Commissioners of Regional Offices.

Article 18: Branch Officers at the Headquarters

The work of various sections and other supporting staff in the Headquarters of office shall be supervised by various Officers at the Branch level as per distribution of work approved by the Commissioner.

Article 19: Assistant Commissioner

The functions of the Assistant Commissioner shall be as under:-

19.1. To assist the **Deputy Commissioner** in administrative functions as per distribution of work approved by the Commissioner and Deputy Commissioner in the case of Regional Offices;

19.2. To supply resources needed by teachers and Principals;

19.3. To assist in comprehensive evaluation all activities of Jawahar Navodaya Vidyalayas.

- 19.4.** To encourage experimentation and innovations;
- 19.5.** To guide and assist the teachers in CCA fields;
- 19.6.** To develop programmes for slow and gifted children;
- 19.7.** To guide to achieve excellence;
- 19.8.** To draw programmes in special areas of curriculum – Vocational Education, Work Experience, Physical Education, Arts. Music, etc.
- 19.9.** To act as specialist in certain fields;
- 19.10.** To monitor the functioning of concerned cluster JNVs allotted as per the [Cluster System](#).
- 19.11.** To conduct Panel Inspections of JNVs as per the direction of the RO/Head Quarters.
- 19.12.** To give demonstration lessons. Assistant Commissioners at NVS, Headquarters shall discharge such duties as assigned to them by Commissioner, NVS from time to time.
- 19.13.** To discharge the role of cluster coordinator as per the [Allotment of Clusters](#) of Navodaya Vidyalaya Samiti⁸⁸.

Article 20: Assistant Commissioner (Administration)

To perform the duties as per directions given by the NVS Hqrs. and Regional Office from time to time.

Article 21: Duties & Responsibilities of Accounts Officer of Regional Office

- 21.1.** To coordinate the finance, accounts and audit work in the Region.
- 21.2.** To ensure release of funds to Jawahar Navodaya Vidyalayas as approved by the Samiti under the guidance of Deputy Commissioner of the Region.

⁸ F.2-6/2018-(NVS-Estt)/Pt/8279 dt. 02.07.2018

- 21.3.** To compile the monthly/yearly accounts of the Regional Office and Jawahar Navodaya Vidyalayas and furnish the same to the Headquarters.
- 21.4.** To conduct the internal audit of Jawahar Navodaya Vidyalayas within the jurisdiction of Regional Office and to ensure that the objections contained in the reports are settled within a reasonable time.
- 21.5.** To prepare the consolidated budget proposals/revised estimates/figures of the financial grant of the Region after getting requisite data from the concerned Jawahar Navodaya Vidyalayas.
- 21.6.** To advise the Deputy Commissioner of the Region on all financial matters.
- 21.7.** To perform any other duty pertaining to finance/cash that may be entrusted by the Deputy Commissioner of the Region.

Article 22: Principal⁹⁹

22.1. Administrative Powers

- 22.1.1.** To function as the administrative head of the Jawahar Navodaya Vidyalaya and to act as the Drawing and Disbursing Officer of the staff employed in the Jawahar Navodaya Vidyalaya, subject to the detailed instructions given in this regard.
- 22.1.2.** To engage teachers on part time/contractual basis as TGT/PGT subject to relevant instructions in this regard.
- 22.1.3.** To make appointments to sub staff (erstwhile Group 'D') posts and to approve probation and grant confirmation of such employees in

⁹⁹ Safety & Security of Children F.No.1-1/2010-NVS(JC-Acad.)/180, dt. 30.07.2010 (Compendium Vol.III Pg.No.183).

Jawahar Navodaya Vidyalayas subject to relevant instructions in this regard.

- 22.1.4.** To ensure that academic activities are organized properly, particularly with reference to the residential character of Jawahar Navodaya Vidyalayas for a rapid and harmonious growth of the students.
- 22.1.5.** To take appropriate measures necessary for proper health and hygiene of the Vidyalaya Community.
- 22.1.6.** To ensure proper planning and implementation of activities relating to Remodeled System of Evaluation for students as prescribed by CBSE/NVS.
- 22.1.7.** To draw up and issue necessary standing orders covering all aspects of Jawahar Navodaya Vidyalaya administration and to constantly review and update such orders.
- 22.1.8.** To incur expenditure strictly in accordance with the relevant rules and budgetary allocations and to exercise effective financial control.
- 22.1.9.** To ensure proper accounting of all funds, stores and equipment, etc., and introduce appropriate checks to avoid any misappropriation, embezzlement, loss or misuse of Vidyalaya money.
- 22.1.10.** To follow the prescribed procedure and regulations for purchase of various items.
- 22.1.11.** To conduct physical verification of cash at least once in a month.

- 22.1.12.** In view of the residential character of Jawahar Navodaya Vidyalayas, the Principal shall ensure the following;
- 22.1.12.1.** Preparation of plan of action for scheduled and unscheduled visits of Principal, Vice Principal, House Masters, AHM, Counselors, Caretaker/Matron and ensuring appropriate reports thereof.
 - 22.1.12.2.** Happy atmosphere in the Hostels
 - 22.1.12.3.** Review of actions taken on the sport by the officials as at 22.1.12.1 above in resolve the issues/problems of the students in general and the students requiring special attention in particular and reporting to the authorities thereof.
 - 22.1.12.4.** Proper maintenance of Jawahar Navodaya Vidyalaya buildings, Hostel and Mess.
 - 22.1.12.5.** Proper and optimum utilization of all accommodation and other assets of the Vidyalaya.
 - 22.1.12.6.** Proper provision of required physical facilities like furniture, water, electricity, utensils, etc., for Jawahar Navodaya Vidyalaya Hostel/Mess.
- 22.1.13.** To provide academic and professional leadership and support to the Staff.
- 22.1.14.** Preparation of academic time-tables and calendar for Vidyalaya activities.

- 22.1.15.** To hold periodical staff meetings to review the progress of students in general and students requiring special support in particular and to take suitable remedial measures.
- 22.1.16.** To maintain cumulative records of the students records and send periodical report to parents.
- 22.1.17.** To supervise the work of House Masters/ House Mistresses.
- 22.1.18.** To establish rapport with the schools in the vicinity and provide guidance to primary schools for improvement of standards and sharing of facilities.
- 22.1.19.** To organize activities and projects for inculcation of proper values.
- 22.1.20.** To forward applications to Group 'C' employees of the Jawahar Navodaya Vidyalaya for posts outside the Samiti except posts abroad and to grant permission for registration with the Employment Exchange.
- 22.1.21.** To grant permission to Group 'C' employees of the Jawahar Navodaya Vidyalaya for appearing at public examinations.
- 22.1.22.** To implement the instructions and policies of the Samiti in respect of curricular and co-curricular activities and to take steps to bring about healthy development of Jawahar Navodaya Vidyalaya in all fields.
- 22.1.23.** To administer Jawahar Navodaya Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.

- 22.1.24.** To be responsible for the proper maintenance of accounts and school records, service-books of teaching and non-teaching staff, returns and statistics as prescribed by the Samiti from time to time.
- 22.1.25.** To look after the welfare of the employees of the Jawahar Navodaya Vidyalaya.
- 22.1.26.** To handle the official correspondence relating to Jawahar Navodaya Vidyalaya and to furnish within the prescribed dates all returns and information required by the Samiti.
- 22.1.27.** To provide the basic facilities, viz school uniforms, text books, daily use items to the students well before the commencement of the academic session.
- 22.1.28.** To make all payments including salaries, etc. of teachers and other staff in time and according to rules.
- 22.1.29.** To ensure that Navodaya Vikas Nidhi (NVN) is realized and credited to the corpus fund account in time.
- 22.1.30.** To make purchase of stores, etc. required for Jawahar Navodaya Vidyalaya in accordance with the prescribed procedure, to enter all such stores in Stock Register, to scrutinize the bills and make payment.
- 22.1.31.** To conduct physical verification of Jawahar Navodaya Vidyalaya property and stocks at least once a year and to inspect the stock

registers occasionally, to ensure their proper maintenance in accordance with the rules.

- 22.1.32.** To be responsible for proper utilization of the Navodaya Vikas Nidhi for which a separate account shall be maintained. This account will be operated and the funds will be utilized in accordance with the rules laid down by the Samiti from time to time.
- 22.1.33.** To make satisfactory arrangements for supply of drinking water and other facilities for the students and to ensure that the school building and its fixtures and furniture, office equipment, laboratories, play grounds, school garden, etc. are properly and carefully maintained.
- 22.1.34.** To grant to his Jawahar Navodaya Vidyalaya local holidays, not exceeding seven in an academic year for educational and other bonafide purposes.
- 22.1.35.** To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
- 22.1.36.** To overall be in-charge of admissions in the Jawahar Navodaya Vidyalaya, preparation of school time-table, allocation of duties to teachers, provision of necessary facilities to them in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Samiti/CBSE from time to time.

- 22.1.37.** To plan the year's academic work in advance in consultation with his colleagues and to hold subject committee and staff meetings at least once a month to review the work done during the month, and to assess the progress of the pupils.
- 22.1.38.** To help and guide teachers and promote their professional growth by actively encouraging their participation in courses designed for in- service training.
- 22.1.39.** To promote initiative of teachers for self- improvement and encourage them to undertake experiments which are educationally sound.
- 22.1.40.** To encourage teachers for study of the curriculum and syllabus in use with a view to analyze the objectives of teaching of various topics and adapting instructional programmes, with due regard to inter-subject co-ordination. Such study would be particularly necessary when a new curriculum or syllabus is introduced.
- 22.1.41.** To ensure that the teacher's diary is maintained in a manner that (i) it helps the teachers in his day to day work and (ii) it helps others to understand and appreciate his work.
- 22.1.42.** To supervise classroom teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as of other subjects.
- 22.1.43.** To provide special help and guidance to teachers newly entering the profession.

- 22.1.44.** To plan and prescribe a regular time-table for the scrutiny of written work and home assignments of students and to ensure that their assessment and corrections are carried out effectively.
- 22.1.45.** To make necessary arrangements for organizing special instructions for the students according to their need.
- 22.1.46.** To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work. To evaluate their work objectively and also to bring to the notice of the Deputy Commissioner/Samiti meritorious work done or successful experiments undertaken by any teacher to improve the Jawahar Navodaya Vidyalaya.
- 22.1.47.** To organize and co-ordinate various co-curricular activities through the House System or in any other effective way.
- 22.1.48.** To periodically organize educational excursions after proper planning.
- 22.1.49.** To develop and organize the library resources and reading facilities in Jawahar Navodaya Vidyalaya and ensure that the students and teachers have access to it and use books and journals of established values and worth.
- 22.1.50.** To encourage the formation of Parent Teachers Council (PTC) in order to establish contacts with and secure co-operation of parents/guardians in the activities of the Vidyalaya.

- 22.1.51.** To send regularly the progress reports of the students to their parents/ guardians and to show the answer books of all the examinations to the parents on demand.
- 22.1.52.** To promote amongst students physical well-being, high standards of cleanliness and healthy habits, and to arrange two medical examinations of the students in a year and send medical reports to parents/ guardians.
- 22.1.53.** To sanction increments of all staff of the Jawahar Navodaya Vidyalaya excluding Vice-Principals in the approved time scale.
- 22.1.54.** To sanction leave other than leave preparatory to retirement and refuse leave to teachers and non-teaching staff of the Jawahar Navodaya Vidyalaya in accordance with the rules laid down by the Samiti.
- 22.1.55.** To ensure the [safety and security](#) of the students in Jawahar Navodaya Vidyalaya campus.
- 22.1.56.** To carry out the M&R works of the Vidyalaya building and campus.
- 22.1.57.** To ensure the compliance of Guidelines of migration of students.
- 22.1.58.** To ensure necessary arrangements for conduct of JNVST Class VI and Lateral Entry for Class IX & XI as per provision of the Samiti.

22.2. Financial Powers: The administrative and financial powers of the Principal shall be as defined in the [Appendix IV](#).

Article 23: Vice-Principal¹⁰¹⁰

The post of Vice-Principal in JNVs is non-vacational. The Vice-Principal shall work under the overall control and guidance of the Principal and will be accountable to him/her for various duties and responsibilities assigned to him / her from time to time.

The following are the various duties and responsibilities attached to the post of Vice-Principal in Jawahar Navodaya Vidyalayas.

23.1. Academic Duties

23.1.1. Preparation Academic Calendar and Institutional Plan.

23.1.2. To perform this duty the Principal will constitute a committee consisting of Vice Principal, PGT (minimum 2) TGT (2), Miscellaneous / Creative Teachers (1), Non-Teaching Staff (1), School Captain, Class Captain (1), Boy (1) and Girl (1), House Captain Boy (1) & Girl (1) and prepare meticulous Institutional Plan based on available human and other kind of resources need of the Vidyalaya and feasibility of the programme. Various points to be covered during preparation of institutional plan & calendar of activities.

23.1.3. Planning & Supervision of Library in the following main areas.

1. Formation of Library Committee to identify requirement of Library Books, Magazines and News Papers.
2. Maintenance of Library.
3. Development of Career Counseling corner, book review corner, New arrival corner.
4. Computerization of Library.

¹⁰ F.No.1-15/98-NVS(Estt) dt. 10.12.1998 (Compendium Vol. II Pg. No. 294-295).

5. Availability of various resources in library.
6. Timely procurement of library books, Text books, model papers, sample papers, other resource study materials, etc.
7. Conduct of certain library activities to promote reading habits of students.

23.1.4. Supervision & Checking of Home works & Assignments.

1. Regular verification of timely checking of home & class assignments of students by their subject teachers.
2. Recording of observation of checking of class & home assignments in one register.
3. Recording of suggestions given to subject teachers for improvement.
4. Issue instructions to those teachers who do not complete checking of home and class assignments timely and effectively. Ensure timely submission by them.

23.1.5. Supervision of Class Room Teaching of the Teachers.

The following areas need to be supervised.

1. Quality of teaching – learning.
2. Class room control.
3. Use of teaching aids and ICT.
4. Conduct of activities and experiments.
5. Distributions of questions and variety of questions.
6. Proper use of various teaching skills.
7. Physical environment of the class.
8. Motivation, Guidance and counseling of low achievers.
9. Timely remediation of under performers.
10. Use of innovative & creative methods.
11. Use of modern methods of teaching.
12. Any other activity to make teaching -learning effective.

23.1.6. Supervision of Preparation of the Examination Papers.

1. Preparation of question papers by the teachers as per split up of syllabus.
2. Preparation of variety of question papers.
3. Stiffness of question papers for all set of students as per CBSE guidelines.
4. Inclusion of HOTS question as per CBSE instruction.
5. Weightage to questions as per CBSE instructions.

23.1.7. Supervision of Conduct of Tests.

1. As per guidelines of CBSE.
2. Variety of tests from oral to written and activity based.
3. As per requirements of Periodic Written Test and Term Test.

23.1.8. Preparation of Time Table.

1. Formation of Time Table Committee.
2. Preparation of feasible time table for all classes as per parameters of CBSE from class VI to XII as per Perspective Academic Plan (PAP).
3. Supervision and implementation of Time Table.

23.1.9. Maintenance of Mark Register & Records of Remodelled system of Evaluation.

1. Supervision of maintenance of marks register and Remodelled system of evaluation records by examination in-charge and concerned teachers.
2. Regular verification of marks registers and records and recording of other observation along with suggestions given to examination in-charge or subject teachers.
3. To ensure timely preparation of marks registers, report cards etc. as per CBSE guidelines.

23.1.10. Conduct of Practicals.

Besides all above points, all activity related to maintenance of all labs, use of ICT, simultaneous conduct practicals with theory will also be supervised by the Vice- Principal throughout the session. In case there is problem in smooth conduct of any activity, the VP will maintain the record of it and submit that to the Principal for further action.

23.1.11. Safety and Security of Students.^{1111, 1212, 1313, 1414}

23.1.12. Take action on the following points under supervision and direction of the Principal and in close collaboration of Principal, House Masters and House Captains.

1. Ensure strict compliance of 14 points programme in the Vidyalaya and submission of regular reports to Regional Office.
2. Ensure that Grievance / Complaint Box is properly maintained and timely action taken on the complaints / grievances received.
3. Cases of students' indiscipline¹⁵¹⁵ are promptly and effectively handled and appropriate decision taken.

23.1.13. Supervision and Monitoring of House System.

1. Day to day House visit register to record observation during house visit & to provide suggestions for improvement.
2. Record of regular interaction of Vice-Principal with students of different Houses.
3. Recording of observations about upkeep of the Houses, cleanliness in the Houses, toilets and bathrooms. Display of different information about house related activities, students' creative work, availability of physical facilities, maintenance of discipline among the students, details of sick students & their wel-

¹¹ F.No. 5-31/97-NVS(SA) dt, June 1997 (Compendium Vol. I Pg. No. 380 – 382).

¹² F.No.5-31/97-NVS(SA) dt. 24.02.1998 (Compendium Vol. I Pg. No. 383-384).

¹³ F.No.5-31/2000/NVS(SA) dt, 19.10.2000 (Compendium Vol.I Pg. No. 385 – 387).

¹⁴ F.No.2-41/2001-NVS(SA) dt. 13.08.2001 (Compendium Pg. No. 390 – 400)

¹⁵ F.No. 16-2/90-NVS(Acad.) dt.22.2.94 (Compendium Vol.I Pg. No.36)

fare by Staff Nurse. Development of House garden, inculcation values and life skills among house inmates by House Masters & AHMs, proper utilization of time by the students during their stay in Houses. To ensure timely reporting of students for different activities by HMs & AHMs. Timely issue of various daily use, uniform & bedding items stationary, books and any other important points related to house system like welfare of sick students & regular visit of Vidyalaya doctor and day to day M&R related issues.

23.1.14. Supervise & monitor the Co-curricular Activities, Sports and Games NCC, Scouts & Guides and Other Related Activities.

1. Conduct of co-curricular activities, sports and Games, NCC, Scouts and Guides and other related activities by the concerned in-charges as per schedule.
2. Types of sports – games disciplines, CCA areas NCC activities, scout and guide programme etc. and impact of these programme on students.
3. To ensure that concerned in charge of different activities are providing opportunity to participate to maximum number of students. Every student should be given opportunity to participate in at least 2-3 programmes out of various activities conducted under sports, games NCC, CCA, Scout & Guide club activities etc.

23.1.15. Management of Vidyalaya Mess¹⁶ and to exercise powers relating to Mess Management, Mess Expenditure and day to day matters relating To Vidyalaya Mess.

The Vice Principals will be responsible for the management of the Mess in Jawahar Navodaya Vidyalayas. All the powers related to management, funding and day to day matters will vest with the

¹⁶ Incorporated vide F.No.5-4/2001-NVS(SA) dated 19.10.2001(Compendium Vol.I page 436).

Vice-Principals. The Vice-Principal will be able to pass all the mess bills and to incur all the mess expenditure, of course, subject to the limit of amount budgeted for the year. In those Jawahar Navodaya Vidyalayas where the Vice-Principals are acting as In-charge Principals and where the post of Vice-Principal is lying vacant, the Senior Most PGT will function as in-charge of the mess affairs. For performing the above duties effectively, the Vice-Principal will maintain the following records.

1. Mess Menu.
2. Timely conduct of mess meeting.
3. Changes decided in menu after mess committee meeting conducted every month.
4. Instruction to concerned staff for timely arrangement of materials for mess as per menu.
5. Record to ensure timely duty by HMs, AHMs & other teachers during all 3 meals as per schedule.
6. Regular observation of mess activities and suggestion given to CA, Mess staff, HMs, AHMs and other teachers for maintaining quality of food, cleanliness in mess & dining hall , to ensure discipline among students during all meals , to check wastage of any food item and availability of purified drinking water.
7. Verification of record of special diet for sick students. Verification of maintenance of hygienic condition in toilets & bathrooms attached to mess with the help of concerned staff.
8. Verification of development of small garden around the mess block.

23.1.16. Assist the Principal in required purchases for the Vidyalaya including Vidyalaya Mess and other related activities.

23.1.17. Take minimum 12 periods per week.

The Vice Principal will take minimum 12 periods per week and will compulsorily handle classes from X to XII.

- 23.1.18. The Vice-Principal shall be compulsorily a member of all the Committees formed at the Vidyalaya level and would also be a co-signatory of the cheques, etc. issued by the Principal.**
- 23.1.19. To look after the physical upkeep and cleanliness of the school and proper maintenance of property and stock. Assist the Principal in conducting physical verification of school property for its careful and proper maintenance.**
- 23.1.20. To exercise certain specific administrative powers assigned to him when the Principal is either on leave or away from the Vidyalaya on duty.**

Article 24: Duties of the Office Superintendent.^{1717,1818}

The Office Superintendent, as the supervisory head of the Jawahar Navodaya Vidyalaya's office, will be mainly responsible for its proper organization and smooth and efficient functioning and he will work directly under the Principal. The Office Superintendent will be mainly responsible for the following: -

- 24.1.** For proper organization of the office, correct delegation and balanced distribution of work amongst Group 'D' and clerical staff of the Vidyalaya.
- 24.2.** To maintain strict discipline in the office.
- 24.3.** To supervise the work of the office staff under him.
- 24.4.** To keep all confidential files and documents under the safe custody.
- 24.5.** To issue necessary orders and instructions w.r.t. the directives from Hqrs./Regional Office/Principal
- 24.6.** To maintain personal files of the school staff and of the students.
- 24.7.** To keep office files, registers, records, etc. properly and in safe custody.
- 24.8.** Proper filing, indexing and updating of Rules and of orders issued by the Samiti and its Regional Offices.
- 24.9.** To ensure compliance over timely submission of accounts, audit observation, reports and returns prescribed by the Hqrs./Regional office.

¹⁷ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 280-282)

¹⁸ Ref.No.2-17/05-NVS(Estt.) dated 15-6-2005.

- 24.10.** To ensure that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to office orders are issued as and when necessary.
- 24.11.** To maintain stock and account register in respect of all the stores, furniture and equipment of the Vidyalaya.
- 24.12.** To make arrangements for proper security of the Vidyalaya building and its assets.
- 24.13.** To observe proper procedure in the matter of purchase, accounts, maintenance of record, etc.
- 24.14.** To ensure prompt and timely action towards correspondence pertaining to administrative arrangements made for dispersal of students, proceeding on vacation and for their reception in the school on return from vacation.
- 24.15.** To arrange bulk purchase of office stationery and ensure that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain proper record of the issue of stationery to various branches.
- 24.16.** Proper and regular maintenance of accounts of the Vidyalayas in the manner prescribed and to get them audited.
- 24.17.** To assist the Principal in procurement and purchase of furniture, Hostel equipment, etc.
- 24.18.** To maintain and supervise telephone bills and trunk call register/payment of outstanding bills.
- 24.19.** To assist the Principal in preparation of quarterly reports pertaining to court cases, etc.
- 24.20.** To forecast the requirement of Vidyalayas for purchase of catering items, store fixed asset items and arrange to procure in a logical manner to avoid wastage of expenditure at the close of the year.
- 24.21.** To make arrangement for proper storage and safe custody of all cash, stores and equipment as well as other valuable documents.

- 24.22.** To carry out periodical checks, including surprise check and verification of cash, stores and accounts.
- 24.23.** To rectify accounting mistakes and procedural irregularities, if any, detected in the Vidyalaya accounts.
- 24.24.** To ensure preparation and submission of monthly reconciliation of bank statement, Annual Account Statement, etc. to the Principal for his approval.
- 24.25.** To maintain all relevant registers and accounting documents auditable or otherwise, in the Vidyalaya.
- 24.26.** To assist and advise to the Principal in the matters connected with cash, accounts, stores, administration, etc.
- 24.27.** Besides exercising supervisory control of the Vidyalayas Offices and giving necessary advice to the Principal in Admn. / Financial matters, the Office Supdt. will also be responsible for the preparations, proper maintenance and upkeep of the following office/accounts records:
- 24.27.1.** Service Books, personal files and leave accounts of the Vidyalaya staff.
 - 24.27.2.** Maintenance of all correspondence files on administrative matters as well as purchases, etc.
 - 24.27.3.** Preparation of Vidyalaya budget.
 - 24.27.4.** Preparation of Vidyalaya monthly and annual accounts.
 - 24.27.5.** All accounts registers required to be maintained including Asset Register and Property Register.
 - 24.27.6.** Stamp and dispatch account.
 - 24.27.7.** Timely remittance of all deductions, with schedules to Samiti, various departments.
 - 24.27.8.** Payment of L.S./P.C. and obtain refund of salary paid to deputationists.
 - 24.27.9.** Timely submission of all returns prescribed by Regional Offices/Hqrs.

24.27.10. Maintenance of logbook of the vehicle and maintenance and repairs of the vehicles.

Article 25: Duties of the SSA/UDC¹⁹¹⁹

- 25.1.** SSA/UDC will be responsible to handle cash and to maintain the ledgers and cash book.²⁰²⁰
- 25.2.** Maintenance of Cash book of the Jawahar Navodaya Vidyalaya Accounts (Main and Petty) and vouchers files and reconciliations of entries i.e. Cash Book with the Bank.
- 25.3.** Preparation of Yearly ledger accounts of the Jawahar Navodaya Vidyalaya.
- 25.4.** Maintenance of Mess Account of the Jawahar Navodaya Vidyalaya.
- 25.5.** Stock registers and submission of annual verification report to RO.
- 25.6.** Preparation of Pay bills, etc.
- 25.7.** Will provide necessary assistance (administrative, secretarial and typing) to the Principal and Office Superintendent in discharge of their duties.
- 25.8.** SSA/UDC will also keep and maintain the office records viz. files, registers etc. properly in the manner, as directed by the Office Superintendent/Principal.
- 25.9.** SSA/UDC will work under the direct guidance and supervision of the Office Superintendent.

Article 26: Duties of the JSA²¹²¹/Lower Division Clerk²²²²

- 26.1.** Typing.
- 26.2.** Filing work and maintenance of files and records.
- 26.3.** Diary and dispatch.

Article 27: Duties of the Staff Nurse²³²³

- 27.1.** Staff Nurse shall be in-charge of first aid and sick room of the Jawahar Navodaya Vidyalaya and shall look after its maintenance.

¹⁹ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 282--283).

²⁰ Change of Nomenclature vide O.O. No.1-1/2017-NVS(Admn.)/345 dt. 27.03.2018.

²¹ Change of Nomenclature vide O.O. No.1-1/2017-NVS(Admn.)/345 dt. 27.03.2018

²² No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283).

²³ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283).

- 27.2.** He/she will assist the Medical Officer during his/her visit to the Jawahar Navodaya Vidyalaya and carry out instructions given by him/her with regard to the treatment of the sick students, if any.
- 27.3.** He/she will maintain a record of all the children who report sick and the treatment given to them, if any.
- 27.4.** In the event of a child requiring specialized medical treatment, the Staff Nurse shall immediately inform the Principal.
- 27.5.** Staff Nurse shall keep a record of medicine purchased and administered to the children/employees of the Vidyalaya. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by him/her which should be counter-signed by the Principal at least once in a fortnight.
- 27.6.** Staff Nurse shall also visit the Vidyalaya Mess daily to guide Catering Assistant to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.
- 27.7.** He/she shall be the ex-officio member of the Mess Committee of the Jawahar Navodaya Vidyalaya.
- 27.8.** He / She will take care of all cleanliness in the Jawahar Navodaya Vidyalaya premises.
- 27.9.** He/she shall carry out any other duty assigned by the Principal.
- 27.10.** He /she shall maintain a regular clinic with necessary first aid.
- 27.11.** He / She will taste the food for whether it is fit to be served to the students before serving the same to the students.

Article 28: Duties of the Catering Assistant²⁴²⁴

- 28.1.** To manage the Mess of the Jawahar Navodaya Vidyalaya under strict hygienic conditions.

²⁴ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283-284).

- 28.2.** To formulate daily menu considering local conditions / customs /tastes / availability.
- 28.3.** To provide special diet (as recommended by Nurse/MO) to sick children.
- 28.4.** To prepare and submit requisitions of provisions for Mess to the Principal/competent authority.
- 28.5.** To assist in the procurement of provisions as per laid down purchase procedure.
- 28.6.** At the time of taking delivery of material purchased, he should ensure that the material received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct. Their quality is good and they are according to approved specifications.
- 28.7.** To prepare the [Daily Consumption Report](#) (DCR) and monthly report and submit to Vice Principal and Principal.
- 28.8.** To exercise utmost economy and ensure that wastage of food is reduced to minimum.
- 28.9.** To assist maintenance of mess stock/stock register and issue register.
- 28.10.** To receive and issue provisions, to cooks as per the menu and the number of dining members.
- 28.11.** To supervise cooking and to inspect preparation before they are served.
- 28.12.** To put up list of consumable/non consumable items for writing off as per rules.
- 28.13.** To look after maintenance of Mess, Dining Hall, utensils, cutlery, crockery, etc.
- 28.14.** To look after cleanliness of Mess and its surroundings.
- 28.15.** To assign duties to Mess staff with the approval of the Vice-Principal / Principal and supervise their working.
- 28.16.** To keep a watch on discipline and turn out of mess staff.
- 28.17.** To arrange periodic medical checkup of the mess staff and maintaining such records.

28.18. Catering Assistant will be the member secretary of the Vidyalaya Mess Committee and will call monthly meetings of the committee and maintain its records.²⁵

28.19. To perform any other duty assigned by the Vice- Principal / Principal.

Article 29: Duties of the Store Keeper²⁶

29.1. To maintain stock register with proper entries on regular basis for each item of store.

29.2. To prepare indents in respect of all consumable and non-consumable items of stores required for Jawahar Navodaya Vidyalaya, hostel, Mess, Staff Quarters, etc.

29.3. To maintain files for procurement of stores and submission of proposals thereof for approval.

29.4. To procure and distribute of stationery items and other items of stores.

29.5. To submit proposals for condemnation of unserviceable items of store for its write off.

29.6. To submit proposals for disposal of condemned articles through auction, etc. and maintenance of the Condemnation Register.

29.7. Any other duty assigned by the Office Superintendent/Principal.

29.8. At the time of taking delivery of the material purchased, he shall ensure that the materials received are counted, measured or weighed, as the case may be. He should also ensure that the quantities received are correct, their quality is good and they are according to approved specifications.

29.9. To get verified the stores physically from Physical Verification Committee once in a year.

²⁵ F.No.25-5/99-NVS(Acad) dated 26th Feb. 2001(Compendium Vol. I Pg. No. 427).

²⁶ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 284).

Article 30: Duties of the Laboratory Attendant²⁷²⁷

- 30.1.** Cleaning of laboratory and dusting of its furniture.
- 30.2.** Maintenance of laboratory furniture including its polishing and painting.
- 30.3.** Maintenance of Botanical Garden, Aquarium, etc. in the Jawahar Navodaya Vidyalaya.
- 30.4.** Cleaning, setting and arranging of apparatus in the laboratory under the guidance of concerned teacher.
- 30.5.** Carrying the apparatus to classroom as required by the concerned teacher.
- 30.6.** Minor repairs of apparatus.
- 30.7.** Collecting material for practical work.
- 30.8.** Making local purchases for Vidyalaya laboratory as directed by the concerned authority.
- 30.9.** Maintenance of proper stock registers of the laboratory.
- 30.10.** Reporting of any accidental damage or loss of apparatus to the in charge of the laboratory.
- 30.11.** Making arrangements for the functions exhibitions, etc. organized in the Vidyalaya under the guidance of the concerned in charge.
- 30.12.** Assisting examination in-charge in the Vidyalaya during examination days.
- 30.13.** Maintenance and updating of [Lab Logbook](#).
- 30.14.** Any other work assigned by the Principal of the Vidyalaya.
- 30.15.** Whenever laboratories are closed or there is no work in the laboratories, the Laboratory Attendant will be attached with the Administrative Office of the Jawahar Navodaya Vidyalaya so that their services can be utilized for miscellaneous work of the Vidyalaya.

Article 31: Officiating arrangement during the absence of the Principal.

- 31.1.** When the vacancy is of less than two month's duration: During the absence of the Principal from the Vidyalaya, whether on account of illness or

²⁷ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 284-285).

otherwise, the Senior Most PGT or teacher of that Vidyalaya to take over charge of the duties of the Principal, provided that there is no Vice Principal posted in that Vidyalaya. The teacher so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be admissible for such officiating arrangement, but intimation shall be sent to the Regional Office about the arrangements made.

31.2. When the Vacancy is of more than two months' duration: In case of vacancies exceeding two months, the person to be appointed will hold current charge of the duties of the post of Principal. Such arrangement shall be made by the Deputy Commissioner of the Region.

31.2.1. A Post-Graduate Teacher promoted as Vice Principal and posted simultaneously as In-charge Principal may be given the option either to draw the pay of the post of Vice Principal or the pay and allowance of Post Graduate Teacher. The option will be exercised within one month of this appointment as in-charge Principal.

31.2.2. If a Vice Principal is appointed as in-charge Principal of the School in which he is already working as Vice Principal, in the absence of Principal, he may not be allowed to draw the charge allowance in addition to his pay as Vice Principal provided that the post of Vice Principal held by him is not filled.

31.2.3. Where a Vice Principal is transferred as in-charge Principal to some other school he would continue to draw the pay to the Vice Principal only.

CHAPTER IV

VIDYALAYA MANAGEMENT COMMITTEE

Article: 32

For proper running of Jawahar Navodaya Vidyalayas and for a day-to-day management, Vidyalaya Management Committee (VMC)^{28,29} is constituted by the Samiti. Such Committee will manage the Jawahar Navodaya Vidyalaya with funds provided by the Samiti within the framework of the policies. The Vidyalaya Management Committee shall meet at least 3 times in a year and special meetings may be called by the Chairman of the Vidyalaya Management Committee as and when necessary.

32.1. Tenure of the Vidyalaya Management Committee.

- 32.1.1.** The Chairman of a Jawahar Navodaya Vidyalaya will be the District Magistrate/Collector/Deputy Commissioner of the District. In his ex-officio capacity, he may nominate some local senior officer, in case District Magistrate's Headquarters is located at some distance from the Vidyalaya.
- 32.1.2.** The Principal of the Jawahar Navodaya Vidyalaya will be the Member Secretary.
- 32.1.3.** The tenure of the office of the members of the Vidyalaya Management Committee of a Jawahar Navodaya Vidyalaya shall be 3 years but they will be eligible for re-nomination.
- 32.1.4.** Member/office bearers of the VMC will continue beyond the term of 3 terms till the new committee is re-constituted. For a Committee of a newly started school for a limited period till a regular committee to be constituted, the Principal will submit the proposal for the constitution of the Vidyalaya Management Committee through the Regional Officer to the Commissioner for approval.

32.2. Functions/Powers of the Vidyalaya Management Committee

²⁸ F.No.14-10/87-NVS dt. 24.04.1987 (Compendium Vol. I. Pg. No. 458 – 461).

²⁹ F.No.14-10/92-93/NVS(SA) dt. 30.05.2001 (Compendium Vol. I Pg. No. 469).

- 32.2.1.** To exercise control over expenditure in respect of the funds raised by the Samiti for the Vidyalaya and all other rules in the manner laid down by the Samiti. This specifically implies proper custody of funds, due control over expenditure and ensuring of payment to proper persons and parties of correct amount and proper maintenance of accounts.
- 32.2.2.** To prepare budget estimates for the next financial year and sending suggestions in recurring of new items and expend with the justification thereafter. This will include non-repairable items such as buildings, sub-recurring, furniture and equipment, etc.
- 32.2.3.** To make selection of staff for the Vidyalaya on contract basis and in accordance with the procedure prescribed by the Samiti.
- 32.2.4.** To exercise general supervision over the proper running and functioning of Vidyalaya including maintenance of discipline among students as well as members of staff.
- 32.2.5.** To exercise general supervision over the proper function of hostel, including the catering management by the Vidyalaya itself.
- 32.2.6.** To make suggestions for any improvement or reform or other procedure relating to the Vidyalaya.
- 32.2.7.** To assist the Vidyalaya to secure local assistance and cooperation for its better working and growth.
- 32.2.8.** To scrutinize and approve the Annual Report of the Vidyalaya.
- 32.3. Powers of the VMC Chairman**
- 32.3.1.** He will be the Chairman of the Vidyalaya Appointment Committee and Principal will be ex-officio Member Secretary.
- 32.3.2.** All appointment of group 'D', LDC & adhoc teaching posts of the Vidyalaya will be made by the Vidyalaya Management Committee through the Vidyalaya Appointment Committee.³⁰³⁰

³⁰ F.No.14-10/87-NVS dated 12.11.1987 (Compendium Vol. I Pg. No. 463).

32.3.3. The Vidyalaya Appointment Committee may co-opt any local subject expert in case some teaching and non-teaching staff required on contract basis. 3 persons shall form the quorum. The Chairman may nominate any other member of the Vidyalaya. The Chairman may nominate any other member of the Vidyalaya Management Committee as Chairman of the Vidyalaya Appointment Committee in any of its meeting. Local non official members of Vidyalaya Management Committee or its sub-committee whenever required to attend official meeting, convened by the Chairman and will be entitled for honorarium as per NVS norms.

32.3.4. In order to have responsive participation of parents in the day-to-day management of the Vidyalaya, it has been decided to include two parents representative (one male, and one female) in the Vidyalaya Management Committee. The revised composition of Vidyalaya Management Committee will be as follows: -

1.	District Magistrate/Collector/Deputy Commissioner	Chairman
2.	District Education Officer	Member
3.	Executive Engineer of State P.W.D. (Building)	Member
4.	Principal of some local college or a Senior Secondary School preferably a residential school.	Member
5.	Vice Principal/Senior most teacher of the Vidyalaya	Member
6.	Member of public (whose nomination is to be approved by the Chairman, NVS who is the competent authority)	Member
7.	Chief Medical Officer of the district	Member
8-9	Two representatives from parents (One male and one female to be nominated by Chairman, VMC	Member
10.	Principal, Jawahar Navodaya Vidyalaya.	Member Secretary

Article 33: Sub Committees of the Vidyalaya Management Committee

33.1. Purchase Advisory Sub-Committee³¹³¹

The Purchase Advisory Committee shall comprise of the following:-

1.	The Principal of the concerned Jawahar Navodaya Vidyalaya	Chairman
2.	Nominee of the Chairman of VMC	Member
3.	District Education Officer or Executive Engineer	Member
4.	Vice Principal/Senior most teacher of the concerned Vidyalaya	Member
5.	One more member of VMC	Member

The Committee shall be associated with the purchase of items costing more than Rs. 50,000³²³² from the stage of selection of the firms for inviting quotations till the purchases are actually made. All purchases are to be made after following the prescribed purchase procedures.

33.2. Vidyalaya Appointment Sub Committees³³³³

For the smooth and effective functioning of the Vidyalayas two different Appointment Sub Committees shall be constituted:

33.2.1. Appointment Sub Committee (For Group 'D' and LDC)

- i. Principal of the concerned Vidyalaya : Chairman
- ii. District Education Officer or his nominee : Member
- iii. One local Educationist (Preferably a Principal of a residential college or school) : Member

33.2.2 Appointment Sub Committee

³¹ F.No.14-10/87-NVS dt. 30.10.1987 (Compendium Vol.I Pg. No. 462).

³² Revised to Rs. 50000/- vide Circular No. 3-9(6)/2018-19/NVS(F&A)/Vol.IV/176 dated 11-01-2019.

³³ F.No.5-17/89-90/NVS(Admn.) dt. 12.09.1989 (Compendium Vol. I Pg. No. 464 – 466)

(For adhoc appointment of all categories i.e. teaching as well as non teaching staff other than Group 'D' & LDCs)

- | | |
|---|--------------------|
| i. Chairman of VMC or his nominee | : Chairman |
| ii. District Education Officer or his nominee | : Member |
| iii. One Educationist (Preferably a Principal of a residential college or school) | : Member |
| iv. Subject expert, if any. | : Member |
| v. Principal of the concerned Vidyalaya | : Member Secretary |

Article 34: Vidyalaya Advisory Committee

There shall be a Vidyalaya Advisory Committee. The composition of the Advisory Committee shall be as follows:

- (1) District Magistrate/Chief Secretary of Zila Parishad/ : Chairman

District Development Officer, Zila Parishad/

Chief Executive Officer, Zila Parishad.

- (2) Local M.P. to be nominated by Chairman, NVS : Member

- (3) Chairman, Zila Parishad or his nominee from : Member

Zila Parishad (an elected representative only)

- (4) Principal of a school/residential school : Member

(to be nominated by District Magistrate).

- (5) District Education Officer : Member

- (6) One Educationist of the area to be nominated : Member

by the District Magistrate.

(7) District Executive Engineer (PWD) : Member

(8) Principal of the Navodaya Vidyalaya : Member Secretary

For each Jawahar Navodaya Vidyalaya the Regional Office shall constitute an Advisory Committee within the frame work of rules and regulations and directives laid down by the Samiti and the Executive Committee. The Advisory Committee shall meet at least twice in a year and special meetings may be called by the chairman of the Committee, any time during the period. The tenure of the Advisory Committee shall be for a period of 5 years.

34.1 Powers and Functions of Vidyalaya Advisory Committee

The Vidyalaya Advisory Committee shall have the following functions and roles.

- 34.1.1** To assist the Samiti in making suggestions for any improvements of reforms in the academic or other procedure relating to the Jawahar Navodaya Vidyalaya, including amendments in the prescribed rules and regulations.
- 34.1.2** To assist the Jawahar Navodaya Vidyalaya to secure local assistance and co-operation for its better working and growth.
- 34.1.3** To assist the Jawahar Navodaya Vidyalaya to organize cultural programme in collaboration with other Vidyalayas in the district.
- 34.1.4** To function as a bridge between the Jawahar Navodaya Vidyalaya and the local community.
- 34.1.5** To assist in organizing the participation of the children of the Jawahar Navodaya Vidyalaya on occasions like Independence Day, Republic Day, Gandhi Jayanti and other similar

programme organized in the district and the state Headquarters.

34.1.6 To assist in organizing activities for children about their culture, to be made aware of their environment and to undertake adventure activities.

34.1.7 To mobilize public support by way to donations/gifts, etc. for strengthening the activities of the Jawahar Navodaya Vidyalayas.

34.1.8 To assist the Jawahar Navodaya Vidyalaya in making them pace setting institutions in every possible manner through training of staff in local schools, extension of new methods of teaching, in dissemination of information and in evaluation.

34.1.9 To organize activities to make each Jawahar Navodaya Vidyalaya a focal point for improvement in quality of school education in general through sharing of experiences and facilities.

CHAPTER V

CLASSIFICATION, RECRUITMENT, TERMS & CONDITIONS OF SERVICE

The classification of posts, appointment, confirmation, promotion, seniority, etc. in NVS shall be as per the NVS Recruitment Rules notified on 7th June, 1991, 22nd June, 1995 as modified vide notification dated 29th December, 1999³⁴, 16th July, 2007³⁵, 14th November 2018³⁶ & any other notification/administrative instructions issued by the Samiti from time to time. ([Appendix-V](#))

Article 35: Procedure for Direct Recruitment

Direct Recruitment to the posts of Principal and all teaching as well as non-teaching staff for Jawahar Navodaya Vidyalayas except the posts of Sub Staff and car Driver shall be made centrally by the Headquarters and, when necessary, on the basis of an all India advertisement and in accordance with the provisions of the Navodaya Vidyalaya Samiti - Recruitment Rules notified on 7th June, 1991, 22nd June, 1995 as modified vide notification dated 29th December, 1999, 16th July, 2007, 14th November 2018 & any other notification/administrative instructions issued by the Samiti from time to time.

Sub Staff on daily wages be engaged only for work which is of casual or seasonal or intermittent nature or for work which is not of fulltime nature. Such person/ persons shall be engaged through laid down procedure as prescribed by Samiti from time to time. The daily wage workers shall be paid minimum wages notified by the State Govt. /Central Govt. / Administration, as per the Minimum Wages Act, whichever is higher. Such workers to be engaged for short term period.

35.1 An exception to the recruitment procedure prescribed above can be considered only in the following cases:

³⁴ F.No.1-5/98-NVS(Admn.) dt. 29.12.1999 (Compendium Vol. II Pg. No. 178 – 193).

³⁵ F.No.1-2/2005-NVS(Estt.II) dated 16-7-2007 (Compendium Voll.III Pge No. 69-134).

³⁶ Notification No. 1-3/2018-NVS(GA) dated 14-11-2018.

- 35.2** Proposal for appointment of a son/ daughter or other near relative of an employee who dies in harness, leaving his family in indigent circumstances; and;
- 35.3** Proposal for appointment of such persons as had ceased to be in service on the ground that they failed to resume duty after the expiry of the maximum period of extra-ordinary leave admissible to them for reasons beyond their control as temporary employees.
- 35.4** Proposals for relaxation of the normal procedure of recruitment through the Employment Exchange shall be made to the Samiti giving full justification. The Commissioner may, in deserving cases, pass orders individually, relaxing the normal procedure of recruitment through the Employment Exchange. In the case of appointment on compassionate grounds, applications shall be submitted in the prescribed form as devised by Samiti accompanied by marks sheets, pass certificates, etc. and death certificate of the deceased.

Article 36: Special Provision for Recruitment of Female Teachers.

- 36.1** Since JNVs are residential schools and having approximately 50% of admitted children being girl students, it should be ensured that at least 33% of the teachers appointed are Female teachers.³⁷³⁷
- 36.2** While making fresh appointment of women to teaching or non- teaching cadres, it shall be ensured that no maternity leave will be required by the candidate within six months of their joining service. Before actual ap-

³⁷ F.No.2-22/2005-NVS(Estt). Dated 09-02-2007. (Compendium Vol.III Pge.No.31).

pointment, the Jawahar Navodaya Vidyalaya shall ask the woman candidate to produce a medical certificate from a Government/ Municipal Hospital to this effect in case a formal medical examination will take time and the appointment cannot be postponed. The appointing authority will be free to withdraw the offer and keep it in abeyance in case leave is likely to be required by a selected candidate within six months of her joining service. However, offer of appointment will be renewed after the fitness certificate is produced as per instruction of the Navodaya Vidyalaya Samiti issued from time to time.

36.3 Women employees already appointed on regular basis / on probation even though temporary, but who have not completed service for one session may be granted maternity leave, wherever admissible.

Article 37: Reservations

Reservation in the services of NVS shall be as per directions of Govt. of India, Department of Personnel and Training issued from time to time.

37.1 Direct Recruitment

S.N	Categories	Percentage of Reservation	Remarks
1	Scheduled Castes	15%	
2	Scheduled Tribes.	7.50%	
3	Other Backward Classes	27%	With effect from 8.9.1993

In addition, there shall be horizontal reservations as under:-

S. No.	Categories	Percentage of Reservation	Remarks
1	Ex- serviceman	10%	Group ' C' Posts only
2	Blindness or low vision	1%	Direct recruitment to the Group A, B and C, posts
	Hearing impairment	1%	

	Loco motor disability or cerebral disability or cerebral palsy	1%	
In the posts identified for each disability			
3	Blindness or low vision	1%	Promotion to Group C Posts in which the element of direct recruitment, if any, does not exceed 75%
	Hearing impairment exceed 75%	1%	
	Loco motor disability or cerebral disability or cerebral palsy In the posts identified for each disability		

37.2 Promotion

The percentage of reservations in promotions for SC / ST wherever applicable shall be the same as for direct recruitment on All India bases by open competition. Reservation shall be applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%

Article 38: Guidelines for Reservation

38.1 The reservation of SC/ST/OBC, etc. shall be as per directions of Govt. of India, Department of Personnel and Training issued from time to time.

38.2 A register of roster shall be maintained by the appointing authority in the format prescribed by the Govt. of India, Deptt. of Personnel & Training

38.3 There shall be no reservation for OBCs in promotion

Article 39: Appointing, Disciplinary, Appellate & Reviewing Authorities.

The appointing, disciplinary, appellate and reviewing authorities of various categories of employees in the Samiti shall be as given in Samiti's Notification F.No.3-7/05-NVS(Estt.II)/220 dated March 06,2007)

Article 40: Staff Strength of Vidyalayas³⁸³⁸ (Teaching & Non-Teaching)

The staff strength for each Vidyalaya shall be determined and sanctioned by the Commissioner on the basis of workload and other requirements in accordance with the norms approved from time to time.

Article 41: Appointment Order

Subject to availability of duly sanctioned posts, all appointments in the Jawahar Navodaya Vidyalayas shall be made by the Appointing Authority in order of merit of the panel of candidates selected by a duly constituted selection committee. No travelling allowance or joining time shall be permissible in the case of fresh appointment. Existing teachers of Navodaya Vidyalayas holding regular appointments, shall, however be eligible on their selection and on appointment to a higher post, to travelling allowance as on transfer. Joining time shall, however, be restricted to two days for preparation, in addition to the actual journey period involved in transit.

41.1 Production of Certificates on Appointment

The appointment will be subject to:

- 41.1.1** Declaration and production of a certificate of fitness from competent medical authority (Civil Surgeon or Medical Officer of equivalent rank).
- 41.1.2** Submission of declaration about marriage.
- 41.1.3** Taking of oath of allegiance/faithfulness to the Constitution of India or making solemn affirmation to that effect. Oath shall be taken before Chairman/principal at the time of joining on first appointment.

41.2 Production of the following original certificates

- 41.2.1** Character certificates from two gazetted Officers of Central/State Govt. or stipendiary magistrate in the prescribed form in the case of candidates not already in govt. service pending receipt of satisfactory report through District Authorities on the character and antecedents of the appointee.

³⁸ No. F.1-3/91-NVS(Estt.) dt. 17.07.1992 (Compendium Vol. II Pg. No. 261 – 264).

- 41.2.2** Degree/diploma/certificate of educational and teaching qualifications.
- 41.2.3** Certificate of age.
- 41.2.4** Discharge Certificate, in the prescribed form, from previous employer, if any.

Requirement in respect of items (i) to (iv) may be waived in respect of candidates who are in the service of Govt. or autonomous bodies and have already satisfied these requirements. If any declaration given or information by the appointee is proved to be false or he is found to have willfully suppressed any material information, he will be liable to be removed from service and such other action as the Appointing Authority may deem necessary.

Article 42: Pay Scale

The scales of pay, allowance and benefits in addition to pay will be determined by the Samiti from time to time.

Article 43: Leave Rules

Leave will be admissible to employees in accordance with the provisions of the Central Civil Services (Leave) Rules, 1972 as amended from time to time and as extended to Navodaya Vidyalaya Samiti employees.

Article 44: Retention of Lien

Permanent employees of the Samiti who are selected for appointment in Central Govt. or State Govt. institutions/Public Sector Undertakings/Autonomous Bodies/Semi-Government organizations, etc. will be permitted to retain their lien on their permanent post for a period of two years or till they are permanently absorbed in that Department/Undertaking, whichever is earlier, subject to specified conditions. However, temporary employees of the Samiti shall be asked to resign from the Samiti service before they are appointed in such Departments/Undertakings, etc.

Article 45: Terminal Benefits

- 45.1** The employees of the Samiti shall be eligible for terminal benefits of Contributory Provident Fund scheme, EL/HPL encashment and Gratui-

ty^{3939,4040} Payment as admissible to the Central Govt. servants and as per NVS Notifications from time to time.⁴¹⁴¹

45.2 The employees of the Samiti, joining the services on or after 01/04/2009 shall be eligible for New Pension Scheme⁴²⁴² as applicable, to the Central Government employees. Such employees are not entitled for Gratuity.

Article 46: Age of Retirement^{4343, 4444, 4545}

Every employee of the Samiti shall retire in the afternoon of the last day of the month in which he attains the age of sixty (60) years, except those who are born on the 1st day of the month who shall retire on the last day of the previous month. Two ears extension in service shall be granted to National Awardee teachers on year to year basis subject to Govt. of India decision from time to time and physical fitness and mental alertness of the teacher.

Article 47: Re-employment

47.1 Teachers Retiring on Superannuation

Retired employees including Principals and Vice-Principals are eligible for appointment on contract basis up to the age of 65 years. This re-employment shall be regulated by the Appointing Authority subject to the following conditions:

- 47.1.1** No disciplinary case/vigilance case is pending against him/her and he/she is physically fit and mentally alert.
- 47.1.2** There is no teacher surplus to requirement in the Vidyalaya in the particular category/subject.

47.2 Nonteaching Retiring on Superannuation.⁴⁶⁴⁶

³⁹ F.No.1-18/2001-NVS(Admn.) dt.23.11.2001 (Compendium Vol.II Pg. No. 132).

⁴⁰ F.NO.1-18/2001-NVS(Admn.)/1133, dt. 10.11.2009 (Compendium Vol.III Pg.151).

⁴¹ F.1-18/2001-NVS(Admn) dated 30.05.2008 (Compendium Vol.III Pge.No.35).

⁴² F.No. 18-1/2008-NVS(Admn.) dt. 04.08.2009 (Compendium Voll.III Pg.No. 144).

⁴³ F.No.1-1/98-NVS(Admn.) dt. 16.06.1998 (Compendium Vol. II Pg. No. 129).

⁴⁴ F.No.25012/8/98-Estt.(A) dt. 30.05.1998 (Compendium Vol. II Pg. No. 130-131).

⁴⁵ OM No.F1-1/98-NVS(Admn) dated 16-6-1998 (Compendium.

⁴⁶ Circular No.PER-14013(11)/24/2018-Estt-III/737-8000 dated 12th Feb. 2019.

Retired non teaching employees of Samiti are eligible for appointment on contract basis up to the age of 65 years. This re-employment shall be regulated by the Appointing Authority subject to the following conditions:

- 47.2.1** Only retired nonteaching staff having good record of service and sound health shall be engaged
- 47.2.2** Engagement will be on short term contract basis against clear vacancy and shall be terminated on joining of a regular incumbent.
- 47.2.3** Maximum contract engagement period of retired employees at one time is limited to one year or till the joining of a regular incumbent. It shall be extended up to 65 years maximum.
- 47.2.4** Persons engaged on contract shall be paid remuneration equivalent to minimum of the pay scale from which they retired plus DA as on date.

Article 48: Promotions

48.1 Assessment of vacancies – The number of regular vacancies to be filled in the year shall be estimated taking in to account the vacancies arising out of retirement, promotions and deputation for the period of more than a year, etc.

48.2 Date of Eligibility – The length of service prescribed for eligibility for promotion, etc. shall be counted with reference to 1st January of the year unless prescribed otherwise in the statutory service rules.

48.3 Method of promotion

The method followed for promotion shall be

1. Selection method
2. Non- selection method

48.3.1 Selection Method

48.3.1.1 Zone of consideration – The zone of consideration of eligible candidates with reference to the assessed vacancies, prescribed with extended zone for SCs/ STs

to ensure the promotion chances against the reserved quota for them shall be as given in table below:

No. Of Vacancies	Normal Zone	Extended Zone for consideration of SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5	twice the number of vacancies +4	5 times the number of vacancies

- 48.3.1.2** (b) Assessment of officers- The assessment of each officer shall be made on a fair, just and non- discriminatory evaluation of the APARs (Annual Performance Assessment Report) for the preceding five years only in all cases. No extra weightage will be given to an officer already officiating in the higher grade. The APAR proforma for Group A, B, C and Teachers is attached at [Appendix VI](#).

The DPC (Departmental Promotion Committee) shall make its own assessment of the officers without being merely guided by the grading, if any, recorded in the APARs, and take into account, in addition, award of penalty or conveying of displeasure of superior authority as reflected in the APARs, and remarks, if any, against the column ' integrity'. Where the remarks of the Reporting Officer have been over- ruled by the Reviewing Officer, the latter remarks will prevail, provided the over-ruling is justified with reference to the contents of the Reports. DPC will

give their final grading as **Outstanding, Very Good, Good, Average and unfit.**

The DPC shall take suitable note of non-communication of any adverse remark in APARs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken.

48.3.1.3 Benchmark, Grading and Preparation of Select List

SN	Category of officers.	Benchmark	Grading to be given By DPC	Preparation of Select List
1	Selection for all Group 'C', Group 'B' and Group 'A' Posts below the Level of Rs.15600-39100 ,Grade Pay Rs 7600(Level-12 of Pay Matrix) & below) (including Promotions from Lower Groups to Group 'A' posts/grades/ services)	Very Good	Fit/ Unit	Those who are graded as 'Fit' shall be included in the select panel in order of their inter seniority in the feeder grade subject to availability of vacancies.
2	For all Group 'A' posts of the level of Rs15600-39100/- with Grade pay Rs 7600 and above (Level-12 and above of Pay Matrix).	Very Good	Fit/ Un-fit	- do-

When sufficient number of officers with the required Benchmark/ Grade is not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC shall be held for considering the required number of officers beyond the original zone. Where the Benchmark is 'Very Good', the DPC may assess the suitability of employees in the zone of consideration up to a number which is considered sufficient against the number of vacancies and need not consider the remaining employees in the zone of consideration.

48.3.2 Non – selection Method

The principle of zone of consideration shall not be applicable .There shall be no comparative evaluation of the officer's merit. The DPC will categories the officers 'Fit'/Not Yet Fit'. Names of officers found fit will be arranged according to their inter – se seniority in the feeder grade.

48.4 Provisions for SC/ST Officers-

- 48.4.1** For posts / services within Group 'A' carrying ultimate salary of Rs.67000 or less: SC/ST officers coming within the zone of consideration so as to be within the number of vacancies for which the select list is to be drawn up, will be included in the select list notwithstanding the prescription of bench – mark, provided they are not considered 'unfit'.
- 48.4.2** For posts / services in Group 'B' within Group 'B' and from Group 'B' to the lowest rank in Group 'A' : If adequate number of SC/ST officers are not available within the normal zone, it may be extended to five times the number of vacancies. SC/ST officers coming within the extended zone shall also be considered against the vacancies reserved for them. Any shortfall shall be made up by selecting candidates of these communities, who are in the zone of consideration, irrespective of merit and bench□work, provided they are considered 'fit'.
- 48.4.3** In Groups 'C' and 'D' posts/services: Select list of SCs/ STs shall be drawn up separately in addition to the general list. Those within the normal zone of consideration shall be considered along with others and those selected will be included in the general select list, in addition to their being included in the separate lists for SCs/STs. Those in the separate lists will be adjusted separately amongst themselves and if selected, will be included in the concerned separate lists, irrespective of merit and the bench□mark determined. If SCs/STs in the general select list are lesser than

the vacancies reserved for them, the difference will be made up by candidates of those communities in the separate select lists.

48.5 When DPC does not meet for a number of years due to unavoidable reasons:

The first DPC that meets shall observe the following procedure:-

- 48.5.1** Determine the number of vacancies that arose in each of the previous years and in the current year separately.
- 48.5.2** Consider in respect of each of the years those officers only who would have been within the zone of consideration with reference to each year starting with the earliest year onwards.
- 48.5.3** Prepare a select list by placing the select list of the earlier year above the one for the next year and so on.
- 48.5.4** While evaluating the merit of the officers, the scrutiny of the records shall be limited to the records that would have been available, had the DPC met at the appropriate time. Promotions effected on the basis of the consolidated select list will have only prospective effect, even in cases where the vacancies relate to earlier years.

Article 49: Foreign Service Terms

The Central Government employees or State Govt. employees, appointed on deputation on Foreign Service, to post in the Samiti, will be governed by the terms and conditions of deputation as agreed to by the parent Department and Samiti.

Article 50: Jurisdiction

In case of any dispute or claim arising as a result of employment under the Samiti, the Central Administrative Tribunal alone shall have the jurisdiction.

CHAPTER- VI

CODE OF CONDUCT

Article 51: For Teachers.

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Navodaya Vidyalaya Samiti. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

- 51.1** Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.
- 51.2** Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.
- 51.3** Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.
- 51.4** Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.
- 51.5** No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Samiti to be carrying out its activities against the aims, objects and functions of Jawahar Navodaya Vidyalayas.
- 51.6** The teacher shall always be on the alert to see that his pupils do not take active part in politics.
- 51.7** No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.
- 51.8** Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co-operation and social service.

- 51.9** Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.
- 51.10** Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.
- 51.11** Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.
- 51.12** Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
- 51.13** Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.
- 51.14** Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.
- 51.15** Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.
- 51.16** Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.
- 51.17** No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.
- 51.18** Confidential matters relating to the institution and the Department shall not be divulged by any teacher.
- 51.19** No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

- 51.20** 20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.
- 51.21** Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.
- 51.22** Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.
- 51.23** Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.
- 51.24** No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Samiti.
- 51.25** No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.
- 51.26** No teacher shall apply for an assignment or job outside the Samiti directly. He shall invariably forward his application through proper channel.
- 51.27** No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.
- 51.28** 28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.
- 51.29** No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or

any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules, 1964.

51.30 No teacher shall, except with the previous sanction of the Samiti, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.

51.31 No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object whatsoever.

51.32 It shall be the duty of every teacher:

51.32.1 To respect the National Flag and the National Anthem.

51.32.2 To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.

51.32.3 (iii) To develop scientific temper, humanism and spirit of enquiry and reform.

51.32.4 (iv) To safeguard public property and to abjure violence.

51.32.5 (v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

51.33 If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected there with as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

51.34 Every teacher shall at all times

51.34.1 Maintain absolute integrity.

51.34.2 Maintain devotion to duty.

51.34.3 Do nothing which is unbecoming of an employee of the Samiti

51.35 Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:-

51.35.1 to appear at any examination to improve his qualification;

51.35.2 to become or to continue to be a member of any literary, scientific or professional organization;

51.35.3 to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or in decorous language.

51.36 Every teacher shall ensure that he/she is not using mobile phones in the class rooms.

51.37 It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout & Guide camp, NCC Camps, & Sports Meets, etc., shall ensure the safety and security of the children.

51.38 A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate unethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in unwelcome sexually determined behaviour like (i) physical contact and advances (ii) demanding or requesting for sexual favours (iii) passing on sexually coloured remarks (iv) showing any pornography and (v) any other unwelcome physical, verbal or non verbal conduct of sexual nature.

51.39 Jawahar Navodaya Vidyalayas being fully residential institutions, the teachers are required to stay in the Vidyalaya campus. In addition to

normal teaching duties, the teachers are required to perform additional responsibilities attached with residential system like House Mastership, Master on Duty, remedial and supervisory studies, organization of co-curricular activities, escorting of students on migration and in general looking after students' welfare.

51.40 There will be zero tolerance policy in so far as sexual abuse and corporal punishment of students by employees is concerned. Any violation of this policy shall be dealt with in the strictest possible manner. Apart from it teachers will maintain a vigilant outlook and convey the apprehension or knowledge of sexual abuse of any student, if any, by anybody to the appropriate authority in the NVS at the earliest.

51.41 Teachers are liable to sign a document describing the policies and procedures of the school to demonstrate understanding and agreement regarding the Code of Conduct as a teacher at the time of joining.

Article 52: Disciplinary Proceedings on Students

52.1 The following acts and conduct on the part of the students will amount to misconduct:

- 52.1.1** Misbehavior towards teachers or any other employee of the school.
- 52.1.2** Intentional disturbance of classes.
- 52.1.3** Absence from classes without the permission of the teacher/ Vice-Principal / Principal
- 52.1.4** Bullying & Ragging / intimidation of others.
- 52.1.5** Eve- teasing / misbehavior towards girl- students.
- 52.1.6** Damaging/ disfiguring school property.
- 52.1.7** Propagating a strike / disruption of classes.
- 52.1.8** Association with banned organizations.
- 52.1.9** Propagating communal / caste feeling amongst the students.
- 52.1.10** Indulging in physical violence in any manner.
- 52.1.11** Disobeying lawful orders of the teacher / Vice – Principal/ Principal

- 52.1.12** Bringing unauthorized people / articles inside the school.
- 52.1.13** Theft / pilferage of school/ students' property.
- 52.1.14** Any behavior unbecoming of a student.
- 52.1.15** Indulging in acts of moral turpitude. In above acts of misconduct, Principal shall take suitable action as per observation of the disciplinary committee depending on the gravity of the misconduct, which may include:
- 52.1.16** Oral / written warnings to the student and parents.
- 52.1.17** Suspension from attending classes / school for a specified period.
- 52.1.18** Recovery of loss to school property
- 52.1.19** Issue of [Transfer Certificate](#)
- 52.1.20** Expulsion / rustication from school

52.2 [Issue of TC](#) :-

- 52.2.1** Principal of Jawahar Navodaya Vidyalaya is empowered to issue TC of class XII passed / course completed students of his JNV.
- 52.2.2** In the case of class X and lower class student's approval of the Deputy Commissioner of the concerned Region has to be obtained by forwarding the request of the parent in the [TC Proposal Format](#) along with other related documents submitted by the parent. Principal and staff shall encourage class X passed students to join other eligible streams in sister JNVs if they are not eligible to get the admission in their own Vidyalaya.
- 52.2.3** In case of mini migration the Principal shall send TC to the linked Vidyalaya after completing the process of admission. Those candidates who are placed in Compartment and clearing the subject through Compartmental Examination are eligible to continue study in Vidyalaya.
- 52.2.4** In any situation an application submitted by the student shall not be considered for issue of TC. Request of parent is must to process TC request at Vidyalaya level.
- 52.2.5** In the case TC on medical ground the medical certificate of the Govt. Medical Officer / Civil Surgeon. Principal, Staff Nurse or Teachers shall not request the parent of child to apply for TC on medical ground in-

stead [medical leave](#) may be sanctioned by the Principal for the period up to 1 month, the Deputy Commissioner, RO can grant medical leave up to 03 months and all medical cases above 03 months shall be forwarded to Commissioner, NVS who is the competent authority to sanction medical leave above 03 months.

52.2.6 Principal can issue TC with the approval of DC, RO to those class VIII/IX students who refuse to go on migration.

52.2.7 Principal may also issue TC to the students who are involved in serious indiscipline, ragging & bullying etc. After completing necessary inquiry by a specially constituted committee and taking the approval of the DM/VMC Chairman and inform such cases to concerned Regional Office

52.3 [WITHDRAWAL](#) :-

A child admitted in Navodaya Vidyalaya in Class VI is entitled to continue and complete his class XII education in the same Jawahar Navodaya Vidyalaya or any other JNV as per the arrangement by Navodaya Vidyalaya Samiti. Early withdrawal of a child is to be discouraged except in emergency situation. Withdrawal can be allowed only on the specific [application for TC](#) by the parent on valid reasons with the approval of the Deputy Commissioner of concerned region and with the approval of the competent authority.

MINIMIZATION OF WITHDRAWAL OF STUDENTS & LONG ABSENCE

JNVs have the mandate of providing quality modern education in a residential set up to the talented students. It is expected that JNVs shall work persistently to provide good quality education and training on overall personality growth of students. Since the applicants participate in a competitive test to seek admission in JNVs, it is expected that they have highest expectation of quality education in JNVs. This expectation is to be maintained. An application for withdrawal therefore raises a question on the quality of deliverables mandated. In case of lack of adjustment of students, the Vidyalaya has the responsibility to employ corrective measures in time in supporting the students. In the light of the above withdrawal, absence and issue of Transfer Certificate, therefore, go against the theme of residential school.

A. Issue of TC on Disciplinary ground:

Issues related to maladjustments and tendency towards untoward behaviour to be resolved by counseling by teachers, counselor, staff, Vice Principal & Principal. Qualitative inputs in classroom and wide range freedom to students to have academic discussions and references, regular classes by VP & Principal, House Masters dining with the house students, daily interaction by HMs & Class Teachers, regular organization of sports and Games, cultural activities and creative academic contests, effective counseling are effective platforms of assessing the emotional needs of the students. Sincere

efforts in the implementation will keep the students positively engaged and will help in getting advance indication of possible disturbances.

Addressing misconduct:

Issues related to unacceptable misconduct are to be examined by a duly constituted Committee at Vidyalaya level which will inquire and recommend to Cluster I/c AC along with remarks and details of circumstances leading to the situation and recommendation of Principal. DC Ro will consider the recommendation for issuing TC. After exhausting the correctional measures at JNV level and AC level DC, RO shall follow the following steps.

Providing chance for continuation of education in another JNV with regular follow up of academic support by the new school and all functionaries in the new school shall follow a fresh and positive association with the shifted student and provide appropriate care in the new school for positive change. Daily report shall be given by RO to Commissioner.

In case of repeated misconduct the DC may consider order of issuing TC based on the fresh report of the Committee, recommendation of the Principal and Cluster I/c. This shall be reflected in the daily report of RO.

At each stage of disturbance the parent shall be informed and ensure that the dignity of the child and parent is taken care. On approval by DC, the Principal, JNV may issue TC. This is appealable before the Commissioner, NVS.

Extreme Indiscipline:

Principal may issue TC after recording reasons in writing and send report to DC, NVS, RO through Cluster I/c AC with details of the case necessitating the issue of TC. This is appealable before the DC, NVS, RO by the student/parent. DC, RO will consider the report *suo moto* as an appeal and provide proactive opportunity to the parent/student for remedy. If DC RO, NVS takes a contrary view, alteration on the admission register shall be made by mentioning the orders of the DC. RO shall closely monitor the process to control misuse of power. This shall be reported in Daily Report to the Commissioner.

Every case of issuing TC and shifting of student to another JNV on disciplinary ground shall also be brought to the notice of the Commissioner separately.

B. Long Absence & Condonation:

a. CBSE Provision

75% of attendance is mandatory including physical presence in the class (theory and practical separately)

15% condonation permitted in representing national games organized by CBSE/SGFI

Beyond this 15% attendance can be condoned by the Chairman, CBSE only in exceptional circumstances due to medical grounds such as serious disease like cancer, AIDS, TB or similar diseases requiring long period of hospitalization. This is applicable to students in class IX and onwards.

b. NVS Rule

As per rules of NVS the following provisions are made for condonation of absence.

Sl.No.	Period of absence	Condoning Authority
1.	Up to 30 days of absence from JNV	Principal
2.	31 days to 90 days	Deputy Commissioner
3.	Beyond 90 days	Commissioner, NVS

JNVs shall represent issues related to long absence of students in classes IX and onwards to CBSE for regularization after the due grant of condonation by NVS authorities such as Principal, DC and Commissioner. In the case of other classes the regularization shall be recorded as per NVS guidelines. While the process of condonation is in progress, the child shall be provisionally allowed to continue his education subject to certified medical fitness by authorized Vidyalaya doctor. Condonation does not mean passing of student without examination. The child has to complete the left over academic requirement and the school will give him complete support to achieve learning level. Student will appear in the equivalent examination conducted by the JNV at an appropriate time and obtain minimum score for promotion.

C. General:

Efforts to be made by all JNVs to accommodate own students in the same JNV in Sr. Secondary classes. No TC shall be issued on non availability of stream. Remedy: Migration within the Region. No TC shall be issued on absence on Medical ground. Remedy: Condonation of absence. No readmission in JNVs after issue of TC unless it is decided by the appellate authority. Every alteration in Admission Register shall be brought to the notice of Samiti.

TC once issued cannot be considered for readmission by the Deputy Commissioner at RO level and necessary approval of Commissioner would be required. TC issued on wrong ground shall be treated as noncompliance of rules and necessary action shall be taken against the erring officials for misconduct. Issue of TC in the mid-course of the academic session should be minimised.

Misconduct of students is to be considered for counseling as a correctional measure. Absence of students from campus is to be strictly monitored at various levels. Regular presence of students in the campus and participation in activities is to be ensured. Lapses shall be taken seriously. Admission Register shall be audited and corrections made shall be certified on the relevant page. IT shall be reflected in the audit report.

Efforts made by JNV, Cluster I/c AC and DC, RO for remedying the problem of students at each stage shall be recorded.

- 52.3.1** Transfer of parent from the district and if he wanted to the keep the child with him or her. The parent is at his liberty to keep the child in same JNV, if he desires so. Child cannot be given transfer to the JNV of the district where the parent got transfer.
- 52.3.2** Prolonging medical illness and treatment.
- 52.3.3** No parent shall be forced to withdraw the child on account of poor performance in academics.
- 52.3.4** The parent withdrawing the child in between the academic year and who has been the paying NVN fee shall have to make the full payment of that year.

CHAPTER VII

MISCELLANEOUS MATTERS RELEVANT TO SERVICE IN VIDYALAYAS

Article 53: Service Records

53.1 Service Book: In respect of each individual member of staff on roll of the Vidyalaya, a Service Book in the form as applicable to Central Government servants shall be maintained to show the date of appointment, name of the post, scale of pay, date of increment, date of promotion, period of leave and nature of leave taken, leave travel concession taken, suspension, awards and nominations for Provident Fund, Family Pension and Group Insurance Scheme etc. In short, every event in the official career of the employee shall be noted therein. Maintenance of service book shall be as per rules.

53.2 Personal File: For each employee of the Navodaya Vidyalaya Samiti, NLI & Jawahar Navodaya Vidyalayas, a Personal File shall be opened in the respective Samiti/Vidyalaya soon after he/ she joins the Samiti/Vidyalaya. On his/ her first appointment in the school, the particulars of the employee shall be filled in a prescribed proforma ([Appendix VII](#)) and one copy thereof sent to the Regional Office after counter – signature of the Principal. The duplicate copy of the proforma shall be incorporated in the personal file of the respective employee maintained in the Vidyalaya. All the certificates including medical certificate of fitness required to be produced by the employee at the time of fresh appointment shall be kept in the personal file

53.3 Leave Account: leave account shall be maintained in the prescribed form and it shall be consulted, before any staff is sanctioned leave, to verify if the leave is actually admissible to him. Detailed instructions regarding maintenance of leave account in the prescribed form shall be followed.

53.4 Verification of Character and Antecedents The character and antecedents of the employee of a Vidyalaya shall be got verified through the Dis-

strict Magistrate concerned within six months from the date of appointment of such an employee on his/her first appointment. For Principals, verification shall be done by the Samiti's office. A copy of the Attestation Form in which the particulars are to be sent to the District authorities, in duplicate, is placed at [Appendix-VII](#).

Article 54: Report on Probationers

As per terms and conditions of appointment, all employees will be on probation for a period of two years which may be extended to three years by the appointing authority. For this purpose, two special reports on probationers, one on completion of 11 months of service and the other on completion of 22 months of service, shall be forwarded by the Principal to the Deputy Commissioner who has jurisdiction over the particular Vidyalaya. Where the probationary period has been extended, a report will also be written after 33 months from the date of appointment. The specimen forms of the Reports on Probation for staff are placed at [Appendix VIII](#).

Article 55: Annual Increment

The Principal shall be the competent authority for sanctioning annual increments to the staff of the Vidyalaya and in the case of the Principal; the Deputy Commissioner of the Regional Office shall be the competent authority, subject to the fulfillment of other conditions. The withholding of increments is a measure of punishment and unless that punishment is inflicted through an order issued by the competent authority, the annual increments shall be released as and when these fall due. In the first bill, in which a periodical increment is drawn for an employee of the Vidyalaya, a certificate in the prescribed form duly signed by the competent authority shall be appended.

Article 56: Last Pay Certificate ([APPENDIX IX](#))

In case of transfer of an employee from one Vidyalaya to another Vidyalaya under the orders of the Samiti, the employee transferred shall be paid only up to the date of relief from the school and a Last Pay Certificate showing the particulars of pay drawn, date up to which the employee was paid, etc. shall be issued by the Vidyalaya

to the Principal of the Vidyalaya to which the transferee comes. Detailed instructions for preparation of the Last Pay Certificate shall be as per prescribed format.

Article 57: Definition of Vacational and Non- Vacational Staff^{47, 48}

57.1 The Following staff of the Vidyalaya shall be treated as Vacational Staff:

- All Categories of teachers (PGTs & TGTs)
- Librarian, SUPW, PET (M/F), Art Teachers & Music Teachers.
- Lab Attendant., Cook, Mess Helpers, Staff Nurse & Catering
- Assistants.

57.2 The following staff of the Vidyalaya shall be treated as Non- Vacational Staff:

- Principal & Vice Principal
- Office Superintendents/SSA(Upper Division Clerk)/JSA(Lower Division Clerk)/Storekeeper/Driver/ECP/MTS.

Article 58: Admissibility of Vacation Pay to Teachers and Other Staff Categorized as “Vacational”

58.1 The teachers and other staff of Vidyalaya who have been classified as vacational and who are not called for duty during the long vacation

58.2 Payment of Vacation Pay in advance to the teachers and other staff members who are otherwise entitled to the same will not be permissible.

58.3 Teachers appointed on contractual basis shall be entitled for vacation pay for the period of agreement only.

58.4 The Commissioner shall have full powers to issue such instruction and directions as may be necessary for the implementation of the aforesaid provisions.

Article 59: Payments of Allowances During Vacation.

Payment of allowances will be as per Government of India rules as applicable to Samiti. [Special Allowance](#) of 10% is granted to Teaching staff of NVS including Librarian.

⁴⁷ F.No.1-37/87-NVS dt.18.06.1987 (Compendium Vol. II Pg. No. 273)

⁴⁸ F.1-47/88-NVS(Admn.) dt. 30.05.1988 (Compendium Vol. II Pg. No. 274).

Article 60: Transport Allowance

Transport Allowance shall be payable with reference to the pay scale of the employee and place of duty as per the classification prescribed by the Government of India. It shall not be admissible to employees during absence from duty exceeding 30 days in a calendar month due to leave/ vacation / training / tour, etc.

Article 61: Leave salary of Deputationists

The liability for leave salary of the deputationists devolves on the parent department. Whenever a deputationist applies for earned leave, the Principal or the Chairman, as the case may be, shall be competent to sanction leave up to 120 days under intimation to the parent department. For this purpose, the Vidyalaya shall maintain a leave account with reference to the extract of the leave account of the employee which may be obtained from the parent department. The Vidyalaya shall make payment of the leave salary to the official concerned. Thereafter, the Vidyalaya shall claim half- yearly reimbursement of leave salary so paid from the parent department duly supported with details of the officials on deputation, nature and period of leave sanctioned, rate of leave salary and amount of leave salary paid. The half-yearly reimbursement shall be in respect of the period from 1st April to 30th September and 1st October to 31st March. Allowance like Dearness Allowance etc. shall, however, be borne by the Vidyalaya at the appropriate rate (Dearness Allowance per month on the basis of rate of leave salary per month, HRA and CCA at the rates drawn prior to proceeding on leave subject to fulfillment of other conditions), as per the provisions of the Govt. of India rules.

Article 62: Transfer Policy.

Navodaya Vidyalaya Samiti shall strive to maintain equitable distribution of its employees across all locations to ensure efficient functioning of the organization and optimize job satisfaction amongst employees. All employees are liable to be transferred anywhere in India at any point in time and transfer to a desired location can't be claimed as a matter of right. While effecting transfers the organizational interest shall be given uppermost consideration and that the problems and constraints of employee shall remain subservient. The guidelines are given in [Transfer Policy-2012](#) & [Annual Transfer Drive 2016](#) and [Annual Transfer Drive 2019](#).

Article 63: Forwarding of Application for Posts Elsewhere⁴⁹

The staff should be discouraged from applying to outside posts, especially during the period of their probation. After completion of probation, application may be forwarded following the procedure mentioned below:-

- 63.1** There should not be any objection to forward applications to Govt./Semi Govt./Subordinate offices and Autonomous Bodies of the Government of India subject to general rules in this regard. These applications shall not be forwarded to non-Govt. bodies.
- 63.2** Normally applications shall be forwarded as are in response to advertisements in newspapers or circulars from Govt. offices.
- 63.3** All temporary employees shall have to resign from the Samiti, if selected for the post applied for. An undertaking to the effect that they will resign from the Samiti in the event of their selection to the post applied for shall be taken from them at the time of forwarding their applications.
- 63.4** In the case of permanent employee, their lien shall be retained in the Samiti for a period of 2 years. They shall either revert to the Samiti within the period of 2 years or resign from the post in the Samiti at the end of that period. They shall also agree to pay pension contribution for the period of their service outside the Samiti. An undertaking to abide by these conditions shall be taken from them at the time of forwarding the applications to other office.
- 63.5** All applications for posts shall be in response to advertisements in newspapers or circulars from Govt. of India offices. Such applications shall be forwarded. In the event of time given for receipt of applications through proper channel being short, a copy of the application may be sent direct by the candidate but the original application must be sent through the Samiti.
- 63.6** The above restrictions are not applicable in cases where the teachers in question apply for commission in the Armed Forces or competitive examinations conducted by the UPSC or the State Public Service Commissions.

⁴⁹ Ref F.No.2-13/2006-NVS(Estt.) dated 8-9-2006 (Compendium Vol.III.Pge.No.28).

63.7 The Principal of Jawahar Navodaya Vidyalaya would be competent to forward four applications of an employee per academic year except of the Vice-Principal. The Deputy Commissioner shall be competent to forward applications of employees up to Group B (including Vice Principals) of Vidyalayas and Regional Office/NLIs for posts outside the Samiti but not for the posts abroad.

Article 64: Representation from Staff of Vidyalayas.

64.1 All representations from the staff (other than Principal) shall be submitted through the Principal of the Vidyalaya. The same shall be forwarded to the Samiti with the Principal's comments. As regards the representations from Principal, it shall be routed through the Deputy Commissioner of the region. No action shall be taken on the advance copies of any representation received in the Samiti directly.

64.2 No action shall normally be taken on any anonymous and / or pseudonymous complaints in respect of the affairs of Vidyalayas.

Article 65: Appointment of Navodaya Vidyalaya Teachers as Centre Superintendents of Examinations Conducted by the Central Board of Secondary Education.

If any member of the staff is appointed by the Central Board of Secondary Education to act as Center Superintendent at any center of the all India Secondary school or All India Senior School Certificate Examination, he shall accept this assignment only if the duty on behalf of C.B.S.E., is at the same station, and he can attend to his day to day functions in addition to his duties as Center Supdt. Similar assignments at local examination centers can also be accepted on behalf of other Govt. semi Govt. Organizations etc. In other cases, the assignment may be accepted only with the prior approval of the Commissioner. The absence on this account from the Vidyalaya of such staff, who thus accepts this assignment, will be treated as duty. The staff shall also be permitted to accept travelling allowance and honorarium which is usually paid by the CBSE or the organization concerned for this purpose.

Article 66: Permission to Teachers to Appear in Higher Examinations.

There shall be no objection to any of the teachers employed in a Vidyalaya appearing at some higher examination privately, provided that such pursuit of higher studies is not prejudicial to the discharge of his duties and responsibilities in the Vidyalaya.

Such permission shall be granted in the case of teachers other than the Vice-Principal by the Principal, subject to the condition that the number of teachers in a particular grade so permitted, does not at any time exceed the limit of 10% of the strength in that grade. If the Principal in any case feels that permission to more than 10% of the teachers in any grade is necessary on human or public considerations, prior approval of the Deputy Commissioner shall be obtained before the teachers concerned are granted permission in this regard.

In the case of Principal and Vice-Principal, such permission shall be granted by the Joint Commissioner (Admn.) on an application submitted through the Deputy Commissioner of the region concerned.

The permission to appear at an examination will further be subject to the condition that no preparatory leave for such examination shall be granted to the teacher concerned. He will only be allowed leave of the kind due and if no leave is due, extraordinary leave for the days of the examination plus the actual transit time to the place of the examination (both ways) shall be sanctioned. If any departure is needed from this rule, prior approval of the Deputy Commissioner/ Commissioner, as the case may be, shall be obtained.

The Deputy Commissioner shall be competent to grant permission to non-teaching staff of the Vidyalaya to appear in higher examinations, provided that such pursuit does not interfere with the discharge of duties in the Vidyalaya and no leave is asked for, for preparing for the examination, except for the actual days of the examination and travel .The Deputy Commissioner may withdraw the permission so granted as per his discretion.

Article 67: Provision of Uniforms for Sub Staff Employees.

An amount of Rs. 5000/⁵⁰⁵⁰ will be granted as [Dress Allowance](#) to the Driver, Group-D (MTS), Gestetner Operator (GO) of NVS Hqrs, Regional offices and JNVs once in a year in the month of July as per NVS Hqrs. Notification No. 20-1/2017-NVS (Admn)/3992 dated 30th May 2018. It covers the basic uniform of the employee, its maintenance and washing. No other allowance/ reimbursement is payable separately.

Article 68: Change of the Name of Employee.

68.1 A woman employee applying for change of name / surname on account of marriage would be required to furnish:

- (1) Photocopy of the husband's passport/identity card, if any, and
- (2) An attested copy of the marriage certificate issued by the Registrar of Marriages or an affidavit from the husband and wife along with a joint photograph.

68.2 Divorcees applying for change of name or for deletion of spouse's name must furnish:

- (1) Divorce Deed duly authenticated by court or
- (2) Deed poll / sworn affidavit ([Appendix-X](#))

68.3 Re-married applicants, applying for change of name / spouse's name must furnish :

- (1) Divorce deed/ death certificate as the case may be in respect of the first spouse, and
- (2) Documents as at (a) above relating to the second marriage.

68.4 In other circumstances for the change of name, the applicants (both male and female) would be required to furnish :

- (1) Deed poll/sworn affidavit as given in [Appendix-X](#).
- (2) Paper cutting of two leading daily newspapers (one daily newspaper of the area of applicant's permanent and present address or nearby area);
- (3) Court order.

⁵⁰ Revised vide Notification No.20-1/2017-NVS(Admn.)/3992 dt. 30.05.2018.

Article 69: Law Suits Against the Navodaya Vidyalaya Samiti or Jawahar Navodaya Vidyalayas

Navodaya Vidyalaya Samiti “has been brought under the jurisdiction of the Central Administrative Tribunal with effect from 1st January, 1999, vide Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) notification No. GSR 748 LE dated 17. 12. 1998. In case where a complaint is filed with a Bench of the Central Administrative Tribunal against the Vidyalaya / Vidyalaya Management Committee / Navodaya Vidyalaya Samiti, immediate arrangements for defense shall be made in consultation with the Central Government Standing Counsel / Advocate appointed as Presenting Officer for the Tribunal. The expenditure for this purpose shall be met out of the contingent grant sanctioned to the Vidyalaya. However, all such legal cases, with detailed background history thereof, shall be immediately reported to the Samiti and prior concurrence of the Deputy Commissioner / Commissioner obtained before filing counter- affidavit in the law court, indicating details of the law suit, the defense proposed, the particulars of the lawyer proposed to be appointed, the amount of legal charges payable, etc.

Article 70: Medical Facilities.

All categories of staff employed in Vidyalaya on regular basis (i.e. not contractual) shall be entitled to medical benefits on the same scale and under the same terms as is admissible to corresponding categories of Government employees, under the Central Services (Medical Attendance) Rules, 1994 and the Government of India orders and decisions issued there under, from time to time.

70.1 Wherever proper medical facilities are not available, Deputy Commissioner shall be empowered to appoint Medical Officer in respect of employees of, Navodaya Vidyalayas located there. Employees of NVS head quarters, some Regional offices and a few JNVs, who have been brought within the purview of CGHS facility, would pay a compulsory monthly contribution as decided by the Govt. from time to time.

70.2 The Controlling Authority for the purpose of sanctioning claims for reimbursement of staff other than the Principal shall be the Principal of the Jawahar Navodaya Vidyalaya Concerned while for Principal, it shall be the Deputy Commissioner of the Regional Office concerned.

70.3 A list of Authorized Medical Attendants for various categories of employees of the Vidyalaya shall be obtained from the State Medical Officer. The employees obtaining medical treatment from such Authorized Medical Attendants only will be entitled to reimbursement of expenditure incurred on their own treatment as well as treatment of their dependent members of family.

Article 71: Review of Region-wise Seniority list Maintained in respect of TGTs & Below.

As per Samiti's age old guidelines in vogue, the Seniority list of TGTs & below are prepared and maintained region-wise & subject-wise by the Regional Office concerned wherein:-

71.1 Seniority of persons appointed on direct recruitment basis are fixed according to their merit/panel position in that particular year in that cadre.

71.2 In case of persons who have been transferred on request from one region to another, they would lose their seniority and will be placed next to last incumbent joined/promoted in that particular year in that cadre of the Region transferred to.

71.3 In case where Samiti orders for transfer on administrative grounds to any other region including, NER and hard & very hard stations, seniority of the employee will not be affected and seniority of such employees will be maintained by their parent region.

71.4 Such method of preparation of Seniority list of TGTs & below was appropriate till such time the recruitment of these categories was made region-wise. However, consequent upon adoption of Centralized Recruitment System since 2001 and on account of random allotment of candidates from the panel to different regions, the continuance of fixation of seniority on same methodology has become in fructuous and is leading to ambiguity in the

preparation of inter-se seniority of these cadres for the purpose of considering promotion.

- 71.5** In view of the above, it is proposed that the methodology in vogue for preparation of seniority list of such cadres on regional basis may have to be got reviewed & revised methodology for preparation of seniority list on All India basis may have to be considered by an appropriate committee to be constituted for the purpose.

CHAPTER VIII

DISCIPLINE

Article 72: Extension of the application of Central Civil Services (Classification, Control and Appeal) Rules, 1965.⁵¹

72.1 All the employees of Jawahar Navodaya Vidyalayas, Regional Offices, NLIs and the Headquarter of the Samiti shall be subject to the disciplinary control of the Samiti and the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, will apply mutatis mutandis to all members of the staff of the Samiti except when otherwise decided. (In the above Rules, for the words “Government Servant” wherever they occur, the words “Employee of Jawahar Navodaya Vidyalaya /NLI/ Navodaya Vidyalaya Samiti,” shall be substituted).

72.2 The posts under the Navodaya Vidyalaya Samiti and Jawahar Navodaya Vidyalayas have been classified as Group A, B, C posts in the context of Rule 6 of CCS (CCA) Rules, 1965.

72.3 The Appointing, Disciplinary, Appellate and Reviewing Authorities for various posts in the NVS (HQ) office, Regional Offices, NLIs and Jawahar Navodaya Vidyalayas shall be as specified in the NVS (Appointment, Promotion, Seniority, etc.) Rules, 1971.

Article 73: Termination of Services in Certain Cases Special Procedure.

An exception to the rules mentioned in the preceding Article shall, however, be made in the following types of cases;

73.1 (i) In the case of an employee who is known to be of doubtful integrity or conduct, but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc. will be prejudicial to the interests of the institution.

73.2 (ii) In the case of an employee suspected of grave misconduct, where the initiation of regular proceedings against him in accordance with the provisions of the CCS (CCA) Rules, 1965, is likely to result in embarrassment to

⁵¹ Administrative powers F.No.10-66/2010-NVS(S.A.) dt. 19.03.2010 (Compendium Vol.III Pg.No. 181)

class of employees and / or is likely to endanger the reputation of the institution.

In cases of the above type, the Appointing Authority may record the reasons for termination of the services of the employee in its own record and, thereafter, terminate the services of the employee under the terms of appointment without assigning any reason. Where the Appointing Authority is the Principal, action to terminate the services of an employee under the terms of appointment shall be taken only after obtaining the prior approval of the Deputy Commissioner.

Article 74: Termination of Services of an Employee found guilty of Immoral Behaviour towards Students

Where the Commissioner is satisfied after such a summary inquiry as he deems proper and practicable in the circumstances of the case that any member of the Jawahar Navodaya Vidyalaya is prima-facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three month's pay and allowances accordingly as the guilty employee is temporary or permanent in the service of the Samiti. In such cases, procedure prescribed for holding inquiry for imposing major penalty in accordance with CCS (CCA) Rules, 1965 as applicable to the employees of the Navodaya Vidyalaya Samiti, shall be dispensed with, provided that the Commissioner is of the opinion that it is not expedient to hold regular inquiry on account of embarrassment to student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such inquiry and he shall keep the Chairman of the Samiti informed of the circumstances leading to such termination of services.

Note: Wherever and as far as possible, a summary inquiry in the complaint of immoral behaviour by a teacher towards the students of Jawahar Navodaya Vidyalayas may be got investigated by the Complaints Redressal Committees consti-

tuted in the Regional offices.

Article 75: Appeal:

75.1 Appellate Authority – An employee of the Samiti, who has ceased to be in Navodaya Vidyalaya Samiti services by virtue of an order passed against him under relevant rules, may prefer an appeal against the aforesaid order to the Vice-Chairman, NVS.

75.2 Period of Limitation of Appeals-No appeal preferred under this article shall be entertained unless it is preferred within a period of 45 days from the date on which a copy of the order appealed against is delivered to the appellant; provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if the authority is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

75.3 Form and Contents of Appeal- Form and contents of the appeal shall be the same as prescribed under the CCS(CCA) Rules, 1965 and applicable under this article.

75.4 Consideration of Appeal – In the case of an appeal under this article, the Appellate Authority shall consider whether in the light of the provisions of the NVS Code and having regard to the circumstances of the case, the order of termination is justified or not and confirm or revoke the order accordingly.

75.5 The Appellate Authority shall consider the following and pass orders confirming or setting aside the order of termination passed under

1. Whether there querulent laid down under this article has been complied with and, if not, whether such non-compliance has resulted in the violation of the Provisions of this article or in the failure of justice, and
2. Whether the order of the Commissioner is warranted by the material on the record.

75.6 Implementation of Orders in Appeal – The Authority which made the order appealed against shall give effect to the order passed by the Appellate Authority.

75.7 Finality of Order Passed in Appeal-The order of the Appellate Authority made under this Article shall be final and shall not be called in to question by way of any further application / petition for revision, review, etc.

Note:

1. The above orders for appeal are effective from 1st January, 1999 and shall apply to those cases only where the order of termination was issued on or after 1.1.1999. Appeal against the termination orders issued prior to 1.1.1999 will not be entertained, being not maintainable.
2. If such an employee terminated from the services of the Navodaya Vidyalaya Samiti preferring an appeal to the Vice-Chairman, Navodaya Vidyalaya Samiti and having been re-instated in service upon consideration of the facts and circumstances of the case and has consequently been given a posting at a hard station his request for change in the place of posting in both intra and inter-station transfers may not be considered before the completion of five years' stay in the Vidyalaya.

Article 76: Suspension.

76.1 The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Chairman of the Navodaya Vidyalaya Samiti, by a general or special order, may place an employee under suspension in the following circumstances:-

- 76.1.1** Where a disciplinary proceeding against him is contemplated or is pending; or
- 76.1.2** Where, in the opinion of the aforesaid authority, the employee has engaged himself in activities prejudicial to the interest of the security of the State; or
- 76.1.3** However, where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the Appointing Authority the circumstances in which the order was made.

76.2 An employee shall be deemed to have been placed under suspension by an order of the Appointing Authority;

76.2.1 With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty- eight hours.

76.2.2 With effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty –eight hours and is not forth with dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty – eight hours referred to in clause(b) of this sub- rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

76.3 Where a penalty of dismissal, removal or compulsory retirement for service imposed up on an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

76.4 Where a penalty of dismissal, removal or compulsory retirement from service imposed up on an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the Disciplinary Authority, on consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders, provided that no such further inquiry shall be ordered

unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

- 76.5** An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- 76.6** Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- 76.7** An order of suspension made or deemed to have been made under this rule shall be reviewed by the authority which is competent to modify or revoke the suspension (before expiry of ninety days from the effective date of suspension) on the recommendation of the Review Committee constituted for this purpose and pass orders either extending or revoking suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time
- 76.8** The Competent Authority may, in the interest of the NVS /NLI/ JNV restrict the movement of an employee placed under suspension and prohibit him from entering any area or campus of the institution. The suspended employee shall not leave the station without prior permission from the Competent Authority, in writing.
- 76.9** (7)An order of suspension made or deemed to have been made under sub rule(1) or (2) of this rule shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days; provided that no such review of suspension shall be necessary in the case of deemed suspension under sub rule (2), if the Government servant continues to be under suspension at the time of completion of ninety

days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, which is later.

Article 77: Penalties

The Penalties, to be imposed on the employees, will be the same as provided in CCS (CCA) Rules –1965.

77.1 The Principal of the Jawahar Navodaya Vidyalaya can institute proceedings against an employee of the Vidyalaya on whom he is empowered to impose penalties under rule 11 of CCS (CCA) Rules.

77.2 Standard Forms of Penalties.

Standard forms shall be the same as provided in CCS (CCA) Rules, 1965. The standard forms of;

1. Order of suspension,
2. Certificate to be furnished by the suspended employee,
3. Order for revocation of suspension order,
4. Charge sheet for major penalties,
5. Order relating to appointment of inquiry Officer / Board of Inquiry,
6. Form for forwarding the inquiry report to the Charged Officer
7. Memorandum of charges for minor penalties
8. Order for taking disciplinary action in common proceedings
9. Form of the order for appointment of Presenting Officer.

The standard formats for disciplinary proceedings are placed at [Appendix XI](#).

CHAPTER IX

Annual Performance Assessment Reports

Article 78: Guidelines For Preparation and Maintenance of Annual Performance Assessment Reports of the staff of Navodaya Vidyalaya Samiti /NLI & JNVs

78.1 IMPORTANCE

In the interest of efficiency of the Samiti and also of the officers/officials, the **Annual Performance Assessment Reports (APARs)** ([Appendix VI](#)) shall be written with the greatest possible care so that the work, conduct, character and capabilities of the officers / officials reported upon can be accurately judged from the recorded opinion. Officers recording remarks shall realize the importance of these entries as their own competency will be judged partly from the **Performance Assessment** remarks they record about officers/ officials working under them.

78.2 Writing of Performance Assessment Reports:

The following points shall be kept in mind while writing the **Performance Assessment Reports**

- 78.2.1 The Reporting officer shall not be in a hurry to write the APARs of all the staff working under him in a single day or two. He shall, however, plan writing the reports in a phased manner and complete them within the period stipulated.
- 78.2.2 While reporting upon their subordinates in the APARs, the officers judging the subordinates shall do so fairly, reasonably and with care and clarity so that their verdict is legible and intelligible.
- 78.2.3 Both the Reporting and Reviewing Officers shall indicate their opinion by writing out in full the appropriate adjectives which best describe the officer/ official's qualities.
- 78.2.4 Cryptic, vague or non-committal remarks shall be avoided. The reports containing entries which may not be meaningful shall be

returned to the Reporting Officer for reconsideration, amplification or explanation.

- 78.2.5** There shall be no hesitation on the part of the Reporting Officer to record adverse remarks in justified cases. Such entries shall, however, be based on established facts and not on mere suspicion. Remarks like “doubtful character”, “complaints received about taking illegal gratification” shall be avoided.
- 78.2.6** An entry relating to penalty awarded shall be recorded in the report about the year in which the punishment order is issued, indicating the period to which the incidents leading to the disciplinary proceedings relate.
- 78.2.7** Every warning/ reprimand / displeasure issued in writing need not automatically find a place in the Assessment report. Only cases in which despite such warning etc., the officer / official has not improved, appropriate mention of such warning, etc., shall be made in the Assessment Report.
- 78.2.8** The reporting officer shall take into consideration the self-appraisal of the work of the officer / official reported upon while recording his views in the Assessment report.
- 78.2.9** The Reviewing Officer shall consider it his duty to know personally and form his own judgement of the work and conduct of the officer reported upon. He shall exercise positive and independent judgement on the remarks of the Reporting Officer under different detailed headings in the form of the report as well as general assessment. He shall express clearly his agreement or disagreement with those remarks, more particularly in regard to adverse remarks.
- 78.2.10** It shall be ensured that no employee is adversely affected by prejudicial reports recorded without proper consideration. At the same time, none should be rewarded for extraneous considerations, by excessively flattering reports which are not based on

facts, which may prejudice just claims of relatively deserving officers /officials. An employee shall not, therefore, be graded outstanding unless exceptional qualities and performances have been noted about him. Grounds for giving such a grading should be clearly brought out.

78.2.11 The Reviewing Officer shall be free to make his remarks on points not mentioned by the Reporting Officer. Such additional remarks would be necessary where the report is too brief, vague or cryptic.

Article 79: The Reporting Officers and Reviewing Officers for Annual Performance Assessment Reports in respect of various categories of employees in Navodaya Vidyalaya Samiti / Jawahar Navodaya Vidyalayas shall be as under:-

S.No	Name of the post	Reporting Authority	Reviewing Authority
1.	Commissioner	Chairman	Chairman
2.	General Manager (Construction)	Commissioner	
3.	Internal Financial Adviser and Chief Accounts Officer	Commissioner	Commissioner
4.	Joint Commissioner (Admn)	Commissioner	Commissioner
5.	Joint Commissioner (Acad.)	Commissioner	Commissioner
6.	Joint Commissioner (Pers.)	Commissioner	Commissioner
7.	Deputy Commissioner	Joint Commissioner (Admn)	Commissioner
8.	Assistant Commissioner (Admn)	Joint Commissioner (Admn)	Commissioner
9.	Assistant Commissioner	Deputy Commissioner	Joint Commissioner (Admn)

10.	Section Officer	Assistant Commissioner(Admn)	Deputy Commissioner
11.	Assistant Engineer (Civil)	Executive Engineer	General Manager Construction
12.	Assistant Director (OL)	Assistant Commissioner	Deputy Commissioner
13.	Junior System Analyst	Assistant Commissioner (IT)	Deputy Commissioner (IT)
14.	Private Secretary	Commissioner	Commissioner
15.	Executive Engineer	General Manager Construction	Commissioner
16.	Junior Engineer (Civil)	Executive Engineer	General Manager Construction
17.	Junior Engineer (Electrical)	Executive Engineer	General Manager Construction
18.	Assistant Section Officer	Section Officer	Assistant Commissioner
19.	Personal Assistant	Officer Concerned	Officer Concerned
20.	Audit Assistant	Section Officer	Assistant Commissioner
21.	Legal Assistant	Assistant Commissioner	Deputy Commissioner
22.	Statistical Assistant	Assistant Commissioner	Deputy Commissioner
23.	Editorial Assistant	Assistant Commissioner	Deputy Commissioner
24.	Junior Hindi Translator	Assistant Director	Deputy Commissioner
25.	Computer Operator	JSA/ Section Officer	Assistant Commissioner
26.	Senior Gestetnor Operator	Section Officer	Assistant Commissioner
27.	Gestetnor Operator	Section Officer	Assistant Commissioner
28.	Care Taker	Section Officer	Assistant Commissioner
29.	Driver	Section Officer	Assistant Commissioner
30.	Electrician	Section Officer	Assistant Commissioner
31.	Peon/Farrash	Section Officer	Assistant Commissioner

32.	Principal	Asstt. Commissioner/ I/c Cluster	Deputy Commissioner
33.	Vice Principal	Principal	Asstt. Commissioner/ I/c Cluster
34.	PGTs	Principal	Asstt. Commissioner/ I/c Cluster
35.	TGTs	Principal	Asstt. Commissioner/ I/c Cluster
36.	Music Teacher	Principal	Asstt. Commissioner/ I/c Cluster
37.	Art Teacher	Principal	Asstt. Commissioner/ I/c Cluster
38.	PET	Principal	Asstt. Commissioner/ I/c Cluster
39.	SUPW	Principal	Asstt. Commissioner/ I/c Cluster
40.	Librarian	Principal	Asstt. Commissioner/ I/c Cluster
41.	Office Superintendent	Principal	Asstt. Commissioner/ I/c Cluster
42.	Senior Secretariat Assistant	Principal	Asstt. Commissioner/ I/c Cluster
43.	Junior Secretariat Assistant	Principal	Asstt. Commissioner/ I/c Cluster
44.	Female Staff Nurse	Principal	Asstt. Commissioner/ I/c Cluster
45.	Catering Assistant	Principal	Asstt. Commissioner/ I/c Cluster
46.	Cook	Principal	Asstt. Commissioner/ I/c Cluster
47.	Store Keeper	Principal	Asstt. Commissioner/ I/c Cluster
48.	Electrician/Plumber	Principal	Asstt. Commissioner/ I/c

			Cluster
49.	Lab Attendant	Principal	Asstt. Commissioner/ I/c Cluster
50.	Chowkidar/Sweepers	Principal	Asstt. Commissioner/ I/c Cluster
51.	Mess Helper	Principal	Asstt. Commissioner/ I/c Cluster

Note: 1) If the Reporting /Reviewing Officer is under suspension when the Annual Performance Appraisal Report has become due to be written /reviewed, it shall be got written/ reviewed by the officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the Report was due, whichever is later. An officer under suspension shall not be asked to write/review APARs reports after the time limit specified here.

2) When the Reporting Officer retires or otherwise demits office to leave service, he shall be allowed to give their part on his subordinates within a month of his retirement or such demission of office. However, a Reviewing Authority shall not review the APARs after his retirement.

Article 80 : Time Schedule For Preparation/ Submission/ Completion Of APAR

S.No	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned.(i.e., to the officer to be reported upon where selfappraisal has begun and to reporting Officers where self appraisal is not to be given.	31 st March. (This may be completed a week earlier.)
2	Submission of self appraisal to reporting officer by officer to be reported upon (where	15 th April
3	Submission of report by reporting officer to reviewing officer	30 th June
4	Report to be completed by reviewing officer and to be sent to Administration or concerned section/cell	31 st July

5	Disclosure to the officer reported upon	01 st September
6	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
7	Forwarding of representations to the competent authority	21 st September
8	Disposal of representation by the competent authority	Within one month from the date of receipt of representation
9	Communication of the decision of the competent authority on The representation by the APAR cell	15 th November
10	End of entire APAR process, after which the APAR will be finally taken on record Taken on record	30 th November

Article 81 : The formats of **APARs** for various categories of posts in NVS(HQ), Regional Offices and Vidyalayas are given in the [Appendix VI](#). Appropriate procedure notified on digital format of reporting shall be followed.

Article 82 : Disclosure of APAR to The Employees

The section entrusted with the maintenance of APARs after its receipt shall close the same to the Officer reported up on as per the time schedule stipulated

Article 83 : Representation Against APAR remarks

83.1 Representation against APAR remarks shall be permitted within 15 days from the date of receipt of communication of such remarks.

83.2 Such a representation shall be sent to the authority communicating the APAR remarks, who shall forward the same to the next higher authority with his own remarks.

83.3 A representation against the APAR remarks shall be disposed of by the competent authority within the period of time limit stipulated.

83.4 Where an appeal/ representation against APAR remarks is received after the expiry of the stipulated period of one month, an explanation for delayed submission of appeal/representation shall also be forwarded with the comments of the Reporting and Reviewing Officers to the Appellate Authority. The appellate Authority may at his discretion entertain the

delayed appeal/ representation if he is satisfied with the explanation for the delay.

Note: The Appellate Authority shall be one stage above the Reviewing Authority and appeals for expunction of adverse remarks shall be dealt by the Appellate Authority.

CHAPTER X

MORNING ASSEMBLY

Article 84 : Vidyalaya Morning Assembly:

All Jawahar Navodaya Vidyalayas shall have a common prayer and a common uniform. Morning Assembly is the time when the entire Vidyalaya community assembles at an appropriate place to affirm the school's identity and aspirations. The Vidyalaya assembly is the best forum to inspire and motivate students. It serves as a platform to develop self confidence, creativity and aesthetic sense among students and helps in acquiring knowledge and information. We must ensure that monotony does not set in.

It is mandatory on the part of the Principals, Vice Principals, all the teachers and students to attend the morning assembly on time. HMs/AHMs are to ensure the participation of all their house students in the morning assembly activities in Vidyalaya uniform.

The Vidyalaya prayer should be recited with dedication and emotion. Music teacher should ensure proper pronunciation, rhythm and melody in prayer and community songs with musical instruments. Other activities are to be properly worded and modulated with variety. As far as possible the content of the speech to be day's specific and edited properly. MOD should invariably address the morning assembly. It is to be conducted in all the three languages by turn. The PETs, Music Teacher and Duty Master will ensure that all activities are performed within the time limit and students leave the assembly to their respective classrooms in an orderly manner. The school band may be used at the time of conduct of the prayer and during the dispersal of the students.

ASSEMBLY ACTIVITIES

SN	Activities	Time in Minutes
1	House wise/Class Wise Morning Assembly Attendance / Roll call	2
2	Navodaya Prayer	3
3	Meditation/Silent Prayer	1
4	Pledge	1

5	Thought for the Day	1
6	News Reading (International, National, Regional, Local & Sports News to be incorporated)	3
7	Students Talk/Vocabulary Enrichment/Quiz/Book Review/Recitation/Conversation/Short activity	3
8	Community Song	3
9	Address by the MOD/Principal	2
	Flag Hoisting followed by Flag Pledge	2
10	National Anthem	1
	Total Duration	22

Note: All the members concerned have to ensure that there is effectiveness in planning, preparation and presentation of assembly activities to achieve its intended and specified goals.

Article 85 : प्रतिज्ञा

भारत हमारा देश है | हम सब भारतवासी भाई-बहन है | हमें अपना देश प्राणों से भी प्यारा है | इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है | हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे | हम अपने माता पिता, शिक्षकों और गुरुजनों का आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे | हम अपने देश और देशवासियों के प्रति वफ़ादार रहने की प्रतिज्ञा करते हैं | उनके कल्याण और समृद्धि में ही हमारा सुख निहित है | ... जय हिन्द |

Article 86 : Pledge

*"India is my country and all Indians are my brothers and sisters.
I love my country and I am proud of its rich and varied heritage.
I shall always strive to be worthy of it.
I shall give respect to my parents, teachers and all elders and
treat everyone with courtesy.
To my country and my people, I pledge my devotion.
In their well-being and prosperity alone, lies my happiness".*

.....Jai Hind!!!!

Article 87 : Flag Pledge⁵² as per [Flag Code](#)

"I pledge allegiance to the National Flag and to the Sovereign Socialist Secular Democratic Republic for which it stands".

.....Jai Hind!!!!

Article 88 : नवोदय प्रार्थना

हम नवयुग की नई भारती, नई आरती,
हम स्वराज की ऋचा नवल, भारत की नवलय हों
नव सूर्योदय, नव चंद्रोदय, हमीं नवोदय हों
हम नवयुग की नई भारती, नई आरती,
रंग-जाति-पद-भेद रहित हम,
सबका इक विश्वास हो
संतानें धरती माँ की हम, धरती पूजा-स्थान हो
पूजा के खिल रहे कमल-दल, हम भव-जल में हों
सर्वोदय के नव बसंत के, हमीं नवोदय हों
हम नवयुग की नई भारती, नई आरती,
मानव हैं हम, हलचल हम, प्रकृति के पावन वे । की
खिलें-फलें हममें संस्कृति, इस अपने भारत दे । की
हम हिमगिरि, हम नदियाँ हम, सागर की लहरें हों
जीवन की मंगलमाटी के, हमीं नवोदय हों
हम नवयुग की नई भारती, नई आरती,
हरी दूधिया क्रांति भांति के, श्रम के बंदनवार हों
भागीरथ हम धरती माँ के, सूरम पहरदार हों
सत् ि त्व-सुन्दर की पहचान, बनाएँ जग में हम
अंतरिक्ष के यान-ज्ञान के, हमीं नवोदय हों
हम नवयुग की नई भारती, नई आरती,
हम स्वराज की ऋचा नवल, भारत की नवलय हों
नव सूर्योदय, नव चंद्रोदय, हमीं नवोदय हों।

⁵² Introduced in JNVs vide F.No.16-8/2-14/NVS(GA)/421 dated 01.03.2016

हम नवयुग की नई भारती, नई आरती,
हमीं नवोदय हों- हमीं नवोदय हों- हमीं नवोदय हों।

Meaning:

हम नवयुग की नई भारती, नई आरती,
हम स्वराज की ऋचा नवल, भारत की नवलय हों
नव सूर्योदय, नव चंद्रोदय, हमीं नवोदय हों
(We represent the new India, the new wave of India, We're the brand new lyrics of freedom...new sun rise and new moon rise, we're the new rise...)

रंग-जाति-पद-भेद रहित हम,
स्वका इक विश्वास हो
संतानें धरतीमाँ की हम, धरतीपूजा-स्थान हो
पूजा के खिल रहे कमल-दल, हम भव-जलमँहों
सर्वोदय के नव बसंत के, हमीं नवोदय हों
(We do not differentiate based on colour, cast, status... We're all children of Mother earth and earth is a holy place. We're the petals of lotus that blossomed after prayers... We pray for well being of everyone, we're Navodayans...)

मानव हैं हम, हल चल हम, प्रकृति के पावन वे । की
खिलें-फलें हममें संस्कृति, इस अपने भारत दे । की
हम हिमगिरि, हम नदियाँ हम, सागर की लहरें हों
जीवन की मंगल माटी के, हमीं नवोदय हों
(We're alive and kicking as a pure form of nature, let the culture of this country nurture in us, let us be the mountains, rivers and the waves at the sea, let there be well being for all, we're Navodayans)

हरी दूधिया क्रांति भाति के, श्रम के बंदन वार हों
भागीरथ हम धरतीमाँ के, सूरम पहरेंदार हों
सत् िव-सुन्दर की पहचान, बनाएँ जगमें हम
अंतरिक्ष के यान-ज्ञान के, हमीं नवोदय हों
(Let there be more green revolution and white (milk) revolution, we'll work harder for mother earth and protect her. We'll spread the message of Satyam Shivam and Sundaram to the world and to the space... We're Navodayans...)

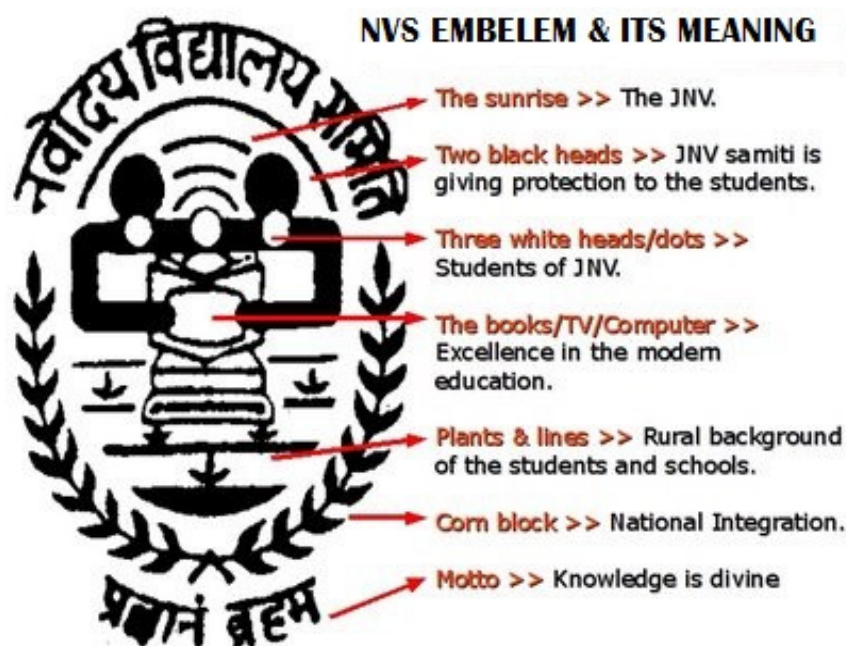
हम नवयुग की नई भारती, नई आरती,
हम स्वराज की ऋचा नवल, भारत की नवलय हों
नव सूर्योदय, नव चंद्रोदय, हमीं नवोदय हों।
हम नवयुग की नई भारती, नई आरती,

Article 89 : Common Uniform⁵³⁵³

All students of Jawahar Navodaya Vidyalayas shall have a common uniform. The items of the uniform for boys and girls shall be as specified in [Appendix- XII](#). All students shall come to school invariably in the prescribed uniform. Cases of default, if any, observed in a Vidyalaya, shall be dealt with a personal and persuasive manner. The House Masters, shall be reminded of their responsibility to send their wards in proper uniform.

Article 90 : Common Badge

All students shall wear a common badge either embroidered on the uniform or printed with the words written in Hindi and English Jawahar Navodaya Vidyalaya (name of District)



Following points in this regard may please be noted for strict compliance:-

- 90.1** Procurement of Uniform items should be made by following due procedure and instructions of the Samiti and only from authorized sources.
- 90.2** The tentative cost of various items mentioned in guidelines is suggestive and there may be some variations in case of some JNVs due to various

⁵³ F.No.2-15/98-NVS(SA) dt.27.07.1998 (Compendium Vol. I Pg. No. 346 – 348).

factors. It has, however, to be ensured that procurement is made on need basis, no item is purchased above the printed MRP, maximum discounts as admissible are availed and the total expenditure is kept within the allocated budget.

- 90.3** Even though normal life span of Uniform items have been indicated in the guidelines, an item should not be condemned/replaced if it is found serviceable and can be used beyond the normal life indicated therein.
- 90.4** The rates of uniform items include stitching charges which are to be finalized at Vidyalaya level by following due procedures.
- 90.5** The uniform and bedding items should be provided to the regular students within 10 days of commencement of the session after summer break and within a period of one month from the date of admission to the newly admitted students. Accordingly, timely action for procurement of articles and stitching of uniform etc. will have to be initiated by the Vidyalayas to avoid delays.

CHAPTER - XI

Admission Guidelines

Article 91: General Guidelines.

91.1 Admission in JNVs are done at Class VI, IX and XI only. The following guidelines are to be followed.

91.2 While studying in the JNVs education is free including boarding lodging, uniforms and textbooks. A nominal fee of Rs. 600/- per month is collected from the students of Classes IX to XII only. However, children belonging to SC/ST, Girls and from families whose income is below poverty line (BPL) are exempted from payment of fee.

91.3 Admission to Class VI.

Admission to class VI is made through a selection test called Jawahar Navodaya Selection Test (JNVST) conducted by the agency engaged by Navodaya Vidyalaya Samiti. Applications are invited by the Navodaya Vidyalaya Samiti every year for the said test. Only the candidates from the district concerned where the Jawahar Navodaya Vidyalaya has been opened are eligible to apply for admission. Similarly a candidate appearing for the selection test must be studying in class V in the whole academic year in a Government/Government aided or recognized school of the district concerned. The JNVST for class VI will non verbal and be of two hour duration without any break which consists of only multiple choice type questions. There will be 100 marks related to Mental Ability, Arithmetic and Language of one mark each.

A maximum of eighty students are admitted in Class VI in each Vidyalaya, through subject to availability of suitable candidates. The Navodaya Vidyalaya Samiti reserves the right to reduce the seats to forty or to withhold result and/or withhold admission and/or conduct of JNVST in case adequate accommodation is not available.

The eligible candidates can submit the application through online as and when it is notified. At least 75% of the seats in a district are filled by the candidates from rural area and the remaining seats are filled by the urban candi-

dates. The Rural or Urban Category is based on the location of the school in which the candidate is studying. Reservation for SC and STs are as per govt. norms. One third of the total seats are filled up by the girl students. There is provision for reservation of seats for disabled children as per Govt. of India guidelines. Mere selection in the test will not vest any right on the candidates to secure admission in to the JNV.

There is special provision for [admission of Staff ward](#) in JNVs over and above the normal intake of candidates through JNVST/Lateral Entry Test as a day scholar. Generally the Vidyalaya in which the staff is working where admission can be sought by the willing staff for his/her ward in any class depending up on the course of study available. Staff wards are also eligible to be mini-migrated to other JNVs in class XI if the desired stream is not available in the Vidyalaya where the parent is working.

The staff opting for transfer posting in the north east can admit his/ward in any JNV of choice anywhere in India. In case of [untimely death/retirement of a staff](#) and the child is studying in the JNV at the time of death/retirement of the parent from Samiti, the child can continue his studies in the Vidyalaya.

91.3.1 How to Apply For JNV Selection Test (How to register online for JNV Selection Test.)

91.3.1.1 The process for applying for JNV Selection Test has been simplified through online process. Detailed and intensive verification of proofs for residence, age, eligibility etc will be done for successful candidates through the laid down procedure.

91.3.1.2 The eligible candidates can apply by visiting the website of Navodaya Vidyalaya Samiti www.navodaya.gov.in or the website of the JNV of the district concerned.

91.3.2 Selection And Admission

- 91.3.2.1 Selection in the test will not vest any right on the candidates to secure admission into the JNV. At the time of seeking actual admission, each selected candidate will have to produce all relevant certificates, as prescribed by the Navodaya Vidyalaya Samiti. Until admission, the selection is provisional.
- 91.3.2.2 In case of any dispute, the decision of Navodaya Vidyalaya Samiti shall be final and binding on the candidates.
- 91.3.2.3 Marks obtained by candidates (both selected and unselected) in the test are not communicated.
- 91.3.2.4 There is no provision for re-evaluation of the answer scripts. Since the result is processed through computer and sufficient care is taken to ensure accuracy through various checks in processing the result, no request for re-totalling of marks will be entertained.
- 91.3.2.5 It may also be noted by the candidates and their parents/guardians that under the scheme of JNVs, students of a JNV located in Hindi speaking State may have to be migrated to another JNV in Non-Hindi Speaking State and vice-versa for one academic year when the students are promoted to Class IX. In case of refusal from the students selected for migration, continuation of such students in JNV will not be allowed.
- 91.3.2.6 The candidates and their parents/guardians may note that the children selected on the basis of the Test will be admitted only in the JNV located in the district from where they are appearing at the JNVST. Under no circumstances, the selected candidate will be given admission to any other JNV. No request for

shifting of students on account of medium of instruction in the JNV concerned, shifting of parents/guardians to other district(s) State(s) etc. will be entertained.

- 91.3.2.7 Candidates belonging to the Scheduled Castes (SCs) and Scheduled Tribes (STs) will have to produce a certificate of the Caste/Tribe at the time of seeking admission, if selected. Such certificate should be obtained from the competent authority before 15th July, of the year of seeking admission so that it may be submitted to the Principal of concerned JNV at the time of admission.
- 91.3.2.8 Candidates belonging to the *Divyang* category (Orthopedically Handicapped, Hearing Impaired and Visually Handicapped) if selected will have to produce a medical certificate signed by Chief Medical Officer of the District concerned at the time of admission.
- 91.3.2.9 Candidates belonging to the *Divyang* category (Orthopedically Handicapped, Hearing Impaired and Visually Handicapped) can seek admission in the district in which they are studying in Class V on regular basis at the time of applying for JNVST or their native district where his/her parents are residing.
- 91.3.2.10 Candidates belonging to transgender category can seek admission in the district in which they are studying in Class V on regular basis at the time of applying for JNVST. They will have to submit a certificate from the competent authority prescribed by the concerned State Govt. with regard to their gender. No reservation is made for this category.

91.3.3

Eligibility (A). For All Candidates:

- 91.3.3.1 Only the candidates from the district concerned where the Jawahar Navodaya Vidyalaya has been opened are eligible to apply for admission. However, the district where JNV is opened and is bifurcated at a later date, the old boundaries of the district are considered for the purpose of eligibility for admission into JNVST, in case a new Vidyalaya has not started in newly bifurcated district as yet. The eligibility of age and date of birth of the candidates will be notified in the prospectus released every year at the time of JNVST for admission. The age and date of birth criteria will be applicable to candidates of all categories, including those who belong to the Scheduled Castes (SCs) and Scheduled Tribes (STs). In case of doubt of overage candidate seeking admission, they may be referred to the Medical Board for confirmation of the age. The decision of the Medical Board will be final.
- 91.3.3.2 A candidate appearing for the selection test must be studying in Class-V for the whole of the academic session of the respective academic year in a Government/Government aided or other recognized schools or 'B' certificate competency course of National Institute of Open Schooling in the same district where he/she is seeking admission. A school will be deemed recognized if it is declared so by the Government or by any other agency authorized on behalf of Government. Schools where students have obtained 'B' certificate under National Institute of Open Schooling should have accreditation of NIOS.
- 91.3.3.3 A Candidate claiming admission under rural quota must have studied and passed classes III, IV and V

from a Govt. / Govt. aided / recognized school spending one full academic session each year in a school located in rural area.

91.3.3.4 Candidates who will be passing 'B' certificate competency course of National Institute of Open Schooling are also eligible to write admission test provided they are in the prescribed age group. The forms of such candidates will be verified by DEO/DIOS. The rural status of a child from National Institute of Open Schooling will be decided on the basis of a certificate to be issued by Tehsildar/District Magistrate of the District indicating that the child has been residing in rural areas for the last three years. Students studying under the above scheme from urban and notified areas are not eligible for obtaining seat in rural quota.

91.3.3.5 No candidate is eligible to appear in the selection test second time, under any circumstances.

91.3.3.6 The parents of the children who qualify the Selection Test will have to submit the following documents at the time of admission for verification: -

- 1.** Residence Certificate in prescribed Performa.
- 2.** Proof for date of birth. However, if any doubt arises, a medical board will verify it.
- 3.** Proofs for eligibility as per the conditions of NVS.
- 4.** For candidates seeking admission under rural quota, the parents will also have to submit certificate to the effect that the child had studied in an Institution located in a notified rural area to be certified by Tahasildar / Sub-divisional Magistrate.

5. Any other documents required.

91.3.4 Eligibility (B). For Rural Candidates

- 91.3.4.1 At least 75% of the seats in a district will be filled by candidates selected from rural areas and remaining seats will be filled from the urban areas of the district.
- 91.3.4.2 A candidate seeking admission under the rural quota must have studied in Classes-III, IV and V completing full academic session from the Government / Government Aided / Government recognized school(s) located in rural areas. However, the candidate should study full academic session in Class-V from the same district where admission is sought.
- 91.3.4.3 Candidates studying under the schemes of National Institute of Open Schooling should produce their rural status certificate issued by District Magistrate / Tehsildar / Block Development Officer.

91.3.5 Eligibility (C). For Urban Candidates

A Candidate who has studied in a school located in an urban area even for a single day of session in Class-III, IV and V will be considered as an urban candidate. Urban areas are those which are so defined in the latest census or through a subsequent Government Notification. All other areas will be considered as rural.

91.3.6 Eligibility (D). For Transgender Candidates

No separate reservation for transgender category candidates is provided and they will be included in Boys category for reservation purpose, under various sub-categories viz Rural, Urban, SC, ST and Divyang.

91.3.7 Reservation of Seats.^{5454, 5555}

⁵⁴ F.No.1-7/2006-NVS(Exam.) dt. 12.10.2006 (Compendium Vol.III Pg. No. 300)

⁵⁵ F.No.1-14/2009-NVS(Exam.)/25 dt. 17.11.2009 (Compendium Vol.III Pg. No. 321)

- 91.3.7.1 At least 75% of the seats in a district are filled by candidates selected from rural areas and remaining seats are filled from urban areas of the district.
- 91.3.7.2 Reservation of seats in favour of children belonging to Scheduled Castes and Scheduled Tribes is provided in proportion to their population in the concerned district provided that no district, such reservation will be less than the national average (15% for SC and 7.5% for ST) but subject to maximum of 50% for both the categories (SC & ST) taken together. These reservations are interchangeable and over and above the candidates selected under open merit.
- 91.3.7.3 One third of the total seats are filled up by girls.
- 91.3.7.4 There is a provision for reservation of 3% seats for ** *Divyang* children (i.e. Orthopedically Handicapped, Hearing Impaired and Visually Handicapped).
“Blindness” refers to a condition where a person suffers from any of the following conditions namely:-
1. Total absence of sight; or
 2. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses; or
 3. Limitation of the field of vision subtending an angle of 20 degree or worse.
- ** **“Hearing Impairment”** means loss of sixty decibels or more in the better ear in the conversational range of frequencies.
- ** **“Loco motor disability”** means disability of the bones joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

**** “Person with disability”** means a person suffering from not less than forty percent of any disability as certified by a competent medical authority.

91.4 Admission To Class IX- Lateral Entry⁵⁶

With the aim of utilizing the infrastructure and other facilities at the maximum possible manner, admission is also done at class IX level in those JNVs where the vacant seats are available through a selection test called **Lateral Entry Test - Class IX**. The test will be objective/descriptive type with 2.30 hours duration without any break. Application to be submitted online at free of cost whenever it is notified.

91.4.1 Eligibility

- 91.4.1.1 Only those candidates who are studying Class VIII during the ongoing academic Session in Govt./Govt. recognized schools of the district where the Jawahar Navodaya Vidyalaya is functioning and where admission is sought, are eligible.
- 91.4.1.2 Candidate appearing for the admission test must qualify/ pass Class VIII in the ongoing academic session from a Govt./Govt. recognized school in the district where he/she is seeking admission.
- 91.4.1.3 The eligibility of age and date of birth of the candidates will be notified in the prospectus released every year at the time of JNVST for admission. The age and date of birth criteria will be applicable to candidates of all categories, including those who belong to the Scheduled Castes (SCs) and Scheduled Tribes (STs).

⁵⁶ F.1-1/2001-NVS(Acad.)/ dt. 30.10.2003 (Compendium Vol.I Pg. No. 114)

In case of doubt of overage candidate seeking admission, they may be referred to the Medical Board for confirmation of the age. The decision of the Medical Board will be final.

91.4.2 Reservation

The existing vacant seats in the SC/ST category as notified are reserved for the SC/ST students. Tentative vacancy position will be notified as mentioned in the notification may be referred.

91.4.3 Selection and Admission

- 91.4.3.1 Selection in the selection test will not vest any right upon candidate to secure admission into JNV till the candidate produces all the relevant certificates such as birth certificate, pass certificate of VIII class with mark sheets, SC/ST certificate, if any, as prescribed by NVS for the admission.
- 91.4.3.2 Details of the marks obtained in the test will not be communicated and there is no provision for re-checking/re-totaling.
- 91.4.3.3 Candidates will be considered for the admission only into that Vidyalaya for which he/she has appeared for Selection Test.
- 91.4.3.4 At the time of admission, candidates belonging to Scheduled Castes (SCs) Scheduled Tribes (STs) & Other Backward Classes (OBCs) categories will have to produce the required Scheduled Caste/Tribe or OBC Certificate issued by the competent authority.
- 91.4.3.5 In case of any dispute, the decision of NVS will be final and binding.

91.5 Admission to Class XI on the Basis of Merit.

Own students of JNV are given admission in the available streams in the same Vidyalaya for which [Revised Criteria for Stream Allocation](#) has been fixed. Excess eligible students shall be mini-migrated to other JNVs as per the eligibility and choice of streams. If required number of students for a section is not available even after mini-migration, notification to fill up the vacant seats shall be issued.

Students are admitted to class XI in Jawahar Navodaya Vidyalayas of the Districts, against the vacant seats through [Lateral Entry Admission XI](#). Admission will be made on the basis of performance of students in Class X Board Examinations conducted by CBSE / State or other recognized Educational Boards for which applications are to be submitted online.

91.5.1 Eligibility

- 91.5.1.1 Date of Birth of the candidates seeking admission to Class-XI shall be notified in the admission notification of Class IX lateral entry of every year.
- 91.5.1.2 The candidate must have passed Class X during the academic session respective academic session from a recognized school affiliated to CBSE or any other State Education Board of the State where the Jawahar Navodaya Vidyalaya is located.
- 91.5.1.3 The merit list will be prepared as per marks obtained by the applicant in Class X Board Exam and the admission will be given as per eligibility of candidate and other criteria of NVS against the vacant seats available in the JNVs concerned.

91.5.1.4 [STREAMWISE CRITERIA FOR JNV STUDENTS FOR ADMISSION TO CLASS XI IN VARIOUS STREAMS](#)

- 91.5.1.5 Selection of students will be done as per following steps.
- 91.5.1.6 District wise merit list will be prepared and students will be selected against the vacancies under various categories.
- 91.5.1.7 After selecting students against the vacancies in the JNV of the district as mentioned above, a common merit list will be prepared at State level. Further vacancies, if any, exist in other JNVs of the same State will be filled from the State level merit list by considering the option exercised by the candidates.
- 91.5.1.8 If the selected candidate does not join even after making all efforts, vacant seats will be filled only from State level merit list.
- 91.5.1.9 The selected students will be intimated by the Principal of the concerned JNV.
- 91.5.1.10 Newly admitted students have to undergo a medical checkup by the Vidyalaya Doctor. Students suffering from infectious disease/serious ailments shall not be admitted.

91.5.2 How to Apply

The candidate can fill the online application form directly on NVS website www.navodaya.gov.in as per notification issued by the NVS.

Article 92: Change of Date of Birth:

The Principal shall ensure with particular care that the proof of date of birth of a pupil is furnished by the parent/ guardian in the form of a satisfactory evidence of the date of birth such as an extract from the birth

register from Municipal Committee or Corporation / Birth Certificate from competent authority, etc. This shall be preserved in the Vidyalaya records. The date of birth extract of the child from the birth register shall be recorded with scrupulous accuracy in the [Admission Register](#) on his first admission to the Vidyalaya. In the case of pupils coming on transfer from another Vidyalaya or any other recognized institution by selection through JNVST, the date shown in the transfer certificate shall be noted in the Vidyalaya records. The date of birth once recorded shall not subsequently be altered **except with the special permission of Samiti**, and shall be entered accurately in all subsequent age-entries in registers, certificates or applications for admission to public examinations. The format for change of date of birth of the student is placed at [Appendix XIII](#).

CHAPTER XII

EXAMINATION AND PROMOTION IN JNVs

The Navodaya Vidyalaya Samiti will follow the system of evaluation of students from class VI to XII as envisaged by the Central Board of Secondary Education. The school curriculum aims at imparting knowledge and skills through various subjects and the examinations for which the curriculum prescribed by the CBSE will be followed.

The Central Board of Secondary Education vide Circular No. Acad-05/2017 dated 31.01.2017 restored the Board Examination for class X and Remodelled Assessment structure and examination pattern for not only class X but for other lower classes also with Term assessment basis and gradual increase in the learning assessment as the students move forward and face the bigger challenges and to ensure the 'Quality of Education'.

Article 93 : Remodelled Assessment Structure.

As NVS is a Co-educational residential school system and students are available 24 x 7, it has slightly modified the remodelled assessment structure introduced by CBSE keeping the same pattern intact.

Class VI to VIII

93.1 Scholastic Area: The assessment structure and examination for classes VI to VIII have been prepared in view of the provisions of RTE-Act 2009 and comprises of two terms i.e. Term-1 and 2 as given below:

Subjects	Term-1 (100 marks)		Term-1 (100 marks)	
	(1st half of the session) 20 Marks Periodic Assessment + 80 marks for Half Yearly Exam.		(2nd half of the session) 20 Marks Periodic Assessment + 80 marks for Yearly Exam.	
	PA 20 marks	Half Yearly Exam	PA 20 marks	Yearly Exam
Language 1	<ul style="list-style-type: none"> Periodic Test. 10 marks with syllabus covered till 	<ul style="list-style-type: none"> Written exam for 80 marks with syllabus 	<ul style="list-style-type: none"> Periodic Test 10 marks with syllabus covered till 	Written exam for 80 marks with syllabus coverage as below: Class VI : 10% of 1 st Term
Language 2				
Language 3				

Science Mathematics Social Science Any other Language	announcement of test dates by school • Note Book Submission 5 marks at term end. • Subject Enrichment 5 marks at term end	covered till announcement of Half Yearly exam dates by school	announcement of test dates by school • Note Book Submission 5 marks at term end • Subject Enrichment 5 marks at term end	covering significant topics + entire syllabus of 2 nd Term. Class VII : 20% of 1 st Term covering significant topics + entire syllabus of 2 nd Term. Class VIII : 30% of 1 st Term covering significant topics + entire syllabus of 2 nd Term.
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- 93.1.1 Subject Enrichment Activities:** These are subject-specific activities aimed at enhancing the understanding and skills of the students. These activities are to be carried out throughout the term, however, they should be evaluated at the term-end.
- 93.1.2 1.2 Languages:** Aimed at equipping the learners to develop effective listening and speaking skills. The language teachers may devise their own methods and parameters for assessment of the languages.
- 93.1.3 1.3 Mathematics:** The activities as suggested by the NCERT syllabus and Text Book from time to time to be undertaken. The CBSE and NCERT website to be referred by the Teachers and JNVs for regular updates.
- 93.1.4 1.4 Science:** Practical work and activities in Science may be undertaken as suggested by the NCERT'S Syllabus and Text Books. The CBSE and NCERT website to be referred by the Teachers and JNVs for regular updates.
- 93.1.5 1.5 Social Science:** Map or the project work may be undertaken as suggested by the NCERT Syllabus and Text Book.

Grading Scale for Scholastic Areas (Class VI-VIII)		Grading Scale for Scholastic Areas (Class IX)	
(Schools will award grades as per the following grading scale)		(Schools will award grades as per the following grading scale)	
Marks Range	Grade	Marks Range	Grade
91-100	A1	91-100	A
81-90	A2	81-90	A2
71-80	B1	71-80	B1
61-70	B2	61-70	B2
51-50	C1	51-50	C1
41-50	C2	41-50	C2
33-40	D	33-40	D
32 & below	E (Needs improvement)	32 & below	E (Needs improvement)

93.2 Co-Scholastic Activities (Classes VI-VIII):

For the holistic development of the student, co-curricular activities in the following areas should be carried out in Jawahar Navodaya Vidyalayas by the teachers and will be graded term-wise on a 3-point grading scale **(A=Outstanding, B=Very Good and C=Fair)**.

The aspect of regularity, sincere participation, output and teamwork will be the generic criteria for grading in the following co-scholastic activities.

93.2.1 Work Education - Work Education refers to skill-based activities resulting in goods or services useful to the community.

93.2.2 Art Education (Visual & Performing Art).

93.2.3 Health and Physical Education (Sports/Martial Arts/Yoga/NCC, etc.)

93.3 Discipline (Classes VI-VIII): The students will also be assessed for the discipline which will be based on the factors like attendance, sincerity, behaviour, values, neat and tidiness, respectfulness for rules and regulations, attitude towards society, nation and others. Grading on

discipline will be done term-wise on a 3-point grading scale as A=Outstanding, B=Very Good and C=Fair.

93.4 . Record Keeping: The Jawahar Navodaya Vidyalayas will follow the simple documentation procedure and collate the same at the time of preparing the report card.

93.5 Report Card: Based on the above scheme, NVS will follow CBSE guidelines for report cards for classes VI to IX as the annexed formats and the report card will prominently display the logo of CBSE on left side and school's logo on right side:

Class IX - X

93.6 Scholastic Area :

Total 100 marks (Syllabus for assessment will be only for Class IX & X)				
Subjects	80 marks (Board Examination)	20 Marks (Internal Assessment)		
		Periodic Test (10 marks)	Notebook Submission/Assignments (5 Marks)	Subject Enrichment Activity (5 Marks)
Language 1	Class IX will have their internal final Examination of 80 Marks whereas Board will conduct Class X Examination for 80 marks in each subject covering 100% syllabus of the subject of Class X only. Marks and Grades both will be awarded for individual subjects. 9-point grading will be same as followed by the Board in Class	Periodic Written Test, restricted to three in each subject in an Academic Year. Average of the best two tests to be taken for final marks submission	This will cover : a)Regularity. b)Assignment Completion. c)Neatness and upkeep of note books.	Speaking & Listening Skills
Language 2				Speaking & Listening Skills
Science				Practical Lab Work.
Mathematics				Maths Lab Practical
Social Science				Map Work and Project Work

	XII.			
6th Additional Subject	For 6th additional subject, letter referred above and CBSE curriculum may be referred. In case a student opts for a language as 6 th additional subject, the modalities defined for Languages 1 and 2 shall be followed.			

93.7 Periodic Test (10 marks) :

93.7.1 The school should conduct three periodic written tests in the entire academic year and the average of the best two will be taken for assessment. The schools have the autonomy to make its own schedule. However, for the purpose of gradient learning, three tests may be held as one being the mid-term test and other the two being pre mid-term and post mid-term with portion of syllabus cumulatively covered. The gradually increasing portion of contents would prepare students acquire confidence for appearing in the Board examination with 100% syllabus. The school will take the average of the best two tests for final marks submission.

93.7.2 Notebook Submission and Assignments (5 marks) :

93.7.3 Notebook submission as a part of internal assessment is aimed at enhancing seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness and notebook upkeep. Every month the notebooks are checked by the subject teacher and marks are awarded out of 10. Also, three assignments are assigned for 15 Marks. Further the best two are selected and converted into 5 Marks.

93.8 Subject Enrichment Activities (5 marks) :

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities are to be recorded internally by respective subject teachers.

- 93.8.1** For Languages: Activities conducted for subject enrichment in languages should aim at equipping the learner to develop effective speaking and listening skills. Each term 5 activities of Speaking and Listening activities to be conducted.
- 93.8.2** For Mathematics: The listed laboratory activities and projects as given in the prescribed publication of CBSE/NCERT may be followed.
- 93.8.3** For Science: The listed practical works / activities to be carried out as prescribed by the CBSE in the curriculum.
- 93.8.4** For Social Science: Map and project work to be undertaken as prescribed by the CBSE in the curriculum.

93.9 Co-Scholastic Activities:

Schools should promote co-curricular activities for the holistic development of the students. These activities will be graded on a 5-point grading scale (A to E) and will have no descriptive indicators. **No upscaling of grades will be done.**

Activity	To be graded on a 5 point scale (A to E) in school	Areas and Objectives (As prescribed in the Scheme of Studies for Subjects of Internal Assessment)
Work Education or Pre-Vocational Education	By the concerned Teacher.	Work Education is a distinct curricular area for students for participation in social, economic and welfare activities. Student gets a sense of community service and develops self reliance (for Pre-Vocational Education as per Scheme of Studies).
Art in Education	By the concerned teacher handling Visual & Performing Art	Art Education constitutes an important area of curricular activity for development of whole some personality of the students. Students will select one or more forms of creative arts.
Health & Physical Education (Sports / Martial Arts / Yoga / NCC, etc.)	By the Physical Education Teacher	Health & Physical Activity preferably sports must be given a regular period. Students should be provided opportunities to get professionally trained in the area of their interest. Indigenous sports, yoga and NCC must be encouraged in the schools creating a sense of physical fitness, discipline,

93.10 Discipline (Attendance, Sincerity, Behaviour, Values):

- 93.10.1** Discipline significantly impacts career shaping and it helps to build character. Sincerity, good behaviour and values develop strength and foster unity and co-operation. Therefore, the element of discipline has been introduced. Class teacher will be responsible for grading the students on a five point scale (A to E).
- 93.10.2** The internal assessment comprising 20 marks (10+5+5) entails objectivity and a structured approach. For a holistic assessment, the teachers are expected to make it an effective tool
- 93.10.3** **Documentation:** Records pertaining to the internal assessment of the students done by the schools will be maintained for a period of three months from the date of declaration of result for verification at the discretion of the Board. Sub-joined cases, if any or those involving RTI/Grievances may however be retained beyond three months.
- 93.10.4** **Assessment of Speaking and Listening Skills (ASL) :**
It is an undeniable fact that national and international boundaries have become seamless. English as a medium of communication has acquired an important role in bringing world together. A good communication skill raises the self esteem of a student. It is essential that students acquire proficiency in it, by the time they leave the school. CBSE has envisaged that all language skills need to be integrated into English language curriculum at schools. Speaking and listening should be fostered in children to equip them with better communication skills. Hence it has been introduced in formal testing of speaking and listening skills at the school level in the summative assessments in English at class IX, X & XI.

The listening comprehensive section tests the students' ability to listen for basic interpersonal, instructional and academic purposes. A number of sub- skills such as listening for specific information, general understanding, predictive, inferential, intensive and exhaustive listening and listening for pleasure are developed.

Some of the sub-skills that are developed through speaking skills are speaking intelligibly using appropriate word stress, sentence stress and intonation patterns, narrating incidents and events, real or imaginary in a logical sequence, presenting oral reports or summaries; making announcements clearly and confidently, expressing and arguing a point of view clearly and effectively, taking active part in group discussions, showing ability to express agreement or disagreement, summarizing ideas, eliciting the views of others, presenting own ideas, expressing and responding to personal feelings, opinions and attitudes, participating to spontaneous spoken discourse in familiar social situations. Students who stammer may be given extra time during the assessment process as per the need of the child. However CBSE has provided an option to the students who have "speech impediment" or who are "hard of hearing" or who have both disabilities partially or wholly by replacing ASL in to two assignments (story writing and review of the novel) of equal weightage, each based on the novel/long reading text prescribed for the class.

93.11 CLASS XI/XII

The details of the Year-End Exam/Board Exam/Internal Assessment/School based Assessment for the academic year 2018-19 includes the following areas:

93.11.1 Maximum Marks Per Subject: 100/80/70/30 Marks (As per nature of exam i.e. Theory, Practical)

93.11.2 Type Of Assessment :

- Internal Assessment/ Practicals.
- Year-end Exam/Annual Exam/Board Examinations.
- Assessment of Co-scholastic areas (Health and Physical Education including Work Education, General Studies).

93.11.3 Marks Distribution:

Marks will be distributed as per the guidelines provided by CBSE for Internal Assessment/Practical: Board Exam/Year-End Exams as follows:

- 0:100(Maths, Political Science, and Legal Studies)
- 10 (ASL) + 10 (Project) : 80 (Languages)
- 20: 80(Humanities /Commerce based subjects/and other subjects)
- 30:70 (Science based subjects and some other subjects)
- 70:30 (Fine Arts and Some other subjects)

93.11.4 Duration Of Examination: 3 hours (full length exam)

93.11.5 Components Of Year-End Exam/Board Exam :Section wise division into Short/Very Short/Long/Very long Answer (Objective as well as Subjective).

93.11.6 Internal Assessment/Practical/Project :

- 0marks(Mathematics, Language, Political Science)
- 10 (ASL) + 10 (Project)
- 20 marks (Humanities /Commerce based subjects/and other subjects)
- 30 marks (Science based subjects and some other subjects)
- 70 marks (Fine Arts and Some other subjects)

93.11.7 Scheme Of Examination:

- The Academic Session is divided into two Term Tests:
- Term Test 1 (Half Yearly Exam)
- Term Test 2 (Annual Exam)

- ❖ There will be 2 cycles of Term-Tests (each cycle consisting of all the subjects)i.e. **Term Test-1 and Term-Test 2.**
- ❖ Term-Test 1 will be of 100/80/70 marks depending upon nature of exam and will be conducted in month of September - October (Mid-Term).
- ❖ There is a cycle of 3 unit Tests each of 40 Marks before each Term Test, so total 6 Unit tests are conducted in a year.
- ❖ 20 marks are awarded as assignments/projects and 10 marks for oral based examination in language subjects for every Unit Test.
- ❖ Annual Examination comprised of 100/80/70/30 marks depending upon the nature of examination.
- ❖ Class XII Science/Commerce/Humanities examinations are conducted as per CBSE latest norms.

NOTE:

- The term Tests will be held on the lines of the CBSE Public Examination.
- The Session Ending Examinations will be held on the lines of the CBSE Public Examination.
- In case of subjects with Practical Examinations, student has to secure 33% of respective marks in theory and practicals separately to promote to next class.
- The Assignments, Project, Unit tests, Half yearly and Revision Examinations of class XI will be conducted as per of CBSE norms for class XII .

Article 94 : Promotion Rules⁵⁷⁵⁷

94.1 For Classes VI To VIII

Promotion in class VI to VIII will be as per NVS and CBSE norms.

94.2 For Class Ix & X

- 94.2.1** Every student is required to get a qualifying 33% specified or above in all the subjects excluding additional subject as per scheme of study for the purpose of promotion to next class.

⁵⁷ F.No. 5-13/89-90/NVS(Admn.) dt. 19.07.1990 (Compendium Vol.I Pg. No. 124).

94.2.2 A student getting below 33% in scholastic areas in one or more subjects will have to improve his /her performance to obtain qualifying marks in these subjects.

94.2.3 Other norms for promotion of class IX will be as per NVS and CBSE norms issued from time to time.

94.3 For Class XI & XII

94.3.1 Practical Subjects: For promotion to class XII, a student has to pass separately in theory & practical securing 33% in each subject.

94.3.2 Non Practical Subjects: For promotion to class XII, a student has to pass securing 33% in each subject.

94.3.3 Supplementary Examination for Class XI.

94.3.3.1 If a student secured less than 33% in one or two subject, he / she will be eligible to take the Supplementary Examination in those subjects.

94.3.3.2 If a student fails in theory only, he / she will take supplementary examination in theory alone & needs to secure 33% marks to be eligible for promotion to the next class in supplementary examination. Similarly, if a student fails in Practical alone, he / she will take supplementary examination in practical alone & needs to secure 33% to be eligible for promotion to next class in supplementary examination.

94.3.3.3 Re-Examination and Re-Evaluation: Provision for Children who are absent in Tests/Examinations, a separated test/examination may be conducted for a child who could not appear in the regular test/examination because of medical reasons.

CHAPTER XIII

SCHEME OF STUDIES AND SYLLABUS

Article 95 : Affiliation:

All Jawahar Navodaya Vidyalayas are affiliated to the CBSE and prepare candidates for All India Secondary School Examination (AISSE/Class X) and All India Senior School Certificate Examination(AISSCE/Class XII).

Article 96 : Scheme Of Studies:

Jawahar Navodaya Vidyalayas are co-educational residential schools having classes from VI to XII and impart quality education in rural areas. The following academic schedule is followed in all JNVs across the country with slight modification based climatic conditions and geographical locations.

96.1.1 Morning Physical training/Yoga: 45 Mts duration

96.1.2 Morning Assembly: 22 Mts duration

96.1.3 Regular academic classes: 08 periods of 40 Mts duration each

96.1.4 Afternoon Remedial/Enrichment programme: 1½ Hour duration

96.1.5 Evening Games & Sports: 1 hour duration

96.1.6 Evening supervised study: 1½ Hour duration

Article 97 : Medium of instruction:

The medium of instruction in JNVs is the regional language of the state up to Class VIII and thereafter English for Maths and Science and Hindi/English for other subjects up to class XII. NVS system envisages and strictly follow the three language formula in scholastic and co-scholastics areas.

Article 98 : Remodeled Assessment Structure:

The subjects taught at various levels shall be as given below:

98.1 Scholastic Area:

The assessment structure and examination for classes VI-VIII have been prepared in view of the provisions of RTE Act-2009 and comprises of two terms i.e. Term-I & II.

98.1.1 Class VI to VIII

- (1) English (2) Hindi (3) Regional Language
(4) Mathematics (5) Science (6) Social Science,
Any other Subjects

Subjects	Term-1 (100 marks) (1 st half of the session)		Term-1 (100 marks) (2 nd half of the session)	
	20 marks Periodic Assessment + 80 marks for Half Yearly Exam.		20 marks Periodic Assessment + 80 marks for Yearly Exam.	
	PA 20 marks	Half Yearly Exam	PA 20 marks	Yearly Exam
Language 1	<ul style="list-style-type: none"> Periodic Test 10 marks with syllabus covered till announcement of test dates by school Note Book Submission 5 marks at term end Subject Enrichment 5 marks at term end 	<ul style="list-style-type: none"> Written exam for 80 marks with syllabus covered till announcement of Half Yearly exam dates by school 	<ul style="list-style-type: none"> Periodic Test 10 marks with syllabus covered till announcement of test dates by school Note Book Submission 5 marks at term end Subject Enrichment 5 marks at term end 	Written exam for 80 marks with syllabus coverage as below: Class VI : 10% of 1 st Term covering significant topic + entire syllabus of 2 nd Term. Class VII : 20% of 1 st Term covering significant topic + entire syllabus of 2 nd Term. Class VIII : 30% of 1 st Term covering significant topic + entire syllabus of 2 nd Term.
Language 2				
Language 3				
Science				
Mathematics				
Social Science				
Any other Language				

As per the CBSE circular No.-CBSE/CM/2017-Acad.05/2017 Dated 31.01.2017, the new examination system has already been implemented for the Academic Year 2017-18 and will continue for the academic year 2018-19 as well.

(1) 20 marks Periodic Assessment (i) 10 marks for Periodic Test, (ii) 5 marks for Notebook Submission; (iii) 5 marks for Subject Enrichment Activity. 2) 80 marks for Half Yearly exam. Total : 100 marks	(1) 20 marks Periodic Assessment – (i) 10 marks for Periodic Test, (ii) 5 marks for Notebook Submission; (iii) 5 marks for Subject Enrichment Activity. 2) 80 marks for Yearly exam. Total : 100 marks
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Number of tests to be conducted in each term for each subject:

VI to VIII	One Periodic Test and Half Yearly Exam in Term-I Similarly, one Periodic Test and Yearly Exam in Term-II
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Total – 04 No. of Tests are to be conducted in a year.
10%, 20% and 30% of 1st Term covering significant topics plus entire syllabus of 2nd Term of Class VI, VII & VIII respectively to be included in the Yearly examination

SN	Class IX & X
1	Work Education
2	Art Education (Visual & Performing Arts)
3	Health & Physical Education. (Sports/Martial Arts /Yoga/ NCC, etc.) The above activities will be graded Term wise on a: 5 – Point Grading scale – (A = Outstanding, B = Very Good, C= Fair), D = Average. E = Below Average.

98.2 Classes XI and XII

I. Science Stream:	
Compulsory:	English
Any four of the following:	1. Physics 2. Chemistry and any two of the following: Hindi/Maths/Informatics Practices / Computer Science/ Biology / Biotechnology Physical Education / Regional Language, etc
II. Commerce Stream:	
Compulsory:	English
Any four of the following:	Hindi/Maths/Informatics Practices / Computer Science
Elective:	1. Accountancy 2. Business Studies 3. Economics and any one of the following: Hindi/Maths/Informatics Practices / Computer Science/ Physical Education / Regional Language, etc
III. Humanities Stream:	
Compulsory:	English,
Elective:	1. History 2. Geography 3. Economics and any one of the following: Hindi/Maths/Informatics Practices / Computer Science/ Physical Education / Regional Language, etc

IV. Vocational Stream:	
Compulsory:	English
Following Electives (3)	Any 3 vocational subjects as per the combination available and any one of the following: Hindi/Maths/Informatics Practices / Computer Science/ Physical Education / Regional Language, etc

98.3 Additional subject: A student at Secondary and Senior secondary level may opt for any of the subject offered by CBSE of his choice as an additional subject. If the enrolment in such subject is more than 15 students in the respective class, the support would be extended with a teacher.

98.4 Co-Scholastic Activities:

Classes VI-VIII: For the holistic development of the student, co-curricular activities in the following areas are carried out in JNVs by the teachers and will be graded term-wise on a **3-point grading scale**.

(A=Outstanding, B=Very Good and C=Fair). The aspect of regularity, sincere participation, output and teamwork be the generic criteria for grading in the following co-scholastic activities. The following co-curricular activities will be carried out in this area.

- (a) Work Education:-
- (b) Art Education (Visual & Performing Arts)
- (c) Health & Physical Education (Sports / Martial Arts / Yoga / NCC), etc..

98.5 Class IX to X

98.5.1 Scholastic Studies

- (1) English (2) Hindi/ R.L (3) Third Language -- **(Only for IX)**
- (1) English (2) Third Language -- **(Only for X)**
- (3) Mathematics (4) Science (5) Social Science,
- (6) Sixth additional subjects

Scheme of studies for 6th additional subject is as per CBSE guidelines.. In case a student opts for a language as 6th additional subject, the modalities defined for Languages 1 and 2 shall be followed.)

98.5.2 Number of tests to be conducted in each term for each subject:

IX and X	Three Periodic Tests and Year end examination. Total – four tests are to be conducted in a year. 100% syllabus is to be covered for Yearly examination.
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98.5.3 Co-Scholastic Activities:

For the holistic development of the students, co-curricular activities in the following areas will be carried out:

Article 99 : ORGANIZATION OF ACADEMIC WORK:

99.1 Middle, Secondary And Senior Secondary Level

The main objective of education at Middle, Secondary and Senior Secondary levels in Jawahar Navodaya Vidyalayas shall be threefold:

- To serve the objectives of excellence coupled with quality and social justice.
- To promote national integration by providing opportunities to talented children largely rural from different part of the country, to live and learn together and develop their full potential.
- To provide good quality modern education, including a strong component of culture, inculcation of values, awareness of the environment, adventure activities and physical education.
- To ensure that all students of Navodaya Vidyalaya attain a reasonable level of competence in three languages as envisaged in the three language formula and
- To serve in each district, as focal point for improvement in quality of school education through sharing of experiences and facilities

99.2 To realize the aforesaid objectives, Navodaya Vidyalayas shall take the following measures.

- 99.2.1** NVS recognizes that each child is an individual; that all children are creative; that all children need to succeed. Therefore, NVS respects the individual needs of children; fosters a caring, peaceful, nurturing, and creative environment; and emphasizes the physical, intellectual, social, emotional, and spiritual development of each child.
- 99.2.2** To assure learning experiences that will assist our students to achieve their greatest potential to adapt and adjust to a diverse and ever changing society, and that diversity of gender, physical or mental ability, culture, and background is strength to be respected.
- 99.2.3** To achieve 100% results with distinction in all the subjects.
- 99.2.4** Effective implementation of Continuous and Comprehensive Evaluation.
- 99.2.5** To motivate the students to imbibe values by providing equal opportunities in the residential system.
- 99.2.6** To further strengthening and promoting the Residential Culture of JNVs for the holistic development of Navodaya students.
- 99.2.7** To encourage the students to learn life skills through their involvement in the planned activities.
- 99.2.8** Setting up of the language labs to enhance language learning competency and communication skills.
- 99.2.9** Making mathematics and junior science labs better equipped to develop analytical skills and scientific temper.
- 99.2.10** Equipping class rooms with better and upgraded ICT tools.
- 99.2.11** Ensuring effective academic monitoring and supervision through panel
- 99.2.12** inspections and other mechanism.
- 99.2.13** To provide awareness among the students for protection of environment by

99.2.14 planning more trees, landscaping, and green auditing.

99.2.15 To make the staff and students more conscious of the safety and security inside and outside the JNV campus by organizing workshops, seminars, lectures, and mock drills related to the issues of safety and security at the Vidyalaya level.

99.2.16 To empower teachers through a comprehensive schedule of training for professional development.

Article 100 : Policy for Prescribing Text Books in Navodaya Vidyalayas

100.1 Class VI to VIII

Text books for class VI to VIII published by the NCERT shall be prescribed in all Jawahar Navodaya Vidyalayas.

100.2 Class IX to XII

1. Text books published by the NCERT or recommended by the CBSE shall be prescribed.
2. The books recommended by the CBSE as reference books shall be used.

Article 101 : Regional Languages:

Additional arrangement for teaching of the regional language / mother tongue shall be made, provided 20 or more students are willing to opt for the same. For this, part- time contractual teacher shall be appointed after obtaining sanction of the Deputy Commissioner of the region.

Teaching of these will be introduced from class VI and will continue up to class XII. The teaching will be during school hours for about five to six periods per week.

Article 102 : Guidance and Counselling Services

102.1 All students from class VI up to XII shall be covered for counselling services.

102.2 Qualified and trained staff are available in the Vidyalaya to give counseling to children in general and needy children in particular.

- 102.3** Other than teachers the services of other staff like Staff Nurse, AEP trained staff, Housiemasters, Principal, Vice Principal, Vidyalaya doctor, etc can be utilised for providing counseling to children.
- 102.4** In the Vidyals located at prime centres professional counsellors and experts can be engaged. The services of Alumni and PTC shall be periodically for providing counseling to the students.
- 102.5** Group guidance activities shall be carried out at least once a week. Individual counselling too may be taken up by the teachers as far as possible.
- 102.6** The Principal will spare qualified teachers for 4-6 periods per week exclusively for guidance and counselling services and to create awareness about Awakened citizen programme, Gender sensitisation / AEP programmes.
- 102.7** The Principal will be authorized to spend appropriate /reasonable amount out of the Navodaya Vikas Nidhi for purchase of stationery, payment to guest speakers to organize career corners / exhibitions as and when required.

Article 103 : Service from outside Agencies

Principal can use the services of professional counselors for career guidance and counselling on periodical basis. The services of such personnel may be utilized throughout the year except vacation period.

1. A Career Corner will be functioning in the Vidyalaya Library where children can access publications on career opportunities
2. The career guidance services may be given from class IX onwards.

CHAPTER - XIV

ACADEMIC SUPERVISION

Article 104: General Supervision:-

The Principal of the Vidyalaya shall ensure the state of cleanliness of the academic wing, hostels, dining hall, play-grounds etc. He shall also ensure that no class-room will remain unattended or without teacher. He will also ensure that all the activities such as laboratory works, computer classes, library utilization, art and music related activities, PT and games take place as per the schedule given in Institutional Planning and Perspective Academic Planning.

Article 105: Academic Supervision:

The uniqueness of Navodaya Vidyalaya has assured that they have been enjoying this strong brand equity over a period of time due to the consistent and top performance in CBSE. Navodaya Vidyalayas are well recognized as focal points of learning and all round development. In order to ensure that a qualitative transaction takes place in class room on day to day basis, the Principal who is the academic leader of the institution has to equip himself and keep an eagle eye on the academic activities of teachers. She/he should consistently guide and encourage the teachers and should know what, why, how and when of the class room supervision. Corrosive supervision is detrimental for the growth of healthy teaching learning practices.

105.1 Academic Supervision at School Level:-

In order to ensure the proper and effective supervision of the academic activities, the Vice-Principal will act as the academic in charge of the Vidyalaya.

105.1.1 Time Table:

The Principal/Vice-Principal shall ensure the preparation of time-table well in advance before the commencement of the new session. The time table should be framed according to the number of periods allotted to each subject and class wise as per Perspective Academic Planning. Following points should be taken care of for preparing of time table.

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

- 105.1.1.2 In respect of classes XI and XII, two periods per week are earmarked for practicals in the subjects like Physics, Chemistry, and Biology, etc.
- 105.1.1.3 For classes IX and X, the practicals and other lab activities are to be conducted on regular basis as per CBSE curriculum in the subjects like Science and Mathematics.
- 105.1.1.4 For classes VI to VIII, at least one period per week should be allotted for lab activities in the subjects like Mathematics and Science.
- 105.1.1.5 At least one period per week per class should be given for the conduct of Gender Sensitization Session. AEP trained teacher will handle this session.
- 105.1.1.6 Principal and Vice-Principal will take at least 8 and 12 periods respectively per week of their subjects of specialization in different classes preferably in senior classes with full responsibility of the teaching subject in the class chosen.

105.1.2 Split up of Syllabus:

The Principal of the Vidyalaya shall ensure that every teacher would prepare the split of the syllabus of their respective classes. For this purpose they may refer to Perspective Academic Planning issued by NVS HQ for the session. While preparing split up following points must be taken care of:

- 105.1.2.1 For classes X & XII 100% syllabus has to be completed by 30th November.
- 105.1.2.2 For XI class 100% syllabus has to be completed by 31st January.
- 105.1.2.3 For other classes, 1st term syllabus should be completed by 1st week of September and 2nd term by 15th of February.

- 105.1.2.4 The schedule of PWTs and UTs and Term Tests must be kept in mind while preparing the split up of syllabus.
- 105.1.2.5 The practical in the subjects like Physics, Chemistry, Biology, Geography and Comp. Science should be completed by the end of November every year.
- 105.1.2.6 All activities or experiments in classes from VI to X should be conducted simultaneously with theory classes as per the guidelines given by CBSE and NCERT.

105.1.3 Class Room Observation:

Teaching is a socially challenging task. While the world is changing very fast and knowledge is fast expanding, skills of learning to learn will acquire greater importance. The Principal and Vice Principal are given responsibilities by the Samiti to observe at least one period per day covering all the teachers in the given month. The record of class supervision must be maintained in '**Class Supervision Proforma**' given in [Appendix XIV](#). While observing the class they must ensure:

- 105.1.3.1 The syllabus is covered as per the split up of syllabus.
- 105.1.3.2 The methodology and strategy adopted by the teacher must be child-centered and child-friendly.
- 105.1.3.3 The teacher must effectively use the multi-media inputs in addition to traditional methods.
- 105.1.3.4 The teaching must be supplemented by practicals, demonstrations, projects etc.
- 105.1.3.5 The teaching strategy of the teacher must cater to the needs of all type of children i.e. bright, average or slow learners.

105.1.4 Checking Of Note Books & Projects:

As per the Perspective Academic Planning the Principal is expected to cross-check the note books or the project work assigned by the subject teachers of XI & XII while Vice Principal has to do the same for classes VI to X. They must ensure the following points in this regard:

- 105.1.4.1 The note books must be completed in all respects such as preparation of Index, covering of note book, completion of class work and home work given by the subject teachers.
- 105.1.4.2 The frequency of note book checking must not be more than a fortnight.
- 105.1.4.3 The teacher must put his/her signature with date.
- 105.1.4.4 The evaluation of note books must be carried out with proper care by underlining or encircling the mistakes committed by the students and they must be corrected by the concerned teacher with red ink.
- 105.1.4.5 The teacher has to ensure the proper follow up action taken by the students.

105.1.5 Maintenance Of Records & Reports:-

The Principal and the Vice Principal will ensure the timely completion and submission of the following records and reports:

- 105.1.5.1 **Teacher's Diary:** - All the teachers will prepare academic planning for the classes they are assigned to teach in their respective subjects in the Teacher's Diary fortnightly. The teacher's diary must have a record of split up of syllabus, lessons plans, list of supportive learners and the strategies adopted for their improvement, list of bright students along with the strategies for their better performance, record of class wise marks lists for different tests and exams etc. The Principal and Vice Principal must ensure that

the teachers submit their teacher's diary fortnightly. The diaries must be checked by the Vice Principal first then it should be counter signed by the Principal. The Principal and Vice Principal must ensure the lesson plan stated in the teacher's diary is scrupulously followed by the teacher.

105.1.5.2 **Subject Committee Meeting Records:** - The Subject Committees in different subjects like Science, Social Science, Mathematics, Languages are to be formed at Vidyalaya level. The convener of the subject committee will be the PGT of the concerned subject. The committee will conduct a meeting once in a month. The points of discussion in the meeting will be timely completion of syllabus, analysis of results of tests conducted, strategies for bright and slow learners and strategies and innovations for the betterment of teaching learning process in the subject concerned.

105.1.5.3 **Academic Committee Records:** -The academic committee will be headed by the Principal and Vice Principal will be the member secretary & Subject committee convenors are the members. The academic committee will work for the academic development of the students. They are responsible for analyzing the academic performance of the students and formulation of strategies for their development. They must maintain the record of conduct of monthly meetings, the problems faced by the students and strategies for their academic excellence. For this purpose they must conduct separate meetings with slow learners, bright students and teachers. The support of parents may be sought in case of any specific child. The

committee must inform the parents in writing about the academic performance of their wards in different tests with the help of class teachers/subject teachers by keeping a record of the same.

105.1.6 Remedial Study:-

Remedial teaching period is the time during which the identified low achievers in a particular subject will be looked after by a teacher for corrective instructions so that they can achieve the standard level in the subject. The following points should be taken care of while taking remedial classes:

1. In the beginning of the academic year on the basis of matrix, question wise analysis and the marks scored in the previous class the teacher must identify the students who require remedial measures.
2. Proper diagnostic measures should be taken to identify the learning difficulties with causes before implementing remedial measures.
3. The instructional content for these students must be very carefully graded keeping in mind the capacity, capability, retention, educational and experience levels of students. In the grading of teaching material the maxim of easy to difficult and simple to complex must be scrupulously followed.
4. The remedial classes to be conducted only for needy students by allotting duties to the concerned subject teachers in the afternoon.
5. Overall seven teachers will be engaged for seven classes (VI to XII) provided only one stream is available at senior secondary level in the JNV. If more than one stream is available, additional duties have to be allotted accordingly and for non-remedial students duties may be allotted as per availability of teachers.

105.1.7 Supervised Study:-

1. Duties are to be allotted to teachers for evening supervised study by involving all the teachers.
2. Creative teachers are also to be involved for supervision both for non-remedial afternoon supervision and evening supervision as well.
3. It should be ensured that every teacher gets almost the same work load by combining afternoon and evening duties.
4. On Sundays/Holidays students must be engaged for two hours supervised study from 10 am to 12 noon
5. At least six teachers preferably two male PGTs for senior boys' houses, two male TGTs for junior boys' houses and two female teachers for girls houses may be deployed on duty for the supervision on rotation basis and rest of the teachers are given weekly off.
6. In lieu of working on holiday or Sunday, **compensatory** off may be sanctioned on another working day in the following week on different days.

105.1.8 Conduct of Various Examinations:-

1. Examinations should be conducted as per the schedule given in the Perspective Academic Plan (PAP)
2. All the JNVs across the country must follow the same time schedule of uniform system of examinations.
3. Every JNV has to strictly follow the guidelines given by NVS HQ & respective ROs for conducting and evaluating various tests and exams.
4. The coverage of syllabus for different tests and exams must be as per the syllabus given in Perspective Academic Planning.
5. The guidelines for assessment of scholastic and co-scholastic activities are given in the Perspective Academic Planning.

The supervision and monitoring of the Vidyalaya activities is of great importance for further improvement of the Vidyalaya. The system of panel inspection is aimed to achieve the same. The panel inspection team should consist of one Assistant Commissioner, two JNVs Principals/Vice Principals, Junior Engineer and one Educationist from local school/college not below the rank of Principal/Lecturer. The panel inspection team prepares its report on the 'Proforma of Panel Inspection Report' given in [Appendix XV](#). The following points may be taken into account at the time of panel inspection and sending the report thereof:

1. The panel inspection of JNVs shall start from 15th July and to be completed latest by 31st December every year.
2. Every cluster I/C A.C. has to complete at least 20% of panel inspection out of allotted JNVs every month so that inspection of all JNVs shall be completed on or before 31st December.
3. The panel inspection should be completed within 2-3 days in a particular Vidyalaya.
4. The inspection team besides suggesting for improvement in all the areas in their inspection report should also bring the same to the notice of the staff during the concluding meeting.
5. On the receipt of Panel Inspection Report by the Principal, the compliance report on the points suggested by the team, drawing immediate attention for adherence and execution must be forwarded to Cluster -in-Charge A.C. within one week.
6. The Cluster I/C AC should submit this report to Deputy Commissioner of the concerned Regional Office for onward recommendation and submission to NVS H. Q.

⁵⁸ F.23-17/2001-NVS(Acad.) dt.26.12.2001 (Compendium Vol.I Pg.No. 140)

⁵⁹ F.No.13-17/2001-NVS(Acad.) dt. 21.08.2002 (Compendium Vol.I Pg.No. 164 to 166)

⁶⁰ F. 13-3-/2001-NVS(Acad.) dt. 27.05.2003 (Compendium Vol.I Pg. No. 183 to 187)

⁶¹ F. 13-3-/2001-NVS(Acad.) dt.14.07.2003 (Compendium Vol.I Pg. No. 188)

CHAPTER XV

FEE AND FUND, ETC

Article 106: Fee

No admission fee shall be charged at the time of admission to any class in Jawahar Navodaya Vidyalayas

106.1 Admission Fee

No admission fee shall be charged at the time of admission to any class in Jawahar Navodaya Vidyalayas

106.2 Tuition Fee

No tuition fee shall be charged in any class in Jawahar Navodaya Vidyalayas.

Article 107: Navodaya Vikas Nidhi (NVN)^{62, 63, 64, 65, 66}

107.1 No NVN shall be charged from students of class VI to VIII

107.2 A nominal charges of Rs-600/-shall be charged form 9th to 12th boys belonging to Gen and OBC categories only.

107.3 Wards (Boys) of state govt./central govt./ regular employee shall be charged Rs-1500/ per month. [Modification of NVN payment](#) was effected in the month of February 2019 allowing exemptions. Vide [Circular dated 23.05.2019](#) further modification were made in the payment of NVN.

107.4 The following categories of students are exempted from payment of Navodaya Vikas Nidhi at all levels.

107.4.1 Girls students

107.4.2 Students belonging to SC/ST on production of a certificate from the competent authority.

107.4.3 Children of parents who are living below poverty line having BPL card.

⁶² F.No.10-41/2001-NVS(Acad.) dt. 01.08.2003 (Compenium Vol.I Pg. No. 93)

⁶³ F.No. 1-48/2005-NVS(F&A) dt. 25.08.2005 (Compendium Vol.III, Pg.No. 205)

⁶⁴ Utilization of NVN F.No.1-48/2005-NVS(F&A) dt.14.11.2008 (compendium Vol.III, Pg.No. 245)

⁶⁵ Utilization of NVN F.No.41-2/2008-NVS(Acad.)) dt.20.11.2008 (compendium Vol.III, Pg.No. 247)

⁶⁶ F.No.1-1/2010-NVS(Acad.) dt. 03.11.2010 (Compendium Vol.III Pg. No. 294)

Article 108: Fund.

The JNVs are fully funded by the Govt. of India through MHRD as per budget allocation. The JNVs will have to incur the expenditure on various heads as per the guidelines issued by the NVS from time to time.

Article 109: Free meal to teaching staff-⁶⁷⁶⁷

This provision to meal facility to the eligible teaching staff of Vidyalaya is made as per fixed norms.

Article 110: Expenditure of M&R works of JNVs Building.

The requirement for maintenance & Repair works of JNV's buildings shall be projected under plan subject to the ceiling of following norms:

Sr No	Age of JNV counted from the year of shifting to permanent site	Annual financial limit (in lacs)	Additional financial limit (in lacs)	Maximum Annual financial limit (in lacs)	Remarks
1	2	3	4	5	6
1.	Upto 05 years	3.00	7.00	10.00	Additional financial limit can be used with the approval of estimates by GM (const.) NVS Hqrs. only on requirement basis
2	Above 05 years & upto 15 years	5.00	5.00	10.00	Additional fund limit can be used by estimates which shall be prepared by JE,RO and approved by EE, RO
3	Above 15 years	10.00	NIL	10.00	

Article 111: Furniture-⁶⁸⁶⁸

The requirement under this head may be projected only on actual need basis in respect of furniture items required for use in office, Vidyalaya, Hostel, etc. after taking into account the actual/anticipated students strength, availability of accommodation, existing stock, anticipated cost of items, etc.

The additional requirement of funds towards purchase of furniture items, due to sanction of additional Dining Halls, Dormitories etc, duly justifying the require-

⁶⁷ F.No.1-38/2001-NVS(SA) dt. 04.08.2003 (Compendium Vol. I Pg. No. 438)

⁶⁸ F.No.3-1/87-NVS dt. 26.08.1987 (Compendium Vol.I Pg. No. 320 – 323)

ment to be submitted to NVS Hqrs through the Regional office concerned and on receipt of the Region wise demand, the required funds shall be provided to concern JNV's out of the central provision.

No provision should be made for repair of the furniture under this head as the same is to be met from the head contingencies. A statement showing physical requirement of each items (i.e. stock in position and additional requirement) should be attached by each unit for verification at Regional Office level.

Article 112: Lab Equipment-

The actual requirement of consumable and non consumable items for use in laboratories to be projected on actual need basis, being taken into account the stock in position, availability of accommodation, streams functioning, anticipated cost of items etc.

Article 113: Other Equipment-

The requirement under this head should include all items (except laboratory & sports equipment, vocational, museum and computers) as per the sub heads included under the head 'other Equipment. The projection should contain consumable and Non-consumable items both on actual need basis. The requirement under this head should also include the provision towards bedding items for students under hostel equipment with reference to actual/ anticipated students' strength and stock in position.

Article 114: Library Books-

The requirement under this head may be projected on actual need basis, subject to the ceiling of Rs-100000/- per Vidyalaya for purchase of library books. This however, does not include purchase of codes and manuals, newspapers, periodicals, magazines, etc. since the expenditure thereon is to be met with the provision under the contingencies.

Article 115: Sports Equipment-

The requirement towards purchase of sports equipment (both for consumable and non-consumable items.) may be made, as actual need subject to the ceiling of Rs-200/ per child per annum, for the actual strength of students, to cater the need to Vidyalaya for the development of sports during the year.

Article 116: Computer Education Programme-

For the expansion of computer education programme, provision of computers has been extended to all the JNVs. The JNVs will submit the actual requirements of computers to NVS Headquarters through Regional Offices.

Article 117: Setting up of Resource Room in JNV's-

The provision for development of Resource Room is extended to the JNVs which are functioning in permanent site for which the provision @ Rs-5000/ per JNV has been kept towards procurements of resource materials.

Article 118: Central Provision at Regional Office Level-

The Regional office should project the requirement as per actual need of the Region. i.r.o following heads:-

1. Conduct of cluster, Regional and National level sports and cultural meets.
2. Recruitment.
3. Training courses.
4. Loans and advances to the staff.
5. Admission Test.
6. Art & Culture workshops
7. Special M&R works of Vidyalaya buildings.
8. NCC, Scouts & Guides and NSS

Besides, the requirement in respect of any other head should also be projected on the basis of budget allocation/funds provided by NVS Hqrs. from the central provision.

Article 119: Navodaya Leadership Institutes. (NLI)

Navodaya Leadership Institutes have been established for providing Training for teachers and staff. Apart from the training provided NVS also arranges training through various agencies specialized in respective areas as the case may be from time to time.

119.1 Training Infrastructure:-

Navodaya Vidyalaya Samiti at present has 7 training locations established as Navodaya Leadership institutes as below:-

Center	Capacity
National Navodaya Leadership Institute -Noida	48
NLI Amritsar with sub campus at Chandigarh	88
NLI Udaipur	48
NLI South Goa	88
NLI Rangareddy with sub campus at Guntur	88
NLI Puri	48
NLI Kamrup	48
NLI Total Capacity	456

119.2 Staff for NLI: Navodaya Leadership Institute shall have its own staff duly sanctioned by Samiti for organizing the training. The resource persons may be drawn from external sources from time to time on need basis.

119.3 Focus areas of training

1. Subject content enrichment – 14 days
2. Induction course for newly recruited staff – 21 days
3. Orientation course for newly promoted staff – 07 days
4. Class room management for teachers – 07 days
5. Guidance and counseling for house master – 07 days
6. Capacity building program for creative teachers – 07 days
7. Capacity building program for non-teaching staff – 07 days
8. Sensitization program on safety and security – 14 days
9. Awakened citizen program – 02 days
10. Green school program for environment awareness – 02 days

119.4 Duration of training Programs:-

1. 21 days Induction Course for newly recruited teaching staff.
2. 10 days Content Enrichment programs for teachers.
3. 10 / 5 days Orientation program for Non-teaching staff.
4. 5 days System Based workshops for teachers.
5. 5 days Orientation program for creative teachers.

The training manual of the Samiti shall be the guideline for organizing various programs under training. The requirement in respect of Training Centres to be worked out by the Deputy Commissioner, Navodaya Leadership Institute, in accordance with the guidelines/instructions issued from time to time by the Training Wing of Headquarter Office. Roles and responsibilities, service matters of the officers and other staff posted at NLI shall be dealt with in accordance with the instructions issued from Samiti from time to time.

CHAPTER XVI

HEALTH AND PHYSICAL EDUCATION

Games & Sports are a vital component of JNVs to ensure all round development of students. It not only helps to improve academic performance but it is also a powerful tool for promoting leadership, team work skills and social cohesion. Cluster / Regional / National Sports Meets as well as exhibitions are to be organized in time. This is preceded by the organization of competitions at JNV level. The dates for cluster regional level events shall be decided by RO concerned to ensure that the regional level events are completed in time so as to enable the NVS to organize the National level meet keeping in view of SGFI Meet every year. Keeping in view of demand of Girls, football event for girls U-17 & U-19 is also introduced up to National Level. Cricket & Hockey is introduced at Regional level during for girls students.

Objectives of Health and Physical Education:

1. To make student physically, mentally and emotionally fit.
2. To aware importance of physical fitness in individual.
3. To develop interest in exercise, sports and games.
4. To help the child to develop desirable nutrition, health and sanitation practices.
5. To enable the child to demonstrate after undergoing prescribed experience.

Article 120: Organization of Games & Sports in NVS^{6969,7070,7171}

Definitions:

- (A) 'Vidyalayas' means all Jawahar Navodaya Vidyalayas under the control of Navodaya Vidyalaya Samiti.
- (B) 'Sports' includes all recognized games, athletics events both for boy and girl students.

120.1 Curriculum for Health & Physical Education in Class VI to X in JNVs

A rational syllabus of health and physical education in school enable the students to know and understand that harmonious development of body and mind

⁶⁹ F.No. 6-9/97-NVS (Acad.) dt.25.05.1997 (Compendium Vol. I Pg. No. 276 to 284)

⁷⁰ F.No. 10-3/2000-NVS(Acad.) 09.04.2001 (Compendium Vol. I Pg. No. 286)

⁷¹ F.No.10-30/2001-NVS(Acad.) dt, 05.08.2002 (Compendium Vol. I Pg. No. 301 – 302)

is essential for good health status. For Health & Physical Education the syllabus as per PAP to be followed.

120.2 Level of Sports Meets: Sports Games/Meets are organized at four levels:

- I. JNV Meet (School Level)
- II. Cluster Meet.
- III. Regional Level Meet.
- IV. National Level Meet.

I. Sports and game activities in JNVs

120.3 Daily Sports Activities of Morning & Evening

Morning Physical Training should be conducted in all JNVs as per schedule which will include jogging, warming up exercises, Yoga and other physical exercises. All the children should also participate in evening games. Evening games should be planned in such a way that a minimum one hour play time exclusively should be provided to all the children. It should be ensured that children of lower classes and girls get enough opportunity to play regularly in the evening.

120.4 Inter House Competitions

1. The Vidyalaya should prepare the annual calendar for sports and games activities to be conducted during the academic year in such a way that the indoor items are conducted during the monsoon season. Sports and games activities for the whole of the academic year should be indicated in the Vidyalaya calendar. Dates/days of various Inter House matches should be indicated together with teachers helping to organize the same.
2. House Masters and Associate House Masters and tutors should be involved in the conduct of Intra/inter house matches/sports competitions.
3. Teacher members of the Vidyalaya Sports Committee should co-operate the PETs to monitor the Sports and Games activities and to ensure the smooth running of the activities as per plan.
4. The inter house sports competitions trophies should be awarded to best children/best house.

120.5 Celebration of Annual Sports Day.

1. The Annual Sports Day should be organized before 31st December, every year.
2. Expenditure incurred on the sports event will be borne by the Vidyalaya as per the instruction issued by NVS from time to time.

120.6 Sports Committee at JNV level

1	Principal	Chairman
2	PETs (Male & Female)	Member
3	Two teachers having interest in Games & Sports(to be nominated by Principal)	Member
4	Two outstanding students in sports and Games (One boy and one girl)	Member
5	Nominee of State Govt./District Collector representing District level sports.	Member
6	District level representative of SGFI, if available.	Member

120.7 The conduct of cluster level, Regional level and National level sports and Games events will be conducted as per the guidelines issued by the NVS from time to time. Selection of players for the Regional/National team will be made on the basis of performance level of the individual students during Cluster / Regional meet using **Battery Test** which may be judged by a duly constituted selection committee.

120.8 Safety & Security of the students during meet:

Since large number of activities is taking place during Cluster, Regional and National meet, extra caution must be taken to ensure the safety and security of students. The following guidelines are issued in this regard.

120.8.1 The House masters/ Teachers/ in-charges should ensure the physical presence of the students during the roll call times by head counting. If the students are pre-occupied in some activities they should invariably report in time for the roll call personally and then

go back to their place of work. They should report personally to the house master/teachers/in-charges concerned.

120.8.2 The escort teachers should take extra care and caution during the journey and at the Venue of Cluster / Regional / National meet.

120.8.3 Escorts should be always with the students.

120.8.4 During journey period no student should be allowed to move away from the group and any deviation from this to be dealt in a stern manner.

120.8.5 When the children are escorted to the venue of different events, the escort teachers should periodically check the presence of all the students inside the premises of the venue Vidyalaya and to ensure the participation of students.

120.8.6 The students should not be allowed to take any food from unhygienic places. The escort teacher should carry minimum required medicines / first aid kit to deal with any case of emergency. The escort teachers should provide food to the students from [Students' DA](#) entitled during journey.

120.8.7 Under no circumstances the children should be allowed to go to any nearby water sources like ponds, lakes, canals etc.

120.8.8 The students should wear only school uniform during journeys and during their stay at the venue Vidyalaya, so that they can easily be identified. All students should carry their identity card with them throughout the period of their stay outside their present Vidyalaya.

120.8.9 Venue Principals will make proper arrangements for the security of the students especially for the girls.

120.8.10 Required emergency medicine to be procured in sufficient quantity and be kept ready to meet any case of emergency.

ARTICLE 121: NCC (NATIONAL CADET CORPS):

The main aim of introducing NCC in JNVs is to develop character, comradeship, discipline, leadership, secular outlook, spirit of adventure and the ideal of selfless service amongst the students to create a human resource of organized, trained and motivated youth and to provide leadership in all walks of life and always be 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 should be taken while sending the cadets to attend various NCC Camps. NCC Day should be celebrated on 4th Sunday of November every year. NCC unit should be started in all JNVs for both boys and girls in consultation with NCC directorate of the concerned district. On receipt of vacancy position, application form, duly filled in, is to be forwarded to NVS (HQ) for further necessary action. The teachers with aptitude should be nominated for ANO (Associate NCC Officer).

ARTICLE 122: ACTIVITIES OF SCOUTS AND GUIDES^{7272,7373 ,7474 ,7575 ,7676 ,7777} IN “NVS STATE”:

Scouts & Guides units are started in JNVs with the aim of instilling self-confidence and developing the personality at tender age with a Motto ‘BE PREPARED’. Bharat Scouts & Guides (BS & G’s) of India comprise 45 states in which NVS is one of the states. Each JNV shall have one functional unit with 32 Scouts and 32 Guides. The following guidelines are issued for the proper functioning of Scout & Guide unit in JNVs

1. All scouts and Guides must be provided proper uniform to get the feeling of belongingness and involvement.

⁷² F.No.10-1/89-NVS dt. 06.08.1989 (Compendium Vol. I Pg. No. 271 to 272)

⁷³ Circular No. 125/2001 dt. 07.12.2001 (Compendium Vol. I Pg. No. 288)

⁷⁴ F.No. 10-17/2001-NVS(Acad.) dt. 12.04.2002 (Compendium Vol. I Pg. No. 298 – 299)

⁷⁵ F.No.16-5/2003-NVS(Acad.) dt. 08.04.2005 (Compendium Vol.III, Pg.No. 202

⁷⁶ F.No.16-1/2007/NVS(Acad.), dt. 04.06.2007 (Compendium Vol.III, Pg.No. 230 to 236)

⁷⁷ F.No. 16-1/2007-NVS(Acad.) dt,21.05.2008 (Compendium Vol.III, Pg.No. 243)

2. To make the unit functional and activities conducted, each unit should have a trained Scout Master and Guide Captain.
3. The teachers who have completed basic course/advanced course should be given the opportunity for next course to improve their performance further which in turn improves the activity among the children.
4. The concerned NVS State Scout & Guide officials should be deputed to the Vidyalayas once in a year to supervise activities conducted in the Vidyalaya to strengthen the activities of the unit.
5. Each unit should organize the activities on weekly basis under the supervision of trained teachers.
6. The Scout Masters & Guide Captains shall maintain logbooks to record all activities of the Scouts & Guides i.e. Programmes/Tests conducted in Pravesh, Prathama Sopan, Dwitiya Sopan and Tritiya Sopan. After completion of Tritiya Sopan Test successfully, a Certificate shall be distributed at Vidyalaya Level. [Sample Scout Test Card and Guide Test Card & Certificate of Tritiya Sopan shall be provided from NVS State which will be taken up at Vidyalaya Level].
7. Extra Funds are provided to Scout & Guide activities at unit level to conduct various activities to strengthen the unit as per the circular 8-12(2)/2012/NVS-HR (Trg)/695 dated 23.05.2011.
8. Scouts & Guides shall be provided an opportunity to participate in National Adventure programmes, Pachmarhi twice in a year.
9. If qualified Scout Masters /Guide Captains are not available at Vidyalaya Level, nominate suitable teachers who will be given necessary training. Each JNV must have minimum two Scout Masters and Two Guide Captains to train the Scouts /Guides.
10. Order of training programmes for Scout Masters /Guide Captains: After completion of one training minimum 6 months gap is necessary.
 - Basic Course Training
 - Advance course Training.
 - Pre-ALT(Adult Leader Trainer)
 - ALT

➤ LT(Leader Trainer)

11. Order of the training programmes for Scouts and Guides: After completion of one training minimum 6 months gap is necessary.

- A. Pravesh B. Prathama Sopa
- C. Dwitiya Sopan D. Tiritiya Sopan
- E. Rajyapuraskar Camp
- F. Pre-Rashtrapati Camp- by NHQs, BS & G's only.
- G. Rashtrapati Camp –by NHQs, BS & G's only.

Review of scouts and guides activities:

1. Activities at Vidyalaya Level (As per Scout Test Card/ Guide Test Card).
2. Strategies for Rajya Puraskar Testing Camp: Database with respect to Scouts / Guides and Scouts Masters / Guide Captains from each school shall be compiled.
3. After qualifying Tiritiya Sopan at Vidyalaya Level, Scouts / Guides are eligible for attending Rajyapuraskar; Log Books shall be submitted at the time of Camp.
4. Camps can be organized in any Vidyalaya where the availability of resource persons is sufficient. (That means HWB, ALT, LT Holders).(Tentative months and dates decided by Regional office in Circular 8-12(1)/NVS-HR/ 2004-2005/7682 dated 02.03.2007.)Minimum HWB, ALT and LT Holders are required to conduct the test.
5. Strategies for Pre-Rashtrapati Camp & Rashtrapati Puraskar Camp: After qualifying the Rajyapuraskar, Scouts /Guides shall be eligible for Pre-Rashtrapati Camp & Rashtrapati Puraskar Camp .These tests will be conducted by National Training centre and National head Quarter, Bharat Scouts and Guides, New Delhi only. Minimum HWB, ALT and LT Holders are required to conduct the test.

NOTE:- Applications are available only in NVS Head Quarters, New Delhi. They shall be applied through NVS State only.

Chapter XVII

GENERAL PROVISIONS FOR SCHOOLS

ARTICLE 123 : FURNITURE:

Physical comfort, economy in material and labour and durability shall be the main consideration in the design of furniture for Vidyalayas. All furniture, fixtures and equipment shall be scaled to the size of the pupils for whom they are intended. Great care and prudence shall be exercised while ordering furniture for different classes. In particular, it shall be ensured that all items of furniture, particularly desks, chairs and tables purchased by the Vidyalaya are elegant and conform to the size and height of the age group of children for whom they are intended.

123.1 All heads of the Vidyalayas and offices shall tryout the substitute of wood / other panel products as far as possible for classroom, Mess and office furniture. For students, dual desks of steel frame with box top, seat and back, should be procured. For Vidyalaya Mess the dining tables and chairs of steel frames and water resistant tops easily washable are to be procured. Products which provide substitute for natural resources as well as are environment friendly and energy efficient shall be encouraged. Homogenous, compact and dense sheet material having the following specifications should be used: “Agro-waste based medium density Fibre Board conforming to ISI 12406-1999.”

123.2 The number of pupils /teachers in a Vidyalaya shall be the yardstick for determining the number of pieces of articles of furniture required to furnish the Vidyalaya.

123.3 All purchases of equipment and furniture shall be made in accordance with the procedure for purchase of articles laid down by the Samiti.

123.4 No article outside the standard list of furniture and in excess of the quantities stated there in should be purchased out of the grants sanctioned by the Samiti. If any article of greater utility outside the above list of furniture is proposed to be purchased, prior sanction of the Samiti should be obtained before making a commitment.

123.5 It shall be ensured that only articles of good quality are purchased and that their prices are competitive and reasonable.

ARTICLE 124 : SCHOOL MAGAZINE:

The School magazine is the window to the activities and achievements of the students and the Vidyalaya. Proper initiative by the teachers can help in improving the use and expressions of the students which, in turn, will raise the standard of the magazine. Every Vidyalaya must consider the importance of the school magazine for the benefit of its students. All the students should be encouraged and given opportunity individually or in a group for contributing to the school magazine. Efforts are to be made by every JNV to bring out monthly school magazine as well as annual school magazine.

ARTICLE 125 : VIDYALAYA LIBRARY AND LABORATORY

125.1 Library Charter^{7878, 7979, 8080}

Every Jawahar Navodaya Vidyalaya shall have a library with latest **Automation** facility. The objectives of the library are to:

- ❖ Be the knowledge hub of the school and disseminate knowledge as widely as possible.
- ❖ Facilitate creation of new knowledge.
- ❖ Facilitate optimal use of knowledge by all staff and students.
- ❖ Ensure easy access to the facilities available to all staff and students.
- ❖ Encourage and foster reading habit among staff and students.
- ❖ Effectively participate in the teaching-learning programmes of the school. In order to achieve these objectives the library will undertake to:-
- ❖ Serve as the center of information for the Vidyalaya and provide easy access to national and global knowledge to all staff and students.
- ❖ Offer an inviting and attractive physical space with proper seating arrangements and other amenities.

⁷⁸ F.No.13-26/87-NVS dt. 23.06.1987 (Compendium Vol.I Pg. No.209)

⁷⁹ F.No. 21-4/2000-NVS(Acad.) dt. 28.11.2000 (Compendium Vol. I Pg.No. 212 – 214)

⁸⁰ F.No.21-2./2001-NVS(Acad.) dt. 05.02.2002 (Compendium Vol.I Pg. No. 219 to 223)

- ❖ Ensure that staff and students are treated with courtesy and offered all assistance in their pursuit of knowledge.
- ❖ Offer proactive services to all users
- ❖ Optimize its potential to provide access to information and knowledge to all by proper display, categorization/classification of resource materials.
- ❖ Help all the users to develop the skills to make optimum use of all the facilities.
- ❖ Undertake activities to foster an interest in books and increase involvement in the library.
- ❖ Improve the collection and services on a continuing basis in consultation with users/stakeholders.
- ❖ Workout a programme in consultation with teachers for the effective use of all types of library materials
- ❖ To work effectively and efficiently by undertaking every activity in a professional manner

125.2 General guidelines for the library

125.2.1 The library must maintain a well-rounded core collection including reference materials to satisfy the regular needs of the staff and students. The core collection would consist of several copies of textbooks, reference materials related to each subject, costly essential books which would include encyclopedias, maps, atlas, rare books on particular topics/subjects or exclusive editions of general books.

125.2.2 Besides the core collection other general (fiction and nonfiction) books for regular issue should be available in the library.

125.2.3 The core collection may be supplemented through networks, e-resources etc to provide better qualitative and quantitative services.

125.2.4 Library collections are dynamic resources and therefore, there should be constant review and renewal of material to ensure that the collections are relevant to the users/stake holders.

125.2.5 Weeding out of books should be a regular feature and should be carried out with the approval of the competent authority, at least once in a year

125.2.6 Categorizing/classifying and indexing of books should be invariably done keeping in mind the objective of the library.

125.2.7 The library should follow open access system.

125.3 Size of Library Collection

125.3.1 The core collection of the library should take into account the size of the Vidyalaya and subjects offered besides covering project based activities, career guidance, counseling, etc.

125.3.2 Books should be available in English, Hindi and Regional/Third language.

125.3.3 Besides the core collection, other general books put together should be at the rate of 5 books per student subject to a minimum of 1500 books for newly opened schools. This collection should be well thought out. Low cost and age relevant editions of classics and fictions should be preferred for the general section of the school library.

125.3.4 Book purchase should be a continuous process and some percentage of the total Vidyalaya budget should be earmarked for collection development on a recurring basis. Out of this budget, 50% should compulsorily be earmarked for Hindi and Government Publications.

125.3.5 To encourage more teacher participation in the library, a teacher may be allowed to submit name / List of book(s) intended to be purchased (which are not available in the library) to the Library Committee. After approval of the Library Committee, the Teacher may be allowed to purchase the intended book(s). The cost of the book/books should be reimbursed to the teacher after the books

are deposited in the library along with the bill. However, this kind of purchase would be limited to only a certain amount that would be decided by the Library Committee.

125.3.6 During annual stock taking, weeding out of collection should also be carried out as per the latest circular of the Samiti.

125.3.7 For newly opened Vidyalayas a one-time budget would be provided for setting up the basic collection.

125.3.8 Besides books, libraries should subscribe to useful magazines, periodicals and journals.

125.4 Services to be provided by the library

125.4.1 Issue of books for home use – Each student would be issued two books at a time for a period of one week. Staff members, including Principal, would be issued maximum five books at a time for a maximum period of one fortnight. Borrowed books should not be retained for more than a month.

125.4.2 A recall system for overdue books should be introduced. This could be achieved by sending an overdue note to the concerned student through the Class Teacher. In case of staff the note can be sent through the school office.

125.4.3 Reissue of books by a user may be allowed maximum twice more after first issue

125.4.4 Newly purchased books should not be issued to any user for at least one month but should be displayed separately as new arrivals.

125.4.5 Issue of subject reference books – Only subject reference books from reference section would be issued for home use on those days when the successive day is a holiday. The book will have to be returned on the next working day. Dictionaries, Encyclopedias etc would not be issued.

- 125.4.6** One set of textbooks may be issued to teachers for the subject being taught by them for the whole session.
- 125.4.7** In case a user loses a book he/she would have to either replace the book or deposit three times the price of the book in the library.
- 125.4.8** Each user would be provided with library cards for issue of books.
- 125.4.9** Magazines and periodicals may also be issued for a week only. However, it must be ensured that at least two previous issues are available in the library. A separate register should be maintained for this purpose.
- 125.4.10** Reading facilities in the Library-There should be comfortable seating arrangement with proper lighting in the library. The library would be open on all working days and the entire duration of school hours.
- 125.4.11** Each section will have two library periods per week. Classes VI to XII will go to the library during this period. For primary classes the teacher supervising the library period will give books from class library to the students. One teacher, who would help in maintaining discipline in the library as well as assist the librarian, will accompany the students of class VI & above to the library. However, the arrangement for library class may differ from school to school depending on the number of sections per class. In very large schools one period of class library can be introduced. Notwithstanding this the number of library periods would be two per section out of which one period will be in the library. The class library period can be utilized for other library related activity also for which the class teacher would be in-charge.
- 125.4.12** The librarian should also identify two students in each section who would assist in library activities.

125.4.13 Librarian should facilitate in the use of the library by acting as intermediary between the users and the collection.

125.4.14 Computer and Internet access –The library should have a computer, which would be used for storing information of the collection, record of books issued, digitalized books and provide internet access.

125.5 Organization of the Library

125.5.1 A proper system of cataloging and classification of the collection should be done to provide easy access and also to keep account of the books. Dewey Decimal Classification (DDC) system should be used for this purpose.

125.5.2 Computerization of the library should be carried out.

125.5.3 Books should be arranged in lockable shelves but open access system should be followed.

125.5.4 The library should subscribe at least 10 periodicals/journals/magazines. These should be attractively displayed on magazine racks. News papers should be displayed on stands. Old periodical/magazines/newspapers should be arranged date-wise and preserved for at least 6 months.

125.5.5 The display boards in the library should show the jacket covers of latest books, interesting information on various topics, besides writings of students and teachers.

125.5.6 The library should also carry out a number of activities like:-

- a. Display of latest books, magazines & periodicals.
- b. Book reviews
- c. Organization of book fairs (at school or cluster level by involving other nearby schools).
- d. Career guidance and counseling corner.
- e. Themes for the week and display of related material.

- f. Compilation of material from news papers/magazines etc for various topics like environment, science and technology etc.
- g. Organization of Book Quiz.
- h. Prizes to students who have borrowed the maximum number of books.
- i. Establishing of book clubs.
- j. Celebration of Annual Library Week.

125.5.7 The library should invariably display the following information:

- a. Total no. of books
- b. No. of text books
- c. No. of Reference books.
- d. No. of general (fiction and non-fiction) books
- e. Subject wise list of books and non-fiction available in the library.
- f. No. of periodicals/magazines available along with their names and periodicity.

125.6 Management of Library

125.6.1 The librarian shall manage the library and the duties of the librarian shall include all that has been stated in the previous sections.

125.6.2 There shall be a library committee, headed by the Principal and atleast 05 teacher members who have a genuine love for books. The teachers should be one each from Science, Mathematics, Social Science, Language and miscellaneous subjects. The Librarian would be the Member-Secretary of the Committee. The Committee will select books for the library keeping in view the natural interests and needs of the children, their age group and intelligence. There should also be continuous renewal of books for

which meetings should be held on half yearly basis. The Library Committee can invite other teachers/students to the meetings for their advice/suggestion. This committee shall meet as often as possible but at least once in amonth.

125.6.3 Besides recommending books for the library the Library Committee will also recommend suitable budgetary provision for the library; develop a general programme of library service to suit the interest and requirement of different sections of users; review library rules and formulate new rules for the library; make recommendations for proper functioning of the library.

125.6.4 All teachers and students can recommend books for the library for which a suggestion box should be kept in the library. Suggestions received through this box shall be placed for consideration of Library Committee.

125.6.5 Besides books for children, the Committee will also select books for teachers on various subjects apart from Academics.

125.6.6 The selection of books for the class libraries will also be done by a committee comprising of H.M, librarian, class teacher, two other teachers and two students who will be nominated by the Principal.

125.6.7 The class teacher will ensure that every pupil in the class maintains a note book in which the name of the book read, its author and a brief account of the content is recorded.

125.6.8 Non-compliance of the instructions given above will be considered to be a dereliction of duty for which suitable action may be initiated against the concerned Principal/Librarian/Teacher/H.M.

125.6.9 Librarian will make arrangement fot teachers to refer the books in a marked seating area inside the library.

125.7 Monitoring and Evaluation of collection and Services

Statistics should be maintained on the following so that they can be used for

monitoring and evaluation.

125.7.1 No. of users.

125.7.2 No and percentage of collection issued on any given day.

125.7.3 Number of books issued during a stated period.

125.7.4 Average books issued per user per unit time.

125.7.5 Number of recommendations received for purchase of books per year.

125.7.6 Class wise list of activities conducted in a year along with number of participants.

125.7.7 Number of new books added per year.

125.7.8 Number of old books weeded out.

125.8 House Libraries:

House Libraries shall be set up in all Vidyalayas for all Houses. These libraries shall be placed under the charge of HMs and AHMs. The HMs and AHMs may be issued a set of books from the library which commensurate with the standard and interest of the age group of the children of the Houses concerned. The number of books to be issued for each House shall be equal to the total number of pupils' enrolment and will be kept in a corner of the house in an almirah. HMs and AHMs will form House Library Committee involving the students from all classes in the House.

125.9 Class Libraries:

Class Libraries shall be set up in all Vidyalayas for all classes. These libraries shall be placed under the charge of Class Teacher. The Class Teachers may be issued a set of books from the library which commensurate with the standard and interest of the age group of the children of the Class concerned. The number of books to be issued for each Class shall be equal to the total number of pupils' enrolment and will be kept in a corner of the Class. Class Teacher will form Class Library Committee involving the students in the Class.

ARTICLE 126 : LABORATORIES^{81 81},^{82 82} AND ROOMS FOR OTHER EXTRA CURRICULAR ACTIVITIES:




Every JNV shall have the following laboratories of sizes specified by CBSE, well equipped with the furniture, lab instruments, chemicals, Computers and other accessories and facilities as per the guidelines and curricular needs of CBSE.

1. Junior Science Lab
2. Physics Lab
3. Chemistry Lab
4. Biology Lab
5. Computer Lab
6. Smart class
7. Atal Tinkering Lab
8. Mathematics Lab
9. Social Science Lab
10. Language Lab^{83 83}
11. Music Room
12. Art and Creative Room
13. Sports Room

ARTICLE 127 : NVS INCENTIVE AWARDS TO TEACHERS AND STUDENTS.^{84 84}

127.1 Teachers.

127.1.1 Details of Awards:

-  Cash Award - Each of the awardees Principal/Vice Principal/Teachers selected for National Award will be honoured with Cash Award of Rs.10,000/-
-  A shawl costing approximately Rs.1, 600/- per piece
-  A commendation certificate

⁸¹ F.No. 17-1/91-NVS (Acad.) dt, 24.03.94 (Compendium Vol.I Pg.No. 211)

⁸² F. 13-30/2002-NVS (Acad.) 03.11.2003 (Compendium Vol.I Pg.No. 233 – 234)

⁸³ F.39-1/2010-NVS(DC-Acad.)/39, dt.31.05.2010 (Compendium Vol.III Pg.No. 273)

⁸⁴ F.No.16-3/2008-NVS(Acad.) dt.20.11.2009 (Compendium Vol.III Pg.No. 252 to 265)

127.1.2 Guidelines for recommendation:

1. Quantitative and Qualitative performance in Academics for the last 3 years.
 2. Contribution and achievement in co-scholastic activities.
 3. Use of ICT in class room interaction.
 4. Innovative projects undertaken.
 5. Frequency of participation in training programme, In-service courses as resource person etc.
 6. Working as House Master/ Associate House Master.
 7. Grading of APARs for the last three years.
 8. Recognition at District/ Regional/ State/ National Level
- The constituted committee at Headquarter Level will scrutinize the credentials of recommended Awardees and selects the best Principals, Vice Principals, and Teachers for NVS Incentive Award at National Level.

127.2 Students

127.2.1 Eligibility criteria:

- Three Toppers of class X across the JNVs in terms of percentile score obtained in CBSE Board Exam.
- Four Toppers of class XII (One each in four streams) across the JNVs in CBSE Board Examination.

127.2.2 Details of Award:

1. Gold Medal (50 gm Silver medal of 75% purity with rhodium gold polish and Navodaya Logo one side and details of Exam. on the other side)
2. A Commendation Certificate.

127.2.3 Documents to be submitted in respect of students:

1. Particulars of students duly filled in the requisite format provided by the Samiti.
2. Two pass port size photographs duly attested on backside and attached in a separate envelope.
3. A brief resume of the student focusing her/his achievements, awards & contribution to Vidyalaya Community etc.
4. Vigilance Clearance Certificate stating that no Vigilance case is either pending or contemplated against him/ her as per records available.
5. Any other relevant information.

AWARDS TO TEACHERS AND STUDENTS:

NATIONAL AWARDS TO TEACHERS –PRESIDENT AWARD

The Scheme of National **Award to Teachers** was started with the object of raising the prestige of teachers and giving public recognition to the meritorious services of outstanding teachers working in Primary, Middle and Higher Secondary Schools. From the Award year 1993, the scheme has been enlarged to cover the teachers of Navodaya Vidyalayas. Each award carries with it a certificate of merit, a cash award of Rs.25,000/- and a Silver Medal. The enhanced amount has been given to the National Awardees from the Award year 1999. The Ministry of HRD, Govt. of India, invites recommendation of meritorious and deserving teachers / Vice – Principal / Principals for National Award to teachers every year.

QUOTA / CATEGORY OF AWARD ALLOCATED TO THE SAMITI:

Primary Category		Secondary Category		Total Awards
Primary	Special	Secondary	Special	
1	1	1	1	4

Teachers teaching up to class VIII are considered under **Primary Category** where as teachers teaching from IX-XII including Vice Principal and Principal are considered under **Secondary Category**

SPECIAL CATEGORY:

Teachers promoting integrated inclusive education to the students with disabilities/ Teachers with disabilities working in JNVs / Special Teacher or trained general teachers who may have done outstanding work for inclusive education are also considered under the Special Category.

Main Consideration for Selection:

- Teacher's reputation in the local community
- His/Her academic efficiency and desire for its improvement
- His/Her genuine interest in and love for children; and
- His/Her involvement in the social life of the community

Conditions of eligibility:

- Classroom teachers with at least 15 years regular teaching experience and Vice-Principal / Principals with regular 20 years of teaching experience in the Samiti are considered.
- In case of teacher promoting an integrated inclusive education the eligibility will stand reduced from 15 years to 10 years of service and 20 years to 15 years for Principals / Vice Principals.
- Retired teachers are not eligible for the Award but those teachers who have rendered a part of the calendar year at least for four months i.e. up to 30th April (for the year to which National Award relates) may be considered.
- Only those teachers having requisite years of experience as on 31st December of the preceding year are eligible to be considered for the Award.

PROCEDURE FOR SELECTION:

The names shall be recommended by the duly constituted Regional Level Committee as per the quorum given below and transmitted to NVS HQ's for further scrutiny and onward nomination to the Union Government in the order of merit in conformity to the number of prizes allotted in each category

Regional Level Committee:

-  Deputy Commissioner, NVS RO as Chairman
-  Three Assistant Commissioner of concerned RO as Members

Documents to be submitted:

0. Particulars of Teachers/ Vice Principals/ Principals duly filled in the requisite format provided by the Ministry.
1. Two pass port size photographs duly attested on backside.
2. A brief resume of Teacher focusing achievements, awards, contribution to Vidyalaya Community etc.
3. Vigilance Clearance Certificate stating that no Vigilance case is either pending or contemplated against him/ her as per records available.

The selected candidates are awarded on 5th September every year by the President of India.

NVS INCENTIVE AWARDS

The Scheme of Navodaya Vidyalaya Samiti Incentive Award to the Principals, Vice Principals, PGTs, TGTs and Miscellaneous category of teachers at National level has been launched since last couple of years. These awards are given to the faculty of teaching staff including Principals and Vice Principals for excellence in academic and all round meritorious performance in different areas.

OTHER AWARDS:

1. [MEXT Scholarship](#) to Teacher Training Students by Japanese Govt. as per [guidelines](#)
2. [Fulbright Distinguished Award](#) in Teaching Programme by USA

Number of awards earmarked at National Level:

Sl.No.	Category	Number of Awards
1	Principal	5
2	Vice-Principal	5
3	PGTs	One for each subject
4	TGTs	One for each subject
5	Misc. Category of Teachers - TGTs(i.e. Art, Music, PET, SUPW & Librarian)	One for each subject
6	Students Toppers (Class X - 03 & Class XII-04)	7

ELIGIBILITY CRITERIA FOR PRINCIPAL AND VICE-PRINCIPAL

From the year 2017-18 weightage of marks has been increased from 100 to 125 in the selection criteria for NVS Incentive Awards for all categories of Teachers. Achievement in NTSE, Maths Olympiad etc. at National Level with weightage of 5 marks each and total 25 marks have been included in the criteria for NVS-Incentive Awards. The criterion for Incentive Award is as under:

S. No.	Areas	Total Marks	Criteria	Marks allotted
1.	Academic Performance	10	A. <u>Quantitative result</u> 02 marks per year for 100% marks in highest class of school result (last three years).	06
			B. <u>Qualitative result</u> More than 10% in 90% & above category i) 2013-14 (01 Mark) ii) 2014-15 (01 mark) iii) 2015-16 (02 marks)	04
2.	Awards	10	<ul style="list-style-type: none"> President Award NVS merit Certificates/Award State Level recognition Certificates/Awards 	10 01 for each 01 for each
3.	Has the Principal introduced any innovative ideas for raising the quality of education in the school?	05	02 marks of each innovative ideas subject to maximum 05 marks	05
4.	Does the Principal invite the parents for their cooperation for academic development? If yes, the detail thereof	10	01 mark for each area of cooperation from parents	10
5.	Does the Principal take interests in maintenance of the school building and beautification of the campus? If so, give details.	05	i) Maintenance of school building	2.5
			ii) Beautification of the campus	2.5
6.	Are the activities like annual day, sports day, clubs, value-based education etc. being organized? If so, give details	10	Annual Day/Sports Day	03
			Club Activities	04
			Value based education	03
7.	Is guidance provided to the teachers in professional development and whether he encourages the teachers as well as	10	Based on the Write up	10

	students for experiments/			
8.	What goals/targets are set in academic/sports and games/other activities and what are the achievements?	10	Targets/Achievements in i) Academics ii) Games & Sports iii) Other activity	04 03 03
9.	a) Has any project been undertaken during the last three years at school level? If yes, give details	10	05 marks for each project subject to maximum 10	10
	b) Any special achievement of the Vidyalaya during his tenure as Principal/Vice Principal of the Vidyalaya in the field of Acad./Computer-aided education/games and sports/co-curricular activities/any other activity	10	For any special achievement , 02 marks for each area i.e. Acad./Computer-aided education/games and sports/co-curricular activities/any other activity	10
10.	Does the PPL/VP command respect among the students?	02	i) Outstanding ii) Very Good /Good	02 01
11.	Is She/he able to maintain discipline among the students?	02	i) Outstanding ii) Very Good/Good	02 01
12.	Does the PPL/VP maintain cordial relations with his fellow-teachers and others	02	i) Outstanding ii) Very Good/Good	02 01
13.	Is she/he held in high esteem by the community, particularly the parents?	02	i) Outstanding ii) Very Good/Good	02 01
14.	What is the extent of participation of the PPL/VP in activities of parent-teacher association etc?	02	i) Outstanding ii) Very Good/Good	02 01
15.	Producing NTSE Scholar	05		05
16.	Producing Olympiad winners	05		05
17.	Other National Level Contests and getting place at National Level	05		05
18.	Producing International level prizes for a student	05		05
19.	Producing CBSE Board Toppers	05		05
	Total	125		

CRITERIA FOR PGTs/TGTs/CREATIVE TEACHERS

S. No.	Areas	Total Marks	Criteria	Marks allotted
1.	Academic Performance	10	A. <u>Quantitative result</u> 02 marks per year for 100% marks in highest class of school result (last three years).	06
			B. <u>Qualitative result</u> More than 10% in 90% & above category II) 2013-14 (01 Mark) III) 2014-15 (01 mark)	04

			IV) 2015-16 (02 marks)	
2.	Awards	10	i) President Award ii) NVS merit Certificates/Award iii) State Level recognition Certificates/Awards	10 01 for each 01 for each
3.	Specific activities for promoting National Integration.	05	Based on write up	05
4.	Punctuality/Discipline/Value based education/behaviour with migrated students.	05	Based on write up	05
5.	Academic Projects/Innovations undertaken a) Classroom instructions b) Laboratory/Library work c) Assessment & evaluation d) Administrative work e) Computer Aide-used f) Any other work	10	a) Classroom instructions b) Laboratory/Library work c) Assessment & evaluation d) Administrative work- e) Computer Aide- used f) Any other work -	02 02 02 01 02 01
6.	Implementation of Computer aided teaching learning.	05	Based on write up	05
7.	Any special assistance to gifted/ students requiring special attention/support	05	i) Assistance to gifted students 2.5 marks ii) Assistance to low performers 2.5marks	05
8.	Participation in training programme/work shops or acted as Resource person for the last 10 years.	10	As resource person As participation (subject to maximum 10 marks)	02 per training 01 per training
9.	Interest in Co-Curricular activities including NCC, Scouts & Guides, NSS, trekking etc.	10	i) As In-charge ii) Achievements	05 05
10.	Interest in promoting Sports and Games	05	Based on write up	05
11.	As House Master	10	i) As House Master: 02 marks per year ii) As Associate House Master: 01 mark per year iii) 04 marks in achievements	Max.: 06 Max.: 03 04
12.	Any other significant achievement/ Contribution	05	02 marks for each significant achievement Subject to maximum 05 marks	05
13.	Does the teacher command respect among the students?	02	iii) Outstanding iv) Very Good /Good	02 01
14.	Is She/he able to maintain discipline among the students?	02	iii) Outstanding	02

			iv) Very Good/Good	01
15.	Does the teacher maintain cordial relations with his fellow-teachers and others	02	iii) Outstanding	02
			iv) Very Good/Good	01
16.	Is she/he held in high esteem by the community, particularly the parents?	02	iii) Outstanding	02
			iv) Very Good/Good	01
17.	What is the extent of participation of the teacher in activities of parent-teacher association etc?	02	iii) Outstanding	02
			iv) Very Good/Good	01
18.	Producing NTSE Scholar	05		05
19.	Producing Olympiad winners	05		05
20.	Other National Level Contests and getting place at National Level	05		05
21.	Producing International level prizes for a student	05		05
22.	Producing CBSE Board Toppers	05		05
	Total	125		

Note:-In respect of creative teachers, 10 Marks of Academic Performance have been distributed i.e. 05 Marks each in CCA and Achievement in respective subject.

ARTICLE 128 : HOUSE SYSTEM IN JNVS^{8585, 8686}

A separate chapter is dedicated to the House System and Residential culture in JNVs.

ARTICLE 129: M. I. ROOM

For the medical care of the students and staff there shall be a provision of a Medical Inspection Room with dispensary in each JNV with a regular staff Nurse and a part time Doctor. There shall be the provision of periodical health check up of students and maintenance of necessary records as per the guidelines of the Samiti and CBSE. The duties and responsibilities and mode of appointment; pay and allowances, required qualifications of the staff Nurse and the Doctors^{8787, 8888} are mentioned separately in the concerned chapters.

⁸⁵ F.No.13-32/87-NVS dt. 31.07.1987 (Compendium Vol. I Pg. No. 441 – 442)

⁸⁶ F.No.25-5/99-NVS(Acad.) dt.29.03.2000 (Compendium Vol. I Pg. No. 445 – 449)

⁸⁷ F.No.5-55/2000-NVS(SA) dt. 08.11.2000 (Compendium Vol. I Pg. No. 356)

⁸⁸ Honorarium to Vidyalaya Medical Officer F.No.1-3/2002-NVS(SA) dt. 24.02.2011 (Compendium Vol.III, Pg.No. 187)

ARTICLE 130: PARENT TEACHER COUNCIL:^{8989, 9090}

130.1 General Overview

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 recognizes and respects the role of parents, students and teachers in educating each child.

Parents must actively support the Parent Teacher Council. Open houses and scheduled parent meetings 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. The

130.2 AIMS & Objectives

1. To maintain continuous interaction between parents and teacher/school authorities.
2. To involve the parents in the development of Vidyalaya by utilizing their experiences and expertise.
3. To assist the Vidyalaya for resource mobilization and development for infrastructure facilities and their maintenance.
4. Assist the Chairman, VMC in taking fast and effective decisions.
5. To popularize the advantage of residential cultural in terms of Academic excellence, character buildings and discipline.
6. Liaison with the organizations engaged with community service programme through participatory activities of children, parent and teachers.
7. And ultimately to develop a network a Alumni and their parents to help the institution to effectivelyto play the Pace setting role.

130.3 Composition of PTC

⁸⁹ F.No.5-17/89-90/NVS(Admn.) dt. 21.07.1992 (Compendium Vol. I Pg. No. 467-468)

⁹⁰ F.No.1-5/2002-NVS(SA) dt. 28.08.2002 (Compendium Vol. I Pg. No. 472 – 478)

The Composition of PTC suggested is:

1. Principal of the Vidyalaya - Chairman
2. 15 Representatives to be nominated by General Body of parents in proportion to the section in the Vidyalaya with a female-male ratio of proportionate strength of boys and girls.
3. Five teachers representatives (minimum of two female staff to be nominated by teachers)
4. Vice-Principal of the Vidyalaya will function as Member Secretary.

Every second Saturday of the month would be the day of visit of parents and conduct of PTC meeting.

The routine activities are replaced with following activities on that day:

1. Parents Meet children from 9-00 AM onwards.
2. Class teachers of the respective classes will be available in the classroom along with profile registers of the students and explain the parent along with child, various observations on the performances of the child and areas of improvement from 10-00 AM to 1-00 PM.
3. Parents Meet the Principal alongwith teachers and discuss various problems of children from 2-00 PM to 3-00 PM.
4. PTC meeting is conducted at 3-30 PM and the minutes are recorded.

130.4 Functions of Parent-Teacher-Council

130.4.1 To meet at least once in a month under Chairpersonship of Principal concerned to coincide with the parents visit day to Vidyalaya. The Principal (Chairman) can hold frequent meetings also as and when need arises.

130.4.2 The Vice-Principal (Member Secretary) to initiate the agenda and conduct of meetings in consultation with the Chairman in every month.

130.4.3 The PTC will invariably review and discuss the strong and weak points of Navodaya Vidyalaya functioning with special reference to academic, staff, student's security discipline, food, water,

electricity, hostel up keep, medical support, beautification/Plantation of Vidyalaya Campus as well as cleanliness and other facilities to make the stay of Children more comfortable and conducive.

130.4.4 The member of PTC shall periodically interact with the students School/house leaders, and migrated Children, in particular to ascertain the problems faced by them and also obtain suggestions for improvement in the weak areas.

130.4.5 PTC members should visit dormitories, classrooms, laboratories and library once in a quarter and suggest improvement, if any.

130.4.6 The PTCs participation in school improvement is participatory with partnership rather than fault finding machine.

130.4.7 The office bearers of PTC should be invited to participate and witness all important functions and activities of the Vidyalaya.

130.4.8 The parents assistance may be sought for:

- JNVST publicity in the District.
- Social Service Activities organized by Vidyalaya.
- Organizing School Functions.
- Strengthening Library and Laboratory.
- Mobilizing Resources for New Projects.
- Arranging Educational Excursions and fairs.
- Career Guidance.
- Counseling for Emotionally Disturbed Children.
- Conducting, Medical health camps annually or quarterly for the children in the district.
- Providing Medical Treatment to the sick children by way of financial, material and moral support, if need arises.
- Arrange for local trips for the newly admitted Class VI / IX / XI children.
- Liaison with neighbourhood industries/factories /hospitals for field visits. Learned parents may give academic inputs in subjects like Maths & Science.
- Arrange for Career Guidance.
- Conduct Mock Exams for Professional Courses.

- Install RO plants for pure drinking water, Solar Water heaters for hot water facility in bathrooms.

130.4.9 Help in collecting Socio-economic data of students to the Vidyalaya especially at the time of entry of students in Class VI.

130.4.10 Such of those students who are emotionally disturbed, home sick, involving in indiscipline or misconduct should be made to interact with PTC for counseling.

130.4.11 The proceedings of the PTC meetings should be recorded in a separate register and such of the suggestions that would fall under the purview of Principal should be implemented immediately. Suggestion beyond powers of Principal may be referred to Regional Office/Samiti/Distt. Collector. If need arises the PTC will meet Distt. Collector and seek his help in solving out the local problem.

130.4.12 The visiting officers should make it a point to go through the minutes and records of the meetings of PTC and ensure the compliance of the suggestions given by PTC.

130.4.13 For efficient mess management, quality of food and the ensure hygienic condition, PTC will:

1. Frequent visit to Mess.
2. Have Meals with Children
3. Interact with Children and assess the quality and quantity of food served
4. Check hygiene conditions of Mess surroundings and preparation of food.
5. Drinking water facility.
6. Preparation of Mess Menu to ensure balanced diet.

130.4.14 For Safety and Security Measures, PTC will:

- Periodically interact with girl students.
- Assist in ensuing the facilities of water, toilets and lighting arrangements.
- Acquaint themselves with the functional style of House Masters.
- Any other issue related to Safety and Security of Children.

Chapter XVIII

Land and Buildings

ARTICLE 131: PROVISION OF LAND:

As per the policy of the Government, one Jawahar Navodaya Vidyalaya is to be established in each district. The opening of new Navodaya Vidyalayas is based on the offer from the State Government to provide around 30 acres of suitable land (relaxable on case to case basis) free of cost, along with sufficient temporary accommodation to run the school till the completion of permanent Vidyalaya building at the permanent site.

ARTICLE 132: HANDING TAKING OVER: ⁹¹⁹¹

When the formal transfer of land has been effected by the State Government, a copy of the allotment letter together with a copy of the handing over/ taking over relevant documents along with the lease deed / registration document should be sent to the Samiti's Office for record.

Article 133: Infrastructure: ⁹²⁹²

133.1 General:

The Jawahar Navodaya Vidyalayas have school buildings, boys & girls' dormitories, dining and kitchen facility, residences for staff with ample open spaces for playing and recreation. A Smriti Van in the memory of late Sh. Rajiv Gandhi, former Prime Minister of India, is an integral part of all the Navodaya Vidyalaya campuses. For hilly areas, where the School building and dormitory blocks with a Central courtyard cannot be accommodated, modular design is adopted. These buildings are made double- storied to optimize the cost of construction. In various zones of the country, materials and specifications are adopted as per CPWD local availability. Specific provisions are being made for buildings in the earthquake zones. All new JNV buildings are equipped with fire safety

⁹¹ F.No.1-4/2004/NV/GM dt. 29.03.2005 (Compendium Vol.III Pg. No. 360)

⁹² F.No. 18-1/88-NVS dt. 18.06.1988 (Compendium Vol. II Pg. No. 557 – 559)

measures and provisions for physically challenged. All buildings are single/double-storied for the ease of construction and user friendliness. For varying climatic and topographical regions, different variations of designs with different roof forms and building materials are adopted.

133.2 The School:

The school building provides 18 classrooms, 3 laboratories, a computer room, a library, display areas, administrative and staff rooms. Each classroom accommodates 40 students. Four (Two each) separate sets of toilets for boys and girls are provided. The entrance of the school building is given an attractive form. The entry extends on to a platform, which acts as a stage for assembly. The central courtyard acts as assembly ground.

133.3 The Hostels:

The full strength of Jawahar Navodaya Vidyalayas is 560 students with dormitory facility for all. In a residential school, the students are expected to learn living habits with self-sufficiency, discipline, dignity of labour and sharing attitude. Their living accommodation should, therefore, induce the right atmosphere besides providing natural light, ventilation, physical and visual spaciousness. The tropical climatic conditions in our country are an important consideration in the design of the dormitories. The children do not face the space constraints in dormitories. Neither a strong pattern alien to their life style is imposed on them. That is why the physical form of the dormitories is kept simple but highly efficient from functional point of view. There are 6 dormitories, each accommodating 96 students, 4 for boys and 2 for girls. In case the requirement of dormitories for Girl students occurs, additional dormitory for girls is constructed. Dormitories also have accommodation for two house-masters (one for 48 students)

133.4 Staff Residences:

Principal's residence of size 186 sq. mtrs. (Type-V) & Vice Principal's residence of size 121 sqm. is placed at a vantage location in the layout of

buildings for effective control. There are 18 residences of 80 sq. mtrs. each for teachers, 12 nos. residences of 80 sqm. each for Warden, 13 Nos residences to 70 sq.mtrs. each for administrative staff and supporting staff. Guest House of plinth Area 80 sqm. is also constructed in the Vidyalaya Campus

133.5 Kitchen and Dining Hall:

A spacious dining hall for 560 students along with kitchen measuring 758 sqm. is provided where all students can take food at a time.

133.6 Services:

These include Electric substation, under Ground Sump / OHT (Over Head Tank) of 1.00 lac ltrs. capacity, internal roads & pathways, sewerage, water supply, storm water drain, play field of dimension 190X110 m. having a 400 meters running track, two kho-kho grounds (one each for Boys & girls) of size 40X30 m and two basket ball courts of size 40X30 m.

133.7 Facility for Physical Handicapped Students:

All newly constructed JNVs have basic and essential required facilities like barrier free ramp and toilets for physically handicapped students. However, some of the JNVs constructed in old CBRI pattern have also been extended this facilities through a special drive to make them disabled friendly in tune with the Government's initiative to promote inclusive Education in the schools so that physical mobility is not a constraint in pursuit of formal school education among such children.

Article 134 : Construction-Phasing of JNV Buildings⁹³

134.1Phase-A (Total Plinth area of buildings constructed is 7660 sqm)

134.1.1 School Building-consisting of 18 Classrooms, Library, Principal & Vice-Principal rooms, Staff room, Science laboratories, Computer Laboratory, Medical room etc.

134.1.2 Dormitory (1Block - 96 students with 2 Nos. warden residences):
a. Boys - 2 Blocks (for 192 Students)

⁹³ F.No. 18-1/88-NVS dt. 10.06.1996 (Compendium Vol. II Pg. No. 578)

- b. Girls - 1 Block (for 96 Students)

134.1.3 Staff Quarters: Total 23 staff qtrs.

- a. Type-V - Principal Residence - 1 No.
- b. Type-III - 14 Nos. including 6 Nos. Warden residences constructed along with the dormitories.
- c. Type-II - 8 numbers for non-teaching staff

134.1.4 Kitchen & Dining Hall

134.1.5 Development Works: Construction of Boundary Wall (2.6 m high), Water supply including RCC underground sump of one lakh litres capacity, Sewerage system, CC Internal road and pathway, external electrification, sub stations etc.

134.1.6 Play field: (Total 05 nos.)

One play field of size 190 mtrs. X 110 mtrs. (having 400m/200m track)

Two Kho-Kho grounds of 40 mtrs. x 30 mtrs. (Boys and Girls)

Two basket ball courts of 40 X 30 mtrs. (Boys and Girls)

134.1.7 Rainwater Harvesting Systems

134.2 Phase-B (Total Plinth area of buildings is 3459 sqm)

134.2.1 Dormitory (1 Block - 96 students) with 2 Nos. warden residences):

- a. Boys-1 Block (For 96 students)
- b. b) Girls-1 Block (For 96 students)

134.2.2 Staff Quarters: Total 23 staff qtrs. are constructed

- a. Type-IV- Vice Principal residence – 1 no.
- b. Type-III - 14 Nos. including 4 Nos. Warden residences constructed along with the dormitories.
- c. Type-III- Guest House – 1 no.
- d. Type-II 7 Nos. for non-teaching staff

134.2.3 Development Works: As associated with the building in Phase - B

134.3Phase-B (Balance)

134.3.1 Dormitory: Are constructed as per the student's strength of Boys & Girls students. Provision in the Master Plan is considered as below:

1. Boys-1 Block (For 96 students)
2. Girls-1 Block (For 96 students)

134.3.2 Development Works: As associated with the building in Phase – B(Bal.)

Building requirements for al full-flagged Navodaya Vidyalaya

A. School Building	Covered Area (in sq. m.)	
	CBRI Type	CPWD Type
1. Class Room=18 (Two each for classes VI to XII, Area for each class room including walls 520 sq ft.)		
2. Laboratories-3 (One each for Physics, Chemistry and Biology covered area for each 750 sq. ft.		
3. Workshop for work experience and vocational subject-3 Covered are for each 750 sq. ft.		
4. Library		
5. Music and Drama Room		
6. Games Room		
7. MP Hall-auditorium		
8. Offices for Principal, Vice Principal and Secretariat Staff		
9. Kitchen and Dinning		
Total		
Add 25% area for corridors, toilets and storage		
Total Area covered for school building		

A. Hostel (Dormitories)	Covered Area (in sq. m.)	
	CBRI Type	CPWD Type
3. For 560 students (Each dormitory will house 30 stu-		

dents. i.e. 18 dormitories covered area per dormitories covered area per dormitories will be 60X30 (60sq.ft per students) and 200 sq.ft. for toilets i.e. 2000 sq. ft		
2. Quarters for wardens 600 sq.ft. per warden		
2. Kitchen and Dining Halls (One for 2 dormitories)		
3. Reading Rooms (2 Dormitories)		
Total covered area of Hostel		
Total covered area for one School		
General Stipulations:		
1. Each school would have roughly 30 acres of land.		
2. Cost saving techniques, including use of local materials, would be employed to economize on cost of constructions.		
2. An inexpensive swimming pool(without tile-floor & internal filtration) would be provided, if possible.		

ARTICLE 135: PROCEDURE FOR MAINTENANCE AND REPAIRS WORKS IN JAWAHAR NAVODAYA VIDYALAYA.⁹⁴⁹⁴ ,⁹⁵⁹⁵

The JNV buildings constructed in remote areas are being provided with best facilities and infrastructure. The Maintenance of the Vidyalaya complex is of paramount importance in order to provide healthy & hygienic environment to the resident students.

ARTICLE 136: TYPE OF MAINTENANCE:

The maintenance works can be broadly classified into following three categories and the same to be carried out by the JNVs as per the guidelines issued by NVS from time to time.

1. Regular Day-to Day maintenance including emergency repairs.⁹⁶⁹⁶
2. Major Regular repairs including Annual Repairs & Maintenance.⁹⁷⁹⁷
3. Special Repairs & Maintenance.⁹⁸⁹⁸

⁹⁴ F.No.1-2/97-NVS(GM) dt. July 1997 (Compendium Vol. II Pg. No. 602 – 611)

⁹⁵ Circular No. F.No. 1-4/2004-NVS(GM) dt. 08.05.2006 (Compendium Vol.III Pg. No. 372)

⁹⁶ F.No.1-2/2001/NVS(GM) dt. 06.08.2001 (Compendium Vol. II Pg. No. 644 – 656)

⁹⁷ F.No.1-2/94-NVS(GM) dt. 12.10.1999 (Compendium Vol. II Pg. No. 624 – 629)

Chapter XIX

Redressal of Grievances

ARTICLE 137 : REDRESSAL OF GRIEVANCES

The instructions issued by the Department of Administrative Reforms and Public Grievances, Government of India, Ministry of Human Resource Development and Navodaya Vidyalaya Samiti, Grievances Cell shall have the mechanism for the redressal of public/employee grievances at the NVS, Hqrs., and in all Regional Offices. The salient features shall be as under:

- 138.1** A Central Grievance Cell shall function at the NVS Hqrs, with the Joint Commissioner (Administration) as the Central Grievance Officer.
- 138.2** Each Regional Office shall have Regional Grievance Cell and Assistant Commissioner in-charge of Administration wing of the Region concerned shall function as the Regional Grievances Officer.
- 138.3** The main responsibility of the Grievances Officer at the NVS, Hqrs, and the Regional Offices shall be to attend to the grievances of the employees/public received through personal representations, communications, newspapers and such other various sources. All the grievances received in the office shall be diarized meticulously and the Grievances Officer will take decisions on grievances as quickly as possible. If need be, grievances shall be referred to the office/department concerned for a quick decision and Redressal.
- 138.4** With a view to providing opportunity to the employees and the public, to meet the Regional Grievance Officer on a fixed day, the Deputy Commissioner/Grievance Officer shall, to the extent possible, remain at the Headquarters on Wednesdays and keep apart two to three hours during the day for meeting the employees/public for presentation of their grievances.
- 138.5** Sometimes grievances are also reported in the newspapers. Such grievances shall also be taken into account and redressed as quickly as

⁹⁸ F.No. 1-2/2006-NVS(GM) dt. 23.01.2007 (Compendium Vol.III Pg. No. 379)

possible. In case the matter relates to the Headquarters, the same shall be brought to the notice of the Central Grievances Officer.

138.6 A quarterly report shall be prepared to monitor the progress of disposal of public grievances. The Regional Offices will send the quarterly returns in this regard by the 2nd of the month following the quarter ending in March, June, September and December and the NVS Hqrs. shall send the consolidated returns to the Ministry by the 6th of the month.

138.7 Names of Officers of Grievance Cell are to be displayed in the website of NVS Hqrs. and ROs along with e-mail ID to which grievances may be forwarded.

ARTICLE 139 : CELL FOR REDRESSAL OF GRIEVANCES OF SC/ST EMPLOYEES OF NVS.

In order to ensure due consideration and timely redressal of the grievances of the employees of NVS belonging to SC/ST categories and to comply with the orders issued by the Govt. of India from time to time in this regard, a committee comprising the following officers shall be constituted at the NVS(HQ):

1	Joint.Commissioner (Admn)	Convenor
2	Section Officer dealing with grievances	Member
3	Official concerned dealing with grievances	Member

(If one of the officials is not a member of SC/ST, one more SC/ST officer may also be included)

The duties and functions of the committee shall be as under:

139.1 To consider grievances received from SC/ST employees of NVS and their quick disposal.

139.2 To liaise and monitor for quick disposal of all the grievances referred by SC/ST Commission / Ministry of HRD/Prime Minister's Office.

139.3 To maintain liaison with the Chief Grievance Officer at NVS Hqrs. and other appropriate authorities for supply of required information, answering queries and clearing doubts,

139.4 To allow personal hearing to the aggrieved SC/ST employees of the Samiti, if so requested, for quick disposal of the grievances.

ARTICLE 140 : SPECIAL CELL FOR COMPLIANCE OF ORDERS OF RESERVATION:

To ensure due compliance of the orders of reservation issued from time to time in favour of SCs & STs, OBCs & PWDs to ensure prompt disposal of the grievances of the employees of these categories and to scrutinize and consolidate the statistical data, a Special Cell shall be set up and one officer shall be nominated as Liaison Officer.

The Liaison Officer has to act as Liaison Officer in respect of the matters relating to the representation of Scheduled Castes, Scheduled Tribes, PWDs and OBCs in all establishment and services under the administrative control of NVS.

The appointment of Liaison Officer in the NVS does not, however, dilute or alter or curtail the responsibility of Liaison Officer administrative ministry/department in regard to implementation of Reservation Policy in the Samiti. In order to ensure due compliance of the reservation order of the Government, the Liaison Officer may periodically visit/ inspect the offices.

Article 141 : Duties of the Liaison Officer

The Liaison Officer is especially responsible for :

141.1 Ensuring the compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of the scheduled caste, the Scheduled Tribes and the Persons with Disabilities, the Other Backward classes and other benefits admissible to them.

141.2 Ensuring timely submission of SC/ST/OBC and PwD Reports by each appointment authority in the Samiti and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in NVS and sending the consolidated reports to the Ministry of HRD.

- 141.3** The Liaison Officers have to endorse the non-availability of an SC/ST/OBC Officer for being associated in the DPC before actually convening the DPC. Therefore, it will be one of the duties of the Liaison Officer to acquaint themselves well in time about the dates of various DPCs which will be held in future. He should have with him a ready list of officers of various levels belonging to SC/ST of a few sister departments/Ministries so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officers by informally consulting the administrative wing of other Ministries/Departments.
- 141.4** Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for de-reservation of reserved vacancies, full details in support of the proposal for de-reservation are given.
- 141.5** Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for their annual reports.
- 141.6** Conducting annual inspection of the reservation registers/rosters maintained in the NVS with a view to ensure proper implementation of the reservation orders.
- 141.7** Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

Article 142 : Procedure for Dealing with Complaints of Sexual Harassment of Working Women at Workplace^{9999, 100100}

In order to prevent sexual harassment of working women of NVS, a

⁹⁹ F.No.1-2/2002-NVS(SA) dt. 17.04.2003 (Compendium Vol. I Pg. No. 409 – 410)

¹⁰⁰ F.2-31/98-NVS(Estt) dt. 09.02.1999 (Compendium Vol. II Pg. No. 265 – 269)

complaint committee shall be constituted at NVS Hqrs. & at all Regional Offices in compliance with Section 4 of the Sexual Harassment of Women at workplace, which provides constitution of internal complaint committee in the following manner :-

142.1 A Presiding Officer, who shall be a women employed at senior level at work place from amongst the employees:

- Provided that in case a senior level women employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub section 4(l) of the Act.
- Provided further that in case the other offices or administrative units of the workplace do not have a senior level women employee, the Presiding Officer shall be nominated from any other work place of the same employer or other department or organization.

142.1 Not less than two members from amongst employees preferably committed to the cause of women or who had experience in social work or have legal knowledge.

142.2 One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment - provided that atleast one half of the total members so nominated shall be women.

Samiti will deal the complaints of sexual harassment of women at workplace in the manner provided in the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 and order issued by the Govt. of India in this regard time to time.

Article 143 : Procedure for Dealing with Complaints of Immoral Sexual Behaviour Towards any Student Amounting to Moral Turpitude.¹⁰¹¹⁰¹

Sometimes employees allegedly involve in sexual harassment of women at workplace and immoral sexual behaviour towards any student amounting to moral turpitude are allowed to continue with or without suspension either in the same

¹⁰¹ F.No.1-38/93-NVS(Estt.) dt. 04.03.2003 (Compendium Pg. No. 403 – 405)

Vidyalaya or in the other under the jurisdiction of the same Regional Office where the misconduct reportedly took place.

This practice eventually leads to wastage of resources in terms of paying subsistence allowance for the period of suspension. Apart from this, it adversely affects the process of fair investigation as the role of employee concerned in diluting; manipulating, tampering the evidence and intimidating the witness/victim cannot be ruled out. This fact is also based on the observation that the employees concerned are found submitting versions of the victim and witnesses at later stage other than the initial recordings to make the case in his/her favour.

In view of the above, any employee found allegedly involved in sexual harassment towards the women and students shall henceforth be immediately transferred to a Vidyalaya of other region with or without placing him/her under suspension. Simultaneously the disciplinary action adhering to the procedures and rules should be initiated and completed in time bound manner and the erring employee be punished appropriately to prevent recurrence of such misconduct. NVS (HQ) will effect the transfer on the recommendation of the RO concerned.

Committees are to be constituted as per the following details:

143.1 Case 1: Sexual abuse of students by staff other than Principal¹⁰²¹⁰²

143.1.1 The matter has to be got inquired by Vidyalaya level committee consisting of the following members

- Principal – Chairman
- Sr. Male Teacher – Member
- Sr. Female Teacher – Member
- Vice-Principal – Member secretary

The committee has to submit the report to the cluster incharge within three days.

¹⁰² F. 10-84/2013-NVS(SA) dt. 11.06.2014

143.1.2 Cluster level committee consisting of the following member is to be constituted to review the report submitted by Vidyalaya level committee:

- Cluster in-charge/ Assistant Commissioner - Coordinator
- A Female Officer not less than the cadre of Principal Member

The committee has to submit the report to the cluster In-charge within three days.

143.1.3 The Deputy Commissioner, Regional Office will forward the report to NVS (HQ), if found proved, within two days from the date of receipt of report from the cluster incharge.

143.2 Case 2: Sexual abuse of students by the Principal

The matter has to be got inquired by Regional Level Committee consisting of the following members:

- The Deputy Commissioner, Regional Office - Chairman
- Assistant Commissioner /Cluster In-Charge - Member
- Sr. Female Officer/ Principal - Member

The report is to be forwarded to NVS (HQ), if proved, within two days. NVS Hqrs. shall take action as per NVS notification no. F.No.14-2/93-NVS(Vig.) Dated: Dec., 20th, 1993.

Article 144 : Moral Turpitude Involving Sexual Offence or Exhibition of Immoral Sexual Behavior By Staff Towards Any Student¹⁰³¹⁰³

144.1 The Executive Committee of the Samiti at its meeting held on 12th January, 92 had approved adoption of Central Govt. Rules and Regulations in the service matters of the employees of the Samiti mutatis mutandis¹⁰⁴¹⁰⁴ till such time the Samiti framed its own rules and regulations. The above decision of the Executive Committee had been notified to all concerned vide No. F.6-1/92-NVS(Admn.) dated 30th March, 1993.

¹⁰³ Notification of NVS vide F.No.14-2/93-NVS(Vig.) Dated: Dec., 20th, 1993

¹⁰⁴ F.No.1-11/94-NVS(Admn.) dt. November 1994 (Compendium Vol. II Pg. No. 30-31)

It has further been decided with the approval of the Executive Committee that the relevant provisions of the Central Civil Services (Classifications, Control and Appeal) Rules, 1965, as amended from time to time, which are applicable to all members of the staff of the Samiti, mutatis mutandis, shall be suitably amended to provide for special procedure in certain types of cases. Accordingly the provisions of Central Civil Services (Classification, Control and Appeal) Rules, 1965 as applicable to the employees of the Samiti, relating to procedure for imposing penalties will stand amended to provide for special procedure in certain types of cases as enunciated below:

- 144.1.1 In cases of a purely temporary employee who is known to be of doubtful integrity or conduct but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc. will be prejudicial to the interest of the Institution and,
- 144.1.2 In the case of a temporary employee suspected of grave misconduct, where the initiation of regular proceedings against him in accordance with the provisions of CCS (CCA) Rules, 1965 is likely to result in embarrassment to a class of employees and/or is likely to endanger the reputation of the Institution.

The appointing authority may record the reasons for termination of the services of the employee in its own record and thereafter terminate the services of the employee under the terms of appointment without assigning any reason. Where the appointing authority is the Principal action to terminate the services of an employee under the terms of appointment shall be taken only after obtaining the prior approval of the Deputy Commissioner.

- 144.2** Whenever the Commissioner is satisfied, after such summary enquiry as he deems proper and practicable in the circumstances of the case, that any member of the Navodaya Vidyalaya is prima facie guilty of moral turpitude involving sexual offence or exhibition of immoral sexual behaviour towards any student, he can terminate the services of that employee by giving him one month's or three months' pay and allowances

depending upon whether the guilty employee is temporary or permanent in the services of the Samiti. In such cases, procedure prescribed for holding enquiry for imposing major penalty in accordance with CCS(CCA) Rules, 1965, as applicable to the employees of Navodaya Vidyalaya Samiti, shall be dispensed with, provided, that the Commissioner is of the opinion that it is not expedient to hold regular enquiry on account of serious embarrassment to the student or his guardians or such other practical difficulties. The Commissioner shall record in writing the reasons under which it is not reasonably practicable to hold such enquiry and he shall keep the Chairman of the Samiti informed of the circumstances leading to such termination of services.

Chapter XX

Residential Culture¹⁰⁵¹⁰⁵ & House System

JNVs are the co-educational residential schools where a student is admitted in class VI (except those admitted through Lateral Entry in class IX or XI), generally at the age of 10-13 years. The efficient management of residential school depends upon the quality of the House system functioning in a school. A House consists of group of children effectively led by responsible teacher (House Master / House Mistress) who acts as a parent, guide, philosopher and friend for every member of House. A House inherently provides a family atmosphere in making the child physically fit socially adjusted, emotionally balanced and morally upright.

In the beginning the child will not be well conversant with the residential set up & not even so well prepared to manage his self care & look after. So the responsibility rests on the shoulders of HM/AHM not only to ensure the safety & security of the child but also to inculcate several residential habits & altruistic values besides guiding him/her to maintain harmony with the newly acquired atmosphere. The existing [House System Reconstituted](#) in December 2017.

Article 145 : Objectives of House System:

The objectives of adopting House system in a Jawahar Navodaya Vidyalayas are as follows:

- 145.1** To provide a smooth transition from home life to school life;
- 145.2** To create situations, which fulfill the social and emotional needs of the children;
- 145.3** To help socialization of students to integrate themselves well into the corporate life;
- 145.4** To inculcate the sense of responsibility, to take her/his tasks in life earnestly and discharge them well;

¹⁰⁵ No. F.1-1/2003-NVS-JD(Acad.) dt. 02.04.2004 (Compendium Vol.I Pg. No. 312 – 313)

- 145.5** To prepare students to play different kinds of roles as members of a group, community & society;
- 145.6** To develop child's personality and integrity;
- 145.7** To develop the spirit of healthy competition among the children;
- 145.8** To inculcate the qualities of self-dignity, self-confidence and respect for the views & opinion of others as well as a discretion to take their own decisions on issues and problems at hand;
- 145.9** To develop a sense of belongingness among the pupils and to create a sense & desire to live in harmony;
- 145.10** To be benefitted by bright example of others and benefit others by his/her own examples;
- 145.11** To inculcate in the child, respect for seniors, elders, teachers and a caring attitude towards juniors and feeling of fraternity towards all;
- 145.12** To learn to live and enjoy together and develop a degree of sensitivity for others feelings and needs.
- 145.13** To enable the students to inculcate several habits & values necessary for a meaningful life.
- 145.14** To enable the students to be self dependent, caring, reliable & virtuous person.

Article 146: Formation of Houses:

A two-tier system of Houses shall function in Jawahar Navodaya Vidyalayas:

1. Junior Houses for Classes VI to VIII
2. Senior Houses for Classes IX to XII

In a full-fledged Vidyalaya, there will be four junior Houses and four senior Houses and Four Houses for girls (Two from Classes VI to VIII and Two from Classes IX to XII). Therefore, there will be eight House Masters for boys and Four for girls. Average strength of a House shall be 48. Though all the girls in JNVs have been placed under Four Houses (Junior and Senior) for effective supervision and management, both the Houses shall be further divided into four groups each. 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 named House and similarly each group of girls of a senior House shall be linked with the corresponding Senior House (boys),

146.1 Name of Houses:

Since JNVS have been established in every corner of the country names of the Houses should also reflect all India character of Vidyalayas. This will create a feeling of 'oneness' 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 for maintaining uniformity in all JNVS.

Senior House		Junior House	
Aravali	A	Aravali	B
Nilgiri	A	Nilgiri	B
Shivalik	A	Shivalik	B
Udaigiri	A	Udaigiri	B

146.2 Allotment of House:

Each child must be allotted to 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. Whenever the child is migrated to linked Vidyalaya, he/ she should be accommodated in the same named house in the new Vidyalaya.

146.3 House Colours:

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

Arawali	Blue
Nilgiri	Green
Shivalik	Red
Udaigiri	Yellow

146.4 House Appointments:

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

House Captain	1
House Vice-Captain	1
Prefects	2

Following Vidyalaya level appointments be made in consultation with all House Masters, for effective management of the Vidyalaya:

School Captain	1
School Vice-Captain (B)	1
School Vice-Captain(G)	1

All the above mentioned appointments should be from senior most class in a JNV. They should not hold any other appointment in their own Houses.

146.5 Duties of School Captain:

- 146.5.1 To Maintain good personal conduct and behavior in the Vidyalaya.
- 146.5.2 Receive Roll-call and list of absentees from House Captains before submission to the Duty Master/ Principal.
- 146.5.3 Maintain full control and good discipline during Vidyalaya level activities with the help of House Captains and Prefects.
- 146.5.4 Ensure proper discipline in dining hall, morning assembly and at all other places where all the children of the Vidyalaya assemble for any activity.
- 146.5.5 Act as a permanent member of Mess Committee.
- 146.5.6 To assist & guide the students in organizing school activities & ceremonies.
- 146.5.7 To carry out all the responsibilities assigned by the Principal /Vice Principal of the Vidyalaya time to time.

146.6 Duties Of House Captain:

- 146.6.1 To ensure that the students of house maintain punctuality and discipline in all activities as per [daily routine](#).
- 146.6.2 To conduct Roll Call of the Houses during morning assembly and evening games and report the same to School Captain/Housemaster.
- 146.6.3 To supervise 'Prep' or self-study in case same is carried out House wise.
- 146.6.4 To ensure that all the children in the Houses devote sufficient time for studies in order to improve their own performance as well as overall academic performance of the House.
- 146.6.5 To report the absentees and sick children to the Housemaster every day.
- 146.6.6 To ensure that maximum number of children take part in various co- curricular, sports games, pace-setting and other activities planned & organized in the Vidyalaya.
- 146.6.7 To assist House Master in selecting best talent of the House for participation in Inter House competitions.
- 146.6.8 To ensure cleanliness around his/her House.
- 146.6.9 To report to Housemaster in case he/she observes any unusual behavior (such as persistent depressive symptoms , rebelliousness, continued sickness etc)in any student of the House.
- 146.6.10 To carry out all other duties assigned by the Housemaster/Vice-Principal/Principal

146.7 Duties of School Prefect:

House Captain of the House shares his duties and responsibilities with the House Prefect with the approval of Housemaster.

146.8 Appointment of House Master & Associate House Master:

Senior teachers of the Vidyalaya should be appointed as House Masters/Associated House Masters. Preferably a PGT should be the House

Master of Senior House. As far as possible Art Teacher, Music Teacher, PETs, SUPW Teachers and Librarian /Nurse should not be appointed as House Masters since they are commonly attached to all Houses for the conduct of inter House activities. They may be deputed as Tutor for different houses. However, on account of non-availability of PGTs / TGTs they can also be appointed as House Masters / Associate House Masters.

146.9 House Master:¹⁰⁶

A residential school system revolves around the personality, capability and effectiveness of the House Master/Mistress. He/she is the leader of the House. He/she should be able to motivate and guide the children placed under his/her care. He/she has to ensure that children of his/her House participate in all inter House activities and also perform well. He/she is responsible for overall welfare of all the children in House. Preferably House Masters/Mistresses may be rotated after 4 - 5 years so that other talented members of academic staff may also get the opportunity to look after the welfare of the children.

146.10 Associate House Master:

House Master is assisted by an Associated House Master and by other teachers (called Tutors) attached to his House. They should provide assistance to House Master and carry out all house related responsibilities assigned to them by the House Master. They should help the HM in planning for Inter House Competitions. The AHM appointed for a particular house or houses should ensure their visits to the house frequently & converse with the students to know their problems, performances & activities in the school. They can also guide the students in their specific subjects besides counseling them for their better living as well as better performance & above all better career in future.

¹⁰⁶ No. 2-18/2003-NVS(SA) dt. 06.11.2003 (Compendium Vol. I. Pg. No. 450 – 455)

146.11 Guidelines For Selection of Champion House: Award of Points For Activities:

For Inter-house activities following pattern of awarding of points may be followed:

Individual Events		Group Events	
Position	Points	Position	Points
First	4	First	8
Second	3	Second	6
Third	2	Third	4
Fourth	1	Fourth	2

The system of awarding of House points based on academic performance in Class X & XII & performance in co-curricular activities, games & sports etc organized during the whole year may be evolved and points earned by each student be credited to the House to which he/ She belongs.

146.12 Champion House:

Every year by the end of February, points awarded for Inter House CCA, Academic and sports/games competitions (as well for other inter House competitions conducted in the Vidyalaya, e.g. wall-magazine, gardening morning assembly cleanliness etc.) to each House should be totaled up. Thus points of a Senior House and corresponding Junior House be added together to declare a champion House. The Vidyalaya should hold special function (Annual Day) on a particular day during the end of session or otherwise & honour the Houses for their performance. This will on the one hand inspire the students to perform well in every field on the other hand it will infuse the spirit of belonging to their respective house. Principal should monitor all inter House activities carried out in the Vidyalaya. He may ensure that CCA and sports/games competitions are regularly organized in the Vidyalaya based on calendar of activities planned during the beginning of academic term every year. Principal may ensure that suitable Honour boards are displayed in the Vidyalaya where names of meritorious children are displayed prominently. Principal should have an effective control on overall activities planned and carried out in his/her Vidyalaya.

These guidelines given for the organization of House System in Vidyalayas should be invariably implemented.

146.13 Planning For Inter-House Competitions:

House Master is personally responsible that boys/girls of his House take part in all Inter House CCA & sports/games activities in the Vidyalaya. He is supported by Associate House Masters and Tutors who are attached with him for proper management of the House. They have to plan, prepare & train the students for Inter house competitions. They should also organize such co-curricular activities in their respective house in their presence.

Article: 147 Roles of Different Functionaries in the House System:

147.1 Role of Principal¹⁰⁷/Vice Principal:

The Principal as the head of the institution must keep a fatherly/ motherly eye on all the students. He has to be a source of inspiration to the teachers and students and his/her behavior at all times has to be exemplary. He/she should adopt special measures to sensitize the subordinate staff towards house management. The house achievements and effective role of the house master/ Mistress should be recorded and projected in the morning assembly or in the House evenings and also to be displayed on notice boards to keep healthy spirit of competition among the houses. To ensure meticulous implementation of the guidelines the duties & responsibilities can be divided amongst the House Master, Associate House Master and Matron, MTS according to local situations. It is to be ensured that the teachers not only know and understand their duties and responsibilities but also put the same into practice. There will be no compromise on any kind of negligence, and indifference either on the part of Principal or teachers associated with the house. The Principal should keep a strict vigil on the activities of house Masters/Mistress besides providing adequate support and guidance to them. The Principal & Vice Principal are expected to impart the following responsibilities:

¹⁰⁷ F.No. 5-31/96-NVS(SA) dt. Sept. 1996 (Compendium Vol. I Pg. No. 378 – 379)

- 147.1.1** Proper supervision /monitoring of houses & students activities in the houses.
- 147.1.2** Extending support & motivation to HM/AHM in delivering their respective duties. Holding timely meetings of HM/AHM/ House Captains & enquiring about the safety hazards & dangerous points & taking quick action thereof.
- 147.1.3** Checking the reports of Staff Nurse in r/o the sick students & ensuring timely treatment to the sick students.
- 147.1.4** Making surprise visits in the houses & talking to inmates about the problems experienced by them.
- 147.1.5** Ensuring monthly fumigation in the campus to control insects /mosquitoes.
- 147.1.6** Issuing necessary instructions to sweepers to ensure the cleanliness in the houses/toilets/bathrooms.
- 147.1.7** Taking appropriate action in case of emotionally disturbed students.
- 147.1.8** Ensuring the healthy & happy stay of the migrated students.

147.2: House Master / House Mistress:

The House Masters 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 importance since the stature of residential school largely depends on how effectively a House Master can organize and manage his / her house. The Principal, Vice Principal and teachers are expected to make the JNVs a parallel extension of home for a child by creating a climate and environment where students feel that they are living in a home. It is to be borne in the mind that the children in Jawahar Navodaya Vidyalayas remain away from their parents and their social atmosphere.

Therefore, the role of a House Master/Mistress in the Navodaya Vidyalaya is of vital importance. His/ Her job demands a very dedicated, matured and a judicious approach round the clock. The efficient management of the JNVs largely depends upon the quality of the House functioning. It is therefore, felt necessary to reiterate the role of House Masters/Mistress in

JNVs towards house management. House master/ House Mistress must reside in the warden quarter attached to the house.

147.1.1 General Duties:

147.1.2 A Housemaster/Mistress will exercise a benevolent fatherly /motherly influence on the students.

147.1.3 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 a local parent.

147.1.4 He/she should be very affectionate and polite with the children and should avoid any physical punishment or reprimand/scolding.

147.1.5 He/she will ensure to follow the safety and security instructions issued by NVS, regarding House System.

147.1.6 He/she will be very courteous to the parents and create a confidence in them that their child is living in a very safe and secure environment.

147.1.7 He/ she should have periodical interaction with Parents on PTC day and inform them about the Academic Progress health and conduct of the child.

147.1.8 To ensure that he/she is always impartial and fair to all the students of his/her House.

147.1.9 He/she will ensure proper medical treatment to the students of his/her house if they are unwell.

147.1.10 He/she must ensure and educate all the students in respect of their moral values, correct behavior, self-discipline, turn out and punctuality. 10. He /She need to be cautious of his/her own conduct, behavior, character, habits, punctuality and sense of moral values at all times as the child looks up to teachers as her/his role models.

147.1.11 Care has to be taken to ensure that the dormitories are comfortable & safe. The students need to be made aware of their conduct, rules and regulations which they are expected to follow.

147.1.12 To ensure proper assistance to Associate Housemaster/Tutors/Matron/MTS by dividing duties on rotation basis related to house activities with the approval of Principal.

147.1.13 To brief Principal immediately in order to solve any problem of the house beyond his reach or domain.

147.1.14 To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/her house.

147.2 Administrative Duties:

147.2.1 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.

147.2.2 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 particularly during off hours i.e. Sundays and holidays and in night and report to the Principal about any incident.

147.2.3 It is suggestive that the cash amount should be deposited to the HM on the arrival day of ward in the House. HM will maintain a Register to deposit & issue the money to the students after obtaining their signatures.

147.2.4 All the valuables, electronic gadgets in possession of the students should be mandatorily deposited to HM.

147.3 Academic Duties:

147.3.1 To keep an eye on the academic performance each of the students of his/her house.

147.3.2 Co-ordinate /interact with tutorial in charge/subject teachers to look after the students academic performance of his/her house.

147.3.3 To ensure smooth conduct of self-study in the dormitory.

147.3.4 Interact and inform the parents about academic performance of the child on PTC Day.

147.3.5 To encourage bright students to help other students of the house /class.

147.3.6 Inform Principal in case any child of his/ her house needs special attention for academic improvement.

147.3.7 To ensure that the child attends the classes regularly.

147.3.8 To ensure that the children of his/her house attend library regularly so as to promote reading habit/skills and also ensure to refer literature/reference books as per his/her requirement.

147.3.9 To keep a close eye on the progress chart of the children going to write CBSE Exam (X & XII) and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

147.4 Co-Curricular, Games and Sports Duties:

147.4.1 Organize co-curricular activities in the houses & ensure the participation in Inter-House competitions.

147.4.2 To select guide and train students for all inter House competitions with the active help of tutors and other teachers.

Article 148: Associate House Master / House Mistress:

An Associate House Master/Mistress is a helping hand to the House Master. He/she in co-ordination with the House Master, as a colleague, shall provide support to the children in all respects. He/she should provide assistance to the House Master/House Mistress to carry out the house related responsibilities assigned by the Principal /House Master for the welfare of children. He will ensure frequent visits to the house. The following are the duties of Associate House Master

148.1 To assist the housemaster in maintaining discipline. He/ She will be In charge of all the Registers maintained in the houses. He/ she will be responsible for the attendance in Morning Assembly & presentation of Morning Assemble by His/ Her House students on the days of their house turn.

- 148.2 To discharge the duties of the housemaster when he is on leave or away on duty.
- 148.3 To strive to know each student of the house individually and assist him in the development of his/ her character and personality.
- 148.4 To provide academic assistance to students to help them improve their academic standards.
- 148.5 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.
- 148.6 To check-up if all the assignments given to the child are completed on day-to-day basis.
- 148.7 To conduct regular round in consultation with the house master.
- 148.8 To ensure a smart turn out of children of the house in Academic hours/ games sports time or otherwise.
- 148.9 To take lunch with the children of their respective house.
- 148.10 To accompany the sick students to Hospital if need arises, as House Master is supposed to take care of remaining students in the house.
- 148.11 He/she should develop a sense of belonging towards his/her house. He/she should train his/her house students for the Inter House co- curricular activities or celebration organized by the school.
- 148.12 He/she should attend all the meetings or counseling sessions organized by the HM for his/her house students. He/she should supervise the cleaning of the house.
- 148.13 Any other duty in respect of House system as assigned by the Principal.

Article 149: Master On Duty (M.O.D.)

- 149.1 MOD should ensure the presence of all the students in Roll call/ Meals & report the concerned HM/AHM in case of absentees.
- 149.2 If the student has been reported sick by the House Captain in the Roll calls, MOD should personally ensure that the student is physically present in the school.

- 149.3 He/she will ensure that the sick student gets timely treatment.
- 149.4 He/she should check whether the students have switched off the lights, fans & closed the water taps in the houses during the academic hour when the students are not residing in the houses & inform the concerned HM/AHM. He/she should visit the houses & submit **MOD Report** to the Principal on the next day morning. If any irregularity/ abnormality noticed it should be reported immediately..

Article 150: Staff Nurse¹⁰⁸¹⁰⁸

- 150.1 The staff Nurse should personally examine every student every week and record the problems if any, under his/her initials. This will be a weekly drill.
- 150.2 The Vidyalaya doctor, once in every month should check health report for necessary treatment and if needed, refer student to the District Hospital for their investigation and treatment.
- 150.3 All medical investigations have to be arranged by the parents at their costs. However, in case of very poor parents who cannot afford immediate finance, as a special case, the Vidyalaya can spend the amount for necessary investigation and treatment under intimation to the Regional Deputy Commissioner. In such cases the Principal should keep all the receipts carefully and recover the amount later on from the parents. The treatment at any cost should not be stopped for want of money.
- 150.4 Though the part-time Vidyalaya Doctor attends to the requirements of the sick children, it is the House Master/House Mistress who has to spot the child who may be sick. Unless House Master and teachers are in the regular habit of visiting the dormitories, dining with the children (not in separate tables) and talking to the children in general about their welfare, it is quite possible that a developing sickness in a child may go unnoticed. This situation should never occur in a residential school set up.

¹⁰⁸ F.No.5-4/87/NVS(Admn.) dt. 11.09.1989 (Compendium Vol. I Pg. No. 420)

If it happens, it speaks of our apathy, taking things for granted, incapacity to observe and communicate, and lack of application and dedication.

- 150.5 The Staff Nurse is the only medical person available round the clock in the Vidyalaya to take care of the sick students. So the onus of this responsibility rests on her shoulders to a larger extent. She should visit the houses regularly besides when she is called to see the severe sick child in the house.
- 150.6 She will guide & direct the students about healthy & hygienic habits besides the necessary precautions to take in order to avoid the illness.
- 150.7 She will manage the special food in the mess with direction to Catering Assistant for the sick students.
- 150.8 She will attend the sick students in MI Room during PT times, Games & sports times.
- 150.9 She will immediately inform the HM/AHM about the illness of his/her house student as & when spotted.
- 150.10 She will take extreme care in respect of the emotionally sick or depressed students & will leave no stone unturned to tackle the situation.
- 150.11 She will report to the principal the status of cleanliness in the houses.
- 150.12 Regular medical care should be provided to the girl students. Staff Nurse should invariably pay frequent visits to the dormitories during the day and late evening and maintain records of health of the girl students.
- 150.13 Sick students should not be left alone in the dormitories during school hours/meals time instead of they should be kept under supervision of staff nurse/Matron/MTS.
- 150.14 Regular medical checkup of the girls is done every month and appropriate health records maintained for ready reference.
- 150.15 If the H.M./Principal & staff nurse feel that the ailment is simple and does not require any treatment, but still the feelings of the child should be taken care of. He/ She should be given a patient hearing and counselled accordingly.

- 150.16 In absence of Vidyalaya doctor (if found not available at that time) a qualified doctor of the nearby Health Centre/Hospital should be consulted.
- 150.17 Medicines prescribed by the doctors should be given to the students only by the staff nurse. No Teacher or Principal should administer medicines on their own to sick child.
- 150.18 The records about the sick children are to be maintained and informed to the Principal daily in the evening in a prescribed format.
- 150.19 The Date and Time schedule of the visit of the Vidyalaya Doctor should be fixed in advance and intimated to the students.
- 150.20 To take additional help of Distt. Administration, if need arises, and ensure timely medical facilities to the children.
- 150.21 Diet for the sick students should be given separately as per the recommendations of the Doctor.
- 150.22 Sick students just after recovery from illness should not be permitted for games and sports activities till they feel physically fit.
- 150.23 Regular mosquito eradication measures to be taken in Vidyalaya.
- 150.24 A regular action programme should be prepared and implemented for avoiding seasonal contagious disease on account of water and weather etc.
- 150.25 Outside food stuff should not be permitted except items like Biscuits etc.
- 150.26 Medical history card is to be invariable sent along with migrated children.
- 150.27 Children suffering with chronic disease should not be sent on migration.
- 150.28 Adequate care should be taken with regard to drinking water. The staff nurse should be instructed to ensure that the water is properly purified /chlorinated before using for drinking purpose.
- 150.29 Arrangements must be made for regular supervision and cleanliness of dining hall, washing places, etc. to avoid unhygienic conditions.

Article 151: Driver:

- 151.1 To attend the call of Staff Nurse, HM/AHM and such other official of the Vidyalaya who are responsible to support the living of inmates in the JNV, in case of emergency arisen due to the sickness of any student.
- 151.2 To be available in the campus with the vehicle round the clock.
- 151.3 To attend the emergency calls of Staff Nurse/HM in order to carry the student to hospital.
- 151.4 To maintain dignity & integrity during the escorting of children, girls in particular & boys in general.
- 151.5 To maintain the logbook of the vehicle, which will be duly verified by the officials availing the vehicle facility
- 151.6 Any other duty assigned by the Principal.

Article 152: Electrician cum Plumber (ECP)

- 152.1 ECP occupies a significant place in the residential system as he has to ensure the proper supply of water & electricity in the houses.
- 152.2 He should visit each house every day & check the fittings & fixtures inside the house & repair/ replace in case of damaged or broken.
- 152.3 He should ensure that no wiring is left open that may cause safety hazards to the inmates.
- 152.4 He should take quick action at the call of HM/AHM/Principal/VP.
- 152.5 He should ensure that the electric wiring and points are to be kept in order. In case of any un insulated live wires found, the same should immediately be repaired / rectified and rewiring should be done if required.
- 152.6 The distribution boxes of electricity should be locked and the keys should be kept only under the custody of ECP/ House Master.
- 152.7 Immediate necessary measures should be taken to repair the loose wiring/connections. In case of any such need Electric gadgets should be handled by ECP only.
- 152.8 In few cases trees are just below the electric line and whenever the branches grow it touches the LT line and sparks dangerously. It should

be checked regularly and branches should be pruned in such a way that it will not touch the electric wire any time.

- 152.9 Students should be warned not to touch electric poles/ electric boxes/MCB etc.
- 152.10 Fencing should be provided to the steps of over head tank to avoid children climbing over head tank.
- 152.11 The broken railing of stairs should also be got repaired immediately.
- 152.12 In case of Hanging electric wires, loose connections, very temporary nature of connections, etc. immediate necessary measures should be taken to repair these electric connections.
- 152.13 Proper care should be taken to keep the children away from live wires of electricity and such other dangerous points.
- 152.14 No student should be permitted to use iron, immersion rods, heater and other electric gadgets.
- 152.15 He will attend electric\water problem in dormitories with due permission of the HM\AHM.
- 152.16 Any other duty assigned by the Principal.

Article 153: MTS/Caretaker

Engagement of Chowkidar-cum-Sweeper and Chowkidar working in NVS as MTS:-Consequent upon NVS HQ order dated 1st February 2019 regarding engagement of two sweepers (One male & one female on daily basis in each JNV for cleaning of toilets & bathrooms of Academic Block & hostels. It is decided to utilize the services of Chowkidar-cum-Sweeper and Chowkidar to ensure physical well being of students in the dormitories in the form of Warden/Caretaker and to change the designation as MTS as per DOPT OM no AB-14017/6/2009/Estt (RR) dated 30 April,2010.

Out of the available Chowkidar & Chowkidar-cum-Sweeper (maximum 2+2) the Principal will assign duties of MTS to the two senior most Chowkidar /Chowkidar-cum-Sweeper as care taker of the boys dormitories. Rest of the

Chowkidar/Chowkidar-cum- Sweeper will be assigned duties for general watch and ward of the campus. In case of need, casual labour may be engaged till arrangement is made through outsourcing of security personnel through outside agency. This shall be implemented urgently in view of Zero tolerance towards untoward incident like unrest, suicide etc.

Duties & Responsibilities of MTS/ Care Taker

- 153.1 He will assist House Master & AHM.
- 153.2 He will look after the boys' dormitory during the assigned duty hours.
- 153.3 He will ensure upkeep of the house, cleanliness of the dormitories, toilets and bathrooms and surroundings with the active participation of the boys and the sweeper on duty.
- 153.4 He will check the entry of any man or unauthorized person in the houses.
- 153.5 He will attend any boy who comes back to the house during class activities hours and know from him the reason and also record it with time.
- 153.6 He will liaison between ailing boys and the staff nurse and inform to the house master and the Principal.
- 153.7 He will help the ailing boys for taking timely their medicines and proper diet as prescribed by the staff nurse/ medical officer.
- 153.8 He will provide personal nursing care to the ailing boys to comfort them.
- 153.9 He will see that all boys go to classes and attend other activities in time.
- 153.10 He will periodically check the furniture and cots etc. particularly those items made of MS Steel and if any item found damaged, which could hurt a child, he will bring it to the notice of the house master/ Principal for its repair/ replacement.
- 153.11 He will see that there is no damaged electrical wiring/ fitting in the house.
- 153.12 He will take care of proper water supply in the house.
- 153.13 He will assist house master in taking overall care of the boys to the extent possible.
- 153.14 He will have very cordial and affectionate interaction with the boys from time to time to know to their personal needs and problems if any and help them overcome them.

- 153.15 He will lock the houses in the night and during day time when the boys are in the classes or for activities and keep keys with him.
- 153.16 He will be a keen observer to notice any boy student is upset emotionally or subjected to depression etc and bring it to the notice of the house master/principal.
- 153.17 The Principal will assign the duty of the boys dormitories as mentioned above to Chowkidar-cum- Sweeper and Chowkidar in such a way that they look after the assigned work round the clock.
- 153.18 A letter regarding change of the shift duty of this staff and proper [handing/ taking over of the charge](#) after completion of the shift duty and before start of shift duty shall be maintained.
- 153.19 Any other work mainly related to looking after the boys in the house as assigned by the Principal. For all these duties, he will be reporting to House Master, However, overall responsibility will lie with HM /AHM & Principals

Article 154: Matron¹⁰⁹

The duties and responsibilities of the matrons would be as follows:

- 154.1 She will take care of girls like a foster mother.
- 154.2 She will stay in the girl dorm during day when the girls are away to attend classes and other co-curricular activities.
- 154.3 She will sleep with the girls in the dormitory during the night.
- 154.4 She will ensure upkeep of the house i.e., cleanliness of the dorms, toilets and bathrooms and surroundings with the active participation of the girls and the sweeper on duty.
- 154.5 She will check the entry of any man or unauthorized persons in the house.
- 154.6 She will attend any girl who comes back to the house during class activities hours and know from her reason and also record it with time.
- 154.7 She will liaison between ailing girls and the staff nurse and if need be, she will inform it to the house mistress and/or the Principal.

¹⁰⁹ F.No.1-38/93-NVS(Estt.) dt. 03.03.2003 (Compendium Vol. I Pg. No. 401 – 402)

- 154.8 She will help the ailing girls for taking timely medicines and proper diet as prescribed by the staff nurse/medical officer.
- 154.9 She will provide personal nursing care to the ailing girls to comfort them.
- 154.10 She will help girls in managing their natural growth.
- 154.11 She will see that all girls go to classes and other activities in time.
- 154.12 She will counsel girls if any found, not to move unnecessarily out of the house off the class/activity hours.
- 154.13 She will periodically check the beds etc., particularly those items made of MS Steel and if any item is found damaged which could hurt a child, she will bring it to the notice of the house mistress/Principal for its repair/replacement.
- 154.14 She will see that there is no damaged electrical wiring/fitting in the house.
- 154.15 She will take care of proper water supply in the house.
- 154.16 She will assist house mistress in taking overall care of the girls to the extent possible.
- 154.17 She will have very cordial and affectionate interaction with the girls from time to time to know their personal needs and problems if any and help them overcome them.
- 154.18 She will lock the house in the night and during day time when the girls are in the class or for activities and keep keys with her.
- 154.19 She will be a keen observer to notice if any girl student is upset emotionally or subjected to depression etc. and bring it to the notice of the house mistress/Principal.
- 154.20 To look after the sanitation & personal hygiene of the girls during menstruation period or otherwise & ensure the proper disposal of used sanitary napkin in the incinerator.
- 154.21 Any other work mainly related to looking after the girls in the house as assigned by the Principal.

Article 155: Lady Sweeper^{110110, 111111} for Girls House:

- 155.1 The exclusive duties allotted to lady sweeper may be supervised by the Matron/House Mistress on day to day basis and report to the Principal.
- 155.2 The duties of the lady sweeper so engaged should be closely supervised by the House Mistresses on day-to-day basis and reported to the Principal.
- 155.3 It is reiterated that male sweepers should not be allowed to enter into girls dormitories.
- 155.4 She should see that the girls do not throw their used sanitary napkins in the toilets to avoid the choking of toilets.
- 155.5 She should see that these napkins are destroyed in the incinerators provided in the houses.
- 155.6 She will ensure the timely cleaning of the houses/toilets/bathrooms.
- 155.7 She is completely responsible for the cleaning of Girls house, toilet, bathrooms & surrounding including the drains.
- 155.8 She should also bring in the notice of HM if any unauthorized object is found in the toilets/ bathrooms used by the inmates.

Article 156: Sweeper for Boys House

- 156.1 A Sweeper should ensure the cleanliness of the house, Toilets, bath-room & surroundings.
- 156.2 He should visit the house daily at the stipulated time or generally when the students are in the academic block.
- 156.3 He should dispose the rubbish collected in the dust bins in the house.
- 156.4 He should manage to burn or dispose the rubbish/garbage in the garbage pit every day.
- 156.5 He should also inform the HM/AHM in case of any illegal items traced in the bathrooms/toilets or house.
- 156.6 He should not touch the personal belongings of the students put in their respective beds or tables.

¹¹⁰ F.No.2-45/2001-NVS(SA) dt.28.03.2003 (Compendium Vol. I Pg. No. 408)

¹¹¹ F.No.1-3/20025-NVS(SA) dt. 14.03.2011 (Compendium Vol.III Pg.No. 189)

- 156.7 He should ensure the phenol treatment in the toilets.
- 156.8 He should report to HM/AHM about the choked toilets/ bathrooms or drains & manage to open it within time to avoid the breeding of mosquitoes/insects or stinking smell in the house.
- 156.9 He should also wash the floor of the house at least once in a month.
- 156.10 He should clean the drains of the houses.
- 156.11 He is completely responsible for the cleaning of the house and will ensure that the poisons items like phenol, harpic, acid etc, are not left in houses.

Article 157: Parent Teachers Council

The PTC should make creative suggestions and help to the Vidyalaya to ensure the better living conditions of the students in the Vidyalaya

Article 158: Counselor:

Article 159: Washer Man / Washer Woman

- 159.1 Each school will manage to provide the services of washer man / woman for the washing / ironing of the uniforms & washing of bed sheets & pillow covers.
- 159.2 He / She will receive the uniforms / bed sheets from each house & maintain a proper record.
- 159.3 He / she will provide these items to the concerned students & ensure that no student is left out to return the uniform / bed sheet to him /her after washing/ ironing.
- 159.4 He / she will get the signature of House captain & House Master on the details of washing/ ironing of uniforms/ bed sheets every week.
- 159.5 In no case the uniform or bed sheets should be retained by him/her.
- 159.6 He / she will be responsible for the loss or damage caused to the items received from the students.

Article 160: Barber:

- 160.1 Each school will ensure to provide the facility of barber for cutting their hair every month.
- 160.2 The barber will maintain the proper record of the students preferably house wise who have availed the facility of hair cutting.
- 160.3 He will not cause any harm or injury to the students during the hair cut.
- 160.4 He will obtain the signature of concerned HM on the list of students having hair cut.

Article 161: Role of Parents:

- 161.1 In the residential set up the role of parents in shaping the career of child cannot be ignored.
- 161.2 The parent should visit the school at least once in a month preferably on second Saturday.
- 161.3 He /She should enquire about the academic performance & participation in other activities of the child.
- 161.4 He/ She should meet the HM/ AHM and subject teachers & know about the performance & upkeep of the child.
- 161.5 He /She should take immediate action to the suggestions given by HM
- 161.6 /AHM for the betterment of the child.
- 161.7 He /She should also talk to the Staff Nurse in case of any ailment & inform the complete previous history of any disease that the child has encountered.
- 161.8 He /She should guide his/ her ward to abide by the rules & regulations of the school.
- 161.9 In case of any indiscipline created by the child he/ she should counsel the child in positive direction
- 161.10 He /she should keep a constant liaison with the HM/AHM concerned.

Article 162: Tuck Shop

The students should not be allowed to go to market unless accompanied by the teacher or parents or any other staff of the Vidyalaya. In no case they

should be permitted to go out of gate. For the purchase of certain stationery or daily use items & making calls to their parents the provision of Tuck Shop has been made by NVS. Separate Tuck Shop for girls & boys should be maintained at the suitable place of the Vidyalaya. The timings should be fixed by the principal. The activities of the students in or around Tuck Shop should be observed & checked by the Principal/MOD/HM/Matron/MTS, etc. Provision of dust bin near the Tuck Shop should be made to throw the wrappers & afterwards collected by the sweepers.

Article 163: Various Items to Be Provided to the Students:¹¹²¹¹²

163.1 **Uniform items in General-**

- a). Pant, half pants, shirts, pull over, skirt, kurta , Pyjama, dupatta, **'T' shirts**, **track suits**, blazers, Shoes (Black &White) etc.
- b). **School Bag**.

163.2 **Stationary Items In General-**

- a). Registers, Note Books, Practical files, Drawing File, Chart paper, Colours, paints, painting brush, geometry box, pen pencil, sharpener, eraser, etc are to be issued and **Stationary Issue Register** maintained.
- b) Text Books (as per class)
- c) Sanitary Napkins (For girls)
- d) Sports Kit (As per requirement)

163.3 **Daily Use Items-**

Daily Use Items including tooth paste, tooth brush, bathing soap, washing soap, hair oil, shoe polish, shoe brush, etc

163.4 **Bedding Items**.

Bedding items including mattress, quilt/ blanket, mattress, bed sheets, pillow cover, pillow, Mosquito Net etc.

163.5 **Other items**

- i. Wall hangers

¹¹² Enhanced provisions vide F.No.5-4/2009-NVS(SA.)April 19, 2012

- ii. Scout/Guide uniform, NCC uniform.
- iii. UTENSILS- Composite Thali, glass, spoon, etc.
- iv. Chairs (as per entitlement)
- v. Any other item Vidyalaya specific.

Article 164: House Records to be maintained By HM/AHM

164.1 Students Profile Register:

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.

164.2 Night 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.

164.3 Movement Register:

All the movements of the students such as going on a leave, going on vacations and breaks, going on duty must be maintained in the house register.

164.4 House Meeting Minutes Register:

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 recorded. 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.

164.5 Academic Record Register:

This register is to be maintained to keep a track on the academic perfor-

mance of the house inmates. The same may be transmitted to the Parents on the Parents day.

164.6 Students' Behaviour Register.

This register is to be maintained to keep a track on the change in the behavior of that particular inmate to whom some counseling has been given. Any abnormal behavior on the part of the student must be handled carefully and the same may be entered.

164.7 Activities/Achievements Register:

This [register records](#) all the achievements of the house inmates in various activities like CCA, [Games & Sports](#), Scouts and Guides, NCC, etc.

164.8 [Daily Use Item Issue Register:](#)

Contains the month wise record & signatures of the students in r /o daily use items received by him / her.

164.9 Laundry Record Register:

Record of the clothes & bed sheets etc given to laundry for washing / ironing per week.

164.10 Barber/Haircut Record Register:

Contains the record of the students who had availed the services of barber every month.

164.11 House Visit Record Register:

Record of the visits of HM, AHM, Tutor, Staff Nurse & principal or any other staff member of the school, their remarks/ suggestions & action taken there upon.

164.12 Morning Assembly Activities Record Register:

The Register contains the morning activities presented by the house students during the week of their turn.

164.13 Sick Students Record Register:

Details of the sick students, treatment / food given, & action taken by HM/ staff nurse.

164.14 Students' Cash Register(Suggestive Only):

This register is to be used for the deposit & issue of the cash money of the students.

164.15 House Inventory Register:

Contains the details of the fittings, fixtures & other items provided by the school in the house.

Article 165: Prohibited Items in The House:

The students should not keep the following items with them in the Houses.

- 165.1 Electronic gadgets including mobile phones, I Pods, Power Bank, Chargers etc.
- 165.2 Electric Gadgets including heaters, iron, Emerson rods & other such appliances etc.
- 165.3 Un prescribed medicines.
- 165.4 Eatables given by other than parents.
- 165.5 Ropes, cords, wires.
- 165.6 Knives, hammer, Pliers, screw drivers, scissors, sickle etc.
- 165.7 Hockey sticks, rods and all other sports items.
- 165.8 Solutions, fluid, whitener etc.
- 165.9 Inflammable substances etc.
- 165.10 Explicit Pornographic literature.
- 165.11 Any other items threat to the safety and security of the students.

Article 166: Amenities Provided In the House:

The following amenities shall be provided in the dormitories subjected to the availability of fund.

- 166.1 Hot water in the bathrooms
- 166.2 Drinking water RO System
- 166.3 Gen set connection in the house & bathroom
- 166.4 Dust Bins near the houses
- 166.5 Sanitary napkin destroyer (INCINERATOR) in the Girls houses.
- 166.6 House wall Magazine Board.
- 166.7 Mirrors
- 166.8 Water buckets in the toilets
- 166.9 Wall clocks
- 166.10 Curtains for windows (Especially in Girls Houses)
- 166.11 Door mats

166.12 CCTV cameras at the entrances of houses.

166.13 Any other items as per instructions from NVS from time to time.

Article 167: Safety & Security^{113113, 114114, 115115, 116116} Measures For Successful House Management:

Making necessary preventive measures to avoid fatal /untoward incidents to the Children of the Vidyalaya the following points should be taken seriously: -

- 167.1 Most of our Vidyalayas are situated in the rural areas surrounded by rivers, canals, irrigation tanks and open unguarded wells. Knowingly or unknowingly children, at times go to these water sources either for bathing or for bringing water. Little carelessness on the part of the children or slip may result in fatal accidents.
- 167.2 Carelessly laid electric connections and wiring in the dormitories may prove to be very dangerous. There may be leakage of electricity due to improper insulation and children, who have to dry their wet, washed cloths, may receive severe electric shock that may be fatal.
- 167.3 Water sources such as rivers, lakes, canals, unguarded wells and tanks around the Vidyalaya premises be declared strictly out of bounds for children of the Vidyalaya. Proper provisions for availability of water in the houses be made.
- 167.4 Periodical checking of electric wiring and power lines should be done to make sure that they are in order and without leakage.
- 167.5 Children should not dry their wet clothes on the windowpanes, metallic roofing of the buildings. Wet clothing should be dried only in open space.
- 167.6 All lady teachers and particularly the lady house-mistresses must frequently talk to the girl students and in case of any problem must immediately report them to the Principal. These girl students should also be helped by the lady teachers in case of any other physical or emotional problem that they may face.

¹¹³ F.No.6.23(202)/89-NVS(Admn.) dt.31.10.1989 (Compendium Vol.I Pg. No. 369)

¹¹⁴ F.No.5-31/95-NVS(SA) 07.05.1996 (Compendium Vol.I Pg.No. 373 to 376)

¹¹⁵ D.O. No.2-18/2011-NVS(SA), dt. 16.05.2011 (Compendium Vol.III, Pg.No. 190 to 195)

¹¹⁶ F.No. 1-1/2010-NVS(JC-Acad.)/180 dt.30.07.2010 (Compendium Vol.III Pg. No. 279)

- 167.7 Girl students should not go to residence of male teachers under any circumstances for any guidance. In case of any necessity for out of class room hour interaction, the prior permission of the House-mistress must be obtained. Visits to the staff quarters of males and the Boys' dormitories should not be permitted.
- 167.8 Children should never be permitted to go out of the Vidyalaya premises for bathing /ablution. In case students have to move out of campus for some reason, they should invariably be accompanied by some senior and responsible teachers/staff members. If there is an open well in the campus, ensure construction of protective wall around with lockable iron grills covering the mouth of the well. Rivers, streams, other source of water and railway track, if any, near the Vidyalaya must be declared out of bounds areas for children and should be made inaccessible to them.
- 167.9 Similarly abandoned temporary buildings, bathrooms, toilets having dilapidated electric wiring are not to be used by children.
- 167.10 For the first six months the parents of class-VI students should be permitted to come and see the children as per the individual need of the child. The Principal should take a weekly meeting with the House Masters/House Mistresses of the Holding House for the first year just to checkup the individual cases of maladjustment which have come to light. These should be checked immediately. The Vidyalaya atmosphere must be infused with love and affection by close association of staff with the students during meal times and co-curricular activities so that sufficient care is provided to them and Vidyalaya is made a happy and attractive place to be in.
- 167.11 In some of the old buildings occupied by the Vidyalayas and even in the new buildings wiring and electrification is not proper. The hanging electric wires, loose connections, very temporary nature of connections, etc. which may result in shocks and short circuit. Immediate necessary measures should be taken to repair these electric connections in the Vidyalaya.
- 167.12 No students should be permitted to use iron, immersion rods, heater and other electric gadgets. In case of any such need one responsible employed of the Vidyalaya should handle all such electric gadgets.

- 167.13 Adequate care should be taken with regard to drinking water. The staff nurse should be instructed to ensure that the water is properly purified /chlorinated before using for drinking purpose.
- 167.14 Toilets and sanitary conditions should be kept clean. Necessary phenyoling and cleaning should be done frequently to avoid contamination.
- 167.15 Adequate care should be taken in terms of medical aid to the sick children. The moment child is noticed sick he /she should be separated from the dormitory and kept on constant supervision and medical aid of the staff nurse/ matron/ MTS. Except, in case of routine ailments, immediate care should be taken to hospitalize the students after consulting doctors. There should not be any delay in admitting the children in the hospital in cases of serious sickness. Wherever the ailment is of serious nature parents should be informed immediately.
- 167.16 As most of the Vidyalayas are in the outskirts of the village and interior places where there is no habitation it is noticed that often children face problem of poisonous insects and snakes, etc. Adequate care should be taken to follow the guidelines properly to avoid any such untoward incident. Students should be instructed to minimize movement in the campus in the darkness. Proper pathways should be created by clearing bushes, etc. Focus lights/ flood lights may be arranged in different places in the Campus.
- 167.17 Fencing should also be provided to the steps of overhead tank to avoid children climbing over it.
- 167.18 Eatables brought by outsiders other than parents to be strictly prohibited and proper intimation in this respect to be sent to the parents. Students should be periodically briefed about the hazardous and dangerous points through structured programme so as to develop their participation in the safety and security measure taken up. Security briefing should form part of regular programme of morning assembly.
- 167.19 All the occupants of staff quarters in the Vidyalaya campus are required to submit the list of their dependents staying inside the campus to the Principal. The said list may be updated regularly. Similarly the details of guests visiting the staff quarters be recorded with the MTS and intimated to the Principal.

- 167.20 Regular roll call twice in a day is a must. While the first roll call will be by PET/MOD in the morning, in the evening the Housemaster should take the roll call after dinner at 9:00 PM and record the presence of all the students in the register.
- 167.21 Adequate precautions are to be taken with regard to the movement of children inside the campus during celebration of festival days. Teachers should be put on duty to organize the activities as per scheduled plan. Special care should be taken to see that children do not move, around the hazardous and dangerous points & do not resort to climbing the trees, etc. inside the campus.
- 167.22 No procession should be allowed to move from Vidyalaya out of the campus on the eve of any celebrations. Wherever the immersion of idol etc. is involved during festival, the Principal should ensure that the image /idols are handed over by the students in the campus itself and the Principal shall make arrangement for immersion through outsider/security personnel. All staff members are required to be properly briefed before commencement of any programme regarding safety of children. Adequate precautions should be taken with regard to the movement of girls inside the Vidyalaya campus in the darkness. Focusing /Flood lights should be arranged around the girls dormitory.
- 167.23 It may be ensured that bolts of doors and windows of the girls dormitory are properly maintained. The head girl of the dormitory should be instructed to ensure that the dormitories are bolted from inside before the girls go to bed.
- 167.24 Regular medical care should be provided to the girl students. Staff Nurse should invariably pay frequent visits to the dormitories during the day and late evening and maintain records of health of the girl students.
- 167.25 Sick students should not be left alone in the dormitories during school hours /meals time instead of they should be kept under supervision of Matron/MTS/staff nurse or a teacher.
- 167.26 Regular medical checkup of the girls is done every month and appropriate health records maintained for ready reference.
- 167.27 No male member including MTS caretaker should be permitted to visit girls' dormitories. In case of any emergent nature of work, the House Mistress should be informed and she should ensure that, girl student is not left alone

- in the dormitories. Any male staff asking girls students to interact with them out of classroom hours should take the permission of the principal.
- 167.28 Outside labourers, plumbers, carpenters, painters or any other workers engaged in white washing/ repairing, etc. should not be allowed to work in the girls dormitories after 6.00
- 167.29 P.M. They should be allowed to enter in the girls' complex along with a responsible teacher preferably a lady teacher/ employee of JNV. In addition such work should be done under the personal supervision of the Principal and lady teacher.
- 167.30 The Principal or male teacher while visiting the girls dormitories should inform the House Mistress in advance and take her along with them during their presence in the dormitories. Late night hour inspection should be avoided by the male Principals. In case of emergency they should inspect the girls' dormitories accompanied by one or two lady teachers.
- 167.31 As far as possible the cleaning of girls' dormitories and bathrooms should be done by female sweeper.
- 167.32 A [register at the entry gate](#) of girls' dormitories should be maintained to check the movement of male workers to the girls' dormitories. It should be maintained by the House Mistress/ Head Girl and periodically be inspected by the Principal.
- 167.33 The House Masters and teachers should develop the regular habit of visiting the dormitories, dining hall and talking to the children in general about their welfare.
- 167.34 Frequent interaction of House Master with the students to be developed in order to attend to the problems of children on regular basis more so their psychological, physical and emotional problems.
- 167.35 Proper regular counseling of the children is to be done to help the mentally disturbed children who are under depression.
- 167.36 Continuous communications between the child and the teacher should be maintained with proper follow up action.
- 167.37 No student should stay inside the dormitories during class hours. All the dormitories should be locked by MTS/Matron during the academic hours.

- 167.38 Psychological behaviour of the students should be watched closely in order to avoid shyness, depression and aloofness which may cause any sort of unforeseen incidents.
- 167.39 **Corporal punishment** to the students is strictly prohibited. Insulting in public, referring to their parentage, caste, community, etc. by the teachers should be avoided.
- 167.40 Proper counseling should be done either by House Master or Tutor /Principal in case of any mistake like stealing, telling lies by the students.
- 167.41 In case the student is not mending his behaviour, it should be reported to his parents and after giving one or two chances for improvement, necessary action should be taken.
- 167.42 The teacher is the best judge to identify any behaviour, emotional, social, language problem in child and to provide proper stimulus, appropriate activities, necessary guidance and plentiful insight.
- 167.43 Each teacher should be a guide, friend, counselor to a child only then he/she can contribute to overall development of children.
- 167.44 Students' problem must be listened patiently, politely and solved. Informal conversation with the pupils by way of discussions with peers and planned observations in hostels, classrooms, and play ground should be developed.
- 167.45 House Masters should ensure that the students get their daily use items and all other assistances in time.
- 167.46 The House Master must check progress of students in academic /sports and CCA and continue to guide them. He /She should develop the sense of belongingness and security among the students. Suicidal tendencies are very deep rooted. Family history plays an important role. All House Masters/Mistresses should collect the family history of the child through informal chit chat with the child /guardian /visitors and keep a record. They should invariably inform the Principal.
- 167.47 Generally the suicidal incidents takes places due to the child being over protected at home, feels badly homesick, gets disturbed, unable to tolerate japers /fear of getting failed, to come up to the expectations of their parents, extreme humiliation by the fellow students /Teachers /Principal, etc. These may be taken care of.

- 167.48 Any child noticed disturbed, should never be left alone. His attention should immediately be diverted in an activity of his choice.
- 167.49 Awards to good students play effective role than punishment. Children should not be scolded in public on their mistakes.
- 167.50 Child is a child-like and he needs kind behaviour from senior students, teachers and Principal. The child should feel himself at home, safe and secure in the Vidyalaya. Minimise threats to the child. Too much critical command by teachers/Principal is to be avoided.
- 167.51 Child should be heard, he should be enquired if he is looking upset, he should be guided, counseled and timely help and assistance provided to him.
- 167.52 The prefects should be given more responsibilities. They should be made responsible/ accountable for the duties assigned to them.
- 167.53 Children on account of family disturbances like separation of parents, family, etc. are to be specially attended.
- 167.54 Broken furniture, naked iron rods, etc. should be stored somewhere where there is no frequent movement by the students.
- 167.55 Students should be forbidden to keep any type of weapons, toxic drugs, pornographic books and photographs, electronic/ electric gadgets, etc. with them. Surprise checking should be done quite often. Timely arrival of the students is to be ensured to the Vidyalaya assembly and class. Unauthorized absence to be checked.
- 167.56 Entry of movements of animals like stray cattle, dogs, pigs, etc. should be checked inside the campus.
- 167.57 Migrated children must be made to feel at home. The Principal and the teachers must accord top priority to this issue.

Article 168: Weekly off to Teachers:¹¹⁷¹¹⁷

Welfare of students in the residential system of the school is supported by the teachers and other staff. Teachers working in the JNV are required to be available in the campus for support to students. Hence various duties are assigned from time to time.

¹¹⁷ Introduced vide NVS Order No: PER-16043/1/2018-SA/341-353) dated 01.03.2019

- 168.1 All the teachers may be given one day weekly off.
- 168.2 Weekly off to most of the teachers may be assigned on Sunday, subject to the condition that the teachers have to perform the duties on Sunday also, if there is any urgency.
- 168.3 On Holidays/Sundays, at least 6 teachers may be deployed on duty (4 for Boys and 2 for girls). It will be the responsibility of these 6 teachers to engage the students fruitfully.
- 168.4 They will be responsible for ensuring safety and security of the students, in addition to guiding towards academic activities as per the routine of Holiday/Sunday.
- 168.5 Specific Houses are to be allotted to the teachers, who will be on duty on Holiday/Sunday, to look after the students.
- 168.6 In lieu of working on Holiday/Sunday, off may be sanctioned on another working day in the following week, (Following six days)
- 168.7 Compensatory off shall not be given to all the six teachers on the same day. Compensatory off may be sanctioned on different days for different teachers engaged on Holiday/Sunday.
- 168.8 Holiday Sunday duty to Teachers is to be allotted on rotation basis by the Principal in advance and is to be notified, so that every teacher may get the duties uniformly.
- 168.9 In order to assist the teachers on duty on Holiday/Sunday, Matron and Caretaker will be on duty on Holiday/Sunday also.
- 168.10 The roster chart for above mentioned duties may be assigned / fixed in advance for coming month.
- 168.11 All the existing Guidelines regarding safety & security should be strictly adhered to, taking into account above instructions.

¹ Registered vide Certificate of Registration No. S/10428 of 1989.

- ² F.No.16-9/2008-NVS(Admn.) dated 31.05.2011 (Compendium Vol.III Pg. No. 323).
- ³ F.No.6-5/90-NVS(Admn.) dt. 25.03.1992 (Compendium Vol. II Pg. No. 27).
- ⁴ F.No.8-64/88-NVS(GA) dt. 04.08.1988 (Compendium Vol. II Pg. No. 39).
- ⁵ F.No.6- 1/96-NVS(ADMN.) dt. 20.08.2001 (Compendium Vol. II Pg. No. 226 – 250).
- ⁶ F.6-1/96-NVS(Admn.) dt. 11.02.2003 (Compendium Vol. II Pg. No. 251 – 252).
- ⁷ F.No.6-1/96NVS(Admn.) dt. 26.04.2004 (Compendium Vol. II Pg. No. 255 – 256).
- ⁸ *F.2-6/2018-(NVS-Estt)/Pt/8279 dt. 02.07.2018*
- ⁹ Safety & Security of Children F.No.1-1/2010-NVS(JC-Acad.)/180, dt. 30.07.2010 (Compendium Vol.III Pg.No.183).
- ¹⁰ F.No.1-15/98-NVS(Estt) dt. 10.12.1998 (Compendium Vol. II Pg. No. 294-295).
- ¹¹ F.No. 5-31/97-NVS(SA) dt, June 1997 (Compendium Vol. I Pg. No. 380 – 382).
- ¹² F.No.5-31/97-NVS(SA) dt. 24.02.1998 (Compendium Vol. I Pg. No. 383-384).
- ¹³ F.No.5-31/2000/NVS(SA) dt, 19.10.2000 (Compendium Vol.I Pg. No. 385 – 387).
- ¹⁴ F.No.2-41/2001-NVS(SA) dt. 13.08.2001 (Compendium Pg. No. 390 – 400)
- ¹⁵ F.No. 16-2/90-NVS(Acad.) dt.22.2.94 (Compendium Vol.I Pg. No.36)
- ¹⁶ Incorporated vide F.No.5-4/2001-NVS(SA) dated 19.10.2001(Compendium Vol.I page 436).
- ¹⁷ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 280-282)
- ¹⁸ Ref.No.2-17/05-NVS(Estt.) dated 15-6-2005.
- ¹⁹ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 282--283).
- ²⁰ Change of Nomenclature vide O.O. No.1-1/2017-NVS(Admn.)/345 dt. 27.03.2018.
- ²¹ Change of Nomenclature vide O.O. No.1-1/2017-NVS(Admn.)/345 dt. 27.03.2018
- ²² No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283).
- ²³ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283).
- ²⁴ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 283-284).
- ²⁵ F.No.25-5/99-NVS(Acad) dated 26th Feb. 2001(Compendium Vol. I Pg. No. 427).
- ²⁶ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 284).
- ²⁷ No. F. 7-4/91-NVS(Estt.) dt. 06.05. 91 (Compendium Vol. II Pg. No. 284-285).
- ²⁸ F.No.14-10/87-NVS dt. 24.04.1987 (Compendium Vol. I. Pg. No. 458 – 461).
- ²⁹ F.No.14-10/92-93/NVS(SA) dt. 30.05.2001 (Compendium Vol. I Pg. No. 469).
- ³⁰ F.No.14-10/87-NVS dated 12.11.1987 (Compendium Vol. I Pg. No. 463).
- ³¹ F.No.14-10/87-NVS dt. 30.10.1987 (Compendium Vol.I Pg. No. 462).
- ³² *Revised to Rs. 50000/- vide Circular No. 3-9(6)/2018-19/NVS(F&A)/Vol.IV/176 dated 11-01-2019.*
- ³³ F.No.5-17/89-90/NVS(Admn.) dt. 12.09.1989 (Compendium Vol. I Pg. No. 464 – 466)
- ³⁴ F.No.1-5/98-NVS(Admn.) dt. 29.12.1999 (Compendium Vol. II Pg. No. 178 – 193).
- ³⁵ *F.No.1-2/2005-NVS(Estt.II) dated 16-7-2007 (Compendium Voll.III Pge No. 69-134).*
- ³⁶ *Notification No. 1-3/2018-NVS(GA) dated 14-11-2018.*
- ³⁷ F.No.2-22/2005-NVS(Estt). Dated 09-02-2007. (Compendium Vol.III Pge.No.31).
- ³⁸ No. F.1-3/91-NVS(Estt.) dt. 17.07.1992 (Compendium Vol. II Pg. No. 261 – 264).
- ³⁹ F.No.1-18/2001-NVS(Admn.) dt.23.11.2001 (Compendium Vol.II Pg. No. 132).
- ⁴⁰ F.NO.1-18/2001-NVS(Admn.)/1133, dt. 10.11.2009 (Compendium Vol.III Pg.151).
- ⁴¹ F.1-18/2001-NVS(Admn) dated 30.05.2008 (Compendium Vol.III Pge.No.35).
- ⁴² F.No. 18-1/2008-NVS(Admn.) dt. 04.08.2009 (Compendium Voll.III Pg.No. 144).
- ⁴³ F.No.1-1/98-NVS(Admn.) dt. 16.06.1998 (Compendium Vol. II Pg. No. 129).
- ⁴⁴ F.No.25012/8/98-Estt.(A) dt. 30.05.1998 (Compendium Vol. II Pg. No. 130-131).
- ⁴⁵ OM No.F1-1/98-NVS(Admn) dated 16-6-1998 (Compendium.
- ⁴⁶ Circular No.PER-14013(11)/24/2018-Estt-III/737-8000 dated 12th Feb. 2019.
- ⁴⁷ F.No.1-37/87-NVS dt.18.06.1987 (Compendium Vol. II Pg. No. 273)
- ⁴⁸ F.1-47/88-NVS(Admn.) dt. 30.05.1988 (Compendium Vol. II Pg. No. 274).
- ⁴⁹ *Ref F.No.2-13/2006-NVS(Estt.) dated 8-9-2006 (Compendium Vol.III.Pge.No.28).*

- ⁵⁰ Revised vide Notification No.20-1/2017-NVS(Admn.)/3992 dt. 30.05.2018.
- ⁵¹ Administrative powers F.No.10-66/2010-NVS(S.A.) dt. 19.03.2010 (Compendium Vol.III Pg.No. 181)
- ⁵² Introduced in JNVs vide F.No.16-8/2-14/NVS(GA)/421 dated 01.03.2016
- ⁵³ F.No.2-15/98-NVS(SA) dt.27.07.1998 (Compendium Vol. I Pg. No. 346 – 348).
- ⁵⁴ F.No.1-7/2006-NVS(Exam.) dt. 12.10.2006 (Compendium Vol.III Pg. No. 300)
- ⁵⁵ F.No.1-14/2009-NVS(Exam.)/25 dt. 17.11.2009 (Compendium Vol.III Pg. No. 321)
- ⁵⁶ F.1-1/2001-NVS(Acad.)/ dt. 30.10.2003 (Compendium Vol.I Pg. No. 114)
- ⁵⁷ F.No. 5-13/89-90/NVS(Admn.) dt. 19.07.1990 (Compendium Vol.I Pg. No. 124).
- ⁵⁸ F.23-17/2001-NVS(Acad.) dt.26.12.2001 (Compendium Vol.I Pg.No. 140)
- ⁵⁹ F.No.13-17/2001-NVS(Acad.) dt. 21.08.2002 (Compendium Vol.I Pg.No. 164 to 166)
- ⁶⁰ F. 13-3-/2001-NVS(Acad.) dt. 27.05.2003 (Compendium Vol.I Pg. No. 183 to 187)
- ⁶¹ F. 13-3-/2001-NVS(Acad.) dt.14.07.2003 (Compendium Vol.I Pg. No. 188)
- ⁶² F.No.10-41/2001-NVS(Acad.) dt. 01.08.2003 (Compenium Vol.I Pg. No. 93)
- ⁶³ F.No. 1-48/2005-NVS(F&A) dt. 25.08.2005 (Compendium Vol.III, Pg.No. 205)
- ⁶⁴ Utilization of NVN F.No.1-48/2005-NVS(F&A) dt.14.11.2008 (compendium Vol.III, Pg.No. 245)
- ⁶⁵ Utilization of NVN F.No.41-2/2008-NVS(Acad.)) dt.20.11.2008 (compendium Vol.III, Pg.No. 247)
- ⁶⁶ F.No.1-1/2010-NVS(Acad.) dt. 03.11.2010 (Compendium Vol.III Pg. No. 294)
- ⁶⁷ F.No.1-38/2001-NVS(SA) dt. 04.08.2003 (Compendium Vol. I Pg. No. 438)
- ⁶⁸ F.No.3-1/87-NVS dt. 26.08.1987 (Compendium Vol.I Pg. No. 320 – 323)
- ⁶⁹ F.No. 6-9/97-NVS (Acad.) dt.25.05.1997 (Compendium Vol. I Pg. No. 276 to 284)
- ⁷⁰ F.No. 10-3/2000-NVS(Acad.) 09.04.2001 (Compendium Vol. I Pg. No. 286)
- ⁷¹ F.No.10-30/2001-NVS(Acad.) dt, 05.08.2002 (Compendium Vol. I Pg. No. 301 – 302)
- ⁷² F.No.10-1/89-NVS dt. 06.08.1989 (Compendium Vol. I Pg. No. 271 to 272)
- ⁷³ Circular No. 125/2001 dt. 07.12.2001 (Compendium Vol. I Pg. No. 288)
- ⁷⁴ F.No. 10-17/2001-NVS(Acad.) dt. 12.04.2002 (Compendium Vol. I Pg. No. 298 – 299)
- ⁷⁵ F.No.16-5/2003-NVS(Acad.) dt. 08.04.2005 (Compendium Vol.III, Pg.No. 202)
- ⁷⁶ F.No.16-1/2007/NVS(Acad.), dt. 04.06.2007 (Compendium Vol.III, Pg.No. 230 to 236)
- ⁷⁷ F.No. 16-1/2007-NVS(Acad.) dt,21.05.2008 (Compendium Vol.III, Pg.No. 243)
- ⁷⁸ F.No.13-26/87-NVS dt. 23.06.1987 (Compendium Vol.I Pg. No.209)
- ⁷⁹ F.No. 21-4/2000-NVS(Acad.) dt. 28.11.2000 (Compendium Vol. I Pg.No. 212 – 214)
- ⁸⁰ F.No.21-2./2001-NVS(Acad.) dt. 05.02.2002 (Compendium Vol.I Pg. No. 219 to 223)
- ⁸¹ F.No. 17-1/91-NVS (Acad.) dt, 24.03.94 (Compendium Vol.I Pg.No. 211)
- ⁸² F. 13-30/2002-NVS (Acad.) 03.11.2003 (Compendium Vol.I Pg.No. 233 – 234)
- ⁸³ F.39-1/2010-NVS(DC-Acad.)/39, dt.31.05.2010 (Compendium Vol.III Pg.No. 273)
- ⁸⁴ F.No.16-3/2008-NVS(Acad.) dt.20.11.2009 (Compendium Vol.III Pg.No. 252 to 265)
- ⁸⁵ F.No.13-32/87-NVS dt. 31.07.1987 (Compendium Vol. I Pg. No. 441 – 442)
- ⁸⁶ F.No.25-5/99-NVS(Acad.) dt.29.03.2000 (Compendium Vol. I Pg. No. 445 – 449)
- ⁸⁷ F.No.5-55/2000-NVS(SA) dt. 08.11.2000 (Compendium Vol. I Pg. No. 356)
- ⁸⁸ Honorarium to Vidyalaya Medical Officer F.No.1-3/2002-NVS(SA) dt. 24.02.2011 (Compendium Vol.III, Pg.No. 187)
- ⁸⁹ F.No.5-17/89-90/NVS(Admn.) dt. 21.07.1992 (Compendium Vol. I Pg. No. 467-468)
- ⁹⁰ F.No.1-5/2002-NVS(SA) dt. 28.08.2002 (Compendium Vol. I Pg. No. 472 – 478)
- ⁹¹ F.No.1-4/2004/NV/GM dt. 29.03.2005 (Compendium Vol.III Pg. No. 360)
- ⁹² F.No. 18-1/88-NVS dt. 18.06.1988 (Compendium Vol. II Pg. No. 557 – 559)
- ⁹³ F.No. 18-1/88-NVS dt. 10.06.1996 (Compendium Vol. II Pg. No. 578)
- ⁹⁴ F.No.1-2/97-NVS(GM) dt. July 1997 (Compendium Vol. II Pg. No. 602 – 611)
- ⁹⁵ Circular No. F.No. 1-4/2004-NVS(GM) dt. 08.05.2006 (Compendium Vol.III Pg. No. 372)
- ⁹⁶ F.No.1-2/2001/NVS(GM) dt. 06.08.2001 (Compendium Vol. II Pg. No. 644 – 656)

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- ⁹⁷ F.No.1-2/94-NVS(GM) dt. 12.10.1999 (Compendium Vol. II Pg. No. 624 – 629)
- ⁹⁸ F.No. 1-2/2006-NVS(GM) dt. 23.01.2007 (Compendium Vol.III Pg. No. 379)
- ⁹⁹ F.No.1-2/2002-NVS(SA) dt. 17.04.2003 (Compendium Vol. I Pg. No. 409 – 410)
- ¹⁰⁰ F.2-31/98-NVS(Estt) dt. 09.02.1999 (Compendium Vol. II Pg. No. 265 – 269)
- ¹⁰¹ F.No.1-38/93-NVS(Estt.) dt. 04.03.2003 (Compendium Pg. No. 403 – 405)
- ¹⁰² F. 10-84/2013-NVS(SA) dt. 11.06.2014
- ¹⁰³ Notification of NVS vide F.No.14-2/93-NVS(Vig.) Dated: Dec., 20th, 1993
- ¹⁰⁴ F.No.1-11/94-NVS(Admn.) dt. November 1994 (Compendium Vol. II Pg. No. 30-31)
- ¹⁰⁵ No. F.1-1/2003-NVS-JD(Acad.) dt. 02.04.2004 (Compendium Vol.I Pg. No. 312 – 313)
- ¹⁰⁶ No. 2-18/2003-NVS(SA) dt. 06.11.2003 (Compendium Vol. I. Pg. No. 450 – 455)
- ¹⁰⁷ F.No. 5-31/96-NVS(SA) dt. Sept. 1996 (Compendium Vol. I Pg. No. 378 – 379)
- ¹⁰⁸ F.No.5-4/87/NVS(Admn.) dt. 11.09.1989 (Compendium Vol. I Pg. No. 420)
- ¹⁰⁹ F.No.1-38/93-NVS(Estt.) dt. 03.03.2003 (Compendium Vol. I Pg. No. 401 – 402)
- ¹¹⁰ F.No.2-45/2001-NVS(SA) dt.28.03.2003 (Compendium Vol. I Pg. No. 408)
- ¹¹¹ F.No.1-3/20025-NVS(SA) dt. 14.03.2011 (Compendium Vol.III Pg.No. 189)
- ¹¹² Enhanced provisions vide F.No.5-4/2009-NVS(SA.)April 19, 2012
- ¹¹³ F.No.6.23(202)/89-NVS(Admn.) dt.31.10.1989 (Compendium Vol.I Pg. No. 369)
- ¹¹⁴ F.No.5-31/95-NVS(SA) 07.05.1996 (Compendium Vol.I Pg.No. 373 to 376)
- ¹¹⁵ D.O. No.2-18/2011-NVS(SA), dt. 16.05.2011 (Compendium Vol.III, Pg.No. 190 to 195)
- ¹¹⁶ F.No. 1-1/2010-NVS(JC-Acad.)/180 dt.30.07.2010 (Compendium Vol.III Pg. No. 279)
- ¹¹⁷ Introduced vide NVS Order No: PER-16043/1/2018-SA/341-353) dated 01.03.2019