

COMPENDIUM OF CIRCULARS

1987-2004

Volume-I

- **Academics**
- **School Administration**



NAVODAYA VIDYALAYA SAMITI

I.G.I. Stadim, I.P. Estate, New Delhi-11002

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a ***Sovereign Socialist Secular Democratic Republic***¹ and to secure to all its citizens:

JUSTICE, Social, Economic and Political;

LIBERTY of Thought, Expression, Belief, Faith and Worship;

EQUALITY of Status and of Opportunity; and to promote among them all

FRATERNITY assuring the dignity of the individual and the ***Unity and Integrity of the Nation***,²

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do ***hereby Adopt, Enact and Give to ourselves this Constitution.***

1. *Subs. by the Constitution (Forty-second Amendment) Act, 1976, Sec. 2, "Sovereign Democratic Republic" w.e.f. 3-1-1977.*

2. *Subs. by the Constitution (Forty-second Amendment) Act, 1976 Sec. 2, for "Unity of the Nation" w.e.f. 3-1-1977.*

Part IV A

FUNDAMENTAL DUTIES

ARTICLE -51A

Fundamental Duties - It shall be the duty of every Citizen of India :

- A. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- B. To cherish and follow the noble ideals which inspired our national struggle for freedom;
- C. To uphold and protect the Sovereignty, Unity and Integrity of India;
- D. To defend the country and render national service when called upon to do so;
- E. To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- F. To value and preserve the rich heritage of our composite culture;
- G. To protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;
- H. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- I. To safeguard public property and to abjure violence,
- J. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

CERTIFICATE OF REGISTRATION

SOCIETIES ACT XXI OF 1860

No. S/10428


Of 1989

I hereby certify that Navodaya Vidyalaya Samiti has been registered under the **SOCIETIES REGISTRATION ACT XXI OF 1860**.

GIVEN UNDER BY HAND AT DELHI on this **28th** day of **Feb., 86**.

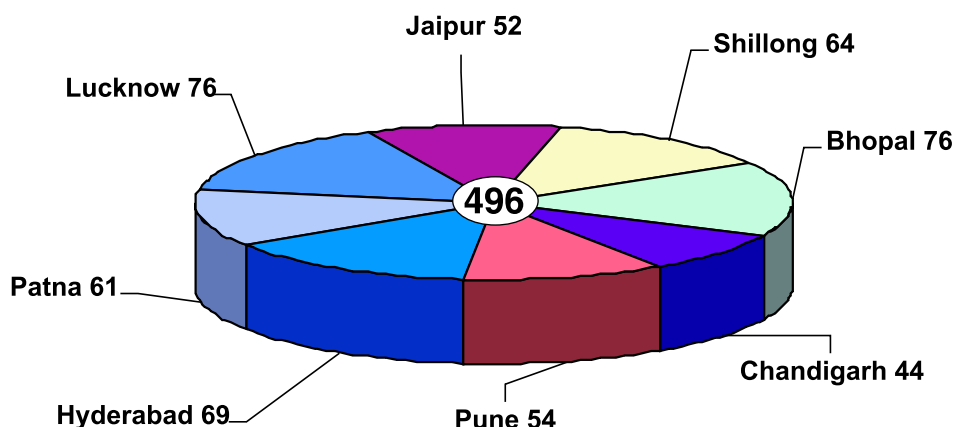
REGISTRATION FEE OF RS. 50/- PAID.




**REGISTRAR OF SOCIETIES
DELHI ADMN., DELHI**

**REGISTRAR OF SOCIETIES
DELHI**

NAVODAYA VIDYALAYA SAMITI REGIONAL OFFICES & THEIR JURISDICTION OF JNVs



(As on date)

Name of Regions	Name of State/UT	No. of JNVs	Total
Bhopal	Madhya Pradesh	43	76
	Chhattisgarh	10	
	Orissa	23	
Chandigarh	Punjab	17	44
	Himachal Pradesh	12	
	J. & K.	14	
	Chandigarh	01	
Hyderabad	Andhra Pradesh	22	69
	Karnataka	27	
	Kerala	13	
	Pondicherry	04	
	Andaman & Nicobar Islands	02	
	Lakshadweep	01	
Jaipur	Rajasthan	32	52
	Haryana	17+1	
	Delhi	02	
Lucknow	Uttar Pradesh	65+1	76
	Uttaranchal	10	
Patna	Bihar	36	61
	West Bengal	04	
	Jharkhand	21	
Pune	Maharashtra	31	54
	Gujarat	18	
	Goa	02	
	Daman & Diu	02	
	D. & N. Haveli	01	
Shillong	Meghalaya	06	64
	Arunachal Pradesh	10	
	Sikkim	03	
	Assam	20	
	Nagaland	06	
	Manipur	09	
	Mizoram	06	
	Tripura	04	
TOTAL		496	496

COMPENDIUM OF CIRCULARS

1987 - 2004

VOLUME - I

- **ACADEMICS**
- **SCHOOL ADMINISTRATION**



NAVODAYA VIDYALAYA SAMITI

I.G.I. Stadium, I.P. Estate, New Delhi 0110002



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FOREWORD

It is indeed a matter of pleasure for me to put forth a wonderful publication like this which consists of vast information in the form of circulars issued by the Samiti from time to time containing references which the Samiti has been using as a precedent for the purpose of framing the future policies for our Regional Offices and for JNVs as well. The very aim of this publication is to bind together all the important and meaningful references in one chord and to prepare a platform for effective implementation of our future planning.

Since our's is a growing organisation, the need for this kind of Compendium was ever being realised for our day to day working which is also a proof of our glorious past and the efforts initiated by our officers associated with this esteemed organisation who came forward with their vast experience and luminous brilliance and engineered such a mechanism in the form of various rules and provisions keeping in mind the well being of this organisation thereby creating an environment of fraternity and brotherhood in the Navodaya family through which we have been successful in meeting every challenge, any organisation can face while it is growing.

I am thankful to all our officers who had been associated with this organisation since its inception and who framed various useful guidelines on different issues which inspired and compelled us to bring out this valuable publication which will always be useful for the future. I am also thankful to our present officers and staff at Hqrs., Regional Offices and JNVs who took initiative and put in their hard work in compilation of all these important circulars through which, I hope, the Navodaya Vidyalaya Samiti will certainly touch the new heights of its growth in the years to come.

It is really a matter of pride for me to introduce this long awaited publication and I hope, the whole Navodaya family will surely be benefited from the contents of this Compendium.

A handwritten signature in black ink, appearing to read 'Dilip Kumar Kotia', is positioned above the printed name.

(Dilip Kumar Kotia)
Commissioner





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ॐ School Administration

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ACADEMICS



General Circulars



F.No.13-27/87-NVS

Dated : 1.7.1987

To

The Principals
All Navodaya Vidyalayas

Sub. : Students' Diary

Sir/Madam,

I am to refer to the subject noted above and to say that necessary action for the printing and issue of diary to all students of your Vidyalaya may please to taken up immediately, so that the students are in possession of the same on the opening of the Vidyalaya after summer vacation. The following are the main guidelines regarding the physical get up and contents of the diary:

A. Physical get up : The size of the diary may be approximately 7.5"x5" (or any other convenient size.) The print should not be very small and it would be hard-board bound or with PVC cover.

B. Contents :

1. **Title Page** : The title page should have the name and address of the Vidyalaya and the academic year for which the diary is meant. The selection of suitable design for the Navodaya logo/monogram is under process. Pending the same you may get the cover designed without logo/monogram.
2. **First Page** : This page should contain the information as given in No.1 above and also the name of the student, date of birth, class, section, father's name and home address.
3. **Scheme of Navodaya Vidyalaya** : Aims and objects of the Navodaya scheme which have already been circulated to you may be given briefly. A very brief information about the Vidyalaya indicating the year of establishment may also be given.
4. **Prayer Pledge and National Anthem** : The scheme should be followed by prayer, pledge and national anthem. Prayer and pledge for Navodaya Vidyalaya is under consideration and the same shall be communicated to you as soon as the decision is taken in this regard. This year you may get the diary printed without them.
5. **List of Holidays** : Gazatted holidays as per the list of Govt. of India and discretionary holidays to be decided by the Principal.
6. **Brief Instructions for Students** : In this, brief instruction about general behaviour (in the class room, dormitories dining hall, library etc.) school library and issue of books, visit of parents, hobbies, clubs, house-system, and sports, co-curriculars activities etc. should be included (some instructions are suggested in Annexure-I).
7. **Daily Routine for Summer, Winter, Sundays and Holidays.**
8. **Calendar of Activities** : This calendar should briefly be month-wise and date-wise plan of curricular and co-curricular activities for the academic year.



9. **Time Table for Students** : Two pages with proper columns for the time table for students should be included.
10. **Sufficient pages for noting and date-wise details of the House work/assignments/ instructions given to the students should be included. This will form the major portion of the diary.**
11. **Record of the Books-read** : One or two pages should be there to note details of books read by the student. This should contain name of the book, name of the author and dates on which the book was read.

The diary should be got printed and proper purchase procedure should be adopted for the same. The expenditure in this connection shall be met out of the funds placed at your disposal under the head 'Postage/Stationery/Printings'.

For classes VI-VIII the Diary shall be got printed in the medium of instruction for these classes.

Yours faithfully,

(Dr. S.K. Narang)
Asstt. Director (Acad.)

Copy to :

1. PA to the Director NVS, DD(A), AD (F), AD (Admn.) and AD(P)
2. Internal Audit Officer
3. Circular File.



General Instructions for Students

1. Punctuality for all activities/functions must be observed.
2. Be respectful to the seniors and courteous to the juniors.
3. Class monitor should be obeyed in the absence of the class teacher.
4. Surroundings should be kept neat and tidy.
5. Care should be taken about personal hygiene e.g. regular bath, brushing the teeth, cutting nails etc.
6. All clothes should be properly marked to avoid loss/exchange.
7. Do not use towels, socks, vests and clothes of other students.
8. Proper dress should be worn on all occasions.
9. Vidyalaya should be properly looked after and any damage should be immediately reported to the Class Teacher/House Master/Warden.
10. Switch off fans and lights when not needed.
11. All books and exercise books should be kept in proper order.
12. Books taken from the almira of the library should be replaced at their original place.
13. Strict silence should be observed in the Library/Reading room.
14. Enter the dining hall in an orderly manner and do not shout or talk while taking meals.
15. Regular participation in games, sports, hobbies and co-curricular activities is compulsory for all students.
16. All valuable articles should be deposited with the House Master/Warden.
17. Do not go the areas 'Out of Bounds' for students.
18. No leave shall be granted during the session, except in exceptional circumstances with the written permission of the Principal. Written request for leave must come from parents/guardians.
19. Parents/Guardians may meet their wards on the first Sunday of the month. They will, however, not be permitted to enter the dormitories.
20. In case of any difficulty approach the Warden/House Master and if still not satisfied meet the Principal.



F.No.13-32/87-NVS

Dated: 28.7.87

To

The Principals
All Navodaya Vidyalayas

Sub.: Daily Routine in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that the daily routine followed at present in Navodaya Vidyalayas is not uniform. The issue was discussed in the last meeting of the Academic Advisory Committee and the daily routine for summer, winter & Sundays, as approved by the Committee, is enclosed as Annexure I & II.

2. The Committee also felt tea and biscuits should be provided to the children before P.T.
3. It is quite possible that you may like to make some changes in the routine suiting the local conditions. You may please do so after discussing them with your staff members. However, the broad outlines of the routine should remain the same.

Yours faithfully,

(Dr. S.K. Narang)
Asstt. Director (Acad.)

Encls: As above.

**Daily Routine (Summer) in Navodaya Vidyalayas
(From 1st March to 15th October)**

1. Rouse	5.15 a.m.
2. PT/medical attendance	5.45 to 6.15 a.m.
3. Cleanliness (of doms. & surrounding areas/Bath & change)	6.15 to 7.00 a.m.
4. Assembly	7.00 to 7.20 a.m.
5. I Period	7.20 to 8.00 a.m.
6. II Period	8.00 to 8.35 a.m.
7. Breakfast	8.35 to 9.05 a.m.
8. III Period	9.05 to 9.45 a.m.
9. IV Period	9.45 to 10.20 a.m.
10. V Period	10.20 to 10.55 a.m.
11. Break	10.55 to 11.10 a.m.
12. VI Period	11.10 to 11.50 a.m.
13. VII Period	11.50 to 12.25 p.m.
14. VIII Period	12.25 to 1.00 p.m.
15. Lunch	1.00 to 1.30 p.m.
16. Rest & Change	1.30 to 2.45 p.m.
17. Supervised study	2.45 to 4.45 p.m.
18. Tea	4.45 to 5.00 p.m.
19. Roll call & games	5.00 to 6.00 p.m.
20. Bath & change	6.00 to 6.30 p.m.
21. Self study	6.30 to 8.00 p.m.
22. Dinner	8.00 to 8.30 p.m.
23. Recreation/own time	8.30 to 9.30 p.m.
24. Light out	10.00 p.m.

**Daily Routine (Winter) in Navodaya Vidyalayas
(From 16th October to February)**

1. Rouse	5.45 a.m.
2. PT/medical attendance	6.15 to 6.45 a.m.
3. Cleanliness (of doms. & surrounding areas/Bath & change)	6.45 to 7.30 a.m.
4. Self Study	7.30 to 8.30 a.m.
5. Breakfast	8.30 to 9.00 a.m.
6. Assembly	9.00 to 9.20 a.m.
7. I Period	9.20 to 9.55 a.m.
8. II Period	9.55 to 10.30 a.m.
9. III Period	10.30 to 11.05 a.m.
10. Break	11.05 to 11.20 a.m.
11. IV Period	11.20 to 12.00 a.m.
12. V Period	12.00 to 12.35 p.m.
13. VI Period	12.35 to 1.10 p.m.
14. Lunch	1.10 to 1.55 p.m.
15. VII Period	2.00 to 2.35 p.m.
16. VIII Period	2.35 to 3.10 p.m.
17. Rest-change	3.10 to 4.00 p.m.
18. Tea	4.00 to 4.15 p.m.
19. Roll call & games	4.15 to 5.15 p.m.
20. Bath & change	5.15 to 6.00 p.m.
21. Supervised study	6.00 to 7.00 p.m.
22. Dinner	7.00 to 7.45 p.m.
23. Self study	7.45 to 8.45 p.m.
24. Recreation/own time	8.45 to 9.30 p.m.
25. Lights out	9.30 p.m.



**Routine for Sunday & Holidays in
Navodaya Vidyalayas**

1. Cleanliness of dorms. surroundings & road side areas	7.00 to 8.00 a.m.
2. Common Prayer	8.30 to 9.00 a.m.
3. Breakfast	9.00 to 9.30 a.m.
4. Own time/parent's visit	9.30 to 1.00 a.m.
5. Lunch	1.30. p.m.
6. Games	5.00 to 6.00 p.m.
7. Recreation/TV	6.00 to 8.00 p.m.
8. Roll Call and Dinner	8.30 p.m.
9. Lights out	9.30/10.00 p.m.



F.No.13-32/87-NVS

Dated: 10.12.87

To

The Principal
All Navodaya Vidyalayas

Sub. : Duties and Responsibilities of Physical Education Teachers.

Sir/Madam,

I am to refer to the subject noted above and to say that Navodaya Vidyalayas have faith in '*Sound mind in sound body*' and thus every care is supposed to be taken regarding the physical development of the child along with social, moral, intellectual and psychological aspects of personality. Keeping in views the objectives of the games and sports such as development of physique, strengthening of psycho-motor coordination, inculcating positive attitude and higher values and also release of pent up feelings and emotions, PETs should organise sports and games in be fitting manner in every Vidyalaya. They should be careful that all the children should be encouraged to participate and gradually improve their performance though practice and those who have special talent in any particular game, should be encouraged to achieve excellence within their limited resources. There should be a Sports Committee in every Vidyalaya where the Principal should be the Chairman and the PET Secretary having other teachers who are interested in sports as members. The Committee should meet frequently in order to assess the performance of children and improve the same. PETs are not supposed to function only in the playgrounds, rather they should play a very significant role in maintaining the health standard of the children and the total maintenance of school plant. Specified duties and responsibilities of the PETs are given below :

1. To introduce all games particularly with rural background and according to the facilities available in the Vidyalaya.
2. To maintain play grounds properly.
3. To procure sports kits for the games prescribed.
4. To prepare time frame for different activities such as morning P.T., yoga, acrobatics and evening games and to maintain play record of each child.
5. To identify the talented children in different sports and to provide additional facilities.
6. To prepare teams for different sports and to organise interclass, inter-house and inter-school tournaments.
7. To organise annual sports day.
8. To prepare a list of the persons interested in different games in the local community and to invite them to help the children in improving their performance.
9. District Coach can also be invited for this purpose, if possible.
10. To show films connected with sports, if possible.
11. To procure books about different games and about the biographies of sportsmen of repute in the Vidyalaya Library.



12. To motivate students to collect information about the sports from different educational journals and magazine and exhibit photographs, etc. at suitable places.
13. Preparation of scrap books in connection with sports and games collecting photographs of eminent players in connection with the national and international games and other relevant information.
14. To organise morning assembly & inspection of uniforms.
15. To supervise activities of social services.
16. To maintain discipline in the Vidyalayas.
17. Any other duties assigned by the Principal.

The instructions may please be circulated to the PET of your Vidyalaya.

Yours faithfully,

(Dr. (Miss) Saroj Srivastava)
Deputy Director (Acad.)

Copy to :

1. All Deputy Directors in the Regions.
2. All officers at the Headquarter.

(Dr. S.K. Narang)
Asstt. Director (Acad.)



F.No.7-1/87-NVS

Dated : 25.01.88

To

The Principal
All Navodaya Vidyalayas

Sub.: Admission of Handicapped Children in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that representations regarding the criteria for admission of handicapped children in Navodaya Vidyalayas are being received by the Samiti. In this connection, the following procedure will be adopted for the admission of handicapped children who have qualified in the written test :

1. A board under the chairmanship of Chairman, Vidyalaya Management Committee will be constituted with the Principal of the concerned Navodaya Vidyalaya and Chief Medical Officer/ Distt. Medical Officer of the District as members. The Chairman, VMC may co-opt any other member, if desired.
2. Each case of the handicapped child to be considered for admission in the Navodaya Vidyalayas will be scrutinised by the Committee as mentioned in (1) above and the decision of the committee shall be final. The same board will decide all the cases of handicapped children to be considered for admission to a Navodaya Vidyalaya during a particular academic year.

This subject was very carefully examined in the Executive Committee of the Navodaya Vidyalaya Samiti under the Chairmanship of the Minister for Human Resource Development. The following decision of the Executive Committee may be placed before the committee as mentioned in (1) above while deciding the case of admission of handicapped children.

The Chairman also agreed that handicapped children should be admitted in our Vidyalayas if they qualified in the prescribed test. The Chairman observed that the very fact that handicapped child had qualified in the admission test should be enough indication of his/her ability of continuing studies in our Vidyalayas and produce good results. He further stated that admission of handicapped children would provide other normal children the opportunity to live in harmony with each other. The committee, however, agree that it would be difficult to provide education to the severely handicapped children since the Vidyalayas are not equipped to look after such categories of handicapped children. Therefore, the Committee felt that admission of such children should be restricted.

Yours faithfully,

(Dr. Saroj Srivastava)
Deputy Director (Acad.)

Copy to :

1. Chairman, all VMCs.
2. Deputy Directors, all regions.
3. All officers at the Headquarters.

(Dr. S.K. Narang)
Asstt. Director (Acad.)



F.No. 13-19/87-NVS

April 15, 1988

The Principal
All Navodaya Vidyalayas

Sub. : Data regarding Parents Socio-Economic Status.

Sir/Madam,

I am to refer to the subject noted above and to say that the Samiti has decided to maintain a record of the Socio-Economic condition of Parents of the students studying in Navodaya Vidyalayas. In this connection, I have to request you to send the desired information in the enclosed proforma by 15-5-1988 to the undersigned by name. Two copies of the proforma are enclosed and one copy may be retained by you for your record.

While collecting the information, it may be made clear to the students that the purpose of information is purely academic. This will help you to get correct information from the students. In case the students are not aware of the correct information, they may collect from their parents and inform you accordingly. Needless for me to emphasise that a little keen interest by you and the teachers will help the Samiti to get correct information from the students.

It may please be seen that the proforma, duly completed, must reach the undersigned by name by 15-5-1988, positively.

Yours faithfully,

Encl : As Above

(Dr. S.K. Narang)
Asstt. Director (Acad.)

Copy to : Deputy Director, all regions

(Dr. S.K. Narang)
Asstt. Director (Acad.)



SOCIO-ECONOMIC STATUS OF PARENTS

Navodaya Vidyalaya _____

District _____

(A) Strength of Students

Class	Rural		Urban		SC/ST*		Total		Grand Total
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
a) VI									
b) VII									
c) VIII									

(B) Family Income

Income Group (per year)	Number of Students			Total
	VI	VII	VIII	
Upto Rs. 3000/-				
Between 3001 & 6000/-				
Between 6001 & 12000/-				
Between 12001 & 18000/-				
Between 18001 & 24000/-				
Between 24001 & 30000/-				
Between 30001 & 36000/-				
Between 36001 & 50000/-				
Above 50000/-				

(C) Occupation of Parents

Status	Occupation	Number of Students			Total
		VI	VII	VIII	
(a) Only Father Working	Service				
	Business				
	Agriculturist				
	Agri. Labour				
	Genl. Labour				



Status	Occupation	Number of Students			Total
		VI	VII	VIII	
(a) Only Mother Working	Service				
	Business				
	Agriculturist				
	Agri. Labour				
(b) Both Parents Working	Genl. Labour				
	Service				
	Business				
	Agriculturist				
	Agri. Labour				
	Genl. Labour				

(D) Parents' Qualifications

	Qualifications	Number of Students			Total
		VI	VII	VIII	
Father	Illiterate				
	Primary				
	Middle				
	Matric/Higher Sec.				
Mother	BA/MA				
	Illiterate				
	Primary				
	Middle				
	Matric/Higher Sec.				
	BA/MA				

(E) Family Members (Including Parents)

Qualifications	Number of Students			Total
	VI	VII	VIII	
Upto 4				
Upto 6				
Upto 8				
More Than 8				

Signature of Principal _____



F.No. 5-4/88-NVS (Acad.)

Dated : 26-07-88

To

The Principal
All Navodaya Vidyalayas

Sub. : Medium of Instructions and Examination in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that in accordance with the scheme of Navodaya Vidyalayas the medium of instruction upto Class-VII or VIII is to be the mother tongue/ regional language of the students. During this period intensive teaching of Hindi/English both as language subject and co-media is to be undertaken through modern techniques of teaching and the medium of instruction and examination from Class-IX is to be as follows :

(a) Sciences & Mathematics :

In the subjects of sciences and mathematics, the medium of instruction and examination from Class-IX in all Navodaya Vidyalayas will be English.

(b) Social Sciences & Humanities :

The medium of instruction and examination in Social Sciences and all subjects of Humanities in all Navodaya Vidyalaya will be Hindi.

Needless to emphasise here that such a switch over from one medium to the other is not suddenly possible at any stage. It is therefore, essential that from Class-VI when the students join the Navodaya Vidyalaya, efforts should be made to see that a switch over of medium from mother tongue/regional language to English/ Hindi as indicated above is smooth and no difficulty is experienced by the child. For this, the inputs of mother tongue/regional language should be slowly reduced and those of English/Hindi should be proportionately increased.

It is essential that teachers teaching these subjects should try to improve their knowledge of English/Hindi with help of English and Hindi teachers of the Vidyalaya. The Samiti will also hold inservice courses for such teachers in order to facilitate the smooth switch over from mother tongue/ regional language to English/Hindi. In addition to this, the following additional copies of NCERT text-books are being supplied to your Vidyalaya.

(a) Hindi Speaking States.

- (i) Science & Maths-10 copies (English)

(b) Non-Hindi Speaking States :

- (i) Science & Maths 0-10 copies (English)
(ii) Social Science -10 copies (Hindi)

Receipt of this letter may please be acknowledged.

Yours faithfully,

(K.S. Sarma)
Director



F.No.1-9/88-NVS (Acad.)

Dated : 8-08-88

The Principal
All Navodaya Vidyalayas

Sub. : Affiliation of Navodaya Vidyalayas to C.B.S.E.

Sir/Madam,

In accordance with the Scheme of Navodaya Vidyalaya, all Navodaya Vidyalayas are to be affiliated to the Central Board of Secondary Education. For this, the following are the three main stages :

1. Approval of middle class syllabus.
2. Provisional affiliation of secondary stage upto Class-X or for Classes IX and X.
3. Upgradation/provisional affiliation of the school for plus two stage.

For each one of the above stages, an affiliation fee of Rs.1000/- is to be sent to the CBSE through a D.D. in favour of "Secretary, CBSE, New Delhi" alongwith the request in the desired proforma. The fee alongwith the proforma has to be sent to the CBSE by 31st August. In case of Vidyalayas where Class-VI is opened, the fee and the proforma shall be sent by 31st August of the year in which the Vidyalaya is opened. However, where it has not been done so far, the Vidyalayas may send the fee and form immediately to the CBSE. For affiliation of secondary stage, the fee and the proforma are to be sent by 31st August of the year prior to the academic session in which Class-IX is going to start. Thus all Vidyalayas will immediately send the fee of Rs.1000/- and the proforma for approval of middle class syllabus. Eighty three Vidyalayas with Class VIII & IX will also send additional fee of Rs. 1000/- and the necessary proforma for affiliation of secondary stage. The fees in this connection shall be paid out of "Contingencies".

For your convenience copies of the proforma are being sent and some of the columns where you may find difficulty in filling up the information, have also been completed. Two copies of the required proforma may be got typed. One copy may be sent to the CBSE along with Demand Draft and one may be retained for office records.

To summaries, the following action will be taken by the Principals :

(a) All Vidyalayas

- (i) Type two copies of the proforma for "Approval of middle class syllabus".
- (ii) Send one copy of proforma after completion To the Secretary CBSE, 17 B Indraprastha Marg, New Delhi-110002¹ and retain one copy for office records.
- (iii) Send DD for Rs.1000/- in favour of "Secretary, CBSE, New Delhi" along with a (ii) above.

(b) Vidyalayas with Class VIII and above :

- (i) Type two copies of the proforma for "Application for affiliation of institutions".

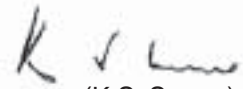
1. New Address is "To the Secretary, CBSE (Affiliation Branch) Shiksha Kendra, 2-Community Centre, Preet Vihar, Delhi-110092".



- (ii) Send one copy of the proforma after completion to the Secretary, CBSE, 17 B Indraprastha Marg, New Delhi-110 002¹ and retain one copy for Vidyalaya records.
- (iii) Send DD for Rs. 1000/- in favour of "Secretary, CBSE, New Delhi" along with b (ii) above.


This may please be treated as most urgent.

Yours faithfully,


(K.S. Sarma)
Director

Copy to :

1. Dy. Director, all regions.
2. All Officers at the Headquarters.


(Dr. S.K. Narang)
Asstt. Director (Acad.)

1. New Address is "To the Secretary, CBSE (Affiliation Branch) Shiksha Kendra, 2-Community Centre, Preet Vihar, Delhi-110092".



F.No. 14-14/87-NVS

Dated : 12-08-88

Dear Principal,

By now, I am sure, you would have made all preparation to receive the next batch of children which is going to join your Vidyalaya very shortly. Please ensure that you do not come to us for your petty problems and difficulties which can be sorted out at your level only. You may directly correspond with your Regional Office in such matters.

The staff for your Vidyalaya is being posted by your Regional Office. I want that all our efforts should be made by you to start academic studies right from the beginning of the session to improve the academic performance of children of your Vidyalayas. The teaching-learning process should be given over-riding priority compared to other activities. The Samiti has so far taken a liberal view of the omissions commissions made by the Principals and has continuously guided them to improve the efficiency and effectiveness in the physical functioning of the Vidyalaya. In future, it will not be possible for the Samiti to condone the short-comings and mistakes committed by the Principals in regard to academic matters. Wherever need be, the Samiti shall not, from now onwards, hesitate in initiating disciplinary actions for lose on their academic front.

Your most important concern should be to fill up all the vacant posts in your Vidyalaya first by calling names from the employment exchange giving a stipulated time of three weeks to them to send the names, failing which, by open advertisement. No excuses would be tolerated for keeping the posts vacant under any circumstances. You must with your resourcefulness be able to get teachers on adhoc basis. Wherever you are not able to fill up the teachers' 'posts, you should always bring it to the notice of the Regional Officer, who then will be held responsible for getting the posts filled.

Please acknowledge the receipt of this letter.

With best wishes.

Yours sincerely,

(K.S. Sarma)
(Director)

All the Principals of NVS

Copy to :

1. DDs of Regional Offices
2. All officers of the Samiti Headquarters
3. Concerned Sections of the Samiti

(K.S. Sarma)



F.No. 9-5/88-NVS (Acad.)

Dated : 13-07-89

To

The Principals
All Navodaya Vidyalayas

Sub.: Allocation of Periods for Various Subjects from Classes VI to X.

Sir/Madam,

Number of queries have been received from various Vidyalayas regarding allocation of periods in different subjects. Subject-wise allocation of periods per week in different subjects from Classes VI to X are suggested below. This should be treated as a suggested allocation of periods. Principals should feel free to make minor changes according to the availability of the staff and need of the students, and allocate extra time for practicals, health and physical activities etc.

Subject	Classes				
	VI	VII	VIII	IX	X
English	12	12	12	6	6
Hindi/Regional Language	12	12	12	6	6
III Language	4	4	4	6	6
Maths	5	5	5	7	7
Science	4	4	4	9	9
Social Science	4	4	4	9	9
Art	2	2	2	2	2
SUPW	2	2	2	2	2
Library	1	1	1	1	1
Music	2	2	2	-	-
	48	48	48	48	48

A copy of the Secondary School Curriculum printed by Central Board of Secondary Education, 2/42 Sant Vihar, Ansari Road, Darya Ganj, New Delhi-110002, has already been sent to 83 Navodaya Vidyalaya having IX Classes guidelines.

Yours faithfully,

Dr. (Miss) S. Srivastava
Dy. Director (Acad.)

Copy to :
All Regional Offices.



Dated: 1.8.89

To

The Principals
All Navodaya Vidyalayas

Sub. : Teaching of Languages in NVS.

Sir/Madam,

A number of Principals of Vidyalayas have been enquiring about the pattern of studies of languages in Navodaya Vidyalayas at Class IX & X level. The matter was discussed with CBSE and our proposal of having (1) 'A' level language and (2) 'B' level languages was accepted by them. The following pattern will be adopted from this academic year onwards in supersession of all the earlier circulars on the subject :

*Hindi Speaking States		** Non-Hindi Speaking States (excluding NE States)		North-East States and Sikkim	
Language	Level	Language	Level	Language	Level
(1) Hindi	A	Regional	A	English	A
(2) English	B	English	B	Hindi	B
(3) Reg. Lang.	B	Hindi	B	Mother tongue and any other reg.lang.	B

* Hindi speaking states include those children who migrate from Hindi-Speaking States to Non-Hindi Speaking States e.g. children who have migrated from U.P. to Kerala will study Hindi at 'A' level.

** Non-Hindi Speaking States include those children who migrate from Non-Hindi Speaking States to Hindi Speaking State e.g. children who have been migrated from Orissa to U.P. will study regional language (Oriya) at (A) level.

- For the rest of the modern Indian Languages (other than Hindi and English), the text-books will be as under :
 - A level CBSE X class will follow state Board X class text book
 - A level CBSE IX class will follow state Board IX class text book
 - B level CBSE X class will follow state Board VIII class text book
 - B level CBSE IX class will follow state Board VII class text book
- With regard to III language study B level means VIII class state text books of the concerned state for X class students of Navodaya Vidyalaya, similarly,
 - VII class state text books will be used in IX class of NVs.
 - VI class state text books will be used in VIII class of NVs.
 - V class state text books will be used in VII class of NVs.
 - IV class state text books will be used in VI class of NVs.
- Each Navodaya Vidyalaya having IX class should have two sections of IX class for 'A' level. One section will study Hindi and simultaneously the children who have migrated from other



states will study their own language e.g. children from Kerala will study Malyalam. The teacher provided for third language in each NV will be responsible for teaching regional language even at 'A' level to migrated children.

Yours faithfully,

A handwritten signature in black ink, which appears to read "S. Saroj Srivastava". The signature is written in a cursive style.

Dr.(Miss) Saroj Srivastava
Dy. Director (Acad.)



F.No. 12-4/89-NVS (Admn.)

Dated : 25th Aug.1989

CIRCULAR

As per the decision taken in the IX Meeting of the Executive Committee of the Navodaya Vidyalaya Samiti held on 04-07-89, it has been decided that all Navodaya Vidyalayas shall hence forth be called "JAWAHAR NAVODAYA VIDYALAYA"

A handwritten signature in black ink, appearing to read 'K. S. Sarma', is written over a light-colored rectangular stamp.

(K.S. SARMA)
Director



F.No. 27-Misc./88-NVS (Admn.)

January 1, 1990

To
The Dy. Director of Regional Offices

Sub. : Admission of Wards of Teaching and Non-teaching Staff Working in Jawahar Navodaya Vidyalayas-regarding.

Sir,

I am to refer to the subject noted above and to say that the Samiti is being requested for some clarifications regarding the admission of the wards of teaching and non-teaching staff working in Jawahar Navodaya Vidyalaya. In this connection the following instructions are issued in supersession of all previous instructions issued in this connection :-

1. Wards of teaching staff shall be admitted to a class available in the Vidyalaya where the teacher is posted. For such admissions ward must fulfill the condition of age laid down for regular admissions according to which a child to be admitted in Class-VI must be between 9 & 13 years on 1st May of the year of admission. Similarly age limits may be calculated for admission to classes VII, VIII etc. For example for admission to class VII a child must be between 10 to 14 years on 1st May of the year of admission.
2. Wards of non-teaching staff working in the Jawahar Navodaya Vidyalayas are also eligible for admission to a class available in that Vidyalaya where the Staff is posted. Condition of age limit shall also apply to all such wards as explained in (1) above.
3. Admission of wards of teaching and non-teaching staff shall be made after the production of the proper transfer certificate from a recognised school and after passing a formal test of admission to be conducted by the Principal of the concerned Vidyalaya. The standard of the test should be as per the syllabus that the child has studied in his previous school. The child shall be admitted to a class for which he/she is eligible according to the transfer certificate. He/she may be considered for admission to a lower class on the written request of the parent but he/she cannot be considered for admission to a higher class than the entitlement as per the transfer certificate from the previous school.
4. Wards of the teaching and non-teaching staff can only be admitted in that Vidyalaya in which they are presently posted. Their case of admissions shall not be considered for any other Vidyalaya. However any relaxation in this case may be considered by the Director, NVS, in extreme exceptional cases. Requests in this connection, if any, should be submitted to the Deputy Director of the concern region who will send them to the Director, NVS along with his remarks/recommendations for further necessary action.
5. The wards shall be automatically withdrawn in case of that repatriation/resignation/removal etc. of the parent. His continuation in the Vidyalaya be considered by the Director NVS on the recommendation of the concerned Deputy Director upto the end of the academic session. Continuation beyond the academic session shall not be permitted under any circumstances.
6. The wards shall be automatically transferred to the Vidyalaya to which the employee is transferred. Their admission to any other Vidyalaya except where the employee is transferred shall not be considered on account of the transfer of the employee.



7. Wards of the staff working in the Samiti and Regional Offices are not eligible for admission in any Navodaya Vidyalaya except through the process of the normal admission test conducted at All-India level for class-VI
8. Wards of the teaching and non-teaching staff admitted in Jawahar Navodaya Vidyalaya shall be entitled to free meals and text-books.
9. For this facility of admission of the wards of teaching and non-teaching staff, only real and not legally adopted sons/daughters shall be eligible.
10. The facility of admission of the wards of teaching and non-teaching shall be restricted to only two children. Any relaxation in this case may be permitted by the Director on the recommendations of the Dy. Director of the region.

Yours faithfully,

(Dr. S.K. Narang)
Deputy Director (Admn.)

Copy to :

1. Principal, all Jawahar Navodaya Vidyalayas.
2. All Officers at the Headquarters.

(C.A.S. Raghavan)
Asstt. Director (Admn.)



F.No. 3-3/90 (Acad.)

Dated : 01.10.1990

To

The Principal
All Navodaya Vidyalayas.

Sir,

Some of the important issues regarding IIIrd Language raised by the Principals during the Principals Conference, are being clarified below :

1. There will be no IIIrd language examination at Class X level upto 1992. Therefore, Class X students should not be allotted any period for third language. The time allotted in the time table can be utilised for effective teaching of other subjects or making up the backlog of some other subjects. However, at 9th class level, as a matter of NVS policy (Through CBSE does not require) IIIrd language should be taught. NVS has taken this decision in the interest of national integration. More over migrated students will also find it beneficial. In Hindi speaking States, 4 periods may be allotted at 9th class level to IIIrd language and in non-Hindi speaking States also four periods may be allotted for teaching of Hindi. This will facilitate students to write social studies in Hindi.
2. According to CBSE requirement, children have to study two languages only. Out of the two languages at least one should necessarily be at 'A' level. Some of the children are interested in studying regional language and Hindi not English. This is not permissible to NVS. To make it clear in Non-Hindi speaking States, children have to appear in regional language at 'A' level and English at 'B' level. In Hindi speaking States Hindi will be taught at 'A' level, English at 'B' level and there will be no examination in IIIrd language. In North-East states, children will appear in 'A' level English and 'B' level Hindi. Wherever, the children from North-East have migrated to Hindi speaking states, Principals have to be careful to provide facilities to teach these children 'A' level English and 'B' level Hindi. Please be careful in filling the admission forms too. No further correspondence will be entertained in this respect.
3. At Goa, Marathi will be considered as regional language. Therefore, students will study Marathi at 'A' level and English at 'B' level.
4. Andaman & Nicobar is being considered as Hindi speaking from the year i.e. 1990. Children of these two NVs will study Hindi at 'A' level and English at 'B' level in IX and X classes.
5. As regards migrated children-those who have migrated from Hindi to Non-Hindi speaking states will have 'A' level Hindi and 'B' level English. They will study IIIrd language in IX Class but not in X Class. Those who have migrated from non-Hindi to Hindi speaking states will study regional language at 'A' level, English at 'B' level and no Hindi as IIIrd language in 10th Class, but will study Hindi for four periods in IX class just to facilitate learning of social studies through Hindi medium.



**TABULAR STATEMENT SHOWING LANGUAGE TEACHING IN
NAVODAYA VIDYALAYAS**

Language	Hindi Speaking State		Non-Hindi Speaking States		North-East States	
	Native	Migrated	Native	Migrated	Native	Migrated
'A' level language in Class IX & X	Hindi	Regional Language	Regional Language	Hindi	English	Hindi
'B' level language in Class IX & X	English Language	English	English	English	Hindi	English
IIIrd language only upto Class IX	Regional language of Mig.Vid.	Hindi	Hindi	Regional Language Migratory Vidyalaya	—	—

Note :

1. Andaman Nicobar Islands are considered Hindi areas.
2. Lakshadweep is considered Malyalam area.
3. Goa is considered Marathi area.

Yours faithfully,

Dr. (Miss) Saroj Srivastava
Joint Director (Acad.)



F.No. 3-DD(A)/89/NVS

Dated : 16-11-90

The Principal
All Navodaya Vidyalayas

Sub. : Introduction of Innovative Practice in Navodaya Vidyalayas.

Sir/Madam,

One of the important provisions in the scheme of Navodaya Vidyalayas is to provide interactive teaching and courage to take up project activities in the areas of their interest. With the passing of the initial phase of the establishment of Navodayas, it is essential to take up some innovative practices for the academic improvement of the students. In this connection, some such practices are suggested below :

(A) Interactive Teaching

- (i) Each class should be divided into about 4 groups with mixed ability and the bright students should be encouraged to help the weaker ones. The teacher should function mere as a guide and should motivate the students to learn from each other.
- (ii) The students should be involved in the learning process and about 1/3rd of the time should be devoted for asking questions.
- (iii) The teaching/learning process should be activity based and project work should be encouraged.

(B) Graded Assignment

- (i) Students in each group should normally be of mixed ability and should have bright, average and below average students. It is therefore, necessary to prepare 3 types of assignments for the students of each group.
- (ii) The assignments may be prepared by the teachers at school level. However, region-wise workshops may be organised by the Deputy Directors to prepare graded assignments for each subject.

(C) Activity-Based Material

- (i) The Samiti has already done some work in the preparation of activity-based material in Mathematics, Science and Social Science for Class VI to VIII. This material shall soon be supplied to all.
- (ii) Similar material for languages may be prepared by the Regional Offices with the help of experienced Principals and teachers.

(D) Adventurous Activities

Regional Offices should explore the possibility of introducing adventurous activities like sailing, rowing, rock climbing, trekking etc. in accordance with the facilities available in the Regional. Students of the Region may be encourage to take part in these activities and at a later stage students from other Vidyalayas should also be invited to participate in these activities.



(E) Preparation of Items under Work Experience

Items prepared under Work Experience should be of a good standard and should develop prevocational skills among the students. They should be able to compete with the items available in the market and some income may also be generated out of their sale.

(F) Pace Setting Role

It is very essential to realise the objective of Navodaya Vidyalayas as pace setter institutions. Efforts should be made to disseminate the information based on the above mentioned projects to the neighbouring institutions.

The Samiti desired that the aforesaid innovative practices should be introduced in all Vidyalayas and officers from the Regional Offices should monitor the progress in this direction and submit a quarterly report to the Samiti. The first report to reach in the first week of April, 1991. All these projects will be directly under the charge of Dr. S.K. Narang, Deputy Director (Admn.) and the Vidyalaya and Regional Offices may directly correspond with him for further details.

On receipt of well prepared projects/proposals, Samiti will issue financial sanctions for the same wherever required.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. S. Sarma', is written over a light grey rectangular background.

(K.S. Sarma)
Director



F.No. 2-9/90-NVS (Acad.)

Dated : 21-01-91

To

The Principal
All JNVs.

Sub. : Payment of Examination Fees in respect of the Wards of NVS Employees.

Sir/Madam,

The question of payment of Examination fees to the CBSE in respect of the wards of NVS Employees was under consideration of the Samiti for some time. It has now been decided that Examination fees to be paid to CBSE in respect of the wards of the NVS Employees will be borne by the employees and not by the Samiti, except where the ward (s) got admission in JNV on the basis of the normal admission test conducted by the NCERT. In cases where any expenditure has already been incurred on this account, the amount may be recovered from the employees concerned at the earliest.

Yours faithfully,

(K. Mohan Rao)
Dy. Director (Exam.)



F.No. 4-4/90-NVS (Acad.)

Dated : 03-05-91

To

All the Principals
of Jawahar Navodaya Vidyalayas

Sub. : Change of Motto.

Sir/Madam,

Since it has come to our notice that योगः कर्मसु कौशलम् is the motto of Indian Administrative Services (IAS), Navodaya Vidyalaya Samiti has changed its motto and now the present motto is प्रज्ञानं ब्रह्म (Intelligence is divine). Please note the change you are requested to bring to the notice of members of the staff and students the meaning and significance of the emblem and motto.

Yours faithfully,

(Dr. Saroj Srivastava)
Joint Director (Acad.)



F.No. 11-2/91-NVS(Acad.)

Dated : 22-08-91

To

The Principals
All Navodaya Vidyalayas

Sub. : Starting of Nursery/Primary School in the Premises of Navodaya Vidyalayas.

Sir/Madam,

The Samiti has been considered the difficulties faced by the members of the staff for the education of their children upto Class-V. Various proposals in this connection have been considered during the various meetings and discussions with the Principals/Teachers. It has been now decided to explore the possibility of starting a Nursery and Primary school upto Class-V in the premises of the Navodaya Vidyalayas. The following are intended to be the main feature of this proposal :

1. Children of the staff of Navodaya Vidyalaya and also of neighbouring community, if willing, may be considered for admission.
2. Free class-room accommodation and necessary furniture shall be provided by the Samiti.
3. The proposal shall be considered only of additional accommodation for the proposed school is available in the Navodaya Vidyalaya premises.
4. The expenditure on the salary of the teachers etc. shall be borne by the parents of the children admitted in the school and school shall run on 'No profit no loss' basis. In other words, the Samiti shall not bear any expenditure except providing the accommodation and necessary furniture.
5. Spouses of the staff of the Vidyalaya may be considered for appointment as teacher on payment of suitable honourarium in the proposed school. This appointment shall not be an appointment in the Samiti and the staff employed shall not be the staff of the Navodaya Vidyalaya Samiti.
6. The school shall run under the overall administration of a body under the charge of the Principal of the Vidyalaya.

You are kindly requested to send your proposal in case you desire to start such a school in the premises of your Vidyalaya. The proposal should contain the details of the accommodation available, furniture available and required staff children desirous of admission, neighbouring community children desirous of admission, availability of spouses/ teachers for teaching, approximate expenditure, average fee per child etc. The proposal alongwith suggestions, if any, may be sent to the Samiti through the Deputy Director of your region.

Yours faithfully,

(Dr. S.K. Narang)
Joint Director (Acad.)



F.No. 16-2/90-NVS(Acad.)

Dated : 04-09-91

To

All Principals
Jawahar Navodaya Vidyalayas.

**Sub. : Re-admission of Failed Students at the C.B.S.E. Examinations—
regarding.**

Sir,

On the issue in question we are receiving several queries from the different Principals. In this connection I am directed to say that you please see the provisions of the C.B.S.E. Examination by laws and act accordingly. In the said system, it is made clear that a failed student can appear at the C.B.S.E. Examination, a private candidate after completing the formalities as laid down in the said by laws. In our system there is no provisions of any retention or readmission of such students.

As such you are requested to strict to the provisions referred as above and to ensure that the failed candidates if they desire to appear in C.B.S.E. Examination should only be forwarded as a private candidate under the provisions made above. If the examination by laws is not available to you which is sent from the Samiti, a copy of the same may please be obtained from the C.B.S.E. Authorities.

Yours faithfully,

(D.S. Singh)
Asstt. Director (Exam.)



F.No. 10-3/93-NVS (Acad.)

Dated : 29-11-93

To

The Principal
All Navodaya Vidyalayas

Sub. : Admissibility of Scholarship to the Students Admitted in Navodaya Vidyalayas

Sir/Madam,

I am to refer to the subject noted above and to say that clarification has been sought from the Samiti whether the students admitted in Navodaya Vidyalayas are entitled to scholarships granted by Education Department of a State or any other agency ?


In this connection, it is clarified that since education in Navodaya Vidyalaya is completely free, students studying in Navodaya Vidyalayas are not entitled to any other scholarship granted by any other agency.

Yours faithfully,


(K.S. Sarma)
Director

Copy to :

The Deputy Director, NVS, all Regions


(Dr. S.K. Narang)
Asstt. Director(Acad.)



F.No. 16-2/90-NVS (Acad.)

Dated : 22.2.94

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Disciplinary Action against Serious Cases of Students Indiscipline - regarding.

Sir/Madam,

Of late, incidents of indiscipline of students in some Vidyalayas in certain pockets of the country are unfortunately slightly on the increase. At time, the Samiti takes lenient view on some of the incidents, considering that corrective measures may be more useful and necessary for the students at the pre-adolescence and adolescence stage. Sometimes, the action taken also gets delayed on account of the late receipt of reports from the Principal/Deputy Director of the region etc.

2. To take prompt and speedy action against the students concerned, it has been decided that in future all such disciplinary cases shall be immediately placed before a Committee, consisting of the following :-

- (1) Chairman, VMC _____ Chairman
- (2) One member of VMC (to be nominated by Chairman, VMC) _____ Member
- (3)&(4) Two Senior Teachers of the Vidyalaya (preferably one lady) _____ Member
- (5) Principal of the Vidyalaya _____ Convenor

In case of any serious students' indiscipline problem, the Committee may immediately meet and take appropriate action. The recommendations of the Committee should be immediately sent to the Deputy Director of the region who would now be invested with powers of immediate expulsion of students recommended for rustication by the Committee. Principal should seek orders of the Deputy Director of the region on phone in urgent cases.

3. In case, the Principal of the Vidyalaya feels that the issue involved is extremely serious and meeting of the Committee may be slightly delayed, he is authorised to suspend the concerned students(s) involved in the cases of indiscipline. However, the meeting of the Committee should not be delayed after the suspension. In any case, the final decision should be taken by the Committee within a fort night of the suspension.

4. Authorities for re-admission, withdrawal and issuing of TCs etc. will be as follows:

- (1) Issue of TC on:
 - (a) Parent(s) request _____ Principal of the concerned Vidyalaya
 - (b) Passing of Senior School Certificate Examination _____ —do—
 - (c) Compulsory issue of TC on account of failure in the All India Secondary School Exam/ _____ —do—



All India Sr. School Certificate
Examination.

- | | | |
|-----|--|--------------------------------------|
| (d) | Long Absence | Deputy Director of the region |
| (e) | Disciplinary Grounds | —do— |
| (2) | Condonation of Absence from the Vidyalaya: | |
| (a) | Upto one month | Principal of the Concerned Vidyalaya |
| (b) | Beyond one month | Deputy Director of the Region. |
| (3) | Readmission on genuine grounds | Deputy Director of the Region. |
5. It may be reiterated that while issuing TC on request, the Principal of the concerned Vidyalaya should explain to the parent(s) concerned that once withdrawn the child may not be admitted again. The parents should normally be persuaded not to withdraw their ward.
6. A report of all the cases of withdrawal, issue of TC(s) and re-admission, should be sent to Deputy Director of the region with a copy to Deputy Director (Acad.) of the Samiti in the first week of October, January and May.
7. Decision regarding action on poor academic performance shall be communicated separately. This supercedes all instructions issued by the Samiti in this regard.

Yours faithfully,

(Dr. S.K. Narang
Jt. Director (Acad.)



F.No. 1-12/90-NVS (Acad.)

Dated : 8-2-95

To

The Deputy Director
Navodaya Vidyalaya Samiti
(All Regions)

Sub. : Admission of Wards of Employees of Samiti - Clarification Regarding.

Sir,

In Continuation of our Circular No.F.27-Misc/88-NVS (Admn.) dated January 1,1990, the following points in respect of the admission of wards of the employees of JNVs are being clarified for guidance and necessary action.

(1) Where the Wards are Selected through NVST

These children will enjoy all the facilities as the other children selected and admitted through NVST.

(2) Where the Wards are not Selected through NVST

These children of staff of JNVs are entitled for free education, free meals and text books only. These wards are admitted as day scholars and they stay with their parents. All the expenditure on uniform, students stationery etc. are to be met by the parents concerned. The conditions for admission as contained in our circular referred above continue to hold good in this case.

(3) Where the Wards are not Selected through NVST and the parents after admission of their wards in a JNV are shifted to NVS Hqrs. Regional Office

The education of such children in JNV can only be continued with the specific approval of Director, NVS. Such children will remain only a boarders in JNVs. The parents will make payments of Rs.350/- per month to the Vidyalaya concerned as boarding charges. All other expenditure (including stationery, text books, uniform etc.) shall also be borne by the parents.

It is requests that a list of children with the relevant details, studying in JNVs under sub-para (2) & (3) above may please be compiled and communicated to the Hq. office of the Samiti at the earliest.

Yours faithfully,

(S.S. Gauri)
Deputy Director (Acad.)



F.No. 9-17/91-NVS(Acad.)

Dated : 02-03-95

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

Sir,

I am directed to convey the approval of the competent authority for the enhancement of expenditure on food to students of Navodaya Vidyalaya during their official journeys from the existing Rs. 15/- to Rs. 35/- per day per child where every journey period involved is 24 hours or more.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.S. Gauri'.

(S.S. Gauri)
Deputy Director (Acad.)



F.No. 7-3/95-NVS (Acad.)

Dated : 23-11-95

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sir,

Kindly refer to our letter of even number dated 6.9.1995 regarding the minutes of the Deputy Directors' Conference held at Mussoorie. Vide para 7 of the minutes, power delegated to Principals for the issuance of Transfer Certificate is withdrawn and power to issue Transfer Certificate on medical grounds or on disciplinary grounds is delegated to Deputy Directors of the regions. However, Principals may issue the Transfer Certificate in respect of the children who pass out of the Navodaya Vidyalayas after completing Class XII.

Please ensure that Principals of the JNVs of your region are informed accordingly for necessary action.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.S. Gauri', written in a cursive style.

(S.S. Gauri)
Deputy Director



No. COORD : DO(M) :96 :

Dated : 07-04-96

CENTRAL BOARD OF SECONDARY EDUCATION

All the heads of the schools affiliated with the board

- Sub. : (i) Condonation Shortage of Attendance
(ii) Revised Examination. Bye-Laws, 1996
(iii) Correction in Date of Birth**

Sir/Madam,

As per Examination Byelaws of the Board, a students, is required to have 75% attendance in class X/XII upto the first of the month preceding the month in which the examination commence of the Board. The following are the valid reason for recommending the cases of the candidate with attendance less than the prescribed percentage:-

- (a) Prologed illness
 - (b) Loss of father/mother of some other such incident leading to his absence from the school and meriting special consideration.
 - (c) Any other reason of similar nature.
 - (d) Authorised participation in sponsored tournaments and sports meets of not less than inter school level and at NCC/NSS camps including the days of journeys for such participation shall be counted as full attendance.
2. It has been observed that schools are not following the requirements of attendance of students scrupulously. This year, a large number to requests for condonation of attendances have been received from different schools in respect of candidates appearing at Secondary and senior secondary Examination of the Board. Further, it is stated that timely admission of students, regularly attendance recording and timely communication of apprehensive shortage of attendance from the school to the students and their guardians are not done on compliance of the above instructions unnecessarily harassment to the studies and avoidable litigation, it is therefore reiterated of a candidate falls short on the prescribed attendance , the head of the School my submit. This name to the Board Provisionally. A candidate who is still short of the required percentage of attendance prior to three weeks of the commencement of the examination the Head of the immediately. The case of the candidate deserving special consideration of the Board should be submitted by the Head of the school specifying the grounds contained in the Examination. Byelaws to the Regional Officer concerned three week prior to the commencement only will be condoned by the Chairman, Therefore, cases with attendance below 60% should not be referred to the Board.

While recommending cases to the respective Regional Officers for condonation of shortage in attendance.



The Head of the School should indicate :

- (a) Maximum attendance in a session
 - (b) Maximum attendance obtained by a candidate in the session; and
 - (c) The percentage of attendance put by the candidate in the session.
4. For details please refer to Examination Bye-Laws, 1995.
 5. Valid reason for recommending the cases of the candidates less than the prescribed percentage have been indicated in para 1 of the circular. Please examine each case keeping these reasons in view before recommending the same to the Regional office concerned.
 6. All schools are requested to follow these instructions scrupulously.
 7. The Board has brought out the revised Examination Bye-Laws, 1995, the prior of which is Rs.20/- and the same can be had from the publication store, 2-community Centre, Preet Vihar, Delhi-10092 and our Regional Office. All schools are advised to have a copy of the Bye-Laws, 1995 for their guidance and reference.
 8. The CBSE has been receiving a number of requests for correction in Date of Birth where the date of birth recorded in the certification issued by the Board is different than what is recorded in the Admission and Withdrawal Register and other official documents. The Head of Institutions will agree that the date of birth is most important for the candidate and therefore in order to minimum, if not eliminate the no. of errors every care should be taken to verify the nominal rolls personally by the Head of the institution, However, corrections of genuine clerical errors will be made under orders of the chairman where it is established to the satisfaction of the chairman that the wrong entry was made erroneously in the list of candidates/application on from of the candidate for the examination. All requests for correction in Date of Birth shall be forwarded by the Head of the school alongwith attested Photostat copies of :
 - (a) Application for admission of the candidate to the school
 - (b) Portion of the age of admission and withdrawal register where entry in date of birth had been made.
 - (c) The school leaving certificate of the previous school submitted at the time of admission.
 9. The application for correction in date of birth duly forwarded by the Head of a school alongwith documents as mentioned above will be entertained by the Board only within two years of the date of declaration of result of Class X examination No. correction whatsoever shall be made on application submitted after the said period of two years, This will be effective from the examination held in March 1995.
 10. While processing correction in date of birth cases. It has also been observed that the date of birth in admission and withdrawl register. I not recorded both in figures and words this particularly true in Kendriya Vidyalaya. All Head of Schools are requested to record the date of birth in the Admission and withdrawl both in figure and words there after.

Heads of schools are requested to give this circular a wide publicity.

Yours faithfully,

Sd/-
(B.R. Gupta)
Joint Secretary (Coord.)



F.No. 10-6/95-NVS (Acad.)

Dated : April 24, 97

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Admission of Wards of Teaching and Non-teaching Staff Working in JNVs.

Sir/Madam,

With reference to above it is to state that Samiti is being requested for clarifications regarding the admission of the wards of teaching and non-teaching staff working in JNVs. In this regard the following instructions are issued impartial modification of our earlier letters on the subject.

1. In case of children already admitted in a JNV on the strength of parents being employee of the same JNV, when the parent is shifted to another JNV, the following options are provided :
 - (i) The Children continue in the same JNV where the parent was working, as boarders with free education, food and text-books only. The other expenditure on students stationery, uniform etc. shall be met by the parents.
 - (ii) If the parent wishes that the children be shifted to any other suitable JNV, the child be admitted as boarder provided the parent pays the usual boarding charges and meets all other expenditure on his child. Once option is use it should be final. No further change of Vidyalaya is to be entertained.
2. In case of children who are studying in a JNV at +2 stage by virtual of their parent's being employee of the Vidyalaya and if the stream which was opted by the boy/girl is abolished in the Vidyalaya at +2 stage for administrative reasons and all the children are shifted to some other JNV conveniently by the regional office, then the ward of the employee in question duly stands shifted to the concerned JNV to which others are shifted. The Ward will have the same privilege of free education as a board with free food and text books. The other expenditure on students stationery uniforms etc. shall be met by the parents.
3. In case the JNV of the initial posting of an employee is not having the requisite class for his child, a suitable JNV be provided on request subject to parent meet all the expenditure on students with only the education being free at the Vidyalaya.

Other conditions as per the circulars vide reference No.27-Misc/88-NVS(Admn.) of January 1,1990¹ and No.F.1-12/90-NVS(Acad.) of February 8, 1995² remain the same.

Yours faithfully,

(S.S. Gauri)

Joint Director(Acad.)

1. See page 25.
2. See page 38.



F.No. 6-11/95-NVS(Acad.)

Dated : April 28, 1997

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Institutional Planning and School Calendar Preparation of.

Sir/Madam,

It is an established fact that proper Institutional planning and a Comprehensive School Calendar go a long way in making the functioning of Vidyalaya more efficient. Strictly speaking, Institutional planning comprises of decisions for future actions, with a view to achieve predetermined objectives through optimum use of available resources. Since availability of resources differs from one Vidyalaya to another, there is a possibility of variations in Institutional Planning in our Vidyalayas, though, basic objectives of the planning remain the same. On the other hand, a School Calendar is an annual calendar of activities, prepared in a chronological order. The purpose of calendar is to list out various curricular, co-curricular, sports and games, pace-setting and community related activities in a proper order.

In view of the above, the Principal of Jawahar Navodaya Vidyalayas are requested to prepare detailed Institutional Planning (i.e. goal oriented activities) and an annual School Calendar in respect of their vidyalayas well before the Vidyalayas open after summer vacations, based on following guidelines.

- (1) The Institutional Planning should not only look into the present needs but also it should take into account the future trends for planning the projects and innovations, depending upon the local conditions and available resources. The ultimate goal of the planning is to improve the functional efficiency of a Vidyalaya to achieve desired objectives. The Institutional planning may include guidance for improvement of teaching techniques, enrichment programmes for remedial teaching, improvement of curricula, new techniques of innovations and experimentation, guidance for improving professional competency of teachers as well as exploring of available community resources for the welfare of the institutions.
- (2) Each Vidyalaya shall prepare its own school Calendar for the academic year 1997-98. The calendar prepared in a date-wise and monthwise manner must indicate all the activities to be carried out in the Vidyalaya during academic year. The conduct of co-curricular activities, sports & games activities & competitions, unit-test & examinations and various other Inter-House activities organised in the Vidyalaya during the year must form part of a School Calendar. The names of Teacher incharge of various activities should also be indicated in the calendar.

The Principals of the Vidyalayas are requested to send a copy of Institutional Planning and of school Calendar to their respective Regional offices latest by 30th May, 1997

Yours faithfully,

(S.S. Gauri)
Joint Director (Acad.)



F.No. 10-2/96-NVS(Acad.)

Dated : April 29, 1997

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Calling of Teaching Staff on duty for a few days in advance prior to start of Session in JNVs Reg.

Sir,

Samiti has decided that all the teaching staff of the JNVs should be called to report at the Vidyalaya three days in advance before opening of the Vidyalaya after vacation as per the details given below :

Summer Bound JNVs

Teacher should be asked to report at the vidyalaya on 20th June (F.N.) every year.

Winter Bound JNVs

Teaching staff of the vidyalaya should be asked to report at the vidyalaya on 29th of January (F.N.) every year.

Extreme Winter Bound JNVs

Teaching staff shall be asked to report at the Vidyalaya on the 26th February, (F.N.) in case of a non leap year and on 27th February in case of a leap year.

Main activities/Preparations to be carried by the teaching staff during these three days at the JNVs are as follows:

Academic Planning

- (i) Formation of Vidyalaya time table
- (ii) Splitting up of syllabus, class -wise
- (iii) Planning of CCA activities
- (iv) Planning of Scout and Guide, NCC and sports activities
- (v) Formation of subject committees and to plan for periodical meetings.
- (vi) Analysis of academic performance of children and planning of suitable remedial action.
- (vii) Planning for test and examinations for academic year
- (viii) Any other point related to academic as per the institutional planning.

House Planning

- (i) To keep ready study material to be issued to children viz. Note Books, Text Books, Instrument Box etc.
- (ii) To keep ready other student materials like uniforms shoes, blankets, beds etc.
- (iii) Formation of mess committee and preparations for starting of mess in JNVs on due date.
- (iv) Ensure availability of Water, electricity in the campus
- (v) To ensure cleanliness in and around dormitories, class room, academic blocks etc.

Since teachers might have already left for summer holidays, instructions asking them to report at the vidyalaya three days in advance should be sent to them by post. Action taken report in respect of the planning done by the teachers in these three days may be sent to Deputy Director of the regional office concerned immediately after the reopening of the Vidyalaya.

Yours faithfully,

(S.S. Gauri)

Joint Director(Acad.)



F.No. 1-14/97-NVS(Acad.)

Dated : 12-97

To

The Principals,
All JNVs.

Dear Principals,

By now, you must have completed the admissions in Class VI. These children are real input to JNVs to be nurtured and developed into the excellent output. To achieve this, the following guidelines are suggested.

- (1) These students need special care, because most of them might have left their home and family for the first time. Some of them may suffer from homesickness. You will have to look after them. These children must be treated with utmost affection and care. Acclimatization of these students in the new situation is a demanding task for the staff of Navodaya Vidyalaya in general and House Masters in particular. Special care must be taken to protect them from the exploitation by their seniors.
- (2) After the admission of Class VI children, they must immediately be provided with bedding items, text books, toilet items etc. Any delay in the provision of these items may have an adverse effect on their morale and acclimatization.
- (3) Uniform and other related items should also be provided within a fortnight after their admission.
- (4) Some of these children may suffer from acute homesickness particularly those who are coming from far off places. Such children must be dealt with maximum care. Affectionate dialogue with these children will go a long way in making them feel comfortable in the new surroundings.
- (5) Special co-curricular and sports, games activities may be planned for Class VI children, because they may not be able to compete with higher classes. Also, senior students may not give them chance to participate and they may be deprived of availing of the opportunity to participate in sports, games and other co-curricular activities.
- (6) The child remembers his home badly when he takes food away from his home and family. A word of affection and love to these children during Breakfast, Lunch, Dinner etc. will provide healing to those who miss their home badly. They should be keenly observed whether they are taking their food with pleasure, if not, the House Master must help them to come out of them feeling of homesickness. They may not be knowing proper table manners, the same should be taught affectionately.
- (7) The academic standard of these children may have lot of variations. Since the select list does not show their performance in the NVST, You must arrange an induction test for these children. This would enable you to know their academic standard and to diagnose their strong and weak points.
- (8) After knowing their strong and weak points, the subject teachers must guide them accordingly, i.e., for weak points special remedial coaching has to be given and due recognition has to be given to their strong points. The strong points must be developed still further. This will develop confidence in the child. Every child has some kind of creative talent also. The same should be identified and opportunities be provided to unfold such potentialities and to develop them further. Separate CCE Programme must be chalked out specially for these children. These children are generally weak in English, in Hindi speaking area and in Hindi, in Non-Hindi area.



Special care must be taken to strengthen their Eng./Hindi language as the case may be. Strengthening of these languages becomes still more important because these are used as medium of instruction and examination also.

- (9) Each and every teacher must be made to read the entire text of CCE its implementation must be discussed in subject study circles. Unless CCE is properly understood and implemented in its letter and spirit by all the subject teachers academic excellence in all the classes particularly in lower classes can not be achieved.
- (10) Library plays a vital role in the academic development of child. while selecting books for library, the interest of Young children must be taken care of such as children's literature which is interesting and easily comprehensive must be given due place in library. The class VI children must be exposed to library. Proper reading habit should be develop in them. When they are reading in library, they must be guided and supervised by the Librarian. They should be helped to have access to the books of their interest.

The guideline given above are not exhaustive and your experience with prevailing local condition should ensure that new entrants are given proper care and encouragement to settle in the Vidyalaya.

(S.Haque)
Deputy Director (Acad.)



No. F.7-3/97-NVS(Acad.)

Dated : July 23, 1998

To

All Principals of
Jawahar Navodaya Vidyalayas

Sub. : Formation of Alumini Association in Jawahar Navodaya Vidyalayas.

Sir/Madam

As you are aware, during the course of last few years a large number of children after passing Class-XII from JNVs have joined various professional colleges/higher institutes of learning in order to continue their education in different areas. Some of our students would have taken up various vocations and also would have created place for themselves in the main stream of the country. It is felt that the ex-students should be invited to their Vidyalayas and given a due share of recognition so that they feel the pride of being a student of a Jawahar Navodaya Vidyalaya. In order to plan and make a continuous contact with old students, it is suggested that an 'Alumini Association' may be formed in each JNV during current academic session. In this regard, following is communicated for guidance and further necessary action—

- (1) A senior teacher should be made Incharge of Alumini Association who should maintain complete record of the ex-students of the Vidyalaya. (Ex-students are those who come out from a JNV after completion of their studies upto Class-X or XII, whichever is highest).
- (2) A suitable day/date (preferably a Sunday) should be fixed in the Vidyalaya calender for holding a meeting of the Alumini Association of the ex-students. They should be informed either by post or through local newspaper to attend the meeting on the said date. Preferably, a date should be permanently fixed so that expenditure on publicity could be avoided during subsequent years.
- (3) All the ex-students should be formally welcomed in the Vidyalaya. After a formal meeting, a friendly game of Volley Ball/Foot Ball/Cricket may be organised where a team of old boys plays a match with existing Vidyalaya team. This should be followed by a common lunch where all the members of academic staff are also present.
- (4) A short duration cultural programme may also be organised in the Vidyalaya. Old boys should also be encouraged to participate in the cultural programme and also to speak to existing children in order to guide them for better performance.

It has been experienced that the old boys, in a few JNVs, are taking keen interest in the activities of the Vidyalayas and are also extending their helping hand in solving various problems faced by the Vidyalayas. After the formation of Alumini Association, it is hoped that the participation of old boys shall go long way in creating and enhancing better social relations between community and the Vidyalaya.

The confirmation regarding constitution of Alumini Association may please be communicated to the Academic Wing of the Samiti at the earliest.

Yours faithfully,

(S.S. Gauri)

Joint Director(Acad.)



**PROFORMA FOR CHILDREN WHO DISCONTINUED THE STUDIES IN JNVs AFTER PASSING CLASS-X
ALUMINI DIRECTORY**

JNV _____

Name	School No.	Year of admission	Year of leaving JNV with Transfer Certificate after passing Class-X	Permanent Address (with Phone No.)	Academic Attainments	Achievements if any.	Present status
1	2	3	4	5	6	7	8



**PROFORMA FOR CHILDREN WHO PASS OUT OF CLASS-XII
ALUMINI DIRECTORY**

JNV _____

Name	School No.	Year of admission	Year of passing Class-XII	Permanent Address (with Phone No.)	Academic Attainments	Achievements if any.	Present status
1	2	3	4	5	6	7	8



No. F.25-22/99-NVS(Acad.)

Dated : October 7, 1999

To

Principal of all JNVs.

Sub. : Alumini Meet in JNVs.

Sir/Madam

1. You may please recall that vide this office letter No. F.7-3/97-NVS(Acad.) dated July 23, 1998¹, detailed guidelines for formation of Alumini Association in all JNVs were communicated for compliance. It was requested that a suitable day/date for holding Alumini Meet should be fixed in the school calendar and a meet be held every year. It is presumed that meet might have been organised in the Vidyalaya during last year and in case it was not organised, reasons for the same may please be communicated to the undersigned at the earliest.
2. It has now been decided with the approval of Director, NVS the Alumini Meet shall be held on **first Sunday of December every year**, in all the JNVs functioning at 12 level and from where children have already appeared in Class-XII examinations conducted by CBSE. Before organising such a meet, all the eligible ex-students of JNV either be informed through post or through an advertisement published in a local newspaper. Detailed programme for the day has already been communicated through the letter referred to in para-I above which shall be scrupulously followed.
3. It is also intimated that the expenditure on refreshment, lunch, tea etc. should be met from the mess budget of the Vidyalaya.
4. A report of the Alumini Meet held in your Vidyalaya on first Sunday of December, 1999 may please be sent to the Samiti by 10th December, 1999 positively.

Yours faithfully,

(S.S. Gauri)

Joint Director (Acad.)

Copy to :

1. Deputy Director, NVS, All Regions.
2. All Officers of NVS (Hqrs.).

(H.N.S. Rao)

Deputy Director (Acad.)

1. See page, 48.



F.No. 9-3/99-NVS(Acad)

Dated : Oct., 7, 1999

Principal of All JNVs

**Sub. : (1) Value Education
(2) Visit of Eminent Persons in JNVs**

Sir/Madam,

The Samiti has been emphasizing the need for emphasizing value education among the children studying in JNVs. In order to systematise this, Samiti had also deputed teachers from JNVs for getting a training in value education in the Vidyalayas.

With the approval of Director NVS, it has now been decided to allot one period per week to each class for value education in all JNVs. This period should be allotted to a teacher who is already teaching a subject regularly in the class. The allotted period can be utilised for various classrooms activities like discussions, story telling, reading, debates, recitation, mock parliament and quiz competitions etc. Children can also be involved in the activities relating to plantation, cleanliness, library programmes, celebration of national days, visit to nearby historical places etc.

The Principals of the Vidyalayas are requested to hold a discussion, collectively with all the teachers to impress upon them the importance of inculcation of values among children. The discussion may revolve around the following five basic values which need to be unfolded among the children -

- (1) **Truth**
Truth is the highest human value from which flow the value. Truth is that which is eternal. It includes truthfulness, curiosity, quest for knowledge, spirit of inquiry, introspection, judgement, secularism, religions, tolerance, universal truth.
- (2) **Righteousness**
Righteousness is the second basic human value. It is truth is action. It expresses in terms of right actions for the good of one's self as well as for social good. It includes obedience, duty, cleanliness, hygienic living, regularity, punctuality, proper use of time, dignity of labour, simple living, respect to others, service to other, reverence for old age, self-help, self-support, self-confidence, initiative resourcefulness, courage, leadership, faithfulness, justice, team-work, team spirit, equality, self-sacrifice.
- (3) **Peace**
The first meaning of peace is a kind of natural and self-existent calmness. Secondly it may mean the absence of passion. It includes abstinence, cultivation of virtues, discipline, honesty, endurance, integrity, self-discipline, self-control, self-respect, dignity of individual, power of concentration.
- (4) **Love**
Love is a sign of expansion of heart. Love gives and forgives. It includes sincerity, kindness, sympathy, tolerance, friendship, patriotism, devotion, humanism.
- (5) **Non-Violence**
It means refraining from giving pain to others by words, deeds, thought or feelings. It includes kindness, courtesy, good manners, helpfulness, fellow-feeling, gentleness, consideration for others, unwillingness to hurt others, concern for other readiness, to cooperate, appreciation of cultural values of others, compassion, universal love.



Visit of Eminent Persons to JNVs.

In order to provide an opportunity to children to interact directly with eminent persons (scholars, educationists, authors, sports persons etc.), the Principals are directed to arrange a talk by them on every second and fourth Wednesday (afternoon) of the month, in the Vidyalaya. In order to invite and plan such talks in the Vidyalaya, a committee consisting of a PGT and a few senior children may be constituted. The PGT concerned should be incharge of the activity who will plan and conduct the programme in consultation with the Principal of the Vidyalaya. A list of eminent persons who can conveniently be invited to the Vidyalaya may be prepared and they should be invited to the Vidyalaya as per their convenience. During their visits, they should invariably be received by the senior students and escorted to the venue where talk has been arranged. Talks may be arranged separately for junior and senior children of the Vidyalaya. It should be ensured that House Master concerned and other staff members are also present during such meetings.

The invited dignitaries should be paid TA/DA as per rules and the cost of refreshment etc. may be met out of Contingencies or from Mess Budget. The record of such talks should be maintained in the Vidyalaya and submitted to visiting officers of ROs/Hqrs. of the Samiti and same should be reflected in the DO letters every month.

Yours faithfully,

(S.S. Gauri)

Joint Director (Acad.)

Copy to :

1. All Deputy Director, NVS
2. All officers of NVS (Hqrs.)

(H.N.S. Rao)

Deputy Director (Acad.)



No.F.1-1/2001-NVS-Acad. (Exam)/25

Dated : 3-6-2001

The Dy. Directors,
NVS,
All Regional Offices.

Sub. : Optimum Utilisation of Resources in JNVs.

Sir/Madam,

Initial reference to statistics available indicates that large number of vacancies exist in the JNVs in various classes, despite of sincere efforts made to contain the withdrawal by NVS.

Before taking any further decision, it is desired to ascertain the actual vacancies of students in Class-IX and XI. Since the streams have not been finalised and the XI classes admission have not been initiated, you are requested to forward the actual vacancies in IX class as on 30th April in each of the JNVs in the following proforma:

<i>Sl. No.</i>	<i>JNV</i>	<i>Availability of actual no. of seats in IX class</i>	<i>Actual No. of vacancies existing in IX class</i>	<i>Whether availability of accommodation for filling vacant seats in IX class exists</i>
1.	2.	3.	4.	5.

While forwarding the above information, it may please be noted that JNVs may be categorised into following categories :

1. JNVs under CBRI design
2. JNVs under other design

Similarly before giving response against each JNVs in Column no. 5, it may be ensured that as far as possible correct information is forwarded.

It is requested that the information as available at Regional Office may be faxed by Wednesday evening without referring this letter to the JNVs.

This issues with the approval of Director, NVS.

Yours faithfully,

(Dr. U.C. Bajpai)
Dy. Director (Acad.)



स.सं 13-2/2000-न.वि.स.(षै0)

दिनांक : सितम्बर 11,2001

सेवा में,

उप निदेशक
नवोदय विद्यालय समिति
सभी क्षेत्रीय कार्यालय

विषय : नवोदय विद्यालयों में परीक्षा में अनुचित साधनों का प्रयोग रोकने के सम्बन्ध में।

महोदय,

आयुक्त नवोदय विद्यालय समिति द्वारा यह निर्देशित किया गया है कि क्षेत्रीय कार्यालयों के सभी निदेशकों को वर्ष के प्रारंभ में ही सावधान कर दिया जाए कि नवोदय विद्यालयों में इस प्रकार की व्यवस्था का सृजन करें कि बच्चों के मन में नकल न करने की बात अनुशासनात्मक स्तर पर जागृत हो। वैसे गत कई वर्षों से नवोदय विद्यालय समिति मुख्यालय द्वारा इस संबंध में दिशा निर्देश दिये गए हैं और केन्द्रीय माध्यमिक शिक्षा बोर्ड के परीक्षाओं के समय परीक्षा कक्षों का कई स्तरीय निरीक्षण भी हो रहा है। इस कार्यक्रम में मुख्यालय, क्षेत्रीय कार्यक्रम के अधिकारियों के अतिरिक्त जिला प्रशासन के अधिकारियों का भी सहयोग लिया जाता है। तथापि, अनुचित साधनों के प्रयोग की छुटपुट घटनाएँ मुख्यालय के ध्यान में आती रही हैं। नकल की प्रवृत्ति न केवल नवोदय विद्यालय जैसी उत्कृष्ट शिक्षा संस्थाओं का अवमूल्यन करती है वरन् आने वाले वर्षों में उन बच्चों एवं उनके अभिभावकों के मन में व्यवस्था के प्रति अनादर का भी पैदा होता है। नकल करने वाला बच्चा निश्चित ही भविष्य के वर्षों में अपराध बोध से ग्रसित होता है।

अतः इस वर्ष यह निर्णय लिया जाता है कि सभी नवोदय विद्यालय अपने प्रशासन तंत्र का पूर्ण निष्ठा के साथ प्रयोग करते हुए यह व्यवस्था करेंगे कि किसी भी नवोदय विद्यालय में नकल न हो। इस संबंध में उचित तथा ठोस क्षेत्रीय कार्यालय/विद्यालय स्तर पर यदि नहीं उठाए जाते हैं तो संबंधित अधिकारियों का उत्तरदायित्व माना जाएगा।

भवदीय,

(डा० यू.सी. बाजपेयी)
उप निदेशक (षै.)



F.No. 25-22/99-NVS(Acad.)

Dated : 15 Oct., 2001

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Alumini Association in JNVs

Sir/Madam,

As you are aware, Alumini Association in JNVs has been functional for last three years to keep track of Cass-XII students who passed from JNVs and joined various professional Colleges/ Higher Institutions of learning during previous consecutive years. Detailed guide lines for the conduct of Alumini Meet in JNVs were circulated vide this office letter No. F.7-3/97-NVS (Acad.), dated 23-07-1998¹ and No. F. 25-22/99-NVS (Acad), dated 7th October, 1999². These guide lines may please be gone through before planning Alumini Meet in JNVs. Which is held on **1st Sunday of December** every year. Accordingly this year Alumini Meet will be held on 2nd December in all JNVs. A summary of guidelines is again given below for persual and compliance please :

1. All eligible ex-students either be informed and invited through post or through an advertisement in the local newspaper.
2. A senior teacher should be made in-charge of Alumini Association who will maintain complete record of the ex-students.
3. After formal welcome a lecture session may be arranged at school and ex-students invited to speak of their experiences of Navodaya background and its input in their career profile.
4. A friendly game of Football/volley ball/ Cricket may be arranged between ex-students and Vidyalaya team.
5. Common lunch may be organised where all teachers and students are also present. The expenditure on refreshment. Lunch and tea etc. should be met from mess budget of the Vidyalaya.
6. A brief cultural programme may be organised in the Vidyalaya where ex-students may also be invited to participate.
7. Complete record of all ex-students year wise may be maintained by the teacher Incharge of the Alumini Meet. Their current status and address should invariably be up-dated every year.
8. The ex-students should also be invited to Annual Day/Annual sports day of the Vidyalaya and also requested to contribute for the Vidyalaya magazine.

While sending the invitation they are requested to bring with them a passport size photograph to be retained at school. NVS has brought out the issue of Navodaya Samvad Volume 05, August, 2001 which throws light on the achievements of our ex-students in different fields. A Brief Bio-data and Photograph of such students will enable NVS (Hqrs.) to include it in next Navodaya Samvad.

1. See page, 48
2. See page, 51



A brief report of the meet alongwith the good photographs may be sent to Samiti by 20th December, 2001 positively. The report should be addressed to Dr. U.C. Bajpai, Deputy Director (Acad.) by name.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai', is written over a light blue rectangular background.

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No.25-2/2000-NVS(Acad.)

Dated : 18-01-2002

To

The Deputy Director
Navodaya Vidyalaya Samiti
Regional Office
Bhopal

Sub. : Reporting of Teachers of Navodaya Vidyalaya after 28th June-regarding

Sir,

This is to refer your letter No. NVS/RO/BPL/2001/3418 dated 19-11-2001 on the subject cited above. The administrative decision of the reporting of teachers three days before the opening of JNV after summer vacation has been taken to strengthen the Principal for making necessary planning/preparation to receive the children on 1st July in school. Though provision for granting Compensatory Leave/Earned Leave for this period of three days has not been made, it is obligatory on the part of teachers to report at school on 28th June of the year. Deputy Director in such representations will exercise their discretion to settle the issue. However matter will be discussed in next Deputy Directors Conference.

Yours faithfully,

(A.N. Ramachandra)
Asstt. Director (Acad.)

Copy to :

Deputy Director All Regional Offices-for information

Asstt. Director(Acad.)



F.No.23-1/2002-NVS(Acad.)

Dated : 30-4-2002

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : Panel Academic Inspection of JNVs during the Year 2002-2003-
regarding.**

Sir,

This is to draw your kind attention on the subject cited above. Inspection and Supervision Tool developed by the Samiti has already been sent to all Regional Offices last year. You are required to plan the visits of the Officers of the Regional Office for Panel Academic Inspection of all Vidyalayas by the end of December 2002. Copy of the plan may be sent to the Headquarters by the end of May 2002 positively. The following points may be taken into account at the time of Panel Inspection and sending the report thereof.

1. A copy of the Panel Inspection Report on the Inspection tool only and suggestions for action to be taken (ATR) at Vidyalaya/Regional Office/ Hqrs. level may be sent to Hqrs. All other papers regarding Panel Inspection are to be retained at Regional Office. This needs not to be sent to Hqrs.
2. Atleast one Panel Inspection for each Vidyalaya of your region must be completed by the end of December by all means.
3. The Panel of Inspection should be headed by Deputy Director/Assistant Director of the Region, consisting of one/two Principal(s) and an educationist as members of the Panel.
4. The Panel Inspection should be completed within 2-3 days in a particular Vidyalaya.
5. The Panel Inspection Report alongwith ATR may be sent to Hqrs. with in 7 days after the completion of the Inspection in a particular Vidyalaya. There is no need to wait till all Vidyalayas are inspected/completed.

Last year few Regional Offices sent the Panel Inspection Report in respect of some Vidyalayas in the month of February/March while the Inspection were done in August/Sept. 2001 i.e. after six months which is against the Instructions of the Hqrs. and the purpose of Panel Inspection is also defeated, if no timely action is taken on the report. From the records available at Hqrs. it seems that all Vidyalayas were not inspected during last year.

You are, therefore requested to plan in such a manner that inspection may be started from the Vidyalayas, which were not inspected last year and all Vidyalayas of the region are to be completed within the stipulated period.

Thanking you,

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No.18-1/2001-NVS(Acad.)

Dated : July 4th 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

The Asstt. Director/Incharge
Navodaya Vidyalaya Samiti
All Sub-Regional Offices

Sir/Madam,

Sub. : Organising the Streams in the Vidyalayas-Ensuring minimum strength to avoid wastage of Staff and infrastructure-Reg.

Ref. : Decisions taken in the Dy. Directors' Conference held on 13th & 14th September, 2001

I am to draw your kind attention to the discussions held during the Dy. Directors' Conference held on 13th & 14th September, 2001 in the Hqrs. office. Amongst other things, it was decided that the streams should be stabilised in the Vidyalayas only with adequate strength. Wherever there is no adequate strength they should be merged with nearby Vidyalayas. A long term plan is to be drawn in terms of identifying various streams at the Senior Secondary stage and provide necessary assistance in terms of infrastructure, teachers etc.

Unfortunately for my surprise in spite of repeated instructions and interactions, I found a number of schools in different regions are continuing the streams with less than the minimum strength. It was emphasised over and over again that for Science stream there should be a strength of 20 and for Humanities and Commerce the minimum should be 15.

A close look at the final result sheets of the Vidyalayas indicate that in many schools the minimum strength required was not maintained. Lack of strength in the stream concerned is likely to effect the morale of the students as well as the teachers. It would be under utilisation of experienced PGTs. Some times the results of the schools also create an embarrassing situation either in terms of the percentage of pass or percentage of failure.

In order to ensure that appropriate utilisation of the teaching staff is made and infrastructure is utilised, various new combinations are introduced, it is requested that all the Dy. Directors of the regions and Asstt. Directors of the sub-regions may kindly adhere to the minimum strength as mentioned above while recommending for the streams. It may also please be noted that we have to introduce Bio-Technology, Computer Science and Computer Informatics in selected schools for which the requests have been already made to the ROs and Sub-ROs for identifications etc.

I request you to kindly prepare a detailed action plan in terms of the streams to be introduced and continued and the schemes dropped wherever the strength is not there and the new subject combinations proposed to be introduced may be prepared and sent to me so that appropriate decisions could be taken and issues discussed in detail during the forthcoming conferences. A list of the



Vidyalayas where the streams continued less than minimum required strength is enclosed at Annexure for your information.

This may please be treated as urgent and a complete blueprint of action plan along with expected strength in each stream at XI and XII class stage in your region/sub-region is prepared and sent to me positively by 14th of July, 2002 for apprising the Commissioner.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'V. Rama Rao', is written over a white rectangular background. The signature is stylized and somewhat cursive.

(V.Rama Rao)
Joint Director (Acad.)

Encls. : As above.



Annexure

Sl.No.	Region	Name of the JNV	Strength
1.	Bhopal	Bhopal	10
2.	-do-	Datia	17
3.	-do-	Narsinghpur	15
4.	-do-	Indore	19
5.	-do-	Ujjain	13
6.	-do-	Vidisha	10
7.	Chandigarh	Kupwara	8
8.	-do-	Patiala	17
9.	-do-	Nawanshahar	19
10.	-do-	Goindwal Sahib	18
11.	Hyderabad	Chittoor	14
12.	-do-	Khammam	14
13.	-do-	Cuddapah	16
14.	-do-	Mahaboobnagar	17
15.	-do-	Bidar	16
16.	-do-	Belgaum	5
17.	-do-	Tumkur	9
18.	-do-	North Canara	19
19.	-do-	Karaikal	10
20.	Jaipur	Churu	19
21.	-do-	Dungarpur	19
22.	-do-	Sirohi	15
23.	Lucknow	Almora	19
24.	-do-	Haridwar	19
25.	Patna	Banka	17
26.	Pune	South Goa	15
27.	-do-	North Goa	8
28.	-do-	Osmanabad	15
29.	-do-	Nagpur	14
30.	-do-	Jalna	19
31.	-do-	Ahmednagar	17
32.	-do-	Raigad	15
33.	Shillong	Karimganj	18
34.	-do-	Pailapool	19
35.	-do-	Kokrajhar	14
36.	-do-	Churachandpur	14
37.	-do-	Mizoram	1



F.No. 13-3/2002-NVS(Acad.)

Dated : 27th Sep., 2002

Dear Principal

While reviewing the performance of the Vidyalayas in different regions during the Deputy Directors' Conference held on 13th & 14th September 2002 at Pune, I found that many Vidyalayas are progressing in right direction in spite of various functional constraints of infrastructure, staff and other required resources. As you are aware after assuming charge as Commissioner, Navodaya Vidyalaya Samiti, I have been exploring the possibilities of developing the Vidyalayas in to self-confident and self-sufficient institutions for the realisation of the objectives for which they are established. As part of this process, we have initiated a number of steps to involve the stakeholders, local community, district administration etc. Future monitoring system also intended to be developed with collective participation and responsibility of different level functionaries in the organisation.

To personally assess the existing functional efficacy of the institutions and also the acquaint myself with various initiatives taken by the Principals and staff in the Vidyalayas. I propose the visits of few Vidyalayas in every region on the request of respective Principals. I would like to priorities such of my visits basing on the performance of the Vidyalaya in terms of the academic performance, infrastructure facilities available, level of maintenance of campus, library, laboratory, organisation of co-curricular activities and promotion of sports, games and other related activities. To be precise I would like to visit such of the those schools whose performance is excellent in every area of activity in the Vidyalaya and the Vidyalaya which is made a significant impact in the district as well as on the neighbourhood communities. The parameters for fulfilling the above requirements are to be fixed by you in consultation with your staff members. If all of you feel that your Vidyalaya has come to the level mentioned above, you may indicate me the week and the month either during October or November or December for visiting your Vidyalaya. My intention of visiting such schools is to acquaint myself with methodology and progress you have achieved, system of functioning with the collective participation of students, parents and teachers.

I am sure such visit would benefit me to inspire and motivate the other Vidyalayas to learn from your experience and improve the status of their respective Vidyalayas.

Yours faithfully,

(D.K. Kotia)
Commissioner

All Jawahar Navodaya Vidyalayas.



F.No. 25-22/99-NVS(Acad.)

21st November, 2002

To

The Principal
All Jawahar Navodaya Vidyalayas (Having XII Class only)

Sub. : Alumini Association in JNVs-Reg.

Sir/Madam,

This is regarding Alumini Association in JNVs, which has been functional for last four years to keep track of Class XII students, who passed from JNVs and joined various professional colleges/ Higher Institutions of learning during previous consecutive years. Detailed guidelines for the conduct of Alumini Meet in JNVs were circulated vide this office letter No.F. 7-3/97-NVS(Acad.), dated 23rd July 1998¹ and No.F.25-22/99-NVS(Acad.), dated 7th October 1999². These guidelines may please be gone through before planning Alumini Meet in JNVs which is held on **1st Sunday of December** every year. This year Alumini Meet will be held on 8th December in all JNVs. A summary of guidelines is again given below for perusal and compliance please.

1. All eligible ex-students either be informed and invited through post or through an advertisement in the local newspaper.
2. A senior teacher should be made in charge of Alumini Association who will maintain complete record of the ex-students.
3. After formal welcome, a lecture session may be arranged at school and ex-students invited to speak of their experiences of Navodaya background and its input in their career profile.
4. A friendly game of Football/Volleyball/Cricket may be arranged between ex-students and Vidyalaya team.
5. Common lunch may be organised where all teachers and students are also present. The expenditure on refreshment, lunch and tea etc., should be met from mess budget of the Vidyalaya.
6. A brief cultural programme may be organised in the Vidyalaya where ex-students may also be invited to participate.
7. Complete record of all ex-students year-wise may be maintained by the teacher in-charge of the Alumini Meet. Their current status and address should invariably be updated every year.
8. The ex-students should also be invited to Annual Day/Annual Sports Day of the Vidyalaya and also requested to contribute for the Vidyalaya magazine.
9. The photographs and small bio-data of ex-students who have been occupying very prestigious positions are displayed on the walls of School Administrative blocks for inspiring the present generation of Vidyalaya. Such details along with photographs are also sent to NVS Hqrs.

1. See page, 48

2. See page, 51.



10. Ex-students pursuing their career in foreign countries are invariably identified and their career tracks maintained. Their achievements are published by schools in district level newspapers.

While sending invitation, ex-students/alumini are requested to bring with them a passport size photograph to be retained at school. NVS brings out the issues of Navodaya Samvad which throws light on the achievements of our ex-students in different fields. A brief bio-data and photograph of such students will enable NVS (Hqrs.) to include it in next Navodaya Samvad.

A brief report of the Meet along with the good photographs may be sent to Samiti by 20th December 2002 positively. The report is addressed to Dr. U.C. Bajpai, Dy. Director (Acad.) by name.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai', written over a horizontal line.

(Dr. U.C. Bajpai)
Dy. Director (Acad.)

Copy to :

1. SPA to Commissioner, NVS - for information.
2. The Dy. Director, All Regional Offices - for necessary action.



No.F.1-1/2001-NVS(Exam.)/408

13th December, 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Filling up the Vacancies in the 9th Class from the Academic Year 2003-04 - Information regarding.

Sir,

As you are aware the Navodaya Vidyalaya Samiti on the recommendations of the Expert Committee has decided to fill the vacancies in 9th class with the lateral entry. The issue was discussed in the threadbare and it was thought appropriate to go for lateral entry only at 9th class. Since our new academic year will start from April, 2003, it is very essential that we should take all the necessary steps to see that an Entrance Examination is conducted and children are admitted in 9th class against the available vacant seats in all the Vidyalayas.

In order to expedite the process, I shall be grateful if you could kindly send me the following details in the enclosed proforma so as to reach me by 25th of December, 2002 to enable me to take further action. This may please be treated as urgent and necessary action taken.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



**THE VACANCY POSITION IN THE CURRENT
VIIIth CLASS CATEGORY-WISE**

NAME OF THE JNV _____

REGION _____

STATE _____

Present Category of the School for Admission	A/B/C					
No. of students in VIIIth Class category-wise	SC	ST	GIRLS	RURAL	URBAN	TOTAL
Category of School during the year 2000-2001 when the present batch of VIIIth Class was admitted.	A/B/C					
No. of students admitted during 2000-2001 in VIth Class	SC	ST	GIRLS	RURAL	URBAN	TOTAL
Syllabus followed in VIIIth Class whether state or CBSE.						



No.F.3-1/2002-NVS(Acad.)

30th December, 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

The Asstt. Directors
Navodaya Vidyalaya Samiti
All Sub-Regional Offices


Sub. : Conduct of JNVST for 2003 – Multiple Question Papers for JNVST in the same pattern as CBSE Board Examinations – Reg.

Sir/Madam,

I am drawing your kind attention to the subject cited above and to inform that the CBSE has agreed to set multiple question papers for the forthcoming JNVST–2003 in order to eliminate malpractices etc. This decision is taken to ensure that the parents are not misled by private coaching centres.

You are, therefore, requested to ensure that the information is passed on to the Principals and adequate publicity is given for the benefit of students and parents about the multiple question papers.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

The Principals, All JNVs – for information.



D.O.No.3-10/2002-NVS(Acad.)/428

6th January, 2003

D.K. Kotia, IAS,
Commissioner,

Dear District Magistrate,

I am extremely grateful for your kind co-operation and patronisation for running the JNVs in your district. Under your Chairmanship, the Vidyalaya is struggling in the right direction to achieve its objectives. The crucial activity in running the Vidyalaya is the conduct of Jawahar Navodaya Vidyalaya Selection Test (JNVST) effectively and fairly and admitting the children basing on their merit and category for which they belong. So far this activity has been undertaken in a systematic manner under your control and supervision. Jawahar Navodaya Vidyalaya Selection Test for the admission of the children during the academic year 2003-04 is being conducted on **9th February 2003 (Sunday)** in the summer bound areas of the country and on **12th April, 2003 (Saturday)** for extremely winter bound areas.

I am writing this letter, to request you to pay your personal attention and ensure that the Test is conducted in a free and fair atmosphere. The District Education Officer and other officers related to the Educational Administration in the district may kindly be directed to meticulously plan and organise the conduct of the JNVST with the assistance of the Principal, JNV. Please ensure that the following arrangements are made:

1. Police Bandobast at examination centres.
2. Adequate support to the District Education Officer and the Principals of JNV for transportation and the safe custody of test material either at Police Stations or Banks.
3. Deploying some Officers of the district along with vehicles for inspection of examination centres as Flying Squads during the period of examination which is only one and half hour duration.

The Principal of the JNV of your district will meet you and brief you the details of the programme of JNVST.

I shall be grateful, if you could kindly monitor the examination under your guidance and supervision peacefully.

Yours faithfully,

(D.K. Kotia)

1. All District Magistrates
2. Principals of All the Jawahar Navodaya Vidyalayas – with a request to get in touch with District Magistrates and apprise them the details.



ORDER

Sub. : Enhancement of honorarium/remuneration to District Functionaries assisting in conduct of JNVST – Reg.

Consequent upon a series of requests from different functionaries of State Government who have been assisting the Navodaya Vidyalaya Samiti in conducting the JNVST to enhance and increase the existing honorarium towards the services rendered by them, the competent authority after careful consideration has approved the revised rates of honorarium to the functionaries at district and block level who are deployed in conduct of JNVST. The following are the revised rates of honorarium.

I) At District Level:

<i>Functionaries</i>	<i>Existing Rate Rs.</i>	<i>Proposed Rates Rs.</i>
(i) A) DEO/DDPI/DIO B) DEO (Primary) – in such of those States like Rajasthan, Himachal Pradesh, etc., where there are two functionaries separately for Secondary & Primary Education.	500/- 500/-	750/- 750/-
(ii) Block Co-ordinator/DEO/AEO/BEO	250/-	400/-
(iii) DLO	200/-	300/-
(iv) Centre Level Observer	100/-	150/-
(v) Secretariat help at DEOs Office – Two persons and BEOs Office – One person.	150/- each	200/- each
(vi) Class IV Assistant at DEOs Office – Two persons	75/- each	100/- each

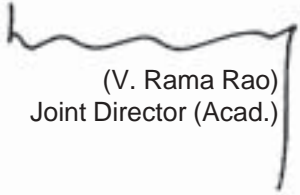
II) At Centre Level:

(i) Centre Superintendents	250/- each	400/- each
(ii) Invigilators (one for every 20 candidates)	40/- each	75/- each
(iii) Clerical assistance of two persons	60/- each	75/- each
(iv) Class IV assistance (one person for every 40 candidates a part there of)	25/- each	40/- each



Honorarium for the District Education Officer (Primary) is permitted in only such of those States where there are two separate District Education Officers for Primary & Secondary Education. Under no circumstances in such of those states where there is no second level of District Education Officers or separate DEO (Primary), such honorarium can be given. All the Principals of JNVs in your region may please be intimated to effect the revised honorarium from the current year. Dy. Directors may kindly allot additional amounts under this head from the overall savings of the region wherever it is necessary as per the provisions of powers delegated to them. All other conditions related to the payment of honorarium remain the same. Principals may also be requested to minimise the administrative expenditure and settle the accounts of the expenditure of examination within a month from the conduct of the test.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Copy to :

The Principal, All Jawahar Navodaya Vidyalayas – for information and necessary action.



F.No.1-2/2002-NVS(Acad.)/468

27th February, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Recognition of A, B and C Level Certificate equivalency with III, V and VIII of National Open School – Reg.

Sir,

This is to draw your kind attention on the subject cited above. National Institute of Open School have been requesting Navodaya Vidyalaya Samiti to recognize A, B & C Certificate awarded by National Institute of Open School to children equivalent to Class III, V and VIII. It has also been stressed that B level certificate issued by NIOS is equivalent to Class V in terms of learning competency and such students are permitted to write JNVST. Before the proposal is submitted to Commissioner and also to Executive Committee of the Samiti for making recommendations to permit B level holders of NIOS to write JNVST Examination, it is requested that views of Deputy Directors in this regard are forwarded to NVS, Hqrs. to enable us to analyze all aspects of this new cliental. National Institute of Open School is an autonomous organization under the Ministry of Human Resource Development, Govt. of India. The mission of NIOS is "**reaching the unreached and to provide education for all with special concern for girls, rural youth, working men and women, SC/ST, Handicapped and other disadvantaged groups, non-school goers and dropouts**". It is a teaching institution as well as examining and certifying authority by itself. It is a board of school education at the national level like Central Board of Secondary Education. It has also been functioning as an apex body at national level to promote distant of learning system from primary level to pre-degree level in the country

The B level examination conducted by NIOS is equivalent to the examination conducted by State Board in V standard. Since NIOS falls under Ministry of HRD the condition of passing Class-V from recognised primary schools of State Government is automatically applicable for these children. These children receive education and pass B level of NIOS through informal system of education.

Kindly forward your opinion indicating merits and de-merits of this proposal at an early date.

Yours faithfully,

(Dr. U.C. Bajpai)
Dy. Director (Acad.)



D.O.No. 36-1/2003-NVS(Acad.)

Dated : 3rd March 2003

Dear Deputy Director,

I am to draw your kind attention to this letter No. 6-11/2002-NVS (Admn.) dated 28-01-2003 forwarding the copy of the minutes of the meeting of the Dy. Directors' held at Hyderabad on 16th & 17th January 2003. Among various other things, the important area at discussion was advancement of preparation and planning for next academic session. All the Dy. Directors were advised to organise the Annual Principals Conference in the first fortnight of April 2003 to decide planning for next academic session. In this regard, I am to remind you the need for meticulous advance planning for the academic year 2003-04. Though the annual Board Examinations results will come much later irrespective of the board results, we have to prepare a perspective plan of action for forthcoming year which is to be systematically followed in terms of planning, implementation, monitoring and reporting. The review of the Board results can however be made in the 1st week of June after results are published.

I, therefore, request you to immediately plan out the annual conference. The following are some of the important areas where decisions are to be taken with a participatory approach of the Principals, Asst. Directors-Incharge of the clusters and the Regional Officers. Similarly, the Principals should also ensure that while preparing the action plan for the next year, the teachers and students are taken into confidence and their opinions elicited. This will give us a wider scope for participation of different stakeholders like students, PTC, teachers, Principals etc.

I am indicating herewith some important areas where the focus of annual conference can be laid:

1. Procurement and delivery of textbooks.
2. Finalisation of the streams along with the norms prescribed with mini-migration linkages.
3. Verification of the staff sanctioned as per the requirements of the Vidyalaya within the parameters.
4. Filling-up of vacant posts of teachers on contract basis before the beginning of the academic session.
5. Finalisation of selection of students for migration and ensuring that they report to the Vidyalaya of migration positively by 1st of July 2003.
6. Transport arrangements for the migration students.
7. Notification of results of JNVST positively by 1st week of May.
8. Notification of the select list and verification and completion of admission of children positively by 1st July and sending a compliance report to headquarters by 8th July.
9. Cluster-wise planning and monitoring along with the incharge Asst. Directors.
10. As part of the conference, major time may be devoted to hold the discussions cluster-wise with the Principals and the Asst. Directors and finalise the entire programme of the year. Specific responsibilities to be assigned to the cluster principals and calendar of activities and events like admission, inspection, ensuring the presence of teachers, unit testing and evaluation, cluster level sports and games, training programme of teachers and all other related issues including maintenance and repairs, safety & security of children, mess management and house-system etc.

In addition to above, I would also like to inform you that a Review committee constituted by Govt. of India under the Chairmanship of Sh. Y.N. Chaturvedi has made various recommendations



for implementation in the Vidyalayas to ensure effective performance and realisation of the objectives of the scheme.

Some of the important recommendations for immediate implementation are given below. Principals may be asked to come prepared with necessary data and planning and the modus operandi of the implementation of recommendations to be discussed cluster wise.

RECOMMENDATIONS OF Sh.Y.N. CHATURVEDI COMMITTEE FOR IMMEDIATE IMPLEMENTATION :

- Identification of category-wise shortage of prescribed reservations in districts.
- Follow-up action of ensure that adequate publicity is given to fill-up the candidate as per the targeted reservations.
- Two years action plans for improvement of quality in academics, specially Language and Mathematics component.
- Career counselling and assistance to students for appearing for entrance examinations.
- Conduct of crash programmes in the lower classes specially for languages and mathematics.
- Effective and meticulous implementation of Continuous Comprehensive Evaluation from VI to VIII class (Cluster-wise calendar and action plan must be prepared for implementation of CCE during the year 2003-04).
- Incorporating in institutional plans, scope for debating competitions, essay competitions, quiz competitions and allied activities for improving the reading, writing and speaking skills of children.
- Preparatory work for lateral entry in IX class and schedule of examination and admission.
- Exploring possibilities of identification of qualified contractors to run and manage the mess.
- Extension of educational facilities to all children of the teachers at the preprimary level.
- Finalisation of process of renting a vehicle wherever the vehicle is not available.
- Inclusion and association of retired educationists of the district in regular panel inspections.
- Annual inspection with a panel constituting Engineer, Medical Expert, Administrator and Nutrition Expert for assessment of the accommodation, boarding, lodging etc. of the students.
- Focus of classroom transactions to be on learning orientation, proposed process and methodology.
- Action plan for compulsory study of 3-4 library books by students, their review and participation in seminars to ensure enhancement of their communication skills and understanding capacity.
- Systematic planning of morning assembly to fulfill the objectives which include knowledge, patriotic spirit meditation, communication skills, music, physical alertness and informal learning etc.
- List of identification of teachers who need to be intensively trained along with the areas of required training like content/communication, residential culture.
- As part of SUPW activity to organise groups of students consisting 5-6 and assigning responsibility related to cleanliness and maintenance of the campus as part of the inculcation of value of dignity of labour.



- Identification and organisation of lectures by eminent people on monthly basis.
- Effective implementation of CLASS project (extension of computer learning to nearby schools.)
- Integration of ICT in teaching learning. Identification and procurement of software, training of teachers monitoring and reporting.
- Identification of nearby 10-15 Vidyalayas and local communities for organisation of pace setting activities by every Vidyalaya.

The above are some of the important recommendations for implementation at the Vidyalaya level. Principals may kindly be requested to prepare necessary background information for preparing an action plan with all the above activities as recommended by the Review Committee.

Since this annual conference is going to be very intensive and serious affairs, it may not be possible to complete it in 2 days. It is suggested that the conference may be held for 3 days. It is also further suggested that the conference can be held in two stages in these 3 days.

- 1) General issues concerning all the Vidyalayas.
- 2) Cluster-wise preparation of action plan, monitoring and implementation under the supervision of the Asst. Director/Cluster incharge.

I shall be grateful, if you could kindly let me know the process of planning and also feel free to seek any information from me in this regard.

Yours sincerely,



(V.Rama Rao)
Joint Director (Acad.)

The Dy. Director
Navodaya Vidyalaya Samiti
All Regional offices

Copy submitted to Commissioners, NVS-for information.

Copy to :

- 1) All Asst. Director/Cluster-Incharge
- 2) The Principal, All Jawahar Navodaya Vidyalayas

-With a request to prepare a consultative and participatory action plan for discussion and finalisation.



F.No. 36-1/2003-NVS (Acad.)

Dated: 12th March 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

The Asstt. Director/Cluster Incharge
Navodaya Vidyalaya Samiti
All Regional Offices/Sub-Regional Offices

Sir/Madam,

Sub. : Annual Conference of Principals-Areas for focus of discussion for close monitoring of the Vidyalaya at cluster-level-Information-Reg.

Ref. : This office letter of even number dated 03-03-2003¹.

I am to draw your kind attention to the reference cited, indicating various areas of discussion during the forthcoming Principals' Annual Conference. We intend to make this conference problem solving and facilitating the Principals and teachers to effectively execute the action plans being drawn by the Vidyalayas and clusters concerned. However, in order to effectively implement the action plans it is very essential that minimum important areas of functioning of the Vidyalayas are to be streamlined. We would like to take this opportunity for a detailed diagnosis of the issues and problems confronted by the Principal in carrying out his day-to-day functioning. Commissioner, NVS desires that the Principal should identify the specific problems and issues for bringing the functional effectiveness in the following responsibilities in the Vidyalaya:

- I) Involvement of Parent Teachers Councils in planning, monitoring and implementation of the activities of the Vidyalaya to enable the PTCs to keep themselves informed about the performance of their wards periodically as well as the direction of the institution for realisation of its objectives.
- II) Very cordial interpersonal relationship among the staff of the Vidyalaya for **team building**. The hurdles and problems in the process of co-operative team building are to be identified and attended to in terms of better understanding, co-operative vision, training, enforcement of the rules and regulations and the spirit of service to students as well as the identification with the institution.
- III) Developing a cohesive residential culture with effective monitoring of the house-system. The problems and issues identified in making the house-system more effective in terms of physical maintenance, security of the children, health counselling and guidance behavioural attitudes with opposite sex, cleanliness, assimilation, acculturations of their students with their housemates they are attached. Another important area in improving the house-system is to develop responsibility, accountability and spirit of servant leadership i.e. leadership with service motive to students by the housemasters.

1. See page, 73.

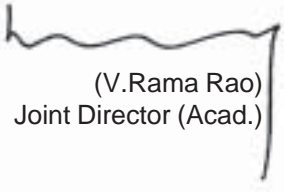


- IV) Organisation of co-curricular activities as a means of personality development and character formation rather than routine ritualistic conduct of functions.
- V) Maintenance and repairs, electricity water connections, functioning of toilets & bathrooms, cleanliness and beautification.

The above issues are to be reviewed Vidyalaya-wise to understand the difficulties in this fundamental areas of functioning and find appropriate solutions and action programmes. In order to save time in identification of the problems Vidyalaya-wise it is thought appropriate to request the Principal to provide the information in the above areas in the enclosed format.

You are requested to kindly collect the above information in the Vidyalayas of cluster assigned to you and prepare a compatible and comparable chart of the cluster to facilities the conference for appropriate decisions.

Yours faithfully,



(V.Rama Rao)
Joint Director (Acad.)

Copy to :

The Principal,
All Jawahar Navodaya Vidyalayas - With a request to compile the said information and send it to the Incharge Asstt. Director of the cluster for facilitating the discussions.



FORMAT OF INFORMATION OF BASIC AREAS OF FUNCTIONING OF THE VIDYALAYA TO STRENGTHEN THE CLUSTER MONITORING

- I) PARENT TEACHERS COUNCIL _____
 - a) Date of formation: _____
 - b) Total No. of meetings conducted : _____
 - c) No. of parents interacted with the class teacher along with their wards in each for the meeting held. _____
 - d) Important suggestions and observations made by the PTC on day-to-day functioning of the Vidyalaya. _____
 - e) Action taken on the suggestions. _____

- II) INTER-PERSONAL RELATIONSHIP
 - a) Total No. of female and male employees in teaching & non-teaching category. _____
 - b) Frequency of common consultations with the staff (indicate No. of such consultations in each month). _____
 - c) Whether there is groupism in the Vidyalaya, (If yes), the reasons identified for such fractions and groups. _____



- b) No. of students participated in each of the activity. _____

- c) Benefit accrued to the students by the activity. _____

- d) No. of activities in which Principal was present. _____

V) MAINTENANCE & REPAIRS

- a) Amount released for M & R. _____
- b) Purpose and the expenditure for which the amount was utilised. _____

- c) What is the regular system of feedback and reporting on the functioning of toilets, bathrooms, water and electricity? _____

- d) Have you constituted any committee for this purpose If yes, the composition of the Committee including the No. of students in the Committee. _____

- e) Identified security hazards in the Vidyalaya. _____

Principal's perception on the above issues (if space is not sufficient, attach separate sheet):



F.No. 10-41/2001-NVS(Acad.)

Dated: 7th May, 2003

To

All the Principals
Jawahar Navodaya Vidyalayas
Navodaya Vidyalaya Samiti

Sub. : Implementation of Recommendations of the Expenditure Reform Commission regarding collection of Fee from the students whose families are above poverty line-Information regarding.

Dear Sir/Madam,

The Expenditure Reforms Commission constituted by the Ministry of HRD, Govt. of India, after careful consideration has recommended for charging a monthly fees from the students whose families are above the poverty line. After a great deal of deliberations, it has been decided to initially charge Rs.200 per students per month from all the students from IX to XII Class excluding SC/ST and girl students from July, 2003. These charges may also gradually increase to Rs.300 per month in due course after undergoing the experience of collection of the fee of Rs.200 per month. Since the education at primary and middle level is free, the fees will be collected only from the students studying in IX Class and above. The students whose families are below poverty line as per the certification of the District Magistrate concerned are exempted from the fee. Meaning thereby, all the children whose families are below poverty line, the SC/ST and girl students are exempted from the fee. This is aimed at involving a token participation from the families of the students who can economically afford for such payment.


Out of this collected amount in the Vidyalaya, 50% will be kept at the disposal of the Vidyalaya for undertaking educational development activities of the students. The rest of the 50% will be added to the consolidated fund of Navodaya Vidyalaya Samiti.

Since it is first time, such an effort is being made to collect some token fee from the parents, the Parent Teachers Councils should be informed of the importance of such collection and convince them to contribute their might.

The detailed instructions with regard to the methodology of determining the below poverty line families etc. will be communicated in the course.

You are requested to kindly create an atmosphere of acceptability among the parents for the proposed ERC recommendation for collection of Rs.200 per month from the affordable families.

Yours faithfully,


(V.Rama Rao)
Joint Director (Acad.)

Copy to :

All Deputy Directors of Navodaya Vidyalaya Samiti : with a request to popularise the recommendations of the ERC and prepare a plan of action for collection of fee from the students of Class-IX and above excluding SC/ST, girls and students whose families are below poverty line.



No. F.1-1/2001-2003-NVS-Acad.(Exam.)

20th May, 2003

To

All the Principals of
Jawahar Navodaya Vidyalayas of
Navodaya Vidyalaya Samiti

Sub. : Declaration of Results of JNVST – Request for Completing the Process of Admission – Regarding

Ref. : This office letter No. 13-17/2001-NVS(Acad.) Dated 16th April, 2002¹.


Dear Sir/Madam,

I am to draw your kind attention to the letter reference cited giving you the details with regard to conduct of JNVST, 2003 The CBSE has already published the select list of the candidates and despatched to the Vidyalayas. As it was discussed in the Annual Principals' Conferences, it is very essential that we complete the scrutiny of the records of selected candidates and complete the admission process. The selected batch of the students should report to the Vidyalaya positively by 1st of July. For this purpose a great deal of spade work is to be done in terms of notification of results, scrutiny, verification of records and informing the parents about the final admission. Under no circumstances, there should be any scope for delay in admission. It was also simultaneously discussed that all preliminary arrangements like, repairs and maintenance of the building, adding toilets and bathrooms, wherever required and other facilities for admission of the children should be completed.

It is proposed to review the status of admission on 5th of July, 2003. On completion of admission, the Headquarters may please be informed by Fax indicating total number of students admitted in each category.

The above instructions may scrupulously be followed and implemented under the guidance of Assistant Directors, Cluster In-charge.

Yours faithfully,


(V. Rama Rao)
Joint Director (Acad.)

Copy to :

All the Deputy Directors, NVS, all Regional Offices: With a request to monitor the admission process and ensure that children are admitted as per the stipulated time. Copy of the circular may be given to all the Assistant Directors for follow up and report to Hqrs. by 5th of July, 2003.


Joint Director (Acad.)

1. For reference, see page, 116.



F.No.26-10/2003-NVS (Acad.)

23rd May, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Regarding the Accreditation of JNVs by NIOS.

Sir,

This is regarding the Accreditation of NVS by NIOS, Commissioner attended the 10th meeting of the General Body of National Open School Society held on 31st March 2003 as member and volunteered to allow JNVs to be accredited to NIOS. JNVs are already accredited with NIOS where examinations are being conducted under the administrative supervision of our Principals. Since Commissioner has already extended words to Chairman, NIOS, you are hereby requested to see that if the proposal for the accreditation of JNVs is received from NIOS, the same is honoured by concerned Principals.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai', is written over a horizontal line.

(Dr. U.C. Bajpai)
Deputy Director (Acad.)

Copy to :

1. Shri S.S. Gill, Secretary, National Open School Society, B-31B, Kailash Colony, New Delhi



No.F.1-1/2001-NVS (Acad.)Exam./549

5th June, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

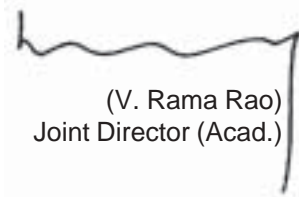
Sub. : Considering Admission of Children from Special Education Schemes started by Govt. of India and various State Governments under the Universalization of Primary Education Programme – Regarding.

Dear Sir/Madam,

As you are aware, Government of India as well as various State Governments in the country have initiated a large number of schemes with the objective of providing primary education to all the children in the country. The schemes like Education Guarantee Scheme in Madhya Pradesh, Rajeev Shiksha Mission, in Rajasthan, National Open School system, state level Open School and many other Government sponsored primary education programme are being implemented in different parts of the country. The Government of India from time to time has been insisting that the Navodaya Vidyalaya Samiti should consider the admission of children who have studied in variety of such Government sponsored schemes to make use of the educational benefits accrued from Navodaya Vidyalayas. We have had a series of meetings. The issue is under consideration to admit the children who have completed the primary education through certain systems like National Open School, Education Guarantee Scheme etc. In order to finalise list of such schemes from where children should be permitted to appear for JNVST. It is essential to finalise the list of such schemes before we initiate the printing of Application Forms.

In view of the above, I shall be grateful if you could kindly collect the information state-wise under your jurisdiction about various schemes in operation and sponsored by the Government for imparting primary education up to Vth class. This may be treated as **very urgent** and the said information is sent to me **within a weeks time** so that the issue can be further examined at the Government level.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



No.F.24-6/2002-NVS (Acad.)

9th June, 2003

To

The Principals of
Jawahar Navodaya Vidyalayas of
Navodaya Vidyalaya Samiti

**Sub. : Information related to the Professional Courses and Higher Education
for circulation among senior students – Regarding.**

Dear Sir/Madam,

Please find enclosed herewith a copy of the details published by the “Times of India” regarding various professional courses and higher education studies in prominent institutions of the country. The information is very comprehensive indicating various opportunities of higher studies in different fields like Management, Engineering, Biotechnology, Medicine etc. It is very essential that we provide necessary career guidance to the students of the Vidyalaya to enable them to choose and plan their future careers. This activity should form part of the regular functioning of the Vidyalaya. At various levels of Government, a great emphasis is being given on career guidance and vocational training. The children during their seven years stay in the Vidyalaya must be able to make up their mind about their future studies. If such information is made available to them, it will also help the parents to change their views about the future of their children.

It becomes imperative for every Navodaya Vidyalaya to collect information and provide guidance to students for various career options. The Librarian of the Vidyalaya should be trained and assigned with the responsibility of providing career guidance to the students. We should open a “**Career Guidance Corner**” in the Library and also conduct meetings and discussions with the students of higher classes, i.e., X, XI & XII classes to acquaint them with various career options.

In the light of the above, I request you to constitute a **small Committee** for providing career guidance to the students. The Librarian should be the **convener** of the Committee and ensure that periodical meetings are organised for promotion of career guidance. The Committee may have the Principal as the chairman, Vice Principal, two PGTs, two TGTs and three PTC members, so that this Committee can periodically meet and equip the Vidyalaya with the information related to career guidance. The Committee should also arrange interaction with eminent educationists and professionals in the district, so that the children will have a clear concept of future careers.

I shall be grateful if you could kindly prepare an annual plan of action on career guidance and let me know the details and the follow up.

Yours faithfully,

(V. Rama Rao)
Joint Director (Acad.)

Encl : as above

Copy to :

All the Deputy Directors, all Regional Offices, with a request to issue further instructions to the Principals and inform the Assistant Directors of cluster Incharge that the career guidance activities should be monitored on regular basis. Copy of this Circular along with the enclosure may also be handed over to the Assistant Directors.

Joint Director (Acad.)



F.No.4-1/2003-NVS (Acad.)

17th July, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

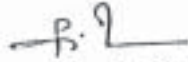
Sub. : Enrolment of Physically Handicapped Children in JNVs.

Sir/Madam,

Please furnish the details of enrolment of physical handicapped children in JNVs under your region as on 31-03-2003 in following format:

State	No. of JNVs	Total enrolment of physical handicapped students consolidated (Class-VI to XII)							
		Boys	Girls	Rural	Urban	Gen.	SC	ST	Total

Yours faithfully,


17-7-2003
(Dr. Prabha Sinha)
Asstt. Director (Acad.)



No.F.20-2/99-NVS (Acad.)

18th July, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Starting of Nursery/Primary School for the Wards of the Staff of Jawahar Navodaya Vidyalayas.

Ref. : This office letter No. F.11-2/91-NVS (Acad.) dated 22-08-1991¹.

Dear Sir/Madam,

As you are aware, the Navodaya Vidyalaya Samiti through the letter reference cited has accorded permission to the Principals of Jawahar Navodaya Vidyalayas to start a nursery/primary school upto class-V in the premises of Navodaya Vidyalayas for providing educational facilities to the children of the staff working in the Vidyalaya. Through the said circular they were permitted to provide class room, accommodation, furniture and the parents were to borne the expenditure on the salary of the teacher. However, because of various administrative problems and inconvenience all such schools started under this scheme have been closed. During recent conferences of Principal's, specially in North East region, it was represented that the Samiti should provide facilities for the pre-primary education of the children of staff working in the Jawahar Navodaya Vidyalayas.

In view of the above, the Competent/authority has decided to accord the permission to the Principals of JNVs to start a nursery/primary school in their campuses for facilitating the education of the children of the staff working in the JNVs. The following is the criteria for running such schools:

1. Navodaya Vidyalaya Samiti will provide the necessary infrastructure in terms of classroom, benches etc.
2. Navodaya Vidyalaya Samiti would also provide one teacher by reducing his normal workload in the school system. This could be preferably a Regional Language/Hindi/Maths TGT.
3. The second teacher is to be appointed on behalf of the parents themselves by contributing towards his salary.
4. Admission is restricted only for the children of the staff working in the JNVs. No outsiders shall be permitted.

Similarly, we have all agreed in the Annual Conference of Principals' that one of the areas needs to be improved is the English and Mathematics of the newly admitted children. We thought of developing **crash programmes** to enable these heterogeneous group of children who have come from different backgrounds to bring them to a common level. It is very essential that we prepare need based specific crash programmes in Maths and English and systematically help the children to learn. The afternoon periods can be utilised for this purpose, supervisory study or self study at the level of VI Class may not yield the desired results at this stage since the students do not have the


1. See page 33 for reference.



ability of comprehending the content. It would be better that in the afternoon sessions, VI class students are made to concentrate on learning English and Mahs. **Exhaustive modules** in these two subjects may be prepared and implemented for the newly admitted children.

Since these two issues are of utmost importance, I Request you to initiate action in this direction under the supervision and guidance of the Deputy Director and see that the monitoring of the lower classes is strengthened systematically.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

1. Deputy Directors of All Regional Offices : with a request to discuss with the Assistant Directors in making the Action Plan and its implementation.
2. All Principals of Jawahar Navodaya Vidyalayas, with a request to initiate the process of implementation of the Action Plan.



F.No.25-2/2003-NVS (Acad.)

25th July, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Introducing Education on Disaster Management - regarding

Sir/Madam,

CBSE is introducing 'Disaster Management' as a part of frontline curriculum in Social Science in Class VIII from the Academic Session 2003-04 as per the directions of the GOI for introducing Disaster Management in School Curriculum.

Textual material for Class-VIII for the same has been prepared by CBSE with the help of Ministry of Home Affairs, Govt. of India and the same is available with CBSE. The related textual material can be obtained from CBSE, Shiksha Kendra, 2 Community Centre, Preet Vihar, Delhi 110 092 or from CBSE Regional Office on payment.

The subject disaster management can be introduced in Class-VIII in the following manner.

- (i) Such of those Navodaya Vidyalayas which are following NCERT syllabus, CBSE is deleting certain portions of Social Science and introducing Disaster Management in their place.
- (ii) With regard to the school following the local syllabus, since Disaster Management is an important subject, we may direct them to add this chapter to the existing syllabus of social Science of the State concerned.

Suitable action may be taken in this regard.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No.1-1/2002-NVS (Acad.)

31st July, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Conduct of Entrance Test for Admission in Class-IX against Vacant Seats – Guidelines – Regarding

Sir/Madam,

In continuation to this office letter of even number dated 28th July, 2003¹, I am to inform that it has been now decided to conduct the Entrance Test for admission in IX Class on Sunday, the 28th September, 2003. As the time available at our disposal is **very short**, we need to take immediate action, for arranging the conduct of the Test. The following is the **Chart of activity** for conduct of the Test:

1. Printing of Prospectus-cum-Application Forms – Distribution to the Vidyalayas.
2. Issuing a notification State-wise in the largest circulated English/Hindi/Regional Newspapers, indicating the address of the school, number of the vacant seats in SC/ST and other categories.
3. Instructing the Principals to distribute the application forms with the help of Education Officers in all secondary and middle schools.
4. Receiving the applications – Immediate scrutiny.
5. Issue of Admit Cards to the candidates.
6. Making arrangements for conduct of the Examination including orientation to the Principals.
7. Receiving the Question Papers – Distribution to different state centres for onward transmission to schools before the Examination.
8. Conduct of the Examination.
9. Collection of Answer Booklets in the regional offices along with the list of absentees.
10. Organising spot-evaluation of the Answer Booklets with the help of Answer Keys to be supplied by CBSE.
11. Finalisation of the Merit List category-wise (SC/ST/others) and communication to the Principals of the district concerned.
12. Principals of the Vidyalayas concerned to inform the selected candidates about their selection.
13. Scrutiny and verification of the certificates and other antecedents of the candidates as mentioned in their application forms.
14. Admission of the children.

1. Copy enclosed, see page 92.



SCHEDULE OF THE EXAMINATION

Date of Examination	:	Sunday, the 28th September, 2003
Duration	:	Three hours from 10 AM to 1 PM.
Centre for Examination	:	shall be the JAWAHAR NAVODAYA VIDYALAYA of the district concerned.
Medium of language for Examination	:	English/Hindi

COMPOSITION OF THE TEST

Admission Test will consist of subjects of Mathematics, General Science, English and Hindi. Difficulty level of the test paper shall be of the level of VIII Class. Allocation of marks for the subjects will be;

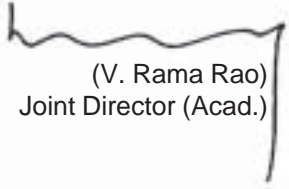
Maths	–	35
General Science	–	35
English	–	15
Hindi	–	15
Total	=	<u>100</u>

As it was informed that the reservations are applicable against the vacant seats only in the category of SC/ST, **no other reservations** like rural, urban, girls are applicable for this Admission Test.

In view of the short of time, I request you to kindly adhere to the dates as given in the **TIME SCHEDULE SHEET** enclosed to this letter and ensure that the Examination is conducted in a fair manner. Since we are taking up this Examination first time, it is very essential that you **personally ensure** that adequate publicity is given in the district concerned through local media, TV, Newspapers, pamphlets and also communication to school authorities, Chairman of Education Committees, Youth Clubs, Mahila Mandals and other non-government agencies in the district.

Weekly Progress with regard to the action taken as indicated above may please be communicated.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



F.No.1-1/2002-NVS(Acad.)

28th July, 2003

To

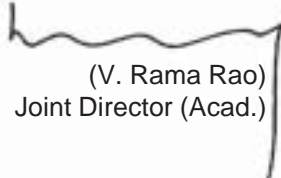
The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Conduct of Entrance Test for Admission in Class-IX - Meeting of Deputy Directors for finalisation – Regarding.

Dear Sir/Madam,

I am to draw your kind attention to the subject cited above and to inform that the Samiti has finalised the proposals for conduct of Entrance Test for admission in IX Class against the vacant seats. In order to finalise the details related to the conduct of the Examination and subsequent actions, it is proposed to hold a meeting of Deputy Directors on 5th August, 2003 at 10.30 A.M. in the Chamber of Commissioner, NVS.

You are requested kindly to make it convenient to attend the meeting along with the necessary information relating to lateral entry in IX Class.


(V. Rama Rao)
Joint Director (Acad.)



F.No.10-41/2001-NVS(Acad.)

Dated: 1.8.03

OFFICE ORDER

Consequent upon the recommendations of the Expenditure Reforms Commission, Government of India (Department of Secondary & Higher Education) has directed the Navodaya Vidyalaya Samiti to charge the fees @Rs.200/- per students as "Navodaya Vikas Nidhi" from the students of Navodaya Vidyalayas from IX to XII Class excluding SC, ST and girl students and the students from the families below poverty line.

Accordingly, the Principals of all Jawahar Navodaya Vidyalayas are hereby directed to collect the fee @Rs. 200/- per students from all the students from IX to XII Class excluding SC, ST and girl students and students whose Parents income is below poverty line w.e.f. July 2003. The collection of fee shall be credited to the Head of Account "Corpus Funds - realization of funds from students (Plan)".

The proper receipt for the amount of fee collected, duly indicating the purpose as "Navodaya Vikas Nidhi" must be issued to the concerned students and amount also deposited with the bank account of the Vidyalaya, as per normal procedure being followed for other receipts.

Certifying authority for Parents income being below poverty line is the District Magistrate or the authorised officer by him.

(D.K. Kotia)
Commissioner

To

The Principal, All Jawahar Navodaya Vidyalayas-for necessary action and immediate compliance.

Copy to :

1. All Deputy Directors, Assistant Directors and Accounts Officers of all Regional Offices of NVS : For information.
2. All Officers of NVS Headquarters.



F.No.13-9/2003-NVS (Acad.)

7th August, 2003

To

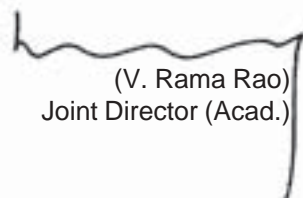
The Principals of
All Jawahar Navodaya Vidyalayas

Dear Sir/Madam,

Please find enclosed herewith a copy of the letter No. 13-9/2003-NVS(Acad.) dated 11th July, 2003 from Dr. Murl Manohar Joshi, Hon'ble Minister of Human Resource Development, addressed to the Commissioner, Navodaya Vidyalaya Samiti, placing on record the appreciation of sincere efforts of all teachers, staff and students of the Navodaya Vidyalayas for producing excellent result in the Board Examination of the year 2003.

It is requested that the same may please be circulated among the staff.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Encl. : As above

Copy to :

The Deputy Directors of Navodaya Vidyalaya Samiti, all Regional Offices of NVS.



डा. मुरली मनोहर जोशी
DR. MURLI MANOHAR JOSHI

No. 13-9/2003-NVS(Acad)

मानव संसाधन विकास मंत्री

भारत सरकार

नई दिल्ली-११० ००१

MINISTER OF
HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA
NEW DELHI-110 001

Dear Shri Kotia,

I am indeed pleased to note the excellent performance of the students of Navodaya Vidyalayas in the Board Examinations this year. This is evidently the result of the devoted efforts of students, coupled with the dedication of all teachers and staff and able guidance of the Commissioner of Navodaya Vidyalaya Samiti.

I would therefore like to place on record my appreciation for the able guidance given by the Commissioner of NVS and for the sincere efforts of all teachers, staff and students.

I hope this tempo will be maintained in the coming years also.

With regards,

Yours faithfully,

(MURLI MANOHAR JOSHI)

Shri D.K. Kotia
Commissioner,
Navodaya Vidyalaya Samiti,
New Delhi.



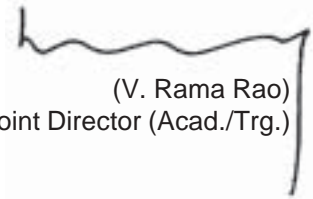
F.No.26-24/2002-NVS(Trg.)

26th August, 2003

CIRCULAR

Often queries are received from the staff associated with the Navodaya Leadership Institutes about various administrative problems related to them. They have been writing to us for their annual increments, advances of loans and other related issues.

It is clearly made known to everybody that basically they have been temporarily attached in the NLIs. All service matters related to them are to be handled from where they have been deputed. Their requests for increment, advances, loans etc. should go through the normal channels through the head of the department under whom they are working. Only temporary matters like leave, TA/DA etc. should be sent to the Training Wing.


(V. Rama Rao)
Joint Director (Acad./Trg.)

Copy to :

1. The Directors of All Navodaya Leadership Institutes of Navodaya Vidyalaya Samiti : only the matters related to temporary nature of day to day functioning should be followed with the Training Wing. All other service matters etc. are to be maintained by their original parent department and all their requests should be processed through their original department/ sections.
2. All officers at NVS Hqrs.



F. No.1-1/2001-NVS (Acad.)

9th September, 2003

To

The Deputy Directors
All Regional Offices

Sub. : Conducting JNVST Lateral Entry : Class IX 2003 – Guidelines – Regarding.

Sir/Madam,

In order to ensure smooth conduct of JNVST 2003 for lateral entry into Class-IX, the following guidelines for information/further necessary action by all concerned at all levels please.

AT VIDYALAYA LEVEL

1. The procedure for conduct of the lateral entry test by and large is the same manner as it is being followed for JNVST.
2. The Principals of the respective Vidyalayas are appointed as Centre Superintendent of the concerned school.
3. There will be only one center in the district i.e. Jawahar Navodaya Vidyalaya of district concerned irrespective of total number of candidates appearing.
4. The Principal shall arrange to scrutinize the applications and dispatch admit cards as per the proper procedure laid down.
5. Allotment roll number including state and district codes and the different categories of SC/ST/ Others may be followed in the same pattern of JNVST.
6. Arrange the application forms in bunches separately for SCs, STs and other General Category candidates.

- Roll Numbers then be allotted as follows:

State Code	District Code	Category	
		SC	0
		ST	0
		OC	0
			1

It may come as under

0	8	0	3	S	T	0	0	4	3
---	---	---	---	---	---	---	---	---	---

- State code/District Code to be as it is in JNVST for class VI.
- After compilation of a particular category (in sequence of SC, ST and OC) the next roll number is to be started from next hundred e.g. if the last roll number in SC Category is

S	C	0	0	7	9
S	T	0	1	0	0

First roll number for ST candidate will be and so on



- **Dispatching the Admit Cards through ensured mode as per guidelines of the Samiti.**
- **Ensuring comfortable sealing arrangement/physical bandobast at the examination center on the day of examination.**
- Receiving confidential test material from camp office and keeping it in safe custody.
- **Appointment of Invigilators** : One invigilator for twenty candidates or a part of it. One additional invigilator (Reliever), if a center has ten or more than invigilators.
- A DO letter from Commissioner is being sent to District Magistrate of the District/Chairman, VMC seeking the services of an observer (a senior officer of the district preferably from Education Wing) and also help of police for police bandobast.
- Obtaining the test material from Camp Office and ensuring the safety of material and keeping it in Bank/Police Station.
- Ensuring that JNVST is got conducted in peaceful manner.
- Packing and sealing the test material after the completion of the test and ensuring its dispatch to the camp office in the desired mode as decided by the regional office.
- Undertaking different steps w.r.t. admission of the selected children, after the result for the same has been received from Regional Office. Different steps to be taken are as we are taking for admission of the children into class VI after having received the select list.

AT REGIONAL OFFICE LEVEL

- Ensuring that required number of test booklets, are received by camp offices from Navodaya Vidyalaya Cell, CBSE and that confidential test material is further got distributed to different Navodaya Vidyalayas as per their demand.
- Monitoring/overseeing activities being undertaken by camp office/NVS for smooth conduct of JNVST.
- Getting collected the used test material from camp officer to the evaluation centers (to be decided by ROs) and ensuring its safe custody.
- Chalking out strategy for evaluation of the test booklet and doing the needful w.r.t. getting them checked as per the given time activity schedule. Arranging required manpower for the same. Nomination of Head examiner for each subject (preferably Principal) at evaluation center.
- Getting prepared the select list/wait list in respect of different Vidyalayas and providing the same to them for further needful at their end.
- Constitution of a monitoring/grievance cell at RO to deal with complaints arising after examination.

Instructions with regard to details of evaluation of test booklets will be sent separately

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



D.O.No.3-10/2002-NVS (Acad.)/623

10th September, 2003

Dear District Magistrate,

I express my feeling of gratefulness for the kind cooperation you have been extending to Navodaya Vidyalayas in your district for its development in right direction to achieve the cherished objectives of quality education of the rural talented children of the district. Under your Chairmanship, we have been able to organize all desired activities at Vidyalaya successfully. This year, Samiti has taken the decision to conduct admission test for Class-IX on 28th September, 2003 to fill up the vacant seats in Navodaya Vidyalayas. Since the available infrastructure in Navodaya system in many JNVs has been under utilised, this decision will enable the system to provide opportunity to such of those students who wish to opt education in Navodaya Vidyalayas at a later stage through the second entry point. Children of the district who have passed Class-VIII during preceding academic year, are eligible to write this test.

I intend to address this D.O. letter to you to extend your cooperation for the following to enable Samiti to conduct examination in fair and free manner at Navodaya Centres:

1. Police Bandobast at Examination Centre which is the Navodaya Vidyalaya of the district only.
2. Deployment of one Officer of District Administration for the inspection of examination centre on 28th September as Flying Squad during the period of examination which will be for three hours i.e. from 10.30 AM to 1.30 PM.

I shall be grateful if you could kindly help us in this regard for better supervision of examination centres.

The District Magistrate
District (As per list)

Yours faithfully,

(D.K. Kotia)

Copy to :

The Principal, JNV (As per list) with a request to be in touch with District Magistrate and brief him about the details of examination.



F.No.1-1/2001-NVS (Acad.-Exams)

11th September, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : Distribution of Confidential Test Material – Lateral Entry Class IX –
Regarding.**

Sir/Madam,

As per the communication received from CBSE, the confidential test material with respect to the referred test is being sent to the Camp Offices (as have been identified by Regional Offices) through ensured modes.

This confidential test material is expected to reach the destination latest by the afternoon of 22nd September, 2003. You are requested to please direct the Incharges of Camp offices to receive the confidential test material and keep it in safe custody as indicated in this office letter of even no. dated 9th September 2003.¹

Principals of the JNVs falling under your region may be directed to collect the confidential test material from the camp offices accordingly. Collection of the material may be got made by some senior staff member of the Vidyalaya.

This issues with the approval of the competent authority.

Yours faithfully,

(S.C. Rabra)
Assistant Director (Acad.)

1. For reference, see page 97.



F.No.3-2/2003-NVS (Acad.)/636

September 22nd, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Printing and Distribution of Application Forms for Jawahar Navodaya Vidyalaya Selection Test, 2004- Regarding.

Dear Sir/Madam,

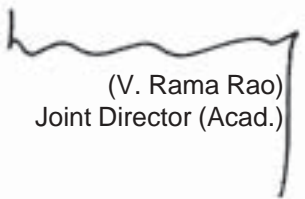
Please find enclosed herewith a Format of JNVST **Application Form** for the year 2004. As you are aware, the children who are studying in “**Sarva Shiksha Abhiyaan**” Schools and children who have qualified in “B” level certificate course under “**National Institute of Open Schooling**” are also made eligible. This provision is made with the approval of Chairman, NVS.

You are requested to kindly arrange to print the **Application Form** and distribute at the earliest. The tentative dates for conduct of the Examination is Sunday, the **15th February, 2004** (for Summer-bound schools) and Saturday, the **10th April, 2004** (for Winter-bound schools).

Since it is already delayed, I request you to take up this activity on **Top-Priority** and ensure that the **Application Forms** are printed and distributed within a week to 10 days time. The other formalities for printing job would be the same as followed last year.

Kindly confirm me the action taken.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Encl. : As above



APPLICATION FORM

Affix passport size photograph
Photograph to be attested by the head of school where the Candidate is studying

Last date for submission of the application form in BEO's office 15th November 2003

1. Sl. No. (To be filled in by the Office of Principal JNV)
2. Following is to be filled in neatly by the Candidate

First Name Middle Name Surname

Name of the Candidate Master/Kumari
(BLOCK CAPITALS)

Tick the appropriate box

(a) Sex: Boy Girl (b) Category: General SC ST OBC (c) Are you married: Yes No

(b) Write the Caste if the candidate belongs to Scheduled Caste (SC) or Scheduled Tribe (ST)

(c) Disabled (Tick appropriate box)

Physically Handicapped	Visually Handicapped	Hearing Impaired
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Date of Birth (in figure) Date Month Year

Date of Birth (In words)

4. (a) Mother's Name (Block Capitals)
- (b) Father's Name (Block Capitals).....
- (c) Name of the Guardian (in case Father/Mother is not the Guardian)
- (d) Relationship with candidate

5. Present Postal Address

6. Nationality

7. School(s) from where the candidates passed class III and IV and is studying in Class V

Classes	III	IV	V
(a) (i) Name of the School			
(ii) Category of School			
(b) (i) Month and year of joining			
(ii) Month and year of Passing			
(c) Name of the Village or Town (In which the school is located)			
(d) Name of the Block			
(e) Name of the District			
(f) *SCHOOL LOCATION : Rural/Urban (Write appropriate)			

8. Language (Medium) through which you are studying in class V.....
Certified that the information given above is true to the best of my knowledge and belief. In case any information is found incorrect, I will abide by the decision of the Samiti.

Date _____ Signature of the Father/Guardian _____ Signature of Candidate _____

UNDERTAKING

I understand that in the interest of National Integration and as per the scheme of the Jawahar Navodaya Vidyalaya, students from one JNV have to migrate to another JNV from Hindi Speaking area to non Hindi Speaking area and vice versa and I agree to abide by the rules of the Navodaya Vidyalaya Samiti in this regard.

Signature of Father/Guardian _____ Signature of Candidate _____

Date: _____

*A candidate will be belonging to the RURAL CATEGORY, IF

- (a) S(he) has(d) been studying for all the three academic sessions of class(es) 3rd, 4th and 5th from the schools located in rural areas of the district. If the candidate has studied for even a single day in urban school, he will be treated as Urban.
- (b) S(he) has(d) studied from Accredited Centres/Institutes of Sarva Shiksha Abhiyan/National Institute of Open Schooling and S(he) has been residing in a rural area away from the centres in case centres are in urban area.



**CERTIFICATE BY HEAD OF THE SCHOOL WHERE CANDIDATE IS STUDYING
(Preferably to be filled in English Block Letters)**

Certified that:

Master/Kumari _____

Son/Daughter of Shri _____

Date of Birth (in figure) D D M M YEAR

(In words) _____

has been studying in this school since MONTH YEAR

and is to appear in class V Examination in MONTH YEAR

His/her medium of Examination in School for Class III, IV & V as per official record is _____

Classes		III	IV	V
(a)	(i) Name of the School			
	(ii) Category* of School			
(b)	(i) Month and year of joining			
	(ii) Month and year of Passing			
(c)	Name of the Village or Town (In which the school is located)			
(d)	Name of the Block			
(e)	Name of the District			
(f)	*SCHOOL LOCATION : Rural/Urban (Write appropriate)			

He/she belongs to (tick appropriate box) General SC ST OBC Category

Rural Urban Area

In case of SC/ST, his/her caste is _____

In case of Disabled, type of disability: Physically Visually Hearing
 Handicapped Handicapped Impaired

Also certified that the entries made in the Application Form and Admit Card are correct as per school records.

Date _____ Signature of the Head of the School with official Stamp _____

Counter signed by Block Education Officer with Official Stamp*

*Category of School — Govt. -A, Govt. Aided - B, Recognised C, Schools under Sarva Shiksha abhiyan/NIOS accredited institution -D.

FOR USE BY OFFICE OF JAWAHAR NAVODAYA VIDYALAYA

State District Block Centre Roll No.

Scrutinized by _____
 (Name and initial of JNV Staff)

 Signature of Principal



**JAWAHAR NAVODAYA VIDYALAYA SELECTION TEST-2004
ADMIT CARD**

(For Office use) Date & Time of Test _____

Code

State District Block Centre Roll No.

Name of examination Centre _____

Following is to be filled in by the Candidate in regional language in capital letters and to be signed by Head Master of the School.

1. Medium of Examination _____ (It shall be same as the medium of Instruction in Class V)
2. Name of Candidate Master/Kumari _____
3. a) Mother's Name _____
b) Father's Name _____
4. Present Postal Address

Affix Passport Size Photograph. Photograph to be attested by the head of school where the Candidate is studying

5. Date of Birth (in figure) D D M M YEAR

6. Date of Birth (in words) _____

Tick mark the appropriate box.

7. Sex: Boy Girl 8. Category: General SC ST OBC 9. Rural or Urban: Rural Urban

10. Disabled (Tick appropriate box)

	Physically Handicapped	Visually Handicapped	Hearing Impaired
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of the candidate in the presence of HM/Head of Accredited Institute or Centre of the school where candidate is studying

Signature of the Headmaster/Head of Accredited Institute or Centre of the school attesting the photograph with Official stamp
Date _____

Signature of the Principal JNV allotting the Roll No. with Official stamp

Parents are requested to collect the acknowledgement/Receipt after depositing the application form. This acknowledgement will have to be produced while receiving the Admit Card from the Block Education Officer concerned. In case admit card is not received before one week of the Date of Selection Test, contact the Principal JNV/BEO/DEO concerned immediately

ACKNOWLEDGEMENT

Received the application from Master/Kumari.....S/o / D/o Sh.
for admission in Jawahar Navodaya Vidyalaya Selection Test 2004.

Date _____ Signature of the Block Education Officer with Official Stamp



No.F.1-1/2001-NVS (Acad.)

23rd September, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

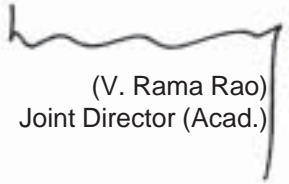
Dear Sir/Madam,

In continuation to this office letter No.I-1/2001-NVS(Acad.) dated 09.09.2003¹, I am to inform that the CBSE will be directly sending the **Marking Scheme** for the Entrance Examination of IX Class to be held on 28th September, 2003.

You are request to make 03 to 04 Teams of teachers consisting of English, Hindi, Maths and Sciences. On receipt the **Marking Scheme** a brief orientation should be given to the teachers and the test paper should be organised for the direct supervision of the Deputy Director and the Asst. Directors. Please ensure that the evaluation is held in the Regional Headquarters only. No other camp office should be organised for the purpose of evaluation since it is a sensitive matter.

The **Marking Scheme** is likely to be received by Monday, the 29th September, 2003. Kindly **confirm** me the arrangements and the receipt of Making Scheme through Fax.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. See page 97.



No.F.1-1/2001-NVS (Acad.)

30th September, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Organisation of “Spot Evaluation” of Lateral Entry Test Papers of Class-IX – Regarding.

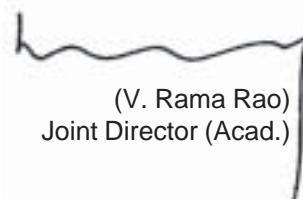
Dear Sir/Madam,

In continuation to earlier correspondence, I am to presume that you have received the Marking Scheme and started evaluation of the Text booklets. The following instructions are given for evaluation:

1. Merit list of the applicants in each category, i.e., General, SC and ST are to be separately prepared – (Three Lists – District-wise).
2. Out of such prepared merit lists of all these candidates, candidates who score more than 38% in General Category and 28% in SC and ST category are to be considered as per the merit for admission to the extent of notified vacancies.
3. Since these vacancies are notified against the students already selected and dropped, the lists will be prepared as per the category of applicants, meaning thereby, an SC candidate need not be compared with the General candidate, instead they will form separate list.
4. There is no need for minimum marks in any of the four subjects, instead the total marks are to be taken into consideration.

You are requested to prepare the merit lists accordingly and **confirm me personally on phone** before releasing such lists.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



No.F.3-2/2003-NVS (Acad.)

3rd October, 2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Dear Sir/Madam,

In continuation to this office letter of even number dated 22nd September, 2003¹, I am to request you to kindly make the following corrections in the Prospectus cum Application Form:

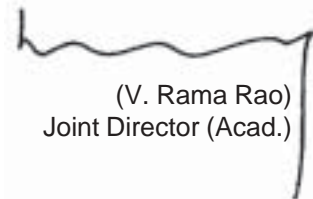
(a), (b)²,

(a)(I)(a) A candidate claiming admission from rural quota must have studied and passed classes III, IV and Vidyalaya from a Govt./Govt. Govt. aided/recognised school in the session 2001-2002, 2002-2003 and 2003-2004 respectively spending one full academic session **each year** in a school located in rural area (without any repetition of class, gap and break in attendance).

(II) A candidate who has not been promoted and admitted to class Fifth before 30th September, 2003 he/she is not eligible to apply.

The above corrections may kindly be carried out.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. See page 101

2. See prospectus of JNVST for 2003-04.



सं.सं.28-3 / 2003-नविस(शैक्षिक)

दिनांक: 10.10.2003

सेवा में,

उप निदेशक
नवोदय विद्यालय समिति
सभी क्षेत्रीय कार्यालय

विषय : हिन्दी भाषा के प्रति रुचि एवं रुझान जाग्रत करने के संबंध में

महोदय/महोदया,

आपका ध्यान उपर्युक्त विषय की ओर आकृष्ट करते हुये यह कहना है कि हिन्दी भाषा के प्रति रुझान पैदा करने की आवश्यकता है। विद्यालयों के निरीक्षण के दौरान प्रायः यह देखा गया है कि हिन्दी प्रशिक्षण सुचारु रूप से करने के लिए गम्भीर प्रयास नहीं हो रहे हैं। इस संदर्भ में एक प्रपत्र डा प्रभा सिंहा, सहायक निदेशक (शैक्षिक) द्वारा तैयार किया गया है जिसमें भाषा को सुदृढ़ करने के लिए अनेकानेक शिक्षण विधियों को रेखांकित किया गया है।

आपसे निवेदन है कि इस प्रपत्र की प्रतिलिपियाँ तैयार करवाकर अपने क्षेत्रीय कार्यालय के सभी प्राचार्यों को इस निर्देश के साथ भेजें कि अधिकतम शिक्षण विधाओं – जिनकी चर्चा पत्र में की गई है – को हिन्दी प्रशिक्षण में लागू किया जाए, ताकि विद्यालय स्तर पर बच्चों की भाषा में अपेक्षित सुधार हो सके।

धननीग

(डा० यू.सी. बाजपेई)
उप निदेशक (शैक्षणिक)

संलग्न : उपरोक्तनुसार

प्रतिलिपि :

वरिष्ठ निजी सहायक, आयुक्त, नवोदय विद्यालय समिति सूचनार्थ



बच्चों में हिंदी भाषा के प्रति रुचि एवम् रुझान जागृत करना।

छठी से आठवीं कक्षा के विद्यार्थियों में हिंदी भाषा के प्रति रुझान पैदा करने हेतु शिक्षण के तीनों मुख्य अंगों अर्थात् छात्र, शिक्षक एवं शिक्षण सामग्री के धरातल पर ध्यान देने की आवश्यकता है। इन तीनों स्तर पर रुचिकर एवं सहज वातावरण का निर्माण कर तथा भाषा-शिक्षण संबंधी विविध विधियों, युक्तियों, प्रणालियों, नवीन शोधों, प्रयोगों आदि के सहयोग से उपर्युक्त कक्षाओं के विद्यार्थियों में हिंदी भाषा के प्रति रुझान पैदा किया जा सकता है।

इस लक्ष्य को प्राप्त करने के लिए शिक्षण-पद्धति को ऐसा बनाया जाना चाहिए जिसके केन्द्र में विद्यार्थी हो। उसका शैक्षणिक परिवेश सहज एवं प्रेरणादायक होना चाहिए। वर्णनात्मक शिक्षा पर ज्यादा बल न देकर गतिविधियों पर ज्यादा बल दिया जाना चाहिए। पाठ्यक्रम ऐसा होना चाहिए जो साहित्यिक होने के साथ-साथ सरल एवं रोचक भी हो। कठिन साहित्य को पाठ्यक्रम में सम्मिलित करने से बचा जाना चाहिए, क्योंकि सुबोधता के अभाव के कारण विद्यार्थी में इससे अरुचि पैदा होती है।

शिक्षक को पढ़ाने की पद्धति को ऐसा बनाना चाहिए जो त्यादा से ज्यादा संप्रेषणीय और रोचक हो। इसके लिए उसे अपनी भाव-भंगिमाओं का भी इस्तेमाल करना चाहिए। भाव-भंगिमाएं कठिन शब्दों के अर्थ को भी आसानी से स्पष्ट करने में अत्याधिक सहायक सिद्ध होती हैं। इसके अतिरिक्त आवश्यकता के अनुसार उसे आधुनिक सहायक – सामग्रियों का भी प्रयोग करना चाहिए। टेपरिकार्डर, वीडियो, टेलीविजन, कंप्यूटर जैसे साधनों का उपयोग किया जा सकता है। इन आधुनिक इलेक्ट्रॉनिक साधनों का प्रयोग भाषागत रुझान अल्पन् करने में काफी मददगार हो सकता है। ब्लैकबोर्ड का ज्यादा से ज्यादा इस्तेमाल करना चाहिए। डायग्राम, चार्ट आदि संप्रेषण में काफी सहायक होते हैं और पाठ्य सामग्री को बोझिल होने से बचाते हैं।

वस्तुतः भाषा-शिक्षण तभी सफल हो सकता है जब विद्यार्थी सीखने में रुचि बनाए रखें और उसे उत्साह से सीखता रहे। केवल नियम एवं व्याख्या द्वारा भाषा पढ़ाने से पाठ नीरस और बोझिल हो जाते हैं, केवल प्रयोग, आवृत्ति एवं अभ्यास का ही आश्रय लेने से भी बालक ऊब जाते हैं, अतः शिक्षक अनेक क्रियाओं एवं प्रसंगों द्वारा भाषा-शिक्षण को रुचिकर एवं हृदयग्राही बना सकता है। इस दृष्टि से निम्नांकित सुझाव ध्यातव्य हैं—

- (i) पाठ आरंभ करने के पूर्व पूर्वज्ञान संबंधी प्रश्न पूछना एवं उचित वातावरण की सृष्टि द्वारा प्रस्तुत पाठ के प्रति विद्यार्थियों को अभिप्रेरित करना।
- (ii) पाठ-विकास में भी प्रश्नोत्तर विधि द्वारा छात्रों का सक्रिय संहयोग लेते हुए पाठ के प्रति उनकी रुचि स्थायी बनाए रखना।
- (iii) पाठ का संबंध बालक के जीवन, वातावरण एवं परिचित वस्तुओं एवं घटनाओं से स्थापित करना।
- (iv) यथाप्रसंग एवं यथावसर श्रव्य-दृश्य सामग्री का प्रयोग करना।
- (v) पाठ में विविधता लाना अर्थात् भाषा का एक अंग का संबंध अन्य अंगों से जोड़ना। नीरस पाठों में भी उचित प्रसंगों का समावेश करके सरस बनाना। अभ्यासों में विविधता द्वारा भाषा को रुचिकर बनाना। बदल-बदल कर अभ्यास देते रहना।
- (vi) विद्यार्थियों को अर्जित भाषा ज्ञान एवं सफलता की अनुभूति कराते रहना जिससे उन्हें आगे और सीखने की प्रेरणा मिलती रहे।
- (vii) भाषा संबंधी खेलों का आयोजन-शब्द निर्माण के खेल, समस्या पूर्ति, तुकबन्दी, अन्ताक्षरी आदि।
- (viii) अनेक सह-शैक्षिक कार्यक्रमों का आयोजन – रोचक भाषण, व्याख्यानमाला, वाद-विवाद प्रतियोगिता कवि सम्मेलन, कवि दरबार, जयन्ती समारोह आदि।



- (xi) सुन्दर लिखावट पर पुरस्कार।
 (x) मन-पसंद लेख, चित्र को पत्रिकाओं, अखबारों से काटकर उसका एलबल बनाना।

भाषा के नियमों, प्रयोगों एवं व्यवहारों से परिचित कराने हेतु अनेक प्रकार से और अनेक दिशाओं से प्रयास होने चाहिए। शिक्षक इस दृष्टि से अनेक अभ्यासों की रचना कर सकता है। यदि वह एक शब्द का अर्थ बताता है तो वह उस शब्द का प्रयोग, उस शब्द की रचना, शब्द का ठीक उच्चारण, वर्तनी आदि भी बता सकता है। इसी प्रकार का वाक्य रचना में वाचन, उच्चारण, शब्दक्रम, व्याकरण के नियम, प्रयोग एवं विविध उदाहरण आदि द्वारा शिक्षक अपेक्षित योग्यता को सुदृढ़ कर सकता है। वाचन के साथ लेखन द्वारा भी अपेक्षित योग्यता अधिक पक्की हो जाती है। इसके अतिरिक्त भाषा सिखाना केवल भाषा के शिक्षक का ही दायित्व नहीं है, बल्कि विद्यालय के अन्य शिक्षकों का भी दायित्व है। अन्य विषय यदि शुद्ध भाषा में पढ़ाए जाते हैं तो बालक का शब्द भण्डार, भावाभिव्यक्ति की योग्यता और भाषा पर अधिकार आदि अपने आप विकसित होते हैं। विद्यार्थी निष्क्रिय श्रोता के रूप में भी भाषा अनजाने ही सीखता रहता है, जैसे दूसरों द्वारा सुपाठ, भाषण, संवाद आदि सुनाना। अतः विद्यार्थियों को ऐसे अवसर अवश्य ही अधिक से अधिक प्रदान करने चाहिए। व्याकरण पढ़ाते हुए प्रयुक्ति के सिद्धांत की ओर जाना चाहिए, न कि सिद्धांत से प्रयुक्ति की ओर। पहले कुछेक उदाहरण विद्यार्थियों के सामने प्रस्तुत कर सिद्धांत बताने से विषय सरल हो जाता है अतः विद्यार्थी बोझिलता का अनुभव नहीं करते। भाषा के प्रति रुझान पैदा करने की दृष्टि से व्याकरण की शिक्षा देते समय आगमन प्रणाली का प्रयोग वैज्ञानिक तथा उपयोगी है। आगमन प्रणाली के अंतर्गत निम्नांकित प्रक्रिया अपनायी जानी चाहिए—

- (i) उदाहरण – प्रस्तुत प्रकरण से संबंधित अनेक उदाहरण विद्यार्थियों के सम्मुख प्रस्तुत करना।
 (ii) तुलना एवं विश्लेषण – उन उदाहरणों की परस्पर तुलना करना, विश्लेषण करना और उनसे व्यक्त समान लक्षणों एवं विशेषताओं को समझाना।
 (iii) नियमीकरण का निष्कर्ष – लक्षणों एवं विशेषताओं के आधार पर नियम, निष्कर्ष एवं परिभाषा निकालना।
 (iv) प्रयोग और अभ्यास – निकाले गए निष्कर्ष या नियम की पुष्टि के लिए अनेक प्रयोग कराना और उनका अच्छी तरह अभ्यास कराना।

भाषा के प्रति रुझान पैदा करने के लिए सह-शैक्षणिक गतिविधियों का आयोजन बराबर होता रहना चाहिए। ये गतिविधियां ऐसी होनी चाहिए जो विद्यार्थियों में आकर्षण पैदा कर सकें। उदाहरण के लिए काव्यप्रतियोगिताओं तथा स्वरचित काव्य-पाठ प्रतियोगिताओं का आयोजन किया जाना चाहिए। विद्यालय द्वारा पत्रिका का प्रकाशन कर छात्रों की लेखन एवं अभिव्यक्ति क्षमता को प्रोत्साहित किया जा सकता है। वाद-विवाद प्रतियोगिताएं भी भाषा – संस्कार को मांजने का काफी अच्छा माध्यम है क्योंकि विद्यार्थी इसमें बहुत रुचि लेते हैं।

विद्यालय में एक हिंदी भाषा-कक्ष होना चाहिए। यह भाषा-कक्ष विद्यार्थियों में हिंदी भाषा के प्रति रुझान पैदा करने में महत्वपूर्ण भूमिका निभा सकता है। भाषा शिक्षण को प्रभावपूर्ण बनाने की दृष्टि से हिंदी कक्ष में निम्नांकित उपकरणों का होना आवश्यक है—

- (i) श्यामपट्ट – स्वच्छ एवं चौरस श्यामपट्ट हो और वह इतना बड़ा हो कि उस पर आवश्यक भाषा कार्य एवं अन्य सामग्री का उल्लेख किया जा सके।
 (ii) भाषा-शिक्षण संबंधी उपकरणों की व्यवस्था – प्रसिद्ध साहित्यकारों के चित्र, प्रसिद्ध साहित्यिक संदर्भ वाले दृश्यों के चित्र, चार्ट, रेखाचित्र आदि सुन्दर ढंग से दीवारों पर सुसज्जित हों।

रेडियो, टेपरिकार्डर, टेलीविजन आदि की व्यवस्था भी भाषा-कक्ष में होने चाहिए जिससे यथावसर उनका प्रयोग किया जा सके।

भाषा-सामग्री के चार्ट जैसे- उच्चारण अवयवों का चार्ट, व्याकरणिक रूपों के चार्ट आदि प्रदर्शित होने चाहिए।



भाषा-कक्ष में शीशे की ऐसी अल्मारियों की भी व्यवस्था की जा सकती है जिसमें विद्यार्थियों की हस्तलिखित पत्रिकाएं, विद्यालय पत्रिका, छात्रों द्वारा रचित साहित्य आदि रखा जा सकता है। शब्दकोशों की भी अनेक प्रतियां होनी चाहिए जिससे अनेक बालक एक ही समय उनका पृथक-पृथक प्रयोग कर सकें।

विद्यार्थियों के लिए निम्न प्रकार के पुस्तकों का भी संकलन रखना चाहिए।

- | | | |
|---|---|--------------------------|
| 1. भाषा की शिक्षा | — | आचार्य सीताराम चतुर्वेदी |
| 2. हिंदी शिक्षण विधि | — | रघुनाथ सफाया |
| 3. भाषा शिक्षण की नवीन विधियां | — | डा. लक्ष्मीलाल के. ओड |
| 4. हिंदी भाषा शिक्षण | — | भाई योगेन्द्र जीत |
| 5. माध्यमिक विद्यालयों में हिंदी शिक्षण | — | निरंजन कुमार सिंह |
| 6. हिंदी शिक्षण कला | — | रामखेलावन चौधरी |
| 7. हिंदी शिक्षण | — | सावित्री सिंह |
| 8. मातृभाषा शिक्षण | — | के. क्षत्रिया |

डा० प्रभा सिन्हा
सहायक निदेशक (शैक्षणिक)
नवोदय विद्यालय समिति
नई दिल्ली



No.F.1-1/2001-NVS (Acad.)

29th October, 2003

To

The Principals of
All Jawahar Navodaya Vidyalayas

Sub. : Brief Induction Course to the Students Who are Newly Admitted in Class-IX – Regarding.

Dear Sir/Madam,

In order to ensure optimum utilisation of the existing infrastructure and facilities of the Navodaya Vidyalayas, we have organised a Lateral Entry Admission Test against the vacant seats in the IX Class. The process of conduct of the examination and selection is almost completed. Since these children are new to the Navodaya Vidyalaya pattern and are at the stage of adulthood, it is very essential for us to concentrate on moulding them to the tune of behaviour in the Navodaya Vidyalayas. The disadvantage they had of not being the students of Navodaya Vidyalaya from VI to VIII Class are also to be eliminated. Various areas related to value orientation, residential culture, holistic growth, academic excellence are also to be imparted to them so that they can get integrated with the main-stream of the students of the Vidyalaya.

It is, therefore, requested that the Principals may constitute a team of 2/3 senior teachers under his chairmanship and organise a brief Orientation Course to the newly admitted students of IX Class in the following areas:


1. Residential culture adaptation, accommodation, assimilation and accountability of oneself to the residential system.
2. Instilling qualities of secularism, value orientation, patriotic spirit.
3. Zeal and enthusiasm to integrate themselves with other students, promotion of national-integration.
4. Instilling respect and maintenance of distance with the opposite gender students in the Vidyalaya hostels.
5. Analysing the psychological traits in them, grooming them as per the requirements of a co-educational, residential culture.
6. Preparing them to be self-dependant and inculcate values of dignity of labour, cleanliness and healthy living.
7. Encouraging and motivating them for active participation in co-curricular activities so as to develop their leadership, communication skills, organisational abilities, sharpness and enthusiasm.
8. Motivating them to excel in academics with the systematic approach of study and preparation.
9. All other related requirements of the Navodaya Vidyalayas.

The programme may be conducted in 2 to 3 phases within 15 days of their admission in the Vidyalayas. It would also be advisable to involve some students who have been showing exemplary behaviour in the Vidyalaya so as to impress upon the new comers.



I shall be grateful if you could send me the compliance report in this regard, so as to reach me by **20th of November, 2003.**

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

Deputy Directors of all Regional Offices, with a request to circulate this letter among all Cluster Incharge Assistant Directors and ensure that the Principals organise such Induction Course **before 20th November, 2003.**



Joint Director (Acad.)



No.F.1-1/2001-NVS (Acad.)

30th October, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : JNVST Lateral Entry at Class-IX – Admission of Children in Class-IX
— Regarding.**

Dear Sir/Madam,

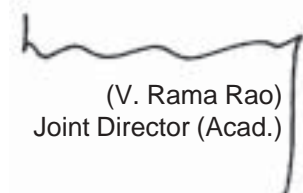
I am to draw your kind attention to the subject cited above and to presume that necessary action has been already taken to admit the children who are qualified category-wise against the notified vacancies. However, few Deputy Directors have sought certain clarifications with regard to the schools where adequate number of candidates are not qualified in the category concerned. The competent authority has decided the following procedure for admitting the children in the Vidyalayas where adequate number of qualified candidates in that particular category are not available:

1. If adequate number of qualified candidates are available in all categories w.r.t. the vacancies notified in these categories, select list may be straightaway operated.
2. If the vacancy is of SC category and a qualified candidate is not available in this category, vacancy be converted to ST category without reducing the cut-off percentage and vice-versa.
3. If the vacancy still remains unfilled after having operated (ii) above, it may be filled out of General category qualified candidates without reducing the cut-off percentage.
4. If the vacancy still remains unfilled after having operated (ii) and (iii) above, we may fill it as per concerned merit list of SC/ST/General without the criteria of minimum marks.

You are requested to finalise the admission of IX class to the extent of vacancies available in every Vidyalaya as per the above approved procedure.

The process of admission in all respects should be completed **by 15th of November, 2003** and compliance report sent to me. If there is any doubt, you can contact me or one of the officers in the Academic Section.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



No.F.3-5/2003-NVS (Acad.)

14th November, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : JNVST – Action for Improving Registration specially in the districts where the intake of SC/ST/Girls is less than the prescribed percentage – Regarding.

Ref. : This office letter No. 13-17/2001-NVS (Acad.) dated 16th April, 2002¹


Dear Sir/Madam,

In continuation to this office letter reference cited (copy enclosed), I presume that you are making all out efforts to increase the registration for the forthcoming JNVST-2004 in your region. Various measures for improving the registration have been indicated in the letter mentioned. Please ensure that the students, teachers, Principals, district administration, Assistant Directors, Regional Offices and public representatives are involved in publicity **enhancement** of the registration.

One of the most important issue I would like to remind is that the low percentage of admission of SC/ST and girls in certain districts. It is very essential that in all these districts we must ensure that the enrolment of registration has **increased** and all the seats reserved are filled. Similarly 150 districts in the country have been identified as educationally backward districts. A list of such districts is also enclosed. It is very essential that we make some special efforts in these districts especially in terms of enrolment of girl students and students of SC/ST category. Our endeavour should be to see that **optimum applicants** are registered in these districts also, so that we will be able to contribute for the progress of the district concerned from the present status of **backward to forward**.

I request you to kindly prepare a **special plan of action** in this regard and intimate me the action. Since the time left is short, action may be initiated instantaneously.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. Copy enclosed. See page 116



F.No.13-17/2001-NVS (Acad.)

16th April, 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

The Assistant Directors
Navodaya Vidyalaya Samiti
All Sub-Regional Offices

Sub.: Quality Improvement – Compendium of Guidelines – JNVST – Regards.

Sir,

As you are aware a series of formal and informal evaluation and reviews of Navodaya Vidyalayas were conducted during two preceding academic years. Various initiatives are taken in terms of preparing a perspective plan and vision for the scheme, intensive and methodical training programmes, strengthening and maintenance of infrastructural facilities and improvement of quality of academics and other allied activities in the Vidyalayas. Since we are entering into a new academic year with a determination to make your 2002 **Quality Improvement Year**, it is very essential for us to introspect and review various facets of functioning and bring radical changes in the Navodaya Vidyalayas for achieving this goal of quality improvement.

I propose to identify some important areas one by one where immediate action is to be initiated for further strengthening and improve the quality of each activity to ensure that it fully meets the objectives of the scheme.

To begin with JNVST is one area where lot of revitalisation is required regarding procedure of obtaining applications, enhancing the scope of competition, extending the opportunity of competition for admission in nook and corners of the district and arresting malpractices in conducting the test and completing the admission of students in a time bound manner.

The following are some of the illustrative but not exhaustive suggestions and guidelines for improving and strengthening JNVST and expanding and widening the scope of opportunities for more and deserving students.

- It is observed that the average number of applications received in majority of districts are considerably low. They do not commensurate with the existing student population of V class in the district. It is obvious that there is scope for improvement for publicity and supply of forms. Efforts should be made from the beginning of the academic year to enrol the students of JNVST.
- Identification of districts where the intake/admission of students has been less than the prescribed/allotted strength as per its category.
- Identification of districts with low intake of SC & ST students (less than the reserved percentage during the year 2001).



- Identification of districts with low intake of girl students in proportionate to the reservations made to girls.
- Less intake of students from below poverty line families.

Efforts are to be made to identify the districts with above shortcomings in your region and initiate appropriate and proper measures to improve the present status.

- (a) Printing and distribution of application form April/May onwards.
 - (b) Requesting the District Collectors and Chairman of the Vidyalaya Management Committee to write letters to Block Development Officers/Head Masters for increase in enrolment of applications.
 - (c) Requesting District Collectors/Educational Officer to fix targets to the Head Masters and Block level Education Officers for enrolment of the candidates.
 - (d) Advertisement in local newspapers.
 - (e) Writing to the Sarpanchs/Pradhans of Villages.
 - (f) Addressing the Head Masters of primary schools.
 - (g) Announcements through radio, TV and mass-media.
 - (h) Addressing the Youth Clubs, Mahila Mandals and other voluntary organisation for encouraging children to apply for admission.
 - (i) Requesting the present students and alumini to propagate about the examination and admission.
 - (j) Holding parents meeting and requesting them to talk to other eligible students and parents in the village to apply for admission.
 - (k) Printing and distribution of posters and pamphlets.
 - (l) Exhibition of slides in the cinema-halls.
 - (m) Obtaining assistance of field publicity units of Govt. of India as well as State Governments.
 - (n) Acknowledging the efforts of Block Educational Officers and Head Masters who have enrolled optimum students.
 - (o) Approaching NCC/NSS Wings of local colleges for publicity and enrolment.
- Completing the admission of the selected students selected by 15th – 20th July.
 - Close monitoring of the conduct of examinations, supervision, invigilation etc.
 - Deployment of flying squads, arresting malpractices and leakage of question papers.
 - Thorough scrutiny of applications including the categories of students belonging to rural, urban, SC, ST, girls, etc.
 - Eliminating false applications including the cases of second appearance and over-aged children.
 - Ensuring that Central Level Observers shoulder the responsibility related to proper receiving and depositing of the question papers in police stations and banks and arranging for delivery at the examination centres.



Basing on the above observations you are requested to analyse the existing shortcomings in the system and process adopted by us and ensure that the benefit of Jawahar Navodaya Vidyalayas is extended to all deserving students in the concerned district.

An out line of intended action plan in this regard may please be prepared along with the schedule of dates and communicated to me to apprise the Commissioner on the efforts made in this direction.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'V. Rama Rao', is written over a white rectangular background. The signature is somewhat stylized and cursive.

(V. Rama Rao)
Joint Director (Acad.)

Copy to :

The Principals,

All Jawahar Navodaya Vidyalayas – with a request to discuss with the teachers and prepare an action plan for the current year.



Academic Upliftment



F.No.5-1/88-NVS(Acad.)

Dated: 18.3.88

To

The Principal,
All Navodaya Vidyalayas.

Sub.: Developing Language Capability of Students.

Sir/Madam,

I am to refer to the subject noted above and to say that the Scheme of Navodaya Vidyalayas provides for teaching through the medium of mother tongue/regional language upto Class-VII or VIII, during which time intensive teaching of Hindi/English, both as language subjects and co-media is to be undertaken. The Scheme also provides that after Class-VII to VIII the common medium of instruction would be Hindi/English in all Navodaya Vidyalayas.

In order to achieve this important objective of the scheme, it is essential to strengthen the language capability of students in English and Hindi. It has therefore, been decided that on Mondays, all students will converse only in English and Fridays, only in Hindi. During the day the teachers may try to correct the mistakes of the children and the common mistakes may be noted down and brought to the knowledge of the language teachers who may try to correct them by giving sufficient drill and practice in the classroom. List of common words and sentences for conversation may be prepared and displayed on the notice boards in the Vidyalaya, mess and dormitories. Needless to say that all steps should be taken to see that during one or two years the language capability of the students is strengthened to such an extent that the children develop necessary proficiency, in both the languages.

Yours faithfully,

(Dr. (Miss) Saroj Srivastava)
Deputy Director(Acad.)

Copy to :

1. All Regional Directors.
2. All Officers at Headquarters.

(Dr. S.K. Narang)
Asstt. Director (Acad.)



F.No.27-Misc./88-NVS(Admn.)

Dated: 24.4.90

To

The Principal
All Navodaya Vidyalayas.

Sub. : Association with other Academic Organisations.

Sir/Madam,

One of the important objectives of the Navodaya Vidyalayas is that they should act as pace-setting institutions in the area in which they are established. For this purpose it is very essential to maintain adequate associations with nearby institutions and also with other academic organisations. Steps for proper rapport with community and sharing of all facilities like audio-visual equipments, computers etc. should be taken by all the Principals. Similarly, proper dialogue must be maintained with the District Sports Councils, District Cultural Societies, S.C.E.R. Ts. and similar other organisations in the District/State. In certain case the sports councils in the Districts hold competitions for the students and provides grants for conducting/hosting such competitions and also for providing infrastructural facilities for games and sports. That apart, they also provide coaches for various games for schools and can also spare umpires/referees whenever requested. Adequate relations with them will help us to make use of such facilities provided by them. Similarly the SCERTs organise courses for teachers and have undertaken many projects, experiments/innovation etc. details of which will prove to be useful for our Vidyalayas. All this is only possible if a proper rapport is maintained with them. I would like you to contact all such organisations, apprise them of our scheme and also try to find out the areas in which we can usefully interact with them. Steps initiated by you in this direction may be brought to the notice of the Samiti and in particular to the undersigned.

Yours faithfully,

(K.S. Sarma)
Director



F.No. 7-5/90-NVS (Acad.)

Dated : 30-05-90

CIRCULAR

In the last Academic Advisory Committee a decision was taken that in view of the residential nature of Navodaya Vidyalaya no child should be detained in any class. The children who are weak in learning should be identified at initial stages only and sufficient diagnostic and remedial measures should be taken to motivate them to come upto the desired standard by Principals and teachers of Vidyalaya. Moreover, after having the children continuously of four years we have no moral right to detain the child in the same class.

Besides, emotional set back to the parents and children both, detention will involve lot of financial burden on Navodaya Vidyalaya Samiti which can not be justified in view of the residential nature of the schools.

All the Principal and teachers, specially house masters are requested to utilise the booklet being made available to each teacher shortly for planning diagnostic and remedial teaching programme for all the children of Navodaya Vidyalayas. I will be happy to have your reaction as how plan to utilise the booklet and help the students for better achievement.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. S. Sarma', is written over a light grey rectangular background.

(K.S. Sarma)
Director



F.No.5-13/89-90/NVS(Admn.)

Dated : July, 19, 1990

To

Deputy Directors
All Regional Offices.

Sub. : Promotion Policy in respect of the Children of Navodaya Vidyalayas.

Sir,

In view of the residential character of our Vidyalayas coupled with fact that children are always available to us in the vidyalaya premises for betterment of the academic performance etc., It has been decided the at the recently concluded conference of the Deputy Directors of the Regions that there shall be no detention of children in any Class, as it leads to academic wastage.

Principals alongwith the teachers should identify the academically backward children and undertake programme of remedial teaching / extra coaching right from the time of the reopening of the school and keep a close watch over the performance of such children in the monthly test/unit test etc. conducted in the Vidyalaya. Moreover, we are following the system of Continuous Comprehensive Evaluation that will enable us to rectify the deficiency of the child as soon as such a deficiency is noticed without waiting for the fag end of the academic year. Hence, it is emphasised once again that there shall be no detention in any class in Navodaya Vidyalayas.

Yours faithfully,

(Dr.S.K. Narang)
Dy. Director (Admn.)



F.No. 4-4/90-NVS (Acad.)

Dated : 7th Aug.1990

To

The Principals
All Jawahar Navodaya Vidyalayas

**Sub. : Syllabus for Art and Music Education developed by N.C.E.R.T.
New Delhi.**

Sir,

Enclosed herewith please find the copy of the syllabus for Music and Art Education for Classes VI and VII as develop by NCERT. You are requested to follow this syllabus for promotion of Art and Music education in schools. This syllabus will ensure regularity apart from providing necessary guidelines and content material for these subject in middle classes.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai'.

(Dr. U.C. Bajpai)
Asstt. Director (Acad.)-G

Encl : As stated above.



PERFORMING ART, MUSIC**SYLLABUS FOR ART EDUCATION MUSIC DEVELOPMENT BY N.C.E.R.T. NEW DELHI****CLASS-VI****1. Learning**

- (a) National Anthem 'Jan Gan Mana' _____
- (b) Incorrect diction and tune.
National Song 'Vande Matram' _____
-incorrect diction and tune.
- (b) The following two patriotic songs in Hindi-compulsory. (as given in the book, "Let's sing together". NCERT publication)
- (c) Two regional/folk/festival/tribal songs (as per the teacher's choice)
- (d) Rhythmic activities
 - (i) Stamping and clapping in single, double, triple, speeds in three rhythmic patterns.
e.g. (a) One, two, three, pause and to be repeated.
(b) 1,2,3,4, pause and to be repeated.
(c) 1,2,1,2,3, pause and to be repeated.
 - (ii) To teach simple songs based on Rag Bhupali and Brindavani Sarang for Hindustani Music and Nama valies and Utsava sampradaya keertanas in Mohanam and Hamsadhvana for Karnataka Music.
(as per the choice of the teacher).
 - (iii) To teach the saregam singing of the song already taught in rag Bhupali or Mohanam.
 - (iv) To demonstrate the above played on a harmonium.

2. Listening

- (a) The students are to listen to songs that they have learnt but are rendered by master musicians.
- (b) Provide opportunities to listen to music suitable to the age and occasionally to their choice.
- (c) Discussion on (a) and (b) as above.

3. Creative Activity

- (a) Close observation of nature and environment. Imitation of the sound heard which is emanation from activities in the Vicinities, and also as heard in celebrations, festivals, harvests etc.
- (b) Human voice modulation such as to sing like an oldman, to sing the lips of a child, etc.

4. Project Work

- (a) Collecting photograph and illustrations of known musician instruments and to paste these in a scrape book.



- (b) To name and write specific observations made during the school session on music programme listed or attended.

1. Learning

- (a) Revising the lessons learnt on VI Class.
- (b) Two folk/regional/festival/tribal songs other than learnt in Class VI.
- (c) One song-folk/patriotic/seasonal/harvest-in a language of other region.
- (d) Two short and simple songs based on geets, chotekhyal-Rag kafi and yaman for Hindustani Music aspirants and two short and simple song-skirtss, keertanams of gitas in kalyani and Hindolan Ragas for karnatak music aspirants.
- (e) Participation in group singing, choir singing and "Part singing" (in part singing students with different voice ranges are made to sing per their vocal range.
- (f) Convert one song learnt into 'sargam'/ Solfa for the class to song together.
- (g) To practice the songs learnt earlier to the hand beats.
- (h) Introduction to the different rhythmic patterns or the bold or jatis.

2. Listening

- (a) To listen to the songs learnt in the class room sung by master musicians and played on various wind and striged.
- (b) To listen to group singing, Vadya-brinda, choir music, community singing recorded programme produced under National Integration Project.
- (c) To listen to the cassette recordings of the five ragas learnt in VI and VII Classes.

3. Creative Activity

- (a) To continue observing Nature and environment to encourage the students to demonstrate new experience and discuss it in the class room.
- (b) Motivation create improvised music through indigenous means such as by beating sticks, stones voice manipulation clapping, stamping, napping, whisting etc.
- (c) Musical quiz and games.

4. Project Work

To collect minimum of five photographs, illustrations of musical instruments of the region and paste it in the scrap book and write their name alongwith it.

CLASS VII

1. Learning

- (a) Revision of lessons learnt in Class VI and VII
- (b) To introduce Svara exercise (Three number) in Yanam or mayamalavagaula and to learn one simple composition in the raga.
- (c) Vocal rendering of bols of Kaharwa and Teen-tal (Hindustan Music) and Jatis of Adi and Rupaka Tala (Karnatak Music.)
- (d) Experience in handling atleast one musical instruments.
- (e) Two devotional songs of the saints poets of India.
- (f) Two community songs.



- (g) Familiarity with the terms : Sangeet, Nada, Svara Aroha, Avaroha, Laya, Loksangeet, Tala Raga, Saptak, Matra.

2. Listening

- (a) To listen to the songs the way the students learnt against how it is rendered by master musician.
- (b) Listening to various styles of recorded music like Karnataka, Hindustani, western classical popular songs, folks songs, festival songs etc.
- (c) Listening to rhythmic music and responding through body movement : Like singing, dancing clapping etc.

3. Project Work

- (a) Photographs/illustrations of India festivals and celebrations showing people singing, dancing and playing musical instruments.
- (b) short notes on any aspect of music or performance attended.

4. Creative Activity

- (a) Recreating real life situations through sound efforts created by indigenous means as a running tonga (horse cart) train etc.
- (b) Creating music for given poem or for a poem/song/lyrics composed primarily by a group of students.
- (c) Musical quiz and games.



F.No. 7-5/96-NVS(Acad.)

Dated : July 25, 1997

To

All Principal of
Jawahar Navodaya Vidyalayas

Sub. : Improving of Academic Performance of JNVs - Reg.

Sir,

The Conference of Deputy Directors of all Regions was held in Bangalore from June 30 to July 2, 1997 to discuss various aspects of functioning of JNVs. Issues relating to the academic performance of all the JNVs in Class X and XII were discussed in depth and in order to further Improve the academic performance, following decisions have been taken for compliance by all JNVs :

- (1) It is felt that in the next CBSE examination (1998), the results should be qualitatively and quantitatively better than this year results. Atleast 65-70% of the children appearing in Class X & XII should obtain 60% marks in the aggregate or higher. Overall pass percentage in any Vidyalaya should not be below 95%.
- (2) Each Principal of the JNV concerned shall issue a letter to all teachers who are teaching the various subjects in Classes X & XII during the academic session 1997-98, making them fully responsible for the performance of the children of their classes in the next CBSE examinations. They are also to be informed that in case of poor results, their performance would be reflected in their Annual assessments and where negligence or lack of effort on the part of the teacher is observed, suitable disciplinary action will be taken against them.
- (3) Each Principal of the JNV shall prepare a written plan for academic preparation of Class X & XII students which will be submitted to the Regional Deputy Director for his information. The plan will include, inter alia, the number of weak students identified in each subject, the remedial plan for their preparation, availability of teachers, text-books, other supporting material, measures for ensuring quality results and other topics as considered necessary.
- (4) It has to be ensured that the syllabus for Classes X & XII is covered by 10th December by summer-bound JNVs and 15th November by winter bound JNVs. The first pre-board examination should be held after giving the students one week to 10 days for revision of syllabus. Thereafter, the results of the first pre-board examination should be made available one week after the examination. The final pre-board examination should be held in the last week of January.
- (5) The following system of incentive awards for teachers (Four PGTs and four TGTs) of each region has been recommended for implementations :

Basis for Award

- | | | |
|-----|--|---|
| (a) | Excellent results for three consecutive years, excellent report with children, administrative assistance to Principal, participation in CCA/Games. | Commendation and Cash award. |
| (b) | Further continuous excellent performance for two more years based on the above mentioned factors. | One additional increment to the salary. |



- (c) Further continuous excellent performance for another two years.

Two additional increment above (b) in salary.

The scheme of incentives for teachers shall be implemented from the year 1997 itself, taking into account the performance of teachers this year's examination as well as preceding two years.

- (6) Each school should organise an Open Day on which parents of children will be invited to visit and discuss the academic progress of their children.

The Principal of the JNV shall ensure that performance of week children of all the classes is discussed with their parents atleast twice in a year. In case parents fail to come to discuss the performance of the child personally, a letter from the class teacher must be sent to the parent concerned intimating him/her the satisfactory unsatisfactory progress made by the child in the Vidyalaya.

- (7) It is suggested that all Principals must invite reputed educationists, sports persons and other eminent persons available in their area to the Vidyalaya to deliver talks to the children on topics of general interest. This activity must be planned and carried out atleast once in a month.

- (8) The allocation for libraries w.e.f. financial year 1997-98 has been increased to Rs. 20,000/- per Vidyalaya per annum. The break-up of the expenditure to be incurred by Hqrs. Regional offices and the Vidyalaya, is given below :-

- (a) By Vidyalaya - Rs. 12,000/- per-annum.
 (b) By Regional office - Rs. 4,000/- per annum.
 (c) By Headquarters - Rs. 4,000/- per annum.

Principals may spend Rs. 6,000/- out of Rs.12,000/- allocated to them for acquiring suitable reference books for all the subjects. It is to be ensured that atleast publications are acquired for the library. Rest of the sanctioned amount may be utilised for buying books of regional language, English/Hindi fiction and other general books suitable for children. In order to acquire library books, Principal may constitute an internal committee of subject teachers, Librarian and two children which should be chaired by him. The process of purchase of books should be completed by September every year.

This issues with the approval of Director, NVS.

Yours faithfully,

(S.S. Gauri)
Joint Director(Acad.)

Copy to :

1. All Regional offices of Navodaya Vidyalaya Samiti-They are requested to monitor the compliance of instructions contained in the letter.
2. All Chairman of Vidyalaya Management Committees.

(H.N.S. Rao)
Asstt. Director (Acad.)



D.O. No. 1-1/2001-NVS(Dir.)

April 19, 2001

Dear District Magistrate,

I have taken over the charge as Director of Navodaya Vidyalaya Samiti (NVS) on 3.4.2001. This is my first communication which I propose to use to invite your valuable suggestions on a document being prepared "Navodaya Vidyalayas - 2010". Kindly give your ideas on what a JNV should be in 2010 - nine years hence. Send me a write up - 2 pages or so preferably before 15th May, 2001.

We shall engage your attention sometimes when exigency so demands and urge you to invest sometime on building the future of JNV students.

Letter to Principal-JNV was sent vide D.O. No. 1-1/2001 NVS (Dir.) dt. April 19, 2001, as follows :

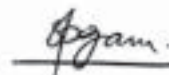
I am very happy to be with Navodaya and look forward to lead the Navodaya Team for imparting a quality education to a lakh & twenty seven thousand students. This can be achieved only if all the officials of NVS are qualified and well motivated for the task of institution-building.

I shall be meeting you at the earliest and would like to have your suggestions for a document "Navodaya – A Perspective – 2010" under preparation i.e. "What should a Navodaya Vidyalaya be in 2010 – nine year hence".

Do write to me page or two on what is your vision of JNVs-2010.

With regards,

Yours sincerely,


(S.P. Gaur)

1. All the District Magistrates/Chairpersons of Vidyalaya Management Committee of JNVs.
2. Dy. Directors, Regional Offices.
3. All Principals, JNVs.



सं.सं.13-17/2001-न.वि.स.(शैक्षिक)

दिनांक: अक्टूबर, 10.2001

सेवा में,

उप निदेशक
नवोदय विद्यालय समिति
सभी संभागीय कार्यालय

विषय : नवोदय विद्यालयों में शैक्षणिक कार्यक्रम को सुदृढ़ करने के संबंध में

महोदय/महोदया,

कृपया शैक्षणिक विभाग द्वारा निर्गत अ0षा0प0सं0.1-1/2001-न.वि.स.(निदेशक), दिनांक 19.4.2001¹ का अवलोकन करें जिसमें सत्र में शुभारम्भ के अवसर पर प्रचार्यों को आवश्यक दिशा-निर्देश मुख्यालय द्वारा दिए गए थे। हाल ही में, आयुक्त महोदय द्वारा कुछ विद्यालयों का निरीक्षण किया गया और वहाँ शिक्षण कार्यक्रम को बहुत संतोशजनक नहीं पाया गया। निवेदन है कि नवोदय विद्यालयों के शैक्षणिक कार्यक्रमों का सतत् निरीक्षण एवं आंकलन क्षेत्रीय कार्यालय द्वारा किया जाए और इस संबंध में अपनायी गयी कार्य पद्धति को आयुक्त महोदय के अवलोकन एवं विचार हेतु प्रेषित किया जाए। कुछ आवश्यक सुझाव नीचे दिए जा रहे हैं।:

1. कक्षा-6 में प्रवेश लेकर नवोदय विद्यालयों में आने वाले सभी नये छात्रों के भाषायी ज्ञान को प्रखर करने के लिए विशेष कार्यक्रम चलाए जाएं। प्रतिभाषाली होते हुए भी इन छात्रों का प्राइमरी स्तर का अध्ययन विविध प्रकार के परिवेशों में हुआ होता है। छात्रों का हिंदी/अंग्रेजी भाषाओं का ज्ञान प्रखर करने के लिए विद्यालय स्तर पर नियोजित शैक्षणिक पद्धति बनायी जाए ताकि वे कक्षा-8 तक पहुंचते-पहुंचते हिंदी/अंग्रेजी भाषाओं में लिखने, बोलने व समझने की अच्छी क्षमता विकसित कर सकें। विद्यालय स्तर पर इसके क्रियान्वयन के लिए अभियान चलाने की आवश्यकता है तथा भाषा शिक्षकों को रोचक शिक्षण विधियाँ एवं शिक्षण उपक्रमों का उपयोग करके इसमें सफलता पानी है।
2. गणित शिक्षण को प्रभावशाली बनाने के लिए आवश्यक है कि छात्रों की मूलभूत गणितीय समझ को सुदृढ़ किया जाए ताकि छात्र-छात्राएं इस ज्ञान का समुचित प्रयोग आगे की कक्षाओं में कर सकें। साथ ही, गणित शिक्षण में अभ्यास पर विशेष बल दिया जाए जिससे छात्रों की प्रश्नों को सही-सही ढंग से हल करने की क्षमता का विकास हो सके। गणित की पाठ्यपुस्तकों में हल किए हुए मॉडल उत्तरों का भी लगातार अभ्यास करवाया जाए। ये मॉडल उत्तर छात्रों को उसी प्रक्रिया के द्वारा अन्य प्रश्नों को हल करने का कौशल प्रदान करते हैं।
3. बोर्ड की परीक्षाओं की तैयारी करने वाले छात्रों के समुचित अध्ययन पर विद्यालय स्तर पर, विशेष ध्यान रखा जाए। विषयों की कठिनाईयों को देखते हुए छात्रों के अलग-अलग समूह बनाकर रेमिडियल शिक्षण प्राचार्यों की देखरेख में प्रभावी ढंग से विद्यालय में चलना चाहिए। छात्रों को बोर्ड में पूछे गए विषयों के प्रश्न पत्रों में आए प्रश्नों का भी अभ्यास कराया जाए। विषय शिक्षक स्वयं भी अपने स्तर पर प्रश्नों का बैंक तैयार करके छात्रों को हल करने के लिए दें।

1. See pre-page no. 131



4. यदि विद्यालय में विषय शिक्षक की कमी है अथवा प्राचार्य यह अनुभव करते हैं कि छात्रों को समीप के किसी अन्य विद्यालय से कुछ दिनों के लिए किसी विशेष विषय के शिक्षक को बुलाकर शिक्षण करवाने की आवश्यकता है तो प्राचार्य समय रहते अपने क्षेत्रीय उप निदेशक से निवेदन करके इसकी व्यवस्था करवा सकते हैं। सभी छात्रों का नियोजित ढंग से पढ़ने का कार्यक्रम विद्यालय में अबाध गति से चलना चाहिए।

5. आयुक्त, नवोदय विद्यालय समिति ने गत 13 व 14 सितम्बर, 2001 को आयोजित उप निदेशक के सम्मेलन में स्पष्ट रूप से निर्देश दिया है कि नवोदय विद्यालय आवासीय संस्थाएं हैं और छात्र-छात्राएं विद्यालय परिसर में रहकर अध्ययन करते हैं। उनको अपने गुरुजनों का सतत् सहयोग प्राप्त है, अतः परीक्षा परिणाम गुणवत्ता के साथ मात्रात्मक रूप से सर्वश्रेष्ठ होना चाहिए। इस संबंध में मुख्यालय स्तर से पूरा प्रयास करके अधिक से अधिक विद्यालयों में शिक्षकों एवं प्राचार्यों की नियुक्ति की गयी है और रिक्त स्थानों को भर दिया गया है।

गत वर्ष के परीक्षा परिणामों का विश्लेषण करके पाया गया है कि यदि नवोदय विद्यालयों में कम्पार्टमेन्ट आने वाले छात्रों का नम्बर न के बराबर होता तो समिति का परीक्षा परिणाम कक्षा-10 में 99.8% व कक्षा-12 का 94% पहुंच जाता। इस संबंध में क्षेत्रीय कार्यालय/विद्यालय स्तर पर पूरा प्रयास करना है ताकि सीमा रेखा के ऊपर स्थित छात्र परीक्षा में सफल हों।

इस संबंध में त्वरित कार्रवाई से मुख्यालय को अवगत कराएँ।

भवदीय,

(डा० यू.सी.बाजपेयी)
उप निदेशक (शैक्षणिक)



F.No.13-17/2001-NVS (Acad.)

Dated : 29-11-2001

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Setting Benchmark for Academic Performance in the Board Examinations of Navodaya Vidyalayas - Reg.

Sir,

I am directed to draw your kind attention to the subject cited above and to inform that the Executive Committee of the Navodaya Vidyalaya Samiti during its 21st Meeting held on 09-08-2001 has observed that there is need for qualitative and quantitative improvement of the Board Examinations results of the Navodaya Vidyalayas. The Executive Committee has emphasized the need for Navodaya Vidyalayas to set its own **benchmark** for academic performance every year and strive for the same successively to improve the performance. It was also felt essential to set targets for minimum percentage of the first classes to be achieved in the Navodaya Vidyalayas.

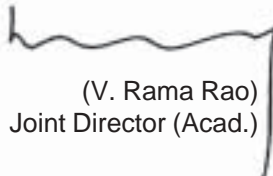
In the light of the observations made by the Executive Committee and subsequent discussion held in the Dy. Directors' conference at H.Qrs, it has been decided to set targets of benchmark and first classes to be achieved in the Navodaya Vidyalayas. After careful consideration of various aspects related to the functioning and performance of the Navodaya Vidyalayas last few years, it has been decided to set the **target of 95% as benchmark for the Navodaya Vidyalayas across the country in the X and XII Class Board Examinations**. It has been also further decided that outright efforts must be made to qualitatively improve the performance of the students with a minimum **target of 90% first classes from among the passed students**.

Commissioner, NVS desired that efforts must be made by the Principals, Teachers and students of the Navodaya Vidyalayas to achieve the said benchmark in terms of quantity and quality of the Board results as minimum. The Dy. Directors and Principals of the Navodaya Vidyalayas are requested to prepare a concrete plan of action so as to achieve the said benchmark and target during the annual Examinations-2002.

I shall be grateful if you could kindly circulate the target and benchmark as mentioned above to the Vidyalayas and take necessary action to achieve the said targets for reporting for the next Executive Committee meeting.

The performance and efforts being made by the Regional Officers, Principals and Teachers in this regard are being watched and monitored closely.

Yours faithfully,


(V. Rama Rao)
Joint Director (Acad.)

Copy to :

The Principals, all JNVs-with a request to strive for achievement of the said benchmark and results.



F.No. 13-17/2001-NVS (Acad.)

13th December, 2001

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Action Plan for Board Examinations for Achieving the Benchmark of Academic Performance-Reg.

Ref. : This Office Letter/Circular of even number, dated 29-11-2001¹

Sir,

I am to draw your kind attention to the circular cited above intimating you the 'benchmark' set by the Navodaya Vidyalaya Samiti and requesting you to strive for attaining the higher levels of performance than the benchmark. I presume that you would have already initiated a number of steps in this regard and issued instructions to the Principals and the teachers. However, i am indicating some important minimum measures for further improving the preparation and performance of the students.

1. Identification of the Vidyalayas whose performance in the Board examinations of 2001 has been less than the regional aggregate and interaction with the Principals concerned to ensure that they keep pace with the performance of the region.
2. Completion of syllabus including practicals by allotting additional periods after school hours to the subject teachers concerned.
3. Analysis of the previous CBSE question papers including the questions given in the textbooks and acquainting with the students the distribution of marks for each area and marks for short and long answer questions.
4. Intensively preparing the students with appropriate supervision for the proposed first pre-board by your regional office.
5. Simultaneous evaluation of answer-sheets of the first pre-board being conducted by the regional office.
6. Analysis of the first pre-board results and issuing necessary instructions to the teachers for further improvement.
7. Visits by the officials of the regional office/senior Principal to the vidyalayas where the performance of the students in the first pre-board is not satisfactory.
8. Revision of syllabus.
9. Consecutive and regular drilling of question papers and question banks with model answers.

1. See page, 134.



10. Ensuring that the students are acquainted with the proposed marginal change in the syllabus of Class-X Mathematics as well as Class-XII Biology, Economics & History.
11. Conduct of one more full length examination by the concerned school on the CBSE model before second pre-board.
12. Conducting regular tests unitwise as well as cumulative manner to ensure that the students are ready to keep face to pace the examination.
13. Conducting questionwise examination keeping in view of the time limit vis-a-vis the total number of marks for the question (for example one question which has ten marks, may be conducted for practical experience by the students for answering within the stipulated time which can be allotted for the marks approximately 15 to 20 minutes) such questionwise practicals would help the students to answer clearly and also to manage the time schedule in the examination.
14. Giving challenging task to higher achievers.
15. Intensive preparation and along with writing experience for second pre-board examination to be conducted by the Hqrs.
16. Simultaneous evaluation and analysis of second pre-board.
17. Identification of weak students and allotting them to the teachers for their personal supervision and tutorials with regular drilling of questions with model answers to ensure that they cover-up their weakness.
18. Instructing the subject teachers to prepare optimum no. of model answers for the difficult areas in the subjects like English, Mathematics, Physics and Chemistry, etc.
19. Subjectwise analysis of the aggregate marks of the previous board examination and impressing the teacher concerned the need for qualitative improvement to ensure that all the students pass with first class as per the target fixed.
20. Holding a workshop with the students of board classes for preparation of detailed schedule physical programme with the involvement of teachers. The physical programme thus prepared should evolve a timetable starting right from 5-00 AM to 10-00 PM which should include the reading and writing practices and other suggestions from students and teachers.
21. Insisting on the students to prepare a synopsis of every unit/chapter studied by them.
22. Instructing the students to maintain a diary in a fresh notebook wherein the students will daily write about the subjects they have studied along with difficulties faced. Principal should go through the notebook and arrange individual oriented tutorials to students with the help of subject teachers.
23. Principal may be instructed to regularly interact with students and review the performance of their preparation along with subject teachers.
24. Ensuring that all the students study in the classrooms and are strictly prohibited from studying in the dormitories except in case of girls during the late nights.
25. Organisation of a one-day cluster level orientation of Mathematics teachers to prepare them to focus on the difficult concepts.
26. Providing extended library facilities till late in the evening and reference books.
27. Encouraging peer group learning and studies.



28. Intensive exercise and practicals of concepts with numerical problems.
29. Regular review of the performance of weak students individually and counselling them.
30. Since it is intended to focus and stress on quality improvement in the Jawahar Navodaya Vidyalayas, Principals may be instructed to prepare comprehensive plan of action for strengthening of lower classes in terms of teaching learning transaction, methodology of teaching, effective continuous and comprehensive evaluation ensuring the completion of syllabus, conducting crash programmes in Mathematics and English for lower Classes and also to prepare the students on the lines of CBSE examinations on regular pattern.

In the light of the instructions issued earlier it is very essential to consolidate the academic performance and strength of the Vidyalayas for further improvement in terms of qualitative and quantitative results of to achieve the benchmarks and said targets. The teachers may be impressed upon the need for hardworking and take the examinations as personal challenge. They may also please be informed that their performance will be judged basing on the quality of results of board examinations. Poor results will reflect in their future prospects and may invite action against them as deemed fit.

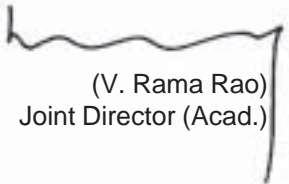
The above suggestions are only illustrative but not exhaustive. Since I am marking the copy of this letter to all the Principals you are requested to prepare specific guidelines and instructions keeping in view the background of the performance of the Vidyalaya for last two to three years and ensure that the Principal and teachers make all out efforts to get the results as desired.

I once again reiterate the need for improving quality of the results in the Navodaya Vidyalayas and request you to gear-up the entire staff of the Vidyalaya for preparation of the students for the examination and ensure excellent and qualitative results during the board examinations 2002.

Please feel free to ask for any assistance required in this regard and also suggest measures for further improvement of the preparations of the children for the examination.

Remember that quality performance is utmost importance to the Navodaya Vidyalayas.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

1. The Commissioner, NVS - for favour of kind information.
2. The Principal, all JNVs - with a request to initiate action as per the priority of the activities as listed above.



F.No. 13-17/2001-NVS(Acad.)

26th December, 2001

To

The Deputy Directors
Navodaya Vidyalaya samiti
All Regional Offices

Sub. : Preparation for Board Examination- Action Plan- Reg.

Sir,

I invite your kind attention to the discussions held during the Deputy Directors' Conference at Hqrs. and subsequent decisions regarding the qualitative and quantitative improvement of the results of the board examinations of 2002. I presume that all out efforts have already been made to complete the syllabus and a regional level pre-board examinations are conducted. It is essential that without wasting further time teachers should be instructed to simultaneously evaluate the pre-board examination answer-sheets and prepare a detailed analysis of the performance of the students of the subjects which they are handling. Basing on the analysis of the performance of the students necessary action plan is to be prepared in terms of diagnosis of the deficiency of the students and necessary enrichment and remediation. The present method of remediation by and large being followed in terms of revision of syllabus and some specialised study, drilling of old question papers etc., is not adequate. A systematic effort should be made to diagnose the weakness of the students to be followed an individual action plan of the students basing on their level of performance. The most important among them is identification of students learning difficulties land their causes. These can be observed within as well as outside the classroom. Some of the important learning difficulties include errors in oral reading and expression, difficulties and errors in writing, drawing, solving problems, students motivation, attentiveness class-work, attitude towards work, subject, and teachers etc. The most effective method of diagnosis of the weakness of the students can be through individual interaction and their oral responses to the queries made by the teacher, intensive study of the classroom work which can reflect the grasping ability of the child, analysis of assignments given to them which normally reflect the interests, initiative, study habits and skills of the students. A careful analysis of the test performance will also help us in identification of the concepts on which questions are not fully answered or unanswered by the students. Once these difficult areas are identified, it can be cross verified by the observations made by the teachers and their performance in other subjects.

On identification of the weakness and learning difficulties of the children, the following remedial measures can be intensively administered. Some of the important methods to be followed in the remediation could be :

- ☞ Providing face to face interaction.
- ☞ Giving as many simple examples as possible to explain the concept/procedure not understood.
- ☞ Giving concrete experience in the form of actual demonstration and using teaching aids and activity based explanation.
- ☞ The other important techniques could be remedial assignments, drill exercise, supervisory study, preparation of the remedial material, scheduling of time and execution, continuous cumulative testing, selecting alternative techniques and repeating the syllabus etc.



The above remedial measures are only illustrative but not exhaustive.

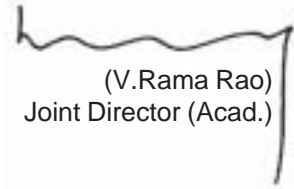
In the light of my experience and association with preparation of students for board examinations, I have observed that diagnosis of the weakness of the children and remediation is not being planned and executed in a schematic manner. Unless a proper planning and execution is effectively made, it would not result in the desired quality performance.

I, therefore, request you to pay your personal attention on the above issues and acquaint and motivate the teachers to systematically follow-up the preparation of students. I would also like to caution you that in the process of preparation of students whose performance is not very high, the high achievers should not be left behind instead should be consistently monitored, assisted and encouraged for higher tasks. Navodaya Vidyalayas aimed at being model institutions, it is very essential that we develop systematic means and approach for improving the performance of students.

I would also request you to ensure that the officers of the regional office once again visit the Vidyalayas whose performance is not up to the expected level.

I shall be grateful if you could kindly keep me informed from time to time the progress made in this direction and ensure that the students are fully prepared to face the board examinations and produce results to commensurated with the expectations and benchmark of the Samiti.

Yours faithfully,



(V.Rama Rao)
Joint Director (Acad.)

Copy to :

The Principal, All JNVs - with a request to kindly interact with teachers and students and prepare an appropriate individual remediation after careful analysis of pre-board exams.



F.No.23-17/2001-NVS (Acad.)

26th December, 2001

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Monitoring and Follow-up Action of the Panel Inspection Reports – Request – Reg.


Sir,

I am to draw your kind attention to the subject cited above and to inform that except Hyderabad region no other region has submitted the panel inspection reports up to date. While I am sure that all the regions have completed at least one round of panel inspections of Vidyalayas in their region, it is very essential for us to know the status of these Vidyalayas in terms of their academic performance as on date of inspection. The panel inspections are to be thoroughly reviewed and scrutinised by the Dy. Directors concerned and further individualised instructions are to be given to the Principals and teachers concerned. Delay in such review and instructions will defeat the purpose for which panel inspection is intended. While I am sure that you would have already taken necessary steps to improve the performance of the Vidyalayas, we are not in receipt of instructions issued in this regard. Your observations will go a long way in helping us to further gear-up functioning of the Vidyalayas and also keep track of individual performance of the Principals and teachers. After completion of the pre-board examination, a clear picture will emerge on the status of academic performance of the students vis-a-vis the observations made by the panel. Detailed individual instructions may please be issued to the Principals concerned seeking periodical compliance reports from them.

As the Samiti is striving hard to attain the benchmark set-up, it is very essential for us to have individual reflection of the performance of the schools and also keep the Commissioner, NVS informed from time to time on the progress made.

I therefore, request you to ensure that all the panel inspections reports are personally reviewed by you and forwarded to us after issuing further instructions to the Principal concerned. I expect you to forward all the panel inspection reports positively by 5th of January 2001.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



F.No.13-17/2001-NVS(Acad.)

Dated : Jan., 3rd, 2002

Dear Principal,

Sub. : “Quality Improvement of the Performance of the students of the Jawahar Navodaya Vidyalayas during the year 2002”—Guidelines-Reg.

“On the eve of the New Year 2002, I WISH YOU, STAFF AND STUDENTS A VERY HAPPY EXCITING AND REWARDING NEW YEAR”. Since the scheme of the Navodaya Vidyalayas has completed one and a half decades of its existence and performance, it is time for all us to rededicate ourselves for enhancing the prestige, reputation and quality of the intellectual, physical, social and cultural advancement of students. One of the major objectives of the Navodaya Vidyalayas being **providing good quality modern education**, it is time for us to strive towards direction of the improvement of the quality of the performance of these Vidyalayas for the utmost satisfaction of stakeholders and realisation of the objectives of the scheme. Let us make a beginning during the year 2002 for a well-planned and systematic effort in this direction with a motive making “**2002-Quality Improvement Year**”.

While I am very confident of your abilities, experience and resourcefulness towards planning, execution and achievement in this direction, I would like to indicate some of the areas where focus and attention can be devoted.

ACADEMIC PLANNING : For the kind of excellence envisaged in JNVs, its indicators being quantitative and quality results, competitiveness to farewell in the entrance examination for admission to professional courses, communication capabilities, abilities to integrate oneself as a useful and productive citizen in to society, develop spirit of inquiry, scientific outlook, appropriate attitudes, social understanding and imbibing right human values, careful and comprehensive academic planning is to be prepared for effective implementation during the year 2002. The institutional plan is to be designed in such a manner to optimumly utilise the time, manpower and material resources for the utmost benefit of the students. Keeping the future vision in mind specific targets for the academic year and prospective period are to be fixed. Ways and means for achieving them should be found out. The academic supervision including all areas of teaching, learning, testing and remedying in the school. The Principal, through interaction with the teachers, peoples, parents and perusal of records must consistently evaluate teaching learning transaction for promoting quality.

QUALITY IMPROVEMENT : The main ingredients of quality education being an effective teaching, full implementation curriculum and the syllabus, commitment, belief and turnout of the staff, good management for intellectual, spiritual, moral and cultural advancement of the students should focus on quality control, quality assurance, quality enhancement, quality development and ultimately equality management.

CLASSROOM TRANSACTION : Teaching is **socially challenging task**. While the world is fast changing and knowledge is fast expanding, skills of learning to learn will acquire greater importance. Therefore, it is very essential that teaching strategy is to be changed from emphasising on teaching to emphasising on learning. It has to be child centered and child friendly and should be carried through effective use of multimedia inputs in addition to the existing methods. Crash courses in language improvement, computation skills are to be organised for bridging the gap of disadvantages of the rural students. Focus of teaching should be on to encourage students to read more, write, speak, question, analyse and explore. It should be supplemented by practical work, demonstration,



discussion, survey, projects, library and well-integrated co-curricular activities. Variant teaching techniques are to be adopted to cater to the needs of the bright, the average and the slow learners simultaneously.

In order to ensure the above we have to “**develop system of teaching audit**” in our institutions. Efforts are being made to design a method of such audit to assess the performance of every teacher and the teaching he has undertaken starting from VI to XII Class. Emphasis should be laid on effective, instruction, assessment, testing and evaluation and remediation. It is further proposed to evaluate the performance of teachers basing on the information related to the amount of teaching undertaken by the teacher, planning and execution of classroom transaction, innovative methods and special activities undertaken while planning teaching and delivery of syllabus, testing and evaluation, revision of course material, monitoring of practical and writing work, designing and setting of question papers, providing good and effective tutorials, participation in training programmes, knowledge acquired in Information Technology and its utilization in teaching and enhancement of his knowledge, teaching outcomes and the general contribution of teachers, are going to be some of the main areas for assessment during the **teaching audit**.

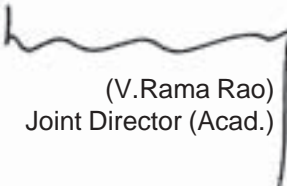
I, therefore, request you to kindly interact with your teaching staff on the above issues and prepare an objective, realistic and achievable plan for implementation for the quality improvement of academics in the Vidyalayas during the year. I am sure that such efforts will definitely go a long way in reflecting the equality performance of the students from VI to XII Class. We propose to take stock of the efforts made in this direction by every Vidyalaya basing on the results and performance of the students during the annual examination in all the classes.

I would like to once again remind you that the Navodaya Vidyalayas are intended to be pace setting institutions in the district and trend setters for improvement of quality education through action and reflection of their academic planning and execution.

I once again “**WISH YOU HAPPY NEW YEAR**” and request you to circulate and share some of the illustrative but not exhaustive suggestions given above with your teachers and prepare a sound future plan of action for realising the objectives of quality improvement.

Kindly keep me informed of the action taken in this regard.

Yours faithfully,



(V.Rama Rao)
Joint Director (Acad.)

Copy to :

1. The Commissioner, NVS
2. The Dy. Director, All Regional Offices -with a request to initiate action to make **2000 as a Quality Improvement Year** and prepare a plan of action.
3. Concerned Officers of NVS Hqrs.



F.No.13-17/2001-NVS(Acad.)

9th January, 2002

Dear Principal,

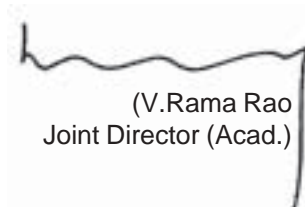
Sub. : Completion of Syllabus Including Conduct of Science Practicals - Request - Reg.

I am to draw your kind attention to various communications written by me regarding the quantitative and quality improvement of the performance of the students in board examinations. While going through the inspection reports of the Vidyalaya conducted by the regional inspection teams, it is noticed that in a large number of schools it has been observed that necessary care has not been taken in the expected manner to conduct the practicals. “**Science Teaching**” at board level without conducting the required practicals does not serve the purpose for which it is intended. On one side the emphasis is being laid for improvising the technology of teaching through interactive teaching, demonstrations, practicals, discussions and variety of other child centered, participatory methods, it is surprising to note that some of the Vidyalayas have not taken minimum care of completing the practicals as prescribed in the Class X and XII syllabus. You may be aware that the practical examinations are likely to be held much ahead of the schedule of the board examinations. It is, therefore, very essential that the students undergo the experience of the conducting practicals in X as well as XII Class. It is likely that the CBSE may nominate the external observers to ensure that the practicals are conducted at the expected level and an appropriate evaluation of the students is made in terms of his ability of learning outcomes.

An institution like Navodaya Vidyalaya which we are striving to develop as a pace setting model institution, if the practicals are not used and practiced in the “Science teaching” it would not result in effective teaching learning process.

I, therefore, request you to kindly make all our efforts to procure the lab equipment if it is not available and organise that practicals and confirm the conduct of practicals of the board examinations of Class X and XII to the Dy. Director of your regional office, so as to enable me to get a consolidated report of confirmation of conduct of practicals in all the board classes.

Yours faithfully,



(V.Rama Rao
Joint Director (Acad.)

Copy to :

The Dy. Director, All Regional Offices - with a request to individually monitor the conduct of the practicals at X and XII Class stage vidyalaya wise and send me a consolidated confirmation of report having ensure the conduct of practicals by all the schools.



F.No.13-17/2001-NVS (Acad.)

15th January, 2002

Dear Principal

Sub. : Analysis of the Second Pre-Board Examinations – Action Plan – Request – Regarding.

In continuation to this office circular of even number dated 26-12-2001¹, I presume that intensive analysis of the first pre-board examination of X and XII classes are made and substantial remediation and action taken to identify the area of weakness and strengthening them. A clear picture must have emerged with regard to the performance levels of the students in terms of quantity and quality. It is also hoped that adequate efforts have been made to strengthen areas where weakness are detected. Since first pre-board examination is conducted without adequate preparation of students it is quite possible that the results are not exact reflection of the level of performance. In any case, the second pre-board performance should be much higher than the first pre-board examination. It is very essential that without wasting further time we should take-up the evaluation and analysis of the second pre-board and initiate remediation on war-footing.

Keeping in view the recent experience of visits to some Vidyalayas in Lucknow Region, I feel the following actions would help a great deal in proper diagnosis of the weakness of the children and working out a plan of action for effective remediation:

1. Simultaneous evaluation of the second pre-board examination papers.
2. Subject-wise analysis of the performance of the students.
3. Preparation of the **matrix** of the students performance student-wise and question-wise.
4. Identification of the units from which the questions have been **un-answered or half-answered**.
5. Intensive interaction with the students to assess their level of understanding and preparedness for examination unit-wise.
6. Ensuring that each student undertakes the study of **9 to 10** hours daily in addition to classroom teaching during the class hours.
7. It is very essential that Principal should ensure that students get-up by 4.00 AM in the morning and utilise at least minimum 2½ to 3 hours in the morning for study. Similarly after the school hours are completed the study must be continued from 3.00 PM to 10.00 PM with appropriate breaks for evening tea and dinner.
8. Appropriate division of the timings of study for each subject during this 9 to 10 hours indicating the subject-wise allotment of time schedule of common programme can be suggested to the students. Wherever it is essential individual timetable for the students may also be prepared and adhered to.
9. Basing on the identification of the **matrix** of the second pre-board results, the teachers should prepare **individual module/exercise/questions** for the students to practice during their study period.

1. For reference see page 140



10. The school hours should be utilised for revision and individual examination of units as well as cumulative examination of the various units in the subject.
11. In English the area related to reading and writing skills and grammar should be practised regularly by those students who are weak in English. For this purpose of daily exercise teachers should be asked to prepare a brief question paper to be administered every day in the above areas which will help the students to do practical exercises.
12. Additional inputs in the areas where students did not get full marks are to be given to ensure that the students use appropriate language in terms of simple sentences, numericals, diagrams, correct spellings and good handwriting.

The evaluation of the pre-board examinations should be taken-up on top priority and analysis made along with an appropriate action plan which is to be implemented positively by 28th January 2002, so that at least one month is available for strengthening the weak areas identified during the second pre-board.

In addition to the above, adequate care may be taken to ensure that students are acquainted with the weight-age of marks, the type of questions, time-management practice, self-analysis, peer-analysis of the subject and chapter of their study.

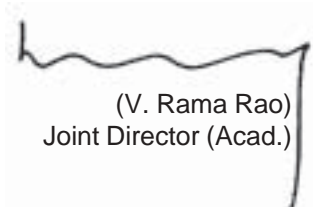
A physical program of study for all the students is to be prepared. While the girl students if needed the exempted from studying in classrooms late in the evenings and after dinner, all the students should be directed to study in **classrooms only**.

These are only some of the illustrative suggestions which have been found to be effective and useful in some of the Vidyalayas I have recently visited.

I, therefore, request you to gear-up the preparations on the above lines with the involvement and combined efforts of TGTs and PGTs and ensure that the quality and quantity of the results is achieved as per our **benchmark**.

I also request you to kindly let me know the actions taken in this regard by you and the reflections of the analysis of the second pre-board.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

The Dy. Directors, All Regional Offices – with a request to ensure that the second pre-board examination papers are evaluated, analysed and appropriate remediation and action plan implemented positively by 28th January 2002. The consolidated analysis and action plan prepared Vidyalaya-wise in the region may be sent so as to reach me positively by 5th February 2002. They are also further requested to depute their Asstt. Directors to the Vidyalayas whose performance has been much below the expected benchmark.



F.No.13-17/2001-NVS(Acad.)

Dated : Jan., 17th 2002

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sir,

Sub. : Efforts to Ensure Achieving the Benchmark - Follow-up - Reg.

I invite your kind attention to this office circulars regarding efforts to be made to achieve the **benchmark** in terms of quality and quantity of the results in the Vidyalayas. I would also request you to recall the discussions during the Deputy Directors' conference held at New Delhi. Among other things, we have discussed need for close monitoring & inspection, remediation, strengthening cluster concept to provide academic support to all the Vidyalayas, personal visits by the Deputy Directors and officers of the region and careful analysis of the tests and evaluation conducted from time to time and subsequent action plan. Unfortunately, it appears that enough attention has not been given to all the above issues. One of the fundamental requirement to assess the performance of the Vidyalayas is a panel inspection. Academic year is almost coming to an end but when I look at the total number of inspection reports received, I feel frustrated since most of the regions did not pay adequate attention to this aspect of panel inspection and follow-up. Total number of inspection reports received from each region are as under.

S.No.	Name of the Region	Panel Inspection Reports received
1.	Pune	22
2.	Jaipur	23
3.	Chandigarh	10
4.	Lucknow	17
5.	Bhopal	Nil
6.	Hyderabad	60
7.	Patna	06
8.	Shillong	03

I presume, that you have atleast completed one round of inspection of the Vidyalayas and acquainted yourself with the standard and level of the functioning of the Vidyalaya and only due to some procedural delay these reports have not been submitted. Since, I have made a special request to let me know the status of the inspections and send all the reports by 5th of January, 2002, I have expected that you would take some pains in this regard and let me know the status. Similarly, I have also requested all the regions to simultaneously organise for evaluation of first pre-board examinations and let the Hqrs. have the analysis of the performance of the students so as to get the reflection of the academic status of the Vidyalayas. But unfortunately except the Lucknow & Chandigarh regions, other regions did not care to let us have any information though the first pre-board has been conducted month back. While I am confident that all our efforts are being made by you to achieve the targets, I



also would like you to understand that the Hqrs. should keep itself apprised of the performance and monitoring from time to time exactly reflection the status of the Vidyalayas. I would also like you to realise that the higher authorities are to be constantly informed and apprised of the progress in this direction.

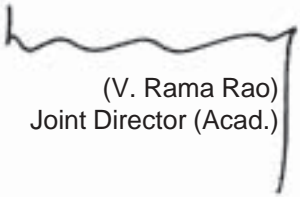
I am sure that after the minimum required attention to accommodation, boarding and security of the children the **most and important priority area in the Vidyalayas is academics**. As and when inspection is carried or pre-board examination is conducted it is to be evaluated immediately and necessary follow-up action should be taken. **The Dy. Director to the extent possible should make it a point to personally visit the Vidyalayas whose performance is much below the expectations** so as to generate enthusiasm and motivation. Our outcome of the results should also go hand in hand with the systematic efforts we made from time to time and the means and methodology we adopt for achieving the same.

I, therefore, request you to pay your personal attention to the issues related to inspection of the Vidyalayas, analysis of the second pre-board results, action plan for overcoming the weakness and also let us have the information related to the number of Vidyalayas along with names visited by the Dy. Director after reopening of the schools after vacation. Please ensure that your personal attention is focussed on the Vidyalayas whose performance is not satisfactory.

I have been sending a series of communications basing on my interactions and experience of the visits of the schools, these communications should be optimumply utilised and further strengthened to achieve our targets.

I would expect an up dated status after the evaluation of second pre-board and preparation and action plan for remediation positively by 30th January, 2002

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy submitted to the Commissioner, NVS



F.No. 13-17/2001-NVS(Acad.)

Dated : Feb., 4th 2002

Dear Principal

Sub. : Quality Improvement of the Students of JNVs during the year 2002 — further guidelines-Reg.

Ref. : The Office Letter of even number dated 3rd January, 2002¹

In continuation to this office circular reference cited, I am to draw your personal attention for developing a **common vision** of quality improvement in the Vidyalaya. As you are aware quality education is both dynamic and holistic with adequate flexibility for incorporating improvements and fresh challenges and needs from time to time. We have to develop a built in mechanism with specific context bound priorities and strategies to improve quality. Continuous assessment and evaluation of learning outcomes, improving cognitive and affective domain, child friendly and child centered teaching strategies, promoting active learning are some of the essential components of quality improvement. The important elements of quality education are to prepare the students to :

- a. Be emotionally secure and stable.
- b. Be morally mature, trustful, tolerant, cooperative and sensitive.
- c. Have positive self-identity and sense of competence.
- d. Be well-informed and directed towards continuous self-improvement to maintain excellence.
- e. Be sensitive to beauty and aesthetics.
- f. Be capable enough to foresee the future and decide the desirable future.
- g. Help others to grow and develop and possess adequate understanding of human behaviour.
- h. Be mentally and physically strong and healthy.
- i. Be capable of excellent communication skills.
- j. be responsible citizen of a world community.

The above being some of the major components of promoting quality education, every activity in the Vidyalaya is to be planned and organised in schematic and systematic manner so as to ensure that the students of Navodaya Vidyalaya have full benefit of modern quality education as envisaged in its objectives.

Coming to the practical aspect of the steps for implementation of the quality education, I would request you to lay emphasis on the following methodology of organising the school activity.

1. Subject teachers may be requested to form **subject committees** and initially glance through the syllabus of all the classes from VI to XII and identify the areas and units with appropriate methodology and activity based teaching. While the content and concept which are continued in higher classes are to be dealt comprehensively, the other areas can be handled for imparting knowledge and information.
2. Split-up of syllabus is to be made so as to complement and supplement interlapping concepts in each subjects.

1. For reference see page 141.



3. A comprehensive institutional plan highlighting the academics, school calendar, CCA activities, pace setting activities, library activities is to be prepared and thoroughly implemented.
4. Morning assemblies should provide adequate opportunity to the across section of students as well as staff to enhance their knowledge, through non-formal learning, touching various important aspects of the education and society.
5. Music, fine arts and SUPW activities are to be re-organised in such a manner that the inquisitiveness, sensitivity, aesthetics, creativity, productivity and interests of students are developed in a multi-faceted manner.
6. With thrust on universalisation of Primary Education, there is a pressure on Secondary & Higher Education. Adequate efforts are being made across the world for developing skills of **learning to learn**. Since Navodaya Vidyalayas have provided adequate facilities for expansion of libraries, computerisation, laboratories, audio visual aids, internet and all other facilities, students should be taught and guided for acquiring the skills of learning to learn which will not only generate competitive spirit among them but would also considerably reduce the workload and burden of the teacher.
7. One of the important components of promotion of quality is to promote active learning and learner centered pedagogy. Interactive, activity based, child centered, non-conventional teaching technologies are to adopted and implemented to promote excellence among the students.
8. Testing and evaluation are key factors for assessing the learning outcomes of the students. **Continuous comprehensive evaluation** should be strictly implemented and regular follow-up in terms of remediation, written work and unit testing is to be carried on regular basis. One of the important shortcomings noticed in our testing and evaluation is lack of adequate interest in CCE and exhaustive testing. Teachers may please be directed to set the fresh questions in unit tests on their own in stead of depending on the questions in the textbooks and earlier tests.
9. Principal may kindly ensure that they consistently interact with the students of every class and the teachers classroom inspections by the Principal are compulsory with a subsequent **written instructions** and guidelines in a register to the teachers indicating the areas of weakness for improvement.
10. To the extent possible, all the CCA activities including the inter-house competitions should complement the and supplement the skills and interests required for academic excellence.
11. Samiti has been conducting a series of training programmes for the professional development of the teachers. It is very essential to follow-up and assess the improvement of performance of teachers from time to time with adequate feedback to analysis for further improvement of the contents of training programme.

The above are only few stray thoughts that I thought, I should share with you before the conclusion of the current academic year and starting of new academic year 2002-03. The performance of the students in all classes in the current academic year should form base for academic planning of 2002-03. We at the headquarters level are closely observing and monitoring the academic planning and execution of Vidyalayas vis-a-vis the accountability of teachers and the principal to ensure that there is a qualitative improvement of the performance of the students to enhance the prestige and reputation of the organisation.



I request you to circulate these suggestions among teachers and direct them to prepare an action plan for the next Academic year on the above lines.

I shall be happy to share any other suggestions towards the directions of quality improvement, so as to develop these Vidyalayas as centres of excellence.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'V. Rama Rao', is written over a white rectangular background. The signature is somewhat stylized and cursive.

(V.Rama Rao)
Joint Director (Acad.)

Copy to :

The Dy. Directors, NVS, All Regional Offices-with a request issue further detailed guidelines and develop a close monitoring system for achieving qualitative performance in the Vidyalayas.



F.No.13-17/2001-NVS(Acad.)

Dated: Feb. 8th 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sir/Madam,

Sub. : Feed back on the Analysis of the Pre-Board Examinations and Actions taken on various Circulars - Request-Reg.

I invite your kind attention to various communications sent by me from time to time regarding **preparation of board examination, analysis of the pre-board results, strengthening of the lower classes, remediation, quality improvement and various other issues aimed at achieving the benchmark** and targets set by the Commissioner, NVS. These issues were also intensively discussed during the recently held Dy. Directors' Conference. Dy. Directors were impressed upon the need for close monitoring and preparation of time bound actions plans to achieve the targets and benchmark. Special requests have been made to analyse the second pre-board and subsequent examinations being conducted from time to time by the region and keep the headquarters informed about it. Commissioner has personally requested the Dy. Directors to visit the schools whose performance is below average and ensure that the preparation are accelerated in the said schools. But unfortunately though the circulars were sent in the middle of January and meeting was held in the last week of January, 2002, few regions are not properly responding to the instructions and circulars from the headquarters. I am constrained and pained to observe such attitude from the Chief Executives of the regions who are entrusted with the onerous responsibility of monitoring these prestigious institutions. While I am sure that you are making all out efforts in the direction of achieving the targets and providing quality education to the children, I would like to impress upon you the need for cohesive planning and analysis of the regions performance and also the need for appraisal of the higher authorities on an important and ultimate objective like **academics**. Though you are overburdened with various responsibilities relating to the monitoring and administration of the Vidyalayas you will agree with me that we have no alternative but to devote optimum time and energy for the improvement of the performance of the students in the Vidyalaya.

Coming to the practical aspect of the steps for implementation of the quality education, I would request you to lay emphasis on the following methodology of organising the school activity.

1. Subject teachers may be requested to form **Subject Committees** and initially glance through the syllabus of all the Classes from VI to XII and identify the areas and units with appropriate methodology and activity based teaching. While the content and concept which are continued in higher classes are to be dealt comprehensively, the other areas can be handled for imparting knowledge and information.
2. **Split-up of Syllabus** is to be made so as to complement and supplement interlapping concepts in each subjects.



3. A comprehensive **institutional plan** highlighting the academics, school calendar, CCA activities, pace setting activities, library activities is to be prepared and thoroughly implemented.
4. **Morning Assemblies** should provide adequate opportunity to the across section of students as well as staff to enhance their knowledge, through non-formal learning, touching various important aspects of the education and society.
5. Music, fine arts and SUPW activities are to be re-organised in such a manner that the inquisitiveness, sensitivity, aesthetics, creativity, productivity and interests of students are developed in a multi-faceted manner.
6. With thrust on universalisation of Primary Education, there is a pressure on Secondary & Higher Education. Adequate efforts are being made across the world for developing skills of **learning to learn**. Since Navodaya Vidyalayas have provided adequate facilities for expansion of libraries, computerisation, laboratories, audio visual aids, internet and all other facilities, students should be taught and guided for acquiring the skills of **learning to learn** which will not only generate competitive spirit among them but would also considerably reduce the workload and burden of the teacher.
7. One of the important components of promotion of quality is to promote active learning and learner centered pedagogy. Interactive, activity based, child centered, non-conventional teaching technologies are to adopted and implemented to promote excellence among the students.
8. Testing and evaluation are key factors for assessing the **learning outcomes** of the students. **Continuous Comprehensive Evaluation** should be strictly implemented and regular follow-up in terms of remediation, written work and unit testing is to be carried on regular basis. One of the important shortcomings noticed in our testing and evaluation is lack of adequate interest in CCE and exhaustive testing. Teachers may please be directed to set the fresh questions in unit tests on their own in stead of depending on the questions in the textbooks and earlier tests.
9. Principal may kindly ensure that they consistently interact with the students of every class and the teachers classroom inspections by the Principal are compulsory with a subsequent **written instructions** and guidelines in a register to the teachers indicating the areas of weakness for improvement.
10. To the extent possible, all the CCA activities including the inter-house competitions should complement the and supplement the skills and interests required for academic excellence.
11. Samiti has been conducting a series of training programmes for the professional development of the teachers. It is very essential to follow-up and assess the **improvement of performance** of teachers from time to time with adequate feedback to analysis for further improvement of the contents of training programme.

The above are only few stray thoughts that I thought, I should share with you before the conclusion of the current academic year and starting of new academic year 2002-03. The performance of the students in all classes in the current academic year should form base for academic planning of 2002-03. We at the headquarters level are closely observing and monitoring the academic planning and execution of Vidyalayas vis-a-vis the accountability of teachers and the principal to ensure that there is a qualitative improvement of the performance of the students to enhance the prestige and reputation of the organisation.



I request you to **circulate** these suggestions among teachers and direct them to prepare an action plan for the next Academic year on the above lines.

I shall be happy to share any other suggestions towards the directions of quality improvement, so as to develop these Vidyalayas as **centres of excellence**.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'V. Rama Rao', enclosed in a rectangular box with a thin black border.

(V.Rama Rao)
Joint Director (Acad.)

Copy to :

The Dy. Directors, NVS, All Regional Offices-with a request issue further detailed guidelines and develop a close monitoring system for achieving qualitative performance in the Vidyalayas.



F.No.23-1/2002-NVS (Acad.)

30th April, 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : Panel Academic Inspection of JNVs during the Year 2002-2003 —
Regarding.**

Sir,

This is to draw your kind attention on the subject cited above. Inspection and Supervision Tool developed by the Samiti has already been sent to all Regional Offices last year. You are required to plan the visits of the Officers of the Regional Office for Panel Academic Inspection of all vidyalayas by the end of December 2002. **Copy of the plan may be sent to the Headquarters by the end of May 2002 positively.** The following points may be taken into account at the time of Panel Inspection and sending the report thereof.

1. A copy of the Panel Inspection Report on the Inspection tools only and suggestions for action to be taken (ATR) at Vidyalaya/Regional Office/Hqrs. level may be sent to Hqrs. All other papers regarding Panel Inspection are to be retained at Regional Office. This needs not to be sent to Hqrs.
2. At least one Panel Inspection for each Vidyalaya of your region must be completed by the end of December by all means.
3. The Panel of Inspection should be headed by Deputy Director/Assistant Director of the Region, consisting of one/two Principal(s) and an educationist as members of the Panel.
4. The Panel Inspection should be completed within 2-3 days in a particular vidyalaya.
5. The Panel Inspection Report alongwith Art may be sent to Hqrs. within 7 days after the completion of the Inspection in a particular Vidyalaya. There is no need to wait till all Vidyalayas inspected/completed.

Last year few Regional Offices sent the Panel Inspection Report in respect of some Vidyalayas in the month of February/March while the Inspection were done in August/September 2001 i.e. after six months which is against the Instructions of the Hqrs. and the purpose of Panel Inspection is also defeated, if no timely action is taken on the report. From the records available at Hqrs. it seems that all Vidyalayas were not inspected during last year.

You are, therefore, requested to plan in such a manner that inspection may be started from the Vidyalayas, which were not inspected last year, and all Vidyalayas of the region are to be completed within the stipulated period.

Thanking you,

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No. 13-3/2002-NVS(Acad.)

Dated : June 3rd 2002

To

The Principals
Jawahar Navodaya Vidyalayas
With Xth and XIIth Class

Sub. : Performance of the Subject Teachers in the Board Examinations of Xth and XIIth Class- analysis regarding


Sir,

I am to draw your kind attention to the results of the Board examinations of the Xth and XIIth Class of your school and convey my appreciation for the efforts made by you and your team of staff in terms of the improvement of quantitative and qualitative results in your Vidyalaya. However, I would also like to bring to your kind notice that our performance with reference to the benchmark and targets which we have fixed has been far from satisfactory. While, I understand the constraints and difficulties and in achieving the targets and benchmark, it is time for us to analyse subject-wise and teacher-wise shortcomings which will help us to fulfill the targets fixed for 2001-02 atleast during 2002-2003. While I may get back to you for further detailed analysis later, I propose to have the matrix of the performance of subject teachers in the Xth and XII Class examinations.

I am enclosing herewith a format wherein you have been requested to identify the names of the teachers who have handled the subject during the year and the total number of students appeared and total number of students passed in First Division and other related requirements. This will help us to analyse the standard and quality of the performance of the teachers who have handled the subject so that necessary inputs can be given to them in terms of academic and administrative actions and other required measures to ensure that they rise to the level of challenge to meet the next years targets.

I request you to kindly fill up the format providing all required information and send it to me so as to reach me by 12th of June, 2002.

Thanking you,



(V.Rama Rao)
Joint Director(Acad.)

Copy to :

The Deputy Director and Assistant Director of all Regions and Sub Regions : with a request to consolidate region-wise and send it to me for further action.



**Subject and Teacher-wise matrix
of the Xth and XIIth Class Students
who appeared for the Board Examination
during March 2002**

Name of the JNV & District : _____

Regional Office/Sub Regional Office : _____

Sl.No.	Class	Subject	Name & Designation of Teachers handled the class	Total no. of Students subject-wise			No. of students obtained marks in said subject			Subject average of the Class	* Reason given by teachers Substantiating the result	* Remarks of Principal
				Appeared	Passed	Failed & Comp -mental	60% and above	range 50%-60%	Below 50%			

* The reasoning of subject teacher concerned alongwith remarks of Principal may be given in the separate sheet point-wise.



F.No.13-17/2001-NVS(Acad.)

Dated : June, 2002

To

The Deputy Directors
All Regional Offices of
Navodaya Vidyalaya Samiti

The Asstt. Directors of
All Sub-Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Quality Improvement - Compendium of Guidelines-Effective Implementation of Continuous Comprehensive Evaluation-reg.

Sir,

In continuation to this office letter of even number dated 16th April 02, I would like to draw your attention and emphasis on the need for effective implementation of the continuous comprehensive evaluation in the Navodaya Vidyalayas.

As you are aware, the 1986 National Policy on Education envisaged the implementation of continuous comprehensive evaluation as one of the important **curriculum concern**. NVS being a pace-setting institution has been implementing this important task of curriculum concern. The fundamental belief of the CCE is that teaching is not amenable to routinism. The nature of inputs i.e. students are so variable, they require judgement, creativity and participation. In addition to above it is very essential to identify multiple intelligence amongst students and introduce innovative practices in curriculum transaction. CCE views the role of evaluation as an integrated teaching learning process, diagnosing learning followed by remedial action. It is also a source for the **quality consciousness, quality control, quality management and quality improvement**.

The basic concepts of CCE are the integration of teaching and learning process, continued assessment of students, comprehensive of evaluation of scholastic and co-scholastic achievement of students, cooperativeness of other teachers and learners and also will be a criteria for determining intended learning outcomes. It will further lead for systematic approach to unit teaching and testing, identification of performers and non performers, remedial measures of under achievers and ultimately enables us to and academising the institution and professionlising teacher, complementing and supplementing the curriculum and co-curriculum content. Further the CCE is intended to focus the concentration of teaching learning transaction, **child centered and child friendly**. The methods recommended for classroom transaction are varied in terms of observation, inquiry, discovery, library reading written work, demonstration, practical work, seminars, discussions and group projects. Such an effective classroom transaction will result in accelerated growth of personality of child at an impressionable age.

The Principals were instructed from time to time to effectively implement the CCE and ensure individual growth of every child by **observation, assessment and interaction**. Once this methodology of teaching and testing is effectively practised at the lower classes there is no reason why the students in the Navodaya Vidyalayas will not excel in academics. It is essential to understand that the various traits of personality like confidence, competency, conviction, commitment, discipline, accuracy, hard work, physical strength are very essential for every students to excel in academics.



The students and teachers are to be impressed upon need for the growth of child by participation in variety of such activities.

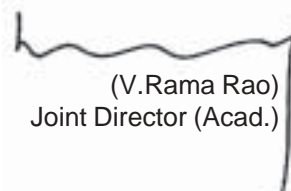
Unfortunately, our functional system has given disproportionate priority to develop these personality traits by not effectively making them integral part of teaching learning process. Instead the focus has been on X and higher classes and performance in board examination. With the result inspite of the best efforts of the teachers and the struggle on the part of the students, a weak base is left with the students at the lower classes.

It is time for us to reverse this trend. CCE is adopted in letter and spirit with full attention at least upto IX class, the problem related to the weakness of the students in terms of communication skills, arithmetic skills, language skills application skills and other related traits of fast learning could improve phenomenally. While I understand the propormas and formats of CCE could be cumbersome, we can always simplify it and ensure its effective implementation.

I would request you to kindly pay your personal attention in this regard and issue detailed instructions to the Principal for effective implementation of CCE. An appropriate monitoring system of CCE upto the level of IX Class should be developed by each of the region and periodical reports be sent to the HQrs. for assessment of its outcomes. This would also help us in a great deal in ensuring the accountability of teachers vis-a-vis the lower classes in terms of their performance.

I shall be grateful if you could further discuss various ways and means of improving CCE and monitoring and documenting it effectively in your region/sub-region so as enable the Navodaya Vidyalaya system to take the lead and pride of successful implementation of this important curriculum concern.

Yours faithfully,



(V.Rama Rao)
Joint Director (Acad.)

Copy to :

1. All the Principal of JNVs with a request to prepare a plan of action integrating the CCE into institutional planning. The CCE should be implemented in **letter and spirit** with full participation of teachers. Soon after reopening of the school you may circulate this letter among teachers and convene a meeting of the teachers and prepare a suitable action plan on the above lines. Further, it is suggested that Principal should hold a review meeting of the CCE every month to ensure that it is being implemented effectively.
2. Copy submitted to the Commissioner, NVS for appraisal.
3. Joint Director (Admn.)/Joint Director (P&M) and other concerned officers in Headquarters.



F.No.13-17/2001-NVS(Acad.)

Dated : July 8th 2002

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

The Asstt. Director. Incharge
Navodaya Vidyalaya Samiti
All Sub-Regional Offices

Sir/Madam,

Sub. : Visit to the Schools Whose Performance is less than 75% against the Targeted 95% Board Results-Analysis and action plans-Request-Reg.

Ref. : This Office Lr. of even No. dated 29-11-2001¹

I am to draw your kind attention to the reference cited and convey the appreciation of the Navodaya Samiti for the efforts made by you, your colleague-Asstt. Directors, Principals and the teachers of the Navodaya Vidyalayas of your region. While we are happy with the over all performance you might have observed that we are much below the benchmark fixed by the Commissioner, NVS. On detailed analysis it is found that while total percentage of passed students of the region is not much below the benchmark of the 95% there are limited number of individual schools in each region who could touch the benchmark of 95%. While I am sure that you will be able to gear-up those schools whose performance has been more than 75% in the 2002 examinations, it is very essential for us to intensively review and prepare an action plan for those schools whose achievement in Class X and XII has been less than 75% since they are far below with the benchmark.

I am enclosing herewith a list of schools of all the regions whose performance is less than 75% in Class X and XII. Since the number of such schools is very less, it would be possible for the Dy. Directors and Asstt. Directors of Sub-Regions to personally visit these schools and analyse the reasons for poor performance. If only we can identify the causes and weakness of each school you will be able to prepare an active action plan to eliminate the weaknesses in the functioning of the school and monitoring system. Individual responsibility can be fixed on the teachers due to whose poor performance the results are pulled down. A concrete action plan be prepared for the current academic year.

Since we propose to analyse and discuss the weakness of the schools whose performance is less in the forthcoming conference, it is very essential that each Regional Office and Sub-Regional Office must identify all the reasons school-wise for their poor performance. This would help us in ensuring the consolidation of the schools whose performance is higher and improving the performance which have produced less than 75% of the results.

1. See page, 134.



The following is the brief analysis of the benchmark vis-a-vis the results.

RESULTS AGAINST THE TARGETED 95%

CLASS X

Sl.No.	Name of the region	Percentage achieved against the benchmark	Shortfall of overall percentage of benchmark	No. of schools who have touched the benchmark	No. of schools whose performance less than 75%
1.	Bhopal	85.27	9.73	16	9
2.	Chandigarh	86.18	8.82	10	8
3.	Hyderabad	94.17	0.83	41	3
4.	Jaipur	93.62	1.38	23	-
5.	Lucknow	88.05	6.95	13	3
6.	Patna	87.58	7.42	13	3
7.	Pune	94.49	0.51	26	3
8.	Shillong	76.80	18.20	10	16

CLASS XII

Sl.No.	Name of the region	Percentage achieved against the benchmark	Shortfall of overall percentage of benchmark	No. of schools who have touched the benchmark	No. of schools whose performance less than 75%
1.	Bhopal	86.48	8.52	13	9
2.	Chandigarh	82.28	12.72	7	7
3.	Hyderabad	93.62	1.38	41	2
4.	Jaipur	84.47	10.53	9	9
5.	Lucknow	78.58	16.42	7	15
6.	Patna	77.37	17.63	2	14
7.	Pune	87.65	7.35	9	-
8.	Shillong	70.63	24.37	5	16

I, therefore, request you to personally visit the Vidyalaya whose performance is less than 75% or depute an Asstt. Director for a detailed on the spot analysis and feedback. This exercise may please be completed by 20th of July, 2002 and report sent to us for the appraisal of the Commissioner.

Yours faithfully,

(V.Rama Rao)
Joint Director

Encls : As above



CLASS-X RESULT ANALYSIS—2002

List of JNVs achieved Pass% less than 75%

<i>Sl.No.</i>	<i>Distt.</i>	<i>JNV RO Name</i>	<i>Pass%</i>
1.	Indore	Bhopal	42.86%
2.	Dantewada	"	68.4
3.	Hoshangabad	"	73.3
4.	Jhabua	"	60.3
5.	Kalahandi	"	69.7
6.	Naupada	"	71.4
7.	Pulbani	"	74.6
8.	Shahdol	"	74.6
9.	Sidhi	"	65.2
10.	Kargil	Chandigarh	31.03
11.	Chamba	"	64.2
12.	Faridkot	"	73.5
13.	F/Sahib	"	70.2
14.	Jammu	"	71.7
15.	Leh	"	69.2
16.	Ropar	"	74.4
17.	Shimla	"	72.7
18.	Car-Nicobar	Hyderabad	36.86
19.	Yanam	"	65.5
20.	Kodagu	"	52.94
21.	Bulandshahar	Lucknow	33.33
22.	Badaun	"	71.9
23.	Jaunpur	"	74.2
24.	Begusarai	Patna	68.6
25.	Gumla	"	70.5
26.	Sahibganj	"	72.2
27.	Bharuch	Pune	69.0
28.	Daman	"	58.33
29.	Diu	"	66.7
30.	Tamenglong	Shillong	0.0
31.	Aizawl	"	15.56
32.	Dhalai	"	40.74
33.	Dibang Valley	"	41.18
34.	Tissa	"	43.33
35.	W.Sikkim	"	50.0
36.	Bishnupur	"	73.3
37.	Churachandpur	"	73.0
38.	E.Kemong	"	64.6
39.	Imphal	"	73.4
40.	Karbianglong	"	73.1
41.	Kokrajhar	"	68.1
42.	S.Tripura	"	61.5
43.	Tawang	"	72.0
44.	Ukhrul	"	66.7
45.	W.Tripura	"	68.8



CLASS-XII RESULT ANALYSIS—2000

List of JNVs achieved Pass% less than 75%

S.No.	Distt.	JNV RO Name	Pass%
1.	Ganjam	Bhopal	45.0
2.	Dantewada	"	46.15
3.	Sarguja	"	57.89
4.	Durg	"	70.21
5.	Khargone	"	63.89
6.	Morena	"	63.33
7.	Phulbani	"	72.41
8.	Raisen	"	62.50
9.	Satna	"	68.0
10.	Faridkot	Chandigarh	60.0
11.	Anantnag	"	65.0
12.	Chandigarh	"	65.71
13.	F/Sahib	"	61.36
14.	Jammu	"	67.50
15.	Patiala	"	64.71
16.	Udhampur	"	70.37
17.	Yanam	Hyderabad	26.09
18.	Banglore(u)	"	71.43
19.	Ajmer	Jaipur	70.83
20.	Swaimadhampur	"	50.0
21.	Churu	"	73.08
22.	Dausa	"	73.08
23.	Dungarpur	"	68.42
24.	Faridabad	"	73.17
25.	Jhunjhunu	"	70.73
26.	Sriganganagar	"	65.62
27.	Tonk	"	64.15
28.	Barabanki	Lucknow	71.43
29.	Etah	"	72.43
30.	Faizabd	"	67.65
31.	Farakkabad	"	65.0
32.	Gorakhpur	"	62.96
33.	Jhansi	"	71.43
34.	Mainpuri	"	69.57
35.	Meerut	"	71.43
36.	Muzaffarnagar	"	67.80
37.	G.B. Nagar	"	42.42
38.	Rudra Prayag	"	50.0
39.	Jaunpur	"	54.35
40.	Bareilly	"	54.55
41.	Allahabad	"	59.38
42.	Mahoba	"	59.38



43.	Gaya	Patna	44.74
44.	Begusarai	"	50.91
45.	Supaul	"	58.62
46.	Darbhanga	"	74.36
47.	Gopalganj	"	67.50
48.	Gumla	"	62.71
49.	Nalanda	"	74.51
50.	Nawada	"	73.58
51.	Purnia	"	68.42
52.	Ranchi	"	71.15
53.	Sheikhpura	"	70.97
54.	Panchmahal	"	52.0
55.	Raigad	"	53.33
56.	Chadel	"	60.87
57.	Dibrugarh	Shillong	64.29
58.	E.Kemong	"	70.37
59.	Nalbari	"	68.97
60.	Sibsagar	"	68.60
61.	Thoubal	"	65.22
62.	Aizwal	"	0.0
63.	Ukhrul	"	32.69
64.	Tinsukia	"	35.56
65.	Darrang	"	39.47
66.	Cachar	"	42.11
67.	Dibang Valley	"	44.74
68.	Churachandpur	"	50.00
69.	West Tripura	"	51.32
70.	Kokrajhar	"	57.14
71.	Lohit	"	57.14
72.	Imphal	"	58.93



F.No.13-17/2001-NVS(Acad.)

Dated : 21-08-2002

To

All the Deputy Directors of the Regional Offices &
All Assistant Directors of Sub-Regional Offices
Navodaya Vidyalaya Samiti

Sub. : Compliance of Instructions Issued from Time to Time-Report Regarding.

Sir,

I am to draw your kind attention to my letter No.13-17/2001-NVS(Acad.) dated 3rd January, 2002¹ requesting you to make **2002-quality improvement year**. A series of circulars and guideline are also issued from time to time on various facets of the functioning of the Vidyalayas. This conscious decision was taken to ensure that the functioning and monitoring of the Vidyalayas becomes more effective and the Regional Offices, Sub-Regional Offices and Headquarters will together monitor and guide the institutions to achieve the objective of quality improvement. I am highly disappointed to observe the indifference of the Regional and Sub-Regional Offices in this regard. Leave apart the preparation of active action plan and monitoring the Vidyalayas for quality improvement, even the minimum information is not given to the Headquarters with regard to functional aspects of various schools. I am constrained to draw your kind attention to look into the following issues and send compliance report on the action taken on various instructions from time to time.

- ☞ The RO and SRO were requested to visit all the schools with less than 75% of the Board results and give us a detailed report of action taken for improving the performance during the current year, but unfortunately no region has taken the trouble of informing me the action taken in this regard. Only SRO Orissa has intimated that he is visiting the Schools. It is more than two months Schools have been reopened if we cannot analyse the reasons for poor performance and prepare an effective action plan, I am afraid that leaving apart the quality improvement we may not be able to even keep up the earlier performance.
- ☞ Money has been released and the Regional Officers have been requested to ensure the availability of the text books specially the new textbooks of IX and XI Class excluding Hindi and Social-Science who have not been published on account of Court stay. No Regional Officer/Sub-Regional Officer has bothered to intimate the Headquarters whether the textbooks to extent required have been procured or not. We find a number of parents coming to the Headquarters and meeting the Commissioner and complaining about the non-availability of textbooks. I think, it is our minimum responsibility to ensure that the text books are available to the students in time and syllabus is completed properly. I shall be grateful if you could kindly let me have the latest position about whole Regions/Sub-Regions with regard to availability of textbooks. It is also understood that some Regional offices have asked the principals to procure the text books. If the regional offices and Sub-Regional Offices located in capital cities are not able to obtain the required number of books, it would be impracticable for the Principals to procure the text books. The Headquarters has consciously given the responsibility of procurement of textbooks to the regional offices in view of the difficulties involved in procuring the text books in time, if this responsibility is simply passed on to the Principal, it will result in non-accountability from everybody side. While the Principal,

1. For reference, see page, 141.



Assistance may be obtained in procuring the textbooks, the Regional offices and Sub-Regional Offices should ensure that the textbooks are made available to the students. Wherever there is shortage an alternative plan of action is to be prepared by the Regional Office. I shall be grateful if you could kindly inform me about the action taken with regard to the procurement of textbooks and school wise details about availability of textbooks so as to apprise the Commissioner, NVS immediately.

- ☐ Commissioner, NVS with his special efforts has ensured the result of JNVST are published in the last week of April. All the Regional Offices and Sub-Regional Offices were requested to complete the process of admission of children by the first week of July and send compliance. Unfortunately, no region has sent a consolidated statement about the status of admission of the children. I shall be grateful if you could kindly send me school wise status about the admission of children indicating me the category of school and number of children admitted.
- ☐ Computerisation has been one of the important programmes initiated by NVS for last 2 years. Instructions have been issued from time to time, with regard to the procurement of hardware and introduction of Computer Literacy Programme in the schools. Till today no consolidated statement with regard to the number of schools where Computers Scheme has been sanctioned, whether computers have been procured or not whether CLP is in progress in full scale or not is not known. I shall be grateful if you could kindly make it convenient to let me have the school wise details of the procurement and installation of computers and introduction of CLP to all the students.
- ☐ Instruction have been issued to appoint Computer Literacy Instructors in all the Vidyalayas. During the Principal Conferences we found that still a number of Vidyalaya are not able to identify and appoint a Computer instructor. The Regional Offices have been requested to closely monitor the appointment of Computer Instructor since it is being extended from year to year with great difficulty as there is no provision of appointment of such Instructor. This is time that the Regional officer/SRI's should monitor the appointment of Instructors and ensure effective implementation of the CLP. I shall be grateful if you could kindly let me have the status school wise with regard to the appointment of Computer Instructor whether he has been locally appointed or nominated by any agency and the period from which he is working.
- ☐ As per the instructions of Govt. we have requested the Regional Officers to identify neighbourhood schools and conduct an intensive Computer Training Programme for students of neighbourhood schools. Detailed instruction including the syllabus and the finances were released to the ROs. It is presumed that all the schools have taken up the class project and completed the target of Computer Training to one neighbourhood school. We need to go for a second round of such programme to some other neighbourhood school, before we do that it is essential that we should know the progress of the project undertaking during May and June. I shall be grateful if you could kindly let me know the details of the JNVs who have conducted the Computer Training Programme for neighbourhood schools. A list of students who have undergone this training JNV wise may please be sent to me so that the second round project can be initiated. As you are aware, the Ministry of HRD has a great hope on this project to extend the computer knowledge to other schools in the District. We need to undertake the programme as per the calendar given by them. I shall be grateful if you could kindly let me have the said information for taking up the second round of programme.
- ☐ Instructions have also been issued to complete the printing of prospectus of JNVST 2003. It was also further informed about the need for adequate publicity, distribution of applications and other related issues. While it is presumed that necessary action has been taken in this regard. I shall be grateful if you could kindly let me have the status related to printing and distribution applications District wise.



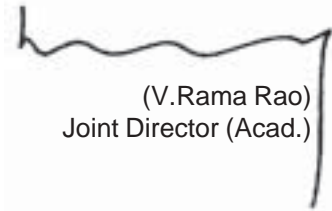
- न Series of correspondence and discussions were held with regard to the opening of the streams for the year 2002-2003. Basing on the instructions of Commissioner NVS you were requested to ensure the viability of the streams and also arrange for mini-migration as and when required. This process was to be completed preferably before the end of July, but unfortunately till today the exact status of streams is not made known to the Headquarters. I shall be grateful if you could kindly let me know school wise details of the streams and strength of XI & XII Class in all the Vidyalayas for further academic planning and implementation.
- न During the recently held DDs meeting, the Deputy Directors were requested to prepare an action plan for ensuring the cent percent results in the board examinations. Out of the 8 Regions only 5 regions viz. Jaipur, Pune, Chandigarh, Patna and Lucknow have sent some action plans. It is disappointing to observe that the other regions have not responded to these instructions, which were given in person during the conference.

Besides the above, there are a number of other issues like strengthening lower classes, effective CCE, Calendar of inspection of School, organisation of cluster level and Regional Level tournament and Exhibition which need to be organised in time bound manner under intimation to Hqrs. for developing a common monitoring.

While I understand the constraints, difficulties and pressure of work on the Regional offices and Sub-Regional Offices, if such vital information as above is not given to the Headquarters about the functional status of various aspects of the Vidyalaya, I am afraid we will be failing in our duty in ensuring effective implementation of various programmes. I would also like to remind you on this occasion that a series of questions are raised in Parliament at Govt. level on the above issues about the performance of the Navodaya Vidyalayas. In the absence of exact status report of each Vidyalaya it will become very difficult for us to answer these queries.

In the light of the above, I shall be grateful if all the Regional Officers and Sub-Regional Officers pay their personal attention to the above issues and let me have the compliance reports on above issues positively by 31st August, 2002

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :
Submitted to Commissioner, NVS - for kind persual.



D.No. 13-3/2001-NVS (Acad.)

Dated : 7th January 2003

Dear Principal,

Please recall our discussions during the Principals' Conferences held in your region. Among other things we have discussed about the proposed monitoring mechanism of the Vidyalayas with the cluster concept. 12-14 Vidyalayas with geographical cohesion will be constituted as a cluster and an Asstt. Director of the regional office will be exclusively made responsible for, better co-ordination of the functioning of the Vidyalayas with the collective support and wisdom of Principals and the staff. Since the scheme of Navodaya Vidyalaya has completed one and half decade of its implementation, it is time for us to further streamline, consolidate and strengthen the Vidyalayas as Centres of Excellence in the district. In addition to providing qualitative and meaningful education to the students, these Vidyalayas should function as a nucleus for reflection and transmission of advanced educational technology along with other inputs for the holistic growth of the personality of the child. In order to achieve the said target, we must fix a Benchmark for the schools to attain in all areas of functioning including the residential component. For realisation of this purpose it is very essential that we objectively assess the performance level and standard of each Vidyalaya and prepare a systematic action plan for achieving the Benchmark with the support and co-operation of teachers and students. There is need to create and generate competition among the students, staff, parents and local community for achieving the Benchmark.

In view of the above, after a great deal of introspection of various problems and issues of the Vidyalayas vis-a-vis the objectives and goals of the institution a format is developed to objectively assess the present status/grade of the Vidyalaya. While this is not going to be a reflection on the performance of any individual, it would indicate the collective efforts made so far and the future requirements of development for attaining the expected status of the Vidyalaya.

I shall be grateful, if you could carefully go through the format and discuss in detail with all the functionaries in the Vidyalaya and fill-up the assessment format for final grading of the Vidyalaya depending upon the scores you collectively give to each of the item mentioned. This exercise should be treated as a take-off stage for our desire to make the JNVs across the country as Centres of Excellence and Pace-setting Institutions in the district. The format may be filled-up by 20th January 2003 and sent to the Regional Office for onward transmission to Headquarters.

Yours Sincerely,

(D.K. Kotia)
Commissioner



GRADING OF JNVs

Name of District _____

State and Region _____

Max-100 Marks.

Components of Grading

Academic Components Max-50

a) Board Results Max-20 (Basing on the board results of 2001-2002)

Quantitative Performance	Per.	Marks	100%	90%-99%	75%-89%	Below
	100%	10	100%	90%-99%	75%-89%	Below
	90%-99%	8	10	8	6	3
	75%-89%	6				
	Below 75%	3				

Qualitative Percentage Performance of students (First Divisions)	Per.	Marks	100%	80%-99%	60%-79%	40%-60%	Bel. 40%
	100%	10	100%	80%-99%	60%-79%	40%-60%	Bel. 40%
	80%-99%	9	10	9	8	6	3
	60%-79%	8					
	40%-60%	6					
	Below 40%	3					

b) Functioning of Non-Board Classes Max-10

	Marks	100%	90%-95%	Less than 90%
☐ Coverage of syllabus in all classes	3 Marks	100%	90%-95%	Less than 90%
		3	2	-
☐ Testing and evaluation including written work in all classes.	3 Marks	Conducting 8 unit tests	Conducting 6 unit tests	Less than 6 unit tests
		3	2	1
☐ Continuous Comprehensive Evaluation	4 Marks	In all classes from VI to IX	Being followed VI-VII only	Followed only in VII or one of the classes
		4	2	1

c) Other Scholastic and Co-scholastic activities Max-10

	Marks	Systematic and effective	Not very systematic but routine
☐ Morning assembly	2 Marks	Systematic and effective	Not very systematic but routine
		2	1



☐	Classroom teaching methodology including computer aided	3 Marks	Child centred, interactive non-conventional and computer aided	Through Teaching aids only Routine	Lecture Method
			3	2	1
☐	Remedial teaching measures	3 Marks	Effective Remediation Sup. & Self-study	Routine Remediation & Revision	
			2	1	
☐	Upkeep of Library, Laboratory	2 Marks	Lab fully equipped and Lib. With more than 5000 titles.	Partially equipped	
			2	1	
d)	Co-Curricular Activities	Marks-10			
☐	Sports & Games	3 Marks	Participation in state, national level competitions.	Participation of students in Morning P.T. regular sports and Games etc.	Partial participation of students.
			3	2	1
☐	N.C.C.	1 Marks	Unit exists	No NCC	
			1	-	
☐	Scout and Guides	1 Marks	Full Unit	No. Scout and Guides	
			1	-	
☐	Pace setting	3 Marks	Programmes for students & teachers of neighbourhood schools and local community	Programmes for only Vidyalaya students without community participation	
			3	2	
☐	Music and Art	2 Marks	Participation in International and national competition	Participation in Distt. Level competition	
			2	1	



B) Residential Components	Max-20			
a) House System Mess and Safety and Security	Max-12			
☞ Maintenance of houses & activities (Safety & Security, issue of articles, & students discipline).	5 Marks	Systematic and orderly with regular roll call as per instruction	Not systematic but routine	
		5	3	
☞ Mess Management	5 Marks	Effective planning and implementation supply of Quality food consisting of Milk, Variety of breakfast, Lunch & Dinner with curry Dal and Salad, Fruit, Egg and occasional non-vegetarian	Planned Menu with limited No. of items without Egg/Fruit.	Unplanned Menu and routine food.
		5	3	1
☞ Health, Hygiene and cleanliness	2 Marks	Maintenance of health records of all children and supply of medicines and attending the sick children	supply of medicines and attending to sick children	
		2	1	
b) Physical Facilities	Max-8			
☞ Maintenance of School building, upkeep of dormitories and Cleanliness of Toilets and Bathrooms.	3 Marks	Effective Maintenance of buildings and cleanliness of toilets and bathrooms with running water facility.		Without running water facility
		3		2



☞	Availability of Water and Electricity	3 Marks	Adequate through out the year with the facility of Gen.Set.	Inadequate with facility of Gen.Set	Inadequate without Gen.Set.
			3	2	1
☞	Beautification of Campus and Maintenance of playground.	2 Marks	Clean campus with plantation and well maintained play ground	Partially maintained play ground and Campus without plantation	
			2	1	
c) Inter Personal Relationship		Max-10			
☞	Cohesiveness	5 Marks	Cordial relations with frequent consultation	Staff co-operative but no consultation	Indifferent
			5	2	1
☞	Participatory decision	3 Marks	Well drawn, institutional plan and conduct of activities with full participation of students and teachers.	Only with participation of staff.	Plan without consultation and participation.
			5	2	1
☞	Staff welfare activities including maintenance of Quarters & other support	2 Marks	Adequate assistance for required accommodation & children education	Inadequate arrangement of accommodation and children education.	
			2	1	
Administration & Finance Management		Max-10			
☞	Settlement of Audit Paras & claims of teachers	3 Marks	Updated	Partially updated	Indifferent
			3	2	-



☞	Maintenance of service records including leave accounts	2 Marks	Updated <input type="text" value="2"/>	Partially completed <input type="text" value="1"/>	Indifferent <input type="text" value="-"/>
☞	Maintenance of stock register and cash books	2 Marks	Updated <input type="text" value="2"/>	Partially completed <input type="text" value="1"/>	
☞	Following purchase procedure	3 Marks	Always as per prescribed norms <input type="text" value="3"/>	Sometimes not followed <input type="text" value="2"/>	Irregular procedure <input type="text" value="-"/>
E)	Conduct of PTC, VMC, VAC & ALumini Meetings	Max-10			
☞	Monthly meeting of PTC	6 Marks	PTC formed as per directions and students profile regularly shown to the parents and meetings conducted regularly. <input type="text" value="6"/>	PTC formed and meetings conducted regularly within partial verification of student's profiles. <input type="text" value="4"/>	PTC not as per norms. <input type="text" value="2"/>
☞	VMC & VAC	2 Marks	Quarterly meetings with follow up. <input type="text" value="2"/>	Irregular <input type="text" value="1"/>	No meeting <input type="text" value="-"/>
☞	Alumni	2 Marks	Update data with Annual celebration of Alumni Days <input type="text" value="2"/>	Partial Data with Alumni meeting <input type="text" value="1"/>	No Alumni Records <input type="text" value="-"/>

Signature

()

Name of the Principal
JNV Dist. _____



To be filled in by Asstt. Director (Cluster-Incharge)

I agree with the above assessment of the Principal

(If not) indicate the points which you do not agree along with your comments.

Asstt. Director/Cluster-Incharge

Grading of Vidyalayas basing on scores obtained

Score	Grade
80 and above	A
60-80	B
45-60	C
Below	D

Deputy Director



No.F.1-1/2003-NVS-JD(Acad.)

11th April, 2003

To

The Principals of
All Jawahar Navodaya Vidyalayas.

Sub. : 2003-2004 Year of Excellence and re-organisation of the Scholastic and Co-scholastic Activities to enable the Students and Teachers to Achieve Excellence – Request Regarding.

Dear Sir/Madam,

As you are aware, the year **2001-2002** was declared as “**Quality Improvement Year**”. Successful efforts have been made for the last two years to improve the quality of the Vidyalayas in terms of infrastructure, academic results, house activities and safety and security measures, co-curricular activities, strengthening of laboratories and libraries, promotion of games and introduction of information technology in the class room teaching. Various areas of functioning have been re-organised and re-defined for the qualitative improvement of the performance of students in the Navodaya Vidyalayas. Though, we have not fully achieved the objective of quality improvement, we are in the right direction towards that goal. The experiments and planning in academics and other areas initiated need to be further strengthened so that the Vidyalayas raises to the level of benchmark of the Samiti’s definition of quality and compete for further improvement.

In order to further streamline and strengthen the activities initiated in the Vidyalayas for realisation of the objectives of the Samiti, the Commissioner, Navodaya Vidyalaya Samiti has desired to declare the year **2003-2004** as “**Year of Excellence**”. While the dictionary meaning of the excellence is being extremely good, of very high quality, we intend to further define the excellence in the system as a stage where the institutions and individuals excel their counterpart in the society leaving them far behind and set their own pace of competition with themselves. To attain this level by students and Vidyalayas as individuals and institutions, we need to prepare a well designed intensive action plan for a couple of years. Though the existing functioning of the Vidyalayas is intended towards this direction, methodology followed by us is likely to take a very long period leaving us behind many other counterpart institutions and educational developments in general in the country.

In the light of the above, in consultation with various functionaries in the system, we intend to re-design our existing functioning including the daily routine in the following manner:-

(I) Physical Exercise in the Morning

The present method of organising the physical exercises and physical culture activities in the school are not systematic and schematic. Instead they are left to the choice and initiative of the Physical Education Teachers. This has created a great deal of imbalance in the methodology of organising the daily routine and not yielding the desired results. Therefore, it is decided that a uniform system of physical exercise should be adopted by the Vidyalayas in the early hours of morning allotted for this purpose. This shall include jogging, Yoga, aerobics, callisthenics, gymnastics, mass PT and other associated physical exercise activities involving all the children. No specific games like Kabaddi or Volleyball should be conducted during this period which is likely to affect the performance of the child during the course of the day. Hence these activities should be restricted to warming up of the body and muscles.

**(II) Morning Assembly**

The morning assembly is intended as miniscule of activities throughout the day leading to concentration, dedication, acquiring knowledge and information, creativity, alertness and aesthetics. Though various activities like prayer, silence, speech, thought for the day, and other activities are being organised in the morning assembly, since these activities are not properly planned, tuned and moduled, the desired effect is not coming out of them.

In view of the above, it is requested that a specific plan of action may be prepared for meticulous organisation of the morning assembly in the Vidyalayas. The Navodaya Vidyalaya prayer should be recited with dedication and emotion by the students. Principals and teachers, especially the Music teacher should bring in effective change in the citation of the prayer with a rhythm and melody to focus the attention of the young minds. The subsequent activities like thought for the day, news reading, oath and other activities are to be properly worded and moduled. It is observed that in many Vidyalayas, the students who are coming forward to lead in these activities are doing it in great haste with mispronunciation and lack of clarity. The MOD and the Principal should ensure that a proper training and rehearsal in modulation of words and sentences to be spoken in the morning assembly are made properly. Similarly, the content should be properly edited. This would serve the purpose of passing on a great deal of informal information, thought-provocation, knowledge of various subjects of day to day life and other expected areas of positive impact on the students. The MOD should invariably address the morning assembly, even if it is for two minutes. This assures the proper presence of MOD and ensures the safety and presence of children. The Principal should utilise the morning assembly as an opportunity to informally educate the children on various important issues relevant in the society, nation and the world. This will also be an opportunity to introduce to the children various eminent personalities who are instrumental in shaping the destiny of the nation. This minimum time-framed activity of morning assembly should have maximum effect on the minds and personality of the teachers and students and sensitize them to carry on the rest of the day very effectively.

(III) Class Room Teaching

Time and again, series of instructions are given to improve the class room teaching. It has to be learner centered, participatory, communicative, interactive, sensitising and stimulating. The entire process of class room transaction should work as a source for identification and grooming of intellectual, multiple and emotional intelligence of children. The teaching methodology shall be updated with optimum utilisation of computers, teaching aids, overhead projectors and other available educational technology.

(IV) Co-Curricular Activities

The objective of allotting a great deal of time and efforts to the co-curricular activities in the Navodaya Vidyalaya system was to ensure the harmonious growth of the personality of the children. While quantitatively many co-curricular activities are being organised in the Vidyalayas, they are not producing the desired results. The co-curricular activities should be a source of strength for streamlining and sensitising the personality of the child, improving his analytical capacity, thrust for knowledge, competitive spirit, communication abilities, value orientation, leadership, team-work and various other facets of importance to develop himself as an excellent human being. The present methodology of organisation of these programmes does not accurately help these objectives. While a great deal of time is being spent on these activities, they are not supporting, strengthening in personality of the children. In order to complement and supplement scholastic and non-scholastic activities, it has been decided to re-organise limited co-curricular activities by minimizing them.



(a) **Science Talent Promotion and Developing Scientific Spirit**

In order to encourage the qualities of scientific outlook in all the students of the Navodaya Vidyalayas, it has been decided that every first week of the month starting from July to December for a period of six months should consistently concentrate on the science promotion activities. During the time earmarked for co-curricular and extra-curricular activities, every first week of the month variety of science promotion programmes should be organised house wise, class wise, group-wise or capacity-wise. All the students at junior and senior levels should participate in science promotion activities in a moderate scale with in the campus. They may include, science quiz competitions, exhibitions, exposure to the works of scientists, assignment of projects, reading science reference books and any other related activity. On the Saturday, towards the end of the week, substantial number of programmes should be organised as the final activity of the week. All these activities organised throughout the week should be properly documented with details of participation and number of students.

(b) **Activities related to Improvement of Communication Skills.**

The second week of the month should focus on co-curricular activities which help the children to improve their language skills, oration, ex tempore speech, pronunciation, writing, translation, creativity and poetry recitation etc. As in the first week a series of the programmes like debates, seminars, poetry, recitation, story telling, translation, ex tempore speech etc., should be organised to enable the students to improve their communication skills. The last day of the week, i.e., Saturday can be utilised for repeating some of the best activities organised in the week. All such material and programmes should be properly documented with details of participation of students.

(c) **Information Technology and Team-work**

The objectives of integrating computer technology as one of the main source of teaching and learning, importance of use of teaching aids and creative activities should focus of the co-curricular activities of the third week. The activities may include conducting competitions on the computer monitoring, computer magazines, computer games, internet and web surfing skills, preparation of teaching aids and other related activities. This week should also be utilised for assigning responsibilities to teams of ten students for maintenance of the buildings, cleanliness of the campus, plantation of trees, special programmes for neighbourhood communities, social service, NSS, scouts and NCC activities. Highlights of these programmes should be repeated on the last day of the week, i.e, Saturday. Proper documentation of the activities of entire week along with total number of participants should be prepared.

(d) **Promotion of Performing Arts**

The fourth week of the month should be utilised for conducting activities for promotion of aesthetics, creativity and performing arts. This shall include competitions of painting, dance, drama, one act play, exhibitions, creative writing and other related activities. Each and every child should be encouraged to participate in these activities throughout the week.

If the Co-Curricular Activities are organised in a systematic and schematic manner, as mentioned above, they would create desired impact, ensure total participation of all the students, help the institution to assist to improve the levels of performance of its students and also will create a great deal of competitive spirit and self-confidence leading for excellence in the attitude and personalities of the children. Besides, this will also keep the children constructively busy, enjoying the benefits of these programmes. The teachers should also develop their personality to face the intellectual and social challenges of organisation of such programmes.



It may also please be ensured that the contents of these activities to a large extent are from the curriculum and contents of text books of different classes. This will help the children that every minute which they are spending on co-curricular activities is going to support their strength and ability in facing the examinations and achieving excellent academic results. To make it little more interesting, a ratio can be fixed between the contents from the text books and the contents related to general knowledge and recreation and creativity.

The evening games should help us to identify the sporting talent among the children. By involving all the students for regular participation in sports and games, we would not only bring up sports talents in national and international levels but would also facilitate the growth of the personality of the children in terms of their hard work, competitive spirit, endurance, accuracy, self-confidence and sportsman spirit.


The house system, supervisory study, self-study, written work, home-work, assignments, projects, unit test, continuous comprehensive evaluation should take cognizance of all the above issues and enable the students to acquire all the required qualities of being excellent.

With the said process of streamlining the activities, I am sure that we would be able to generate a great deal of enthusiasm and spirit among the staff, students and also parents. This will help the institution and the students to actualise the objective of year of excellence and set a pace to leave all the counterparts behind and compete with themselves.

The above plan of action is uniform in nature and illustrative. Whenever the Principals and staff feel some more components which further strengthen the personality of the children can add them to this programme.

I shall be grateful if you could kindly circulate the copy of this letter to all the staff in your Vidyalaya and convene a meeting of the staff and prepare an appropriate institutional plan on the above lines for execution in the current academic year to achieve the targeted goal of "Year of Excellence". Please feel free to seek any further clarifications and doubts, if any, on the above issues.

Yours faithfully,


(V. RAMA RAO)
Joint Director(Acad.)

Copy to :

All the Deputy Directors and Assistant Directors : with a request to get in touch with the Principals of their cluster and prepare suitable action plans for the cluster in the similar lines and personally monitor the planning, execution and implementation of the above suggestions. They are also requested to keep the Headquarters informed about the progress in this direction


Joint Director(Acad.)



D.O.No.13-3/2001-NVS (Acad.)

14th July, 2003

Sub. : Follow up of Action Plan in the Clusters – Request regarding.**Ref. : This Office Letter No. 13-3/2001-NVS(Acad.) dated 27th May, 2003¹**

Dear Assistant Director,

I am to draw your kind attention to the letter reference cited through which a large number of action points were sent to Assistant Directors for monitoring of the clusters since the Vidyalayas are opened, I presume that you would have initiated full action in ensuring the implementation of the action points mentioned in the letter. However, I am writing this letter to draw your **special attention** with regard to a need for system and monitoring of **lower classes**. It was intended to conduct teaching audit in case of the subject handled by TGTs and the classes for which the examinations are internal. All these years we have not individually identified the teachers whose performance has been far from satisfactory in the lower classes. This is resulting in a great deal of strain, embarrassment and stress for the students when they reach higher classes.

As it was done in case of Board classes, it would be better if matrix of the performance of teacher-wise is made in all the classes and sections in the Vidyalaya. Such of those teachers who are identified week where the aggregate performance of the students is less than 45%, we need to remain them of their inaction. Necessary support is also to be provided to them in terms of training and empowerment. Unless we don't have a clear-cut statistical data related to the performance of the students, subject-wise and class-wise, we would not be able to identify the teachers who are not contributing their might substantially for enrichment of lower classes.

I, therefore, suggest that we should instruct the Principals to prepare matrix of all the TGTs working in their schools and also analyse the performance in aggregate. Such of those teachers whose class average in the subjects they are handling throughout the year are found to be less are need to be informed that the Samiti is watching their performance. An **Action Plan** also has to be prepared to systematically groom these teachers at the school or cluster level by conducting some short-term training programmes. Once the TGTs whose performance is low are identified and necessary advise and instructions given they will become conscious of their performance in the current year.

Though I thought of giving a detailed plan for monitoring the TGTs vis-a-vis the performance of their students of lower classes, I thought it to be impractical of a common procedure and method of identification and improvement of the teachers since the syllabus being followed up is different from state to state.

In view of the above, I request you to immediately initiate action for identification of the TGTs whose performance has not been satisfactory and prepare an **Action Plan** for improvement.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. See page 183.



No. F.13-3/2002-NVS(Acad.)

22nd May, 2003

To

All the Assistant Directors
Navodaya Vidyalayas Samiti
All Regional Offices

Sub. : Matrix of the Subject Teachers in the Board Examinations of X and XII Classes – Analysis regarding.

Ref. : This Office Letter No. 13-3/2002-NVS(Acad.) dated 3rd June, 2002¹.

Dear Sir/Madam,

The results of the X and XII Classes Board Examinations are being published tomorrow and day after. I am hopeful that performance of the Vidyalayas of your cluster will be at the optimum level. Through the letter reference cited last year, I have obtained the details of the performance of all subject teachers handling the board examinations. The subject and teacher-wise matrix were worked out. Teachers have been asked to explain the reasons for their low performance and also their future plans for the academic year 2002-2003. Accordingly, many teachers have given written explanations about their shortcomings and assured improvement in performance of students during the year 2002-2003. It is now time for comparing the performance of the teachers vis-a-vis last year in the light of the commitments made by them. This will also help us a great deal to prepare an effective and appropriate action plan for the academic year 2003-2004. It is very essential that our endeavour should be to cross the **targets and benchmark** fixed by us during the last year.

In order to expedite the analysis of the performance of subject-wise teachers, it is very essential for us to prepare subject and teacher-wise matrix of the X and XII Class students board examinations.

I am enclosing herewith a format wherein the Principals may be requested to identify the names of teachers who have handled the subject during the year and the total number of students appeared and the total number of students passed in First Division and other related requirements. It will help us to analyse the standard and quality of the performance of teachers and their improvement vis-a-vis the last year's. Once this information is available, I will be able to co-relate with their commitments given last year and take appropriate measures to ensure that they rise to the level of challenge to improve the current academic year's targets, i.e., 2003-2004.

I shall be grateful if you could kindly arrange to complete the subject and teacher-wise matrix of X and XII Classes examination of your cluster and let me have the details **within 15 days** of publication of the results.

This may please be treated as **most-urgent**. It would help us to effectively prepare a cluster action plan for improvement of the performance of the students in the current academic year.

I also take this opportunity to request you to prepare a similar subject and teacher-wise matrix of lower Classes from VI to IX and XI Classes. The matrix as obtained for these classes may be analysed at your own level and the gist of analysis of performance of the teachers and students sent to us. All such teachers whose performance is not satisfactory need to be asked to explain the reasons for their poor performance in the lower classes. You should also get a written commitment


1. For reference, see page 155.



from them for improvement during the current academic year. While this exercise for board examinations will be done at the Headquarters, for non-board examinations it should be done at the cluster and regional office level.

For any doubts, please get in touch with me.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

1. All the Deputy Directors of NVS Regional Offices of Navodaya Vidyalaya Samiti: They are requested to convene a meeting of the Assistant Directors and hand over the copies of these letters and monitor that the matrix of X and XII Class subject and teacher-wise sent to me **within 15 days**. The matrix of non-board classes should be obtained from each cluster and analysis made and the teachers whose performance is poor are directed to give their explanation for poor performance and commitment for the current academic year.
2. All the Principals of the Jawahar Navodaya Vidyalayas: With a request to prepare a subject and teacher-wise matrix of X and XII Class board examinations as well as the non-board classes. While the matrix of the board classes are to be sent to Hqrs. through the Assistant Director, Cluster In-charge, the matrix of non-board classes will be analysed by the Assistant Director, Cluster In-charge. Principals may ensure that they attend to this job **on priority basis**.



Joint Director (Acad.)



**Subject and Teacher-wise matrix
of the Xth and XIth Class Students
who appeared for the Board Examination
during March 2003**

Name of the JNV & District : _____

Regional Office : _____

Sl.No	Class	Subject	Name & Designation of Teachers handled the class	Total no. of Students subject-wise			No. of students obtained marks in said subject			Subject average of the Class	* Reason given by teachers Substantiating the result	* Remarks of Principal
				Appeared	Passed	Failed & Compartmental	60% and above	range 50%-60%	Below 50%			

* The reasoning of subject teacher concerned alongwith remarks of Principal may be given in the separate sheet point-wise.



**Subject and Teacher-wise matrix
of the VIth and IXth Class Students
to be analysed at Cluster/Regional level
who appeared for the non-Board Examination
during 2002- 2003**

Name of the JNV & District : _____

Regional Office : _____

Sl.No	Class	Subject	Name & Designation of Teachers handled the class	Total no. of Students subject-wise			No. of students obtained marks in said subject			Subject average of the Class	* Reason given by teachers Substantiating the result	* Remarks of Principal
				Appeared	Passed	75% and above	60% to 75%	range 50%-60%	Below 50%			

* The reasoning of subject teacher concerned alongwith remarks of Principal may be given in the separate sheet point-wise.



No. F. 13-3-/2001-NVS(Acad.)

27th May, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Monitoring of the Clusters — Action Plans for Follow-up — Regarding.


Dear Sir/Madam,

As you are aware, a two-days Conference of Assistant Directors' was organised at NLI (Chandigarh) to further discuss the monitoring profiles of the clusters. Among other issues, the main focus of discussion was on future profile of the Navodaya Vidyalaya Samiti, strengths and weaknesses, cluster concept, grading and developing the Vidyalayas to a level of brand equity. The Assistant Directors' in turn discussed the methodology of monitoring the clusters group-wise and have recommended various action points to make the monitoring of the clusters very effective.

I am enclosing herewith a copy of the action points prepared out of the Conference to facilitate the Assistant Directors. I shall be grateful if you could kindly discuss these points further with the Assistant Directors' and hand over them a copy with detailed instructions to initiate plan of action of effective monitoring of the clusters allotted to them.

Kindly acknowledge the receipt of this letter and inform the action taken.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

All the Assistant Directors, NVS, All Regional Office.



ACTION POINTS FOR ASSISTANT DIRECTORS FOR MONITORING OF THE CLUSTERS

1. Qualitative analysis of the results of lower classes and identification of weakness of children in different classes - action programme for teachers concerned.
2. Starting of new academic year.
3. Supply of text books.
4. Split syllabus with identified learning objectives and expected out comes.
5. Consultation with PTC and assignments for students during vacation.
6. Analysis of the board examination results.
7. Instructions to individual teachers whose performance is dissatisfactory.
8. Appreciation of teachers and Principals whose performance is excellent.
9. Class project implementation.
10. Facilitating annual transfers.
11. Identification of teachers for training.
12. Appointment of contract teachers.
13. Conducting teaching audit.
14. Monitoring of preparation of Institutional Plan by the Principals.
15. Monitoring of execution of maintenance and repair works by the Vidyalayas.
16. Information about the steps taken with regard to the safety and security of the children.
17. Monitoring of processing of purchase procedures for procurement.
18. Monitoring of scrutiny of records of selected children for admission in the Vidyalaya.
19. Ensuring admission of children in the 1st week of July.
20. Ensuring the arrival or migrated children.
21. Organization of reception day for new students and migrated students.
22. Steam finalization and mini migration.
23. Monitoring of supplementary list for admission.
24. Preparing an illustrative list of activities under CCA for the 4 weeks on Science Promotion communication, ICT, team building and performing arts and circulating among Principals to prepare list of activities for 6 months in consultation wit the staff.
25. Weekly monitoring of compliance of CCA activities and reporting.
26. Visit to the schools and interaction with teachers and students about target performance.
27. Identification of interpersonal/HR problems within the institution and appropriate counseling and guidance to teachers and staff.
28. Short-term cluster level briefings, training of teachers in CCE and classroom teaching.
29. Identification of chapters in each class for computer aided teaching and instructing the teachers to undertake the teaching of these lessons through computers.
30. Supplying the list of useful and available books and asking the Principals to procure and equip the library.
31. Review of the existing laboratory facilities - directions to Principals to improve the laboratory as per the norms of NCERT.
32. Feedback from Principals on performance of teachers basing on their classroom visits.
33. Ensuring the school inspection by Principals.
34. Conduct of common terminal examination of cluster.



35. Matrix of student performance and identification of weak children-class wise.
36. Cluster level inspections and suggestions for improvement.
37. Remediation arrangement for weak children.
38. Identification of weak teachers and short term staff development programmes.
39. Organization of cluster level games, sports coaching and sending teams to regional meets.
40. Monitoring of the coverage of syllabus as per schedule.
41. Mid term evaluation of 3 months weekly CCA activities in Science promotion, communication, ICT, team building and performing arts and reporting to headquarters.
42. Second round of inspection and monitoring of coverage of syllabus including practicals.
43. Revision of syllabus.
44. Pre-board examinations.
45. Analysis of pre-board examinations and instructions to teachers about the specific areas for improvement.
46. Visit to all the schools and interaction with the students.
47. Preparation for second pre-board.
48. Conduct of second pre-board.
49. Analysis of results and instructions to Principals and teachers for further improvement.
50. Preparation of a physical plan of studies to student with adequate time allotment for writing practice and assignments.
51. Meeting of cluster Principals to take stock of the preparation of the board examinations.
52. Monitoring of board practical examinations.
53. Monitoring of board annual examinations.
54. Monitoring of internal annual examinations.

JNVST

1. Printing and supply of application forms.
2. Intensive publicity in the clusters by contacting District Collector, DEO, BEO, Parent Teacher Council, Local Headmasters and NGO's.
3. Ensuring the scrutiny of applications in time.
4. Dispatch of bio-data forms to CBSE.
5. Requisitioning language wise requirement of question papers.
6. Orientation of Principals for conduct of JNVST.
7. Preparation for conduct of JNVST.
8. Supervision and monitoring of conduct of JNVST in clusters.
9. Monitoring of collection of papers soon after the examination.
10. Settlement of accounts related to JNVST.

COMPUTERISATION

1. Appointment of system administrator.
2. Finalisation of AMC for computer systems.
3. Training of teachers by master trainers.
4. Organisation of class project for neighbouring schools and appropriate documentation of the project undertaken.
5. Site preparation, procurement of hardware and installation of computers in smart school project.



6. Site preparation for ERNET connectivity.
7. Evaluation of the performance of students in the computer literacy programme (text books) – class wise.
8. Selection of educational softwares for computer aided education.
9. Constitution of computer clubs.
10. Assigning projects to different schools for programming.
11. Periodical review of CLP and computer aided education.
12. Conduct of cluster wise computer quiz and other competition.
13. Feedback on the use of internet use by the students and teachers.
14. Midterm evaluation of functioning of smart school project.
15. Review of utilization of ERNET connectivity.
16. Sharing of resources created by smart schools of JNVs having ERNET connectivity with other JNVs.
17. Planning and publication of annual computer magazine.
18. Exchange of computer based lesson plans and computer lessons.
19. Preparation for participation in Intel competitions.
20. Preparation for participation in competition being conducted by Information Technology Ministry.

SAFETY AND SECURITY

1. Regular reporting and feed back of 10 sensitive areas identified for safety and security.
2. Nominating Vice-Principal to closely monitor the functioning of the house system.
3. Preparation and circulation of an appropriate proforma at cluster level for regular roll calls of the students.
4. Feed back on weekly medical checkup of students by the staff nurse.
5. Maintenance of health records.
6. Action taken by staff nurse/Doctor/House Master/Principal etc.
7. Feed back on House masters visits to the dormitory.
8. Organization of school level house masters meeting and issue of detailed instructions.
9. Instructing the Principal to enlist the area of maintenance and repairs with special reference to toilets and bathrooms during the summer holidays and ensuring their repairs by 25th June.
10. Instructing the Principal to identify danger points/hazards and issue of instructions for preventive measures.
11. Follow up with Regional Office and Headquarters to eliminate the danger points and hazards.
12. Identification of teacher to function as a councilor for the emotionally disturbed children.
13. Monitoring of remedial actions by the Principal basing on the observations of the councilor.
14. Weekly meetings of the house masters and house captains for identification of problems and awareness among the students.
15. Operationalisation of grievances box.
16. Operationalisation of control register.
17. Planning of special programmes for migrated children.
18. Identification of problems related to senior students bullying the juniors – necessary follow up action to eliminate such incidents.



19. Feed back and effective functioning of MOD.
20. Instructing the cluster coordinator to compile the problems of safety and security on monthly basis.
21. Frequent interaction and other measures to sensitize the staff towards safety and security.
22. Preparation of various case studies, student indiscipline, accidents, unforeseen incidents, deaths etc. and analyzing the factors responsible for such mishaps and circulate among the JNVs.
23. Monthly feed back to the Regional Offices and Headquarters.
24. Adopting a monthly formula of What, Why, When and How of security.

PARENT TEACHERS COUNCIL

1. Formation of PTC and regular meetings.
2. Interaction with PTC meetings twice in a year.
3. Close monitoring of monthly PTC meetings and observations and recommendations of PTC for school improvement.
4. Monitoring of maintenance of school wise register of PTCs recommendations and their implementation.
5. Monthly brief on the interactions of parents with teacher along with their wards.
6. Obtaining the list of strivers higher achievers of alumni.
7. Compilation of half yearly records of alumni.
8. Encouraging Principals, Students and Teachers to be in touch with their alma mater through e-mail, websites etc.
9. Annual meetings of alumni.
10. Interaction of groups of alma mater with the present students as per the convenience.
11. Elimination of corporal punishment.
12. Monitoring of preventive measures from insulting the defaulting students and teachers publically.
13. Monitoring of preventive measures from insulting the defaulting students and staff for avoiding unfair means in the examinations.
14. Regular monitoring of physical proximity among girls and boys, girl students and male teachers and vice versa.
15. Promotion of programmes for creating healthy atmosphere of social relationship.
16. Punitive measures on teachers and students indulging in indecent behaviour.
17. Ensuring that girl students travel with lady escort.
18. Monitoring of preventive measures from students visiting teachers and Principal quarters.
19. Regular interaction with the parents about the attitude and behaviour of the students in the campus.
20. Identification of career opportunities available for students for higher studies and jobs.
21. Brief coaching of students for preparing for competitive examinations and admission to professional courses.
22. Encouragement for conducting of aptitude test as house activities by providing adequate literature and information with regard to career counseling.
23. Involvement of parents for conducting weekly CCA activities, sports promotion and library utilization.



D.O. No. 13-3-/2001-NVS(Acad.)

14th July, 2003

Sub. : Follow-up of Action Plan in the Clusters – Request regarding.**Ref. : This Office Letter No. 13-3/2001-NVS (Acad.) dated 27th May, 2003¹**

Dear Assistant Director,

I am to draw your kind attention to the letter reference cited through which a large number of action points were sent to Assistant Directors for monitoring of the clusters since the Vidyalayas are opened, I presume that you would have initiated full action in ensuring the implementation of the action points mentioned in the letter. However, I am writing this letter to draw your **special attention** with regard to a need for system and monitoring of **lower classes**. It was intended to conduct teaching audit in case of the subject handled by TGTs and the classes for which the examinations are internal. All these years we have not individually identified the teachers whose performance has been far from satisfactory in the lower classes. This is resulting in a great deal of strain, embarrassment and stress for the students when they reach higher classes.

As it was done in case of Board classes, it would be better if matrix of the performance of teacher-wise is made in all the classes and sections in the Vidyalaya. Such of those teachers who are identified week where the aggregate performance of the students is less than 45%, we need to remained them of their inaction. Necessary support is also to be provided to them in terms of training and empowerment. Unless we don't have a clear-cut statistical data related to the performance of the students, subject-wise and class-wise, we, would not be able to identify the teachers who are not contributing their might substantially for enrichment of lower classes.

I, therefore, suggest that we should instruct the Principals to prepare matrix of all the TGTs working in their schools and also analyse the performance in aggregate. Such of those teachers whose class average in the subjects they are handling throughout the year are found to be less are need to be informed that the Samiti is watching their performance. An **Action Plan** also has to be prepared to systematically groom these teachers at the school or cluster level by conducting some short-term training programmes. Once the TGTs whose performance is low are identified and necessary advise and instructions given they will become conscious of their performance in the current year.

Though I thought of giving a detailed plan for monitoring the TGTs vis-a-vis the performance of their students of lower classes, I thought it to be impractical of a common procedure and method of identification and improvement of the teachers since the syllabus being followed up is different from state to state.

In view of the above, I request you to immediately initiate action for identification of the TGTs whose performance has not been satisfactory and prepare an **Action Plan** for improvement.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. See page 183.



D.O.No. 23-12/2003-NVS (Acad.)

25th July, 2003

Sub. : Analysis of the Board Results – Reasons for less than minimum performance of the Vidyalayas in different Clusters – Reasons regarding.

Dear,

I am happy to note the efforts made by the cluster Incharge Assistant Directors in supporting the Vidyalayas to improve their academic performance in Board Examinations during the year 2003. Series of discussions, circulars and interactions between the Headquarters, Assistant Directors and the Principals have, definitely helped the field officers to realise the emergent need for improving the quantitative and qualitative results. It was repeatedly told that we should ensure the performance of each Vidyalaya at least to the extent **Benchmark** fixed by the Samiti. On going through the individual results of the Vidyalaya of different regions, few Vidyalayas of different clusters of the regions have not even achieved the minimum 75% results. This indicates that the Assistant Directors of the cluster concerned have not visualised the status of preparation in these Vidyalayas. The whole purpose of cluster monitoring was to individually identify the weak schools, Principals and teachers and take necessary action to see that they are empowered to compete with their counterparts.

While I presume that you would have done your best to improve the performance of these schools in eliminating the shortcomings in terms of preparation of students, it would be very essential to have rational reasoning of low performance of these Vidyalayas.

I, therefore, request you to indicate the actions initiated by you for improving the performance of these schools and the reasons for not achieving at least to the level of 75%. It would help us a great deal if you could rationally analyse the reasons and remedial actions taken by you and intimate us latest by **11th August, 2003**, so that further planning can be initiated to ensure that these schools raise to the level of their counterpart schools.

This may also be taken as a learning experience and necessary efforts made by you to eliminate repetition of such performance in Vidyalayas of cluster under your charge.

Yours Sincerely,

(D.K. Kotia)
Commissioner

To: As per list attached.

Copy to :

Deputy Directors of NVS, Regional Office with a request to obtain the said information from the Asstt. Director concerned and send it along with his comments.



No.F. 13-3/2001-NVS (Acad.)

23rd September, 2003

To

All the Principals of
All Jawahar Navodaya Vidyalayas

Sub. : Effective Classroom Monitoring for “Quality Improvement” Guidelines regarding.

Dear Sir/Madam,

As you are aware, a series of efforts have been made to improve the quality and standard of education in the Navodaya Vidyalayas for the last couple of years. The year 2002 was declared as “Quality Improvement Year” and the year 2003 was declared as “Year of Excellence”. Various strategies are worked out to actualise the above objectives and a series of guidelines and instructions are sent periodically for follow up at the Vidyalaya level. The monitoring system of the Vidyalayas was also revised with more cohesiveness, local autonomy, personalised monitoring and supervision, collective efforts, integration of Information Technology, exhaustive training programmes, incentives and recognition to effective teachers etc. However, one of the most important factor in improving the quality and excellence in the Vidyalayas is regular classroom monitoring by the Principals and burning desire among the teachers to develop professionalism.

The Navodaya Vidyalayas exclusively established for identification and grooming of talented children need to regularly assess to improve the learning abilities of the children. The general definition of talented children is that who has superior intellectual development and has a virtue of outstanding abilities and capable of high performance. The general intellectual ability, specific academic attitude, creative and productive thinking, leadership ability, an aptitude for visual or performing arts and psychomotor ability are some of the defined attributes of a talented child. They also have unusual powers of comprehension, discussion and application. They are fast learners and are highly creative, original and capable of examining problems in depth and inquisitive by nature. While all the above attributes may not be natural to all the children in the Vidyalaya but the experience and evidence of the performance of the students in variety of activities indicate that majority of them possess these qualities. In such a situation, these children deserve special teaching strategies which address the higher levels of intellect like cognition, convergence, divergence and analytical approaches. Resources must be monitored to provide better facilities for these children for creativity and excellence.

In order to ensure that a qualitative transaction takes place in classroom on day to day basis, the Principal who is the academic leader of the institution has to equip himself and keep a close watch on the performance of teachers. We should consistently guide and encourage the teachers and should know what, why, how and when of the classroom supervision. Corrosive supervision is detrimental for the growth of healthy teaching, learning practices.

My experience and observations basing on the consistent interaction with Principals, teachers, students and perusal of academic inspection reports, analysis of quantity and quality of results, and feed-back on teaching methodology makes me to feel that we are not keeping pace with the requirement of the institution to make it qualitative. The Obvious reason could be lack of consistent and constant monitoring of classroom inspection by the Principal on day to day basis. Whenever the reasons for the poor results are discussed, I found a number of Principals reacting that they



were also surprised about the results since they were expecting better results basing on the information given by the subject teachers from time to time. Though it may not be true in all cases, it is indicative of the shortcomings of day to day monitoring by the Principal.

It is, therefore, essential that the Principal's daily routine invariably includes visitation to classes and supervise the teaching and learning process in the classrooms. A Principal is to make it a part of daily routine to take rounds, visit and observe classroom, hold feed-back sessions with the teachers periodically, scrutinise the lesson plans, diary of teachers, written work of pupils random examination of test papers and evaluation of answer-sheets, review of the minutes of the meetings of subject-Committees, analyse the results of tests, assessments of projects, interact with the parents, teachers and students glance through the check-lists of action programme, ensure the attendance of the students in the classroom, so that the teachers and students are always alert and systematic in their approach. The teaching-learning process which is transacted in a routine manner, will not yield any desired results. The observations and instructions given by the Principal from time to time on daily routine visits should become a regular activity from the subsequent day.

I am sure that you are fully aware of the objectives, techniques, methodology of classroom inspection. I am of the opinion that it is to be further divided into following areas and appropriate monitoring is done item-wise :

Teaching Methodology which includes key behaviours of effective teaching namely clarity, instructional variety, engagement in learning process and success of students. It should also take cognizance of instructional objectives and learning outcomes.

The teaching methodology should be inspected in a seriatim which includes close observation of lesson plans and teacher's diaries indicating the instructional objectives, content and concept building, utilisation of teaching aids, guided practice, recapitulation home assignments, skills of explanation, methodology, blackboard work and skills of evaluation.

The above are some of the indicators of key behaviours of effective teaching. By and large, the present system of classroom inspection is being concluded with observation of teacher's performance and teaching methodology. It is very essential that the classroom inspection should also categorically include the level of achievement of principles of learning.

In order to assess the learning levels of the students, it is very essential to ensure that the learning is child-centered, interactive, cooperative, individualistic as well as group oriented.

The third aspect of classroom inspection is testing and evaluation. Invariably, it should be ensured that the component and construction of the tests should aim at assessing the knowledge, application, analysis, synthesis and evaluation of the content and curriculum.

The fourth aspect of classroom transaction should consider the aspect of "Quality Management". They should include instructional effectiveness, effective assessment, effective classroom management and effective learning environment. The focus of the quality should be on the efforts made by the teachers to adopt a learner-centered approach.

It is essential for us to realise that the classroom transaction in a Navodaya Vidyalaya aims at developing concentration, hard work, motivation, inquisitiveness, creativity, exploration, innovation, self-confidence, competitive spirit, time-management, self-reliance and communication abilities of the children. In order to develop the above qualities in the children, the revised CCA programmes have been introduced. These programmes should be simultaneously organised in all the classes so that every student gets the benefit of participation in these activities.

I am sure that you would have been already taking all these factors into consideration in your academic management and monitoring. However, it is very essential to institutionalise the use and




observation of these practices to enable and develop each Vidyalaya as a self-supporting and self-directing academic unit to make education qualitative and at par excellence.

The above are only illustrative suggestions for making classroom inspection more effective and meaningful. I am sure that with your long experience and with the support of effective and competent teachers and staff, you will be able to design a day to day plan of action to make teaching-learning interesting, inspiring, exciting and memorable for the children.

I shall be grateful if you could **circulate** this letter to the teachers and have a **participatory discussion** for developing an appropriate check-list for **regular** and **routine supervision** and **management** of the classroom.

Please feel free to send your suggestions and reaction in this regard.

Yours faithfully,



(V. RAMA RAO)
Joint Director(Acad.)

Copy to :

- (1) All the Deputy Directors and Cluster Incharge Assistant Directors, NVS, all Regional Offices: with a request to give a proper shape and design to the above idea and make an effective programme of day to day classroom monitoring.



Joint Director(Acad.)



No.F. 19-1/2002-NVS JD(Acad.)

26th September, 2003

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Participation of the Promising Students in the National Science Olympiad and National Cyber Olympiad being organised by the Science Olympiad Foundation, New Delhi-Regarding.


Dear Sir/Madam,

The Science Olympiad Foundation is a voluntary organisation with the objective of promoting science talent among the children. Regular Science Olympiads and Cyber Olympiads are conducted by this organisation.

You will be happy to note that a good number of Navodaya Vidyalayas have participated during the last Science Olympiad. Many of them have won first and second level competitions. One of the student of JNV was also selected in the list of 50 toppers.

The Foundation is conducting the programme for the current year on 4th December, 2003. They will be sending the details of the programme. I request you to go through the details of the Olympiad and encourage the promising students for participation in the Olympiad to enable them to exhibit their talent.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :

Shri Vikas Sharma, National Coordinator, Science Olympiad Foundation, 406, Taj Apartment, Ring Road, New Delhi - 110029: with a request to send the details to the individual Vidyalayas.



No.F.23-12/2003-NVS(Acad.)

20th October, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Analysis of the Board Results of 2003 – Reasons for less than minimum performance of the Vidyalayas in different clusters – reasons given by the cluster Incharge Assistant Directors – Observations regarding.

Ref. : D.O. Letter No. 23-12/2003-NVS(Acad.) dated 25th July, 2003.¹

Dear Sir/Madam,

Please refer to the letter reference cited through which the Cluster Incharge Assistant Directors were asked to analyse and give proper reasoning for not achieving at least to the level of 75% results in the Annual Board Examinations–2003. The reasons given by the Assistant Directors with regard to the performance of the Vidyalayas under their cluster are **far from convincing**. It is also further noticed that instead of identifying the exact reasons, including the shortcoming of cluster monitoring, general information is given stating that “**there is shortage of teachers**”, “**the performance of teachers was poor**” etc.

The basic purpose of introducing the Cluster Concept was to ensure that the Assistant Director concerned constantly keeps in touch with the functioning of the Vidyalayas and rectifies the shortcomings noticed by him immediately with the assistance of Regional Office and Headquarters. Instead of taking appropriate action at appropriate time, subsequently realising that these were the lapses is not going to help us in improving the performance.

I am enclosing herewith brief analysis of reasons mentioned and my observations on the reasoning given by the concerned Assistant Directors. You may kindly communicate the same to concerned Assistant Director and also discuss with him and prepare an effective action plan to ensure that such shortcomings/mistakes are not repeated. The intention of the analysis is to motivate the Assistant Directors for meticulous planning and timely monitoring of academic transaction in the Vidyalayas under their charge.

I regret to note that the following Assistant Directors have not responded to my communication reference cited. The Deputy Directors concerned have also not taken the trouble of directing the concerned Assistant Director for submission of the details called for.

- | | |
|------------------------|-----------------------|
| 1. Shri Lachhman Singh | 7. Dr. K.K. Yadav |
| 2. Shri P.K. Waghmare | 8. Smt. P.R. Verma |
| 3. Shri S.K. Garg | 9. Shri N.C. Gupta |
| 4. Shri B.C.R. Mohnani | 10. Shri V.S. Ranawat |
| 5. Shri B. Singh | 11. Ms. W. Tariang |
| 6. Shri Lalji Singh | 12. Shri P.S. Rana |

I would appreciate non-repetition of such indifference to an important activity for which all of us are intended to work. The Assistant Directors who have not sent their replied may be directed to give their reasonign positively within a week.

Yours faithfully,

(D.K. Kotia)
Commissioner

1. See page 189.



No.F. 23-1/2003-NVS JD(Acad.)

17th November, 2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : Academic Penal Inspection of JNVs during the year 2003-2004 —
Regarding.**

Dear Sir/Madam,

I am to draw your kind attention to the subject cited above and to remind you of detailed discussions we had during Deputy Directors' Conference and the Annual Principals' Conferences.

As you are aware, the overall performance of the Navodaya Vidyalayas in the X and XII class Board Examinations was not only far from satisfactory but also was much less than the Benchmark in terms of quantity and quality. A series of measures were initiated in terms of close monitoring, training of teachers, support of information technology, action plans for improving the quality and quantity, strengthening of the lower classes to ensure that the Vidyalayas perform to the level of expected benchmark during the Annual Examinations–2004. One of the important methods of monitoring, supporting, guiding and getting the feed-back is through academic panel inspections. Time and again, repeatedly we have been discussing about the need for early academic inspection and follow up to ensure that the syllabus is completed, shortcomings of children are thoroughly eliminated for facing the Examinations. A general glance at the total number of Vidyalayas inspected

<i>Sl. No.</i>	<i>Name of the Regional Offices</i>	<i>No. of JNVs</i>	<i>No. of JNVs Covered</i>	<i>Percentage of coverage</i>
1.	Bhopal	73	2	2.7%
2.	Hyderabad	68	45	66.2%
3.	Patna	53	15	28%
4.	Jaipur	48	21	44%
5.	Lucknow	70	52	74%
6.	Pune	51	30	59%
7.	Chandigarh	44	34	77%
8.	Shillong	61	Nil	0%


While I am sure that you would have completed the inspections of many more schools than what has been indicated above, since we have not received any report of these schools we are not still very sure. The situation of receipt of inspection reports from Regional Offices Bhopal, Patna and Shillong is alarming. If at all, they have inspected the Vidyalayas and prepared the reports, sending them in bunch, towards the end of the academic year is neither going to help us nor going to help the students in any way.



I, therefore request you to kindly discuss with the Asst. Directors and ensure that at least one round of panel inspection is completed in all the Vidyalayas of their Action taken in this regard may please be informed.

Action taken in this regard may please be informed.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

Copy to :
Commissioner, NVS : for information.



D.O.No. 23-1/2003-NVS (Acad.)

4th December, 2003

Sub. : Follow-up of Panel Inspections of the Vidyalayas during the Year 2003-04 — Regarding.**Ref.: This Office Letter No. 23-1/2003-NVS (Acad.) dated 17-11-2003¹**

Dear,

Please refer to this office letter reference cited seeking information from you with regard to the panel inspections conducted and reports submitted about the Vidyalayas under your Region. I am sure you would have accelerated the process of conducting academic inspection and its follow up.

I have been receiving reports from different regions wherein the Dy. Directors have been forwarding the reports submitted by the Assistant Directors. No specific follow up action appears to have been taken in many cases except giving general instructions to the Principal. This would defeat the basic purpose of the inspection itself. It is very essential that every inspection should be considered as a stocktaking of the academic situation as on the day and specific prioritized action plans are to be prepared. All the issues identified should be settled in order of priority with the personal attention of the Dy. Directors. In most of the cases, the suggestions and decisions are casual and routine. Many important issues like availability of staff, status of textbooks, ineffectiveness of the teachers, areas in which the teachers are weak, whether in content communication, methodology or appropriate handling of the class situation should be communicated. All the shortcomings found in the teachers are to be categorized and consolidated so that subsequently required actions can be taken in terms of training, interaction, supporting with written material and administrative action wherever required. Such of those teachers whose performance is to be found excellent are to be acknowledge so as to further encourage them and motivate them to improve their subject average. Time and again we have been discussing about the need for concentration and focusing on strengthening of lower classes. I am yet to see any specific effort made in this direction.

I would once again like to emphasise the need for systematic inspection and scrupulous follow up action of the shortcomings in the Vidyalaya. It is very essential that we focus on quantity of results, quality of classroom transaction, communication abilities of the children, written and oral, and integration of computer technology in the classroom transaction. These core areas are to be emphasized for strengthening the Vidyalayas and to make them relevant and qualitative as per the requirements of the time.

I would request you to recall our discussions to focus on developing **brand equity** of these institutions in the secondary school system of the country. I hope you would make all our efforts for progress of the Vidyalayas under your control in this direction.

Yours Sincerely,

The Deputy Director,
Navodaya Vidyalaya Samiti,
All Regional Offices.

(D.K. Kotia)
Commissioner

1. See page 195.



No. F. 13-17/2000-NVS (Acad.)

15th December, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Monitoring of the Teachers Whose Subject Average is to be Further Enhanced – Request regarding.

Ref. : D.O. No. 13-17/2001-NVS (Acad.) dated 9th June, 2003 – Letter included in the Result Analysis of CBSE Examinations–2003.¹

Dear Sir/Madam,

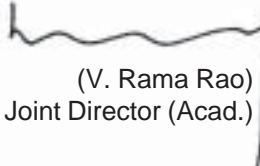
I am to draw your kind attention to the letter reference cited through which printed **Booklet of Result Analysis** of the CBSE Examinations–2003 was sent to you. In the said Booklet, subject-wise average of the teachers were published. Basing on the subject average of the teachers, we have prepared a list of teachers who are presently working in your region whose subject average can be further **enhanced/increased** to be **on par** with other teachers in the region. While we are happy with the efforts made by the teachers during 2003, they are to be **counselled, guided, motivated and monitored** to increase their subject average on par with the best of the teachers whose subject average is more than 75% in the region.

A list of such identified teachers in the subjects of English, Mathematics, Physics, Chemistry is enclosed. These teachers need to be **encouraged and inspired** to improve their performance along with the best of the teachers in the region. Simultaneously, they also need to be **closely monitored** to ensure that all the students in their subject not only pass the examination but pass with highest percentage. Such to those teachers whose performance is **less than 60% in Physics and Chemistry** are to be informed that their class average is **not even 50%** since the marks obtained in Theory could have been around 30-32%. All these efforts are to be made in a **subtle manner** to further motivate the teachers but **not to find fault with them or criticise** them. It is very essential that the Principals **interact** with these teachers on weekly basis and also **interact** with their students and give you necessary feed-back in terms of the performance of the students **periodically**.

This issue was already discussed with the Assistant Directors who are Cluster Incharge during the meeting held on **10th & 11th December, 2003**. With the support and assistance of Asst. Directors, I request you to **personally monitor** with a positive approach **not finding out their shortcomings instead appreciating** their difficulties and the existing performance and the need for further enhancement of it to prove themselves to be as effective as the teachers whose subject average is more than 75%.

I am sure these efforts of ours would go a long way in meeting the quality of the Board Examination results. This letter may also be **circulated** to all the Assistant Directors with reference to the discussions held during **Assistant Directors' Conference**.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)

1. The D.O. under reference is a covering letter of the hand book on result analysis, hence not included in this compendium.



No. F. 36-1/2003-NVS (Acad.)

24th December, 2003

Sub. : Follow up of the Conference of the Assistant Directors' held on 10th & 11th December, 2003.

Ref.: This Office Letter No. 36-1/2003-NVS (Acad.) dated 15-12-2003¹

Dear Shri

In continuation to this office letter reference cited above, forwarding a copy of the Minutes of the conference of Assistant Directors' held on 10th & 11th December, 2003, I am to remind you of the need for scrupulous implementation of the decisions taken in the Assistant Directors' Conference.

We have identified number of actions in order to ensure the quantity of the results, quality of education being imparted in the school system, communication abilities of the children and integration of information technology for teaching and learning purposes. We need to prepared a short-term and long-term Action Plan in this regard.

As you can recollect, Commissioner, NVS has emphasised the need for identification of the week students in X and XII Classes and vigorous follow up so as to ensure that these students get through the examination. This immediate Action Plan could have been already initiated by you. However, I am to remind you again that you have to make the Principals in your cluster conscious about the week students and set targets to ensure that they get through the examination. Commissioner has been visiting the regions also and interacting with the Principals. In every conference he has been very specific about the identification of week children and action taken to improve upon them. Principals are being informed about the accountability in this regard. While we may prepare a Comprehensive plan for the next academic year, so as to ensure that the week students are identified in the month of April itself and the successive efforts made to improve their level, the specific Action Plan with regard to current year Board students is to be taken up on a war-footing. I would advise you to make a whirl-wind tour of all the Vidyalayas in your cluster and impress upon the students and the teachers on ensuring the cent percent results.

Often, it is noticed that the teachers are asking to drill the previous years question papers. We should note that the syllabus has substantially changed in all the classes. Routine drilling of question papers may not be of any use. Instead, basing on the Model question papers sent, the teachers should be able to develop practicing questions as it is done in Hyderabad region. A CD of this has already been sent to your Regional Office.

The other area, I would like to focus is to impress upon the Principals and the teachers about the proposed detailed evaluation and assessment of the performance of lower classes. We are in the process of creating an Internal Board which will scrupulously scrutinise the performance of the students starting from VI class onwards. The TGTs who are handling these classes should be made clear that their individual evaluation will be done in terms of their ability to effectively undertake the teaching-learning transaction with their students specially in terms of CCE, communication building abilities and the capacity of children in innovation and creative thinking. I would request you to hold

1. The letter under reference is a covering letter for circulation of Minutes of Meeting of the Assistant Directors conference, hence, not included in this compendium.

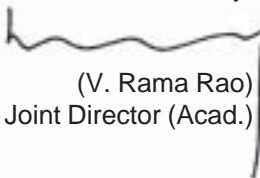


detailed meetings with the teachers, as and when you visit the Vidyalayas and prepare an Individual Action Plan for the schools, involving them, taking their suggestions etc.

Another point, I wanted to impress upon you is the decision to switch-over to NCERT English textbooks in VII and VIII Classes. I have already written a letter to all the Principals informing about this decision. There could be some reservations with English teachers which need to be sorted out. We may also identify the problems of these teachers is switching over to NCERT English textbooks in VII and VIII Classes so that we can make necessary arrangements for conducting an intensive task oriented training programme for them during the vacations.

Since the first pre-board is already over and the second pre-board is intended to be in the second week of January, 2004, it is very essential that we may make all out efforts to be in touch with the Vidyalayas by visits, correspondence, telephone etc. and ensure that these tasks are meticulously attended to, so that we can have some sound base for planning of the next academic year.

Yours faithfully,


(V. Rama Rao)
Joint Director (Acad.)

To
All the Assistant Directors,
(Cluster Incharge) All ROs/O.S.Ds/
All Directors of N.L.Is
(By Name)

Copy to :

1. Deputy Directors of all Regional Offices of NVS.
2. Copy submitted to Commissioner, NVS: for information.



No. F. 36-1/2003-NVS (Acad.)

2nd January, 2004

To

The Assistant Directors
Cluster In-charge
Navodaya Vidyalaya Samiti
All Regional Offices

Ref. : 36/1/2003-NVS (Acad.) dated 15-12-2003¹
36/1/2003-NVS (Acad.) dated 24-12-2003²

Sir/Madam,

In continuation to this office letter reference cited above, I am enclosing herewith a copy of the minutes of the meeting held in the chamber of Commissioner, NVS regarding institutionalising the monitoring of the cluster concept.

All the Assistant Directors cluster Incharge are requested to be in regular touch with the Assistant Directors of Hqrs. to whom the cluster/region has been allotted. They should keep the Asstt. Directors of Hqrs. concerned informed about the progress of actions on various decisions taken in the Asstt. Directors Conference held on 10-11th December 2003 so as to assess the utility of the functioning of the cluster concept and to enable them to further institutionalize the concept.

Yours faithfully,

(V. Rama Rao)
Joint Director (Acad.)

Copy to :

1. The Dy. Directors, NVS, RO all regions for information and issue of necessary instructions to the Assistant Directors/Cluster Incharge.

Joint Director (Acad.)

1. This is a covering letter not included in this compendium.
2. See page 199.



**MINUTES OF THE MEETING HELD IN THE CHAMBER OF COMMISSIONER, NVS
ON 30-12-2003 FOR FOLLOW UP OF THE DECISIONS OF THE ASSISTANT
DIRECTORS CONFERENCE HELD ON 10 & 11TH DECEMBER-2003**

The following officers were present :

1. Sh. D.K. Kotia, Commissioner
 2. Sh. V. Rama Rao, Jt. Director (Acad.)
 3. Dr. U.C. Bajpai, Dy. Director (Acad.)
 4. Sh. V.S. Ranawat, Asstt. Director (Acad.)
 5. Sh. S.C. Rabra, Asstt. Director (Acad.)
 6. Sh. K.A. Mathew, Asstt. Director (Acad.)
 7. Sh. V.N. Rao, Asstt. Director (Acad.)
1. At the outset, Commissioner has expressed his satisfaction over the outcome of the meeting of the Assistant Directors (Cluster Incharge) held on 10th and 11th December 2003 and various follow up measures and decisions taken in the meeting. He has reiterated the need for close follow up of the decisions taken in the meeting so as to improve the functional efficacy of the Vidyalayas in the different clusters.
 2. The Jt. Director (Acad.) has apprised the Commissioner about the tentative plan of action of monitoring system of the clusters. In order to develop a personalized monitoring system of cluster, it was thought appropriate to allot the clusters of different regions to following Assistant Directors for continuous monitoring and reporting.

(a) Patna & Pune	—	Sh. V.N. Rao, Asstt. Director (Acad.)
(b) Hyderabad & Shillong	—	Sh. V.S. Ranawat, Asstt. Director (Acad.)
(c) Chandigarh & Jaipur	—	Sh. S.C. Rabra, Asstt. Director (Acad.)
(d) Lucknow	—	Sh. K.A. Mathew, Asstt. Director (Acad.)
(e) Bhopal	—	Ms. Kaneez Fathima, Asstt. Director (SA)
 3. As an immediate measure the above Assistant Directors should initiate the following action with regard to the monitoring of the clusters of the region allotted to them.
 - (a) Obtaining feedback from the Cluster Incharge Assistant Directors about the performance of first and second pre-board examinations, analysis of the results, number of weak students and subsequent measures being taken to improve them. This report should be obtained by 25-01-2004 and submitted to Commissioner.
 - (b) The second round of feedback should be obtained on the above areas by 15-02-2004 and put up for the persual of the Commissioner.
 - (c) In addition to the above, the Assistant Directors concerned were also requested to get feedback on various other decisions taken in the Assistant Directors' conference, minutes of which were already circulated.
 - (d) The Assistant Directors were also requested to analyze panel inspection reports of these regions and submit for the persual of the Commissioner/JD (Acad.) along with necessary feedback.
 - (e) Information should also be obtained from the clusters of region allotted to them on the progress in the following areas so as to have a cumulative information/progress card of each cluster for compilation purposes to project the effectiveness of the functioning.



- (i) Performance and strengthening of lower classes including the matrix of the annual examination.
 - (ii) Number of students represented the region in the national Navodaya meet and obtained first and second places.
 - (iii) Overview of the computer literacy project in the Vidyalayas of the cluster.
 - (iv) Extent of utilization of computer aided education in different classes.
 - (v) Overage of scout and guide units in the Vidyalayas of the cluster – indicating total number and major activities undertaken.
 - (vi) Number of NCC units functioning in the cluster along with the important activities taken up.
 - (vii) Intensity with which the continuous comprehensive evaluation is being implemented in the Vidyalayas of cluster.
 - (viii) Total number of CC activities carried in the first six months, i.e., from July to December on Science Promotion, Communication, Computer Education and aesthetic performance (number of students participated in each of the activity in each of the Vidyalaya during this period should be projected).
 - (ix) Vidyalaya wise details of the PTC meetings held.
 - (x) Important observations of the PTC recommendations.
4. The list of teachers whose subject average performance needs to be improve is prepared in the subjects of English, Physics, Maths and Chemistry. The Assistant Directors were requested to follow up with the cluster in-charges about the efforts being made by these teachers to improve their subject average in their respective clusters.
5. The following Assistant Directors were also further assigned with the responsibility of follow up in terms of training, counselling, monitoring of the teachers in the subjects with the help of the NLIs.
- | | | | |
|-----|---|---|-----------|
| (a) | Sh. K.A. Mathew | — | English |
| (b) | Sh. V.S. Ranawat | — | Biology |
| (c) | Sh. S.C. Rabra | — | Maths |
| (d) | Sh. V.N. Rao | — | Chemistry |
| (e) | Sh. P.S. Kansal, Director, NLI Chandigarh | — | Physics |
6. In the Assistant Directors' conference it was decided to focus on following four areas of functioning of Vidyalayas.
- (a) Quantity of Results
 - (b) Quality of education imparted in the school
 - (c) Improving written and oral communication abilities of the children
 - (d) Computer aided teaching and computer aided learning
7. The above areas which have been identified as core areas were allotted to following Assistant Directors for preparation of a well drawn action plan for implementation in the Navodaya Vidyalayas.
- | | | | |
|-----|---|---|------------------|
| (a) | Quantity improvement | — | Sh. V.S. Ranawat |
| (b) | Quality education | — | Sh. S.C. Rabra |
| (c) | Communication abilities | — | Sh. K.A. Mathew |
| (d) | Computer aided teaching and computer aided learning | — | Sh. V.N. Rao |



8. These officers will prepare a basic action plan basing on the decisions of the Assistant Directors' Conference and will put up for the discussions during the forthcoming Dy. Directors' Conference.
9. It was also decided to initiate action for preparing special action plans for the Vidyalayas being identified as 'Brand Equity Vidyalayas' in different regions as proposed in the Dy. Directors' Conference held in November.
10. A format in the form of DO letter is to be designed for getting monthly reports from the Assistant Directors of Cluster Incharges.

The meeting was concluded with a vote of thanks.



F.No. 2-17/2000-NVS (EDP)

6th January, 2004

To

The Deputy Directors
Navodaya Vidyalaya Samiti
Regional Office — Patna

Sub. : Implementation of Computer Education Programme in JNVs of West Bengal.

Madam,

Please refer to our discussions regarding implementation of Computer Education Programme in the JNVs of West Bengal. I presume that the Vidyalayas have started functioning in N-24 Pargana/Burdwan/Murshidabad/Darjeeling. It has been decided to introduce the Computer Education Programme in these 4 Vidyalayas so as to facilitate the children to have the benefit of Computer Literacy from the beginning of the Vidyalaya. You are, therefore, requested to release an amount of Rs. 4.00 lacs to each of these Vidyalayas so as to enable them to procure one server Computer and 6 client computer systems and other necessary accessories as procured in other Vidyalayas. You must ensure that the Computer Education Programme is taken up seriously from the initial stage of the functioning of the School. A copy of the detailed instructions issued to the Principals for procurement of hardware and implementation of CEP may be circulated to the Principals of the JNVs in West Bengal to enable us to acquaint them with the procedure of procurement and installation of computers.

Yours faithfully,

(V. Rama Rao)
Joint Director (Acad.)

Copy to:

1. The Deputy Director (Fin.) — with a request to release/arrange to release a sum of Rs. 20.00 lacs (Rupees twenty lacs only) to Regional Office Patna for further release to four JNVs, Darjeeling, N-24 Pargana, Burdwan and Murshidabad @Rs. 5.00 lacs (Rupees five lacs only) to each to implement CEP in JNVs at the earliest possible.
2. Principal JNV – N-24 Pargana/Burdwan/Murshidabad/Darjeeling - With a request to implement Computer Education Programme within a stipulated time, i.e., 31st January 2004. The quarterly progress reports may be submitted to undersigned from the issued date of this letter. Copy of the letter of even no. dated 30-09-2003 is enclosed herewith for your reference.

Joint Director (Acad.)



Strengthening Infrastructure for Academic Excellence



F.No.13-26/87-NVS

Dated: 23.6.87

To

The Principals
All Navodaya Vidyalaya Vidyalayas.

Sub. : Establishment of Libraries in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that the development of good reading skills is one of the primary objectives of any educational institution and this can be effectively achieved through a good library system. A good library increases the general level of information of students and exposes them to good ideas, thereby helping them in character formation. Libraries in Navodaya Vidyalayas have, therefore, to play a very significant role in promotion these qualities, developing good reading habits, fortifying comprehension abilities and in developing speed in reading. Some of the important guidelines in this connection are as under :

1. Library Room Corner :

It is essential to have a separate library and reading room in each Vidyalaya. However, in case separate room is not available a separate corner in a room should be developed for the this purpose. The library should be attractive and should have bulletin board's, displaying information about fresh arrivals, educational posters and other pictures.

2. Open Access System :

In case there is a separate room for the library, an open access system should be followed and the students should be encouraged to take out books of their interest and peruse through the pages. The students should be helped to place the books at their proper places. However, in this system the librarian will have to be more vigilant.

3. Library Timings :

The library will remain open on all working days during the school hours and also for one hour in the evening.

4. Selection of Books :

Variety, suitability, attractiveness, durability and reasonableness of cost are some of the basic factors for the selection of books, periodicals and journals, book on travel, adventure, mystery, science fiction, biography etc. will normally attract the children more towards the library.

Abridged and simplified versions of the books will also develop reading interest among the children. In short, the library cater to the needs of the children of all levels and also the professional growth of the teachers.

In accordance with scheme of Navodaya Vidyalayas, periodicals, journals and newspapers in English, Hindi and regional language/mother tongue/ Third language should be purchased.

A committee of teachers headed by the principal should be appointed to the select and purchase books for children of all levels keeping in view their psychological tendencies, and intelligence. Normal purchase procedure should be followed.



5. Reference Section :

There should be a separate reference section in each library which should contain dictionaries, encyclopedias etc. Use of the this section will make the children more self-reliant in learning.

6. Record of Books read by the Students :

The students should be encouraged to maintain a diary wherein they may write date-wise the titles of books read, names of the authors and synopsis of the books. The diary should be periodically checked by the language teachers and the poor readers should be encouraged to develop proper reading habit.

7. Issue of Books :

Books should normally be issued to the students for a period of 7 days and to the teachers for fourteen days. Teachers may, however, retain text-books for the whole year. All books must be returned to the library before annual stock verification.

8. Classification of Books :

The books should be suitably classified and catalogues should be maintained to facilitate their selection.

Needless to say that all efforts should be made to make the library as attractive and as useful as possible.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Anarang', written over a horizontal line.

(Dr. S.K. Narang)
Asstt. Director(Acad.)



F.No. 17-1/91-NVS (Acad.)

Dated 24-03-94

To

The Deputy Directors
All Regional Offices of
Navodaya Vidyalaya Samiti

Sub. : Strengthening of Science Laboratories. Libraries and Setting of District Resource Centres through Central Assistance.

Sir,

NVS is exploring the possibility for the strengthening of Science Laboratories, Libraries and setting up the District Resource Centres through central assistance. Govt. of India Ministry of HRD, Deptt. of Education has a scheme for improvement of science education in schools. Director has desired that NVS should come up with appropriate plans/proposals for central assistance. Accordingly, to begin with the following proposal are planned for submission to the Ministry for the strengthening the resource areas of JNVs.

- (1) NVS will identify 40 to 50 JNVs from Class VI to VIII for providing science kits.
- (2) NVS will identify two Vidyalayas upto Class X and two Vidyalayas upto Class XII in each State for strengthening of Science Laboratories.
- (3) One Vidyalaya of senior secondary level in each State will be identified for library assistance.
- (4) NV of Senior Secondary level identified for upgradation and strengthening of Science Laboratories may also be taken for setting up of District Resource Centres for developing instructional material.

You are kindly requested to recommend the following :

- (a) Five to Six Vidyalayas of the Region from Class VI to VIII for Science kits.
- (b) Two Vidyalayas upto Class X and two upto Class XII of the states of your region for strengthening Science Laboratories.
- (c) One Vidyalaya of Senior Secondary level (+2) in each state of the region for library assistance.
- (d) One Vidyalaya of +2 stage as identified at S.No. (B) above of each state for setting up District Resource Centre.

The necessary proforma is attached herewith, wherein you are requested to provide appropriate statistics of the region, recommendation for onward transmission to this office. Regarding the strengthening of Science Laboratory it has been emphasised in the scheme that assistance will be provided for upgradation of Laboratories to the extent, the laboratories lack such equipment with reference to the standard list developed by NCERT, Hence, Regional Office will have to conduct a survey of the schools proposed for Central Assistance to determine the existing deficiencies for formulating the proposals. The standard list of equipments of NCERT for Laboratories is supposed to be with Regional Office, if not, it may be procured from the nearest Field Advisor's Office. Please make it convenient to send the proforma separately for each item in one lot latest by 30th April, 1994. It is urgent.

Yours faithfully,

(U.C. Bajpai)
Asstt. Director (Acad.)



F.No. 21-4/2000-NVS(Acad.)

Dated : 28-11-2000

To

The Principals
All JNVs

Sub. : Enrichment of Library Resource Centre and Purchase of Library Books

Dear Principal

During the inspection of the officers Regional Offices/Hqr. it has been observed that where as many Navodaya Vidyalayas have been maintaining libraries meticulously to cater the needs of students, in some of the JNVs function of libraries does not seem to be satisfactory. Library is a very important resource center of Vidyalaya. It is often said that library is pilgrimage of knowledge Therefore, if this resource center is neglected and books of interest are not properly procured by school system to equip libraries of Navodaya Vidyalayas decently, it is apprehended that good reading skills, level of opinion, attitude of devotion, quality of character, better reading habits and comprehension abilities of students are bound to suffer. Principal are, therefore directed that all sincere efforts are made to equip the Libraries of Navodaya Vidyalayas reasonably with appropriate reading material to promote the academic programmes of Vidyalayas. Some guidelines are being offered to our Principals for developing libraries in a way where students discover and guide themselves to adopt higher ideals of life and help them in the choice of useful career.

1. Library room should be in a neat and clean surroundings with specious well lit area. Almiras and furniture maintained in the Library room is properly clean and books are arranged in prescribed order. Necessary comfortable furniture with chairs and long tables are provided in library room to enable students to read books in peaceful environment. Librarian is requested to ensure that Library is cleaned every day and furniture & shelves are properly dusted. Library should be attractive. Bulletin boards displaying information about the fresh arrivals, educational posters books reviews and project work designed with library matter are nicely displayed in library center.
2. As far as possible, access to books should be through open shelf system. Librarian should help students in selecting and identifying the titles placed in shelves. Further, he should be vigilant that books are not stolen or disfigured through this system.

Reference section for teachers and students is nicely maintained Dictionaries encyclopedias, important titles in different subjects are placed permanently. Librarian should encourage students to select books to make them more self reliant in learning. It has been observed that libraries in some Navodaya Vidyalayas are functioning haphazardly. The compilation of book reviewed by students should be circulated among another students for first hand information of a title. Similarly, project work in Science, Games Sports and literature have been initiated in certain vidyalayas by way of acquiring information from day to day newspaper/magazine/periodicals. Such an exercise not only



encourages the students to use their resourcefulness but also strengthens their reading habits and learning behaviour. Principals are advised that libraries in Navodaya Vidyalayas promote such project work to maximise utilisation of library resources by students community. Record of books read by students should also be maintained in their diary alongwith the date wise titles, name of authors and content of book. This diary should periodically be checked by the language teachers of the vidyalaya.

Timings of vidyalaya library should be regulated beyond school hours also as per the requirement of students. Principal should take care that students do not find inconvenience in procuring the books from library during such hours.

Librarians in Navodaya Vidyalayas should specifically monitor that maximum books are being read by students and teachers.

B. Purchase of Library Books in Navodaya Vidyalayas.

Presently as per the guidelines issued by Samiti books are being purchased for the libraries of Navodaya Vidyalaya at three level.

1. By NVS Headquarters for Rs. 4000/- Each Vidyalaya
2. At RO level for Rs. 4000/- Each Vidyalaya
3. Vidyalaya level for Rs.12,000/-

It has been observed that the exercise of the procurement of library books at Navodaya Vidyalaya is not meticulously planned and as such frantic efforts are made during the fag end of the year to exhaust funds earmarked for library books by procuring unpopular and unsuitable titles. Principals should note that library books must be purchased by end of November each year. Library Purchase Committee is constituted by involving Post Graduate Teachers of each discipline particularly languages, Social Science and Natural Science with librarian as Member Secretary Teachers are asked to submit their proposals for the purchase of titles for library as per the suitability and attitude of students. Such proposals of teachers are identified for procurement. Books should obviously be purchased keeping in mind the variety, suitability attractiveness, durability and reasonableness of the cost. Apart from reference books and supplementary books which strengthen textual materials, titles which usually ignite interest among students for better reading habits like travelogue, adventure, mystery, Science fiction, biographics etc. are properly identified and purchased. Efforts are made to procure a bridged and simplified versions of the books to attract readers. It is being felt that books are being repeated un-necessarily during purchase of ensuing years. Librarian must maintain the record and critically examine the titles already purchased and stored in libraries. Recent publications should be procured in libraries. NVS headquarters has been procuring library books on a minimum discount of 30% through publishers and all out efforts should be made to get maximum discount on books directly from publishers. Effective measures are taken to negotiate on printed cost of the title. In order to get maximum discount, books are purchased directly from publishers rather than retail shops by the Vidyalayas.

It has been observed that orders for the purchase of library books are being placed by the Principals to certain suppliers without following proper purchase procedure. It not only deprive the school system to acquire better books but affects their codal formalities prescribed by the Samiti. Accordingly principal are advised that the entire purchase procedure of library books is properly maintained at Vidyalaya which will be scrutinised by the officers of Samiti also as and when they inspect the school.



Newspapers and periodicals are procured for libraries as per the guidelines of Samiti. Old periodicals/weeklies, magazines are preserved and students are encouraged to use that resource material for designing purposeful projects in different subjects.

A rich library speaks of the academic image of the institution.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai'.

(Dr. U.C. Bajpai)
Deputy Director (Acad.)

Copy to :

All Regional offices with a request that the enrichment and purchase procedure of Library Books of the JNVs is monitored effectively to develop libraries for excellence.

A handwritten signature in black ink, appearing to read 'U.C. Bajpai'.

(Dr. U.C. Bajpai)
Deputy Director(Acad.)



IMPROVEMENT OF SCIENCE EDUCATION IN SCHOOLS

Format of Proposals of the year _____

	Govt.	Govt Aided	TOTAL
A. Provision of Science Kits to Upper Primary Schools.			
1. No. of schools to be covered (Attach district and blockwise list of upper primary schools to be covered).			
(i) No. of Upper primary schools in the State/UT.			
(ii) Out of (i), no. proposed to be provide the kit during the year.			
2. Unit cost of the integrated Science Kit.			
3. Total Estimated cost of science kits.			
4. Source and mode of procurement.			
B. Upgradation of Science Laboratories in Secondary and Higher Secondary Schools.			
1. No. of schools to be covered: (Attach district and blockwise list of Sec. & Hr. Sec. Schools to be covered).			
Certify for each school availability of space for laboratories, full complement of science teachers, water and electricity.			
(i) No. of schools in the State/UT offering science subjects.			
(ii) Out of (i) no. proposed to be covered during the year			
(a) deficient labs			
(b) no labs.			
(Please attach districtwise lists of schools of both kinds.)			
2. (i) Average unit cost of equipment for schools having deficient labs.			
(ii) Average Unit cost of equipment for schools having no labs.			



(Please attach details of deficient equipment and estimated cost for each school to be covered under this scheme)

3. Total Estimated Cost.
4. Source and mode of procurement.
5. Arrangements made by the State Govt. to allow schools to repair and replace unusable equipment.

C. Supply of Library Books to Secondary & Higher Secondary Schools

- | 1. No. of schools to be covered | Govt.
Sec. HSS | Govt. Aided
Sec. HSS | TOTAL
Sec.HSS |
|---|-------------------|-------------------------|------------------|
| (i) No. of schools in the State/ut having science subjects. | | | |
| (ii) Out of (i), no. having inadequate libraries. | | | |
| (iii) No. proposed to be provided library assistance during the year, (Attach District wise and block-wise list of schools to be covered) | | | |
| 2. No. of books to be supplied to each school. (Please attach the list of selected books) | | | |
| 3. Total estimated cost of books. | | | |

D. District Resource Centres for Science Education

1. Total no. of Districts in the State.
2. Names of districts where DRCs are proposed to be established during the year
3. Equipment to be supplied to each Centre (mention for every district). (Please also attach list of institutions identified)
4. Total Cost.

E. Training of Science Teachers

1. No. of teachers to be trained and no. of training programmes to be organised during the year



	No. of Teachers to be covered	Average no. of participants per programme	No. of programmes to be organised
(i) For upper primary teachers.			
(ii) For Secondary teachers.			
(iii) For Higher Secondary Teachers.			
2. Arrangements for training.			
3. Unit costs for various types of training programmes			
(i) For upper primary teachers.			
(ii) For Secondary Teacher.			
(iii) For Higher Secondary Teachers. (TA/DA of participants to be borne by state Government).			
4. Total estimated expenditure.			



F.No. 9-6/88-NVS(Acad.)

7th August, 2001

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Establishment of Museum Corners in Navodaya Vidyalayas.

Sir,

It has been decided to establish museum corners in selected Navodaya Vidyalayas of the country. Earlier in the year 1990-91 Museum corners were established in eleven JNVs. Ministry of HRD has desired that museum corners are established in Navodaya Vidyalayas to highlight the cultural heritage of the country. These corners will also serve as a desirable linkage between education and culture. It has also been decided that teachers of Navodaya Vidyalayas are also trained by the resource persons of the state.

You are, therefore, requested to identify 10 JNVs in your region which have better infrastructural facilities and also willing teachers to establish such centres and send a list to undersigned latest by 15th August, 2001 to enable NVS Headquarter to finalise the proposal.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No.21-2./2001-NVS(Acad.)

Dated: 05-02-2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Guidelines for Functioning of Libraries in Navodaya Vidyalayas


Sir,

A detailed guidelines on the functioning of Navodaya Vidyalaya has been developed at Samiti level.

I am to forward herewith a copy of said guidelines for implementation in Navodaya Vidyalaya. While the copies of these guidelines are sent to All JNVs you are also requested to give necessary instruction to JNVs for complete compliance of the same.


This issue, with the approval of Commissioner NVS.

Yours faithfully,


(A.N. Ramachandran)
Asstt. Director (Acad.)

Copy to :

The Principal, All Jawahar Navodaya Vidyalaya, for compliance


Asstt. Director(Acad.)



GUIDELINES FOR FUNCTIONING OF LIBRARIES IN NAVODAYA VIDYALAYAS

A major goal of schooling process is to develop students who are informed, self-directed and discriminating learners. To be effective citizens in a society and rich in information, students need to learn skills, which will allow them to locate and select appropriate information, to analyse that information critically, and to use it wisely. An educational program that will prepare students for the twenty-first century must emphasize the information-handling skills that are critical to the processes of critical thinking and problem solving.

The school library is an essential component of the educational process, contributing to the achievement of educational goals and objectives through programmes and services that implement and support the instructional programs of the school. The role and responsibility of the school library lies in the development of resource-based programs that will ensure that all the young children in our schools have the opportunity to learn the skills that will enable them to become competent users of information. The school library also houses and provides access to resources in a variety of formats and sufficient breadth and number to meet the demands of the curriculum and the varied capabilities and interests of the students. These materials provide the essential support for resource-based teaching and learning.

The school library programme is most effective when it is an integral part of the instructional program of the school and when information skills are integrated in a developmental and sequential way with subject-specific skills and content. Teachers and teacher-librarians who work co-operatively to plan, implement and evaluate resource bases units of study develop the program jointly. Through such planned and purposeful activities students learn how to retrieve, evaluate, organise, share and apply information objectively, critically and independently. As well they are given opportunities to grow intellectually, aesthetically and personally.

The school library in JNVs exist within a particular context and is shaped by policy set at Samiti level by professional standards and research, by educational objectives and curriculum requirements and by the expectations of the administration, the staff and the community. Basic levels of support are required in order to develop library programs and services that are congruent with the educational goals of the school, the curriculum and the needs of the learners. Support from teaching staff of the school is important to the success of the programmes in library. This support involves the development of policies and procedure related to the school library, and provision of such prerequisites as personnel, facilities, resources, and budget.

Each of these factors has an impact on the richness of the program that can be offered. As the number of qualified teacher-librarians increase in the Navodaya Vidyalaya System, services and programs can become more extensive, and can effect the educational goals of the JNVs more significantly. As collections of resources increase in quantity, size and scope, students' individual learning styles and needs can be met more effectively.

The connection between the school library program and the academic programme is a crucial one. As support increase, more effective program development is possible. As programs expand, the impact of resource-based learning on students is more pronounced. All students in our schools should have access to effective school library programs. All our children must have the opportunity to develop the skills they require to reach their fullest potential, to become independent, lifelong learners, and to live as active, responsible members of society.

Therefore, in the era of fast growing horizons of knowledge, information and communication the tradition of text and teacher dominated learning is being replaced by skills of learning to learn. Books emerging new ideas in education seem to be fast breaking such traditional concepts. The



stress in school education has been to explore, investigate and increasingly take responsibilities for learning through their own experience. The libraries in schools need necessarily to serve both the purposes of providing resource materials to the children and also serve as a information center for the benefit of teachers and students.

This requires the establishment of a better resource center, which may cater the individualised learning programme of children with adequate reference material. In view of this objective the functioning of the school library is considered to be of paramount importance. Programme in the Library in the JNVs should endeavor to take following guidelines also into consideration in making use of the resources for the benefit of the children.

1. Complete structure of library in the Navodaya Vidyalaya should include different categories of books to cater to different groups of children viz. VI to VII, VIII to X and X and XII depending upon their interest, back ground and knowledge.
2. Library should provide sufficient learning material to satisfy the varying interest and abilities of students of all classes and subject groups.
3. Library, Library Resource Center, Instructional Material Center, Media Center are the current terms to describe the school library or centralised collection of learning resource. As such school library should cover the entire range of functioning as center for collection, collation and dissemination of information and knowledge.
4. To effectively operate the school library qualified, competent, intelligent, dynamic, enthusiastic and responsible librarians are to be selected. However, the entire programmes of school library, though dependent on school librarian can be effective only when audio visual expert and subject teacher work together as a team to take care of the needed material and select the best and the latest available for accession to library stock.
5. The school library should include the books in all the areas and reference viz. Science education, Literature, adventure, Biographics, Sports, Educational technology, Cultural, Fine arts, Flora and Fauna etc. As the Navodaya Vidyalaya follow three language formula, sufficient quantity of books in all the three languages should be procured. It should also be the endeavor to procure reference material in General Studies, Competitive examinations, Career development, Professional courses, Health and Hygiene etc.
6. The books and other resource materials should be classified and appropriate accession mould as per principle of classification. Where the detailed classification codes are not available, Vidyalaya librarian can periodically visit the nearest district libraries.
7. School library should function in harmony where each discipline enriches other. Unless teachers and faculty of different disciplines work in co-ordinate manner school library cannot meet the demands and requirements of pupils. The current thinking is that sufficient numbers of books in different interest areas of children are purchased and a well-chosen collection of learning resources developed. Librarians should be well trained in the job in selecting, ordering, organising and circulating material. He should provide necessary guidance to students for the correct use of Library resources and developing regular reading habits.
8. Library should maintain books of different subjects and displayed separately in open racks so that titles are clearly visible to children.
9. Subject resource materials-Encyclopedia, Dictionaries are to be arranged in different racks, which are easily accessible for reference purpose of students.
10. Library should exhibit new arrivals periodically. The librarian should display a small extract of such books to motivate students to read.



11. Librarian should ensure that all the books available in library are issued to children and read. Librarian assigns students to prepare book reviews of the books read by them. These book review are then circulated to other students to motivate them for reading.
12. School library should procure magazine/periodicals, which help broaden the vision and minds of children. Each library will subscribe to leading newspapers in Hindi, English and Regional language. The JNV should subscribe to sufficient newspaper so that each house is provided with the facility of newspaper.
13. The school library will display notable captions, which highlight the importance of reading and subsequently motivate the children.
14. School library will function with calm and quiet atmosphere without disturbing the attention of the children.
15. Principal of Navodaya Vidyalaya will constitute a Library Purchase Committees associating eminent academicians and experts of different disciplines to procure reference books to cater to the need of the varying interest and liking of the children.
16. Prescribed codal formalities are to be exercised to procure library books.
17. Periodical supportive guidance on materials will be provided by Regional office and Headquarters of the Samiti.
18. Certain suggested activities which can be taken up with the help of library in the Vidyalaya are as follow:
 - a. The librarian should be able to organize various activities for the children in co-ordination with subject teachers so that child will utilize the library material invariably and develop proper reading habits.
 - b. Librarian can organize competitions in book review and consolidation of information with reference of library materials etc.
 - c. The librarian should have a students committee, which will conductively interact for the improvement of resource mobilisation and motivating peer group.
 - d. For the purpose of monitoring the reading habits amongst students, teachers and librarian should keep the register of issues and keep a timetable for the same.
 - e. The Librarian should develop details of Alumini records of the students who have passed out from the JNV. This will provide and effective platform for interaction between present children and the Alumini.
 - f. Students inquisitiveness in the areas of science promotion activities study of society, geographical aspect, environmental issues and culture etc. should be developed by providing useful write-ups.
 - g. Cataloging and classification should be developed in digital form to take advantage of digital source. This will help the school to analyse the stock vis-a-vis requirement.
 - h. The librarian should preserve a complete digital database of vidyalaya activities with the help of computer club.
 - i. Annually book week should be organised to motivate the children in taking maximum advantage of library resources.
 - j. Audio visual material related to teaching learning process should be a part of library. Accordingly educational CDs, Cassettes, Floppies, Video Cassettes etc. should be



classified like books maintained in the library in an appropriate form with proper classification and catalogue. Proper up-keeping of the school library, its maintenance, arrangement of furniture & display boards are also important components of effective library management.

- k. Under the pace-setting activities, the Vidyalaya library should provide access to the children of neighbouring schools as per convenience.
- l. Periodical review and audit of library activities should be conducted by a committee of Principal, Senior Teachers and senior students to further strengthen the library activities in the vidyalaya.
- m. Adequate and convenient furniture and display boards should be provided to the school libraries.
- n. New Publications and popular books referred in book reviews of news paper and educational Webster should be enlisted periodically and published on Notice Boards with briefs available.
- o. Incentive awards/certification on readings by the Principal will go a long way in the career of the child.



F.No.9-6/88-NVS(Acad.)

Dated: Feb., 8th 2002

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Establishment of Museum Corners in Navodaya Vidyalayas.

Sir,

Navodaya Vidyalaya Samiti vide its sanction order of even number dated 25th January, 2002 has already remitted funds of Rs.10,000/- to ten JNV of your region identified and finally selected for establishing museum corners. Letter are being received from some Principals where in they have projected huge funds for establishing museum corners. This may please be clarified to concerned Principals that the total budget allotted for school for the purpose in Rs.10,000/- only this year and additional funds may not be available. As such procurement of items may please be restricted within the budget provision of Rs.10,000/-.

Further in continuation of our previous letter dated 22nd August, 2001 it is requested that Principal are informed that they contact National Museum and Directors of Regional Museum for procuring the items. The main emphasis should be given on the following :

1. Set of Harrapan Art
2. Indian Sculpture through its ages
3. Indian miniature paintings
4. Innovative projects
5. Design and educational natural science
6. Local objects of Art and Culture

Special emphasis is given to procure replicas of Indian Sculpture of National/International recognition by Vidyalayas. Miniature paintings of the great painters of the world are also available in its reprint form. Efforts should be made to procure paintings of Amrita Shergil, Gagendra Nath Tagore, Yamali Roy and of Ajanta Caves and Painting of Kangra and Madhubani Natraj etc.

Vidyalayas may also go for some collection of modern art (M.F. Hussain), Coins of the different periods, models of great temples, Shrines, Gurudwaras Mosques and Churches and Forts etc. Reprints on said items from State Lalit Kala Academies, National Gallery of Modern Art, New Delhi. Lalit Kala Academy, New Delhi can also be procured. Brochures from these places may be collected by Principals to enrich Science Museums at schools.

The personal contact of the Principal with the Regional Director of the Museum corner will be of immense help to plan and design a good museum corner in school.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F.No.9-6/88-NVS(Acad.)

Dated : 30-4-2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Establishment of Museum Corners in JNVs-reg.

Sir,

This is in continuation to this letter of even no. dated 7/8/2001¹ wherein you were requested to identify 10 JNVs in the Region for Establishment of Museum Corners. Accordingly as per your information of such identified JNVs funds were released for the procurement of items for Museum Corners. This year it has been decided to extend the scheme to new 80 JNVs of the country (10 JNVs in each Region.).

You are, therefore, requested to identify to JNVs of your region, which have infrastructure facilities and are sound so that necessary action may be initiated for the establishment of museum corners. Kindly dispatch this list for setting up Museum Corner in JNVs to NVS Hqrs. by 20th May 2002.

You are further requested to review the JNVs of your region in which Museum Corners have already been established. In case some JNVs could not procure the material, their names are sent to NVS Hqrs. with the explanation of the Principal. In case the Principal of JNVs where Museum Corner is established, required additional funds this year to strengthen the project, they may kindly be informed to forward their requirement through Regional Office to NVS Hqrs.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)

1. For reference, see page 218.



F.No. 9-6/2002-NVS(Acad.)

9th September, 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Establishment of Museum Corners in JNVs.

Sir,

Last year NVS, Hqrs. identified 80 JNVs (10 JNVs in each RO) for the establishment of Museum Corners and also sanctioned Rs.10, 000/-. As per the report received from the Principals, some of them could not utilize the amount purposefully and the close monitoring of these was also not taken by Regional Office. The objective of establishing museum corners in JNVs is to establish close contact with the past thereby weaving the threads of cultural heritage across the country. The curricula and process of education will be encouraged by cultural contact in as many manifestations as possible. Children will be involved to develop sensitivity to beauty, harmony and refinement. The National Policy on education 1986 also emphasised that linkage are established between university system and institution of higher learning in art, archaeology, oriented studies, with due attention to specialized discipline on fine art, musiology, folklore etc.

Keeping in view the above perspective, Navodaya Vidyalayas are being equipped with Museum Corners in a phased manner so that children appreciate the cultural heritage of the country by seeing the replicas, famous antique pieces in their own school. Besides, the museum comers of Vidyalayas should also represent all essential aspects of the cultural component of the region in which it is located.

You are requested to inform the Principals that funds allotted for the establishment of Museum Corners are purposefully utilized. Finance Wing vide its letter F.1-1/2002-NVS (F8&A) dated 5.7.2002 has allotted 16.0 lacs for establishment of Museum Corners. With the approval of competent authority it has been decided that Rs. 10,000/- is earmarked to JNVs where museum corners were established last year. Principals of these Vidyalayas will strengthen the museum corners established during the year 2001-02. 80 new JNVs, as per recommendations of Deputy Directors have been selected for establishing museum corners during financial year i.e. 2002-03.

Principals are requested to contact National Museum, New Delhi for procuring the items for museum corners. The emphasis should be on the following.

1. Set on Harrapa Art
2. Indian Sculptures through ages
3. Indian Miniature Paintings
4. Innovative projects designed in education and natural science
5. Local objects of art and culture.

Principals may also be advised to contact Regional Directors Museums who may advise them the items worth procuring for corners. Since the Art and Cultural aspects vary from Region to Region



final list of items can be worked out for this purpose. Principals are advised to use their resources for selecting/procuring the items.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai', is written over a light blue rectangular stamp area.

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



F. No.9-6/2003-NVS(Acad.)

Date: 17-09-2003

To

Dy. Directors,
Navodaya Vidyalaya Samiti
All Regions

Sub. : Establishment of Museum Corners in Jawahar Navodaya Vidyalayas.

Sir,

Museum Corners are being established in Navodaya Vidyalayas in phased manner. Every year 10 JNVs are identified in each region for establishment of museum corners. Last Year NVS Hqtrs. identified 80 JNVs and also sanctioned Rs.10,000/- to procure necessary items for the museum corners of Vidyalayas While going through the reports received from a couple of Principals it has been observed that they have not been able to utilize the funds properly. The project of establishing museum corners in Navodaya Vidyalayas has been to establish close contact with the past thereby weaving the threads of cultural heritage across the country. The curricula and process of education will be encouraged by cultural contact in as many manifestations as possible. Through museum corners children are involved to develop sensitivity to beauty, harmony and refinement. The National Policy on Education - 1986 also emphasized that linkage should be established between University System and institutions of higher learning in Art, Archeology, oriental studies with due attention to specialized discipline on Fine Art, musicology, folk lore etc.

Keeping in view the above perspective, Navodaya Vidyalayas are being equipped with museum corners in a phased manner so that children appreciate the cultural heritage of the country by seeing the replicas, famous antique pieces in their own school. Besides, the museum corners, Vidyalaya, should also represent all essential aspects of the cultural component of the region in which it is located. Funds for establishing the museum corners have already been allotted to Regional Offices. Rs.10,000/- will be provided to 10 new JNVs of the region to establish museum corners and Rs.5,000/- each to JNVs where museum corners were established last year so that these JNVs are strengthened. The list of Navodaya Vidyalayas which were approved for establishing museum corners along with the list of JNVs where museum corners are to be established for the current financial year is enclosed herewith. You are hereby requested to instruct the Principals of these Vidyalayas to procure necessary items for establishing these centers latest by 30th December 2003. The report in this regard should be sent to NVS Hqtr. in a consolidated manner so that competent authority is apprised.

Principals may be requested to contact National Museum, Department of Culture, New Delhi and also Director (Sh. U.S. Tiwari) Allahabad Museum, Chandra Shekhar Azad Park, Allahabad. Director, Allahabad Museum has helped many Navodaya Vidyalayas in establishing museum corners. He may also be contacted on telephone No. 0532-2600834, 2602409, Fax: 2608237.

The main emphasis should be on the following :

- 1) Set on Harrappa Art
- 2) Indian Sculptures through ages
- 3) Indian Miniature Paintings
- 4) Innovative project designed in education and natural science
- 5) Local objects of art and culture



Principals may also be advised to contact Regional Directors of State museums to help school system for establishing museum corners. Since the art and cultural aspects vary from region to region, it is difficult to make final list of items for this purpose. Principals should be advised to use their resources for selecting/procuring items. However, list of some items is enclosed with this letter.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'U.C. Bajpai', is written over a light-colored rectangular background.

(Dr. U.C. Bajpai)
Deputy Director (Acad.)

Encl. : As above.



LIST OF ITEMS AVAILABLE IN NATIONAL MUSEUM, NEW DELHI

SET ON HARAPPA ART

1. Male Head
2. Dancer
3. Male Torso
4. Dancing girl
5. Buffalo
6. Mother Goddess
7. Rain's Head
8. Bull
9. Turtle
10. Ant-eater
11. Toy Animal with moveable head
12. Toy bid on wheels
13. Climbing monkey
14. Monkeys in embrace
15. Pasupati seal
16. Bull seal
17. Sea showing pipal tree
18. Sea showing man between two tigers
19. Unicorn sea;
10. Male bust

SET ON INDIAN SCULPTURES THROUGH THE AGES

1. Male head (moustached)
2. Women in grief
3. Bodhisattva Road
4. Medallion with festing scene
5. Sidhartha amidst pleasures
6. Dampati (Nagarjunakonda)
7. Bodhisattva Maitreeya
8. Mother and Child
9. Buddha head
10. Sashasayi Vishnu
11. Vishnu
12. Shiva head (Ahicchhatra)
13. Paravati head
14. Women head



15. Shiva head (Nalanda)
16. Laughing boy head
17. Dampati (Konark)
18. Bodhisattva bust
19. Lady writing love letter
20. Ganga
21. Rampurva bull
22. Kubera
23. Flying Gandharvas
24. Vasant Sena
25. Ashokan Lion capital
26. Yakshi (Gyaraspur)
27. Vishnu (Gupta period)
28. Yaksha (Pitalkhora)
29. Bharhut panel
30. Amravati panel



MUSEUM CORNERS ESTABLISHED DURING 2002-03 (REGION WISE)

<i>Chandigarh</i>	<i>Hyderabad</i>	<i>Jaipur</i>	<i>Shillong</i>	<i>Patna</i>	<i>Bhopal</i>	<i>Pune</i>	<i>Lucknow</i>
Amritsar	Bolangir	Ajmer	West Sikkim	Aurangbad	Morena	Ahmed-nagar	Barabanki
Bhatinda	Mayurbhanj	Tonk	Sivasagar	Bhojpur	Chhatarpur	Aurangabad	Hathras
Farour	Dhenkanal	Jaipur	Golagahat	Buxar	Raisen	Latur	Meerut
Jalandhar	Phulbani	Bhartpur	Lakhimpur	Nawada	Balaghat	Satara	Bulandshar
Hamirpur	West Godvari	Dholpur	Sonitpur	Supaul	Rajgarh	Bharuch	Shajhanpur
Kangra	Bijapur	Swai Madhpur	Cachar	Begusarai	Raipur	Jamnagar	Bagpat
Sirmour	Hassan	Baran	Morigaon	West Champaran	Bilaspur	Kheda	Hardoi
Kathua	Palaghat	Bundi	Khumbong	Godda	Raigarh	Surat	Haridwar
Jammu	Karaikal	Chittorgarh	W.Tripura (R.C.Ghat)	Lohardega	Amravati	Valpoi	Uttarkashi
Udhampur	M.Andaman	Kota	Williamnagar	West Singhbhum	Wardha	Solapur	Tehri Garhwal

MUSEUM CORNERS PROPOSED TO BE ESTABLISHED IN 2003-04 (REGION-WISE)

<i>Chandigarh</i>	<i>Hyderabad</i>	<i>Jaipur</i>	<i>Shillong</i>	<i>Patna</i>	<i>Bhopal</i>	<i>Pune</i>	<i>Lucknow</i>
Mandi	Nalgonda	Nagaur	DibangValley	Araria	Betul	Nanded	Azamgarh
Chamba	Qiittoor	Banswara	EastKameng	Jamui	Bhind	Sindh Durg	Bahraich
Anantnag	Nizamabad	Rajasmand	Lohit	Banka	Chindwara	Raigad	Ballia
Baramulla	Chickmaglur	Bhilwara	Tawang	Darbanga	Sehore	Jalna	Bareilly
Sangrur	Kolar	Jalore	Barpeta	Gaya	Seoni	Nasik	Basti
Nawasahar	Mandya	Sikar	Darang	Madhepura	Shahdol	Osmanabad	Bhadohi
Patiala	Pathanamtitha	Barmer	Dibrugarh	Madhubani	Dantewada	Parbhani	Bijnore
Ropar	Idukki	Karnal	S. Garo Hills	Giridih	Balasore	Yavatmal	Farikkhabad
Fatehgarh Sahit	Cannanore	Jind	W. Caro Hills	Giridih	Durg	Sabar Kantha	Etah
Chandigarh	Yanam	Kaithal	Tamengalong	Latehar	Ganjam	Nagpur	U.S. Nagar



No. F. 13-30/2002-NVS (Acad.)

3rd November, 2003

To

The Deputy Directors,
Navodaya Vidyalaya Samiti
All Regional Offices

**Sub. : Equipping and Supporting the Science Laboratories in the Vidyalayas
— Request Regarding**

Dear Sir/Madam,

I am to draw your kind attention to the subject cited above and to inform that during the recent training programmes conducted for PGTs in science subjects, the teachers have brought to the notice of the concerned authorities the following shortcomings which are hampering the effective teaching-learning transaction in their subject.

The points mentioned by them include the following:

1. In certain JNVs laboratories are not adequately equipped.
2. In certain Jawahar Navodaya Vidyalayas Lab Attendant is mostly not available in the laboratory working instead he is engaged in Principal's office and/or at his residence.
3. Adequate care has not been taken to provide computer training to the PGTs of science subjects with the result they are not able to make use of the Internet facility.
4. When recommended for procurement of certain CDs under Library Head, some Principals have reservation for procuring the CDs under Library Head.

I need not emphasise the role of the Regional Office and Assistant Directors Cluster Incharge concerned in attending to the above requirements of the Science Teachers in the Vidyalayas. While the said problems may be only in very few limited Vidyalayas, it is essential for us to periodically review, monitor and strengthen the laboratory function in these Vidyalayas.

Yesterday I happened to be in JNV-Bhopal where the National Science Exhibition is being conducted. When I wanted to have interaction with the escort teachers, for my surprise and shock, I found variety of escorts. Most of the escorts were either LDCs, UDCs, Lab Attendants, Staff Nurses, Catering Assistants, Creative Teachers. There were hardly any teachers dealing with the science subjects. While I understand the pressure of teaching, it was found to be ridiculous to see a Science Exhibition organised and conducted without the support of science teachers. In certain cases, students are not able to explain the specific details related to the exhibit presented by them. I am sure you will all agree with me such casual attitude to an important activity like National Science Exhibition for inculcation of the science promotion among student would not only tarnish the image of the organisation but will also de-motivate the students, visitors and the organisers of the Exhibition.

It is, therefore, once again appealed to the Deputy Directors/Assistant Directors of the region concerned to take minimum care when such national importance activities are organised.

I shall be happy if you can review the existing status of the laboratories in your region with the assistance of Cluster In-charge Assistant Directors and let me know the action taken in this regard.



School-wise comments on the above issues will enable us to further support the science laboratories in the Vidyalayas. This letter may please be circulated to the Asstt. Directors of Clusters and information obtained through them compiled and forwarded to me.

Yours faithfully,

(V. Rama Rao)
Joint Director (Acad.)

Copy to :

1. Director, NLI (Chandigarh)
2. Director, NLI (Ghaziabad)
3. Director, NLI (Ranga Reddy)



Migration of Students



D.O.No.F. 2-1/95-NVS (Acad.)

Dated : 30 Nov. 95

Dear Principal,

As you are aware, Navodaya Vidyalaya Scheme Provides for migration of 30% children from the Vidyalayas located in Hindi Region to the Vidyalayas located in non-Hindi Region and vice-versa, at Class IX level. By now, you would have received a batch of migrated children in your Vidyalaya and batch from your Vidyalayas would have gone to another Navodaya Vidyalaya situated in a different linguistic Region. There is no doubt that you would have taken adequate care of all migrated children who have reported at your vidyalaya, I would like to draw your attention to following relevant points in this regard which should be kept in mind for this year as well as next batch in academic session 1996-97.

It is most important that there should be a very substantial and though indoctrination and inculcation of purpose and objectives of the scheme in the teachers. The teachers should be enthused to look forward to serving an urgent and important national cause. If they have this background all the time, automatically their approach and treatment of the migrated students would be different. Similarly, the students who come and go should not only be explained the laudable objective behind the scheme but also made to feel that in the process they will be gainers in getting knowledge of another state and that in doing so they were fulfilling a national objective. This indoctrination should begin a year earlier.

When the students from one school come to the other school on migration, they should not just be treated as locals and shown their dormitories and living space. It will be better that a little fuss is made about them when they come. The host schools should organise a formal and generous welcome so that right from the start the migrated students have a feeling of being wanted and welcomed. That will set the tone for the rest of the stay.

It is very essential that some interaction should be arranged to give the students a feel of the local culture, living style and get a certain amount of feeling of the oneness of India and the hospitality of the place.

The list of students who are to come to a particular school should be sent before hand, particularly giving the homes from which they come, their special likes and dislikes, hobbies etc. An attempt should be made to locate similar students in the same class or in the next lower class. When the migrated students come, each one student should be given of host student 'Sakha' or Sakhi' who is supposed to be his comrade during his stay. The parents of the host child should also be involved. In fact, they should be invited to the welcome get-together and told that instead of one of their sons being here, they should treat that there are two sons here and they should be asked to act as local guardians or foster parents of the migrated students. Parents may be asked to invite the students to their homes on holidays and generally try to Make up the deficiency of home-sickness generally felt by the children. This will give the migrated students a feeling of being wanted of the goodness of the people here and would not feel so lonely and miss their families less.

The teachers should also try and go out of the way to look after these children and particularly enquire if they need any help or have any difficulties so that instead of feeling a sense of being discriminated against, they should have a feeling of being treated with a certain amount of regard and affection. It is important that the host families should be selected carefully and made to feel that they are also fulfilling a great national objective. The student of both sides should go back home with happy memories and a feeling of the host people being good, hospitable and generous. It is only then that the real purpose of the scheme will be achieved, otherwise it is just going from one school to the other.



The migrated students should be taken out for sight-seeing tours of important places in the host state in the short holidays and that they have in the Vidyalaya.

Children with chronic ailments or those with serious physical disabilities may not be sent on migration, Necessary permission in this regard should be obtained from the concerned Regional Office well in advance before selecting such children for migration.

While sending the children on migration every effort should be made to get reservation for their travel in advance.

The Children who have migrated to your Vidyalaya, have moved away from their parents and require specific parental care. Two senior teachers (male or female) should be assigned the responsibility of constantly looking after the welfare of the migrated children. He/She should also keep you personally informed about any problem faced by the migrated children. Their successful discharge of duties should find mention in the ACR.

The migrated children should be distributed conveniently amongst the senior houses so that they would be able to freely mix with the local children of Vidyalaya.

In case items of daily use (including uniforms) are not issued by the parent Vidyalaya, the same have to be immediately issued by the receiving vidyalaya under intimation to the parent Vidyalaya/Regional Offices.

In case a portion of the syllabus has already been covered in the class before the arrival of the migrated children, special arrangement for coverage of syllabus for the benefit of migrated children must be made. Teachers may be requested to go out of the way to ensure that uncovered portion of the studies are covered without any loss of time.

Migrated children may have different food habits, therefore, at least during initial stages, arrangements may be made to provide them their own local food occasionally, if possible.

During the first three to five months the Principal should make it a point to have atleast one monthly meeting with the migrated students and be available to meet them at the personal level at any time during the crucial adjustment period.

Intensive counselling is essential to curtail the indiscipline behaviour, if any , on the part of migrated children. Serious case of indiscipline, if any, have to be dealt with as per the norms of the Samiti.

A farewell ceremony be held in which a certificate of merit for successful completion of migration in furtherance of national integration be issued by the host Vidyalaya along with token momento to the migrated children before they leave for their parent Vidyalaya after completion of migration period.

It is brought to the notice of Principal that repeated failures of migration scheme in their respective Vidyalayas will tend to reflect on their performance adversely, while positive experiences of migrated children would definitely go to the credit of the Principal as the leader of the team.

I am sure, by keeping in mind the points as mentioned above, the stay of migrated children in your Vidyalaya shall certainly be rewarding and purposeful and they shall return to their parent Vidyalaya with happy memories.

Yours faithfully,

(Neeru Nanda)
Director



F.No. 2-1/96-NVS (Acad.)

4th August , 1996

To

Principals of all JNVs

Sub. : Migration

Sir,

As you are aware, a revised Migration Scheme has been operationalised with effect from the current academic session and migration has now been limited to Class IX only. There have been instances where a few students of Class XI and/or XII have expressed their desire to continue their +2 level studies in Vidyalaya where they were earlier migrated and such permission have been granted by Principals/ROs. Director, NVS has desired that the details of +2 level students who volunteered and have been permitted to proceed on migration may please be communicated to the Samiti. This information may please be sent by name to the undersigned immediately.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.S. Gauri', is written over a horizontal line.

(S.S. Gauri)
Deputy Director (Acad.)



F.No. 2-1/97-NVS (Acad.)

Dated : June 17, 1997

Dear Principal

As you are aware one of the most important objective of the scheme of Navodaya Vidyalayas is the policy of migration of students. This policy helps to inculcate the spirit of National Integration among the students by making them live with their peer group in a different atmosphere at a young and early age. Although the policy has been by and large successful over the years it is unfortunate that in a few pockets perhaps the migrated students have not been handled with enough care and affection by Principals and teachers which has resulted in certain temporary set backs. Responsibility of providing a conducive and congenial atmosphere for the migrated children so that they adjust and adopt themselves, rests completely with the Principal, Staff and local students of the receiving Vidyalaya. Some of the problems that migrated students have brought to the notice of the Samiti are :

1. Non provision of food of their choice.
2. Non provision of student items/warm clothing/study material etc.
3. Non provision of adequate teaching facilities through proper medium of instruction.
4. Lack of mixing of these children with the other children of the vidyalaya there by encouragement towards groupism.

It is not difficult to remedy the above problems if only Vidyalayas earnestly try for in this direction. Following guide lines may be kept in mind to ensure smooth running of migration in the Vidyalayas.

1. No child shall be sent back to the parent Vidyalayas without prior approval of the Deputy Director of the Region/NVS (Hqrs.). In case of any disciplinary problem it should be tackled by taking it to the disciplinary committee of the vidyalaya.
2. Formal and informal meeting should be held periodically with the migrated children by the Principal and House Master in order to know their problem, if any and to provide timely remedy.
3. The migrated students shall be mixed up with local students in different dormitories by dividing them into different houses. They should be encouraged to develop rapport with the local students so that they will not form their own group.
4. In case the migrated students are facing problems regarding the media of instruction, adequate remedial facilities shall be provided.
5. Keeping in view the food habits of the students who have migrated to a Vidyalaya where the food habits of the children are different, it is essential that their tastes and habits should be kept in mind particularly in the initial stages till they have adjusted themselves to the new food habits.
6. It is also to bring to the notice of the Principal that repeated failure of migration scheme in their respective vidyalaya will tend to reflect on their performance adversely, while positive experiences of migrated children would definitely go to the credit of the Principal as the leader of the team.

I am sure by keeping in mind the points as mentioned above and the guide lines being issued by us from time to time you would ensure that stay of migrated children in your Vidyalaya be rewarding



and purposeful. A good and healthy climate created by Principal, staff and students of the Vidyalaya will go along way in achieving the goals of national integration through the policy of migration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Anurag Bhatnagar', is written over a light blue rectangular stamp. The signature is fluid and cursive.

(Anurag Bhatnagar)
Director

The Principal,
All Jawahar Navodaya Vidyalayas

Copy to :

1. Deputy Director, NVS All Regions
2. District Magistrate/Chairman VMC, all JNVs.



F.No. 2-3/95-NVS(Acad.)

3rd September, 1998

To

The Deputy Directors,
Navodaya Vidyalaya Samiti
All Regions

Sub. : Disciplinary Action in Cases Involving Migrated Children.

Sir,

Your kind attention is drawn to our letters of even number dated 22nd February, 94¹ and 23rd November, 1995² through which constitution of the disciplinary committee to deal with the disciplinary cases and power of delegation of issuance of Transfer Certificates to students was intimated to you. In furtherance of the same it is to convey that Director, NVS wishes that Deputy Directors of the regions should monitor the disciplinary cases and proper disciplinary actions be taken immediately against the local children/children who are on migration in the region following usual norms, as and when situations arise. Migrated children should not be sent back to parent Vidyalayas without the approval of the NVS (Hqrs.).

Yours faithfully,

(H.N.S. Rao)
Asstt. Director(Acad.)

1. See page 36
2. See page 40



F.No. 16-7(39)/90-NVS(Acad.)

Dated : 9.9.1998

To

The Principal
All JNVs.

Sir,

Samiti is receiving many representations from the parents of the children selected for migration saying that their wards are not medically fit to move out from the parent Vidyalaya. In a majority of such cases. It is noticed that either medical certificates are not proper or the required report of the principal of the JNV concerned is missing. So that there is delay in taking decisions on the matter. Hence it has been decided that in all the cases where in parents submit applications saying that the child is not in a position to go on migration on medical grounds, Principal may record his observations as to whether the case is genuine and get medical report from Vidyalaya doctor/Chief Medical Officer of the district and the same is forwarded to the Dy. Director of the regions concerned. Dy. Director of the regions will convey the decisions to the respective Principal for further necessary action.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'H.N.S. Rao', written over a horizontal line.

(H.N.S. Rao)
Asstt. Director(Acad.)

Copy to :

Dy. Director NVS, All Regions



F.No. 7-21/NVS(Acad.)

Dated : 20-6-2001

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

Sub. : Effective Implementation of Migration of Students.

Sir/Madam,

As you are aware, the scheme of migration of students in JNVs is generally running smoothly. Although the scheme has been by and large successful, it is matter of great concern that serious problems are still being reported from time to time. No doubt the reported incidents of untoward incidents are marginal in number. The gravity of issues reflected there, indicate that we need to take remedial steps to handle the issue of migration to make it complete success meaningfully.

It should be our endeavour to encourage the migration in the interest of the children and to ensure appropriate requirement. Needless to say that the requirement is not merely the physical arrangement but it is more in psychological and emotional support to children who are migrated and likely to be migrated as the case may be. The teachers who are assigned with the test of house-masters are more 'loco parents' for the children under their care. In this perspective it is believed strongly that preventive steps taken at Vidyalaya will make the programme more successful. Appeals for thorough indoctrination and inculcation of purpose and objectives of the scheme amongst teachers have time and again been issued.

Some experiences and feedback from students are :

1. Induction of migrated children in the JNVs are carried out routinely.
2. There appears mismatch/imbalance in academic programmes of counterpart JNVs.
3. Migrated students are housed separately from local.
4. Proper attention to the food habits of the migrated children are not given.
5. Adequate opportunity for the migrated children to participate in the activities are not provided.
6. Proper peer group to the migrated children are not arranged.
7. Discrimination in the academic achievements are reported.
8. Adequate watch on the senior children who may misutilise the migrated children are not made.
9. Distribution of uniforms and textbooks and other stationery items to migrated children are not properly handled.
10. There appears to be the communication gap between the counterpart Vidyalaya and counterpart ROs.
11. Coverage of gap in learning levels of migrated children are not properly arranged on the pretext that they are not likely to appear in the board examination from the JNV.
12. Third language teachers are not arranged in time.



13. Third language is not taught with seriousness leading to wide gap amongst the children.
14. Migration completion certificate are not issued to the children.
15. Achievements and mishandling of migration by the teacher and the principal are not appropriately reflected in the annual confidential reports. The fund allocation, selection procedures, constitution of selection committee and coaching camp will be done as per the previous years whereas team selection for SGFI events will be done at National meet venue.
16. Local children are not exposed to the cultural values of the area of counterpart JNVs.
17. Some teachers are not participating in escorting of migrating children.
18. Girl children are escorted by male staff members.

Sufficient guidelines have already been issued from time to time to all the JNVs and also by the Regional Offices. In view of advance guidelines it needs no explanatory directives in furtherance. The lapses observed are no doubt in rare cases. But the damage of such marginal lapses created to the scheme of migration and the Navodaya Vidyalaya Policy is irreparable. In the light of previous instructions it is time now to commit for the cause and to declare **zero tolerance to the failures and negligence in execution of migration policy.**

It is, therefore, requested to kindly take up the issues with the JNVs under your control and to advise them to commit for success of the scheme. To begin with you may declare certain motivation scheme and follow with thorough inspection and stern action. At the same time the entries in the confidential report regarding the success, discontinuance or failure/mishandling as the case may be will have to be made and communicated at appropriate time to the teachers and principals concerned without fail.

This issues with the approval of Director, NVS.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Acad.)



Transfer and Withdrawal of Students



F.No.7-3/87-NVS

Dated: 12.11.87

To

The Principals,
All Navodaya Vidyalayas.

Sub. : Transfer of Children from One Navodaya Vidyalaya to another.

Sir/Madam,

I am to refer to the subject noted above and to say that at times requests are received from parents and Vidyalayas for the transfer of children from one Vidyalaya to another on medical grounds, transfer of parents etc. This is to clarify that as all Navodaya Vidyalayas are residential in characters & there is no justification of transfer of children from one Vidyalaya to another.

It has, therefore, been decided not to consider such requests of transfer. You are requested not to issue any transfer certificate to a child migrating from one Navodaya Vidyalaya to another without obtaining prior written approval of the Samiti.

Yours faithfully,

(Dr. (Miss) S.Srivastava)
Deputy Director (Acad.)

Copy to :

1. Deputy Director (All regions.)
2. All Officers at the headquarters.

(Dr. S.K. Narang)
Asstt. Director (Acad.)



F.No. 1-9/88-NVS (Acad.)

Dated : 26-05-88

The Principal
All Navodaya Vidyalayas

Sub. : Withdrawal of Students.

Sir/Madam,

I am to refer to the subject noted above and to say that the Samiti has been receiving queries from the Principals regarding Withdrawal of Students on disciplinary and medical grounds. In this connection, the position is clarified as under :

(a) **Impersonation an Production of False Documents :**

If a case of impersonation or production of false documents are brought to the notice of the Principal, he/she should immediately try to verify the facts from various sources and, if satisfied, send a complete report to the Deputy Director of the concerned region alongwith all the documents. The Deputy Director of the region is the competent authority to withdraw any students after the proper verification of documents. The students will be withdrawn only after the receipt of written orders from the Deputy Director of the concerned region.

(b) **Medical Grounds :**

For withdrawal on medical grounds, it is essential to constitute a committee under the Chairmanship of Chairman of the concerned Navodaya Vidyalaya Management Committee with CMO/DMO and Principal of the concerned Navodaya Vidyalaya as members. The facts will be placed before the Committee and the recommendations of the committee shall be sent to the Deputy Director of the concerned region who will issue the necessary orders regarding the withdrawal of a child on medical grounds.

(c) **Continuous Absence :**

Name of a students will be struck of the rolls after continuous absence for two months without proper sanction of leave. During this period the Principal of the concerned Vidyalaya will inform the parent atleast twice in Writing under registered cover regarding the absence of the child requesting the parent to report alongwith the child within a reasonable period. In case the child does not report within the specified period, the case shall be referred to the Dy. Director of the concerned region after the absence of two months and the name of the child shall be struck off the rolls on the receipt of the Written orders from the Dy. Director of the concerned region.

However, Leave on genuine grounds for any period may be sanctioned by the Principal but not exceeding three months. Cases of leave beyond three months should be sent to the Dy. Director.

(d) In case any child is withdrawn as mentioned in (a), (b) & (c) above, no amount shall be charged from the parent towards the education of the child. However, text-books, Library books, unused stationery, Uniform and other items issued to the child must be taken back.

(e) **Medical Expenses for Long Term Hospitalisation of Chronic Diseases :**

Each Navodaya Vidyalaya will provide facilities for normal medicines only as available in the Vidyalaya dispensary. In case of long-term hospitalisation (exceeding 10 days) and chronic



diseases the entire responsibility for the expenses on medicines etc. will be that of the parent of the child.

All communication in respect of the point (a) to (e) mentioned above should be sent to the Dy. Director of the Concerned region and copies of the letter need not be endorsed to the Samiti.

(f) **Indiscipline and Continuous Poor Academic Performance :**

Cases involving serious disciplinary charges and continuous poor academic performance for more than two years should be sent to the Samiti with all documents through the Dy. Director of the concerned region. These cases will be decided at the Headquarters and the child shall be withdrawn only on the receipt of written orders from the Director, Navodaya Vidyalaya Samiti.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K. S. Sarma', is written over a light blue circular stamp.

(K.S. Sarma)
Director



F.No.1-9/88-NVS (Acad.)

Dated : 5-08-88

The Principals,
All Navodaya Vidyalayas

Sub. : Withdrawal of Students.

Sir/Madam,

In continuation of Samiti's circulars of even no. dated 26-05-88¹, it is clarified that in case a parent puts up a request in writing regarding the issue of T.C. of his/her ward, the same may be issued after seeking permission from the Deputy Director of the concerned region. There is no need to make any reference to the Director in this regard.

In all cases of withdrawals under impersonation, medical grounds, in discipline and personal request, no fees will be charged from the student. However, items of uniform, text-books library books, unused stationery and other items issued to him by the Vidyalaya should be taken back or the expenditure incurred on these items may be recovered from the parents in case of loss of items before the T.C. is issued.

Once a child is withdrawn, the cases of re-admission shall only be decided by the Director, NVS and full facts of the case should be submitted to the Samiti through the Deputy Director of the region.

It has been seen that inspite of repeated instructions cases of withdrawal are still being sent by the Principal directly to the Samiti. All such cases, wherever required, should be sent to the Deputy Director of the region with necessary documents who will verify the facts and documents and send the same to the Samiti with his/her recommendations.

Yours faithfully,

(K.S. Sarma)
Director

Copy to :

1. Deputy Director, NVS all regions.
2. All officers at the Headquarters.

(Dr. S.K. Narang)
Asstt. Director (Acad.)

1. See page 250



F.No.6-1/88-NVS (Acad.)

Dated : 20-01-89

To

The Deputy Directors,
All Regions

Sub. : Transfer of Children from one Navodaya Vidyalaya to another.

Sir,

I am to refer to the subject noted above and to say that a case has come to the knowledge of the Samiti where a child was transferred from one Navodaya Vidyalaya to another by the Deputy Director of a region. This is quite a serious matter as transfer of children from one Navodaya Vidyalaya to another is not permitted except under the written orders of the Director, Navodaya Vidyalaya Samiti. I may reiterate that since all NVs are residential, transfer of children from one Navodaya to another cannot be permitted except by the Director, NVS.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K.S. Sarma', written in a cursive style.

(K.S. Sarma)
Director



F.NO. 16-1 (3)/90-NVS (Acad.)

9th October, 1990

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

Sub. : Issuance of TCs to the Children Who did not Report after the Winter Break of 1989 and Summer Break of 1990 -Reg.

It is gathered from several Vidyalayas and Regional Offices that some children who have left the Vidyalayas for winter break of 1989 and summer break of 1990 did not turn up to their respective schools after the said vacations. As we cannot wait for the children indefinitely. In view of the discipline required to be maintained and the studies of the children, we have decided to issue TCs after making two attempts to persuade the children to report back to the vidyalayas. Wherever, the principals have already made two attempts in reminding the children to report back to the school and failed to get the desired response, they shall issue the TCs with immediate effect to such children after collecting the items/dues if any from them.

For the rest of the children whom the Principals have not reminded so far only one reminder may be issued immediately giving 10 days time to report back to the school. In case, they don't report, they also may be issued TCs.

Yours faithfully,

(K.S. Sarma)
Director



F.No.1-1/90-NVS(Acad.)

Dated : 05-1991

To

All Principals
Jawahar Navodaya Vidyalayas

Sub. : No T.C. to be Issued after Class-X.

Sir,

It has come to my notice that number of parents are requesting for withdrawal of their wards after passing Class X CBSE Examination. I would like to make it clear that no withdrawal will be permitted after Class X. Samiti has already spent approximately Rs.10,000/- per year per child. After spending approximately Rs.50,000/- per child it is not advisable to allow the child to leave the Vidyalaya before completing Class XII. All of you are requested to make special efforts to satisfy the parents regarding this issue. However under very special circumstances, Director's approval will be treated as essential.

Yours faithfully,

(K.S. Sarma)
Director

Copy to :

1. The Deputy Director, N.V.S., All Regions.
2. The Deputy Director, Training Centre, Guntur.

(K.S. Sarma)
Director



F.No. 16-2/90-NVS(Acad.)

Dated : 13.2.92

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Re-Admission/Withdrawal/Issuance of TC/Disciplinary Action - Reg.

Sir,

In supersession of the various instructions issued in the past on the above subject, the following instructions are now issued :

Sl.No.	Issue	Approving Authority
1.	(a) Issuance of TC after passing All India Senior School Certificate Examination.	Principal
	(b) Compulsory issuance of TC on account of failure in the All India Secondary School Examination/All India Senior School Certificate Examination.	Principal
	(c) Issuance of TC on long absence	Principal (As contained in Samiti's Circular No. F.16-1(3)/90 NVS (Acad.) Dated:9-10-90 ¹)
	(d) Temporary suspension on disciplinary grounds for a maximum of 15 days.	
	(e) Condonation of absence from the Vidyalaya	
	i. Upto one month	Principal
	ii. Beyond one month and upto three months	Dy. Director of the Region.
	iii. Beyond three months	Director
2.	(a) Issuance of TC on health grounds on the certificate of a civil surgeon.	Dy. Director of the Region.
	(b) Issuance of TC on request	Dy. Director of the Region.
3.	(a) Issuance of TC on Disciplinary grounds	Director
	(b) Issuance of TC on refusal to go on migration as per the policy of NVS.	Director

In case of 1 (d) above (temporary suspension), the suspension must be duly approved by a committee of at least 3 teachers under the Chairmanship of the Principal. The complete details should be immediately sent to the Deputy Director concerned who will arrange further enquiry, if

1. See page 254.



required, within 15th days and send the case to the Samiti in case action is desired under 3(a) above. Under no circumstances shall the students be suspended for more than 15 days by the Principal and 15 more days by the Deputy Directors on the basis of his enquiry. This should be used most sparingly and not as a matter of routine.

Strict compliance is requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.K. Narang', written over a horizontal line.

(Dr. S.K. Narang)
Director I/C.



F.No. 16-2/90-NVS(Acad.)

Dated : 6.7.92

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Re-Admission/Withdrawal/Issuance of TC/Disciplinary Action-reg.

Sir,

In supersession of the circular of even number dated 13th Feb., 1992¹ on the above mentioned subject, the following instructions are issued :

Sl.No.	Issue	Approving Authority
1.	(a) Issue of TC after passing All India Senior School Certificate Examination.	Principal
	(b) Compulsory issue of TC on account of failure in the All India Secondary School Examination/All India Sr. School Certificate Exam.	Principal
2.	Issue of TC on request of the parents	Principal
3.	Issue of TC on long absence	Principal (as contained in Samiti's Circular No.F.16-1/(3)/90-NVS (Acad.) dated 9-10-90 ²)
4.	Temporary suspension on disciplinary grounds for a maximum of 15 days	Principal
5.	Condonation of absence from the Vidyalaya (i) Upto one month (ii) Beyond one month and upto three months (iii) Beyond three months	Principal Deputy Director of the Region Director
6.	(a) Issue of TC on Disciplinary grounds (b) Issue of TC on refusal to go on migration as per the policy of NVS	Deputy Director of the Region.

While issuing T.C. on request, the Principal of the concerned Vidyalaya should fully satisfy himself/herself or explain to the parents that once withdrawn the child shall not be admitted again. The parents should normally be persuaded not to withdraw their child. Consolidated report of all such cases shall be sent to the Deputy Director of the region, alongwith the reasons for issuing TC.

1. For reference See page No. 256
2. See page No. 254



In case of 4 above (Temporary suspension), the suspension must be duly approved by a committee of atleast 3 teachers under the Chairmanship of the Principal. The complete details should be immediately sent to the Deputy Director who will arrange further enquiry, if required, within 15 days and send the case to Samiti in case action is desired under 3(a) above. Under no circumstances shall the students be suspended for more than 15 more days by the Principal and 15 days by the Deputy Directors on the basis of his enquiry. This should be used most sparingly and not as a matter of routine.

Strict compliance is requested.

Yours faithfully,

(K.Mohan Rao)
Deputy Director (Acad.)

Copy to :

1. The Principal, All Navodaya Vidyalayas for information and necessary action.
2. Heads of all Wings of NVS Hqrs. for information.

(D.S. Singh)
Asstt. Director(Exam.)



F.No. 16-5(28)/90-NVS (Acad.)

Dated : 05-11-92

To

The Principal
All Navodaya Vidyalayas

Sub. : Mode of Issuance of T.C. to the Migrated Children.

Sir/Madam,

It has been decided that transfer certificate to the migrated children whether the migration is for 2 years or 4 years should be issued by the parent Vidyalaya. The Vidyalaya where the children have migrated should furnish the required details like name, years of stay, the classes studied, character and conduct and other personal details like a copy of the cumulative record of the children in question to the parent Vidyalaya. So that the parent Vidyalaya can fill up the relevant columns in T.C. In addition, provision for extra column in T.C. may also be made to show the temporary migration of the children for 2/4 years to make the stay of the children in the migrated Vidyalaya clear.

Yours faithfully,

(K. Mohan Rao)

Deputy Director (Acad.)

Copy to :

The Deputy Directors, NVS, all regions

Deputy Director (Acad.)



F.No. 1-1/93-NVS(Exam.Cell)

Dated : 19.07.93

To

The Deputy Director,
Navodaya Vidyalaya Samiti
All Regional Offices.

Sub. : Counter-signature on Transfer Certificate.

Sir,

We have been receiving a number of request from the parents of the wards requesting the Samiti to countersign the transfer Certificates issued by the Principal concerned as the Transfer Certificates without any counter signature are not acceptable to those institutions where they have to be deposited. Taking the gravity of the situation and the problems being faced by the parents into consideration, it has being decided with the approval of Director that the Chairman, V.M.C. is competent to countersign the Transfer Certificate issued by the Principal of the Jawahar Navodaya Vidyalaya to facilitate the children for further admissions.

Yours faithfully,

(K.Mohan Rao)
Deputy Director (Acad.)

Copy for information to :

1. All the Chairman of the V.M.C.
2. All the Principals of the Navodaya Vidyalayas
3. School File (Singhbhum, Bihar)

(K. Mohan Rao)
Deputy Director (Acad.)



F.No. 2-3/96-NVS (Acad.)

Dated: 15-05-97

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

Sub. : Issuance of Transfer Certificate.

Sir,

With reference to the existing provisions regarding the issuance of Transfer certificate it is requested that the following provisions be made to settle issues related to serious disciplinary cases in a speedy way.

1. In respect of serious disciplinary cases, Principal may issue Transfer Certificate with the approval of Chairman, VMC. In case no decision is obtained from the Chairman within the stipulated ten-days period, Deputy Director of Regional office may take decision to issue Transfer Certificate in such cases. While decision of the Chairman or of Deputy Director (RO) still awaited, the Principal may suspend the child from the vidyalaya immediately.
2. In case Disciplinary Committee of the Vidyalaya is headed by the nominee of the Chairman, VMC, the recommendation of the Disciplinary Committee should be sent to DC/Collector for ratification.

Request for necessary action.

Yours faithfully,

(H.N.S. Rao)
Asstt. Director (Acad.)



No. F.2.-24/.2002-03/NVS- (SHR) /1407

Dated: 04-07-2003

To

The Joint Director(Admn)
Navodaya Vidyalaya Samiti,
Indira Gandhi Stadium,
I.P. Estate,
Mew. Delhi - 110 002.

**Sub. : Forwarding the Admission Related Informations of Children against
Category - I Teacher for the Session 2003-04.**

Sir,

As desired by the Joint Director (Admn.), NVS, New Delhi during the counselling session for the Category - I Teacher at the JNV, Morigaon (Assam) on 27th June 2003, the informations related to the admission requirement of the children of Category - I teachers in the different JNVs within the country are enclosed herewith for favour of kind information 'and necessary action please.

Thanking you,

Yours faithfully,

A handwritten signature in black ink, appearing to be 'D. Hazarika', is written over a light blue rectangular stamp. The signature is fluid and cursive.

(D. Hazarika)
Deputy Director



NAVODAYA VIDYALAYA SAMITI : REGIONAL OFFICE : SHILLONG
INFORMATION ON ADMISSION REQUIREMENT OF CHILDREN AGAINST CATEGORY-1 TEACHERS FOR THE SESSION 2003-04

Sl.No.	Name of Teacher (Category-I)	Designation/ Category	JNV from where transferred	JNV where now posted in N.E Region	Name of children for whom admission required	Class & Stream	JNV where admission required	Remark
1.	Sh. Ram Ashray	PGT (Hindi)	Meerut	Ri-Bhoi	Kum. Anjali	XI, Sc.	Barabank/Sultanpur/ Meerut	
2.	Prem Singh	PGT-Maths	Swai Madhopur	Dibrugarh	Brajendra Singh	IX	Swai, Madhopur	
3.	M. Birbal Singh	PGT Maths	Bikaner	Goalpara, Assam	Chandra Vijay Singh	XI Sec.	Jhunjhunu	
4.	R.K. Patro	PGT Hist.	Chandrapur	Dibrugarh, Assam	Swati S. Patro	XI Sec.	Dibrugarh	
5.	P.N. Shukla	PGT Geog.	Jalna, MS	East Kameng	Vivek Shukla Anurag Shulka Kr. Ruchi Shukla	XII Sc XI Sc VIII	South Goa/ Kolhapur Gorakhpur	
6.	Sh. Pankaj Kr. Mishra	PGT Hindi	Pali	Dhemaji	Surya Mishra	VI	Shahjahanpur (UP)	
7.	Sh. Santosh Lal	TGT Hindi	Jalana	Tirap	Shailendra Kumar Shobha Kumari	XII, Sc X	Ri-Bhoi/ Kanpurnagar	
8.	Ms. Pushpa Kumari	Music Teacher	Munger	Sibsagar	Atul Anand Ankita Rani	X VI	Sibsagar	
9.	Sh. Awanindra Singh	Music Teacher	Ranchi	West Garo Hills	Amol Kumar	IX	Samastipur	
10.	V.V. Chichanikar	Music Teacher	Wardha, MS	Tinsukia	Poonam V. Chichanikar	VII	Wardha	
11.	G.R. Joshi	Music Teacher	Nandurbar	Dibang Valley	Ravidut G. Joshi Akash G. Joshi	X VII	Nandurbar nandurbar	
12.	Sh. Sovaran Singh	PET (M)	Sirohi	Karimganj	Master Sahil	VII	Morena (MP)	
13.	Sh. Raj Kishore Rai	PET (M)	Dungerpur	Lakhimpur	Master Ankit	IX	Samastipur/ Lakhimpur (Assam)	
14.	Md. Jebrail	PET (M)	Gumla	Karbianglong	Waquar Ashraf Nahida Parveen	IX IX	Gopalganj Bihar	
15.	Bonge Onkar Baburao	PET (M)	Kolhapur	Kamrup	Chetna O. Bonge Shiva O. Bonge	VIII VI	Jalna (MS)	



NAVODAYA VIDYALAYA SAMITI : REGIONAL OFFICE : SHILLONG								
INFORMATION ON ADMISSION REQUIREMENT OF CHILDREN AGAINST CATEGORY-1 TEACHER FOR THE SESSION 2003-04								
Sl.No.	Name of Teacher (Category-I)	Designation/ Category	JNV from where transferred	JNV where now posted in N.E Region	Name of children for whom admission required	Class & Stream	JNV where admission required	Remark
16.	A.D. Chugule	PET (M)	South Goa	West Sikkim	Dipak	DipinPrinting VI	Pune	
17.	B.L. Balpande	PET (M)	Chandrapur	Karimganj, Assam	Ma Bhusan B. Balpande	XII Sc	Wardha, Maharashtra	
18.	A.R. Dewanger	Art Teacher	Bolangir	Chandel	Lokeshwar, Dineshwar	XI Sc	Chandel	
19.	G.S. Karamudi	Librarian	Shimoga	Ri-bhoi	Veda Memo	IX VI	Samastipur	



F.No. 13-6/2003-NVS (Acad)

Date: 11-7-2003

OFFICE ORDER

Sub. : Admission of the Children of Teachers Who have opted for Transfer to North-East Region.

01. Navodaya Vidyalaya Samiti has extended the facility of admission of children of the teachers who have sought transfer to North Eastern Region voluntarily in any Vidyalaya of their choice. Accordingly, the teachers who have reported to duty in the Vidyalayas of North Eastern Region have requested for admission of their children in the Vidyalayas of their convenience.
02. The details related to teacher concerned, the name of the child, class studying and the Vidyalaya where admission is sought is enclosed to this order.
03. All the Deputy Directors of the Regional office are requested to accord admission to the children as per the preference of choice given by the teacher. Individual communications informing them of the admission may please be sent to the Regional Office Shillong as well as the concerned teacher.
04. Compliance of this order may please be confirmed at the earliest.

(V. Rama Rao)
Joint Director (Acad.)

Encl.: As above.

Copy to :

- 1) The Deputy Director, NVS, RO Shillong with the request to coordinate the admission and intimate the teachers concerned.
- 2) The Deputy Director, All Regional Offices.

Joint Director (Acad.)



Co-Curricular & Extra-Curricular Activities



F.No.13-25/87-NVS

Dated: 22.6.87

To

The Principals
All Navodaya Vidyalayas.

Sub. : Celebration of Annual Days in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that all Navodaya Vidyalayas should celebrate their Annual Day every year preferably between October and December. The following are some of the guidelines in this connection :

1. Some local dignitary, eminent educationist or Chairman VMC should be invited to preside over the function. In case a Minister or Governor is invited, prior permission of the Samiti should be obtained.
2. On this occasion, besides an annual report and prize distribution, the children should present a cultural programme with items having bearing on National Integration and International Understanding. Stress should be laid on group items and efforts be made to involving larger participation of as many students as possible. Solo items should be discouraged.
3. An Exhibition on Science and Social Science should be arranged on this occasion which should remain open for the students of the Vidyalayas, and also for the neighbouring schools and general public for 2/3 days.
4. Prizes should be awarded to the students for their distinction in curricular and co-curricular activities.
5. A brief report about the function and one or two significant photographs (black & white) regarding the activities of the children/exhibition/annual function should be sent to the Samiti after celebration of the Annual Day.

Yours faithfully,

(Dr.S.K. Narang)
Asstt. Director (Acad.)



Ref. F.14-15/87-NVS

April 21, 1988

To

The Principal,
All Navodaya Vidyalayas.

Sub. : Celebration of Annual Days and other Functions.

Sir/Madam,

I am to refer to the subject noted above and to say that the Samiti is receiving lot of requests from Principals of Navodaya Vidyalayas regarding the celebration of annual days, inaugural/opening ceremony, annual function or similar other functions. In this connection, following guidelines are offered:-

1) Inaugural/Opening Ceremony/Foundation Stone Laying Ceremony.

In case the Minister/Governor is invited for the same, the invitation card should be issued only in the name of Chairman, VMC and prior permission for inviting VIPs must be obtained from the Director (NVS Chairman VMC) should be invariably consulted for despatch of invitation cards to the invitees. Total expenditure in this connection should not exceed Rs. 3000/- under any circumstances.

2) Annual Days/Sports Day.

These functions should be organised preferably before 31st December, every year. The programme should be got approved by the Chairman, VMC and the total expenditure for the annual days and the sports days should not be more than Rs. 3000/- including prizes in a year.

The expenditure on the above functions should be met out of the grant placed at your disposal for extra curricular activities. No request for expenditure over and above the norms laid down above should be sent to the Samiti.

In all such cases, the Deputy Director of the region must be kept informed.

Yours faithfully,

(J.N.Sharma)
Deputy Director (Admn.)

Copy to :

1. Deputy Directors, all regions.
2. All officers at the Headquarters.

Dr.S.K.Narang
Asth. Director (Acad.)



F.No.10-1/89-NVS

August 6, 1989.

To

The Principal
All Navodaya Vidyalayas.

Sub.: Introduction of Scouts & Guides Activity in 256 NVs.

Sir,

With a view to introduce Scouts & Guides activities in each Navodaya Vidyalaya, it has been decided to constitute 'Navodaya Vidyalaya, Bharat Scouts and Guides State Association' at Headquarters which will consist the following as officer bearers/members :

At Samiti Level

- | | |
|---|---|
| 1. JD(Acad.) | State Chief Commissioner, who would be the Chief Executive of Scouts & Guides activities in Navodaya Vidyalayas |
| 2. D.D.(Trg.) | State Commissioner, Scouts (Male member) |
| 3. D.D.(Acad.) | State Commissioner Guides (Female member) |
| 4. D.D. (A) | State Secretary |
| 5. D.D.(Acad.) | Jt. State Secretary |
| 6. A.D. (A) | State organising Commissioner of Scouts (Male member) |
| 7. ——(One female member is to be nominated) | State organising Commissioner of Guides (Female member) |

At Regional Office Level

- | | |
|---|--|
| 8. Each R.O. (Male member) | Regional organising Commissioner of Scouts (Male member) |
| 9. Each R.O. (One female member is to be nominated) | Regional organising Commissioner of Guides (Female member) |

The State Association, would be responsible for the Scouts and Guides activities in all Navodaya Vidyalayas.

Scouts and Guides activities would be for the students of Class VI and VIII in each Navodaya Vidyalaya. Boys would join the Scouts and girls would join the Guides. Two hrs. a week, would be devoted as per the convenience of every vidyalaya for this activity. One male teacher will be trained as Scout Master and one lady teacher will be trained as Guide Captain from each Vidyalaya* special orientation course of 10 days duration will be arranged region-wise in the- Regional Office with the help of officers of Bharat Scouts and Guides. 40 to 43 Scout Masters and 40 to 43 Guide Captains would be trained in one orientation course. This course is to be organised by each R.O. for their Vidyalayas with the help of Bharat Scouts & Guides of State unit. The medium of instructions in this course, would be either English or Hindi. Six Resource Persons for each group (One Scout Master Group and another Guide Captain group) would be coming from Bharat Scouts and Guides Hqrs. or their respective state unit.

**Uniforms for Teachers**

Every three years, two sets of uniform would be provided to each teacher. The approximate cost would be Rs. 150/- per set.

Other Expenditure;

1. Headquarters of Bharat Scouts and Guides. New Delhi has to be paid Rs. 2/- per student per year as registration fee.
2. Every Vidyalaya would be required to spend Rs. 200/- for scouts training material, which can be purchased from Bharat Scouts & Guides Hqrs. Indraprastha Estate. Opp. Power House, New Delhi.
3. Every Vidyalaya would require to buy some literature on scouts and guides which may cost about Rs. 100/- and the same will be available from Bharat Scouts & Guides Hqrs. New Delhi (The list is attached).
4. Once a year, a small group of students from each Vidyalaya would participate in the state-wise camp. The cost per head would be Rs.200/-

To start with, we may raise one troop of boys scout and one troop of girls Guide in each Vidyalaya, selecting students from Class VI to VIII. Selected students and girls will be allowed to take part in scouts and guides activities in their usual school uniforms to begin with. Par participation in State/National level camps, each Vidyalaya will make provision of 30 sets of scout/ guide uniforms at the cost of Rs.150/- each. These uniforms will be kept in the Vidyalaya and will be issued to the participating scouts/guides during the State & National Camps only. The usual life of these uniforms will be three years.

Teachers who are already trained as a Scout Master/Guide Captain will be given preference to-be incharge of these activities

In case, no trained teacher is available, one male teacher for Scout Master and one lady teacher for Guide Captain will be trainee with the help of Bharat Scouts and Guides organisation or the. State Teachers selected for the Scout Masters/Guide Captains training will be paid Rs. 300 each from Vidyalaya fund to get two uniforms made. The total expenditure involved initially on this should be Rs. 600/- per Vidyalaya,

TA/DA for training course of Scout Masters/Guide Captains will be borne by the respective Vidyalayas from out of funds available with them under the Head-Running of the Vidyalaya-Miscellaneous Expenditure, while going for competition/camps etc. TA/DA will be paid from the normal budget provided.

These activities should be introduced in all the Navodaya Vidyalayas as early as possible.

Yours faithfully,

(K.S. Sarma)
Director



F.No. 1-12/96-NVS (Acad.)

Dated : Dec. 4th, 96

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : 1) Conduct of Co-Curricular Activities and Inter-house Competitions in Jawahar Navodaya Vidyalayas.
2) Constitution of Hobby Clubs.

Sir/Madam,

I am to refer to the subject mentioned above and to state that in order to develop qualities of leadership and spirit of healthy competitions through sports/games and CCA, various instructions and guidelines have been issued by the Samiti for compliance by all JNVs. Although there has been considerable improvement in the conduct of sports and games in JNVs, Samiti desires that special attention may also be paid to the conduct of CCA through Inter-House competitions. The following guidelines/instructions in this regard are being issued for compliance:

A. Planning

- 1) Each JNV shall plan and conduct Inter-House Competitions in CCA separately for junior and senior Houses. As intimated earlier, a Junior House shall consist of classes VI to VIII and Senior House shall consist of classes IX to XII. In a full-fledged vidyalaya, there will be four Junior Houses, four Senior Houses and two Houses for Girls (one for girls from classes VI to VIII and another for girls from classes IX to XII).
- 2) Though all the girls in a JNV have been placed under two houses (Junior and Senior) for the specific purpose of proper supervision and management but for CCA competitions these two Houses should be further divided into four groups each. Each group of girls should be attached with a Junior or Senior Houses (As the case may be) for CCA activities and competitions. If need be, special competitive activities for girls (dance etc.) should also be planned on Inter-House basis.

B. Activities

Following Co-curricular Activities are suggested for conduct of Inter-House (Junior and Senior) competitions :

Quiz Competition
Debates (English and Hindi)
Dramatics
Poem Recitation (English and Hindi/Regional Language)
Essay Writing (English/Hindi)
Drawing and Paintings
Extempore speeches (Hindi/English)
Fancy Dress
Group Songs
Dance
Music (Instrumental/Local)
Gardening



Wall Magazine - Fortnightly, in rotation, each House (Junior and Senior combined together) shall put up a 'Wall Magazine' on a bulletin Board of size 4' x 8' which should be judged by the Principal for awarding points.

The list given above is not exhaustive and few more activities depending on local interests, traditions and a requirement can also be added.

C. Administration of Co-Curricular Activities

- (1) Number of activities and competitions to be organised in a vidyalaya should be planned in the beginning of the academic term. The organisation and conduct for each activity should be assigned to individual teacher who shall be responsible for
 - (a) Fixing of venue, number of participants for each competitive activity .
 - (b) Issuing of detailed instructions to all House Masters.
 - (c) Actual conduct of a activity with the help of other members of staff and senior students. Duties assigned to individual teachers for conduct of CCA competition should be shown in school calender. Teacher incharge should obtain the approval of the Principal before issuing any guideline/instructions for holding of a competition. Normally, Co-curricular Activities for seniors may be assigned to PGTs and for juniors to the TGTs. The competitions for music, P.T. display, SUPW and Art should be planned and organised by the teacher-incharge of these activities in a Vidyalaya.
- (2) House Masters may hold House meeting for selection of children for participation of various competitive activities. Mass Participants of children should be encouraged.
- (3) An overall co-ordinator for all co-curricular activities should also be nominated by the Principal who will keep detailed record of each CCA for Junior and Senior Houses and shall maintain their merit positions based on the points secured by each House. The system for awarding of points for each activity shall be decided once for all by House Masters under the guidance of the Principal.
- (4) Each Vidyalaya must organise atleast one Inter-House Co-curricular Activity Competition (Junior and Senior) both in a week. One day of the week, preferably Wednesday may be permanently fixed for such activities the competitions held just before evening games. Supervision study period between lunch and games may be utilised for such weekly Inter-House Activities. All teachers should, invariably be present during CCA Competitions.

D. Prizes and Trophies

All individual winners may be awarded Prizes during Annual Day Celebrations which should be organised in each JNV every year. However, a House winning , a CCA Competition should be awarded a Trophy on the day the competition is held. This will generate a healthy competitive spirit for other events which are to follow during subsequent weeks.

E. Hobbies and Hobby Clubs

- (1) Each Vidyalaya must start Hobby Clubs under the supervisions of teacher who are interested in certain hobbies. In case teachers with the knowledge of various hobbies are not available or do not come forward, one hobby may be assigned to each teacher and they should be provided guidance in the form of books, periodicals, local-help etc. to acquaint them with the activity. Any local craft or specialised activity can also be taken up in hobby period following Hobby clubs may be organised in a Vidyalaya :

Science Club

Mathematics Club

Leather work

Needle work



Literary Club
Music Club
Arts Club
Philately Club
Gardening Club
Metal Work
Carpet Weaving
Social Science Club

Photography
Electric Gadgets repairing
Ham Club
Commercial Art
Knitting and Tailoring

- (2) Each student has to be a member of atleast one hobby-Club and record of which should be maintained by teacher incharge which should be routinely seen by Principal himself.
- (3) The meeting of Hobby-Clubs should be held once in fortnight. Principal of the Vidyalaya shall fix a day and time for such Clubs meetings.
- (4) The best participants in each hobby should be awarded a Prize on Annual Day.

F. Annual Day Celebration

Annual Day should be celebrated in a Vidyalaya every year. On this day individual Prizes to children and a Trophy to overall Champion House should be awarded. While deciding a Champion House the performance of each House during Inter-House Sports and Games Competitions may also be taken into account.

Although necessary provision of funds for CCA has been provided in Vidyalaya budget, any request for additional funds for above mentioned activities should be routed through regional office concerned.

The detailed instructions given above for the conduct to Inter House Co-Curricular Activities Competitions and Constitution of Hobby Clubs should invariably be followed by each JNV. The Vidyalayas are welcome to add any other item for CCA Competition as well as for Hobby Clubs. The aim of all such activity is to inculcate dignity of labour healthy competitive spirit, affinity to group activities and all-around development of talented children studying in various JNVs in the country.

Receipt of this communications may please be acknowledged.

Yours faithfully,

(S.S. Gauri)

Deputy Director (Acad.)

Copy to :

1. All wing heads of NVS Hqrs., New Delhi.
2. All Deputy Directors of Regional Offices

Deputy Director (Acad.)



F.No. 6-9/97-NVS (Acad.)

Dated : 25-05-97

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Sports and Games in Jawahar Navodaya Vidyalayas.

Sir/Madam,

With reference to the subject mentioned above it is to state that various instructions and Guidelines have been issued in order to plan and execute Sports, Games and Physical education programme in JNVs. Although we are surging ahead since past couple of years in the field of Sports & Games by way of well planned competitions at various level in NVS and through active Participation in SGFI competitions at national level, it is felt that the sports & Games activities should be paid very special attention at vidyalaya level. Thus the following guidelines/instructions are being issued for compliance.

(I) Sports & Games Activities

Following Sports & Games activities are suggested for conduct of inter-house competitions. Activities should be chosen depending on the availability of infrastructure facilities & funds at the Vidyalayas. School teams in each of the games be formed at Jr. and Sr. levels boys and girls teams, separately Vidyalayas are free to introduce any other locally popular sports. NVS Hqrs. and RO should be kept informed in this regard accordingly.

<i>Games</i>	<i>Athletic & Events</i>
1. Kabaddi	Track events
2. Kho-Kho	1. 100 Mtrs.
3. Volly Ball	2. 200 Mtrs.
4. Foot Ball	3. 400 Mtrs.
5. Hand Ball	4. 600 Mtrs.
6. Basket Ball	5. 800 Mtrs.
7. Cricket	6. 1500 Mtrs.
8. Hockey	7. 3000 Mtrs.
	8. Hurdles"
<i>Indoor Games</i>	<i>Field Events</i>
9. Table Tennis	10. High Jump
10. Chess	11. Long Jump
11. Carrom	12. Tripple Jump
	13. Shot put
	14. Javelin Throw
	15. Discuss

(II) Conduct of Sports and Games Activities in JNVs.

(A) Daily Sports Activities of Mornings & Evenings

- (1) It should be seen that all the children of the Vidyalaya attend the morning physical exercises and evening sports programmes. Absence of Children, If any, should only be on medical grounds with the permission of the Principal. While Jogging, Yoga and



Physical exercises should commonly practiced for all the children in the mornings. All the children should also be made to participate in evening games. Evening games should be planned in such a way that a minimum one hour play time exclusive of time for roll call etc. should be available to all the Children, special care should be taken ensure children of lower classes and girls also get enough opportunity to play regularly in the evenings.

There should be roll call, preferably house wise, before the starting of morning and evening activities. During this roll call it should be seen that :

- Absentees, if any, are checked and recorded on daily basis.
 - Late comers are checked and controlled.
 - Children are made to come in proper dress fit for sports with canvas shoes.
- (2) House Master/Associate House Master/Tutor of the concerned House should be on duty every day in the evenings to ensure proper participation of children of their respective Houses in the evening sports and games activities.
 - (3) Where ever sports fields/courts are not in sufficient number certain games/sports be provided on rotation to ensure children getting chance to play all games.
 - (4) Reckening of the Houses for Sports and Games competitions should be the same as has been already indicated in our circular No.F.1-12/96-NVS(Acad.) Dated 4th December, 1996.¹

(B) Inter House Matches

- (1) Sports and games activities for the whole of academic year should be indicated in the Vidyalaya calendar.
- (2) The dates/days of various Inter House matches should be indicated together with teachers helping to organise the same.
- (3) Help of senior class students may also be sought in the conduct of sports competitions.
- (4) House masters and associate house masters and tutors should be involved in the conduct of Intra/inter house matches/sports competitions.
- (5) House master with the help of house prefect should form and feed teams to each of the matches in time based on the performance of children in intra House matches or otherwise.
- (6) Teacher members of the Vidyalaya Sports Committee should be co-opted with PETs to monitor the Sports and Games activities and to ensure the same goes on as per the plan drawn.
- (7) Ultimately in all the inter house sports competitions trophies should be awarded to best children/best house.

(c) School Teams SGFI/Rural Sports Competitions

- (1) School teams should be given regular training by the PETs, SAI coaches, if available, local resources available, if any, should also be made use of. List of events for NVS National Sports Meet, 1997 are enclosed.

1. For reference, see page 273.



- (2) Teams be fed to the cluster level competitions with proper coaching.
- (3) Children who move out of a JNV to participate in Sports competitions should be helped when they are arrive back to make up their studies by arranging special coaching classes.

(III) Diet & Health Care

- (1) It is to be ensured that children undergoing rigorous training for participation in various sports competitions get good diet under the permissible mess expenditure.
- (2) Regular health checkup be got done in case of all children and changes in weight and height of children be recorded twice in year. Help of Vidyalaya Nurse be taken in this regard.
- (3) Before sending the children out of JNV for any competitions, their health checkup has to be got done.

(IV) Guidelines for Planning of Activities

1. Children good in athletics events, (i.e. throws, jumps/ races) are to be identified. Battery of tests be conducted and coaching programmes should be properly planned. Battery of tests as developed by SAI has already been sent.
2. Volley Ball, Kabaddi, Kho-Kho, Hand Ball, Jumps and throws can be introduced in almost all the JNVs without any difficulty. However, Foot ball, Cricket, Hockey, Basket Ball, and Table Tennis be introduced based on the availability of infrastructure facilities and sufficient funds in the vidyalaya. When facilities are available JNVs should not lag behind in introducing all possible games and sports in the vidyalaya. It is advisable to provide Volley ball, Kabaddi, Kho-Kho courts house wise wherever it is not possible at least separate courts should be provided for boys and girls. Specialised sports like Judo, Archery, Gymnastics may also be introduced in the Vidyalayas.
3. Inter House competitions are to be planned for the year. Sports Calendar for the year shall be made. A copy of the same should invariable be sent to reach the concerned Regional offices by 1st week of July every year.
4. Mass participation items like cross country race, sports run, matched with neighbouring schools etc. Should be planned and should be shown in the school calendar.
5. Indoor games are to be planned. Facilities to provide chess, carrom, Chinese checker etc. are to be worked out. (Table tennis is included with the games above) Availability of sports equipment in the Vidyalaya has to be monitored. While Rs. 100 per students per year is being provided in the sports budget for the Vidyalayas it should be ensured that :
 - i) Sports material needed for a JNV should be purchased utilising the budget allocation. Sports/Games should not suffer in the vidyalaya for want of sports equipments.
 - ii) where infrastructure facilities are not available purchases should be made very judiciously. Equipments needed for the Games which are being introduced are to be purchased.
 - iii) Quality sports goods should be purchased following usual norms. PETs should invariably be co-opted in purchasing sports goods.
6. Coaching programme for the selected teams in games/athletics is to be planned for morning/evenings. A time Table of the coaching programme involving PETs and SAI Coaches, If any, be drawn and made operational.



7. Staff who are good, interested in various games/sports are identified and associated with conduct of sports & games.
8. Reputed sports personalities of the district-Arjun awardees etc. should be associated in promoting sports and games activities in the vidyalayas.
9. Principal should hold Vidyalaya sports committee meetings periodically and the recommendations are to be considered for the promotion of sports & Games activities in the Vidyalaya. Composition of the Vidyalaya level Sports & Games Committee has already been circulated. A copy of the same is enclosed.
10. Although NVS is a separate state for the SGFI competitions, JNV children should be encouraged to take part in district level or state level special tournament/sports competition/rural Sports meets. They are, however, not permitted to represent any other state in SGFI competitions.
11. Sports magazine should be subscribed for the Vidyalaya Library and made available to students.
12. Video cassettes on Olympic Games, Asian Games of any other national/international sports events be shown to children to create interest in sports. Similarly video cassettes for learning good techniques, skills and rules of various games may also be procured and shown to children.
13. A students leader from each house (a prefect) be identified to assist the house in sports and games activities.
14. PETs will maintain records of achievement of children in various sports/athletics and games. The initial record at the beginning of year and the subsequent records of children be preserved and shown to inspection committee to ensure improvement in sports performance of children during the year. PETs. producing more number of children performing well at national level are to be encouraged.
15. Names and date of birth of those few children whose performance is comparable to SGFI records shall be invariably sent to NVS HQ with a copy to NVS RO immediately. Catching the talented sports children at a younger age and providing suitable regular training to them is very essential in order to ensure children make a mark in national/international scene. SGFI athletic records of 1996.
16. As the Navodaya Vidyalayas invariably have about 30% of girl students, it is essential to take necessary steps to identify, nurture and promote sports talents amongst girls who have a greater chance to excel in sports arena.
17. It is to be ensured that syllabus on physical education and sports & games including the yoga component which was prepared by Laxmibai National college of Physical Education in collaboration with NCERT. A copy of which, is already provided to you through the NVS Regional offices, should be followed in the vidyalayas.
18. It may be ensured that weightages are given to the eligible sports children for admission in various streams at +2 stage in accordance with our letter of even number dated 31-03-95 A copy of the same is enclosed.

Achievement Maintenance of Records

- (1) While all achievements of the vidyalaya in sports & games should be recorded, outstanding achievement if any, should be informed to Samiti through a brief report and with couple of relevant photos.



- (2) Proper display arrangement should be made to display photographs, trophies and shields obtained by the students of the vidyalayas in various events. Similarly with the help of Librarian and the Art Teacher a regular display board may be maintained at the main entrance lounge of the vidyalayas to contain news items and photographs drawn from news papers and periodicals on various sports events being held in the country/abroad.

The above details are only some of the illustrative examples. However, the vidyalaya will be at liberty to add a few more areas for furthering and strengthening the cause of sports in the vidyalaya within the financial provisions made for sports games. Since the Navodaya Vidyalayas are residential schools catering to the needs of gifted children from rural areas, with determined dedication and commitment, we may substantially contribute to the sports promotion in the country and make a positive impact on the development of sports and games in our nation.

Principal should discuss this circular in a specially convened staff meeting and provide a copy of the same to both the PETs separately. Principal and staff may feel free to suggest any new ideas and programme in this directions.

Please acknowledge the receipt of this letter.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.S. Gauri', is written over a light-colored rectangular background.

(S.S. Gauri)
Joint Director (Acad.)



Sports Committee at JNV level

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


Relaxation in Marks for Admission to Science/Commerce Streams in Class-XI in JNVs.

<i>Games & Sports</i>	<i>NCC</i>	<i>Scouting & Guiding</i>	<i>Adventure</i>	<i>Exhibition</i>	<i>Relaxation in Marks for admission to Science/ Commerce Stream</i>
Participation at SGFI equivalent level	'A' Certificate & Participate in Republic Day Parade	President's Badge Holder with 6 proficiency Badges/P.M. Rally	Nil	Participation in National level exhibitions organised by NCERT	7 Marks
Participation at National/ State Level	'A' Certificate & Best in Distt. State level camp	I class with 7 (seven) Proficiency Badge	Nil	Participation in National level exhibition organised by NVS	5 Marks
Participation at regional level	'A' Certificate	I Class Scout /Guide	Participation in atleast one 10 days Adventure activity	Participation in regional level exhibition by NVS	2 Marks

* Relaxation may be given at any one level only.



Athletic Events For National Meet 97-98

S.No.	Track & Field Event	Boys		Girls	
		Senior	Junior	Senior	Junior
1.	100 M.	Y	Y	Y	Y
2.	200 M.	Y	Y	Y	Y
3.	400 M.	Y	Y	Y	Y
4.	600 M.	Y	Y	Y	Y
5.	800 M.	Y	Y	Y	Y
6.	1500 M.	Y	Y	Y	Y
7.	3000 M.	Y	Y	Y	Y
8.	Hurdle 110 M.	Y	Y	Y	Y
9.	Relay 4X100	Y	Y	Y	Y
10.	High Jump	Y	Y	Y	Y
11.	Long Jump	Y	Y	Y	Y
12.	Triple Jump	Y	Y	Y	Y
13.	Shot put	Y	Y	Y	Y
14.	Javelin	Y	Y	Y	Y
15.	Discuss	Y	Y	Y	Y

Y : Games events are held under the particular category



Games/Events for National Meet 1997-98

S.No.	Events	No. of Participants			
		Boys		Girls	
		Senior	Junior	Senior	Junior
Group 'A' Games					
(1)	Kabaddi	Y	--	Y	--
(2)	Kho-Kho	Y	--	Y	--
(3)	Foot-Ball	Y	--	Y	--
(4)	Hand Ball	Y	--	Y	--
(5)	T T	Y	--	Y	--
Group 'B' Games					
(1)	Volley Ball	Y	Y	Y	--
(2)	Basket Ball	Y	--	Y	--
(3)	Kho-Kho	--	Y	--	Y
(4)	Kabaddi	--	Y	--	Y

Group 'C' Games

1. Cricket : Regional teams are to be formed by the NVS regions, national level Cricket tournament venue/ date shall be converted letter.
2. Archery : National Archery Competition shall be held at JNV, Gumla. Date shall be conveyed separately
3. Judo/
Gymnastics : Decision shall be taken after getting feed back from region

* Cut-off date for deciding Senior/Junior Children born on or after 1.1.84- Junior All other children - Senior



F.No. 14-15/87-NVS

Dated: April., 21.1998

To

The Principal
All Navodaya Vidyalayas.

Sub. : Celebration of Annual Days and other Functions.

Sir/Madam,

I am to refer to the subject noted above and to say that the Samiti is receiving a lot of requests from Principals of Navodaya Vidyalayas regarding the celebration of annual days, inaugural/opening ceremony, annual function or similar other functions. In this connection, following guidelines are offered.

1. Inaugural/Opening Ceremony/Foundation Stone Laying Ceremony.

In case the Minister/Governor is invited for the same, the invitation card should be issued only in the name of Chairman, VMC and prior permission for inviting VIPs must be obtained from the Director NVS. Chairman VMC should be invariably consulted for despatch of invitation cards to the invitees. Total expenditure in this connection should not exceed Rs.3000/- under any circumstances.

2. Annual Days/Sports Days

These functions should be organised preferably before 31st December, every year. The programme should be got approved by the Chairman, VMC and the total expenditure for the annual days and the sports days should not be more than Rs.3000/- including prizes in a year.

The expenditure on the above functions should be met out of the grant placed at your disposal for extra curricular activities. No request for expenditure over and above the norms laid down above should be sent to the Samiti.

In all such cases, the Deputy Director of the region must be kept informed.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

1. Deputy Directors, all regions.
2. All officers at the Headquarters.

Dr. S.K. Narang
Asstt. Director(Acad.)



F.No. 10-3/2000-NVS(Acad.)

9th April, 2001

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regions

**Sub. : Organisation of National Athletic Meet and National Games Meets-2001
– Regarding.**

Sir,

With reference to above it is to say that National Athletic Meet will be organised at an appropriate venue during October holidays. Venue and exact dates will be informed shortly.

Group 'A' and group 'B' games-Nationals may not be held as were held during the previous years. It is proposed to allot various games (Group 'A' as well as Group 'B') to different regions. Regions which organise Nationals in particular games will also organise coaching for the national teams in the particular games and send the selected children for the SGFI competitions. All the games (Group 'A' & Group 'B') will be organised separately region wise during October holidays.

In this regard may I request you to give your opinion suggesting the game (Group 'A' & Group 'B') which you prefer to hold in your region during October 2001. May please mentioned at least 3-4 games in the order of preference. While doing so it is requested that you may consider the popularity of the game in the particular state/region, availability of infrastructure and resource personnel to organise the nationals. Requested for an immediate reply by fax/e-mail

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director (Admn.)



**BHARAT SCOUTS & GUIDES, NATIONAL HEADQUARTERS,
16 M.G. MARG, I.P. ESTATE, NEW DELHI-110002**

Circular No. 125/2001

7th December, 2001

To

All the State Secretaries
Bharat Scouts & Guides
Union of India.

Sub. : Increase in the Rate of Individual Registration Fee/Affiliation Fee.

Sir,

It has been decided in the meeting of the National Council held on 25th November 2001 that the rate of Individual Registration Fee/Affiliation Fees may be raised in view of the financial constraints which the organisation is facing. The new rates are as follows :

<i>Sl.No.</i>	<i>Section</i>	<i>Fee Per Annum per head</i>
1.	Cubs/Bulbuls	Rs. 2/-
2.	Scouts/Guides/Rovers/Rangers	Rs. 5/-
3.	Other leaders	Rs. 10/-
4.	Affiliation Fee	Rs. 250/-

It may kindly be noted that the new rates will be affective from the year 2002-2003 and payable during the financial year 2003-2004. It is hoped that necessary arrangements will be made at your end for collection of IRF in time. It may be appropriate if the instructions are passed on to the District and local units urgently to avoid any difficulty later on.

Kindly acknowledge and oblige.

Thanking you,

Yours faithfully,

(Dr. S. Kumar)
Director

CC : All Office Bearers of Bharat Scouts & Guides.



F.No.10-17/2001-NVS(Acad.)

26th December, 2001

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Increase in the Rate of I.R.F. w.e.f. 1.4.2002.

Sir,

Kindly find enclosed a copy of letter No. 125/2001 dated 7.12.2001¹ on the above noted subject received from Bharat Scouts & Guides. NHQ, New Delhi. The National Council of the Bharat Scouts & Guides have decided to increase the rate of I.R.F. as given below :

1. Rs. 5/- per head per year Scouts & Guides.
2. Rs. 10/- per head per year other leaders.

These rates will be effective from the year 2002-2003. It is requested that the concerned JNVs may kindly be informed to adopt the above rates for payment of fee to Bharat Scouts & Guides w.e.f. 1.4.2001 from the year 2002-2003 payable in 2003-2004.

Yours faithfully,

(Dr. U.C. Bajpai)
State Commissioner (Scouts)
NV State Bharat Scouts & Guides.

Encl :- As above

Copy to :

All JNVs – for information & necessary action please.

State Commissioner (Scouts)

1. See page 287.



F.No.10-15/2001-NVS(Acad.)

Dated : 18-03-2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : High Altitude Expeditions and Adventure Programmes for Navodaya Schools during the Year 2002-03.

Sir,

With reference to above mentioned subject it has been decided to send 20 children and one escort teacher from each region to the expedition programme to be organised in May/ June 2002 by Mountaineering and Allied Sports Manali. Details are given below :


S.No.	Region	No. of children	No. of escort
1.	Bhopal	20	01
2.	Chandigarh	20	01
3.	Hyderabad	20	01
4.	Jaipur	20	01
5.	Lucknow	20	01
6.	Pune	20	01
7.	Patna	20	01
8.	Shillong	20	01
		160	08

The invitation letter from Kangra(HP) is enclosed for your perusal¹. Required fee may be met from sports & games head for the current year. Next year onward necessary budgetary provision will be made separately for adventure activities. While sending escort teacher it may be enquired that only willing teacher/PET may be deputed. Necessary form may be filled up and sent from region instead of leaving this job to JNVs.

Also requested to liaison with the Director Mountaineering and Allied Sports Manali for further line of action.

You are therefore requested to kindly depute 20 children and one escort teacher from the region for participation in the Adventure Programme and intimate the NVS Hqrs.

Yours faithfully,


(V.Rama Rao)
Joint Director (Acad.)

Encl : As above

1. Copy enclosed for reference. See page 290.



REGIONAL MOUNTAINEERING CENTRE
Mcleodganj, Dharamshala Distt. Kangra, H.P., Pin-176219
Ph.: 01892-21787, Gram: HIMTREK, Fax: 01892-21528

No. YSS (MI)RMC/F-10/2002

Dated 15th Jan., 2002

To

Dr. Rakesh Kumar Sharma
Joint Director (Administration)
Navodaya Vidyalaya Samiti, Indira Gandhi Stadium
Administrative Block, Indraprastha Estate
New Delhi-110048

**Sub. : High Altitude Expeditions and Adventure Programmes for Navodaya
Vidyalayas during the Year 2002-2003.**

Sir,

Jai Hind.

We would like to draw your kind attention towards the adventure programmes in the field of trekking, rock climbing, mountaineering and other adventure related activities to be specially conducted for the Navodaya Vidyalayas all over India flourishing under your able administration and guidance. These activities on the one hand will encourage the participants to take part in out-door activities, discover their hidden talent in them and make them more responsive and sincere towards their duties and disciplines on the other hand they become more environmental and eco-friendly while being with nature having a practical approach to study the flora and fauna in the Himalayan region.

2. This centre has chalked out 8 days and 14 days trekking and adventure courses respectively keeping in view the time shortage in schools and such activities will be conducted in summer vacations so that there is no loss of studies. The syllabus and day to day programme for both courses is enclosed herewith to facilitate you to sponsor as many as groups of 20 or more from this organization. These programmes have been very successful and productive for the school children for their overall development.

3. This centre is fully equipped and has trained and qualified staff to impart training. Proper boarding and lodging arrangements are made both at the hostel and in the field. You are requested to kindly give this programme a wide publicity and ensure the participation from the Navodaya Vidyalayas which will serve a great purpose to build up a strong nation and for a physical and mental make of the children.

Assuring you our best services.

Thanking you,

Yours faithfully,

Senior Mountaineering Officer
Regional Mountaineering Centre
Mcleodganj, Dharamshala, H.P.

Encl : Prospectus and syllabus.



8 DAYS CIRCULAR TREKKING TRAIL IN DHARAMSHALA REGION OF HIMACHAL PRADESH

- 0 Day Arrival at RMC
- 1st Day Accl. Walk. B/F Introductory Lect. Show Room, Documentation & Registration Issue of Equipment, Lunch, Ration Packing Site Seeing.
- 2nd Day Mcleodganj to Kareri 13 Km. 1800 M. Night Out.
A beautiful trek passes through Dal Lake, Tibetan children village and thick dense pine forest, which steeply descends to Ghera Hydro Project of HPSEB. From here the trek steeply climbs to Mule trek and then gradually heads towards Kareri village, which presents a spectacular view of the village.
- 3rd Day Kareri to Jammu Gote & Back 14 Km 3000 M. A place at the hill top presenting lovely views of the Shivalik ranges and show-laden mountains.
- 4th Day Kareri to Guna Devi 9 Km 2630 M. Trek weaves through many village and descends to the river bed and then steeply climbs to Guna Devi amidst thick forest have mixed variety. This place offers finest views of Bhimghasutri Pass and towards the valley floor. One can have the glimpse of wild life while trekking towards Kanjrala.
- 5th Day Guna Devi to Triund 14 Km 2975 M. One of the best treks in whole Himalaya. One can have the beautiful sun set views from this spot. It is also a finest spot for the stargazers. This place presents in infinite views towards the plains of Panjabs.
- 6th Day Triund to Indrahara Pass & Back 4350 M 16 Km. The trek pass through Illaqua glacier. It is only this spot which is known best for having the nearest snowline in the country. Indrahara Pass is one of the favourite pass for the trekkers and novice mountaineers.
- 7th Day Triund to Mcleodganj and RMC via Lehta and Bhagsu Shiva Temple.
- 8th Day Interview, Cleaning and maintenance of equipment return of equipment feedback by trainees and De-briefing, P.O.P.



ADVENTURE COURSE SYLLABUS

Day 1 :	Accl. Walk 0630 to 0800 Lunch, 1330 to 1430	B.F. 0830 Site Seeing 1530	Intro. Lcct. 1000 hrs. Lect on Mountain Walking 1800 hrs	Registration. 1100 hrs Mountain Walking 1800 hrs	Show Room 1200 hrs Intro. of climbing equip. 1900 hrs	Issue of Equip. 1230 to 1330
Day 2 :	Same as above up to B/f Wall Climbing 1700 hrs	Lect. on principles of bouldering 0900 hrs to 1300 hrs Lect. on Ropes & Knots 1800 hrs			Lunch 1300-1400 Games 1900 hrs to 1930 hrs.	Knot Prac. 1530 hrs
Day 3 :	Same as above up to B/f		Bouldering 0900 to 1300	Knot. Prac. 1530	Wall Climbing 1700 hrs	Lect. on Survival 1800 to 1900 hrs
Day 4 :	—do—		Climbing on Long Pitch 0900 to 1300 hrs		Knot Prac 1530 hrs	Lect. Mtg. Hazards 1830 hrs.
Day 5 :	—do—		Jumaring, Artificial Climbing 0900 hrs to 1300 & 1500 to 1700		Lect. Mtg. Hazards & Map 1800 to 2000 hrs	
Day 6 :	Cross Country, obstacles, Snake race, Gurilla war Debate on topic					
Day 7 :	Expedition to Guna Devi 8 Km. 2330 M Night at Guna Night Out					
Day 8 :	Expedition Guna Devi to RMC Naddi					
Day 9 :	Stretcher making, Causality lowering and rescue technique Lecture on Survival					
Day 10 :	Expedition to Triund 9 Km 2975 M Night Out FRII					
Day 11 :	Move to Glacier to Ice craft, self-arrest, Glissading, Crevasse rescue back to Triund Night Out					
Day 12 :	Triund to RMC					
Day 13 :	River Crossing, Demo Artificial climbing Initiative tests, Knots test					
Day 14 :	Written Tests, Return of equipments, Interview and De-briefing					

Senior Mountaineering Supervisor
Regional Mountaineering Centre
Mcleodganj, Dharamshala, H.P.



**REGIONAL MOUNTAINEERING CENTRE
Mcleodganj, Dharamshala-176219 (H.P.) India**

APPLICATION FORM

- 1. Name and date of the Course
(Name in Block Letters)
- 2. Father/Husband's Name
- 3. Occupation
- 4. Present Address
.....
.....
- 5. Permanent Address
- 6. Age and date of birth
- 7. Vegetarian/Non Vegetarian
- 8. Academic Qualification
- 9. Camp life experience (attach attested
for having done Mountaineering, hiking
Skying Trekking & rock climbing courses

I agree to strictly abide/adhere to the discipline and the directions of the Institute during the course failing which I shall be liable for expulsion. In case of accident/injury I will not hold Institute or its staff, wholly or partially responsible.

I have read the rules and regulations of the Institute have fully understood the meaning and significance of the same. The above entries have been made by me and are correct to the best of my knowledge and belief.

Place..... Applicant's Signature with date

Risk Certificate

It is certified that I agree to detail my son/daughter/Ward/Mr./Myself.....
..... forcourse at my own risk and no compensation will be
paid to me in case of accident and I will not hold the Institute or its staff wholly or partially responsible
for my mishappening.

Place..... Signature of Parent/Guardian/Applicant

Countersigned

NOTE : The risk certificate for applicant below 18 years of age is to be signed by Parent/Guardians and for others by applicant himself and countersigned by sponsoring authority.



MEDICAL CERTIFICATE

1. Name
 2. Age
 3. Weight
 4. Date of last vaccination TAB,
Cholera inoculation
 5. Respiration rate at Rest
 6. Chest Rate
 7. Pulse Rate
 8. Blood Pressure
 9. Condition of upper limbs, tees and feet
 10. Urine examination
 11. Eyes/Ear/Throat
 12. Blood Test
 13. Applicant should not have Asthama, Epilepsy or other first and any major deformity hernia and chronic disease
- In my opinion Mr./Miss
- whose signature is given below is fit to undergo

Signature of applicant..... Signature with seal of Medical Officer

Date.....

Place.....

NOTE: The Medical Officer should be MBBS and give his Registration No. of Medical Council.

[For use by Sponsoring Authority only]

Forwarding in original alongwith the parents/guardians consent.

Sh./Miss/Mrs..... is a student of this School/College/Club/Institution. He/ She may be admitted to the.....at Regional Mountaineering Centre being held from to

The charges towards this course amounting to Rs.will be forwarded to you on selection of the above candidate.

Date.....

Place..... (Signature of Sponsoring Authority with seal)

[For Office Use in R.M.C.]

The candidates papers have been examined and he/she has been selected/rejected and the Sponsoring Authority has been intimated.

Senior Mountaineering Supervisor
Regional Mountaineering Centre
Mcleodganj, Dharamshala, H.P.



NATIONAL ADVENTURE FOUNDATION
Jawaharlal Nehru Stadium, New Delhi-110003

NAF/COR/NVS/18254

1st March 2002

Dr. Rakesh Sharma
Joint Director (Admn.)
Navodaya Vidyalaya Samiti
Admn. Block,
Indira Gandhi Stadium,
New Delhi 110 002

Sir,

1. It was indeed a pleasure meeting you in your office on 26 Feb 2002, I would like to thank you for the courtesy extended in receiving us and sparing your valuable time.
2. As we discussed, it is a well recognised fact that the future of any nation is largely related to the quality of its human beings. In this context, development of the youth into confident leaders with requisite character qualities and personal attributes, so that they can take their place as responsible citizens of the country, assumes great importance. In order to achieve this object the youth needs to be exposed, beside me Academics, to such activities as can help such development. The National Adventure Foundation (NAF) is an NGO promoting such an objective. It has been functioning in this field for the last 20 years. The NAF is basically a non-commercial organisation. It organises and conducts adventure programmes for the youth by subsidising them to the extent possible, so as to allow maximum participation. For this it depends upon grants received from various Ministries of the Central Government, other Govt/Semi Govt organisations / institutions and donations received from Corporate organisations/Institutions. Our programmes are cost effective.
3. In the light of our discussion in your office, we feel encouraged to offer our services to the Commissioner, Navodaya Vidyalaya Samiti, by way of supporting and promoting the National aims and objectives of me Samiti relating to the all round growth and development of the youth in Navodaya Vidyalayas.

Adventure Programme Proposals

4. We propose to organise adventure programmes for the students of Navodaya Vidyalayas by giving adventure exposure in various adventure disciplines, initially during the period of their vacation i.e. April to June 2002 and subsequently during the other periods depending upon the convenience of the Schools to accept the programmes.
5. The details of the programmes proposed for conduct during the period April to June 2002 are given at Appendix 'A' attached to this letter.

Modalities of Conduct of Programmes

6. **Transportation to Base Camp & Back** – The Navodaya Schools will be required to bring the participants to the Base Camp/Location where programmes is to be conducted, under their own arrangements. Likewise the dispersal will also take place from the Base Camp/ Location where the programme is conducted and the participants will return to their respective locations under arrangements of the Navodaya Schools.



7. **Basis of Costing the Programme** – The NAF will take on full responsibility of board, lodging, training and conduct of programmes from 08 AM on Day 1 to the Afternoon of the last Day, costs of which have been included in the rates quoted.
8. **Intimation of the Contact Point to Participants** – The exact contact Point shall be indicated by the NAF functionaries listed in Appendix “B” to the participants through respective Navodaya Vidyalaya.
9. **Teacher Escorts** – Minimum one and maximum two teachers escorts for upto 30 students would be required to be detailed to accompany the participants. Teachers so detailed should be adequately physically fit particularly if they wish to fully participate in the programmes. NVS would be requested to pay for the teachers escorts at the rates indicated for the participants.
10. **Payment Terms** – 50 percent of the cost of a programme/set of programmes would be required to be paid in advance to NAF and the remaining 50 percent to NAF Representative at the Camp site before the commencement of the programme, through a Bank Draft made out in the name of National Adventure Foundation, New Delhi, payable at New Delhi.

Programming Parameters Needing Special Attention by NVS Authorities

11. **Special Programme for Girl Students** – A programme on ‘Self Defence’ for girl students has been specifically included. This programme has been specially designed to educate the girl students about the need of self-defence and how to prepare/defend themselves from the increasing crimes against girls/young women in our society. Choosing Karate as one of the Martial Art forms, the NAF teaches the basic Martial Art through practical self-defence techniques and tactics. Karate develops one’s ability to use power, speed, agility and coordination. This programme, therefore, is strongly recommended for girl students.
12. **Modalities with Regard to Number of Programmes & Duration** – It would be possible to make changes with regard to the number of groups to be sent and the period of conduct of programmes to meet any specific requirements that the NVS Authorities may have in mind.
13. **Conduct of Programmes for Students from Schools Located Further Away from Base Camp** – The Base Camps/Locations for conduct of programmes, indicated are those where we have fully functional and properly staffed facility for conducting programme indicated. We will have no problem in increasing the number of programmes at any of these locations, should the NVS Authorities wish to bring under their own arrangements, students from more distant locations to attend the programmes.
14. We will be very grateful for an early approval, either fully or in part, as convenient and feasible, so that we may take in hand the detailed planning at the earliest possible to complete the programmes before the end of the holidays of the students i.e. 30th June 2002.
15. I would be very happy to come over, at your convenience, to discuss this issue/give any further clarifications in this regard, should you so desire.

Thanking you,

(P.S. Gupta)
Director

Encl. : a/a



Appendix 'A'

**PROPOSAL
FOR ADVENTURE PROGRAMMES
TO BE CONDUCTED BY NATIONAL ADVENTURE FOUNDATION FOR JNV STUDENTS 2002-03**

S.No.	Event	No. of Participants	Structure of One Programme		No. of Programmes Proposed to be Conducted	Total No. of Participants Proposed to be Covered	Total Cost of Programmes (Rs.)
			Rate per Participants (Rs.)	Duration of Programme			
(a)	(b)	(c)	(d)	(e)	(g)	(h)	(i)
1.	Trekking	30	200/-	10 days	10	300	6,00,000/-
2.	Rock Climbing	30	150/-	05 days	20	600	4,50,000/-
3.	Para Gliding	30	200/-	05 days	10	300	3,00,000/-
4.	Para Sailing	30	150/-	01 day	10	3000	4,50,000/-
5.	Rafting	60	300/-	03 days 02 nights	10	600	5,40,000/-
6.	Self Defence	100	150/-	05 days	10	1000	7,50,000/-
7.	Week-end Adventure Camp	100	150/-	02 days	30	3000	9,00,000/-
TOTAL						8800	39,90,000/-



F.No. 10-17/2001-NVS(Acad.)

Dated: 12.4.2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Scouts & Guides Activities in JNVs-regarding.

Sir,

A number of circulars & guidelines have been issued by NVS Hqrs. to all the JNVs through ROs as well as direct to JNVs time to time. Even then it has been observed that most of the Principals and their officials are not very much aware about these guidelines and not serious towards scouts & guides activities.

It is therefore requested once again to your kind goodself that all the Principals of your region should be directed to take this noble activity as a mission of life and routine of Vidyalaya. In this regard some important points are being highlighted here as under :

1. As already intimated by this office letter of even no dated 26.12.2001¹ the rate of IRF has been increased w.e.f. 1.4.2002. The new rate are Rs.5/- per Scouts/Guide & Rs.10/- per Scout Master/Guide Captain. Thus every school must send a Draft of Rs. 340/- in favour of **Bharat Scouts & Guides, NHQ, New Delhi** for 32 Scouts, 32 Guides 1 Scout Master & one Guide Captain. The newly opened schools having only VI class may register less number of students but no exemption should be for others.
2. The Demand Draft of IRF as mentioned in S.No. 1 should be sent by the Principal to the Regional Office. After receiving Demand Draft from all the JNVs under your region a consolidated statement should be prepared by the dealing hand in your office mentioning the name of JNV, no of Scouts, no of guides & detail of Demand Draft. It should be ensured that no JNV which is in function in any academic year is left without scout/guide registration and then the above statement alongwith Demand draft will be forwarded by you to this office.
3. We usually receive the registration fee from various vidyalayas after the closing of financial year. It creates trouble for regularizing the fees with Bharat Scouts & Guides. The Dy. Director of all regional offices are therefore requested to ensure the receiving of Draft in their offices latest by 31.7.2002 and forward the same with consolidated statement to this office by 31.8.2002.
4. Some JNVs are getting themselves registered with the Distt. & States in which they are situated. It is not proper because NVS is itself a State hence all the JNVs must be registered only through NVS State.
5. The list of annual activities, important days of celebration and necessary camping & training programmes is usually circulated by Bharat Scouts & Guides NHQ to all states & units. All the JNVs should take part in these activities and quarterly report should be sent to the ROs who in turn will submit the consolidated report to the NVS Hqrs.

1. For ready reference. See page no. 288.



6. For the purpose of all levels of training for teachers, regional office may have a liaison with Bharat Scouts & Guides State Hqrs. of the State in which the regional office is situated. These training programmes must be organised during vacations every year.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'V.D. Tripathi', is written over a light blue rectangular stamp.

(V.D. Tripathi)
State Secretary, NVS State



F. No. 19-3/ 2002-NVS(Acad)

Dated: 2- 8-2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Conduct of Youth Parliament in Schools.

Sir,

This is to draw your kind attention on the subject cited above. Orientation Programme of the teachers of selected Navodaya Vidyalayas for Youth Parliament has already been completed at Haridwar and Vishakhapatnam. The trained teachers would have started activities at Vidyalayas. This year in a meeting with Officers of Ministry of Parliamentary affairs, it was decided that Regional Level Selection of Navodaya Vidyalayas in Youth Parliament will be finalized by 30th September 2002 and Results communicated to Ministry of Parliamentary Affairs and also to Navodaya Vidyalaya Samiti, Hqrs, New Delhi.

Efforts will be made to finalise the National Level selection of Navodaya Vidyalaya by end of November, so that National Level Prize Distribution is conducted by end of December 2002.

It is further intimated that the committee at Vidyalaya level for the evaluation of Youth Parliament is constituted as per the guidelines circulated by this office letter of even number dated 28-3-2002. All sincere, efforts are made to create awareness among student community for the values of democratic way of life in the country.

Yours faithfully,

(Dr.U.C.Bajpai)
Deputy Director(Acad.)

Copy to :

Shri Dhani Ram, Deputy Secretary, 98, Parliament House, Ministry of Parliamentary Affairs.

Deputy Director (Acad.)



F.No.10-30/2001-NVS(Acad.)

5th August, 2002

To

Sh. C.R. Gopinath
Regional Director
Sports Authority of India
Jawaharlal Nehru Stadium
New Delhi-110 003

Sub. : Adoption of Navodaya Vidyalayas under NSTC Scheme and Scheme of Indigenous Games – Proposals – Regard.

**Ref. : 1) This Office Lr. of even number dated 08-07-2002.
2) Your D.O.Lr. No. SAI/EDO/NSTC/2002, dated 04-07-2002.**

Sir,

In continuation to this office letter of even number dated 08-07-2002 and subsequent discussion on Telephone, I am sending herewith the revised list of school for adoption of Navodaya Vidyalayas under NSTC scheme and Scheme of Indigenous Games. It is ensured that as many number of States & U.T.S. as possible are covered. The following are the details related to the Vidyalayas and the discipline:


<i>Sl.No.</i>	<i>State/U.T.</i>	<i>Name & address of the Jawahar Navodaya Vidyalaya with district</i>	<i>Proposed discipline</i>
1.	Madhya Pradesh	Pichhore, Dabra Dist. Gwalior-475115	Hockey
2.	Orissa	Zinc Nagar Distt. Sundergarh-770072	Gymnastics
3.	Punjab	Maseetan, Tibba, Distt. Kapurthala-144628	Hockey
4.	Himachal Pradesh	Pekhubela, P.O. Jankau Distt. Una-174303	Athletics
5.	Chandigarh	Sector 14, Chandigarh - 160014	Volleyball
6.	Andhra Pradesh	Kommadi Distt. Visakhapatnam-530041	Volleyball
7.	Pondicherry	Periakalpet Mathur Road, Pondicherry-605104	Kabaddi
8.	Kerala	Periyar Dist. Kasargod-671316	Football
9.	Goa	Canacona Distt. South Goa-403702	Football
10.	Karnataka	Bangalore Distt. Bangalore (Urban)-562149	Archery



11.	J & K	Shahkote, P.C. Pringal Distt. Baramulla-193122	Volleyball
12.	Rajasthan	Tilwansi, P.O. Bhavi Distt. Jodhpur-342605	Athletics
13.	Haryana	Sagga, Dist. Karnal-132001	Wrestling (I.G.)
14.	U.P.	Sinhachawar Dist. Balia-221701	Basketball
15.	Arunachal Pradesh	Mahadevpur Distt. Lohit-792103	Football
16.	Gujarat	Kathlal, Distt. Kheda-387630	Table Tennis
17.	Jarkhand	B.I.T. Mesra P.O. BIT Mesra Distt. Ranchi-835215	Athletics
18.	Bihar	Bihiya P.O. Bihiya, Distt. Bojpur-802152	Football
19.	Uttaranchal	Rudrapur (Nainital) Distt. Udham Singh Nagar-263153	Volleyball
20.	Chhattisgarh	Barsoor, Dist. Dantewada (S. Bastar) Bastar-494441	Kho-kho (I.G.)
21.	Maharashtra	Navsari Distt. Amaravathi-444601	Kabaddi
22.	Assam	Kadamani, P.O. Charali Distt. Sonitpur-784176	Football
23.	Manipur	Khumbong P.O. Langjing, Distt. Imphal-795113	Boxing/wrestling
24.	Nagaland	Zuketsa P.O. Pfutsero, Distt. Phek-797107	Wrestling (I.G.)
25.	Tripura	Ramchandraghat Distt. West Tripura-79207	Athletics/Football

I request you to kindly confirm me the approval of the scheme and subsequent follow-up action.

Yours faithfully,


 (V. Rama Rao)
 Joint Director (Acad.)



F. No. 26-22/ 2000-NVS(Acad)

Dated:26-8-2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Pace-Setting Activities in Navodaya Vidyalayas – Regarding.

Sir,

Finance Wing vide its letter No. F1-1/2002-NVS (F&A) dated July 5, 2002 has allotted budget under Pace-Setting Activities to Navodaya Vidyalayas. A lumpsum provision of Rs. 5,000/- per JNV in Pace-Setting Activities has been kept under plan at Regional Office level. This amount is to be allocated to concerned JNVs immediately as during previous year many Navodaya Vidyalayas could not utilize the funds provided by NVS, Hqrs. under pace setting activities. The guidelines in this regard, though, were circulated during previous years, further guidelines are again offered to Principals of Navodaya Vidyalayas for strengthening this area.

One of the specific objectives of the scheme of NVS has been to enable Navodaya Vidyalayas to serve in each district as focal point for improvement in quality of school education in general through sharing of experience and facilities. Thus Navodaya Vidyalaya must play the role of pace setting institutions in the field of school education in respective districts. In order to galvanize academic, social, cultural and community oriented environment of schools Navodaya Vidyalayas have to function as a focal point of school education in the vicinity. Though the ambit of pace setting programme of JNVs can not be compartmentalized into set parameters as the area is very vast and sky is the limit of excellence, certain areas are enumerated below where Principals of Navodaya Vidyalaya may actiwise school programmes effectively.

1. Fundamental Rights/Duties of Citizens of India

Every Vidyalaya, as circulated earlier, also will display a nice chart in front corridor of the school flashing, the list of fundamental duties as enshrined in our constitution. School may invite local educationists to throw light on duties and responsibilities of the Citizens of country in democratic set up. Competitions, debates may be organized at Vidyalaya to create awareness and respect for Indian Constitution.

2. Academic Excellence Including Co-Curricular Activities

- Promotion of innovation and experimentation in teaching learning process.
- Strengthening the quantity and quality of learners.
- School based staff development programmes.
- Training of teachers to adopt modern educational technology.
- Establishing channel of interaction with higher seats of learning by way of visits participation in seminars and discussion of teachers.
- Utmost use of Vidyalaya library, laboratories in classroom transactions.
- Vidyalaya Inspection programme by Principals and also by inviting local Principals.
- Mass participation of children in co-curricular activities.
- Participation of local schoolteachers in workshops, seminars and also local students of neighbourhood Vidyalayas in poetry, dance, music, drama, competitions and exhibitions.



- Organization of inter-school competitions in the district.
- Functioning of Navodaya as resource centre for training of teachers of local schools and short-term exchange of teachers between JNV and neighbourhood schools.
- Development of effective communication skills and computation skills to attain confidence and independence by children in dealing with real life situation.
- Strengthening the system to prepare values like belongingness, cooperation, punctuality, sensitivity to others, respect for teachers and elders and leadership quality.
- Liaison with print media to disseminate information regarding the school programme.

3. Community Services

- Coaching of rural children for Jawahar Navodaya Vidyalaya Selection Test participation of Navodaya Vidyalaya children in Immunization camps, pulse polio programmes, cleanliness drive, literary campaign etc.
- Providing library services at school premises to local children and also to village people through mobile library.
- Participation for creating awareness for health, population education, poverty eradication and welfare programmes sponsored by Government.
- Interaction of teachers and senior students of Vidyalaya with village people for updating their knowledge about common diseases their prevention and cure with the help of Vidyalaya staff nurse.
- Participation in community singing and cultural programmes.
- Extending facilities of music training to neighbourhood schools.
- Participation in campaign for social evils like untouchability, superstitions, drinking, drug addiction, child labour etc.
- Science club activities to promote scientific temper among students and villagers in the vicinity.
- Creating awareness for protection of environment against deforestation, deflowering and local pollutants.

The above-mentioned programme of pace-setting activities is only for the guidance of Principals. Many other innovative programmes may be initiated to uplift the social, academic and cultural environment of the institutions. Principals are advised by Regional Offices to utilize the funds under Pace-Setting Activities purposefully. A report is compiled by the Regional Offices for the different activities undertaken by Vidyalayas and sent to NVS, Hqrs. by end of February 2003.

Yours faithfully,

(Dr.U.C. Bajpai)
Deputy Director(Acad.)

Copy to :

1. SPA to Commissioner, NVS
2. The Joint Director (Admn.)
3. The Joint Director (P&M)
4. The Deputy Director (Admn./Trg.), DD (Pers.), DD (Estt.), DD (Fin.) for information.



F.No. 19-3/2001-NVS(Acad.)

Dated : 26th Sep. 2002

To

The Principals
All Jawahar Navodaya Vidyalayas

Sir,

Sub. : Organisation of Children Science Congress - Participation of Navodaya Vidyalayas-reg.

Under the auspices of Ministry of Science of Technology, Govt. of India, the National Children's Science of Congress is held from 27th to 31st December annually. The objectives of the congress are to provide the children of 10-17 years age group a unique opportunity to use their scientific temperament and knowledge to make their own dreams come true.

The main focus of the National Children Science Congress is:

- स To provide a forum to the young scientists to pursue their natural curiosity and to quench their thirst for creativity by experimenting on open-ended problems.
- स To make you feel that science is all around and you can gain knowledge as well as solve many problems also by relating the learning process to the physical and social environment of the neighbourhood.
- स To encourage children throughout the country to visualise future of the nation and help building a generation of sensitive, responsible citizen.
- स To stimulate scientific temperament and learning the scientific methodology for observation, collection of data, experiment analysis arriving at conclusions and presenting the findings.


A copy of the general guidelines for participation in the said programmes are made available to the schools. The organising agency has State level coordinators and District level coordinators to coordinate the organisation of the programmes at the District & State levels. The name of the District Coordinator can be obtained from the District Education Officer.

Since this is a unique opportunity for the students to exhibit their innovative and creative skills, I request you to circulate the details among the teachers and students and encourage the promising students to participate in the National Children's Science Congress.

Further details can be obtained from the State Coordinator in this regard.

I shall be grateful, if you could kindly let me know the action taken.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



No.F.16-1/2003-NVS (Acad.)

28th April, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

**Sub. : Centralized Payment of Registration Fee for Scout and Guide Unit –
Regarding.**

Sir/Madam,

NVS is affiliated as a State with Bharat Scout & Guide movement which started in Navodaya Vidyalaya way back in 1989. The movement enshrines noble ideas of "Live and let others live" with self-sacrifice, environment protection and international brotherhood. Scout and Guide movement in Navodaya System has gone a long way to shape character, qualities and personality attributes of children. The scout and guide units raised in Navodaya Vidyalayas during 2002-03 is as below:-

<i>No. of Units raised in JNVs</i>	<i>No. of Scouts</i>	<i>No. of Guides</i>	<i>No. of Scout Master</i>	<i>No. of Guide Captain</i>	<i>Total</i>
376	11772	11412	382	346	23912

Navodaya Vidyalayas have been permitted to raise one scout and one guide unit comprising of 32 scouts/guide with one adult leader/captain to assist the Unit. The number of Scout and Guide for the year 2001-02 was 18,970. The revised registration fee as notified by Bharat Scouts and Guide for the year 2002-03 is @Rs. 5/- per scout and guide and @Rs.10/- for adult leader/captain.

Till date the registration fee for raising the units and its renewing was directly paid by concerned Navodaya Vidyalayas to Bharat Scouts and Guides Hqrs. During discussions with the Officers of Bharat Scouts and Guide it has been pointed out that de-centralized way of remitting demand draft for the registration fee for scouts and guide units of Navodaya Vidyalayas poses a lot of administrative problem and also takes away precise time in correspondence. They suggested that the registration fee of Scout and Guide Units are to be paid by NVS, Hqrs. centrally based on the census reported for the year. This will facilitate Bharat Scouts and Guide to maintain systematic record of the year-wise census of the scout and Guide of Navodaya Vidyalayas and update the accounts also. The matter has been taken for the approval of the Competent Authority and Commissioner has very kindly approved that the payment of scout and guide registration fee will be made directly from NVS, Hqrs. based on the census of Scouts and Guides of Navodaya Vidyalayas for the year 2003-04 onwards.

You are therefore, requested to instruct Principals that registration fee for renewing and raising of the scouts and guides of Vidyalayas is not sent directly to Bharat Scouts and Guides Hqrs. in place the census of the year is submitted by Principals to Regional Office on the following Proforma latest by 30th September 2003 and the Regional Offices consolidate the data and send to NVS, Hqrs. by 10th October 2003. The entire census of the country for scouts and guides, scouts master and guide captain is totalled at NVS, Hqrs and registration fee is remitted centrally to Bharat Scout and Guide against the census. This will facilitate NVS as well as Bharat Scouts and Guides to maintain the proper records of the account and minimize correspondence.



Sl. No.	Whether old unit or raising newly	Census for Scouts	Census of Guides	Census of Scout Master	Census of Guide Captain
1	2	3	4	5	6

The information may kindly be circulated to all Principals immediately.

Yours faithfully,

(Dr. U.C. Bajpai)
Deputy Director(Acad.)



F.No. 19-1/2002-NVS(Acad.)

16th July, 2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : National Level Exhibitions – NVS: 2003-04 – regarding.

Sir,

- Navodaya Vidyalayas Samiti has been organizing exhibitions at various levels (Cluster, Regional and National) on the themes pertaining to Science, Social Science, Mathematics/SUPW and Computer Education and the selected exhibits further participating in Jawaharlal Nehru National Science Exhibition conducted by NCERT and Science Talent Discovery Fair (STDF) conducted by Intel.
- NCERT through its letter dated 25th July 2003 (Xerox Copy attached herewith), has forwarded the themes and sub-themes for the Science Exhibition for the children 2003-04. Main Theme of this years' Science Exhibition is "Science and Technology is the Changing World".
- Suggestions as given by NCERT in its letter dated 26th July 2003 requires to be attended to. For Social Science Exhibition, following areas have been identified.

- (a) Women Empowerment
- (b) Disaster Management
- (c) Population Education
- (d) Globalization of Economy – Fast growing World Market.
- (e) Health and Hygiene

- No theme is being specified for Mathematics/SUPW and Computer Education Areas.
- It will be appreciated if in order to encourage further participation of the students in these exhibitions, as a first step, exhibition is organized at Vidyalaya level, and then the selected items are sent for participation in cluster level exhibition.
- During the Regional Exhibition, items as per the details given below are to be selected for National exhibition.

Science	–	03
Social Science	–	02
Intel Exhibition	–	02
Mathematics/SUPW	–	01
Computer Education	–	01

www.educationindia.net/istdf

or can e-mail further queries if any at e-mail address. Contact persons are

Ms. Samita and Mr. Espen J.C.

- As Samiti has adopted special CCA on weekly basis, hence in order to encourage students to be more creative, they may be asked to take up this activity of participating in the exhibition, as an activity spread over a time and not as an activity being undertaken on war footing placing the routine academic activities out of gear.



- Date/Venue scheduled for exhibitions will be intimated to ROs later on after having decided the schedule of games and sports also, which may be fixed up somewhere in September and/October beginning.
- JNVs under your jurisdiction may kindly be informed accordingly.
This issues with the approval of the Competent Authority.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.C. Rabra', is placed above the typed name and title.

(S.C. Rabra)
Asstt. Director (Acad.II)

Copy to :

1. NCERT Letter
2. INTEL Booklet.



F.No. 19-1/2002-NVS(Acad.)

11th August, 2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Conduct of Science Quiz and Elocution Competitions as part of the Programmes of Science Exhibitions – Regarding.

Ref. : This Office Letter No. 19-1/2002-NVS (Acad.) dated 16-07-2003'

Dear Sir/Madam,

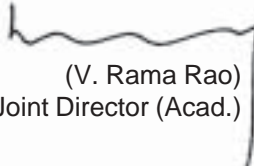
I am to draw your kind attention to the letter reference cited and subsequent discussions held during the Deputy Directors Meeting on 5th August, 2003. In order to encourage creative communication and scientific abilities of the children, it was decided to organise **Science Quiz** and **Elocution Competitions** simultaneously with the "Science Exhibitions".

As you are aware, such Competitions were being held in the earlier years but somehow it appears that subsequently in many Regions they have been dispensed with. Keeping in view the change in education scenario and the emphasis of State and Central Boards to replace the formal examination system with C.C.E. and other updated evaluation methods, it becomes very essential that children acquire the qualities of communication skills (listening, reading, writing and speaking), creativity, confidence, application and understanding along with leadership quality. Such Competitions on regular basis will go a long way for developing the personality of the children. Keeping in view the above purpose, weekly programmes on Science promotion, communication, ICT, performing arts were given to the schools to be organised on weekly basis. All such activities conducted at the school level should have scope for ventilating their talent at higher levels.

While the subject themes for these Competitions could be of the same which were given for the exhibitions, management procedure in terms of the number of participants, the judges, etc. are to be decided by the Regional Offices concerned.

I, therefore, request you to concurrently organise **Science Quiz** and **Elocution Competitions** along with the "Science Exhibitions". I also request you to make a special effort with regard to participation of Vidyalayas in **INTEL Exhibitions** which is also of very importance nature.

Yours faithfully,


(V. Rama Rao)
Joint Director (Acad.)

Copy to :

All the Principals of Jawahar Navodaya Vidyalayas.

1. See page 308.



F. No. 16-1/2003-NVS(Acad)

Date: 1.9.003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Scouts and Guides Activities in the Vidyalayas - regarding.

Sir,

Please find enclosed herewith the list of Vidyalayas of your region in which Scouts and Guides activities have not been started with as yet. It is to be appreciated that introduction of activities like Scouts and Guides inculcate in the children, the much desired values like service to the society & self-discipline etc.

May kindly write to the Principals of the concerned Vidyalayas that they shall initiate the process towards introducing these activities in these Vidyalayas under intimation to this office. Necessary guidelines indicating the process to be adopted for registration etc. may also be communicated if required. One unit of Scouts (32 boys) and one unit of Guides (32 girls) from Classes VI to VIII are indicated in Scouts/Guide. Registration fee will be paid by NVS, Hqrs. School has to intimate the census of units. One Scout Master and One Guide Captain is also nominated. Bharat Scouts & Guide Hqrs. is informed regarding raising of Scout & Guide Units in these schools under intimation to Hqrs.

Yours faithfully,

(Dr. U.C. Bajpai)

State Secy., NVS State
Bharat Scouts and Guides, New Delhi.



No. F.1-1/2003-NVS-JD(Acad.)

Dated: 02.04.04

To

The Principals of
All Jawahar Navodaya Vidyalayas.

Sub. : Identification of Objectives of Residential Culture and Assessment of the Outcomes – Methods for Strengthening – Guidelines reg.

Sir/Madam,

As you are aware the main objectives of the Navodaya Vidyalaya Samiti are to provide quality modern education coupled with equity and social justice including a strong component of culture, inculcation of values, awareness of environment, attainment of reasonable level of competency in the languages and promotion of national integration. All these objectives are intended to be achieved through formal and informal methods and practices adopted as part of daily activity and class-room teaching. In order to enable the students for holistic development of the personality irrespective of their disadvantage of background or incident of birth the scheme was visualized as residential system. The disadvantages in terms of physical, intellectual and social growth of the children were to be eliminated in the homogenous atmosphere created through residential culture in the Vidyalaya. A **Navodaya student** is to be developed as an individual who has acquired the content, knowledge, application and understanding abilities through class room learning and develop himself into a physically strong, economically productive, socially useful, human being with qualities of discipline, determination, devotion, confidence, commitment, courage, competency and compassion. He/she needs to be a firm practitioner of personal, social and national values.

In order to facilitate the students to acquire these qualities through learning, observing, sharing, organizing and practicing, the Navodaya Vidyalaya residential system is devised and designed. A series of routine as well as special activities are introduced on day to day basis for enabling the students to acquire these qualities. Children are prepared to be **self-sufficient, self-reliant and self-confident**. The thrust of community life is encouraging them to develop the qualities of sacrifice, cooperation and mutual understanding. For this purpose, a large number of inter-house activities, co-curricular activities are introduced. However, in view of lack of desired motivation and meticulous organization, these activities are not providing required impetus and the desired effect on all the students.

After a great deal of introspection, review the deliberations the need for re-assessment of residential culture was felt in the recently held **trainers training programme at NLI Goa**. Cross section of experienced functionaries in the organization have identified the following traits of personality which will ensure the holistic development of a child. It was further decided to identify suitable activities for developing an integrated personality and quality on the above lines through organizing activities and programmes to enthuse the students for acquiring following **personal abilities** as part of the **residential system and culture** :

1. **Academic Excellence through** – complimenting and supplementing co-curricular and house activities for improving thinking, analyzing, organizing and communication abilities of the children through day-to-day activities.
2. **Personality Development** – through physical, intellectual, social and emotional quotients improvement by active participation in all the activities.



3. **Self-Reliance** – by maintaining personal and social hygiene. Self-confidence, self-supporting, self-assessment and evaluation. This is in a way searching the qualities of one's own self.
4. **Promotion of Scientific Temper and Scientific Outlook** – in terms of health care, sanitation, cleanliness and innovative, creative and research spirit.
5. **Inculcation of Cultural and Aesthetic Values** – with the activities, which help the students to preserve and promote culture, identifying the role of Art-in-Education and developing in them the interest and appreciation for Yoga, Music and upkeep of environment.
6. **Promotion of Spirit of Adventure** – through active participation in outdoor activities, which develop competitive spirit, confidence and courage.
7. **Emotional Integration** – activities that promote spirit of brotherhood, cooperative and community living, compassion and concern for others, sacrificing nature tolerance and ability to assimilate and accommodate himself with people around him to promote equity and social justice.
8. **Social Harmony and Adjustments** – the activities which neutralize the emotional disturbances, mal-adjustment and promote social integration. They need to develop respect for opposite sex and disabled and weaker sections.
9. **Self-discipline and Value Orientation** – through inculcation of personal, social and human values.
10. **Concern and Integration with Rural Communities** – through continuous interaction with the rural communities and also organization of social service activities like literacy promotion, health care promotion, eradication of social evils and providing re-creation to the local communities.

The above 10 identified areas will go a long way in strengthening the abilities of the child and his all -round development of the personality. The contents and methods of activities undertaken to promote a healthy residential culture will accelerate the process of in liberating the students through education (सा विद्यायःविमुक्तये) and developing the qualities of humility, honesty, integrity and self-esteem.

In view of the above, you are requested to impress upon the staff and students of your Vidyalaya and prepare a calendar of activities and programmes on day-to-day basis integrating them to emerge as an effective residential culture.

Please feel free to seek any suggestion in this regard.

Yours faithfully,

(V. Rama Rao)
Joint Director (Acad.)

Copy submitted to Commissioner, NVS for his information.

Copy to :

1. Dy. Directors, NVS, All Regional Offices with a request to monitor the residential system on the above parameters and issue necessary instructions to prepare the institutional plan covering all these aspects.
2. Asstt. Directors & Cluster Incharge, NVS all Regional Offices with a request to closely monitor and follow up the nature of activities in the campus.
3. All Officers of NVS Hqrs. for information.



SCHOOL ADMINISTRATION



General Circulars



F.No.5-9/SF-NVS

Dated: Aug. 4, 1987

The Principal
All Navodaya Vidyalayas

Sub. : Display of Rules and Regulations of the Vidyalaya in the Vidyalaya Campus.

Sir,

For the effective and purposeful functioning of the Vidyalaya, it is desired that all rules and regulations pertaining to issue like boarding, lodging, school hours, timetable, hostel routine, admission, programme of co-curricular activities etc. should be displayed predominantly within the school premises. Parents, teachers and public in general will certainly get the needed information related to Vidyalaya routine, programme and activities. Principals are, therefore, requested to see that all such required information is regularly put on the notice-boards of the Vidyalaya for the desired purpose.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'J. Handa', is written over a horizontal line. The signature is located to the right of the typed name.

(Dr. J.C. Handa)
Asstt. Director (Admn.)



F.No.3-1/87-NVS

Dated : Aug.,26,1987

To

All District Magistrates.

Sub. : Arrangements of Furniture and Equipment Required for the Newly Sanctioned Navodaya Vidyalayas.

Sir/Madam,

I am sure you are already making adequate arrangements for the procurement of furniture and equipment for the Navodaya Vidyalaya to be started in your district during the current year. I also hope you are in receipt of the draft for rupees one lakh towards this purpose, of course, it is an advance money only. Tentative estimates of requirement of furniture and equipment together some specifications are enclosed. You are requested to kindly open and operate a separate bank account for utilising the money for the purchase of furniture and equipments till a Principal is appointed for this Vidyalaya.

Efforts may please be made to procure this furniture and equipment from the Government agencies. Wherever, it is not feasible to obtain the same from the Government Organisations like Super-Bazar, Small-Scale Industries, Polytechnics, Co-operative Stores etc., quotations may be obtained from suppliers and the prescribed purchase procedure may be observed. Durability and economy may be kept in view while making such purchases. As regards furniture it would be better if we go in for tubular frames with wooden contents, metallic furniture with welding may be avoided and nuts and bolts be used. Iron-frame furniture which can be dismantled and properly stocked may be preferred.

I am also enclosing a statement indicating the maximum amount prescribed for each item of furniture and hostel equipment.

Please acknowledge the receipt.

Yours faithfully,

(Dr. J.C. Handa)
Asstt. Director (Admn.)

Encl. : As above.



**PROPOSED LIST OF FURNITURE AND EQUIPMENTS
ETC. FOR NAVODAYA VIDYALAYAS
(MIDDLE CLASSES)**

<i>Sl. No.</i>	<i>Item with specification</i>	<i>Requirement</i>
1.	Desks (with seat) 45" x 30" x 10"	One for two students.
2.	Black Board with stand where they are not inbuilt. 1) 48" x 90" inbuilt. 2) 48" x 36" Wooden with stand	a) One for each class room. b) One for Art room. c) One for Activity room. d) One for General Science room.
3.	Teachers Tables 40"x 30" x 30"	a) One for each Class room. b) One for Art room. c) One for Activity room. d) One for General Science room.
4.	Office/Teacher chairs 18" 16" x 18" cane seat and Wooden back.	a) One for each Class room. b) One for Art room. c) One for General Science room. d) Two for Activity room. e) Six for Principal's room. f) Three for office room. g) Twelve for staff room. h) Three for Library room.
5.	Students Chairs for Library 18"x Seat height 15" Back 16" x 12" Seat without arms. (If there is a separate room available)	40 Nos. (One for each student)
6.	Wooden Almirah where not inbuilt (Steel) 78" x 36" x 18"	a) Five for Library room. b) Two for office room. c) One for Art room. d) One for Activity room. e) One for Science room. f) One to keep examination record.
7.	Officer's Table 60" x 36" x 30"	One for Principal.
8.	Officer's chair (Revolving chair)	One for Principal.
9.	Office Table 36" x 24" x 30"	One for each office staff.



10.	Office Rack Wooden (Medium size) 36" x 36" x 15"	a) One for each office staff. b) Two for Library room. c) One for Activity room. d) One for General Science room. e) One for Principal's room.
11.	Office Rack Steek with five shelves (Big size) 72" x 36" x 18"	for Vidyalaya office use.
12.	Library Table (Big size) 72" x 36" x 16" (Half of this requirement may be purchased in the first year.	a) Two for General Science Laboratory b) Five for Lilbrary room. c) Two for staff room.
13.	Newspaper stand 60" height	Two for Library room.
14.	Typing Table 30" x 24" x 30"	One for keeping typewriter.
15.	Catalogue Cabinet (Library)	One for Library.
16.	Attendance Board 43" x 36"	One
17.	Notice Board 48" x 36"	Two
18.	Pigeon-hole with 15 Boxes One Box 15" x 15"	One
19.	Display Board 48" x 36"	One for each House.
20.	Cash Box for Cashier 18" x 12" x 9"	One
21.	Iron Safe Medium size (Godrej wall safe)	One for office.
22.	Map Stand 60" x 42"	Two



REQUIREMENT OF FURNITURE FOR HOSTEL FOR 80 STUDENTS

<i>Sl. No.</i>	<i>Name of item with specification</i>	<i>No. required</i>
1.	Hard beds single tier 72" x 36" x 20" (Steel frame with wooden top)	a) 80 (one for each student). b) 10 extra for stock.
2.	Dining Chairs without arms. Back 30" Seat 18" (Cane seat, Wooden Back and steel frame).	a) 80 (One for each student). b) 10 for staff.
3.	Dining Table (Large size)	6
4.	a) Study Tables (Steel frame top wooden). 30" x 18" x 30" (If accommodation available)	80 (one for each student).
	b) Study Chairs without arms Back 30" Seat 18" Cane seat, Wooden Back and Steel frame. (If accommodation available).	80 (One for each student).
5.	Newspaper stand 60" height	Two for Library room.
6.	Notice Board 48" x 36"	Two
7.	Display Boards 48" x 36"	One for each House.



F.No.16-1/87-NVS

Dated : May 14th, 1988

To

The Principal
(All Navodaya Vidyalayas).

Sub. : Installation of Telephone for Navodaya Vidyalayas.

Sir/Madam,

Reference our earlier letters No.F. 16-1/87-NVS dated 18th April, 1988 and 9th May, 1988 addressed to the Principals, all Navodaya Vidyalayas on the above subject.

It has been brought to our notice that some of the Vidyalayas, specially from Bihar and Madhya Pradesh, have reported the likely estimated expenditure on the installation of telephone to be between Rs. 30,000/- to Rs. 51,000/- and an additional expenditure on annual rent to be between Rs. 14,000/- to Rs. 43,000/-.

In this connection, it should be clearly understood that such heavy expenditure is unsupportable and cannot be approved by the Samiti. On this account, the Samiti can permit an expenditure to a maximum limit of Rs.10,000/- only. Therefore, the Vidyalayas where telephone can be installed under OYT category, of course on priority as communicated by the Director General Telecommunication to General Managers (Telecommunication of your circle/state), within the limit of Rs.10,000/- only, may go ahead with the installation of telephone. Other Vidyalayas are advised to put off the facility for the time being where the expenditure is exorbitant. They may, however, send the estimates obtained from their District Telecommunication Engineers for perusal of the Samiti.

It is also to be ensured that the Vidyalayas are getting telephone connection without STD only.

Please acknowledge receipt of this letter.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

- (1) Deputy Director all regions (NVS)
- (2) All officer at the Headquarters.

(C.L. Chutani)
Asstt. Director (Admn.)



F.No.14-15/88-89/NVS(Admn.)

Dated : May 31st, 1988

The Principal,
All Navodaya Vidyalayas.

Sub. : Expenses on Entertainment in Navodaya Vidyalayas.

Sir/Madam,

While going through the monthly accounts and pay bills of Navodaya Vidyalayas, it is observed by the Deputy Director (Finance) that some Principals are drawing regularly an additional sum of Rs. 100/- as entertainment allowance with their monthly pay and allowance. This is an irregular drawal without any authorisation.

Under the delegation of financial powers circulated vide compilation of circulars, there is a provision that a Principal can spend Rs.100/- per month on the entertainment of visitors, But it does not mean that it is an entertainment allowance to be drawn by the Principal along with his pay and allowances. Therefore, it should be clearly understood that Rs.100/- is not an entertainment allowance admissible to the Principal and it cannot be claimed regularly along with his salary every month.

This amount has been provided for, to enable the Principal to entertain the visitors in his office whenever necessary and that the maximum amount could be spent for such purpose would be Rs. 100/- in a month. It is quite likely that in some months there may be few visitors only and very little expenditure is incurred on this account.

Therefore, Principals are advised to keep a separate account of expenditure on entertainment to visitors in their office. Money should be drawn on actual expenditure basis duly supported by the relevant vouchers.

These instructions should be strictly adhered to.

Yours faithfully,

(J.N. Sharma)
Deputy Director(Admn.)

Copy to :

- 1) Deputy Director all regions (NVS). They are requested to check this item of expenditure incurred by the Principals whenever officers of the Regional Offices visit Vidyalayas
- 2) All officers at the headquarters.

(C.L. Chutani)
Asstt. Director (Admn.)



F.No. 5-3/87-NVS

Dated : 06-6-1988

To

All the Principals
All Navodaya Vidyalayas

Sub. : Purchase of Cotton, Woolen Textiles for Hostel/Uniform/Liveries - N.T.C.

Sir/Madam,

It is a known fact that Navodaya Vidyalayas are making purchases of Cotton/Woolen Textiles for the children uniforms, hostel needs and livery items in quite a considerable quantity. It is needless to lay emphasis that such purchases must be in conformity with the laid down purchase procedures and quality tested.

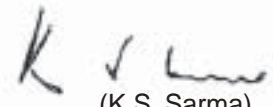
2. It may also be mentioned that the purchases from N.T.C. Show-rooms can be made on Single Tender Basis- which does not require ceiling for quotations and thus simplifies the purchase procedure. A copy of the circular No. DM No. 15013/3/82/ NTC dated 27.12.83 issued by Govt. of India, Ministry of Commerce, is enclosed for ready reference.
3. In pursuance of the policy of the Govt. of India that all Ministries and Departments of Govt. of India should make purchase of Textile Fabrics from National Textile Corporation, Principals of Navodaya Vidyalayas are advised that they should make all purchases of their requirements of textile fabrics, cotton & woolen both, (i.e. Blankets, Bed sheets, Pillow covers, Cloth for uniforms of children and Group 'D' employees etc.) from the nearest Showroom of N.T.C. only. Located in their respective areas.
4. However, in areas, where NTC showrooms are not available, or they are so distantly places that making purchases from NTC show room will become more expensive, the Principals/ Chairman VMC, may follow the normal purchase procedure already prescribed to meet their requirements.
5. A list of the addresses of the divisional offices of the subsidiaries of NTC & its show rooms, as available here, is enclosed for your convenience¹. They will supply against bulk order at the nearest Railway Station/Transport Agency office wherever established on your request.
6. Besides, when you do not get your supplies from NTC showrooms or from their subsuldiary Mills directly against your order within a reasonable period of time say 45 days, you may make alternative arrangements to procure the material by following normal purchase as laid down by the Samiti. In such cases, do intimate the NTC regarding cancellation of your order of supply.
7. NTC show rooms offer certain rebates on purchases, as announced by their subsidiaries from time to time in their respective areas. Therefore, it is advised that the Principals should check up this before making purchases.

1. NTC show rooms in the nearest city/town may be contacted.



8. The receipt of the circular should be acknowledge to the Samiti.

Yours faithfully,




(K.S. Sarma)
Director

Encl : as above

Copy to :

1. Deputy Director, all regions (NVS)
2. All Chairman, VMC, NVS.
3. All officers at the NVS Headquarters.
4. Director (Marketing), NTC, 8th floor, Surya Kiran Building, Kasturba Gandhi Marg, New Delhi with a copy of the list of Navodaya Vidyalayas for information and necessary action.
5. Senior Manager (Show Rooms), 9th floor, Vandana Building, 11 Tolstoy Marg, New Delhi-110001 for information.



(C.L. Chutani)
Asstt. Director (Admn.)

Copy of D.O.No. 15013/3/82-NTC dated 27-12-1983 issued by the Govt. of India, Ministry of Commerce, Deptt. of Textiles.

Sub. : Supply of Textile Fabrics of NTC Mills for Defence and Civil Requirements of the Govt. of India through DGS&D.

The undersigned is directed to say that the question of supply of textile fabrics from NTC mills for defence and Civil requirements of the Government and the following arrangements have been approved:

1. All type of cotton/woollen fabrics purchased by defence or by DGS&D (for other departments) to the extent available from the NTC should be procured from NTC on a *SINGLE TENDER BASIS*.
2. Prices of these commodities shall be calculated by the NTC and fixed by the Department of Textiles by associating a representative of the Chief Cost Accounts Officer.
3. The existing procedure of inspection should continue.
4. A Committee of Secretaries of the Ministries of Defence supply, Industry and Finance with Secretary, (Textile) as the convenor should be set up for periodical review of the progress of the scheme and for resolving difficulties that may arise in its implementation.

All the Ministries/Departments of Government of India should make the purchase of Textile fabrics from NTC pursuant to the above decision.

Sd/-
Deputy Secretary to Govt. of India



F.No.5-2/87-88/NVS(Vol.4)

Dated : June 22, 1988

To

All Principals
Navodaya Vidyalayas

Sub. : Use of Vidyalaya's Vehicle.

Sir/Madam,

The Samiti has already issued certain instructions regarding the use of vehicles supplied to some selected Vidyalayas depending upon the need and justification. These vehicles should be diesel run preferably. The Principal will be personally responsible for proper use, care and maintenance of Vidyalayas's vehicle. For the performance of this duty, he may be assisted by the office Superintendent or some other clerical staff. The Rules/Provisions in the Staff Car Rules of the Govt. of India should be generally followed (A copy of this Pamphlet may be purchased for reference). In particular, the Principal will ensure regular maintenance of the following records :

- (1) Log book showing number of journeys performed (both on duty and otherwise) and of petrol, oil and lubricant oil used. Entries made in the log-book shall be attested by him personally. The regular member of staff using the vehicle will sign the entry in respect of the journey performed by him specifying the purpose, as per the written sanction of the Principal. At the close of every month the mileage given by the vehicle per kilometer will also be calculated. Abnormal variations in the kilometre/litre should be investigated.
- (2) Record (History Sheet) of repairs and replacements carried out to the vehicle from the date of purchase will be maintained and checked by the Principal.
- (3) Entry of tools, fittings, equipments and spare parts should be kept in the office. Losses caused by the negligence will be made personal responsibility of Principal.
- (4) The vehicle may be insured for third party.
- (5) The vehicle may be serviced regularly after every 3,000 kms. or 4 months whichever is earlier. The Principal may submit a half yearly report on the expenditure incurred within prescribed norms and limit on the vehicle to the concerned Deputy Director.

The Vidyalaya's vehicles are given for transportation of stores and equipments (to the extent, it could be used for the purpose without damaging the vehicle) and for movement of the Principal, staff and students in the case of medical or any other emergency. All movements should be subject to the prior approval of the Principal. For journeys mentioned below, permission from the authority indicated against each is to be obtained :

- (1) From the Vidyalaya to nearest rail head or nearest major market, bank, post office or bus stand. — Principal
- (2) From Vidyalaya to the Headquarter of the Chairman, VMC — Principal
- (3) From Vidyalaya to the State Capital and distances exceeding 75 kms (upto 2 trips in a year) — Concerned Deputy Director



Vehicles may be permitted to be used for non duty journey also by the regular employees of the Vidyalaya. However, duty journey should take precedence over non-duty journey. The payment for non duty journey by the Principal/staff will have to be charged from the individual at the rate of Rs. 2.30 per km. calculated from garage to garage. The vehicle will not be placed at the disposal of any other organisation/individual without the specific approval of the concerned Deputy Director.

These instructions are in addition to those already issued on this matter.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

- (1) Deputy Director all regions (NVS)
- (2) All officers at the Headquarters.
- (3) Finance Section, NVS, New Delhi.

(J.N. Sharma)
Deputy Director (Admn.)



F.No.14-15/88-89/NVS

Dated : June 23, 1988

To

The Principal
All Navodaya Vidyalayas.

Sub. : Furnishing of Principal's Office

Sir/Madam,

During my visit to the Navodaya Vidyalayas, it was observed that some of the Principals have occupied very large accommodation as Principal's office even where there in accommodation problems for children and staff. Besides, some of the Principals have superfluously equipped their offices with a large number of sofa sets (8 Sofa Sets in a particular Vidyalaya), a number a steel almirah, Chairs, decoration pieces, costly carpets and desert coolers. All this is not only shocking but an exhibition of extra veganza and wasteful expenditure. It also exposes the disposition of the Principal towards such issues. Frugality and simplicity should be our watch-words.

In view of the above, the following instructions must be complied with strictly:

- (1) The Principal should select a moderate size room as his office and it should be moderately furnished and neatly maintained.
- (2) It may have ordinary coir board/ jute carpet, one sofa set, one desert cooler and at the most 6 chairs and one steel almirah. No expensive decorative pieces should be affixed on the walls or placed in the Principal's room.

Yours faithfully,

(J.N. Sharma)
Deputy Director (Admn.)

Copy to :

- (1) Deputy Directors all regions (NVS). They should make a special note of these matters in their report during their inspection/visits to the Vidyalayas.
- (2) All officers at the headquarters.

(C.L. Chutani)
Asstt. Director (Admn.)



F.No. 27-Misc/88-NVS(Admn.)

Dated : 9/10/ Nov. 89.

To

The Principals
All Jawahar Navodaya Vidyalayas.

Sir/Madam,

Instances have come to the knowledge of the Samiti where the teachers/Principals of Jawahar Navodaya Vidyalayas have been asking the students, particularly the girl students, to come to their dormitories and do their personal work like cleaning the utensils, washing the cloths, laying bed etc. The Samiti takes a very serious note of such cases. In future it may please be seen that no students is asked to do any personal work of any teacher/Principal and particularly the girls should not be called to the dormitories of male teachers/principals.

I also take this opportunity to write to you that Principals and House-Mistress of girls Houses should frequently talk to the girls on the above subject and in case any such instance is reported by the girls, the matter should be confidentially reported to the Samiti for immediate action.

This may be brought to the notice of all concerned and their signature be obtained for having noted the instructions of the Samiti. You are also requested to kindly acknowledge the receipt of this letter and certify that instructions of the Samiti have been noted by all in writing.

Yours faithfully,

(K.S. Sarma)
Director



F.No.5-2/90-91/NVS(Admn.)

Dated : 25.04.90

To

The Principals,
All Navodaya Vidyalayas.

Sub. : Stay of Driver in the Vidyalaya Campus.

Sir/Madam,

I am to refer to the subject noted above and to say that instances have come to the notice of the Samiti that some of the Drivers of the Jeeps/Buses/Vans provided to the Vidyalayas are not staying in the school campus probably due to lack of accommodation. Since the vehicle provided by the Samiti may be needed in an emergency, it is essential that the Driver should always be immediately available. You will agree that the vehicle in the absence of the Driver shall be of no use and the very purpose of providing the vehicle is defeated. It has, therefore, been decided that the driver must be provided with suitable accommodation in the Vidyalaya campus and instructed to stay there in the best interest of the children.

Yours faithfully,

(Dr. S.K. Narang)
Deputy Director (Admn.)



F.No.5-13/89-90/NVS(Admn.)

Dated: June 8th, 1990

To

The Deputy Directors
All Regional Offices of Samiti

Sub. : Purchase of Generator for the Vidyalayas - reg.

Sir,

In pursuance of the decision taken during the recent conference of the Deputy Directors, I am to convey the approval of the Director, N.V.S., permitting the Principals of Navodaya Vidyalayas that have reached the stage of Class IX or above w.e.f. the academic year 1990-91 to buy a 10 KVA portable diesel generator set on the recommendation of the Deputy Director of the Region subject to fulfilling one of the two following conditions:

1. Power connection is not provided at the temporary site of the Vidyalaya so far.
2. Power connection is available at the temporary site but the supply position is very poor or highly irregular and erratic so much so there is virtually no supply in the night time (This aspect is to be very carefully judged by the Deputy Director of the Region).

Following points will also be kept in mind before purchasing the generator set :

1. Vidyalayas that have already moved to their permanent building or likely to move shortly will not go in for a generator as we have already catered for a 200 KVA. HT transformer at the permanent site to provide stable power supply to the Vidyalaya.
2. In case the strength of the Vidyalaya is considerably less and if the Principal feels that a generator of lesser capacity than 10 KVA can serve the purpose there is no objection to purchase a portable diesel set of 5 KVA or 7.5 KVA capacity.
3. If the electricity supply is regular and satisfactory and if the Principal feels that there is no need for a generator at all he need not buy one.
4. In case a generator has already been gifted by the parents/philanthropists to the Vidyalaya there is no need to buy one more set.
5. As the main purpose of the generator, is to enable the children to study and do their assignments during the night time top priority will be given for this purpose that apart the generator shall also be used to energise the water pumps, illuminate the kitchen, dining halls, the hostels and the toilets. All the other uses will be secondary. The Generator set shall be operated only during the night time however, if there is a pressing need to put it into operation during the day time it can done so ONLY for pumping water and NOT for operating fans, viewing of Television sets/VCP etc. It may kindly be noted that a 10 KVA set will consume about four litres of diesel per hour of operation.
6. The cost of a 10 KVA diesel generator will be around Rs. 50,000/-
7. A sum of Rs. 600/- per month per Vidyalaya for nine months in an academic year is sanctioned towards the diesel cost. This expenditure should not exceed Rs. 5400/- in an academic year at any cost. This expense will be booked under contingency Head.



8. It is emphasised here that this letter does not grant a blanket permission for an outright purchase of generator by all the vidyalayas that have reached Class IX level or more from 1990-91 academic year. Subject to conditions mentioned in this letter the Deputy Directors of the Region are requested to weigh the situation very carefully and assess the exact need of the vidyalaya and permit the vidyalaya to buy a generator only after they are fully convinced that this is an imperative requirement. Principals will buy the generator by following the prescribed purchase procedure only after getting a written approval from their Deputy Director.

Deputy Directors of the Region are kindly requested to send a list of vidyalayas that have been permitted by them to buy a generator, to the Assistant Director(Admn.) by name indicating thereby complete justifications that warranted a generator. This may kindly be done by 15th July. 1990.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.S. Gauri'.

(S.S. Gauri)

Deputy Director (A)/(P)



F.No.27-Misc/88-NVS(Admn.)

Dated: 19 June, 1990

To

The Principals
All Jawahar Navodaya Vidyalayas.

Sub. : Prohibition of Tobacco Smoking in Navodaya Vidyalayas.

Sir/Madam,

The Government have been viewing with great concern the increasing scientific evidence of non-smoking public being exposed to serious health hazards due to exposure to passive smoking in the proximity of tobacco smokers. There has been a widespread public demand that measures be taken to protect this majority of non-smoking public from the polluting impact of tobacco smoking by a small minority. Further, there is a need to save smokers from their own excesses. It has been, therefore, decided to prohibit tobacco smoking to start with, in a few selected places namely, Hospitals, Dispensaries and other health care establishments. Educational Institutions, Conference Rooms, Domestic Airlights, Air-conditioned chaircars and Air-conditioned sleeper coaches in trains, Sub-urban trains and Aircoditioned Buses etc.

In view of the above, It has been decided that smoking in Navodaya Vidyalaya Complex will not be permitted with immediate effect. Principals, teachers and other members of the staff who are in the habit of smoking may do so only in their in their own residential accommodation or in some corner clearly earmarked for this purpose and not any where in the school complex. It shall also be ensured that tobacco smoking is not done in the presence of the students. No ash-trays shall be placed in the office of the Principal in Navodaya Vidyalayas.

Strict compliance is requested.

Yours faithfully,

(Dr. S.K. Narang)
Dy. Director (Admn.)



F.No.5-13/89-90/NVS(Admn.)

Dated: July 19, 1990

To

The Deputy Directors
All Regional Offices

**Sub. : Installation of Solar Water Heater/Solar Lighting System for the
Vidyalayas.**

Sir,

As you are aware, the Government is promoting the use of non-conventional sources of energy by providing solar water heating systems/solar lighting system at concessional rates to several institutions in the rural and urban areas. It is felt that our Navodaya Vidyalayas can also be profited by exploring the possibilities of having these facilities installed in the vidyalayas. The Deputy Directors of the regions/the Principals are kindly requested to take up the issue pertaining to the solar water heating system/solar lighting system with the respective State Government/the Departments so that the subsidy made available by them can be provided by the Samiti to have these facilities. This follows the decisions taken during the recent conference of the Deputy Directors of Regional Offices.

Action taken by you in this regard may kindly be sent to AD(Admn.) by name for further necessary action at Samiti.

Yours faithfully,

(Dr. S.K. Narang)
Dy. Director (Admn.)



F.No.8-9/97-NVS(SA)

Dated: Sept. 19, 1997

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sir,

Number of cases of repair of vehicle have been sent by the Regional Offices for approval of estimates as prepared by the Vidyalayas. It is observed in many cases that the proposals are either incomplete or submitted without following proper procedures.

Henceforth, the following points may please be got verified before submission of the proposal for approval:

1. Certificate from Inspector of Motor Vehicle to the effect that proposed repair works/ replacement of spares are essential which is to be attached with the proposal.
2. The Vidyalaya shall submit the detailed breakup of spares proposed to be replaced and the respective price thereof along with total anticipated expenditure involved including Sales Tax. etc.
3. Vidyalaya shall record the justification for replacement of parts and submit the same along with the proposal.
4. Wherever the parts are proposed to be replaced, Vidyalaya shall certify that the replacement has been proposed after exhausting the possibility of repairing/reconditioning/retreading of such part as the case may be.
5. The price of the spare shall be as per the schedule of prices of the authorised manufacturer of the spares applicable for Govt. organisation. A certificate of verification to this effect shall be submitted by the Principal.
6. Possibilities of procuring spares like tyres, tubes and batteries through DGS&D rates may be explored and the position thereof be recorded. Similarly, possibilities of retreading of tyres and reconditioning of batteries may be evaluated and recorded accordingly before submission of proposal.
7. The salvaged spares which will be removed for replacement shall be taken to Vidyalaya stock and disposed of as per the rules of the Samiti and appropriate entries therefore be made in the M & R register of the vehicle. An assurance certificate to this effect shall be submitted by the Principal.
8. Vidyalaya shall certify that the replacement/denting/welding/painting of body, if proposed as inevitable and also record the measurement of such works related to body of the vehicle invariably along with the details of respective schedule of prices.
9. Vidyalaya may get the proposal vetted by the Purchase Advisory Committee of the Vidyalaya (which includes the designated member of VMC) regarding the purchase procedure followed. Detailed recommendation thereof shall be attached with the proposal.

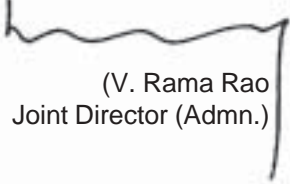


10. The expenditure so recommended/approved may be met out of the available funds in the concerned head in the budget of Vidyalaya. Accordingly, the availability of funds/the additional requirement of funds. If any, in the respective head shall be mentioned by the Vidyalaya. However, in case of additional requirement of funds by the Vidyalaya, Regional Office may ensure allocation of funds under appropriate head of account before forwarding the proposal.
11. Other codal formalities as per purchase procedure of the Samiti may be followed strictly before submission of proposal in the proforma sent herewith at Annexure-I.
12. The detailed proposal as submitted by the Vidyalaya may be completely verified by R.O. while referring to the above points and record the recommendation in each of such case separately before forwarding to Headquarters.
13. Further, on receipt of sanction from Hqrs. the R.O. may convey the approval to JNV with an advice to issue work order to the workshop.
14. After getting the repair work done, the Vidyalaya shall submit details of expenditure incurred to the Regional Office for verification of the expenditure.
15. Regional Audit team shall verify the procedure during its subsequent audit and take further necessary actions, so as to authenticate the expenditure as per above norms.

Further, in many cases, it has come to the notice of competent authority that even for minor repairs the engine is dismantled on the pretext of preparation of estimate which may be desisted. In case of sudden breakdown and unforeseen seizure of engine, the vehicle may be toed up to the garage and estimate be got prepared reasonably. Wherever, the engine has been dismantled, proper justification for such dismantling of engine which otherwise costs substantial amount on repair may be furnished specifically in the proposal.

The Regional Office may scrupulously follow the due procedure as communicated above in order to help the competent authority to communicate the decision at an early date. Further, it is desired not to forward the incomplete proposals in any case which otherwise may result in delay in getting estimate approved, thereby causing improper utilization of vehicle at Vidyalaya.

Yours faithfully,



(V. Rama Rao
Joint Director (Admn.)



**PROPOSAL FOR APPROVAL OF ESTIMATED EXPENDITURE ON REPAIR
OF VEHICLE OF JAWAHAR NAVODAYA VIDYALAYA**

DISTRICT**STATE**

1. Name of JNV :
2. Date of purchase of vehicle :
3. Make, model and registration number of vehicle. :
4. Number of kilometre run by the vehicle :
5. Year-wise details of amount spent on repairs chronologically since from the purchase of vehicle:

<i>Year</i>	<i>Nature of repair/replacement</i>	<i>Amount</i>	<i>Dealer/Garage</i>
-------------	-------------------------------------	---------------	----------------------

6. Details of use of vehicle beyond 75 kms. limit and reasons thereof in each case mentioning therein whether it was approved by the competent authority or not.
7. Whether regular driver has been appointed. If not, the reasons thereof.
8. Total amount spent on Oil and Diesel year-wise.
9. Details of current problem:
 - (a)
 - (b)
 - (c)
 - (d)
10. Total amount estimated (as applicable):
 - (a) Replacement of spare parts
 - (b) Tyre/tube/battery
 - (c) Denting and Painting
 - (d) Repair charges
 - (e) Labour charges



11. Certificates

- (a) It is to certify that the price of spares is as per the schedule of price of manufacturer applicable for Govt. Organisations which has been personally verified by me.
- (b) I undertake the responsibility to the effect that the spares removed for replacement shall be taken into stock and disposed of as per the rules of the Samiti and appropriate entry will be made in the M & R Register of vehicle as well as the log book of vehicle.
- (c) It is to certify that the purchase procedure as per the rules of the Samiti has been strictly followed while preparing the proposal for repair of vehicle.
- (d) It is to certify that the required funds for the proposed repair are available/not available as per the budget approved for the Vidyalaya under respective head. The additional requirement of funds to an extent of Rs. _____ is solicited for the aforesaid repair work under the head “ _____ ” for the financial year.
- (e) It is to certify that all possible efforts in terms of repair/reconditioning/retreading have been exhausted in respect of the spares which are to be replaced as proposed and the proposed replacement of spares are essential and inevitable.
- (f) “I certify that the Vidyalaya vehicle has not met with any accident all these days from the time of its purchase and no amount was spent on the repairing on account of the accident.”

OR

“I certify that the vehicle met with an accident on (date) due to the following reason(s): An FIR was lodged in the local police station and the Insurance Company has been approached for further necessary action.” The matter was already reported to Headquarter vide Letter No. _____/NUI reported to Headquarter at all.

Further a sum of Rs. _____ was also spent on repairing of the vehicle after the accident after obtaining necessary sanction from/without obtaining sanction from NVS, New Delhi.

- (g) It is to certify that the vehicle has been insured comprehensively/on Third Party and the Insurance premium is renewed regularly. It is to further certify that the due Tax etc. are paid to the concerned authorities and the driving licence of Driver is valid as on date and will be got renewed by driver from time to time.

Note: (Certificates not applicable should be categorically deleted from the proposal)

(Signature of Principal)

Vidyalaya Seal

Recommendation of the R.O. with full justifications with specific mention regarding availability of funds at R.O. level for the purpose under the appropriate head of expenditure.

(Signature of Deputy Director)



F.No.3-3/97-NVS(SA)

Dated: 22-10-1997

To

All the Regional Deputy Directors
Navodaya Vidyalaya Samiti.

Sub. : Introduction of “Vidyalaya Control Register” for follow up on Observations of the Visit of Inspecting Officer : Reg.

Reg. : This Office Letter No. F. 6-10/97-NVS (Admn.) dt.27-09-1997.

Sir,

In continuation to this letter reference cited above, in order to ensue continuity and feed back on the inspection reports by the officers of the Samiti, it has been decided to introduce a “Vidyalaya Control Register” in every Vidyalaya. The proposed Register will facilitate the Visiting Officers to go through the observations and guidelines given by the previous officers who have visited the Vidyalaya and the action taken there upon. It would also ensure the visit and inspection is purposeful and result-oriented. It is, therefore, requested that the Principals of the Vidyalayas under your Region may please be directed to maintain a register containing the columns in the enclosed proforma. The Vidyalaya Control Register should be duly numbered pagewise” and authenticated with the certification by the Principals, indicating the total number of pages in the Register.

The Visiting Officers of the Samiti may be advised to go through the Register whenever they visit the Vidyalaya and write their specific observation on all the points containing in the proforma before leaving the Vidyalaya after inspection/visit.

The Principal and teachers concerned shall take up follow up action on the observations and guidelines given by the inspecting officer in a Time-Bound manner. Instructions issued by the visiting officer should immediately be complied. Any lack of action/response on the instruction given without a valid reason may be viewed seriously and noted against the employee concerned in his personal records.

The Principal may accordingly be instructed to maintain the Vidyalaya Control Register carefully and comply with the instructions issued in the Register from time to time so that it would act as a feed back to the next visiting officer as well as the Vidyalaya Management Committee. All the columns mentioned in the proforma shall be included in the Register in a format giving adequate space for writing observations and action taken.

The Register being an internal control document should be available only to visiting officers of the Samiti, Chairman, VMC, Principal and staff. The Register should not be treated as a visitor book for use by other visitors/dignitaries.



Receipt of this letter may be acknowledged and the instructions/guidelines issued to the Vidyalayas by your Region in this regard may be confirmed at the earliest.

Yours faithfully,

(Anurag Bhatnagar)
Director

Copy to :

All the Principals of Jawahar Navodaya Vidyalayas with a request to immediately open a Vidyalaya Control Register as per the above directions.

(V. Rama Rao)
Joint Director (Admn.)



VIDYALAYA CONTROL REGISTER

Name of Visiting Officer :Desg.

Date & Time of Arrival :

Date & Time of Departure :

Purpose of Visit :

Area(s) of Inspection	Observations	Subsequent Action taken on observations	Remark
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A. Academic

1. Class Room, teaching, assignments, testing and evaluation.
2. Teaching methodology.
3. Coverage of syllabus.

B. Infrastructure

1. Building, repairs and maintenance & general upkeep.
2. Water, electricity and toilets.

C. House System

1. Maintenance.
2. Activities.
3. Safety & Security.
(Including roll call)

D. Mess

1. Quality and quantity of food.
2. Cleanliness & sanitation.
3. Purchase & Mess Committee & procurement of material.

E. Co-Curricular

1. Physical education
2. Art



3. Music
4. SUPW
5. Vocational education
6. Any other

F. Library

1. Availabililty and procurement of books
2. Upkeeping of Library.
3. Library based activities
4. Reading habits of students and teachers and monitoring thereof.

G. General

1. Morning assembly.
2. Student discipline
3. Beautification of campus

H. Administration and Finance

1. Service matters
2. Records, procedures and pending issues (including correspondence and replies.
3. Purchase procedures.
4. Any other

I. General Observations

(Signature)

(Signature of the Principal
confirming the action)

Name:.....

Designation:.....

Note: The above format may be spreaded in opposite portion of two pages of the Register in order to provide adequate space for legible writing.



F.No. 2-6/97-NVS(S.A.)

Dated : Dec., 31, 1997

Dear District Magistrate,

I am writing to you with reference to deployment of NVS Staff in the ensuing general elections. While I am aware of the importance of election duty, I would like to bring to your notice certain problems which the Samiti faces.

Our schools, as you know, are residential in nature. The constant presence of Principal and staff is, therefore, essential, especially since a large number of girl students stay in the campus. The role of teachers is not only limited to class room teaching but also as House-Masters/House-Mistresses to look after the board and lodging arrangements of the children which is all together a difficult task particularly in a residential set up. Similarly, the vehicles have been provided among other things to provide emergency services, for example when children have to be sent to the hospital for urgent medical treatment.

I would, therefore, request you to kindly ensure that as far as possible the Principal, Staff and vehicles of Jawahar Navodaya Vidyalayas are not drafted for election duty.

With regards,

Yours faithfully,

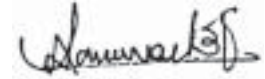


(Anurag Bhatnagar)

All the District Magistrates
and Chairman of Vidyalaya
Management Committee.

Copy to :

- (1) The Deputy Director of all Regions.
- (2) The Principals of all JNVs.



(A.N. Ramachandra)
Asstt. Director (School Admn.)



F.No.2-15/98-NVS(SA)

Dated : 27.7.98

CIRCULAR

Sub. : Revision of Rates of Allocation of Expenditure on Uniform Items.

In pursuance of discussions held in the Conference of Deputy Directors, the proposal regarding increase in the rate of allocation of expenditure was put up to the Finance Committee in its 23rd Meeting held on 30th December, 1997. While considering the proposal for rise in the allocation and the consequential burden on the budget, the Finance Committee has approved to increase the rate of allocation for uniforms to Rs.600/- per child per annum as against the existing allocation of Rs. 350/- per child per annum. The above said increase shall come into effect with immediate effect for purchase of uniforms henceforth.

The norms for providing uniform items are reproduced here below :

Sl.No.	Name of Item	Norms of Quantity	Normal life	Remarks
1	(i) Shirt-White Terrycot (Half Sleeves)	2 Nos.	2 Years	
	(ii) Shirt-White Terrycot (Full Sleeves)	1 No.	2 Years	
2.	(i) Half Pant/Skirt (divided, covering upto knee) Grey, Terrycot.	2 Nos.	2 Years	(Half pant/ Skirt only upto Class VIII)
	(ii) Full Pant-Grey, Terrycot	2 Nos.	2 Years	(From Class IX)
3.	Salwar (White)& Kameez (Grey) with Dupatta (white) for girls.	2 Nos.	2 Years	(From Class IX)
4.	(i) Half Pant/Skirt-White, Terrycot (divided, covering upto knee).	2 Nos.	2 Years	
	(ii) T-Shirt-ready made (House colours, cotton casement material)	2 Nos.	2 Years	
5.	Woollen Pullover (Grey)	1 Nos.	3 Year	
6.	White Canvas Shoes (PT)	2 Pairs	1 Years	



7.	White Socks (Nylon)	2 Pairs	1 Years	
8.	Hawai Chappal (Rubber)	1 Pairs	1 Years	
9.	Belt-cotton with metallic buckle (Grey-White bands)	1 No.	3 Years	
10.	Ribbon (1 pair red & 1 pair White), if required, for girls.	2 Pairs	1 Years.	(each piece one meter)
11.	Phatka (Grey)/Pugaree(Grey) for sikh boys only (Pugaree to be provided from Class X).	1 No.	3 Years	

(* One full pant may be given from Class VI for use in the evenings during cold weather in case of Vidyalayas situated in cold Regions).

Additional items for extreme winter areas

1.	Leather Shoes (Black) with laces	1 Pair	2 Years	In this case only one pair of PT shoes to be given.
2.	Coat Woolen dark grey (tweed)	1 No.	3 Years	
3.	Pant/Skirt woollen, steel grey (worsted)	1 No.	3 Years	
4.	Stockings thick-nylon-grey.	1 pair	2 Years	(for girls only)

Purchase of Cloth

The cloth for uniform must be purchased from the authorised dealers/show-rooms on National Textile Corporation only. Principals facing difficulties in the purchase of cloth must write to the Zonal Manager/Marketing Manager of the NTC directly atleast 4 to 5 months in advance.

The cost given above also includes stitching charges at normal Govt. rates. Quotation for stitching should be obtained from Co-operative Agencies, Social Welfare organisations and private tailors and the contract may be awarded by following proper procedure. It must be ensured that all uniform are stitched in the Vidyalaya premises. The uniform should not be tight from the very beginning and sufficient margin should be given for the growth of the children. It is also observed that a large quantity of cloth is being wasted due to improper planning and supervision of stitching of clothes. It is therefore, requested that cloth should be supplied as per the required measurements and stitching to be got done under the personal supervision of the one of the staff members.

Normal Life of Items

Normal life of all items of clothing has been indicated above. However, an item should not be replaced, if it is found serviceable and can be used beyond the normal life indicated above. In case



a child outgrows that particular item of clothing may be replaced out of any old item of clothing according to the size of the child. If an old replacement is not available at all, it may be replaced by a new one. Similarly, in case the shoes become tight, they have also to be replaced by some old pair of shoes wherever possible. Care should always be taken that shoes needing repair are properly repaired rather than being thrown away.

Issue and Return of Uniform

The item of uniform shall be provided within 10 days of opening of session after summer break to the regular students and within a period of one month to the newly admitted students from their date of admission. Accordingly, timely actions to procure items from the show-room and stitching etc. be taken in advance. The Regional offices shall monitor this to avoid any inconvenience to children and public criticism and initiate actions wherever delay is anticipated.

All item of uniforms must be taken back before vacations and breaks should be re-issued to the respective children on rejoining the Vidyalaya after vacation and breaks. For this, it is essential that the children should put their roll number (or any other marks) on each item of clothing. This should be centrally done by the Vidyalaya when new items are issued.

Maintenance of Uniforms

The Principal shall ensure that the children wear neat and clean uniform regularly. The Regional office may also monitor this constantly.

Condemnation of Articles

Instruction for the condemnation of items of uniform and other articles are being issued separately.

All out efforts should be made to be economical in expenditure and wherever possible the items may be used beyond the normal life given above. Grant in accordance with the norms shall be released by the Deputy Director of the concerned region after ascertaining the appropriate need of Vidyalaya in advance.

It may also please be noted that non-supply of uniform to the children in time is constantly inviting adverse criticism. Since the financial allocation have been substantially increased, Principals and Regional Officers should ensure that uniforms are supplied to children in time.

This issues with the concurrence of F & A Wing and the approval of Director, NVS

Yours faithfully,

(V.K. Sharma)
Deputy Director (Pers.)

To : The Deputy Directors of All Regional Offices of Samiti.

Copy to :

1. The Principal, All Jawahar Navodaya Vidyalaya
2. All officers at the Headquarters.

(A.N. Ramachandra)
Asstt. Director (Sch. Admn.)



F.No.5-4/99-NVS(SA)

April 28, 1999

**REVISION OF RATES IN RESPECT OF EXPENDITURE ON STUDENTS
W.E.F. 01.05.1999**

Keeping in view various references received from the Regional Offices and the Principals of the Vidyalayas and with the approval of the Executive Committee of the Navodaya Vidyalaya Samiti, it has been decided to revise the rates of expenditure to be incurred on students. The existing provision of Rs. 5250/- per student has been enhanced to Rs. 6000/- per student per year. Further details with regard to the increase of provision is as under.

Sl.No.	Item	Rates	Total
1.	Boarding charge	@Rs. 500/- per month per child for 9 months	Rs. 4500.00
2.	Uniforms	@Rs. 600/- per child per year (to be provide once in two years)	Rs 600.00
3.	Text Books	@Rs. 100/- per year per child	Rs. 100.00
4.	Toilet articles	@Rs. 300/- per year per child	Rs. 300.00
5.	Other items (Stationery, Travelling Expenses, Medical Expenses, etc.)		Rs. 500.00
Total expenses per child per year			Rs. 6000.00

2. The revised rate will be effective from 1st May, 1999.
3. This issues with the concurrence of F & A Wing and the approval of Director, NVS.

(V. Rama Rao)
Joint Director (Admn.)

To

1. Deputy Director, All Regions
2. Principal, All Jawahar Navodaya Vidyalayas

Copy to :

1. All Officers at NVS Hqrs..
2. S.P.A. to Director, NVS for information.



F.No.5-6/96-NVS(SA)

Dated:13.12.99

The Deputy Director,
Navodaya Vidyalaya Samiti,
All Regions

Sub. : Installation of LPG Connection in Vidyalayas and Guidelines thereof.


Sir,

While considering various issues related to need of the LPG Connections, Samiti has already permitted the Vidyalaya to install Gas Connection for cooking purpose and for the laboratory in the Vidyalayas. Now that with approval of the Director, NVS, the power of sanctioning Gas (LPG) connection for Vidyalaya mess is being delegated to Regional Deputy Directors until further orders upto a maximum amount of Rs.50,000/- including deposit with Gas Authority.

The following guidelines shall, however, be scrupulously followed :

1. The budget estimation of the LPG installation shall not exceed Rs.50,000/- inclusive of deposit with Gas Authority.
2. Gas connection may be obtained from the Public Sector Companies only.
3. The Regional Office shall ensure that the total no. of allotment of Gas Cylinders shall not exceed 20-25 per Vidyalaya where there is maximum strength of 400 students and above.
4. Fixtures and fittings be got done as per the safety measures required.
5. In view of limited funds allocated, the plan and estimate should be made within the limit.
6. Proper prescribed purchase procedure as per the norms of the Samiti should be scrupulously followed while installing the LPG connection and procuring the material thereof which may be verified by the Internal Audit Wing of the Regional Offices.
7. Proper safety measures should be taken for storage of gas cylinders and the fixtures namely pipelines etc.
8. Regional Offices while considering the proposal/estimates for the approval may properly examine the need of the fixtures proposed so as to limit the total expenditure within the approved cost limit.
9. A detailed guideline to this effect be circulated to the Principals well in advance so as to avoid any lapse of time in installation/gas connection which is required by the Vidyalaya.
10. The Regional Officers are further requested to ensure installation of Gas connection in all the Vidyalayas under their jurisdiction and send compliance.

Yours faithfully,


(V.Rama Rao)
Joint Director (Admn.)



F.No.5-2/2000/NVS(SA)

Dated: 24-1-2000

The Deputy Director,
Navodaya Vidyalaya Samiti
Regional Office
HYDERABAD/LUCKNOW/PUNE

Sir,

I am to convey the approval of the competent authority for permitting the Regional Offices to process the disposal of the following vehicles treated as condemned consequent to approval of Department of Education, Govt. of India vide diary No. 94/DFA/99 dated 4.1.99 and No. 7808/99-IFD dated 23.9.99:

Sl.No.	Name of JNV	Make and model of vehicle	Registration No.	Engine No.
1.	Tehri Garhwal (U.P.)	Mahindra & Mahindra Jeep	UME-94	DK-008850
2.	Bahraich (U.P.)	Allwyn Nissan	UGM-4074	SD-25 DCO 4201
3.	Mirzapur (U.P.)	Allwyn Nissan	UAD-4327	SD-25 DCO 3696
4.	Uttarkashi (U.P.)	Mahindra & Mahindra Jeep	UGB-4151	540-DP-4-DJ 06792
5.	Farrukhabad (U.P.)	Allwyn Nissan	UP-76/4203	SD-25 FC 09969
6.	South Goa	Mahindra & Mahindra FJ460D-4WD Mini Bus	GDF 9292	4S-02141
7.	Car Nicobar	M & M 540 DP 4 FRP Jeep	AN/4724	

Disposal of condemned vehicle is to be processed by the Regional Office in accordance with the laid down procedures in GFR while also adhering to the following stages:

1. Regional Office may release a short tender notice calling for sealed quotations for disposal of the vehicle.
2. Simultaneously, the reserve price to be decided by the authority who have certified the vehicle to be deemed fit for condemnation may be obtained in sealed cover after inspection of the said vehicle by the authority concerned.
3. The tender may be opened by the committee constituted for the said purpose in the presence of all the tenderers and the highest bidder may be listed while after preparing detailed comparative statement of rates quoted.
4. In case the highest bid is less than the reserve price, the process of tendering has to be done again. Simultaneously, the reserve price may have also to be obtained in a sealed cover again to maintain the confidentiality.
5. In case, however, if the highest bid price is higher than, the reserve price as communicated by the competent authority, the condemned vehicle may be handed over to the highest bidder in



the condition of the vehicle as was shown to him during the inspection only after depositing the value of highest bid in cash or demand draft.

6. Necessary sanction order indicating the disposal be issued as per the rules with details. Similarly, necessary receipt may be issued in respect of the deposit and the vehicle may be released along with the documents.

IT MAY, HOWEVER, BE NOTED THAT THE ASSIGNMENT OF DISPOSAL SHOULD BE DELEGATED TO VIDYALAYAS WHEREAS THE COMPLETE PROCESS SHOULD BE EXECUTED BY THE REGIONAL OFFICE ONLY UNDER THE PERSONAL SUPERVISION OF DEPUTY DIRECTOR CONCERNED.

It is to, further, reiterated that the highest bid is less than the reserve price, the process of retendering has to be done to ensure disposal of vehicle within the limits of reserve price.

The complete process is required to be completed before the end of the February, as it is highly essential as per the instructions of the Govt. of India, Ministry of Finance, Department of Expenditure vide their Office Memorandum No. 21(3) E-Coord./99 dated the 16th November, 1999.

Comprehensive report after disposal may be sent to Samiti Headquarters for records.

It is also to be strictly noted that at every stage of process of the disposal, the concurrence of Finance and Accounts Branch of the Regional Office should be obtained as records to the procedure being followed.

This issues with the approval of JD(A).

Yours faithfully,

(A.N. Ramachandra)
Asstt. Director (Admn.)



D.O.No.5-4/2000/NVS(SA)

Dated: Aug.,17, 2000

Dear District Magistrate,

As you know, the interest taken by the District Magistrate of a district in the functioning of the Jawahar Navodaya Vidyalaya is vital for its smooth functioning. It is in this context that I am requesting for your personal intervention.

The Samiti has received some complaints from Members of Parliament from different districts and others that the students of the Vidyalayas are sometimes not being provided qualitative food, stationery, toiletry, medicines and other personal requirements as per their entitlement. Some complaints of provision of sub-standard food to the students and misuse of mess funds have also been received. This situation requires effective corrective action to ensure that the students of Vidyalayas revive their full entitlement and the negative perceptions, if any, in the minds of the public representatives, parents and community are removed. We have already issued instructions to our Regional Officers to conduct frequent surprise inspections of Vidyalayas and initiate appropriate action against defaulting Principals.

I am writing this letter to request you for your personal assistance in this matter for making some periodical surprise checks and inspections about the functioning of the vidyalaya and about the quality of the food supplied to the students and other entitlements of the students. These visits may be undertaken by Senior Officers in the district preferably of the Additional District Magistrate/SDM level to monitor the quality of food supplied to the students. I would also request you to kindly make some surprise visits yourself.

A copy of my letter addressed to the Dy. Directors of the Regional Offices of NVS requesting them to periodically conduct surprise inspection is also enclosed¹ for your reference.

I shall be grateful if you could kindly initiate appropriate action in this regard and intimate me periodically your observations about the functioning of the Vidyalayas.

Yours faithfully,

(Anurag Bhatnagar)
Director

All District Magistrates

1. Copy enclosed. See page 354.



F.No.5-4/2000/NVS(SA)

Dated: Aug.,08, 2000

To

Dy. Director
Navodaya Vidyalaya Samiti
All Regional Offices

Dear Sir,

Hon'ble HRM and Chairman, NVS has observed that Members of Parliament are frequently complaining to him about students of the Navodaya Vidyalayas not being provided qualitative food and other entitlements. According to the Hon'ble M.Ps. some of the Principals and the staff of the Vidyalayas indulge in misappropriating mess funds resulting in supply of sub-standard food to the students and denial of the minimum required entitlements in terms of stationery, toiletry, medicines and other personal requirements. Such observations by the public representatives tarnish the image and reputation of the institution. This requires effective and corrective action to ensure that the Vidyalaya Students receive their full entitlement and the negative perceptions from the minds of the MPs, students and their parents and the community in general are removed.

All the Regional Dy. Directors should take stock of the situation and monitor the management of mess as well as supply of other requirements of the students in an effective manner. Responsibility should be fixed on the erring Principals and teachers who fail to provide the requirements of the students as per the norms prescribed by the Samiti. In order to ensure effective supervision and monitoring, the following action may please be initiated:

1. All the Assistant Directors and other equivalent officers in the regional offices will conduct frequent surprise inspections in the Vidyalayas of their cluster. They will pay special attention to the quality and quantity of food being supplied and other entitlements of the students. Every Assistant Director should ensure atleast 1-2 Vidyalayas in the cluster allotted to him are covered every fortnight. Similarly, the DD of the regions will also make sudden and surprise inspections invariably in a few Vidyalayas every month atleast covering 5 to 6 Vidyalayas.
2. No advance intimation/indication and warning of any kind is to be given to school which is to be inspected. The surprise visit should include a night halt in the school and cover the personal monitoring and supervision of two meals in the mess. They should also regularly interact with the Mess Committee and conduct surprise checks with regard to the quality of the rations and other material being procured for the mess.
3. Each Dy. Director and Asstt. Director will maintain a separate upto date diary/register containing particulars of surprise visits made by him to the Vidyalayas for this purpose. This will include main observations made by him/her during his visit to schools. These diaries/registers will be periodically consulted by the RO and Hqrs. Office.
4. The DD of each region will submit a monthly report summarising the findings and observations of the surprise visits separately for each A.D. and action initiated against the defaulting officers. Prompt and deterrent action should be initiated against them and reported to the Hqrs. Any lapse or default on the part of the Asstt. Directors and DDs by not making atleast 4 to 5 surprise inspections in a month will be viewed seriously.
5. The visiting officer should also clearly indicate their observations and further instructions with regard to quality of mess and other items being supplied to the students in the control register being maintained by the Vidyalaya.



6. In order to ensure that the public money which is being spent on the welfare of the students is done in a desirable manner within the framework of rules and regulations, the DDs are requested to prepare specific action plans in this regard and be alert in taking action against the erring Principals and staff to avoid unwanted complaints from public representatives, parents and community.
7. Similarly, the officers of Hqrs. are also being separately directed to conduct such surprise inspections also.

The Joint Directors (Acad. & Admn.) are requested to pay special attention to the programme of action of surprise inspection. AD(M) will maintain and monitor the reports related to the surprise inspections and will submit periodical reports to the Director.

The DDs of regional offices are requested to ensure a plan of action in this regard and submit their first report of surprise inspection by 15th of September, 2000 positively.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Anurag Bhatnagar', written in a cursive style.

(Anurag Bhatnagar)
Director



F.No.5-55/2000-NVS(SA)

Dated :08.11.2000

CIRCULAR

While after considering the recommendations of Regional Offices with respect to the services of Vidyalaya Medical Officers, who are visiting the Vidyalaya as per provision contained in Samiti's circular No. 1-49/86-NVS dated 28th November 1986 the rate of honorarium to be paid to the Vidyalaya Medical Officers is hereby enhanced from Rs. 750/- per month to Rs. 1000/- per month w.e.f. 1st October 2000, with the approval of Finance Committee of the Samiti.

The expenditure on account of this may be booked under the sub-head "**Students Assistance**".

This issues with the concurrence of F&A wing and approval of Director Navodaya Vidyalaya Samiti.

Yours faithfully,

(V.K. Sharma)
Deputy Director (P&E)

To :

1. The Dy. Directors of All Regions.
2. The Principal, All Jawahar Navodaya Vidyalayas

Copy for information to :

1. All Officers of the NVS. Hqrs.
2. SPA to Director.

(Kaneez Fatima)
Asstt. Director (Mon.&S.A.)



F.No.5-4/99/NVS(SA)

Dated: Nov., 22.2000

OFFICE ORDER

Sub. : Revision of Rates Towards Mess Expenditure on Students in JNVs.

Keeping in view various references received from the Regional Offices and the Principals of the Vidyalayas and with the approval of the competent authority, it has been decided to revise the rates of expenditure to be incurred on students Mess. The existing provision of Rs.4500/- per students for 9 months has been enhanced to Rs.5000/- per students for a 9 months i.e. Rs.555/- per month per student.

The revised rate will have immediate effect.

This issues with the concurrence of F. & A. Wing and approval of the Director, Navodaya Vidyalaya Samiti.

(V.K. Sharma)
Deputy Director (P&E)

To :

1. The Deputy Directors of all the Regions.
2. Principal, All Jawahar Navodaya Vidyalayas.

Copy to :

1. All Officers at NVS Hqrs.
2. S.P.A. to Director, NVS for information.

(Kaneez Fatima)
Asstt. Director (Mon. & Sch. Admn.)



F.No.5-2/2001-2002/NVS(SA)

December 05, 2001

To

All the Deputy Directors
Navodaya Vidyalaya Samiti
Regional Office

Sub. : Condemnation of Vehicles and Disposal thereof-Instructions regarding.

Sir,

The procedure regarding condemnation of vehicles is as follows :

- (a) The lives of various types of vehicles, in terms of distance run (in kilometers) and length of use (in years) whichever is reached later, have been fixed as under :

	<i>Type of vehicles</i>	<i>Kilometers</i>	<i>Years</i>
(i)	Heavy Commercial Motor Vehicles	4,00,000	10
(ii)	Motor Vehicles fitted with engines up to 20 hp (RAC)	1,50,000	6 $\frac{1}{2}$

- (b) Vehicle should be condemned only after a certificate has been obtained from one of the following authorities to the effect that the vehicle is not fit for any further economical use:

- (i) An Electrical and Mechanical Workshop of the National Airport Authority
or
(ii) The Workshop of a State Road Transport Corporation
(iii) At locations where workshop mentioned at (i) and (ii) are not available, Transport Workshops under the Central or State Government Departments.

(G.I., M.F., Notification Nos. F.1 (19)-E.II(A)/89, dated the 16th October, 1990 and F.1(18)-EII(A)/96, dated the 26th September, 1996).

Procedure for disposal of vehicles is available in this office letter No. 5-2/2000-NVS(SA) Dt. 24-01-2000¹. A copy of which is attached herewith for your information.

You are hereby directed to forward the cases for condemnation as per these instructions to the Hqrs. for approval at your earliest and not later than 31st December, 2001.

After the approval for condemnation is obtained, further action to dispose of these vehicles should not take more than 30 days.

It should be given top priority.

(Dr. Rakesh Kumar Sharma)
Joint Director(Admn.)

1. See page 351



F.No.2-1/2002-NVS(SA)

Dated :06.02.2002

To

The Deputy Director,
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Extension for Use of Mobile Telephone Services to JNVs.

Sir/Madam,

With a view to facilitate effective communication in our Vidyalayas, it has been decided to extend the services of Mobile Telephone system to all those Vidyalayas which are located in very remote areas and do not have any land telephone system, subject to the following conditions :

1. Principal agreed to buy his personal mobile set/phone.
2. Mobile service (signals) are available in the Vidyalaya campus.
3. Principals will be entitled to maximum of Rs.500/- per month for reimbursement of telephone bill.
4. Necessary permission in each individual case will be given by R.O. concerned.

Yours faithfully,

(V.K. Sharma)
Deputy Director (P&E)

Copy to :

1. All Wing Heads of Hqrs.
2. Guard File
3. Office Copy.



No.F.5-1/2002-NVS(SA)/146

Dated :14.05.2003

To

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices

Sir/Madam,

In view of the non-availability of vehicles in some JNVs and complications on account of it, I am directed to convey that the Samiti has decided *Hire vehicles* for those JNVs where vehicles are not available.

The tenders will be invited at regional level *for the state as a whole and not Vidyalaya wise*. While inviting tenders it must be made clear that Samiti may engage any transport Company for another state and/or more than one state also at its direction. The Samiti would reserve the right to cancel any or all the tenders at any time without assigning the reason.

The guide lines of such hire processes are given below subject to these terms & conditions:

1. The vehicle shall be hired on 24 hour basis for a period of 10 months in a year (excluding vacation period).
2. The contract will be for a period of two years.
3. The vehicle to be hired should be "Mahindra & Mahindra, Pick up with (double cab) and Model 2001 and above." In proper efficient running position by the owner.
4. Vehicle is to be hired along with driver from the owner company.
5. JNVs will bear only the cost of diesel for the distance actually plied for official use. All other liabilities including wages of driver, oil and lubricants, maintenance, repair, replacement of parts and servicing, obligations on account of motor vehicle act and other related acts like Labour laws, road tax insurance laws (like insurance of vehicles in accident, theft, fire etc.) shall be the sole responsibility of the owner.
6. Rates to be invited on yearly basis for a period of 10 months in a year.
7. Payments will be made out of contingency grant of vidyalaya on a monthly basis.
8. Vehicle will be parked in the vidyalaya premises only.
9. The driver of the vehicle can be provided accommodation wherever possible. Driver of the vehicle will be allowed to avail mess facility for food purposes only on payment basis.
10. Maximum one day per month i.e. 10 days in year shall be permitted for maintenance/servicing. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the owner in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges per day or Rs. 400/- per day, or which ever is higher.
11. Use of the Vehicle will be restricted to the State for which it is hired and for Vidyalaya purpose only.



12. Owner of the vehicle shall furnish a refundable security deposit of Rs. 10,000/- with the concerned Vidyalaya.
13. The owner shall be responsible for efficient and diligent services. If the service is not found satisfactory, the Deputy Director will be at liberty to cancel the contract any time without prior notice to the owner of the same.
14. The owner shall be responsible for proper conduct of the driver he will have to change the driver in case the driver's conduct being reported as improper by the Principal of JNV. The Deputy Director will be at liberty to cancel the contract on this ground also i.e. in case the conduct of the driver is found unsatisfactory without any prior notice of the same to the owner. Police verification of the driver is an essential condition.

Regional Offices are hereby requested to initiate the process of hiring immediately after observing the required Guidelines. The comparative statements prepared after opening the tenders must be sent to NVS Headquarters latest by 15th June, 2003. Contract is to be awarded only after receipt of approval from headquarters. A standard form of contract to be executed is enclosed for guidance.

All our efforts should be made to ensure that hiring of vehicles in JNVs takes effect from 1st July, 03.

This is issued with the approval of Commissioner, NVS and concurrence of F&A Wing.

Yours faithfully,

(Kaneez Fatima)
Asstt. Director (SA)



CONTRACT

Agreement for hiring of vehicle for the Jawahar Navodaya Vidyalaya at _____
_____.

This agreement made on this _____ day of _____ 2003 between Deputy Director, NVS Regional Office _____, hereinafter referred as the Party of the First Part to the contract (which expression shall unless excluded by or repugnant to the context be deemed to include its successors in office or assignee) on one part.

AND

M/s _____ a company/Firm Registered under _____ Act with Registration No _____ having its registered office at _____ though Shri _____ Its Director/Partner/owner _____ (Which express shall unless excluded by or repugnant to the context be deemed to include its successor and permitted assignees) on the other part and hereinafter refer to as Party of the Second Part to the contract.

WHEREAS the party of the First Part is responsible for management of JNVs, which are fully residential institutions providing education to children from class VI to XII and is desirous of hiring private vehicles for JNV _____ located in the State of _____ for transport of students and staff and for procurement of materials required for use in the Vidyalaya.

And where as the party of the Second Part owns Public/private transport vehicles for use by other parties on payment of charges on hire basis.

NOW IT IS HEREBY AGREED BY THE PARTIES OF THE CONTRACT AS UNDER:

1. That the party of the first Part has agreed to hire vehicle No _____ owned by party of the Second Part for bonafide use of JNV _____ (herein after referred to a JNV) on the payment of Rupees _____ (Rupees _____) on yearly basis excluding the period of vacations of the vidyalaya i.e. for 10 months. The payment will, however, be made on pro-rates monthly basis.
2. That the JNV will bear only the cost of diesel for the distance actually plied for official use. All other liabilities including wages of driver, oil and lubricants, maintenance, repair, replacement of parts and servicing, obligations on account of Motor Vehicle Act and other related Acts like Labour laws, road tax insurance laws (like insurance of vehicles in accident, theft, fire etc.) shall be the sole responsibility of the owner/Party of the Second Part.
3. That the present contract will be valid for the period of two years unless terminated prior to expiry of this period as per terms set forth herein after.
4. That the vehicle to be hired should be "Mahindra & Mahindra, Pick up (double cab) and Model 2001 and above." In proper efficient running condition which shall be ensured by the owner.
5. That the vehicle shall remain in the campus of JNV on 24 hours basis and will be parked in the premises during the period of contract.
6. That the driver of the vehicle can be provided accommodation wherever possible in the campus of JNV. Driver of the vehicle will be allowed to avail mess facility for food purposes only on payment basis.



7. That maximum of one day per month i.e. 10 days in year shall be permitted for maintenance/ servicing of the vehicle. The vehicle shall not be sent for repairs for more than four days at a stretch. Alternate vehicle shall be provided by the party of the Second Part in case the non-availability is for the period exceeding the specified period mentioned above. Failure to provide alternate vehicle shall lead to recovery of actual hiring charges of an alternate vehicle shall lead to recovery of actual hiring charges of an alternative vehicle per day or Rs. 400/- per day, or whichever is higher. Owner of the vehicle shall furnish a refundable security deposit of Rs. 10,000/- with the concerned JNV for this purpose.
8. That the use of the Vehicle will normally be restricted to the State for which it is hired and for Vidyalaya purpose only.
9. That the owner Party of the Second Part shall be responsible for efficient and diligent services. In case the service are not found satisfactory at any stage, the party of First Part shall be at liberty to cancel the contract any time by giving one month notice to the party of Second Part. Similarly Party of Second Part can terminate the contract by giving one month's notice in writing to the party of First Part.
10. That the driver engaged by the party of the Second Part for running the vehicle for the JNV must possess a valid driving license for the type of vehicle and his credentials must be verified by the police before engagement The owner/Party of the Second Part shall be responsible for proper conduct of the driver and will change the driver in case his conduct is reported as improper by the Principal of JNV at any time. In case the conduct of the driver is found unsatisfactory and he is not replaced within three days of receipt of a written report in this regard from the Principal of JNV, the Party of the First Part shall be at liberty to cancel the contract on this ground without any further notice of the same to the owner.
11. That any disputes, differences and other questions arising out of or in any manner relating to or concerning this agreement which can not be settled amicably then unrecorded disputes or differences shall be referred to the arbitration of a single arbitrator appointed by the party of the first part. The venue of such arbitration proceedings shall be at the utilized Vidyalaya where the vehicle is being utilized.
12. This agreement shall be effective as and when executed by or on behalf of both the parties.

IN WITNESS WHERE OF the parties here to have set their hands and seals on this contract on _____ day of _____ year.

FIRST PARTY

SECOND PARTY

Witness

1.

2.



F.No.1-2/2002/NVS(SA)

Date: 10-07-2003

To

The Principals
All Jawahar Navodaya Vidyalayas

Sir/Madam,

As you are aware that migration of students is one of the most important objective of Navodaya Vidyalayas. Success of this objective will depend entirely on the efforts made by the Principals and the staff in looking after the needs of migrated students in the respective Navodaya Vidyalayas. Instances have come to the notice of NVS Hqrs. where this important aspect was ignored by some of the Principals leading to various complications like a divide between the migrated and local students, students indiscipline, adjustment problem etc. It is, therefore, reiterated that all the necessary steps to provide appropriate environment to the migrated children in the JNVs should be ensured. Following few guidelines are offered:

- The Principals of Vidyalayas from and to which the students are migrating should inform each other about the location of their Vidyalayas, the mode of transport available and other necessary information relating to the journey. A map depicting railway routes, important places and historic monuments may be sent to facilitate the students and escort in performing their journey. Information about the climate of the new places, the type of clothing required and the culture of the area may also be intimated to the concerned Vidyalaya.
- Before proceeding on such journey, the children and the escorting teachers should be briefed about all the details of the journey and precautions to be taken during the same. The teachers escorts accompany the students shall carry in original, the cumulative record card containing records of academic and co-curricular activities from class VI onwards, health records and other relevant documents and be handed over to the Principal of the Vidyalaya to which the students are migrating. However, Photostat copies of all these documents shall be retained by Vidyalaya from where the students have migrated.
- All future admissible expenditure on the migrated students will be borne by that Vidyalaya to which he/she has migrated.
- The Principals are expected to receive the students along with few staff and students coming on migration to their Vidyalayas at the railway station/bus stand concerned. For this, the exact programme of the journey and time of arrival should be communicated to the Principal concerned to which the students are migrated. Their welcome and farewell parties in the Vidyalayas should be organized.
- It is essential that the food habits of the migrated students should be kept in mind, particularly, in the initial stage till they have adjusted themselves to the new food habits.
- Adequate and timely availability of facilities like books, uniform, bedding items, furniture, stationary items etc. to the migrated students is most important to assimilate them in the Vidyalaya environment.
- It will be the responsibility of the Principal and the teachers to look after not only the physical needs but the psychological and emotional adjustment of the children coming from far off places. They should also be allowed to talk to their parents to telephone once in a month. A



free mixing of children who have migrated to a Vidyalaya should be encouraged with other students.

- In case the migrated students are retained in the vidyalaya during short break, they should be taken for excursions/site seeing during this break duly escorted by the teachers.
- The Principal and teachers as House Masters in particular should frequently talk to the children to understand and solve their problem. A good climate created by the staff and students of a Vidyalaya will go a long way in achieving the goal of national integration. Any lapse on the part of School Administration may adversely effect the spirit of migration.

It is, therefore, the personal responsibility of the Principal and the member of the staff to ensure that harmonious relations are developed among the children. It is possible that some remedial programmes on need based may have to be organized for the migrating children to make up academic deficiencies or adjustment problem, if any.

You are requested that all staff of the Vidyalaya especially Housemasters may be impressed upon the need for meticulous implementation of these instructions. It may be noted that any negligence, indifference in dealing with the migrated students will be viewed very seriously.

Yours faithfully,

(D.K. Kotia)
Commissioner

Copy to :

The Deputy Directors and Assistant Directors of All Regional Offices for information and necessary action. The Assistant Director I/C will personally ensure that these instructions are complied with.



F.No.5-1/2002/NVS(SA)

August 21, 2003

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Hiring of Vehicles for JNVs.

Sir/Madam,

This is in continuation to Samiti's letter of even number dated 14-5-2003¹ and in reference to RO Hyderabad letter no. 1-44/NVS(HR)/2003-04/1594 dated 30-6-03, RO Patna Letter No. 2-3(Vehicle)/NVS(PTR)/2003/10666 dated 28/29.7.2003, RO Bhopal Letters No. 45-4(SA)NVS/RO/BPL/2003/1507 dated 26-6-2003 & Misc.(Tender)/NVS/BPL/2003/2166 dated 23-7-2003, RO Lucknow Letters No. 27-1(Gen.)/2003-NVS(LR)/14513 dated 7-7-2003 & 17281 dated 4-8-03, RO Pune Letter No. 3-80/NVS(PR)/2003-04/255 dated 24-6-2003. RO Jaipur Letter No. 28-3/NVS-JR-2082 dated 30-6-2003, RO Chandigarh Letters No. NVS/RO/CHD(SA)/2003/2401 dated 17-6-2003 & 4007 dated 1-8-2003 and subsequent discussions during Dy. Directors Meeting held at NVS Hqrs. on 5-8-2003 on the above noted subject. The matter has been re-examined and it has now been decided to **hire the Vehicles at JNV level.**

It has also been decided not to restrict the choice of the vehicle to a particular model. The model should, however, be such that it can carry up to 4 persons having a comfortable seat for carrying a sick child in addition to adequate space to carry up to 10 quintal of load. Tender conditions may kindly be worded accordingly.

Other terms and conditions of the tender will remain the same vide letter of even number dated 14-5-2003. The final approval shall be accorded at the level of the regional office ensuring that the rates received in respect of various JNVs are comparable. Further reasonability of the rates has to be ensured. In this regard it is to intimate that during recent tenders lowest rates ranging from Rs. 13,500 to Rs. 15,000 P.M. were received.

The list of JNVs which have been allowed to hire the vehicle after analyzing their need should be furnished to this office

In view of the above decision the earlier tenders called for by the Regional Offices for hiring of vehicles may be cancelled and earnest money deposit received from the parties may be returned.

This issues with the approval of Commissioner, NVS.

Yours faithfully,

(Kaneez Fatima)
Asstt. Director(SA)

1. See page 360



Safety and Security of Children



F.No.6.23(202)/89-NVS(Admn.)

Dated: Oct. 31, 1989

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Making Necessary Preventive Measures to Avoid Fatal Accidents to the Children of the Vidyalaya– reg.

Sir/Madam,

It is well known that 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 to the mess etc. Little carelessness on the part of the children or slip may result in fatal accidents.

Similarly, carelessly laid electric connections and wiring in the vidyalaya buildings, dining-hall and dormitories specially in the temporary constructions 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 clothing, may receive severe electric shock that may be fatal.

Besides the above there can be similar other sources of accidents too. Hence all Principals are requested to implement the following guidelines with immediate effect in order to avoid accidents in general and fatal accidents in particular to avoid unpleasant and embarrassing consequences.

1. 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 Vidyalaya premises be made from out of the grants released from Samiti for this purpose.
2. Periodical checking of electric wiring and power lines should be done to make sure that they are in order and without leakage.
3. Children should not dry their wet clothing on the window panes, zinc and metallic roofing of the buildings, Wet clothing should be dried only in open space. Principals can arrange for bamboo poles and rope for this purpose.
4. Proper escorting of children by sufficient number of teachers with specific responsibilities pertaining to safety should be ensured whenever children go out on or picnic, excursions or other meets organised by the Samiti.
5. Other safety measures as deemed fit by the Principals over and above what are indicated may also be undertaken.

Yours faithfully,

(K.S. Sarma)
Director



F.No.5-31/92-93/NVS(SA)

Dated : Feb, 1993

The Principals
All Navodaya Vidyalayas


Sir/Madam,

Recently, a number of cases of attempted molestation of girl students/lady teachers have been brought to the notice of the Samiti and a very serious view of such cases is being taken. Therefore, necessary legal and administrative action is being taken in each individual case, it is essential that necessary steps should be immediately taken to prevent recurrence of such incidents. Some of the suggestions in this regard are as follows :

- (i) 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 the matter in writing to the Principal, alongwith a copy to the Director¹, NVS. These girl students should also be helped by the lady teachers in case of any other physical or emotional problem that they may face.
- (ii) All girl students should only be under the charge of the lady House Mistresses and not under a male house-master under any circumstances. In case, there is no lady teacher/staff available, the matter should be immediately reported to the Deputy Director of the region for posting a suitable lady teacher and a copy of the same should be charged to the Deputy Director (Pers.) of Samiti also.
- (iii) 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. Any male staff asking girl students to interest with them cut of class room hours should take the permission of the Principal.

The Samiti is also constituting a Committee for joining into the question of such cases and for preventing their recurrence Your suggestions in this regard are invited.

Yours faithfully,


(Neeru Nanda)
Director

Copy to :
All Deputy Director of Regional Offices of Samiti.

1. Now Commissioner.



F.No. 5-37/94-95-NVS(SA)

Dated: 4.10.94

To

The Principals
All Navodaya Vidyalayas.

Sub. : Medical Care in Respect of Students of Navodaya Vidyalayas.

Sir/Madam,

From the letters, correspondence and reports received from the Vidyalayas and the Regional Offices, it is seen that there is ample scope to improve upon our system and management pertaining to proper follow up of individual medical care being provided to the students of Navodaya Vidyalayas.

It is also seen that there are occasional lacunae in handling of the students who have reported sick. Though it is normal tendency to ignore mild headache, cough and cold, marginal raise in temperature, it could be seen that sometimes these cases can become complicated to the extent of causing anxiety to the school administration. Hence, it should be not that we should not leave anything for chance and take appropriate action right from the time a students becomes sick. This is a job that should be tended by the House-master/House-mistress, Staff Nurse and the Principal. In fact teachers attached to various houses as associated House-masters and staying in the Campus are also responsible to attend to such cases. Though the Vidyalaya doctor initially attends to the sick children, it is the duty of Staff Nurse and the team indicated as above to keep continuous watch over the recovery of the student. In case, after a day or so the sickness still continues, Staff Nurse assisted by the Principal and with advice of the Vidyalaya doctor, make necessary arrangements to rush the child to the District Hospital, where the child may be admitted if need be, as an inpatient. In case the sickness prevails for one or two days the parents of the child should also be intimated through a messenger. This must be done as a matter of routine.

Samiti has been emphasising that the Staff Nurse and the Driver of the Vidyalaya vehicle should always stay in the Campus and be available round the clock. It is true that some Vidyalayas face acute shortage of accommodation, but then the Principal must make it a point to provide some satisfactory residence to these two categories of staff. In case of difficulty it is the bounded duty of the Principal to take up the matter with the District Magistrate and the Deputy Director of the Region to ensure quick construction of improvised residential accommodation for these two categories on top priority basis. It may kindly be noted that non-availability of accommodation will not be accepted as an excuse for Staff Nurse and the Driver not staying in the Campus.

It is understood that the Vidyalayas have printed Cards and maintain a Medical Card in respect of each student right from the time the student joins Class-VI. Additional Medical Cards can be added, as the student gets promotion and goes upto higher classes. All medical Cards pertaining to a particular students must be kept together so that at a glance complete medical history of the student can be made available to the Doctor in case of an emergency. In order to uniformity, the following procedure will have to be adopted by all the Navodaya Vidyalayas in future and with immediate effect:

- i) 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. There should be four entries in a month pertaining to each student.



- ii) The Vidyalaya doctor, once in every month should check cards for necessary treatment and if needed be to refer student to the District Hospital or other sources for their investigation and treatment, if needed.
- iii) 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 Director. 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.

It may not be out of way to mention here that Samiti to face a few embarrassing moments due to certain lacunae and lack of foresightedness in the procedure adopted in the medical treatment of a few children by some Vidyalayas leading to complications. It is the moral duty of every one of us for achieving the role of local parentis to attend to the care of children entrusted to us in general and that of the sick children in particular. Guidelines given in this letter should be scrupulously followed by all the Vidyalayas. It should be understood that these guidelines are comprehensive and Principal should apply himself to a given situation regarding medical treatment and take such prompt action as regarding in the best interest of the sick student.

This issues with the approval of the Director. The receipt of this letter may please be acknowledged.

Yours faithfully,

(C.A.S. Raghavan)
Deputy Director (Pers.)

Copy to :

1. All Regional Dy. Director for information and necessary follow-up action.
2. All officers of Samiti.



F.No.5-31/95-NVS(SA)

Dated: 7.5.1996

The Principals
All Jawahar Navodaya Vidyalayas.

Sir/Madam,

The Director, NVS has expressed concern at the number of recent reports involving mishaps to children. Cases involving accidents, suicides, missing children and even deaths have been reported to the Samiti. Although detailed instructions exist regarding the safety and security of students, it appears that adequate precautions are still not being taken in some Vidyalayas.

2. Jawahar Navodaya Vidyalayas have been set up a pace-setting organisations and are expected to provide the very best not only in terms of academic excellence but also with regard to the safety of the children there. Once a child has been admitted to the school, it is the responsibility of this institution to ensure his or her safety and security right up to the time the child finally passes out of the school. Accordingly, the Principal and staff of each Jawahar Navodaya Vidyalaya are expected to ensure that the safety, security and good health of students is given paramount importance.
3. A set of board guidelines in this regard is enclosed. The Director, NVS has desired that these should be followed scrupulously by all members of the Vidyalaya staff. Any failure on this account will invite severe disciplinary action. Receipt of this letter may please be acknowledged.

Yours faithfully,

(M.S. Khanna)

Deputy Director(Admn.)

Encl. : As above



GUIDELINES FOR SAFETY AND SECURITY OF THE CHILDREN OF NAVODAYA VIDYALAYAS AND THE ROLE OF THE PRINCIPALS AND STAFF MEMBERS

1. Health Care

- (i) Though the part-time Vidyalaya Doctor attends to the requirements of the sick children, it is the House Master/House Mistress along with the House staff who have to spot the child who may be sick. Unless House Master and teachers are in the regular habit of visiting the dormitories, eating 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. If it happens, it speaks of our apathy, taking things for granted, incapacity to observe and communicate, and lack of application and dedication.
- (ii) The sick child has to be attended to by the Vidyalaya staff nurse and doctor. In case the doctor feels that admission at the district hospital is necessary, this should be ensured. Parents of the child must be intimated about the sickness of their child. We should never ignore even minor ailments and should ensure prompt treatment. If a child is to be admitted in a nursing home nearby due to an emergent situation, the Principal should incur necessary expenditure from the vidyalaya fund and the same reimbursed by the parents later on. Treatment cannot be delayed for want of finance. Regarding maintenance of health cards by staff nurse, Samiti has already given detailed instructions. These must be followed scrupulously.

2. Safety and Security

Due to lack of proper supervision and control over children, unfortunate incidents have taken place in some of our Vidyalayas resulting in the loss of precious lives. Samiti has time and again given necessary guidelines regarding steps to be taken against such unfortunate incidents. Following steps are emphasized:-

- (i) To ensure construction of compound wall by taking up the matter with the Constructions Wing. Rules have been liberalised in this matter.
- (ii) Systematise and streamline the daily routine to actively involve the children in academic and co-curricular pursuits by minimising the 'lazy' hours.
- (iii) 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.
- (iv) If there is an open well in the campus, ensure construction of a protective wall around with lockable iron grills covering the mouth of the well.
- (v) 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.
- (vi) Similarly, abandoned temporary buildings, bathrooms, toilets having dilapidated electric wiring are not to be used by children.
- (vii) The Principal, House Masters and other teachers must conduct fortnightly inspection of the class rooms, dormitories, dining hall, toilet and bathroom blocks to specifically find out whether the electrical wiring and points are in order. In case they find any uninsulated live wires, the



- wiring must be changed and electricity disconnected till such defects are set right. Nobody should tamper with the distribution boxes or with the fuse carriers.
- (viii) Proper roll-call system must be conducted in the morning, during PT time and again at night after dinner. The Principal and House Masters must personally be present during this exercise. This will help timely detection of a missing child.
 - (ix) Case of any student is reported missing/absent without insufficient grounds, should immediately be reported to the parents and police authorities.
 - (x) The Principal, Class Teachers, House Masters and House Mistresses must have a thorough knowledge of the children entrusted to their care, their likes and dislikes and above all their family backgrounds. Some cases of suicide by the students have been reported due to apathy on the part of teachers on their psychological makeup.
 - (xi) Whenever children move out on migration of for sports and cultural meets, exhibitions etc. the escorting teacher(s) must exercise great care during the train/bus journey. Children should not be permitted to get down at stations for buying snacks, lunch or to drink water. Even if there is a single girl student it is mandatory for the Principal to arrange for a lady escort.
 - (xii) Prohibited items like non-prescribed tablets, chemicals, medicines and instruments such as knives etc. must be confiscated
 - (xiii) In so far as the girls are concerned the House Mistresses must take all precautions to ensure that they do not visit the residence of teachers especially male teachers staying alone.
 - (xiv) Cases of molestation of students must be viewed very seriously. The Principal should without delay provide a complete report to their Regional Officers and the NVS Headquarters so as to enable the Samiti to take necessary disciplinary action against the culprits. Under the provisions of summary trial already notified, Director, NVS, can terminate the services of any employee indulging in acts of moral turpitude.
 - (xv) Migrated children must be made to feel at home. The Principal and the teachers must accord top priority to this issue as Samiti has been receiving several migration related complaints leading to clashes.
 - (xvi) There should be a system and routine on holidays too. There is a tendency to relax on holidays and the effectivity of supervision gets evidently diluted and the children indulged themselves in all sorts of errands. This situation should never be permitted to arise in a residential set up.
 - (xvii) In case the Vidyalaya is situated in terrorist/militant infested area and if the Principal feels that the children are not safe, he can move the case to the Samiti through the Chairman, Vidyalaya Management Committee for consideration of appointment of armed guards.
3. These guidelines are illustrative and not exhaustive. If implemented and institutionalised, they are bound to be successful. Principals, House Masters and other teachers must make it a point to periodically sit together to chalk out strategies to ensure safety and security of the children.
 4. All said and done, the Principal should endeavour towards developing in himself as also in his colleagues a sense of belongingness to the Vidyalaya and the students studying therein. In fact the sense belonging to the organisation takes care of even extreme odds in matter relating to health, safety and security of the children.



Also there are Vidyalaya Management Committee and Vidyalaya Advisory Committee to guide the Principal and his staff in these matters. The scope of these Committee, indeed, is unlimited. The Principal, as the Member-Secretary of both these Committee, therefore, must convene the meetings of these Committee periodically, apprise the members and seek their opinion and guidance to ensure peace and tranquillity in the campus that would eventually pave way for achieving academic excellence.



F.No.5-31/95-NVS(SA)

Dated:18.7.1996

To

The Dy. Directors
All Regional Offices of Samiti

Sub. : Students Safety Insurance for Jawahar Navodaya Vidyalayas all over the Country.

Sir,

Keeping in view the mishaps that have taken place during the last few years, Samiti proposes to arrange students safety insurance for Jawahar Navodaya Vidyalayas all over the country. There are two options. If the insurance premium is to be paid by the parents/guardians of the students then with the prior approval of the competent authority, the vidyalaya at its own level can send the proposal to parents/guardians of the students studying in the Vidyalaya. But this will depend on their willingness i.e. whether parent/guardian of the student is willing to get the child insured or not.

However, if this plan is to be implemented on behalf of the Samiti, the following information may be furnished:

1. Year-wise expenditure on the death of students and on physical disability since the date of inception of the Vidyalaya i.e. according to the academic session or financial yearwise howmany accidents have taken place and howmuch compensation has been given respectively on the death and physical disability of these students.
2. Howmuch expenditure has been incurred by the Vidyalaya on the medical head of the account for students and howmuch expenditure has been incurred by the Samiti for admission of the students in the hospitals/nursing home.
3. Howmany students are there normally in a Vidyalaya during the academic session and howmuch total expenditure has been allowed by the Samiti on their medical expenses.

We shall be grateful, if this information could be compiled for your region and sent to the Samiti for processing the matter further.

Yours faithfully,

(G.S. Bhardwaj)
Asstt. Director(SA)



F.No. 5-31/96-NVS(SA)

Dated: Sept., 1996

To

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Safety and Security of the Children of Jawahar Navodaya Vidyalayas and the Role of the Principals in Safety Measures.

Dear Principal,

Attention is drawn to NVS circulars No.5-31/95-NVS(SA) dated 7.5.96¹. Question regarding safety and security of the children of JNVs is engaging attention of the Hqrs. Office of the Navodaya Vidyalaya Samiti for quite sometime past. It has further been observed that the Guidelines issued from time to time in this regard by the Hqrs. Office are not being taken seriously and due to lack of proper supervision and control over children, unfortunate incidents have taken place in some of our Vidyalayas resulting in loss of precious lives of students.

Our Vidyalayas being residential and co-educational in nature, it is the prime responsibility of the Principal and staff to provide the very best not only in terms of academic excellence but also with regard to the safety and security of the children there. Needless to emphasise that once a child has been admitted to the Vidyalaya, it is the responsibility of the Vidyalaya to ensure his/her safety and security till he/she remains on the roll of the Vidyalaya. Accordingly it is essential that necessary steps should be immediately taken by the Principal and staff to prevent recurrence of unforeseen incidents. Samiti has time and again giving necessary guidelines regarding steps being taken to prevent recurrence of such unfortunate incidents. Some of the suggestions in this regard are as follows.

- (i) 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.
- (ii) 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.
- (iii) 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 in accessories to them.
- (iv) Similarly abandoned temporary buildings, bathrooms, toilets having dipapidated electric wiring are not to be used by children.
- (v) The Principal, House Masters and other teachers must conduct fortnightly inspection of the class rooms, dormitories, dining hall, toilets and bathroom blocks to specifically find out whether the electrical wiring and points are in order. In case they find any uninsulated live

1. See Page 373.



wires, the wiring must be changed and electricity disconnected till such defects are set right. Nobody should temper with the distribution boxes with the fuse carriers.

- (vi) Roll-call/attendance registers have to be maintained by the House Masters for both morning and evening roll calls and the signatures of the House Masters should be affixed on both roll calls. These should be checked by the Principal daily during his night time round. The attendance registers should be available either in the house dormitory itself or at any other place which the Principal may fix for it. If a weekly attendance chart is prepared on chart paper and pasted on the dormitory wall, wing-wise, that will also be a great help to the Principal and House Masters for checking the attendance.
- (vii) Every morning the Principal must personally check after morning assembly roll call whether any child has been reported sick. The Staff Nurse should present the sick list to Principal as a matter of routine at 10.00 a.m. and 6.00 p.m. This will of course be in addition to any emergent sick case which will have to be reported by the Staff Nurse/House Master/Class Teacher immediately.
- (viii) Some Vidyalayas are observing the system of keeping a Holding House whereas in other Vidyalayas the class-VI students are mixed immediately with the other houses. It has been decided after careful review that Holding House of Class-VI boys and Class-VI girls will be kept separately and House Masters/House Mistresses separately designated for these Holding Houses. The most responsible staff members should be assigned to the youngest students since they are most liable to feel home sick and try to run away for the home. For other purposes, however, the class-VI students should be mixed with elder students. Sleeping arrangements should also be made by mixing with other students who can take care of younger ones though not more than once a week of fortnight, depending on the location and past practice in the Vidyalaya.
- (ix) 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 check up the individual cases of mal adjustment which have come to light. These should be checked immediately.

Lastly the Vidyalaya atmosphere must be infused with warm and affection by close association of staff with the students during meal times and co-curricular activities so that sufficient affection is provided to them and vidyalaya is made a happy and attractive place to be in.

A separate circular is under issue with regard to observance of religious festivals such as Ganesh Chaturthi, Holi etc. However, it is clearly brought to the notice of the Principals and staff that no excuses will be entertained where safety and security of students is put in danger due to celebration of any festival. The responsibility for the same will rest squarely with the Principal and staff collectively and disciplinary action will be taken against any of those who are found violating the instruction given herein.

Receipt of this letter may please be acknowledged.

Yours faithfully,

(Neeru Nanda)
Director



F.No. 5-31/97-NVS(SA)

Dated: June, 1997

Sub. : Safety and Security of Children of Navodaya Vidyalaya—Preparation of a Plan of Action for Ensuring the Safety and Security of the Children.—reg.

**Ref. : 1. F.No.5-13/95-MVS(SA) Dated 27.2.1996
2. F.No.5.31/95-NVS(SA) Dated 7.5.1996**

Dear Principal,

I am to draw your kind attention to the Circulars cited above issued from time to time by the Samiti. In spite of repeated instructions, we are experiencing cases of deaths, accidents and missing of children from the Vidyalayas. The Samiti has taken a serious view of such happening in the Vidyalayas. While necessary legal and administrative action is being taken in each individual case, it is essential that all necessary steps should be immediately taken to prevent such unforeseen and unfortunate incidents which are likely to tarnish the image and reputation of the institution. We should tighten our security and keep up the supervision of the Housemasters, teachers and make them accountable and responsible for the safety and security and well being of the children in the Vidyalayas.

I am herewith suggesting certain measures to prevent such incidents in future. However, you are the better judge of the situation to prepare a detailed plan of action to prevent any untoward incident in the Vidyalaya. Absolutely no scope to be given to occurrence of such incidents due to the carelessness of the staff members and other responsible people in the Vidyalayas.

The following are some of the guideline suggested to take care of safety and security of the children :

- (i) It is noticed that in some Vidyalayas students frequently leave the Campus without any proper escort or permission. Incidents have come to the notice of the Samiti where children go for swimming in the nearby ponds and rivers and canals. etc. This shows lack of proper monitoring and supervision of the movement of the children. No students should be permitted to leave the campus without proper permission and escort.
- (ii) It is noticed that in some of the old buildings occupied by the Vidyalayas and even in the new buildings wiring and electrification is not proper. We find electric wires hanging, loose connections, very temporary nature of connections, etc. which may result in shocks and short circuit. Immediate necessary measures should be taken to repair and straight these electric connections in the Vidyalayas. Since necessary funds are being released under M&R there is no reason why we should not get the repairs of these electric connections. Proper care should be taken to keep the children away from live wires of electricity and such other dangerous points. Safety Boxes should be provided with locking system to prevent the children from dangerous electric installations.
- (iii) 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.
- (iv) Proper care should be taken with regard to installation of gas cylinders. All necessary arrangements should be made as per the specification laid down by the gas authority for installation of gas connection without giving any scope for leakage, etc.



- (v) 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.
- (vi) Toilets and sanitary conditions should be kept clean. Necessary phenoling and cleaning should be done frequently to avoid contamination.
- (vii) Kitchen and utensil, washing place should be kept clean. Necessary arrangements should be made for spraying of phenyle, bleaching power and avoid water stagnation not to give scope for breeding of mosquitos, flies, etc. Dining tables should be kept neat and clean, arrangements must be made for regular supervision and cleanliness of dining hall, washing places, etc. to avoid unhygienic conditions.
- (viii) 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. Except, in case of routine ailments, immediate card should be taken to hospitalise 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.
- (ix) As most of the Vidyalayas are in the outskirts of the village and interior places where there is no habitation it is notice 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 minimise 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.
- (x) Wherever the Vidyalayas are housed in temporary buildings, these buildings should be properly inspected and a fitness certificate obtained from the competent authority before the buildings are occupied. Periodical inspections are to be done for the old buildings for their suitability.
- (xi) Proper fencing should be arranged for electric sub-station with danger signals.
- (xii) Fencing should also be provided to the steps of overhead tank to avoid children climbing OHT.
- (xiii) Eatables brought by outsiders other than parents be strictly prohibited and proper intimation in this respect be sent to the parents.
- (xiv) Teachers may be kept on duty by rotation during the parents visit day so as to avoid any inconvenience to the child as well as the parents. It would be appropriate to keep respective House master/Assistant Housemaster on duty during such visiting periods.
- (xv) Students 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.
- (xvi) All the occupants of staff quarters in the vidyalaya campus are required to submit the list of their dependents staying in side 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 chowkidar and intimated to the Principal.
- (xvii) Regular roll call twice in a day is a must. While the first roll call will be by PET 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. The register should be sent to the Principal regularly for information at 9:30 PM.



- (xviii) All the desert wells, quarry pits, ponds in the campus are to be fenced filled up with the help of district administration failing which proposals and estimates for fencing the same may be sent to Hqrs. through Regional with their recommendation.
- (xix) Open wells in the campus are to be properly grilled and fenced. The construction agency should be requested to complete the fencing as and when the well is dug.

(xx) Celebration of Festivals:

- (a) Adequate precautions are to be taken with regard to the movement of children inside the campus during celebration of festival days.
- (b) Teachers should be put on duty to organise the activities as per scheduled plan.
- (c) 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.
- (d) No procession should be allowed to move from Vidyalaya out of the campus on the eve of such 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.

If a proper supervisory and monitoring system is evolved by the management of the Vidyalaya, many such unfortunate incidents can be avoided. All the Housemansters and staff members should be instructed to prepare a system of regular check of the presence of children in the Vidyalaya. Roll calls should be organised everyday in the morning and in the evening without fail. The Housemaster should ensure the presence of the children in their house and inform the Principal regularly through the prescribed register.

Keeping in view the above guidelines, you are requested to prepare a concrete plan of action to prevent such unforeseen incidents of deaths, accidents, missing of children in the Vidyalaya. If any specific sanctions are required for fencing the abandoned/open wells repairing the electric wires, construction of grills to the wells, cleaning of bushes, etc. you may get the estimate of repairs through the construction agency or through a local agency and send it to Regional Office for onward transmission to the Hqrs. for sanctioning the said amount.

In the light of the above, I request you to immediately call for a meeting of the teaching/non-teaching staff soon after opening of the Vidyalaya and prepare a detailed plan of action with all preventive measures. The staff should be impressed upon that it is their primary responsibility to ensure the safety and security of the children. Any lapse on their part with regard to safety of children would be viewed seriously, Students should also be instructed to stick up to the rules, discipline and instructions of Housemasters. All the said safety measures may be highlighted during the morning assemblies to keep the children informed about the need for their disciplined behaviour in the campus.

I shall be grateful if you kindly acknowledge the receipt of this letter and inform me the action being taken from time to time in this regard.


(V. Rama Rao)
Joint Director



F.No.5-31/97-NVS(SA)

February 24, 1998

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regions

Sub. : Safety Precautions.

Sir,

It is regretted to inform that Master Thirupathi Rao, a student of Class X at Jawahar Navodaya Vidyalaya, Sri Kakulam reportedly committed suicide nearby Vidyalaya on 8-12-1997. The preliminary investigations conducted by the Regional Office has associated the reasons for the suicide as the desperation of the student towards his own learning competency. The evidences adduced with the report have also shown that the student had continuously been securing less marks all through. Similarly, in another incident, Kum. Vijay Laxmi, a student of Class X of Jawahar Navodaya Vidyalaya, Dungarpur, Rajasthan reportedly committed suicide on 29-12-1997 due to family problems/her unwarranted intimacy with some boy outside the Vidyalaya. Further, in Jawahar Navodaya Vidyalaya, Aurangabad Master Ved Prakash Pawan, a student of Class VII along with his colleagues reportedly escaped from the Vidyalaya to swim in the neighbouring river and while in presence of his classmates, he succumbed to the drowning. In this incident in particular, it was noticed that the Vidyalaya administration could not clearly identify the body even until floating away of body in the river.

All the above incidents which occurred in the month of December, 1997 cautions all of us regarding various aspects like lack of concern for the low performing children, improper discipline in the Vidyalaya and lack of counselling for children after arrival into the Vidyalaya subsequent to vacation. Whereas the case of Late Master Thirupathi Rao is a special indicator towards the approach in the teaching learning process wherein the learning style of the concerned child was never taken into consideration since from the beginning and he was left to decide himself about his low performance despite availability of all teachers who could atleast try different approaches in understanding the learning style of Master Thirupathi Rao to bring him into the main stream.

The above incidents happened despite safety precautions being issued by the Samiti to Vidyalayas from time to time. In all the cases as reported above, it is observed that a simple precaution in the Vidyalaya could have saved the life of the deceased.

In view of the above, it is once again requested that Vidyalaya shall make all out efforts to counselling the children regarding their individual problems and bring the children under depression to the main stream. It is needless to mention that continuous communication between the child and the teacher is required to be established and monitored by the Principal at all occasions. In addition, continuous moral support of the teacher to the child in finding solution to the personal problems of the child is also required to be seriously taken up by the Vidyalayas.

Similarly, strengthening the academic inputs and organising effective remedial teaching to the low performers while adopting different styles of learning is very much essential a specially in the light of the lessons learnt in the cases like the death of Master Thirupathi Rao at Jawahar Navodaya Vidyalaya, Srikakulam. Further, providing required change of learning environment is also an important factor.



The Vidyalaya shall make efforts to ensure the cooperation of all the staff in the Vidyalaya in providing safety and making the stay of the child more purposeful in the Vidyalaya.

Regional Offices are, therefore, hereby requested to have a schedule of periodical verification of the safety measures being taken up by the Vidyalaya from time to time and take appropriate measures to prevent any unsafe happenings and also to take stern action on the negligent officials without any hesitation.

Yours faithfully,

(V.K. Sharma)
Deputy Director(Pers.)

Copy to :

The Principals of all JNVs for compliance.

(A.N. Ramachandra)
Asstt. Director (Sch.Admn.)



F.No.5-31/2000/NVS(SA)

Dated: 19.10.2000

To

The Principals
All JNVs.

Sub. : Safety and Security of Girl Students in JNVs.

Dear Principal,

I am to draw your kind attention to various instructions and circulars issued from time to time by the Samiti for safety and security of students especially of the girls students. In spite of detailed and repeated instructions the Samiti is experiencing the cases of deaths, accidents, molestation and missing of children from the Vidyalayas. The Samiti has taken a serious view of such happenings in the Vidyalayas. Necessary legal and administrative action is being initiated against each individual case. It is essential that all out efforts should be made to prevent such unforeseen and unfortunate incident which are tarnishing the image and reputation of the institution and creating suspicions and doubts in the minds of the parents and community about welfare and protection of children in the Vidyalayas. One such foreseen and unfortunate incident in one of the Vidyalayas of Maharashtra has shaken the foundation of the faith in the organisation in monitoring the safety, security and protection of girls students.

In order to provide sufficient protection and safety to the children in the Vidyalayas and take all necessary preventive steps from incidents of death and molestation, I am herewith suggesting certain measures to be implemented by the Vidyalayas with immediate effect. These measures suggested are only illustrative but not exhaustive. However, you are the better judge of the situation to prepare an appropriate plan of action to prevent any untowards incident in the Vidyalayas and implement meticulously. Absolutely, no scope should be given to occurrence to such incidents due to the carelessness of either the Principal or any one of the staff members and other responsible people associated with the Vidyalayas.

The following are some of the guidelines being given for strict implementation for safety, security and protection of girls students in the Vidyalayas:

1. Adequate precautions should be taken with regard to the movement of girls inside the Vidyalaya campus in the darkness. Focussing/Flood lights should be arranged around the girls dormitory.
2. A regular roll call twice a day as per schedule of the Vidyalaya should be ensured by the House Master.
3. Students should be divided into groups (each group consisting of 10 students) and one senior girl be nominated as leader of the group who will assist the House Mistress in keeping close supervision over the movement and problems of the girls of that group.
4. It may please 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.



5. Collapsible gates may be fixed to the entrance of girls dormitory which should be locked late in the evening. One of the keys should be kept with the head girls of the girls dormitory concerned.
6. Complaints of girl students and House Masters regarding repairs of electric wires, renovation of doors, windows and toilets should be attended on top priority from the maintenance and repairs provision.
7. Wherever the bathroom/toilets are located outside the girls dormitory complexes, a girl should not be permitted alone for bathing or ablution during late evening/night hours. Strict instructions should be given in advance that the girls should invariably be accompanied by the group leader or any other senior girl.
8. 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.
9. 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 or a teacher.
10. Regular medical check up of the girls is done every month and appropriate health records maintained for ready reference.
11. No male member including Group D employees 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.
12. Outside labourers, plumbers, carpenters or any other workers engaged rooms, white washing etc. should not be allowed to work in the girls dormitories after 6.00 P.M. They should be allowed to enter in the girls complex alongwith 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.
13. The Principal or male teacher while visiting the girls dormitories should inform the House Mistress in advance and take her alongwith 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.
14. As far as possible the cleaning of girls dormitories daily and bathrooms should be done by female group D employees.
15. The House Mistress should take round of girls dormitories daily and ensure proper supervision in respect of attendance of the girls in the dormitories and also arrange for appropriate locking/bolting of the dormitories properly.
16. A small committee consisting of the representative from different girls dormitories should be formed which will periodically meet and review the problems related to their safety and protection alongwith the House Master and Principal.
17. A register on 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.

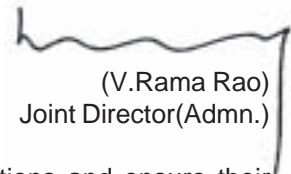


18. The girls should not be permitted to visit the houses of teachers in an exceptional case the students should get permission either from the House Master or from the Principal.
19. Lady teacher should invariably be deputed to escort girls students while going on tours for participation of sports, games, cultural activities and other related activities. A responsible female teacher should escort the girl students on migration. There should be one escort for a group of 10 girl students. Every additional group of 10 or less students will have an additional escort. It should be ensured that even if one girl is travelling there must be a female escort.
20. All Lady Teachers particularly the House Masters/Asstt. House Master should have a continuous communication with the girls students. Any problems reported by them immediately be brought to notice of the Principal and attended to.
21. All the occupants of staff quarters in the 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 are also to be recorded at the main gate with the Chowkidar and the Principal should be kept informed about the visitors coming to the campus on day to day basis.

In the light of the above, I request you to immediately call for a meeting of teaching and non-teaching staff of the Vidyalaya soon after reopening and prepare a detailed plan of action for assigning responsibility to teachers and staff as mentioned above. The staff should be impressed upon about their responsibility to ensure the safety and security of the girls students in the campus. Any lapse on their part with regard to safety of children would be viewed seriously. Students and with parents should also be instructed to strictly adhere to the rules and discipline and instructions of House Master from time to time.

I shall be grateful if you could kindly acknowledge the receipt of the letter and inform me the action being taken in this regard.

Yours faithfully,



(V.Rama Rao)
Joint Director(Admn.)

Copy to :

1. The Dy. Director, All R.Os., with a request to follow the instructions and ensure their compliance. They should kept me informed from time to time about actions taken in this regard.
2. The Chairman of Vidyalaya Management Committee with a request to ensure implementation of the above instructions and closely monitor the safety and security arrangements of the children.



F.No. 1-2/2002-NVS(SA)

Dated: 06.03.2002

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Safety & Security of Children -reg.

Sir/Madam,

Recently number of cases of accidental deaths/suicides have come to the notice of the Samiti. Although detailed instructions regarding the Safety & Security of children exists, it appears that these are not being implemented with sincerity and seriousness. Whereas necessary legal & administrative action is being taken in each individual case, it is essential that necessary measures are taken to prevent reoccurrence of such incidents.

The Principals are hereby directed to strictly adhere to the instructions issued vide this Office letter No.2-41/2001-NVS(SA) dated:13-8-2001¹ with regard to precautionary measures for Safety and Security of children. The contents of these guidelines may be brought to the notice of all the staff members and be impressed upon them the need for meticulous implementation of these guidelines. A copy of the set may be kept in the library also and with the Housemaster and Staff Nurse in particular.

- Needless to emphasise that the Safety of students during travel especially girls from one place to another is the prime responsibility of the Vidyalaya concerned. Even if, there is one girl, a responsible lady escort should be deputed with strict instructions to take adequate care of the students. Non-compliance in this regard will be viewed seriously.
- The Safety & Security related points should be discussed with the staff and students frequently as a part of regular activity in the Vidyalaya and a record may be maintained. Such proceedings should be readily available with Vidyalaya which would be checked during inspections.
- The Principal and Housemaster should enforce strict discipline among students and a mechanism be developed to check unauthorised absence in the campus to ensure any unforeseen incident is not taken place. Negligence on the part of Principal and staff the responsibility will be fixed on the employee concerned.
- It is emphasized that Housemasters are compulsorily required to stay in the residential quarters provided for them as per Samiti's policy. In case of temporary accommodations, it may be ensured that the Housemaster accommodation are provided closer to dormitories in order to have an easy access to dormitory and to have healthy and regular interaction with the students.

1. Copy enclosed, See page 390-399.



- It is also emphasized to conduct full medical checkup of children once in a quarter and maintain status of health records during the quarter. This record should be readily available in the Vidyalayas.

It is made clear that any lapse with regard to Safety & Security of children would be viewed very seriously and is likely to result in suitable departmental action for dereliction of duties, besides such other administrative action as deemed necessary under the circumstances of each case.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Kaneez Fatima', written over a light-colored rectangular background.

(Kaneez Fatima)
Asstt. Director(S.A.)

Copy to : All Deputy Directors, Regional Offices



F.No.2-41/2001-NVS(SA)

Dated:13, Aug,2001

To

All Principals
Jawahar Navodaya Vidyalayas

Sir/Madam,

As you are aware, safety, security and well being of the children in the Vidyalayas is our immediate concern. In recent past, there have been a series of incidents resulting in the loss of precious lives of children in the campus, Repeated, instructions and interactions have not yielded the results of the desired level for safety and security of children. Needless to mention that once the child is admitted in the Vidyalaya, it is our responsibility to ensure the safety and security of the child till he/she continue to study in the Vidyalaya. We must learn from our experience and gear up of our resources, manpower, administrative machinery and local contacts to ensure that appropriate protection is given to the children in the campus.

After careful analysis of the circumstances leading to such unfortunate incidents detailed guidelines have been prepared for taking further intensive steps for the safety and security of the children.

I am enclosing herewith a copy of the guidelines for your immediate attention and action. You are hereby requested to strictly adhere to the instructions issued and the guidelines and ensure that all the instructions given are scrupulously followed. The teaching and non-teaching staff of the Vidyalaya may also be impressed upon the need for meculous implementation of these guidelines. It may further be noted that any negligence, indifference, laziness in terms of the implementation of these guidelines will be viewed very seriously and the responsibility fixed on the employee concerned.

Kindly acknowledge the receipt of this letter along with the guidelines and intimate me the action being taken in this regard.

(S.P. Gaur)
Director



NAVODAYA VIDYALAYA SAMITI (SCHOOL ADMINISTRATION)

MEASURES FOR SAFETY AND SECURITY OF CHILDREN-ROLE OF PRINCIPALS AND STAFF

Navodaya Vidyalaya being Co-educational and residential in nature, it is the prime responsibility of the Principal and staff to ensure safety and security of children till they remain on the roll of the Vidyalaya. The Principal and staff of the Jawahar Navodaya Vidyalayas are expected to ensure that Safety and security and good health of students are given paramount importance. Some of the preventive measures for safety of the children in the JNVs are suggested as under:-

1. Precautionary Code from Sickness

1. Preparation and implementation schedule of visit of Principal, Staff Nurse and Housemaster to the dormitories.
2. Enquire from House Captain about health and welfare of the children during visits.
3. Record observations of the Principal during visits to dormitories along with detailed instructions of House Masters and Staff Nurse in a Register.
4. Verification and recording compliance to instructions issued by the Principal of daily basis.
5. The Housemaster to submit daily report to the Principal on the format to be prescribed by the Vidyalaya indicating the welfare and presence of children.
6. Abandoned temporary buildings, bathrooms, toilets having dilapidated electric wiring are not to be used by children.
7. The Principal, House Masters and other teachers must conduct fortnight inspection of the class rooms, dormitories, dining hall, toilet and bathroom blocks of specifically find out whether the electrical wiring and points are in order. In case they find any uninsulated live wires, the wiring must be changed and electricity disconnected till such defects are set right. Nobody should tamper with the distribution boxes with the fuse carriers.
8. Regular roll call and attendance by House Master twice daily. The attendance Register of Houses to be verified and countersigned by Principal at 9.30 p.m. daily.
9. The Staff Nurse will attend the sick child immediately. No illness of the child is to be taken casually or a routine manner instead the symptoms of illness and medicines given should be recorded in the register.
10. The sick student should not left alone in the dormitory at any time.
11. The sick child is to be kept under the supervision of staff nurse or a teacher.
12. A suitable room should be set up as M.I. room equipped with essential material attached bathroom and other facilities.
13. The Housemaster has to ensure that the child is being provided medical treatment properly.
14. Necessary arrangements should be made for special diet if necessary and instructions issued to Catering Asstt./Mess staff accordingly.



15. The H.M./Principal of staff nurse feels that simple ailment is not required any treatment, but the feelings of the child should be taken care of. He/She should be given a patient hearing and counselled accordingly with a feed back.
16. The Vidyalaya doctor should be consulted always after first aid treatment to the child.
17. In absence of Vidyalaya doctor (if found not available at that time) a qualified doctor of the nearby Health Centre/Hospital should be consulted.
18. After diagnosing the sickness, the parents may be informed if the nature of illness excepting for common colds and seasonal health effect.
19. The part time doctor and staff nurse feels that the illness of the child cannot diagnosed immediately, the child should be immediately shifted to a nearby Govt. hospital for further examination.
20. 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.
21. In case of any serious illness of the child and the Vidyalaya requires any expenditure to incur on them, the amount may be incurred by the Vidyalaya without any delay and later on it can be got reimbursed by the parents. Treatment cannot be delayed for want of finance.
22. The records about the sick children is to be maintained and informed to the Principal daily in the evening in a prescribed format.
23. To admit the child in hospital immediately in cases of serious illness and accidents.
24. The Date and Time schedule of the visit of the Vidyalaya Doctor should be fixed in advance in children intimated.
25. A responsible employee to remain as escort constantly with the one responsible escort must remain with the patient till parents arrive and take over the child.
26. Doctors visit register should be maintained.
27. To take additional help of Distt. Administration, if need arises, to ensure medical facilities to the children. Wherever there is no doctor in nearby vicinity, the Distt. Administration should be requested to arrange weekly visits of a medical team.
28. A sick child should not be sent to his home. Instead the child should be hospitalised and the parents are informed immediately. On their arrival, if they prefer to take the child home they should be permitted after obtaining a written request and individual health records (Cards) of students maintained and verified by the Principal.
29. Full medical check-up of the students may be conducted once in a quarter.
30. Diet for the sick students should be given separately as per the recommendations of the Doctor.
31. The individual Health Record should indicate the Status of Health during the quarterly the quarterly health check-up and should be readily available in the Vidyalaya.
32. Sick students just after recovery from illness should not be permitted for games and sports activities till they feel physically fit.



33. For regular medical check-up of the students and maintenance of Health Record and for monitoring of health problems of the children of the JNV, the Staff Nurse would be accountable.
34. Regular mosquito eradication measures to be taken in Vidyalaya.
35. The Principal has to ensure availability of sick room staff nurse/common medicines/consultant doctor/vehicle for hospitalisation of children in emergencies.
36. A regular action programme should be prepared and implemented for avoiding seasonal contagious disease on account of water and weather etc.
37. Outside food stuff should not be permitted except items like Biscuits etc.
38. Medical history card is to be invariable sent alongwith migrated children.
39. Children suffering with chronic disease should not be sent on migration.
40. Personal hygiene of Mess workers and conditions in the kitchen and Mess are checked by Vidyalaya doctor atleast once in a quarter.
41. The cleanliness of mess surroundings, utensils and food preparations should be checked regularly by Catering Assistant, Staff Nurse and Principal. Regular arrangements for disposal of waste food stuffs should be made.
42. Proper care should be taken with regard to installation of gas cylinders. All necessary arrangements should be made as per the specification laid down by the gas authority for installation of gas connection without giving any scope for leakage, etc.
43. 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.
44. Toilets and sanitary conditions should be kept clean. Necessary phenoling and cleaning should be done frequently to avoid contamination.
45. Kitchen and utensil, washing place should be kept clean. Necessary arrangements should be made for spraying of phenoyl, bleaching powder and avoid water stagnation not to give scope for breeding of mosquitos, flies etc. Dining tables should be kept neat and clean.
46. Arrangements must be made for regular supervision and cleanliness of dining hall, washing places, etc. to avoid unhygienic conditions.
47. When students are admitted in class 6th, a medical fitness certificate of civil surgeon will only be accepted.

2. Measures to Prevent Children from Dangers of Water and Drowning

1. The number of death incidents are found due to drowning. The following measures are to be adopted
2. Construction of compound wall is to be given top priority which may help in keeping proper supervision and control over children and prevent tress passing.
3. The open wells and ponds if exist in the campus are to be provided with protective wall and iron grills covering the well and the movements of the students are restricted towards it.



4. Not to allow children to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace.
5. Movements of children is to be strictly watched through formation of groups.
6. Children should not be permitted to go outside the Vidyalaya premises for the bathing/ washing clothes etc.
7. The presence of the students in the Vidyalaya campus at all times should be strictly enforced. Strict discipline and to check the unauthorised absence of the students from the Vidyalaya is to be given paramount importance.
8. The students with a history of disappearance or running away from the Vidyalaya without proper permission are to be given special attention and a vigil is regularly kept on them.
9. The root cause for such behaviour of the child must be ascertained, parents informed accordingly and corrective steps taken.
10. For certain ritual and functions which are observed in the Vidyalaya, necessary precautions and arrangements to be made in advance. Children should not be permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.
11. No procession should be allowed to move from vidyalaya out of the campus in the eve of any religious celebrations.
12. No student should be allowed to go on leave without written request of the parent of the person authorised by parent.
13. Any person/parent visiting Vidyalaya must obtain permission from House/Master to meet the students invariably by mentioning in the visiting register with his name, address purpose, date and time of arrival and departure which must be seen by the House Master and Principal.

3. Preventive Points from Suicide Actions

1. 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.
2. 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.
3. Proper regular counselling of the children is to be done to help the mentally disturbed children who are under depression.
4. Continuous communications between the child and the teacher should be maintained with proper follow up action.
5. No student should stay inside the dormitories during class hour. All the dormitories should be locked after the classes are commenced.
6. Psychological behaviour of the students should be watched closely in order to avoid shyness, depression and aloofness of the students which may cause any sort of unforeseen incidents.
7. Corporal punishment to the students is strictly prohibited. Insulting in public referring to their parentage, caste, community etc. by the teachers will be viewed seriously and necessary action will be initiated against erring staff.



8. Proper counselling should be done either by House Master or class teacher/Principal in case of any mistake like stealing, telling lies by the students.
9. 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.
10. Emotional behaviour of the students should be watched properly.
11. Children in JNVs are admitted at the tender age of 9 to 13 years which is a pre adolescent or adolescent age which need counseling and continuous guidance to become physically fit, mentally alert and emotionally balanced.
12. The educational process will be pleasant, attractive and motivating to the child if firm trust is established between a child and the teacher. The bond of friendship and affection can be strengthened if the teacher is understanding and sympathetic.
13. Knowledge of child psychology will help the teacher in understanding and dealing with children of different abilities aptitudes and dispositions who come to JNVs from heterogenous socio-economic basic grounds.
14. 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.
15. Each teacher should be a guide, friend, counselor to a child only then he/she contribute to overall development of children.
16. Students problem must be listened patiently, politely and solved.
17. Informal conversation with the pupils by way of discussions with peers and planned observations in hostels, classrooms, playground should be developed.
18. House Masters should ensure that the students get their daily use items and all other assistances in time.
19. The Principal and House Master must check progress of students in academic/sports and CCA and continue to guide the children. He should develop the sense of belongingness and security among the students.
20. Suicidal tendencies are very deep rooted. Family history play an important role. All House Masters should collect the family history of the child through informal chitchat with the child/guardian/visitors and will keep a record. They should invariably inform the Principal.
21. Generally the suicidal incidents takes places due to the child being over protected at home, feel badly homesick, gets disturbed, unable to tolerate japers/fear of getting fail, to come up upto expectations of their parents, Extreme Humiliation by the fellow students/Teachers/Principal etc. These may be taken care of.
22. Vidyalaya should develop a good social, authentic and environment friendly educational climate in the school.
23. Any child noticed disturbed, should never be left alone. His attention should immediately be diverted in an activity of his choice.
24. Awards to good students play effective role than punishment. Children's should not be scolded in public on their mistakes.



25. Child is a child-like any child he needs kind behaviour from senior students, teachers and Principal.
26. The child should feel himself at home, safe and secure in the Vidyalaya.
27. Minimise threats to the child.
28. Too much critical command by teachers/Principal is to be avoided.
29. 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.
30. The prefects should be given more responsibilities. They should be made responsible/accountable for the duties assigned to them.
31. Shy, Isolate, neglected children should be identified and watched and they are taken care of properly.
32. Children on account of family disturbances like separation of parents, family, etc. are to be specially attended.

4. Safety Measures during Travels.

The safety of students travelling from one place to other is the prime responsibility of the escort(s) Particular care on the part of the escort(s) is needed to eliminate re-occurrences of unfortunate incidents.

1. Before proceeding in any journey the children and the escorted teacher should be briefed about all the details of the journey and precautions to be taken.
2. Escorting teacher should always be watchful to ensure that all students are present in their respective berth/seats.
3. Lady teachers will invariably escort when girls are travelling. Even if there is one girl, there must be a lady teacher.
4. To maintain proper vigilance to watch the luggage material to avoid any theft or missing.
5. Minor first aid, medicine/materials is to be kept with the escort to meet in emergency of sickness.
6. It is the responsibility of the escorts to take the students on journey with utmost safety and security.
7. Valid identity card must be kept by the students during journey. Children should never to sent unescorted.
8. Food after satisfying to be hygienic is to be served during journey.
9. Food articles sold through unauthorised vendors is to be avoided.
10. Strict instructions to be given to the children not to move out side the compartments without escorting or to get down at the station.
11. Safety measures like eating street made food, rash running, frequently standing on window side and peeping outside is to be instructed.
12. The escorting teacher must invariably travel in the class of accommodation and in the same compartment of the students.
13. The students may not be permitted to leave the compartment without escorting.



14. In case of articles of foods to be purchased one or two students may be taken by the teacher. Normally, efforts should be made that all eatables are taken by the incharge of the party before undertaking the journeys.
15. In case the party is very large students be divided into groups and one escorts to each group deputed who will be responsible for the group. Normal criteria for number of escorts is one for 10 or less than 10 students and one for every additional group of 10 or less students subjects to the maximum of 5.

5. General Safety Measures

1. The electric wiring and points are to be kept in order. In case of any un inculcated live wires find, the wiring must be changed and electricity disconnected till such defects are set right.
2. The distribution boxes of electrically should be locked and the keys should be kept only under the custody of electrician or Incharge House Master.
3. Immediate necessary measures should be taken to repair the loose wiring/connections.
4. In case of any such need Electric gadgets should be handled by responsible employee of the Vidyalaya.
5. In few cases trees are placed just below the electric line whenever the branches grow it touches to the LT line and sparks dangerously. It should be checked regarly and branches should be dressed off in such a way that it will not touch to the electric wire any time.
6. Students should be warned not to touch electric poles.
7. Fencing should be provided to the steps of over head tank to avoid children climbing over head tank.
8. The broken railing of stairs should also be got repaired immediately.
9. The safety and security points of the children should be discussed periodically by the Principal, Housemaster and other teacher and chalk out strategies.
10. A safety and security committee should be formed. The committee will met once in a quarter to discuss about safety measures to be adopted by the Vidyalaya.
11. Security briefing should form part of regular programme of morning assembly.
12. Broken furniture, naked iron rods etc. should be stored somewhere where there is no frequent movement by the students.
13. Students should be forbidden to keep any type of weapons, toxic drugs, Phonographic books and photographs etc. with them. Surprise checking should be done quite often.
14. Timely arrival of the students is to be ensured to the vidyalaya assembly and class. Unauthorised absence to be checked.
15. Very often students come late to the class during short breaks. No students should be allowed to go to dormitory during small break/recess without permission of the House Masters.
16. Proper drinking water in to be provided during class hours. Students should be kept fruitfully busy so that they may not indulge themselves in indiscipline activities.



17. Adequate care is to be taken while working in Science laboratory. Handling of glasswares or heating of things must be done carefully. Wherever gas cylinder is used for the laboratory purpose proper care must be taken to operate to avoid fire accidents.
18. Since the vidyalaya is having a very vast campus there may be chances of having long grasses and marshy areas, bushes etc. Care should be taken to clean weeds and bushes all through the campus and marshy areas should be filled with soil or sand to avoid any mishappenings. Steps must be taken to utilise the whole land for one or the other purpose.
19. If the whole campus is properly utilised, proper pathways should be created and flood lights should be placed in different places in the campus, specially near the boys and girls dormitories.
20. Entry to the campus should be ensured from one main gate only. There should be a gate book where entries of outsiders/visitors should be made. Students who go outside should show gate pass issued by the House Masters and should make entry in the gatebook.
21. A format giving details with affixed photograph of the person authorised to take the child may be prescribed and obtained with the sign of the parent before the child is allowed.
22. Not to allow the parents/persons to meet the children frequently.
23. Only the 1st Sunday of every month may be fixed to meet parents/outsider.
24. Meeting of parents individually with the Housemasters and teachers may be organised to brief about the child.
25. Stream line and systematise the daily routine activities, while framing the daily routine activities it should be kept in mind that as far as possible the students should be kept actively involved in academics and co-curricular activities.
26. Participation of students in the management will prove helpful in avoiding accidents and mishaps. Students should be kept engaged in organising various programmes and workshops to develop extra curricular skills.
27. Entry of movements of animals like stray cattle, dogs, pigs etc. should be checked inside the campus.
28. Cases of molestation of students must be viewed very seriously. The Principal should without delay provide a complete report to their Regional Offices and the NVS Headquarters so as to enable the Samiti to take necessary disciplinary action against the culprits. Under the provisions of summary trial already notified, Director¹, NVS, can terminate the services of any employee indulging in acts of moral turpitude.
29. Migrated children must be made to feel at home. The Principal and the teachers must accord top priority to this issue as Samiti has been receiving several migration related complaints leading to clashes.

6. Measures to be Adopted in Case of Missing of Child

1. Housemaster will report to Principal immediately.

1. Now Commissioner



2. Principal will report to Police and Distt. Collector.
3. Pass on the information to Parents by phone, special messenger.
4. Report to R.O. and Hqrs. through letter followed by detail follow up actions taken by the Vidyalaya.
5. Searching soon after noticing missing of the students.
6. Arrange broad cast through Radio, T.V. and publish in News paper.
7. Constant touch with Distt. Collector, Police and RO.
8. To inform as and when the child is traced out.
9. To ascertain the reasons for absconding/missing of the child.
10. To take corrective measures to ensure that the child does not repeat.
11. Keep close watch on the movement of child.
12. To discuss with parents and bring to the notice of R.O. in case of history of disappearance.

7. Procedural Code to be Adopted in Case of Death Incidents

1. The House Master will report to the Principal immediately.
2. The Principal will inform the Deputy Director/R.O./Distt. Collector and Police immediately by phone or fax.
3. The parent should be informed immediately on phone or special messenger.
4. The Principal has to ensure that the Parents/guardians are assigned and briefed them about the situation.
5. Conduct of postmortem.
6. Assist the parent to carry dead body upto native place.
7. To attend funeral.
8. To console the parents.
9. To organise condolence meeting in the Vidyalaya.
10. To provide all possible courtesy moral support and help to parents.
11. Soon after receipt of information, the Deputy Director RO will rush to the Vidyalaya for inquiry. All death cases are to be enquired by DD personally.
12. To identify the causes, events of death.
13. Obtain statement of Principal, Staff Nurse Vidyalaya doctor and House Master, students and other associated persons.
14. Take immediate disciplinary action/wherever feels necessary and inform to NVS Hqrs.
15. Statement of parents to be obtained, if feels necessary.
16. Send detail report of death alongwith relevant reports and statements.
17. The finding of report should be clear. Matters related to specific event will only be reflected in the report.
18. If a child is died in hospital while undergoing treatment, Statement of the doctor is to be obtained.



D.O.No.1-2/2002-NVS(SA)

Dated: 18, Feb, 2003

Dear Deputy Director,

I am shocked to note that in the last few days three death cases of migrated students due to drownings in different JNVs have been reported. From the analysis of reports, it is seen that the unfortunate incidents have taken place due to the negligence at the level of Vidyalayas. Such unfortunate and unforeseen incident thereby resulting loss of precious lives of children has been viewed very seriously. In the event of consequences, some times it becomes an embarrassing situation to reply to the presents and public. It appears that the instructions in the guidelines for safety and security of children are not being taken very seriously as a result of which such cases of death, missing and other mishaps are still being reported. While necessary administrative action is being taken in each individual case, it is essential to consider measures for sensitising the principals and teachers towards their responsibilities and all necessary precautionary measures are taken by the vidyalaya to check unforeseen incidents. During the meetings of Deputy Directors held at Hyderabad on 16-17th Jan. 03 it was felt immediate necessary to strengthen the monitoring system on Safety and Security related issues. Accordingly the identified Ten sensitive areas through which maximum mishaps can be avoided were decided to be monitored intensively and the ROs will evolve mechanism at their own level for close and constant monitoring. If a proper supervisory and monitoring system is evolved many such unfortunate incidents can be avoided.

It is reiterated that safety, security and well being of the children is our main immediate concern. Once a child is admitted in the Vidyalaya it is our prime responsibility to ensure adequate protection till he/she remains on the roll of the Vidyalaya. It is, therefore impressed upon that you should take immediate action to keep up the supervision of the Regional Office, Principals and Teachers for safety and security and well being of the students in JNVs. Since you are the better judge of the situation you should prepare a concrete plan of action to prevent such unforeseen incidents in the Vidyalayas. The Regional Offices may ensure to make it a point to sit together with the Principal and teachers and brief about contents of guidelines for strict implementation. It would be desirable that the weak areas of individual Vidyalayas related to Safety and Security should be identified immediately and chalk out strategies for adopting precautions and constant monitoring as per local situations. Absolutely no scope is to be given for recurrence of such incidents due to the carelessness of Principal, staff members and other associated responsible people of the Vidyalayas.

It is clearly brought to the notice that no excuse will be entertained where Safety and Security of students is put in danger. The responsibility for the same will lie with the Regional office and Vidyalaya collectively and disciplinary action will be taken against any of those who found negligent. The contents of this letter may be brought into the notice of concerned Asstt. Directors, Principals and staff members under your control for strict enforcement.

Kindly inform me the measures being taken by you in this regard by 28.2.2003 positively.

Yours sincerely,

(D.K. Kotia)

The Deputy Director
Navodaya Vidyalaya Samiti
All Regional Offices



F.No.1-38/93-NVS(Estt.)

Dated:03.03.2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Appointment of Matrons in Jawahar Navodaya Vidyalayas.

Sir/Madam,

Appointment of matrons in Jawahar Navodaya Vidyalayas has been approved by the Executive & Finance Committees of the Navodaya Vidyalaya Samiti in meetings held on 24/05/93 and 22/12/93 respectively. Instructions were accordingly conveyed to Regional Office vide letter No. F.1-38//93-NVS (Estt.), dated 22/04/94 and 01/12/94. Subsequently, certain terms & conditions regulating this appointment order were circulated vide letter No. abid dated 20/03/97 for your suggestions so as to finalise the same.

The matter was under active consideration of the Samiti and it has now been decided to engage matrons on experimental basis on contract initially for a period of one year in those JNVs where the strength of girl students exceed 100. The expenditure shall be borne out of the funds meant for contingencies.

Other details governing this appointment are as below which may please be noted for strict compliance:

1. Educational Qualifications : Minimum Class XIIth or equivalent Preference shall, however, be given to graduates.
2. Age : 30-45 Years.
3. Married Status : Married females, which includes widows or divorcees.
4. Service Conditions
 - (a) A monthly honorarium of Rs. 3,000/-
 - (b) Free boarding & lodging facilities and medical facilities as available in the M.I. Room of the Vidyalaya.
 - (c) The tenure of contract appointment shall be for a period of 10 months in a year.
5. Selection Process:
 - (a) The appointing authority for the Matron will be the Principal of the JNV concerned. The selection should be made following the process in vogue for other posts in the Vidyalaya. However, Assistant Director (Cluster Incharge) and one member of PTC shall also be associated in the Selection Committee.
6. Duties & Responsibilities:

The duties and responsibilities of the matrons would be as follows:

 1. She will take care of girls like a foster mother.
 2. She will stay in the girl dorm during day when the girls are away to attend classes and other co-curricular activities.



3. She will sleep with the girls in the dormitory during the night.
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.
5. She will check the entry of any man or unauthorized persons in the house.
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.
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.
8. She will help the ailing girls for taking timely their medicines and proper diet as prescribed by the staff nurse/medical officer.
9. She will provide personal nursing care to the ailing girls to comfort them.
10. She will help girls in managing their natural growth.
11. She will see that all girls go to classes and other activities in time.
12. She will counsel girl(s) if any found, not to move unnecessarily out of the house off the class/activity hours.
13. She will periodically check the furniture and cots 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.
14. She will see that there is no damaged electrical wiring/fitting in the house.
15. She will take care of proper water supply in the house.
16. She will assist house mistress in taking overall care of the girls to the extent possible.
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.
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.
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.
20. Any other work mainly related to looking after the girls in the house as assigned by the Principal.

The Principals and Regional Office can, however, assign any other duty and responsibility according to the local needs, subject to the condition that these do not compromise with and are related to safety & security concern of girl students.

You are requested to initiate necessary steps for engaging matrons in the Navodaya Vidyalayas. It may also be ensured that prescribed guidelines are strictly adhered to.

Yours faithfully,

(Dr. Rakesh Sharma)
Jt. Director (Admn.)



D.No. 1-2/2002-NVS(SA)

Dated: March, 4, 2003

Dear Principal,

Number of cases of moral turpitude by the teachers/Principals with girl students have come to the notice of the Samiti. Although disciplinary action against the guilty persons are being initiated in the individual cases, the issue of ensuring safe, secure and healthy environment to the girl students of Navodaya Vidyalaya has become a great concern in view of the considerable number of girls studying in the Navodaya Vidyalayas. I have also observed serious lacuna while dealing with some such cases at the level of Regional Office and Navodaya Vidyalayas.

The Committee constituted by the Samiti to review the existing procedure for the Safety and Security of the children and to examine the circumstances leading to moral turpitude in JNVs has also observed inadequate utilisation of mechanism to look into the matters relating to sexual harassment/moral turpitude and like matters. This is a very serious shortcoming and need to be remedied. If the propensity towards causing such mishaps is not timely and effectively checked and not immediately and firmly dealt with, a dangerous malaise can creep into the system and assume much wider dimensions.

It is, therefore, reiterated that all necessary steps to provide appropriate environment to the girl students in the JNV should be ensured. The women teachers should interact with the girl students frequently and in case of any problem/misconduct happens with them must be immediately reported.

The concern Regional office and Principal should initiate quick and deterrent action and also submit complete report to Hqrs. office without delay. It is made clear that under the provisions of Samiti's notification the services of the employee indulging in act of moral turpitude can be terminated without any regular inquiry. The copy of this notification No.14-2/93-NVS(Vig.) dated 20.12.93¹ is enclosed for circulation of the subordinate staff.

I am sure that above instructions are followed meticulously by the Regional Offices and Navodaya Vidyalayas.

I would like to take this opportunity to inform you that any negligence in such cases either on reporting or taking appropriate actions would be viewed very seriously and necessary action initiated against the concerned. The contents of this letter may be brought to the notice of employees working in your jurisdictions.

Yours sincerely,

(D.K. Kotia)

Mr./Mrs. _____
Principal
Jawahar Navodaya Vidyalaya,

Copy to all Regional offices. This has reference to the discussions held and decisions taken in the recent Deputy Directors Meeting held at Hyderabad on 16th-17 January 2003. All preventive measures to avoid recurrence of such cases are to be ensured. The exercise of inquires into such complaints must be quick and Time Bound.

1. Copy enclosed. See page 404



F.No.14-2/93-NVS(Vig)

December 20th, 1993

NOTIFICATION

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 mutandis 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, 1992.¹

It has further been decided with the approval of the Executive Committee that the relevant provisions of the Central Civil Services (Classification, 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:

- A—(i) 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,
- (ii) 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 Director.

- B – Whenever the Director 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 Director 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 Director 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.

1. See page 63 of the Administration Section.



The above provisions will take effect from the date of issue of this notification.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Neeru Nanda', is written over a light blue rectangular background.

(Neeru Nanda)
Director

Copy to :

1. All Officers of Samiti.
2. All Regional Offices of the Samiti to bring the contents of this circular to all concerned.
3. Principals of all JNVs to ensure that this notification is read by all the staff of the Vidyalayas and to obtain their full signatures as a token of having read the same.



F.No.2-45/2001-NVS(SA)

Dated:17th, March, 2003

To

The Principal
All Jawahar Navodaya Vidyalayas

**Sub. : Compliance of the Recommendations of the Report of Sh. K.K. Bakshi
One Man Committee on Safety & Security of the Children in JNVs-Reg.**

Sir/Madam,

As you are aware Samiti has constituted a One Man Committee to exclusively review the existing procedure and the measures for the safety & security of the children of the JNVs and also to examine the cases related to moral turpitude and sexual harassment. Sh. Bakshi has visited a number of Vidyalayas and interacted with the staff, students and Principals. After careful examination of the existing procedures, he has recommended for the improvement in the areas related to safety of the children. Basing on the advise of Sh. Bakshi, the following issues are recommended for immediate compliance.

1. Updating of medical cards of the students from time to time with entries indicating weekly examination, check-ups Vidyalaya doctor and staff-nurse, minor & major health problems faced by the students including both local and outside treatment. This should be verified by the Principal on weekly basis.
2. Conduct of Annual health check-up of the students including neighbouring schools in reference to the instructions already issued vide letter No.1-2/2000-NVS (SA), dated 16-10-2002¹ with the help of philanthropic and service organisations like Lions Clubs, Rotary Clubs, Youth Clubs, Mahila Mandals DWACRAI Groups etc. This exercise is to be done in addition to the quarterly medical examination of the students to be conducted as per safety & security guidelines.
3. Children who are sent on migration will carry their detailed medical card. Regional Offices should take action against those who sent the children without carrying complete medical card with them.
4. The medical examination of the student during entry in class VI should be got conducted thoroughly. At present the focus of medical examination is only on verification of age. Now it should be ensured that children with serious health problems and chronic disease are identified and admission not granted if illness is of serious nature. However such cases should be put-up to the Chairman of VMC and necessary decision of admission or otherwise taken. Any doubtful case if detected at the time of entry should be referred to medical board of the District for detailed medical examination and the case be further processed as per norms.
5. Care of drinking water, cleanliness of kitchen dining hostels, sanitation and preserved of food items needs to be strengthened.
6. Clearing bushes and wild gross in the campus should be attended. Instructions in this regard stands already given in safety and security guidelines.
7. Operationalisation of grievance boxes at the Vidyalaya and adoption of effective mechanism for redressal of grievance of staff and students.




8. Invariably, the PTC should be apprised of the safety and security measures taken and their co-operation and support sought.
9. The Principal may take special measures to sensitise the teachers, House Master and staff-nurse toward their duties and responsibilities towards welfare of children in the Vidyalaya.
10. The poor and unhygienic bathroom and toilets are observed to be one of the reasons of students' ill-health & safety by the Committee. Immediate corrective steps should be taken wherever needed to avoid its recurrence.
11. The observations made and the directions given by the visiting officer should be entered in the Vidyalaya Control Register for guidance and compliance by the Principal and also for the perusal, review and assessment of future inspecting officers.

You are requested that the above instructions may be adhered in order to strengthen the Safety & Security measures in your Vidyalaya.

Kindly keep us informed about the action taken from time to time.

Yours faithfully,



(V. Rama Rao)
Joint Director (Acad.)



F.No.2-45/2001-NVS(SA)

Dated: 28.3.03

To

The Principals
All Jawahar Navodaya Vidyalayas

Sub. : Engagement of Lady Sweeper for Girl Dormitories.

Sir/Madam,

On the recommendation of the Review Committee on Safety and Security of students in the JNVs, I am to Convey the approval of Competent Authority of the Samiti, for engaging one lady sweeper in each Vidyalaya exclusively for cleaning girl dormitories and toilets and bathrooms, on part time basis at the consolidated honorarium of Rs.500/- per month, out of the contingencies grant.

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. The male sweepers not be allowed to enter into girl dormitories.

Yours faithfully,

(Kaneez Fatima)
Asstt. Director (S.A.)

Copy to :

All Deputy Directors, Navodaya Vidyalaya Samiti, All Regional Offices for information and necessary action please.



F.No.1-2/2002-NVS(SA)

Dated: 17.4.03

CIRCULAR

The Hon'ble Supreme Court, in its judgement 13th August 1997 in the case of Vishakha Vs State of Rajasthan and others, regarding Sexual Harassment of women at work places has laid down certain guidelines and Norms with a view to ensure the prevention of such harassment to women. The guidelines, inter alia, provide for setting up of a complaint mechanism and a Complaint Committee including other support services etc. It has accordingly been decided to constitute a Complaint Committee in Navodaya Vidyalaya Samiti Hqrs.

The Composition of Complaints Committee would be as follows:

- | | | | |
|----|---|---|--------------|
| 1. | Prof. Sarojini Bisaria (Retd.), NCERT
(Chair Person, Centre for Third World Women Studies) | — | Chair Person |
| 2. | Dr. U.C. Bajpai, Deputy Director (Acad.), NVS Hqrs. | — | Member |
| 3. | Mr. Mukesh, Deputy Director (Estt.), NVS Hqrs. | — | Member Secy. |
| 4. | Mrs. Kiran Chandra, Deputy Director, National Youth
Commission, New Delhi | — | Member |
| 5. | Ms. Anjali Kushwaha
Sr. Programme Officer, CEMD, New Delhi | — | Member |

The Complaints Committee shall accept/hear complaints from the employees posted in Navodaya Vidyalaya Samiti Offices/JNVs and take appropriate action for timely redressal of the complaints.

The Complaint Committee shall submit an Annual Report to the Samiti on the complaints received during the year alongwith the action taken report. It will be responsibility of Member-Secretary to coordinate the functioning of the Complaints Committee including submission of the Annual Report. The Member-Secretary will also arrange Secretarial assistance to the Committee.

This issues with the approval of Commissioner, NVS.

(Kaneez Fatima)
Asstt. Director (S.A.)

Copy for information and necessary action to:

- | | | | |
|----|---|---|--------------|
| 1. | Prof. Sarojini Bisaria (Retd.), NCERT
(Chair Person, Centre for Third World Women Studies)
A-59/1, SFS DDA Flat, Saket, New Delhi-17. | — | Chair Person |
| 2. | Dr. U.C. Bajpai, Deputy Director (Acad.), NVS Hqrs. | — | Member |
| 3. | Mr. Mukesh, Deputy Director (Estt.), NVS Hqrs. | — | Member Secy. |
| 4. | Mrs. Kiran Chandra, Deputy Director, National Youth
Commission, Jawaharlal Nehru Stadium, Lodhi Road
New Delhi | — | Member |



5. Ms. Anjali Kushwaha
Sr. Programme Officer, CEMD, New Delhi
A-287, New Friends Colony, New Delhi-65.

— Member

(Kaneez Fatima)
Asstt. Director (S.A.)

Copy to :

- | | | |
|---|---|--|
| 1. Deputy Director, NVS, All Regional Offices | : | This may kindly be brought to the notice of the subordinate staff. |
| 2. Principals, all JNVs | : | |
| 3. All Officers, NVS Hqrs., New Delhi | : | |
| 4. Notice Board. | : | |



F.No.1-8/2003-NVS(Estt.)

Dated: 18.7.2003

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

Sub. : Appointment of Female Staff Nurse on Contract basis in JNVs posted with a Male Nurse-Approval -Reg.

Sir/Madam,

On the basis of the recommendation of Sh. K.K. Bakshi Committee regarding Safety and Security of girl students in the Vidyalayas, it has been decided to provide a female staff nurse on contract basis on a monthly consolidated salary of Rs. 3,000/- in the JNVs, where regular male staff nurses are working. The qualification etc. for such appointment may be as per criteria laid down in recruitment rules. The expenditure will be borne out of the contingency grant of the Vidyalaya.

The necessary orders in this regard may please be issued to all concerned JNVs under intimation to this office.

Yours faithfully,

(Mukesh)
Dy. Director (Estt.)

Copy to :

AD(SA), NVS Hqrs., New Delhi



Mess Management



F.No.5-4/87-NVS

Dated: Sep., 14, 1987

To

The Principal
All Navodaya Vidyalayas.

Sub. : Guidelines Regarding the Arrangements to be Made for Running the Hostel Mess in Navodaya Vidyalayas.

Sir,

Navodaya Vidyalayas are residential in character and in such Vidyalayas proper messing arrangements are of great importance. For the effective and smooth functioning of hostel mess of these Vidyalayas, the following guide-points may please be kept in view :

1. It has been decided that messing arrangements, as far as possible, be made by the Vidyalayas themselves by employing cooks and helpers under the supervision of some senior teachers. Help of students may also be taken for this purpose. The Chairman of VMC may also be associated and his help and guidance be sought in this direction. In case messing arrangements are to be made on contract basis, regular tender procedure must be followed. The contractor may be asked to deposit Rs. 5,000/- (Rupees Five Thousand only) as security and this amount be deposited in the Vidyalaya Accounts.
N.V.S. prefers that mess should be run by the Vidyalaya rather than giving it to a Contractor.
2. The mess charges @Rs.250/-¹ per student per month have been prescribed on uniform basis for all Navodaya Vidyalayas. Expenditure incurred on the appointment of cooks and helpers will have to be met out of the stipulated amount i.e. Rs.250/-¹ per student per month. Required utensils, gas burners and gas cylinders may be purchased out of Vidyalaya funds.
3. One male (for boys) and one female (for girls) House Master-cum-Warden selected from among the members of the Vidyalaya staff may be provided for every unit of 80 students.
4. Principal, House Master-cum-Warden and Staff Nurse/Compounder are entitled to take their all meals in the hostel mess, free of charge. This facility is extended to self only and not to the members of his/her family. All those teachers who stay in the hostel along with the students are entitled to take free meals, only if they stay without their families and do not get suitable residential accommodation in the Vidyalayas. All teachers of the Vidyalaya are entitled to take free lunch.
5. Facility of free meals to the Principals, House Masters and others is available only for the duration when the Vidyalaya mess is functioning. No reimbursement to this effect will be available to any one during Summer/Winter breaks.
6. A Mess Sub-Committee consisting of House Master-cum-Wardens and four students (two boys and two girls) may be formed. This Committee shall be responsible for all messing arrangements viz. cleanliness, menu, checking of quality of food stuff control on contractor (if mess is run on contract basis) and maintenance of healthy discipline etc. Staff nurse/Compounder will test the food stuff before it is served to the students.

1. Now revised as Rs. 555/- per month, per child.



7. Hostel mess should remain closed during breaks and vacations.

8. Suggested daily menu for the hostel mess is given below :

Breakfast	:	Egg, bread and butter, milk or tea/Potato Pranthas and tea/Bread Pakoras and tea/purres, Potatos and tea/any other local suitable item.
Lunch	:	Bread (Chapatis), Rice, Dal, Vegetable and Curd.
Mid-day	:	Seasonal Fruit.
Evening Tea	:	Tea and Snacks.
Dinner	:	Bread (Chapatis), Rice, Dal, Vegetable, Salad or Pappad.
Night	:	Milk - 250 gms.

Non- Vegetarian food may also be served on suitable occasions as decided by the Mess Sub-Committee. If Curd is not served, it must be compensated by any other suitable item.

9. It is desirable that a prayer be recited daily before the food is served in the hostel mess. All efforts should be made to see that students learn proper mess manners.

10. Principals are supposed to provide all required physical facilities like furniture water, electricity, utensils, cooking materials etc. They are also advised to see that all the other related arrangements are made for proper running of the hostel mess. Principals who run the mess on their own within the stipulated amount will be given a special entry in their A.C.R.s.

Yours faithfully,

(K.S. Sarma)
Director

Encl. : As above



F.No.5-4/87-NVS

Dated: March 11, 1988

The Principals
All Navodaya Vidyalayas.

Sub. : Mess Facilities for Non-eligible Persons-reg.

Sir/Madam,

I am to refer to the subject noted above and to say that the Samiti is being approached regarding clarification for providing mess facilities on payment to the teachers not eligible for free mess, parents visiting the Vidyalaya, engineers of construction agency posted in the area for the construction of Vidyalaya building etc.

In this connection, I am clarify that all those persons who are not entitled to avail free mess facilities may be permitted to avail mess facilities on payment on the monthly rate admissible for the Vidyalaya. Rates for a day or for single meal may be calculated according to the monthly rate.

This issues with the approval of the Director, NVS.

Yours faithfully,

(Dr. S.K. Narang)
Asstt. Director (Acad.)

Copy to :
All Regional Offices of NVS.



F.No.5-4/87-88/NVS(Admn.)

Dated: 17.5.88

Sub. : Precautions regarding Mess Arrangement in Navodaya Vidyalayas.

In order to avoid food poisoning in Navodaya Vidyalayas, following DO's and Don'ts are being circulated for strict compliance:

DO's

1. It should be ensured that filtered clean water should be provided to children for drinking purposes. Wherever water is being stored, it should be kept in clean and closed container.
2. Please ensure the periodical inspections of the water should be carried out by State sanitary department.
3. All cooking utensils must always be kept clean. They should be washed with clean water.
4. All fruits and vegetable items should be washed with clean water before use. If possible these items should be washed with dilute potassium permagnate.
5. Cooked food should always be kept covered.
6. Kitchen and dining hall area should be kept free from flies. Approved insecticide should be used to get rid of flies.
7. Milk should be boiled before being used in the Mess.
8. If possible, Mess staff should be got medically examined before appointment. Their cleanliness must be ensured. Use of apron must be made compulsory.

Don'ts

1. Under any circumstances left over food should not be given to children.
2. Drinking water should not be stored in uncovered vessels.
3. Rotten fruits and vegetables should not be either acquired or used.
4. There should be no flies in the kitchen as well as in the dining hall. Adequate precautions must be taken.
5. Uncleaned utensils should not be used at all.
6. Cooked food should not be touched with unclean hands.

Yours faithfully,

(K.S. Sarma)
Director

Copy to :

1. Deputy Directors, all regions
2. All officers at Headquarters.

(C.L. Chutani)
Asstt. Director(Admn.)



F.No.5-4/87-NVS

Dated: June, 23, 1988

To

The Principals
All Navodaya Vidyalayas.

Sub. : Procurement of Mess Supplies

Sir/Madam,

It is observed during my visits to various Navodaya Vidyalayas that in some cases materials for the mess requirements such as Vegetables, Milk, Cooking Oil, Pulses and even Wheat/Rice etc. are being procured by the Principals locally through the teaching staff or through their/Principal's own kith and kin. This practice is highly objectionable and tantamounts to unfair dealings though it may have been done in the best interest of the institution. It is inevitable, prior permission of the Regional Office concerned should be taken.

In view of the above, I wish to advise all the Principals that no member of staff (including the Principal) should be personally involved in the supply/sale of food articles for the school mess.

Please ensure strict compliance with these instructions. Procurement of provisions for the mess requirements should be made only through authorised local dealers by following proper purchase procedure as laid down in the guidelines of the Samiti.

Yours faithfully,

(J.N. Sarma)
Deputy Director(Admn.)

Copy to :

1. Deputy Directors all regions (NVS)
2. All Officers at the Headquarters.

(C.L. Chutani)
Asstt. Director(Admn.)



F.No.5-4/87/NVS(Admn.)

Dated: Sep. 11,1989

To

All the Principals
of Navodaya Vidyalayas.

Sub. : Free Boarding Facility to Staff Nurse/Compounder-reg.

Sir/Madam,

In continuation of Samiti's circular of even number dated the 8th May, 1989, I am directed to say that the facility for free meals is also extended to Staff Nurse/ Compounder in all Navodaya Vidyalayas. The Staff Nurse/ Compounder will, however, be on duty in the mess before the preparation of the meals and all meals shall be tested by him/her before they are served to the children. It will be ensured by the staff nurse/compounder that proper hygienic conditions are maintained in the kitchen, dining-hall and surrounding mess areas.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S.K. Narang', written over a horizontal line.

(Dr. S.K. Narang)
Dy. Director(Admn.)



F.No.5-4/88-NVS(Admn.)

Dated: 1.3.1999

The Principal
Jawahar Navodaya Vidyalaya,
Barginagar, Jabalpur,
Madhya Pradesh

Sub. : Granting Permission to Non-eligible Persons to dine in the Vidyalaya Mess on payment.

Sir,

With reference to your suggestion made to the Director on the above, subject, your kind attention is invited to Samiti's letter No.F.5-4/87-NVS dated 11.3.1988¹ wherein it is clearly stated that all those persons who are not entitled to avail free mess facilities may be permitted to avail mess facilities on payment, on the monthly rate admissible for the Vidyalaya.

It is, further, added for your information that only those persons who are actually connected with the working of the Vidyalaya and are otherwise not entitled to avail free meals, should be permitted to for the Vidyalaya. In other words, teachers not eligible for free meals, parents visiting the Vidyalaya, Engineers of the Constructions Agency posted in the area for construction of the Vidyalaya buildings and similarly other persons may be given the facility for taking meals with the students on payment.

It is, however, made clear that persons who are entirely unrelated and not connected with the Vidyalaya in any way cannot be permitted for taking meals in the mess even on payment.

Kindly confirm the receipt of this letter and kindly note the instructions contained herein for necessary action.

Yours faithfully,

(C.A.S. Raghavan)
Asstt. Director(Admn.)

CC : The DD, NVS, Bhopal Region.

1. See Page 417.



F.No.5-4/99-NVS(SA)

Dated: 30.08.1999

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices.

Additional Secretary (Education), Government of India, during his recent visit to some of the Jawahar Navodaya Vidyalayas, has observed that maintenance of Mess and Dining Hall is in a pathetic condition. He has further observed that no efforts are being made by the Vidyalaya authorities to maintain cleanliness, hygiene and proper decorum in the Dining Hall. Adequate care is also not taken to teach the children, etiquettes of eating, discipline and decorum during the lunch and dinner times. Time and again instructions have been issued by the Samiti to ensure proper cleanliness, hygiene and sanitation in the Mess and Dining Hall. The staff nurses have been made exclusively incharge of maintenance of cleanliness, hygiene in the mess and dining hall. Similarly, Principal and teachers were directed to be physically present during the time of serving food to the children and also to dine with the children. They have been prohibited from sitting on separate tables and eating the food, instead were to distribute themselves among various groups of children and eat with them. In spite of repeated instructions, in this regard they are not being followed in their true spirit. This is resulting in pandemonium in Dining Hall during lunch and dinner hours, unhygienic conditions, wastage of food, avoidable quarrels among children etc. One of the fundamental requirements of a residential school is that the teacher/house-master should consistently be with the children to ensure that the children imbibe appropriate values. The life-style in residential schools itself is a means of education. If this vital aspect is not taken care of, the purpose of the residential education and appropriate atmosphere and sanctity of the institution will be lost.

It is, therefore, reiterated that an appropriate Plan of Action should be devised by every Principal of the Vidyalaya and ensure the following :

- (i) Maintenance of cleanliness and neatness of Dining Hall, Mess and Kitchen.
- (ii) Adequate supply of water for washing hands etc.
- (iii) Appropriate provision for collection and disposal of leftover material of food items.
- (iv) Provision of clean drinking water.
- (v) Regular washing of the floor with detergent and phenyl etc.
- (vi) Appropriate provision for lighting, ventilation in Kitchen and Dining Hall.
- (vii) Required furniture for the Dining Hall.
- (viii) Displaying the schedule and time of food served.
- (ix) Display of Mess Committee proceedings.
- (x) Preparation of sitting plan of students along with specified teachers for each table.
- (xi) Maintenance of silence.
- (xii) Maintenance of discipline and decorum.
- (xiii) Observance of prayer.



(xiv) Proper protection from rodents, cats, dogs etc.

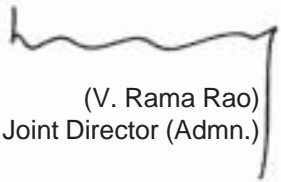
The above are only some of the suggestions which are illustrative but not exhaustive. You are, therefore, requested to direct the Principal to prioritize such actions for the maintenance and upkeep of Dining Halls and Kitchen.

As you are aware, Samiti has created provision of maintenance and repairs on regular basis through the Principal and Annual Maintenance as per specifications and major repairs either through PWD, Government agency, or construction agencies. In spite of the provisions, care is not taken to attend for regular maintenance and repairs of the Dining Hall. Principals may please be directed to constitute a small committee which will take care of day to day maintenance which includes appropriate drainage facility, water sanitation, toilets, washing platform and provision of dumping of leftover food material etc. Sufficient funds have been already earmarked in the Budget for this purpose on regular basis.

In the light of the above, I request you to issue necessary instructions to the Principals of Jawahar Navodaya Vidyalayas to ensure the neatness, cleanliness, hygiene sanitation and maintain the Dining Halls spick & span. Periodical reviews of the Action Taken by the Principal in this regard may be made. Whenever any officer from the Regional Office/Headquarters visit the Vidyalaya, they should make a point to evaluate the system and maintenance of Dining Hall including the support, advice and guidance extended by the staff.

The action taken in this regard periodically may please be informed.

Yours faithfully,



(V. Rama Rao)
Joint Director (Admn.)

Copy to :

1. GM (Contrn.) NVS.
2. JD (Acad) NVS.



F.No.5-4/2000-NVS(SA)

Dated: 13.07.2000

To

The Deputy Directors
All the Regions

Sub. : Constitution of Committees at Regional and District Level for Regular Inspection of Quality of Food and Mess Arrangements of the Vidyalayas – regarding.

Sir,

The 20th Meeting of the Executive Committee of the Navodaya Vidyalaya Samiti has decided to constitute committees at Regional and district Level to regularly undertake the inspection of the quality of food, arrangements in the mess, health, hygiene etc. Since there has been a regular flow of complaints on quantity and quality of food served to the students and also unhygienic conditions of the dining hall, kitchen and its surroundings, it was thought appropriate to carry on periodic inspections of the Vidyalayas in this regard. It is proposed to constitute two committees one at the Regional Level and the other at the District level. While the District Level Committee will 'periodically inspect the Vidyalaya (once in a quarter) and issue them necessary guidelines and directions, the Regional Level Committee will visit some selected Vidyalayas as per their convenience'. The composition of the proposed committees at Regional Level as well as the District Level are as under:

(I) Regional Level Committee

- | | | | |
|----|--|---|-------------------|
| 1. | Deputy Director of the region concerned | — | Chairman |
| 2. | One eminent educationist with background of managing residential institutions. | — | Member |
| 3. | Director, School Education of one of the State Governments within the Region | — | Member |
| 4. | One renowned social worker | — | Member |
| 5. | One Asstt. Director of the Regional Office | — | Member-Secretary. |

(II) District Level Committee

- | | | | |
|----|--|---|------------------|
| 1. | Joint Collector/Additional District Magistrate | — | Chairman |
| 2. | District Civil Supplies Officer | — | Member |
| 3. | District Medical and Health Officer | — | Member |
| 4. | District Education Officer | — | Member |
| 5. | One Public Representative to be nominated by the Chairman, VMC from the list of names recommended by the local MP. | — | Member |
| 6. | Principal of the concerned JNV | — | Member-Secretary |



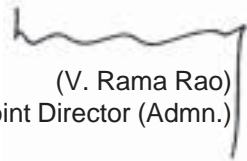
The responsibilities entrusted to the above committees are as follows :

The Committee shall:

- (a) Periodically visit the Vidyalayas and examine the regular menu including the nutritious value of the food served.
- (b) Oversee the effective functioning, planning, execution and effective functioning of the Mess Committee.
- (c) Undertake surprise check to ensure supply of quality of ration items like rice, atta, dal, oil, milk, vegetables, etc.
- (d) Supervise the procedure and disciplines followed in the dining hall by the students.
- (e) Inspect the sanitation facilities in and around the kitchen and dining hall.
- (f) Have interaction with the students about the quality and quantity of food served.
- (g) Suggest guidelines for the improvement of quality and quantity of food within the financial allocation.
- (h) Look into other related issues to ensure qualitative, quantitative and nutritious food.

I request you to get in touch with the concerned and constitute the Committees at Regional and District Level and intimate us the details related to their functioning from time to time.

Yours faithfully,


(V. Rama Rao)
Joint Director (Admn.)

Copy to :

SPA to Director for information.



F.No.5-4/2000-NVS(SA)

Dated: 26.12.2000

All the Deputy Directors of all Regions

Sub. : Constitution of Committees at Regional and Distt. Level for Regular Inspection of quality of Food and Mess Arrangement of Vidyalaya - regarding.

Ref. : This Office Letter No.5-4/2000/NVS(SA) Dated 13.7.2000¹ Director NVS D.O. letter No. letter no. 5-4/2000/NVS(SA) Dated 17.8.2000²

Sir,

I am to draw your kind attention to the letters reference cited above through which instruction were issued to the Regional Office for compliance of the decision of the Executive Committee of the Navodaya Vidyalaya Samiti in its 20th meeting. The Concern of Hon'ble HRM and Chairman Navodaya Vidyalaya Samiti and other public representatives was informed to you with regard to the quality of food, arrangements in mess, health, hygiene and regular monitoring of the eligible entitlements of the students. You were requested to form the Regional level and District level Committees and to conduct frequent inspections about the quality of food and entitlements given to the students. Simultaneously, Director through his D.O. letter reference second cited has requested to allot few Vidyalayas to each Assistant Director for regular monitoring and supervision of food served in the mess and other living conditions of the students. It is surprising to note that inspite of the fact that Samiti has intimated you the concern of the Chairman and the Director in this regard. The Regional Offices have neither responded to the circulars nor furnished the details of the inspections of the Committee. Only the Deputy Director, RO, Jaipur has intimated about the arrangements made by the Regional office for regular surprise checks of the Vidyalayas by Assistant Directors. It is unfortunate that such an important issue which is reflecting the functioning of the Navodaya Vidyalayas and resulting in criticism in higher Govt. forums like Parliamentary Committees has been not attended to and no specific action and initiative is taken by the Regional Officers. It is time that we pay utmost attention to this letter issue and implement the instructions given through above circulars. Director has also simultaneously written to the District Collectors in this regard. We have to Submit action taken report and compliance in the forthcoming executive committee and also ensure that further damage is not done to the reputation and prestige of the Vidyalayas.

I shall be grateful if action is initiated at the earliest and compliance sent to me positively by 15/1/2001./ Regular inspection reports by the concerned Committees and Assistant Directors will be monitored by the A.D.(M). Please ensure that the periodic inspections are conducted and reports sent for appraising the Director and Chairman.

Kindly acknowledge the receipt of this letter.

Yours faithfully,


(V. Rama Rao)
Joint Director (Admn.)

1. See page 424
2. See page 353



F.No.25-5/99-NVS (Acad.)

Dated: Feb., 26, 2001

To

The Principals of all JNVs.

Sub. : Dining System in JNVs.

Sir/Madam,

In residential schools an efficient House System and properly managed Dining System create an excellent environment conducive to allround development of the children. JNVs being fully residential, in order to function at optimum efficiency level, have to ensure that House System and Dining System are given due importance and attention by the Vidyalayas. The physical, mental, academic and social development of the children takes place during the seven years they spend in a JNV. It is of utmost importance to provide hygienic and nutritious diet to growing children in the Vidyalayas. The procurement of food stuff, its cooking and serving to all the children is a gigantic task for a JNV. Since guidelines for budgetary provisions, procurement of food stuffs and appointment of personnel for the Mess have already been notified separately. It has been felt necessary to formulate and communicate necessary instructions for an effective dining system in JNVs. The same are now being communicated for compliance :

1. Mess Committee

For effective Mess Management each JNV shall constitute a Mess Committee comprising of following members.

- | | | | |
|--|---|------------------|-----------------------------|
| 1. Principal | - | Chairperson | |
| 2. Vice-Principal | - | Member | |
| 3. One PGT (on rotation) | - | Member |] at least one Lady teacher |
| 4. One TGT/Misc. Teacher (on rotation) | - | Member | |
| 5. Staff-Nurse | - | Member | |
| 6. Catering Assistant | - | Member Secretary | |
| 7. School Captain | - | Member | |
| 8. School Vice-Captain (Girl) | - | Member | |
| 9. One Migrated Student | - | Member | |
| 10. One child from each class | - | Member | |

The meeting of Mess Committee shall be held at least once in a month. The functions and duties of the Mess Committee are as follows:

1. To plan and finalise Menu and to suggest changes in the current menu with existing financial constraints.
2. To supervise quality and quantity of purchased foodstuff for the Vidyalaya Mess by Sub-committee of Mess Committee
3. To supervise the preparation (cooking) for food in the Mess.



4. To Suggest ways and means for local purchase of fresh provisions reduction in wastage of food maintenance of proper discipline in dining hall and maintenance of cleanliness in dining hall and surrounding areas.
5. To suggest and implement an effective serving system in the dining hall.

2. Role of Principal

The overall functioning of dining system in a JNV has to be controlled and supervised by the Principal. Principal shall invariably involve Vice Principal of the Vidyalaya in discharging his/her responsibilities by assigning specific responsibility(ies) if any to him/her. Principal should ensure that nutritious and hygienic food is provided to children within the budgetary constraints. The responsibilities of the of the Principal would include.

1. To ensure that monthly expenditure of Mess remains within the prescribed budget.
2. To visit dining-hall regularly to inspect stores of the mess personally and to ascertain the quality of the procured food items.
3. To observe the quality of food being served in the Mess by dining with the children in the dining hall itself.
4. To ensure that adequate and suitable furniture is provided in the dining hall.
5. To ensure that dry ration/provisions are stored at least to last for 15 days.
6. To keep a proper watch over the cleanliness of not only of the mess and dining-hall but also of the personnel involved in the cooking and distribution of the food.
7. To approve the weekly menu.
8. To approve the procurement of rations and fresh provision for the mess based on prescribed norms.
9. To assign duties to various staff members for efficient functioning of the dining system in the JNVs.

3. Duties of Duty Teacher

For keeping a watch on all the activities carried out in a JNV the system of Duty Teacher has been evolved and recommended for implementation in JNVs. The Principal of the JNV should issue a weekly notice (preferably on Saturday) containing the names of seven teachers to act as Duty Teachers for the coming week i.e. Monday to Sunday) It should be ensured that all the teachers without any exception act as Duty Teachers on rotation basis. The name of the Duty Teacher of the day should be specifically displayed near or outside the Administrative Office of the JNV. This shall be responsibility of the Admn. Staff of the JNV). The duties and responsibilities of the Duty Teachers of the day towards mess and dining hall are given below :

- 3.1 To reach dining hall well before the entry of the students in dining hall before meals are served.
- 3.2 To ensure that food is ready before children are let-in.
- 3.3 To control and ensure proper entry of the children in dining hall with the help of School Captain/Vice-Captain.
- 3.4 To ensure that system of serving of food to the children, as prescribed is strictly followed.
- 3.5 To ensure that children start eating their meals only after the prayer is over.



- 3.6 To take spot decision in case of any emergency (shortage of food accident, students indiscipline etc.) and report to the same to the Principal.
- 3.7 To submit observations/suggestions to Principal in the duty report to be submitted next day.
- 3.8 To leave dining hall only after all the children have taken their food and have left.
- 3.9 To supervise (quality/quantity etc.) intake of fresh provisions (fruit/veg/milk etc.) by the Vidyalaya on the day of his/her duty and report observations, if any, to the Principal.

4. Duties of Catering Assistant

The Catering Assistant is the controller of Mess and Dining Hall in a JNV and is responsible for providing well-cooked and nutritious food to the children within the stipulated budget. His duties shall include the following.

- 4.1 To act as overall incharge of the Mess.
- 4.2 To maintain Stock Register for not only of the fixtures and furniture in the Mess/Dining Hall as well as for all consumable and non-consumable items received for the Mess.
- 4.3 To maintain record of attendance of staff employed for the Mess and to recommend their leave.
- 4.4 To ensure discipline and cleanliness of the Mess staff and also to ensure their monthly medical check-up by the school doctor.
- 4.5 To maintain record of all receipt for the Mess items issued and consumed on day to day basis.
- 4.6 To prepare demand or requirement for the Mess in order to submit to the Principal for approval for purchase.
- 4.7 To inspect all the food items purchased for consumption in the Mess.
- 4.8 To prepare weekly menu and submit the same to Principal for approve.
- 4.9 Act as Member Secretary of the Mess Committee of the JNV.
- 4.10 To train and guide Mess staff working under him and supervise their functioning.
- 4.11 To be responsible for cleanliness and hygienic conditions in the Mess, Dining Hall and surrounding areas.
- 4.12 To ensure that there is no wastage of food in the Mess.
- 4.13 Not to allow any unauthorised person to enter and or to dine in the Mess/Dining Hall without specific permission of Principal.
- 4.14 To ensure that foodstuff (cooked/uncooked) is not taken away from Mess/Dining Hall without proper authorisation of the Principal.
- 4.15 To ensure timely cooking and serving of food in the mess.
- 4.16 Being a trained person he/she should arrange a demonstration of table manners/ serving of food etc. to all the children (where staff is also present) at least once in six months.
- 4.17 To carry out all other duties assigned by the Principal.



5. Duties of House Masters/Teachers

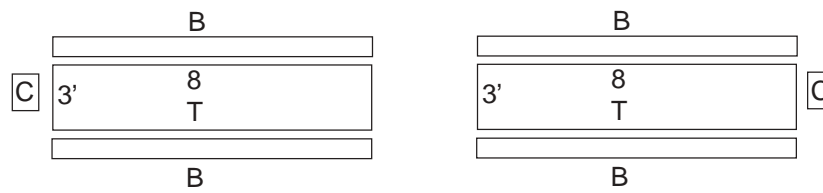
The success of disciplined dining system depends on the interest and control exercised by House Masters and other teachers of the Vidyalaya. Keeping the objective in view following responsibilities are assigned to all House Masters/Teachers.

- 5.1 All House Masters and teachers shall remain present in the dining hall and take their meals with their Houses as per seats assigned to them.
- 5.2 They shall dine with the children and not after the children have left the dining hall.
- 5.3 They should keep an eye on the children who are sitting with them on the same table to ensure that all children are present and are taking meals. Absentees are invariably be enquired.
- 5.4 Efforts should be made to teach table manners to the children.
- 5.5 Children should not be allowed to get up from their seats in case duty children are assigned to replenish the food served on the tables.
- 5.6 They should ensure that proper discipline is maintained by children during meals.
- 5.7 House Masters, being head of the family should ensure that all the children and teachers of his House are being looked after by those who are on serving duty.

6. Furniture for Dining Hall

In view of the fact that all the JNVs were started in temporary buildings and furniture for dining hall was purchased on need basis, the uniformity in purchase of furniture has not been maintained in most of the JNVs. Keeping in view the effective utilisation of the furniture based on the size of the dining hall, furniture of following dimensions is recommended:

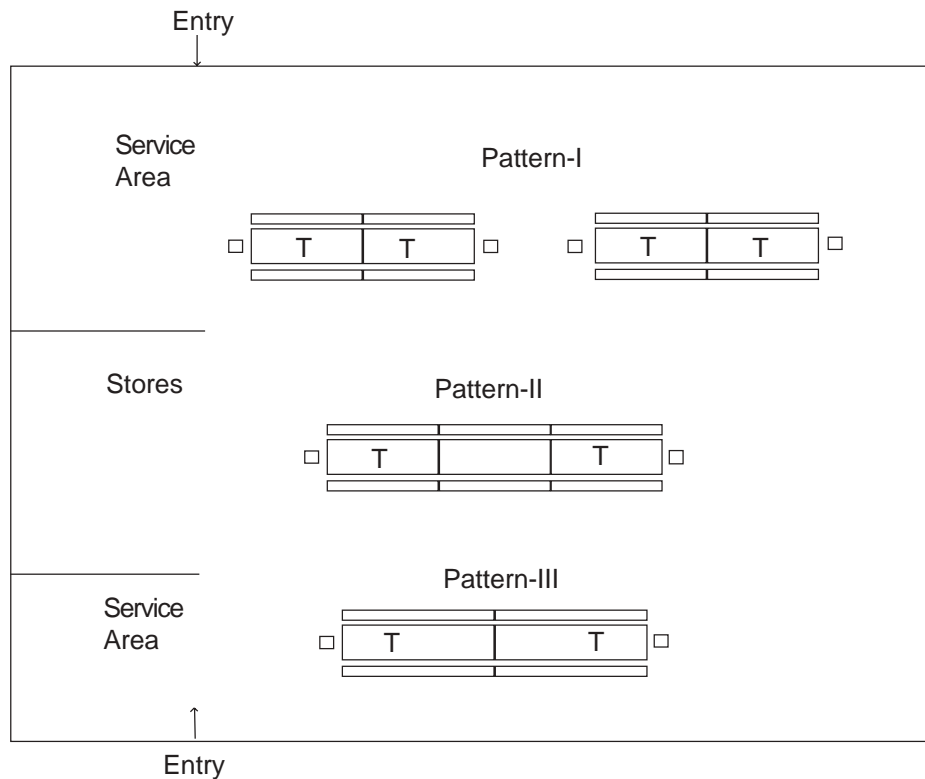
- 6.1 Dining Table : 8' (Length) x 3' (Width) x 2.25' (Height) with Stainless Steel/Aluminium Sheet/Stone/Marble top.
OR
6' (L) x 3' (W) 2.25' (H) with Stainless Steel/Aluminium Sheet/Stone/Marble top.
- Bench : 8' (L) x 1' (W) x 1.5' (H) with Sunmica top
OR
6' (L) x 1' (W) x 1.5' (H) with Sunmica top
- Chair : With wooden/Sunmica seat/moulded & without Arms.
- 6.2 Since size of the dining hall is not uniform in all the JNVs, the Principal of the Vidyalaya may decide the size of the table and benches (keeping in view maximum space utilisation in dining hall) before placing the orders.
- 6.3 The above mentioned furniture may be acquired only if permanent RCC tables and benches have not been provided in the dining hall by the Construction Agency. The Principal of the Vidyalaya should keep in mind that adequate circulation space is available in the dining hall after furniture has been placed. Normally two 8' x 3' size tables (as shown below) can be joined length-wise so that approx. 24 children can easily be seated. At the both ends of such arrangements of table, chairs for teachers should be kept so that they dine alongwith the children.



T.Table B-Bench. C-Chair

7. Seating Arrangement

All out efforts should be made to ensure that all the children and staff dine together in one shift only. Perhaps it has not been possible because of inadequate size of the dining hall in a few JNVs. Wherever Vidyalaya wishes to extend the existing dining hall space the proposal for the same should be submitted to Hqrs. through their RO. Three different patterns of seating arrangement in a dining hall (depending upon the size) are illustrated below.



Pattern-I 4 tables. 8 benches and 4 teachers chair (for 48 children approx.) similar rows may be added to occupy complete dining hall.

Pattern-II 3 tables 6 benches and 2 teachers chair (for 36 children approx.) More rows may be added.

Pattern-III 2 tables 4 benches 2 teachers chair (for 24 children). More rows may be added.



In the patterns illustrated above the dimensions of dining tables have been taken as 8' x 3' and bench 8' x 1'. However for effective utilisation of the space Vidyalaya may buy tables of size 6' x 3' and benches of the size 6' x 1'. The objective of the exercise is to ensure that maximum children are accommodated in order to avoid more than one shift in dining halls.

The planning given above is only suggestive. Wherever dining halls of larger dimensions have been constructed, all out efforts must be made to ensure that all the children dine in one shift only. Following guidelines are communicated while finalising seating arrangement:

- 7.1 Tables should be allotted House-wise
- 7.2 House Master/Teachers attached with the House should occupy the chairs placed at the both ends of the table.
- 7.3 All children of the House should be allotted a permanent seat on a designated table. This would help in checking the absentees/sick, if any.
- 7.4 As soon as prayer/silent prayer is over and children take their seats. House Master/teacher of the House may quickly check whether any child is absent on their tables.

8. Entry of Children in Dining Hall

The entry of children in the dining hall for all the three major meals (Breakfast, Lunch and Dinner) should be properly regulated by Duty Teacher and School Captain/House Captains. In this regard, following guidelines are communicated for compliance :

- 8.1 Duty Teacher, School Captain and House Captains should be present in the dining hall before children are permitted to enter.
- 8.2 Children should be allowed to enter from both ends of the dining hall, preferably House-wise seniors from one side and juniors from other side. They may be asked to form House-wise lines outside the entry door before entry is permitted by School Captain/School Vice-Captain under the supervision of Duty Teacher.
- 8.3 In case food has been pre-served children may stand near their allotted seats till all the children are in. They should wait for the signal for the prayer.
- 8.4 After the silent prayer, signal for which is given by the School Captain, all the children should sit simultaneously for taking their meals.
- 8.5 Meals are normally over within 20 to 25 minutes. School Captain should give a signal so that all the children get up simultaneously.
- 8.6 House Captains should ensure that their House leave dining hall in an orderly manner. Preferably, Children should be permitted to move out table-wise. In case a few children have not finished their meals, they may be permitted to sit and finish meals before leaving.

9. Serving of Food in Dining Hall Pre-Service System

In the pre-service system, children on duty keep bowls (Dongas) full of various food-items on the table before children enter the dining hall. Other children enter with their Plates/Thalies, keep their Thalies on the tables where seat has been assigned to them, stand by and wait for the prayer to be over. After prayer is over they sit and then collect food from 'dongas' (bowl) one by one. Children who are serving keep on replenishing the food on the tables assigned to them.

A donga normally, should be of two litre capacity. Their cleanliness of dongas shall be responsibility of the mess staff. Buckets etc. may not be used.



Following guidelines should be strictly followed while meals are being served.

- 9.1 Atleast 4 children from each House may be assigned serving-duty on rotation. They may eat as soon as serving duty is over.
- 9.2 Other children should not be allowed to get up and move around in the dining hall.
- 9.3 House Masters/teachers may ensure proper discipline in their House while meals are being served and ensure that food is not wasted.
- 9.4 Same food should be served to all guests/VIPs in the Dining Hall.

10. General Guidelines

It is the responsibility of teaching staff of JNVs to create proper and appropriate traditions in the dining halls. To this effect following guidelines are communicated for compliance.

- 10.1 All the children should be in proper school uniform when they enter dining hall for breakfast. They should not be allowed to enter dining hall in bathroom slipper/chappals. In case socks and shoes are prescribed as part of their uniform they should be directed to wear the same. Only on Sunday and Holidays, this conditions may be relaxed.
- 10.2 Since lunch is held just after classes the tendency of children to change their clothes are remove the shoes (since they go to collect their Thalies kept in dormitories) should be invariably checked. All children must have lunch in school uniform on all the working days. This condition can be relaxed on Sundays/holidays but chappals/bathroom slippers should not be permitted.
- 10.3 During dinner also children should not be allowed to have meal in night suit/dress. Proper dress should be prescribed and ensured.
- 10.4 Under no circumstances children/staff shall carry blankets/quiets etc. in the Dining Hall.
- 10.5 Staff should also be properly dined for meals in Dining Hall.
- 10.6 Large-size doormats should be kept outside the main door of dining hall in order to reduce the dust and dirt entering the dining hall.
- 10.7 Dining Halls doors must have an additional wire-gauge door/shutters to keep the files and flying insects out. Preferably, this door may be fitted with automatic door-closer.
- 10.8 Dogs/pigs should not be allowed near dining halls.
- 10.9 It is the responsibility of the Catering Asstt. to ensure that the cleanliness is maintained in and around dining hall. Mess staff must be neatly dressed when they enter dining hall during serving of meals. Wearing of Apron for all mess staff should be ensured.
- 10.10 Kitchen staff must wear head-gear while meals are being cooked or served to children.
- 10.11 It is responsibility of the staff-nurse to keep Principal informed about cleanliness being maintained in the dining hall.
- 10.12 All out efforts have to be made by all concerned that dining hall and surrounding areas remain neat and clean at all the times.
- 10.13 Left over food, if any, should be collected in a large bin/drum and disposed off properly.
- 10.14 It is highly advisable to install a siren or a suitable bell on ensure that punctuality for meals is observed strictly.



- 10.15 No food should be taken out of the dining hall under any circumstances unless it has specific approval of the Principal.
- 10.16 Children who are sick should be provided special/specific diet on the recommendation of the Vidyalaya doctor/nurse.
- 10.17 No outside food should be permitted in the dining hall without specific approval of the Principal.
- 10.18 Children are not permitted to have food in a common plate/thali.
- 10.19 Wherever meals are served in two shifts, Catering Asstt. must ensure that dining hall is properly and quickly cleaned by mess staff/helpers before second batch is let-in. It should be ensured by Catering Asstt. that second batch is served hot food under clean and hygienic conditions.
- 10.20 Entire staff of the Vidyalaya mess should be medically examined by the Vidyalaya Medical Officer at least twice a year.
- 10.21 Preferably cooked food should be tasted by Nurse/Catering Asstt./Vice-Principal/Principal/Duty Teacher before it is served to children.

Above mentioned guidelines for making dining system effective in all the JNVs have been finalised in consultation with all ROs and senior Principals. All the Principals are requested to implement the same within the limitations of infrastructural facilities available with them so that proper foundation of an efficient residential system can be laid and appropriate traditions are not only created but also maintained and strengthened in JNVs.

This issues with the approval of Director, NVS

Yours faithfully,

(S.S Gauri)

Joint Director (Acad.)

Copy to :

1. General Manager (Constn.) NVS (Hqrs.)
2. Joint Director (Admn.) NVS (Hqrs.)
3. All Regional Offices of NVS-with the request for implementation.
4. Sr. P.A. to Director, NVS

Joint Director (Acad.)



F.No.5-4/2001-NVS(SA)

Dated: May, 8, 2001

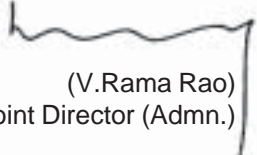
CIRCULAR

I am directed to convey the decision that the Mess and Accommodation facilities to the officers/officials of the Samiti during their visits to Jawahar Navodaya Vidyalayas will be availed on payment to the Mess Fund at the following rates:

- (i) Full meal charges = Rs.18/- per day.
- (ii) Accommodation charges = Rs. 2/- per day.

The Principals will ensure that records of the amount paid by the officers/officials during their visits to the Vidyalaya account and issue proper receipt of the amount.

This issues with the approval of Director, NVS.


(V.Rama Rao)
Joint Director (Admn.)

To :

1. Principals of all the JNVs.
2. Deputy Directors of all the Regions.
3. All Officers of the NVS Headquarters.
4. SPA to Director.



F.No.5-4/2001/NVS(SA)

Dated: Oct. 19, 2001

OFFICE ORDER

As decided in the Dy. Directors Conference on 14th September, 2001 at New Delhi, henceforth the Vice-Principals will be responsible for the management of Navodaya mess. All the powers relating to management, funding and day-to-day matters will vest with the Vice-Principals. The Vice-Principals 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.

However, the Principals will be required to draw the budgeted funds from the school budget on demand from Vice-Principals; that means that the cheques for drawal of money will be signed by the Principals. It is nevertheless clarified that the Principals will not perform bay-to-day work of the mess though Vice-Principals will be responsible subject to the overall supervision of Principals as is the case with other activities of the school.

The duties relating to management of mess by the Vice-Principals will be in addition to the specific duties assigned to them under Office Letter No.1/15/98/NVS (Estt) dated 10.12.1998¹.


(S.P. Gaur)
Commissioner

Copy to :

1. All Principals.
2. Dy. Director, NVS All Regional Offices.
3. All Officers in NVS Hqrs.

1. For reference see page 294 of Establishment Section.



F.No.5-4/2001-NVS(SA)

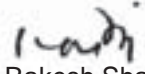
Dated : Feb.,27, 2002

OFFICE ORDER

In continuation to this office order No.5-4/2001-NVS(SA) dated 19th October, 2001¹. It is hereby ordered that senior most PGT will function as incharge of the mess affairs in following cases:

- Where Vice Principals are acting as Incharge Principals.
- Where the post of Vice Principal is lying vacant.

PGTs acting as Incharge Mess Affairs will exercise all financial powers referred to in the above referred Office Order subject to the overall supervision of Principal/I/c Principals.


(Dr. Rakesh Sharma)
Joint Director (Admm.)

Copy to :

1. All Dy. Directors, Regional Offices
2. All Principals of JNV-for necessary action.
3. All Officers of NVS, Hqrs.

F.No.1-38/2001-NVS(SA)

Dated : 21-12-2001

CIRCULAR

Sub. : Sanction of Budgetary Provision for the Expenditure on Free Meal/Lunch to Principals and Teachers-regarding

The provision of free meal facility to the Principals and house masters and free lunch has been approved for all teachers of Jawahar Navodaya Vidyalayas by Finance Committee (vide item no. 7 of the minutes), in its meeting held on 07-08-2001 and by the Executive Committee, NVS (vide item no. 13 of minutes) in its meeting held on 09-08-2001.

Necessary financial provision and release of money in this regard will be made from within the budget allocation plan 2001-2002.


(Dr. Rakesh Sharma)
Joint Director (Admm.)

To :

1. The Deputy Directors, All Regional Offices
2. The Principals, All JNVs.

Copy to :

1. Deputy Director (Finance), NVS Hqrs. for further necessary action. This is in reference to minutes of Executive Committee Meeting dated 9th August, 2001 and Finance Committee Meeting dated 07th August, 2001.
2. Assistant Director (Pers.), for information and compilation of Circulars.
3. Guard File.

1. See page 436.



F.No.1-38/2001-NVS(SA)

August 04, 2003

CIRCULAR

In continuation to Samiti's Circular of even no. dated 21/12/2001¹ regarding the admissibility of free meal facility to the Principals and House Master, and free lunch for all teachers, it is further clarified that Vice-Principals of the JNVs are also entitled for free meal facility.

This issues with the approval of Commissioner, NVS.

(Kaneez Fatima)
Asstt. Director (SA)

To

1. The Deputy Directors, All Regional Offices.
2. The Principal, All JNVs.

Copy to :

1. Deputy Director (Fin.), NVS Hqrs.
2. Assistant Director (Pers.), NVS Hqrs.
3. Guard File

1. See page 437.



House System in JNVs



F.No.13-32/87-NVS

July 31, 1987

To

The Principals
(All Navodaya Vidyalayas)

Sub. : House System in Navodaya Vidyalayas.

Sir/Madam,

I am to refer to the subject noted above and to say that in the modern educational concept House System is regarded as an integral part of the residential school education. House System shall, therefore, be established in each Navodaya Vidyalaya to develop qualities of leadership and a spirit of healthy competition for all curricular and co-curricular activities among the children. Some guidelines for the same are given below:

1. **Number and Names of the Houses :** In a Navodaya Vidyalaya upto class XII there shall be 10 Houses (5 Junior Houses upto class VIII and 5 Senior Houses from class IX-XII) named after famous personalities, rivers, mountains, colours etc. Vidyalayas with class VI alone, shall have two Houses, those with VI and VII shall have three House and those upto class VIII shall have five Houses. Same shall be the number of Houses when classes IX to XII are added in a Vidyalaya. Each House shall be under the charge of a House Master to be nominated by the Principal. Each member of the staff shall also be attached to one of the Houses and will assist the House Master in the performance of his/her duties. Each House may adopt a flag and colour of its own.

If the number of girls is more than 25% and it is felt that the girls should have separate Houses, the Principal may decide accordingly.

2. **Division of Students :** On joining the Vidyalaya, the boys and girl shall be arranged randomly and the House shall be allotted in serial order without any distinction.

Houses allotted once shall not be changed during the stay of the students in the Vidyalaya except with the written approval of the Principal under very exceptional circumstances involving some administrative necessity.

3. **Appointment of House Prefects :** Each House shall have a House Prefect and a Deputy House Prefect, one of them being girl. These Prefects shall be nominated by the respective House Master keeping in view qualities of leadership, sense of responsibility and discipline, academic attainment, interest in co-curricular activities and general behaviour. These Prefects may be change, by the House Master at any time, House Prefects shall wear a proper shoulder/ chest badge of distinction.

4. **Duties of House Prefects :** House Prefects shall assist House Master in maintaining discipline in the House, selecting students for competitions and for organising various inter house activities. They will perform all other duties assigned to them by the House Master and shall inspire a sense of co-operation feeling of brother-hood among the members of their House. They shall immediately report to the House Master any case of indiscipline, significant achievement or any other important information pertaining to the House.

5. **Duties of a House Master :** A House Master shall be a fountain-head of inspiration for the students of his/her House. He/She shall treat them as members of his/her family and shall always look after the needs and problems of all the members of the House. He/She will select House Prefects, students for house competitions with the help of the Prefects and shall ensure



participation of the students in all competitions. He/She shall keep a watch on all the students of the House and shall take necessary measures to remove their weakness in all curricular and co-curricular activities with assistance of other teachers attached to the House. He/She shall be a friend, philosopher guide to the members of the House and shall develop a sense of responsibility and initiative among the students by the principle of least interference.

All cases of indiscipline and appreciation shall be immediately brought to the notice of the Principal by the House Master. He/She shall also maintain a close contract with the parents of the children of the House.

6. **Vidyalaya Prefects and their Duties** : Each Vidyalaya will have a group of six Vidyalaya Prefects (about two out of the six being girls) with a Chief Vidyalaya Prefect. The Vidyalaya Prefects shall be selected by a committee of teachers headed by the Principal normally from out of the House Prefects/Deputy House Prefects. A Vidyalaya Prefect should possess quality of House Prefects and should have the ability to shoulder his responsibility and to recognise activities at the Vidyalaya level. The Chief Vidyalaya Prefect and Deputy Chief Vidyalaya Prefect shall be selected from out of the Vidyalaya Prefect by the committee.

The Vidyalaya Prefects shall be appointed at a programme of investiture ceremony and shall wear a shoulder/chest badge distinction which shall be different from that of House. The Vidyalaya Prefect shall be responsible for organising the Vidyalaya activities including PT, morning assembly and other activities under the guidance of respective staff members.

They shall try to maintain proper discipline at all student gatherings without being rude or harsh to any one. Cases of indiscipline and appreciation shall be brought to the notice of the concerned House Master by them.

7. **Inter-House Competitions** : Each Vidyalaya shall organise Inter-House competitions in Various activities and games/sports separately for Junior and Senior House. A proper calendar for the same shall be prepared by the committee of the House Masters headed by the Principal and a record of events and positions of the Houses/individuals shall be maintained by one of the House Masters.

8. **Prizes and Trophies** : Prizes and trophies shall be awarded to the individuals and the Houses on the Annual-Day/Sports-Day separately for Junior and Senior Houses. One trophy shall be awarded to the all-round best House winning maximum number of points in the various curricular and co-curricular activities among all the ten Houses. Cases of serious indiscipline in a House may be awarded negative points for this trophy.

Needless to emphasise again that the main function of the House System is to develop qualities of leadership, spirit of healthy competition and not rivalry, feeling of brother-hood, sense of responsibility and initiative and spirit of service towards others. Keeping the broad outlines in view the Principals may make necessary changes suiting local conditions.

Detailed rules for the activities may be framed by the Vidyalayas.

Yours faithfully,

(Dr. S.K. Narang)
Asstt. Director (Acad.)

Copy to :

1. PA to the Director/DD(A)/AD(F)/AD(A)/AD(P)
2. Accounts Officer
3. Circular File.



F.No.2-1/97-NVS(SA)

Dated: 30.03.1998

CIRCULAR**HOUSE SYSTEM IN JAWAHAR NAVODAYA VIDYALAYAS
RECOMMENDATIONS OF COMMITTEE AND PROVISIONS THEREOF**

House System being a pivotal part of Jawahar Navodaya Vidyalayas has been discussed at length with a group of teachers, Principals and officers of the Samiti. Keeping in view the available infrastructure and the contemporary constraints, detailed guidelines have been framed which may be kept as minimum requirements.

To make the scheme/system more participatory and effective opinion of the field functionaries were called and comprehensive manual is Prepared and printed which is under issue. Further, it has been decided to add one house master in order to strengthen the functioning of the Houses. It is decided to permit to draw the allowances to the House Masters and Associate House Masters with the approval of the Finance Committee in the following manner :

1. House Masters - Rs.150.00 per month.
2. Associate House Masters - Rs. 75.00 per month.

The said allowances is not admissible during vacation/break period and also while on leave except casual leave. Further, the said allowance is admissible to a teacher who performs the duties of the House Master/Associated House Master in absence of a regular House Master/Associated House Master, provided that the said period of absence from duty is 30 days and/or more.

The guidelines which are under issue may be followed in true spirit and any improvement thereof may be effected with the approval of concerned Regional Office. The undertaking as per proforma printed overleaf may be obtained from the House Master/Asstt. House Master at annexure-1 while making such appointments and keep in the personal file concerned. The performances and achievements of a teacher as House Master and Associate House Master shall be suitably reflected in the Annual Confidential Reports and the service records without fail.

The payment of revised honorarium may be effected from 1st April, 1998.

The expenditure incurred on account of allowances may be booked under the head staff payments.

This issues with the approval of Director, NVS.

(V.K. Sharma)
Deputy Director (Pers.)

To :

The Deputy Directors of all Regions.

Copy to :

1. The Principals, All JNVs.
2. All officers at NVS Hqrs.

(A.N. Ramachandra)
Asstt. Director(S.A.)



FORM H-1

UNDERTAKING

I _____ (Name), _____ (Designation) consequent upon my appointment as House Master/Associate House Master w.e.f. _____ do hereby undertake that I have gone through the guidelines of House System in Jawahar Navodaya Vidyalayas and has understood the spirit of the policy.

I do hereby undertake that I shall do my best to function as House Master/Associated House Master in addition to my duties as PGT/TGT and look after the children in their best interest and as per policy of the Samiti.

I am aware that my appointment as House Master/Associate House Master is till further orders only.

Date : _____

Signature : _____

Name: _____

Designation PGT/TGT



F.No.25-5/99-NVS(Acad.)

Dated: March, 29, 2000

To

The Principal
All Jawahar Navodaya Vidyalayas

Sub. : Organisation of House System in Jawahar Navodaya Vidyalayas.

Sir/Madam,

It has been observed that House System has not been properly and uniformly organised in many JNVs. Perhaps, specific guidelines for organisation and implementation of House System were not uniformly made available to all the Vidyalaya though issue has been normally discussed with Principals and teachers during various conferences and training courses organised by Regional Offices and HQ. Office of the Samiti. The guidelines for effective organisation of House System have now been finalised and are being unfolded below for implementation.

The efficient management of a 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) who acts as a parent, guide, philosopher and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced and morally upright.

Objectives of House System

The objective of adopting House System in a Jawahar Navodaya Vidyalaya are to:

- Provide a smooth transition from home life to school life.
- Develop situations, which fulfil the social and emotional needs of the children.
- Help socialisation of pupils to integrate themselves well in to corporate life.
- Inculcate the sense of responsibility to take his tasks in life earnestly and discharge them well.
- Prepare pupils to play different kinds of roles as members of a group, community or society.
- Develop child's personality and integrity.
- Develop the spirit of healthy competition among the children.
- Inculcate the qualities of self-dignity, self-confidence and respect for others' views and opinions and discretion to take their own decisions on issues and problems at hand.
- Develop a sense of belongingness among the pupils and to create a sense of desire to live in harmony.
- Benefit by bright example of others and benefit others by his own example.
- Inculcate in the child respect for seniors, elders, teachers and a caring attitude towards juniors and fraternity towards all.



- Learn to life work endure and enjoy together and develop a degree of sensitivity for other feelings and needs.

Formation of House

Even though various guidelines for formulation of House system in JNVs have been communicated, it has been observed a common system is not being followed in JNVs. The formation of Houses differs from one region to another and many Vidyalayas have failed to evolve an efficient House System for taking proper care of the children residing and studying in the JNVs. Keeping this in view, it has been decided to communicate specific guidelines for formation of House System in JNVs.

As intimated earlier, a two-tier system of Houses shall function in a Navodaya Vidyalayas:

- i) Junior Houses for Classes VI to VIII
- ii) Senior Houses for Classes IX to XII

In a full-fledged Vidyalaya, there will be four junior Houses and four senior Houses and two Houses for girls (one from Classes VI to VIII and another from Classes IX to XII). Therefore, there will be eight House Master for boys and two for girls. Average strength of a House shall be 50.

Though all the girls in a JNV have been placed under two Houses (Junior and Senior) for effective supervision and management, both the House 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 House and similarly each group of girls of a senior House shall be linked with the corresponding Senior House (boys).

Names 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 'one-ness' 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 name are recommended for maintaining uniformity in all JNVs.

	Senior Houses		Junior Houses
1)	Aravali 'A'		Aravali 'B'
2)	Nilgiri 'A'		Nilgiri 'B'
3)	Shivalik 'A'		Shivalik 'B'
4)	Udaigiri 'A'		Udaigiri 'B'

As stated earlier, administratively there will be two Houses for girls under two House Masters. Senior House for girls may be called 'A' House and Junior as 'B' House. For conduct of Inter House activities these Houses will be further divided into four groups each as illustrated below:

Senior House (Girls) - 'A'		Junior House (Girls) - 'B'	
Aravali	- A	Aravali	- B
Nilgiri	- A	Nilgiri	- B
Shivalik	- A	Shivalik	- B
Udaigiri	- A	Udaigiri	- B

Allotment of House

Each child must be allotted 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, once a child joins a House, he/she should continue in the same House till he/she passes out of Vidyalaya.



House Colours

Colours for House flags, badges, T-shirts etc. should be allotted in the following manner -

Aravali	-	Blue
Nilgiri	-	Green
Shivalik	-	Red
Udaigiri	-	Yellow

House Appointments and their Duties

Each House (Senior & Junior) should have following appointments which should be awarded to children on account 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, boys	-	1
School Vice-Captain, girls	-	1

Both the above mentioned appointments should be from senior most class in a JNV. They should not hold any other appointment in their own Houses.

Duties and responsibilities of School Captain, House Captain and Prefects are suggested below -

a) School Captain

- Maintains good personal conduct and behaviour in the Vidyalaya.
- Receive roll-call and list of absentees from House Captains before submission to Duty Master/Principal.
- Maintains full control and good discipline during Vidyalaya level activities with the help of House Captains and Prefects.
- Ensure proper discipline in dining hall, morning assembly and at all other places where all the children of the Vidyalaya assemble for any activity.
- Is a permanent member of Mess Committee.
- Carries-out all responsibilities assigned by the Principal of the Vidyalaya.

b) House Captain

- Ensures that the House maintains punctuality in all specified activities as per daily routine.
- Conducts roll-call of the House during morning assembly and evening games and reports the same to School Captain/Housemaster.
- Supervises 'prep' of self-study in case same in carried out Housewise.
- Ensures that all the children in the House devote sufficient time for studies in order to improve their own performance as well as overall academic performance of the House.



- Reports absentees and sick children to the Housemaster everyday.
- Controls his/her House during the conduct of all inter-house activities.
- Ensure that maximum number of children take part in various co-curricular, sports/games, pace-setting and other activities planned in the Vidyalaya.
- Assists House Master in selecting best talent of the House for participation in Inter-House Competition.
- Ensures cleanliness around his/her House.
- Maintains good personal conduct and ensures proper discipline in the House.
- Reports to Housemaster in case he/she observes any unusual behaviour (such as persistent depression, rebelliousness continued sickness etc.) on the part of any student of the House.
- Ensures good discipline in the dining hall during the meals.
- Carries-out all other duties assigned by Housemaster/Vice-Principal/Principal.

c) Prefect

- House Captain of the House shall share his duties and responsibilities with the House Prefect with the approval of Housemasters.

Appointment of House Master/Associate House Masters

Normally, senior teachers may be given the appointment of House Masters/Associated House Masters. Preferably, a PGT should be House Master of Senior House. As far as possible, Art, Music, PE, SUPW teachers and Librarian/Nurse may not be given the responsibilities of House Mastership since they are commonly attached to all Houses for the conduct of Inter House activities.

Role of House Master

A residential school system revolves around the personality, capability and effectiveness of the House Master. A House Master is a leader of the House. He/she should be able to motivate and guide all the children placed under his/her care. He has to ensure that children of his House participate in all Inter-House activities and also do well. He is responsible for over-all welfare of all the children in his House. Preferably, House Masters may be rotated after 4-5 years so that other talented members of academic staff may get opportunity to look after the welfare of the children.

Role of Associate House Masters & Tutors

In a House system, 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 their House Master.

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. House staff (House Master Associate House Master, Tutor) should take pride in grooming various teams for Inter-House activities in order to win various trophies and awards.

Guidelines for effective conducts of CCA in a JNV have already been communicated which should be followed under overall guidance of the Principal of the JNV.



Award of Points for Activities

For Inter-house activities, following pattern of awarding of points may be followed:

<i>Individual events</i>		<i>Group events</i>	
First	- 4	First	- 8
Second	- 3	Second	- 6
Third	- 2	Third	- 4
Fourth	- 1	Fourth	- 2

A system of awarding of House points based on academic performance in Class X & XII may be evolved and points earned by each students be credited to the House to which he/she belongs.

Champion House

Every year by the end of February, points awarded for Inter House CCA and sports/games competitions (as well for all 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.

Vidyalaya should hold special function (Annual Day) where Champion House Trophy be awarded to a House.

For effective management of the House system, Principal should monitor all Inter-House activities carried out in the Vidyalaya. He may ensure that CCA and sports/games competitions are regularly carried out 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. He may allot points for cleanliness, beautification (gardening etc.) and discipline maintained by a House during the year which may be added while deciding a Champion House every year. Principal should have an effective control on over all activities planned and carried out in his/her Vidyalaya.

The guidelines given above for the organisation of House System in Vidyalayas should be invariably implemented. In case of any difficulty in implementation or any suggestion, Principals are welcome to communicate the same to the undersigned for clarification, if any.

This issues with the approval of Director, NVS.

Yours faithfully,

(S.S. Gauri)
Joint Director(Acad.)

Copy to :

1. Dy. Director, NVS (All Regions).
2. All Officers of NVS (Hqrs.)
3. Sr. PA to Director, NVS.

Joint Director (Acad.)



D.O.No. 2-18/2003-NVS(SA)

November 06, 2003

Dear Principal,

As you are aware that the 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 born in mind that the children in Navodaya Vidyalayas for a maximum period in a year remains away from their parents and their social atmosphere etc. This very situation of separation of a child from his/her original atmosphere calls for great concern to provide a homely atmosphere and parental affection which fulfills their social and emotional needs as well as developing their personalities.

With the aim to provide a kind of family support with parental care towards individual attention to the children, houses are formed and teachers are associated with each house to act as House Master/Mistress (HMs)/Associate House Master. 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.

I understand that Samiti has already issued guidelines for organisation of House System in all JNVs vide letter dated 29th March, 2000¹. I am sure that these guidelines are being implemented in your Vidyalaya. From the analysis of the reports of the circumstances leading to unforeseen incidents in some JNVs it has been observed that 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 Principal and House Masters/Mistress in JNVs towards the house management.

The Principal as the head of the institution must keep a fatherly/motherly eye on all the students. The Principal has to be a source of inspiration to the teacher and students and his/her behaviour 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.

I am enclosing herewith suggested guidelines about the role of a House Master/Mistress for your immediate attention and action². You are requested to sit with the teachers and discuss on these points for adopting strategies to ensure meticulous implementation of the guidelines. The duties & responsibilities can be divided amongst the House Master, Associate House Master and Matron 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 may keep a strict vigil on the activities of house Masters/mistress besides providing adequate support and guidance to them.

1. See page 445

2. Copy enclosed. See page 454



Kindly acknowledge the receipt of this letter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D.K. Kotia', is written on a light-colored background.

(D.K. Kotia)

Principal, Jawahar Navodaya Vidyalayas,

Copy to :

All Deputy Directors, Regional Office. They will ensure that the Navodaya Vidyalayas under their jurisdiction follow them guidelines meticulously. The performance of JNVs in this regard should be monitored closely and adequately.

The Asstt. Directors, Incharge cluster will provide adequate guidance, support and supervision to the Principal for implementation of guide lines. They will maintain a record of their assessment towards management of houses and the role of Principal and the house master/ mistress specifically in the Navodaya Vidyalayas during their inspections.



DUTIES AND RESPONSIBILITIES OF A HOUSE MASTER/MISTRESS (HM)

A residential school revolves around an effective 'House System' and real pillars of this system are House Masters/Mistress (HMs). They 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 a House Master/Mistress is of vital importance since the stature of a residential school largely depends on how effectively a House Master can organize and manage his/her House.

The duties and responsibilities of a Housemasters/Mistress in JNVs are summarized below:

A. General Duties

- A.1 A House Master/Mistress will exercise a benevolent fatherly/motherly influence on the students.
- A.2 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 local parent.
- A.3 He/she will interact the students as frequently as possible and ensure that students speak to him/her without any fear in case of any problem.
- A.4 He/she should be very affectionate and polite with the children and should avoid any physical punishment or scolding.
- A.5 He/she will attend all sort of the well being, comfort and happiness of the students placed in his/her charge.
- A.6 He/she will ensure to follow the instructions issued by Samiti dated 29/03/2000¹, regarding (House System) under supervision and guidance of the Principal.
- A.7 He/she will be very courteous to the parents and create a confidence in them that their children are living in very safe and secure environment.
- A.8 Have periodical interaction with Parents of PT meeting day and inform about the Academic Progress health and conduct of the child.
- A.9 To ensure that he/she is always impartial and fair equally to all the students of his/her House.
- A.10 He/she will ensure proper medical treatment in case of students of his/her house is unwell as per Safety and Security guidelines.
- A.11 To ensure preventive measures for Safety and Security of each child of his house at all times in accordance with the guidelines of the Samiti dated 13/08/2003² under supervision and guidance of the Principal.
- A.12 Interact with the children by providing regular orientation on the important aspects of safety precautions, guidelines and principles to be followed.
- A.13 He/she must ensure and educate all the students in respect of their moral values, Correct behaviour, self-discipline, turn out and punctuality.

1. See page 445

2. See page from 390-399



- A.14 The Housemaster need to be cautious of his/her own conduct, behaviour, character, habits, punctuality and sense of moral values at all times as the child looks up to teachers as her/his role models.
- A.15. Care has to be taken to ensure that the dormitories are comfortable, safe and students need to be made aware of their conduct rules and regulations they expected to follow.
- A.16 To ensure proper assistance of Associate Housemaster/Tutors/Matron by dividing duties on rotation basis related to house activities with the approval of Principal.
- A.17 To brief Principal immediately in order to solve any problem of the house beyond his reach or domain.
- A.18 To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/her house.
- A.19 Carry out any other duty i.r.o. house system as assigned by the Principal.

B. Administrative Duties

- B.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.
- B.2 To supervise that all basic facilities like water, electricity, fans, furniture and beddigns are available in the House. In the event of any shortage or malfunctioning he/she must report to the Principal to rectify the problem area.
- B.3 Ensure proper maintenance of bath/toilets of the house. He/she should bring it to the notice of Principal immediately in case of any discrepancy.
- B.4 As a head of the house, he/she be responsible for maintaining discipline in the house at all times.
- B.5 He/she ensure punctuality in the daily routine of the house from rouser to bed time and in other organised activities.
- B.6 Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence and qualities of leadership.
- B.7 To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.
- B.8 Conduct surprise checks and kit inspection periodically to ensure that the students do not keep any type of undesirable articles, obscene books and check on their cash etc.
- B.9 To supervise his/her house during meals in dining hall. He/she must educate table manners to all students in dining hall during meals.
- B.10 Arrange conduct of regular roll call in order to ensure the presence of the children in the house.
- B.11 Maintain a personal file of each child in his house and a record of good and weak points in the personal file including family background.
- B.12 All cases of indiscipline and unhealthy behaviour of the students are dealt with appropriately in consultations./approval of Principal instead of giving harsh punishment.
- B.13 Arrange weekly/fortnightly house inspection of the Principal to assess the working of the house and motivate his team and wards.



- B.14 Ensure proper issue of articles to the children in time and its maintenance.
- B.15 To select House Captain/prefect for his/her house on the basis of a fair selection process as per guidelines and assign responsibilities and duties of the house to them.
- B.16 To conduct meetings of the House as and when necessary but at least one meeting in a fortnight.
- B.17 To keep leave and sick record of all the students of his/her house.
- B.18 He/she will ensure that the wards look after their cupboards and keep their clothes and belongings in a neat and orderly manner.
- B.19 To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and hair cut, and clean uniform while in school.
- B.20 He/she will supervise that all students get up and sleep on time.
- B.21 Keep a close watch on all the activities and moments of the students particularly (off hours) i.e., Sundays and holidays and in night and report to the Principal about any incident.
- B.22 Rounds are carried out even after the lights are out so as to ensure security and to keep the wards away from mischief.
- B.23 All hostel activities will go under his/her active supervision under control of the Principal.

C. Academic Duties

- C.1 To keep an eye on the academic performance of the weak students of his/her house.
- C.2 Coordinate/interact with tutorial incharge/subject teachers to look after the pupils academic performance of his/her house.
- C.3 To ensure smooth conduct of self-study in the dormitory.
- C.4 To provide help in reading, writing, home work, projects carried out by the students with the active support of tutors/Associate House Masters.
- C.5 Counsel and guide the students regarding their performance in academic and co-curricular areas.
- C.6 Interact and inform the parents about academic performance of the child on PTM Day.
- C.7 To encourage bright students to help weak students of the house/class.
- C.8 Inform Principal in case any child of his/her house need special attention for academic improvement.
- C.9 To ensure that the children attends the classes regularly.
- C.10 To ensure availability of text books, note books and other stationery items to the children of his/her house.
- C.11 To ensure that the children of his/her house attends library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/her requirement.



- C.12 To keep an close eye on the progress chart of children going to write CBSE exams (X and XII) and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

D. Co-Curricular, Games and Sports Duties

- D.1 Organize Co-curricular Activities as per the calendar of activities.
- D.2 Train the inmates well to help participate them effectively in the activities.
- D.3 To ensure participation of every child of his/her house in every competition co-curricular/ games/sports activities organized in the school.
- D.4 To select guide and train students for all inter House competitions with the active help of tutors and other teachers.

E. Duties of Associate House Master/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 child in all respects.
- He/she should provide assistance to the House Master/House Mistress.
- Carry out the house related responsibilities assigned by the Principal/House Master and divided amongst the House Master/Associate House Master for the welfare of children.
- He/she will discharge the duties of the House Master, when he/she is on leave or out on duty and
Any other duty assigned by the Principal related to house.



Committee



F.No.14-10/87-NVS

Dated: 24, April, 1987

Dear Principal,

Memorandum of Association of Navodaya Vidyalaya Samiti provides an Advisory Committee for each Navodaya Vidyalaya for which rules and regulations are being framed. However, to exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of staff, it has been considered essential to have a regular Vidyalaya Management Committee for each Vidyalaya. Ad-hoc Committee have already been constituted at the time of the establishment of the Vidyalayas but it is necessary to have these committees on a permanent basis. I am accordingly enclosing herewith detailed guidelines on the constitution of the Vidyalaya Management Committee giving details of their functions, tenure also the powers of the Chairman of the Vidyalaya Management Committee¹.

You are, therefore, advised to constitute the Vidyalaya Management Committee on these lines and send us a composition together with the names etc. for information. Vidyalaya Management Committee so constituted will continue for a period of 3 years.

With regards,

Yours faithfully,

(J.N. Sharma)

To

All Principals of Navodaya Vidyalaya

1. See revised provisions on reconstitution of VMC on Page 460, 461 and 469.

**Annexure****NAVODAYA VIDYALAYA SAMITI****I. Vidyalaya Management Committee**

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

II. Tenure of the Vidyalaya Management Committee

- (a) The Chairman of a Navodaya Vidyalaya will be 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.
- (b) The Principal of the Vidyalaya will be the Member Secretary.
- (c) The tenure of the office of the members of the Management Committee of a Vidyalaya shall be 3 years but they will be eligible for re-nomination.
- (d) Member/office bearers of the VMC will continue beyond the term of 3 terms till the new committee has been re-constituted for a Committee of the newly started school for a limited period till a regular committee to be constituted, the Principal will submit a proposal for the constitution of the Vidyalaya Management Committee through the Regional Officer to the Director¹ for approval.

III. Functions/Powers of the Management Committee

- (a) 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.
- (b) To proper 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-repair items such as buildings, sub-recurring, furniture and equipment etc.
- (c) To make selection of staff for the Vidyalaya on adhoc basis and in accordance with the procedure prescribed by the Samiti.
- (d) To exercise general supervision over the proper running and functioning of Vidyalaya including maintenance of discipline among students as well as members of staff.
- (e) To exercise general supervision over the proper function of hostel, including the catering management by the Vidyalaya itself.
- (f) To make suggestions for any improvement or reform or other procedure relating to the Vidyalaya.

1. Now Commissioner



- (g) To assist the Vidyalaya to secure local assistance and cooperation for its better working and growth.'
- (h) To scrutinise and approve the Annual Report of the Vidyalaya.

IV. Powers of the Chairman

- (a) Chairman, Vidyalaya Management Committee or his nominate countersign all the cheque beyond Rs.10,000/- to be issued on behalf of the Vidyalaya.
- (b) To grant casual leave and permission to leave the state to the Principal.
- (c) He will be the Chairman of the Vidyalaya Appointment Committee and Principal will not be ex-officio Member Secretary.
- (d) All appointment of group 'D' posts of the Vidyalaya will be made by the Vidyalaya Management Committee through the Vidyalaya Appointment Committee.
- (e) The Vidyalaya Appointment Committee may co-opt any local subject expert in case some teaching and non-teaching staff required on ad-hoc 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 its meeting. Local non-official members of Vidyalaya Management Committee or its sub-committee whenever required to attend official meeting, convened by the Chairman will be entitled to per diem amount Rs.50/- for attending the meeting.



F.No.14-10/87-NVS

Dated: Oct., 30, 1987

The Principal,
All Navodaya Vidyalayas.

Sub. : Purchase Advisory Sub-Committee of the VMC-Chairmanship regarding.

Sir/Madam,

Kindly refer to our No.F.14-10-87-NVS dated 18th June, 1987 written by Shri. J.N. Sharma, Deputy Director (Admn.) regarding the appointment of two Sub-Committee viz Vidyalaya Appointment Sub-Committee and Purchase Advisory Sub-Committee.

In this context, I am directed to inform you that it has been decided to appoint Principal as Chairman of the Purchase Advisory Sub-Committee. Therefore, Purchase Advisory Sub-Committee will consist of:

- 1) The Principal of the concerned Navodaya Vidyalaya (Chairman)
- 2) Nominee of the Chairman of VMC (Member).
- 3) District Education Officer or Executive Engineer (Member)
- 4) One teacher of the concerned Navodaya Vidyalaya (Member)
- 5) One more member of VMC.

You are advised to make all purchases as per the Central Govt. Rules and following the normal purchase procedure. All other things remain the same as per the above quoted letter.

Please note the above points and do the needful accordingly.

Yours faithfully,

(Dr. J.C. Handa)
Asstt. Director (Admn.)



F.No.14-10/87-NVS

Dated: Nov., 12, 1987

To

The Principals
All Navodaya Vidyalayas.

Sub. : Appointment of Sub-Committees of the VMC-reg.

Sir/Madam,

Kindly refer to our letter No.F.14-10/87-NVS dated 18th June, 1987 regarding the Appointment Sub-Committee of VMC in Navodaya Vidyalayas.

In this context, I am directed to inform you that in the interest of smooth and effective functioning of these Vidyalayas, it has been decided to constitute two different Appointment Sub-Committee, as under:

A) Appointment Sub-Committee (For Group 'D' and L.D.C.)

- 1) Principal of the concerned Navodaya Vidyalaya. - Chairman
- 2) District Education Officer or his/her nominee - Member
- 3) One Local Educationist (Preferably a Principal of a residential college or school) - Member

B) Appointment Sub-Committee

(For adhoc appointments of all categories i.e. Teaching as well as Non- Teaching Staff other than Group 'D' & 'L.D.Cs')

- 1) Chairman of the VMC of his/her nominee. - Chairman
- 2) District Education officer or his/her nominee - Member
- 3) One Educationist (Preferably a Principal of residential college or school). - Member
- 4) Subject expert, if any. - Member
- 5) Principal of the concerned Navodaya Vidyalaya - Member-Secretary

The recommendations of the Appointment Sub-Committee (B) shall be subject to the approval of the concerned Deputy Director (Regional officer) of the Region.

Yours faithfully,

(Dr. J.C. Handa)
Asstt. Director (Admn.)

Copy to :

- 1) Chairman, VMC (All Navodaya Vidyalayas).
- 2) Deputy Directors (All Regions).
- 3) All Officers (Headquarter).



F.No.5-17/89-90/NVS(Admn.)

Dated: Sept.,12, 1989

To

The Deputy Directors,
All Regional Offices.

Sub. : Formation of Advisory Committee for Navodaya Vidyalayas.

Sir,

In the IX Meeting of the Executive Committee held on 4.7.89, it was decided to form an advisory Committee for each Navodaya Vidyalaya as mentioned in the Memorandum of Association. The composition of the Advisory Committee as approved in the aforesaid meeting shall be as follows :

- | | | | |
|-----|--|---|------------------|
| (1) | District Magistrate/Chief Secretary of Zila Parishad/
District Development Officer Zila Parishad/
Chief Executive Officer Zila Parishad. | - | Chairman |
| (2) | Local M.P. to be nominated by Chairman, NVS. | - | Member |
| (3) | Chairman, Zila Parishad or his nominee from
zila Parishad (an elected representative only) | - | Member |
| (4) | Principal of a school/residential school
(to be nominated by District Magistrate). | - | Member |
| (5) | District Education Officer | - | Member |
| (6) | One Educationist of the area to be nominated
by the District Magistrate. | - | Member |
| (7) | District Executive Engineer (PWD) | - | Member |
| (8) | Principal of the Navodaya Vidyalaya | - | Member Secretary |

For each school, the Regional Office shall form an Advisory Committee for the general supervision of the school within the frame work of rules and Regulations and Directives laid down by the society and Executive Committee. The Advisory Committee shall have such functions and powers as may be assigned to it by the Regional Office under the norms laid down by the Executive Committee, provided that the Regional Office may add to alter or withdraw any of the functions and powers from the Advisory Committee with the approval of the Director¹. The Advisory Committee shall meet atleast twice in a year and special meetings may be called by the chairman of the Committee. The tenure of the Advisory Committee shall be for a period of 5 years.

The proposed powers and functions of the Advisory Committee are given in Annex-I².

1. Now Commissioner
2. Copy enclosed.



You are kindly requested to initiate immediate necessary action to constitute an Advisory Committee for each Vidyalaya in your region. The name of the local M.P. to be nominated by the Chairman, NVS, shall be communicated to you separately.

Yours faithfully,

A handwritten signature in black ink, which appears to read "S.K. Narang", is written over a horizontal line.

(Dr. S.K. Narang)
Dy. Director (Admn.)

Encl. : As above



POWERS AND FUNCTIONS OF ADVISORY COMMITTEE

- a) To assist the Samiti in making suggestions for any improvements of reforms in the academic or other procedure relating to the Vidyalaya, including amendments in the prescribed rules and regulations.
- b) To assist the Vidyalaya to secure local assistance and co-operation for its better working and growth.
- c) To assist the Vidyalaya to organise cultural programme in collaboration with other Vidyalayas in the district.
- d) To function as a bridge between the Vidyalaya and the local community.
- e) To assist in organising the participation of the children of the Vidyalaya on occasion like Independence day, Republic Day, Gandhi Jayanti and other similar programme organised in the district and the state Headquarters.
- f) To assist in organising activities for children about their culture, to be made aware of their environment and to undertake adventure activities.
- g) To mobilise public support by way to donations/gifts benefactions etc. for strengthening the activities of the Vidyalayas.
- h) To assist the 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.
- i) To organise activities to make each Vidyalaya a focal point for improvement in quality of school education in general through sharing of experiences and facilities.



F.No.27-216/88-NVS(SA)

July 21, 1992

To

All the Principals of
Jawahar Navodaya Vidyalaya

Sub. : Formation of Parent Teacher Association.

Sir/Madam,

The question for formation of Parent Teacher Association in Jawahar Navodaya Vidyalayas has been engaging the attention of the Samiti for quite sometime. The samiti has been receiving requests from various quarters for maintaining closer co-operation between the school and the parents. For the progress of any school system, closer co-operation between the school and the community is, therefore, felt essential. Now that the Samiti has grown considerably and a large number of Vidyalayas have reached the stage of higher secondary classes, the need for the formation of a well knit Parent-Teacher Association has assumed importance. The following guidelines are suggested in this regard:

- (a) The Principal should convene a general body meeting of the parents, giving sufficient notice, and letters to this effect must be sent to all parents including those of the migrated children.
- (b) On the day of the general body meeting the parents shall elect three representatives, one from an urban area and two from rural areas, one out of the three must be a woman. The votes shall be counted on the basis of one vote per child.
- (c) At the time of election of the parent representatives atleast one third of the parents of the school children studying in the vidyalaya must be present (For the purpose of quorum, as per voting, the presence of one of a childs parents shall be sufficient).
- (d) The tenure of these elected parents will be for a period of one year and they shall not be eligible for re-election in the succeeding year (this will) apply to both parents, viz. if one of the parents of a child is elected neither of his nor parents shall be eligible for election in the succeeding years.
- (e) Similarly three teachers representatives may also be elected by the teachers. The composition shall be one Post Graduate Teacher, one Trained Graduate Teacher and one teacher of the miscellaneous category. One out of these three must be a woman. The tenure of the teacher body will also be for one year. They will, however, be eligible for re-election.
- (f) The Parent-Teacher Association shall meet atleast once in three months under the Chairmanship of the Principal of the Navodaya Vidyalaya. A representative of he Chairman, VMC should invariably be present in such meetings. The processings of the Association meetings should be duly recorded in a separate register and such of the suggestions that would fall under the purview of the Principal should be immediately implemented. Suggestions having policy or financial bearing shall be referred to the Samiti through the Deputy Director of the region.
- (g) The meetings of the Parent-Teacher Association should not be viewed as opportunities for fault finding on either side. The central theme will be the child, always and every time. Every discussion will centre round the child, his/her welfare, academic



improvement and excellence, development of personality and leadership qualities, National Integration and making available to the child all necessary facilities to which the Samiti is committed.

2. Besides the above following few suggestions are also given regarding the visits of the parents and the visiting of the homes of the children by the Principal/teachers
 - (a) All parents must be invited on the Annual Day and Annual Sports that should be held once in an year.
 - (b) Parents should be permitted to visit the Vidyalaya once in a month (say on the first Sunday of every month) to meet their wards. If by chance, the parents come on some other day also they may be committed to meet their ward after the school hours as per as possible. However, the policy may be explained to them politely.
 - (c) Parents should be encouraged to visit the school i.e. classrooms, dormitory, Labs, W/E room etc at least twice in a year (i.e. during Annual Day /Annual Sports Day Functions) and in these days they should meet the teachers concerned with their children and be appraised of their children's progress etc.
 - (d) In order to keep a close contact with the parent of the children, the Principal/Teachers must visit their homes. This is particularly important in cases of the children who proceeded in migration and the Principal must visit the homes of such students during summer/winter vacation. In addition, instructions are being issued separately for the Principals to visit the families of new entrants and to collect data regarding the families, every year.

All the Principals are requested to strictly follow the above guidelines & suggestions and the action in this regard may also be intimated to the undersigned.

This issues with the approval of the Director¹, NVS.

Yours faithfully,

(S.S. Gauri)
Dy. Director (P&A)

Copy to :

1. All ROs for information and ensuring compliance of the guidelines and suggestions by the Principals.
2. Information to all Offices of the Samiti.

Sd/-
(J.L. Monga)
Asstt. Director (SA)

1. Now Commissioner.



F.No.14-10/92-93/NVS(SA)

Dated: May, 30, 2001

To

The Principals
All JNVs

Sub. : Re-Constitution of Vidyalaya Management Committee-reg.

Sir,

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 follow :

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

You are requested to reconstitute the VMC on the above lines and send the details of the Committee constituted to the Regional Office and Hqrs. Details of powers and functions of the Vidyalaya Management Committee are already circulated to the Vidyalaya. You may ensure that the meetings of Vidyalaya Management Committee are held regularly and reports sent to the Deputy Director of the region along with the D.O. letters.

Yours faithfully,


(S.P. Gaur)
Director

Copy to :

- District Magistrate, Chairman Vidyalaya Management Committee-with a request to nominate on VMC two representatives of the parents as members (one male and one female) for a term of one year.
- Deputy Directors of all regions - they will ensure that the Vidyalaya Management Committee is re-constituted in all Jawahar Navodaya Vidyalayas and meetings are convened regularly. The Officers during their visit should invariably ask about the conduct of meetings and proceedings record. The recommendations of the Vidyalaya Management Committee may be attended on top priority under intimation to this office.



D.O.No.14-10/92-93/NVS(SA)

Dated: July, 26, 2002

Dear District Magistrate

This is just a line to express my gratitude for your initiative, interest, guidance and patronage of the Navodaya Vidyalaya in your district. As you are aware Govt. of India has consciously taken the decision of making the District Magistrate as Chairman of the Vidyalaya Management Committee in order to ensure that these institutions effectively fulfill the objectives for which they are established. I am happy to inform you that this scheme, which started with a modest beginning of two model schools has developed into a massive educational programme covering 480 districts across the country. The performance of the students of these Vidyalayas has been commendable in terms of Board results, achievements in Sports, Games and co-curricular activities and their post secondary school pursuits. However, the scheme needs to be further accelerated and consolidated to make it more qualitative and enable the products of these schools to contribute their might in the social and economic transformation of the society from which they come from.

The intention of the constitution of the Vidyalaya Management Committee consisting of few officials and parents/representatives and the Vidyalaya Advisory Committee consisting of local Members of Parliament and other Public Representatives is to periodically monitor and guide the functioning of the institution. I am enclosing herewith the relevant extract of powers and functions of both the committees¹. I shall be grateful if you could kindly go through them and ensure your active participation and supervision in monitoring the Vidyalaya.

I also request you to explore the possibilities of indentifying some reputed industrial houses, non-governmental agencies, philanthropists, NGOs, NRIs and other individuals and institutions like Lions Club, Rotary Club etc., and motivate them to adopt these Vidyalayas for furthering the cause of the education and supplementing their resource, wisdom and expertise for effective performance of these Vidyalayas.

The parent-teachers association in Navodaya schools also by and large remain docile, though they can utilised as one of the main source of strength, support, and guidance as stakeholders. I have no doubt in my mind if the PTAs are advised they would not only reduce our burden but effectively contribute for continuous development of these institutions keeping pace with the needs and requirements of the students, parents and society.

These institutions being residential in nature the Principals and staff need to be motivated and encourage to enjoy the responsibilities assigned to them and be creative to develop the quality of inputs given to the children. Such motivation could only be possible through appropriate recognition to their work and assurance of being taken care of their welfare from important functionaries like you and other colleagues in the administration, Public Representatives and parents.

In the light of the above, I request you to kindly initiate necessary steps to further activate these Committees so as to supplement and complement the strength of the Navodaya Vidyalaya Samiti in running these institutions. Your personal interest in Navodaya school and even little time for the school will make great difference.

1. See page 463 and 466 respectively for details and reference.



I shall be grateful if you could kindly let me know the action initiated in this direction and any assistance and support required from the Navodaya Vidyalaya Samiti.

With regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'D.K. Kotia', is written over a light grey rectangular background.

(D.K. Kotia)

Encls. : As above.

To

All District Magistrates



F.No.1-5/2002-NVS(SA)

Dated:28th Aug., 2002

To

The Deputy Directors
Navodaya Vidyalaya Samiti
All Regional Offices

The Asstt. Directors/Incharge
Navodaya Vidyalaya Samiti
All Sub-Regional Offices

Sir/Madam,

Sub. : Re-organisation of the Parent Teachers Association (PTA) with Nomenclature as Parent Teacher Council (PTC)-Follow-up action-Reg.

Reg. : This Office Letter No. 27-216/88-NVS(SA) dated 21st July 1992¹.

In continuation to this office correspondence reference cited, instruction for formation of convening of Parent Teacher Association (PTA) meetings in the Vidyalayas, I am to observe that the present system of organisation of PTAs and their utilisation and participation in strengthening the functioning of the Vidyalayas has been far from satisfactory. While there are some limited instances where the PTA has been a great source of strength of functioning, in most of the Vidyalayas, they have been ornamental. In certain cases they are also misunderstood to be forums for complaints and grievances to higher authorities.

The recent surveys and evaluation studies conducted by Independent Institutions have recommended for strengthening the role and involvement of the PTAs in effective management of the Vidyalaya. They are also to be seen as crucial forum for stakeholders satisfaction and accountability to parents.

As the Navodaya Vidyalaya Scheme has become massive programme, a time has now come to review re-organise the role and functioning of the PTAs and to develop them as institutions of partners in progress of Vidyalaya.

This letter supersedes the instructions given earlier regarding composition and activities of PTA and replace with the following instructions and guidelines.

To start with nomenclature of PTA may be changed to Parent Teachers Council (PTC).

The composition of PTC should be as follow:

1. Principal of the Vidyalaya - Chairman
2. 15 Representative to be nominated by General Body of parents in proportion to the sections in the Vidyalaya with a female-male ratio of proportionate strength of boys and girls.

1. Copy enclosed. See page 467



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.

A detailed note indicating the purpose for which PTCs are constituted, its aims and objectives, composition and functional responsibilities are enclosed to this letter.

The Dy. Directors are requested to ensure that PTCs are organised accordingly before 15th October, 2002 and send compliance. Each Assistant Director should be made responsible for 10-12 Vidyalayas in his cluster for formation of the PTC. The Asstt. Directors should participate in the first meeting of the PTC and explain to the Members the objectives, purpose and functional responsibility of the PTC in a General Body meeting of the parents and teachers.

I am convinced that if appropriate efforts are made from our side for utilising the collective wisdom, resourcefulness, interest and commitment of the parents for the betterment of their wards, the PTC will become a great source of strength for effective running of the Vidyalaya and will help in eliminating the shortcomings in the system. This will also give a feeling of participation to the parents and make them responsible for the growth of the institution. Further the reputation, prestige and recognition to the institutions will tremendously improve for judging the performance of the Navodaya Vidyalayas. It will reduce conflicts and complaints on petty issues. The continuous participation of parents in functional growth of the Vidyalaya will further cement the bonds of respect, concern and appreciation to the institutions across the district. With such a well planned involvement of parents and local community, the Navodaya Vidyalaya scheme aimed at identification and grooming of rural talent will develop in to a great movement.

I am sure that you will understand the long term advantage of support and participation of parents and teachers to the Vidyalaya and will make all out efforts to constitute, streamline and strengthening all the PTCs in your region.

Yours faithfully,

(D.K. Kotia)
Commissioner

Copy to :

1. All District Collectors/Chairman, Vidyalaya Management Committee - with a request to issue further instructions to the Principals of JNVs accordingly in their district.
2. The Principal, All JNVs - with a request to carefully go through the contents of the revised note on PTC and implement them scrupulously and send me the periodical compliance.



REVITALISING THE P.T.A.

Navodaya Vidyalayas envisaged as pace-setting institutions need to be consolidated and strengthened to develop themselves into centre of excellence with adequate scope for innovation, experimentation and autonomy to make a mark in the district. The objectives of quality education coupled with equity and social, justice, inculcation of cultural values, environment consciousness, emotional integration and patriotic spirit can be achieved and actualised among the students through continuous interaction, participation, acceptance and encouragement by local communities and parents who are the major stakeholders. The interest and ambitions of the stakeholders as per the marketability of the students cannot be overlooked while ensuring harmonious growth of the personality of child for realisation of the above objectives. Being co-educational and residential in nature, the participation and support of local community and parents will give a great fillip to the scheme and would also ensure in complementing the effectiveness and utility of education imparted in these institutions. In order to develop close co-operation between the school and parents, the Samiti has instructed the Vidyalayas to constitute well-knit parent-teachers associations for strengthening the functioning of the Vidyalayas.

The following guidelines were given to the Principals for constitution and convening of the Parent-Teachers Association.

- a) To convene an Annual General Body Meeting after giving a notice to the parents.
- b) Conduct elections for electing three representatives of parents one from urban, two from rural areas. One out of the three must be a woman.
- c) To ensure that the parents-representatives are elected with 1/3rd of the parents present and vote for selection of their representatives.
- d) The tenure of this Body will be for a period of one year and they should not be eligible for re-election and succession.
- e) Similarly three teachers-representatives to be elected among the teachers. The composition of the teachers-representatives will include one PGT, one TGT and one teacher from the categories of Music, Art, PET. Out of these three teachers one must be a female teacher. The term of the teachers-representatives is also for one year however they are eligible for re-election.
- f) The parent-teachers association should be convened at least once in three months and the proceedings of the observations and recommendations of the meeting shall be maintained in a separate register and to be implemented by the Principal depending on the feasibility.
- g) The focus of the meetings should not be for fault finding instead the discussions and decisions in these meetings should centre round the safety, security, welfare, academic excellence and development of the personality of the child.
- h) Besides Principals were also requested to invite all the parents for the Annual Day functions and sports to observe the performance of their wards and also permitted to meet their wards on first Sunday of every months and interact with teachers and Principal.

In spite of the above clear-cut instructions and guidelines, though the Parent-Teacher Associations have been formed in every Vidyalaya. Their functional effectiveness has been restricted to the initiative and co-operation of Principals. In certain cases the Parent-Teachers Association are misunderstood to be forums for complaints and grievance to higher authorities. In a sizeable number of these Vidyalayas, the PTAs are not able to achieve the objectives for which they are constituted



for. However, there are instances and examples where PTAs not only taken initiative but shared a great deal of responsibilities in developing the infrastructure and resources of the Vidyalayas.

As the scheme has become massive, a time has now come to review and re-organise the role and functioning of the PTAs and to develop them as institutions of partners in progress of the Vidyalayas.

The recent surveys and evaluation studies conducted by DRS, New Delhi and IIM, Ahmedabad have also emphasised the need for strengthening the PTAs as the primary stakeholders.

The DRS in their report have observed “to remove grievance and enable some other functioning, PTA should be held more frequently and on a fixed basis,. Parents should also participate regularly, NVS may evolve specific guidelines regarding periodicity of the meetings”. It was further suggested that a small fund be placed at the disposal of the school to take care of necessary repairs or small requirements. Or else PTAs may be empowered to take such decisions.

IIM, Ahmedabad in their study has further observed:

- a) Parent-Teacher Association meetings are seen as a crucial forum for stakeholders satisfaction and accountability to parents. PTAs need to be empowered and strengthened throughout the JNV system. Several suggestions are offered, such as; a) Holding regular monthly meetings and if necessary, more frequent during a ward’s first year of residence; b) Requiring a minimum attendance by parents (e.g. 50%) and some action for low attendance that is decided by individual PTAs; c) Greater focus on discussion of a ward’s academic progress; d) Direct discussion of parents with teachers and students ; and e) Anonymous and direct soliciting of oral/ written feedback from teachers and students with possibility of further discussion with the RO if the matter cannot be resolved locally.
- b) Give some degree of autonomy to decide of festivals of local importance.
- c) Sarpanches, parents of alumini are general in agreement that overall the JNV in their district should continue. Despite reservations their general perception is that JNVs all over have free of unsurpassed facilities and quality of education for children from rural areas and disadvantaged backgrounds.
- d) The career path of JNV alumini is a great source of satisfaction and inspiration for parents and Sarpanches.
- e) Some parents report that admission, passage and passing out from a JNV of a child acts as a tremendous sources of inspiration for other siblings and children from the village.
- f) Parents have also expressed dissatisfaction with facilities of food, water, students security, theft, hostel upkeep, medical support.
- g) In some cases parents complained about teacher’s indiscipline and competence and financial irregularities by school management.

In view of the above observations of the studies and in order to develop a built in mechanism for the initiative, interest and participation of the parents, it is proposed to re-organise the PTAs to make them more effective and contribute their experience, expertise and resourcefulness for effective functioning of the Vidyalayas.

To start with the nomenclature of Parent Teachers Association may be changed in to Parent Teachers Council (PTC) and they need to be re-organised with the following objectives.



Aims and Objectives

1. To maintain continuous interaction between parents and teacher/school authorities.
2. To involve the parents in the development of Vidyalaya by utilising their experiences and expertise.
3. To assist the Vidyalaya for resource mobilisation and development for infrastructure facilities and their maintenance.
4. Assist the Chairman, VMC in taking fast and effective decisions.
5. To popularise the advantage of residential cultural in terms of Academic excellence, character buildings and discipline.
6. Liaison with the organisations engaged with community service programme through participatory activities of children, parent and teachers.
7. And ultimately to develop a network a Alumini and their parents to help the institution to effectively to play the Pace setting role.

Composition of PTC

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.

Functions of Parent-Teacher-Council

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.
2. The Vice-Principal (Member Secretary) to initiate the agenda and conduct of meetings in consultation with the Chairman in every month.
3. The PTC will invariably review and discuss the strong and weak points of Navodaya Vidyalaya functioning with special reference to academic, staff, students 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.

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.
5. PTC members should visit dorms, classroom, laboratory and library once in a quarter and suggest improvement if any.
6. The PTCs participation in school improvement is participatory with partnership rather than faultfinding machine.
7. The office bearers of PTC should be invited to participate and witness all important function and activities of the Vidyalaya.
8. The parents assistance may be sought for:
 - JNVST publicity in the District.
 - Social Service Activities organised by Vidyalaya.
 - Organising School Functions.
 - Strengthening Library and Laboratory.
 - Mobilising Resources for New Projects.
 - Arranging Educational Excursions and fairs.
 - Career Guidance.
 - Counselling 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.
9. Help in collecting Socio-economic data of students to the Vidyalaya especially at the time of entry of students in Class VI.
10. Such of those students who are emotionally disturbed, home sick, involving in indiscipline or misconduct should be made to interact with PTC for counselling.
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.
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.
13. For efficient mess management, quality of food and the ensure hygienic condition, PTC will:
 - i) Frequent visit to Mess.
 - ii) Have Meals with Children
 - iii) Interact with Children and assess the quality and quantity of food served.



- iv) Check hygiene conditions of Mess surroundings and preparation of food.
- v) Drinking water facility.
- vi) Preparation of Mess Menu to ensure balanced diet.

15. For Safety and Security Measures, PTC will :

- Periodically interact with Girl students.
- Assist in ensuring the facilities of water, toilets and lighting arrangements.
- Acquaint themselves with the functional style of House Masters.
- Verify the issue of entitled items and children.
- Attendance system to check presence of Children in hostel/school.
- Any other issue related to Safety and Security of Children.