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तार - नवसम  
नवोदय विद्यालय समिति  
(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग  
भारत सरकार का स्वायत्त संगठन)



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Gram - NAVSAM  
Navodaya Vidyalaya Samiti  
(An Autonomous Organization of Ministry of  
Human Resource Development, Govt. of India)

Ref: F. S.A./ NVS(LR)/ 2013:

Dated : 4.3.2014

To

All the Principals  
Under Lucknow Region

**Sub:- Further strengthening of monitoring system by direct contact of Cluster Incharge A.C. with the Principal and other stake holders in the campus.**

Sir/Madam

Keeping in view the situation of safety – security of the students and to know about the over-all functioning of the Vidyalaya, it has been decided to further strengthen monitoring system by direct contact of Cluster I/c Assistant Commissioner and Deputy Commissioner with the Principal/Vice Principal/senior most teacher, school head boy, girl, Captain and some sick students over phone regularly with immediate effect.

All the Principals are requested to keep various important information ready on their table every day by 9.00 a.m. after receiving them from House Masters, Class teachers, staff Nurse, M.O.D. Vidyalaya Captain, House Captain, Class Captain etc. as per need and schedule.

In the absence of Principal, the Vice Principal/Senior most teacher/Incharge of the day will keep all information ready. Please maintain brief information ready with you about following areas of activities:-

1.	Total students strength	<u>Boys</u>	<u>Girls</u>
2.	Number of students present	<u>Boys</u>	<u>Girls</u>
3.	Number of sick boys	<u>Boys</u>	<u>Girls</u>
4.	Brief information about the treatment given to sick students.		

5.	Visit of staff Nurse to all dormitories daily to ensure that no sick student is left unattended and to get specific information about cleanliness inside the house and toilet blocks.	
6.	Information about daily house visit by House Masters and A.H.M.	
7.	Name of House Master/A.H.M., who is not visiting his/her house and reasons thereof.	
8.	Name and number of House Masters who are not staying in House Master quarter and action taken by the principal	
9.	Identification of danger points in the campus and action taken by the Principal	
10.	Information about preparation of students of XII for CBSE Exams. as per bench mark.	
11.	Brief information about subjects and classes in which coverage of syllabus is behind schedule alongwith reasons for slow coverage.	
12.	Alternative arrangement made by the Vidyalaya to complete syllabus timely and effectively.	
13.	Brief information about remedial and supervised study during A.N. and evening time.	
14.	Name of teachers who are not attending remedial and supervised study programme as per schedule and action taken by the Principal to ensure 100% participation of teachers and students in these programme except sick students or O.D. students.	
15.	Brief information about conduct of C.C.A., sports – games, Art and Music related activities in the A.N. session as per schedule.	
16.	Information about the conduct of activities under C.C.E. by subject teachers as per detail in PAP.	
17.	Submission of 14 points safety-security report to R.O. every month. If not submitting then reason thereof.	
18.	Information about conduct of practicals simultaneously with theory.	

19.	Attendance of students during morning P.T. – total boys who attended P.T. and total girls who attended P.T. No. of students who did not attend morning PT.		
20.	Presence of House Masters/A.H.M. (as per roster), M.O.D., Staff Nurse during morning P.T. and evening games.		
21.	Availability of water and electricity.		
22.	Cleanliness of dormitories, academic block and whole campus.		
23.	Students' satisfaction level about food served to them as per menu and as per budget.		
24.	Issue of all uniform items to students as per norms including tracksuits, 'T' shirts, sleepers and shoes.		
25.	Date of issue of daily use items to students this month.		
26.	Total No. of hand pumps available.	<u>Functional</u>	<u>Non-functional</u>
27.	Availability of purified drinking water/RO system	<u>Functional</u>	<u>Non-functional</u>
29.	Availability of street light on all the points		
30.	Conduct of VMC/VAC/PTC		
31.	Repair of damaged switch-board/naked wire in class room/dining hall/ dorms. & M.P. Hall		
32.	Availability of Tuck shop alongwith phone facility.		
33.	Availability of minimum required equipments in sickroom		
34.	Any special measures adopted for the welfare of the migrated students in order to make their proper adjustment.		
35.	Talk with Vidyalaya head boy and head girl regarding their problems.		
36.	Cash Book/Petty Cash Book & Ledger completed upto which date.		
37.	Any other relevant point		

I hope you all will agree that day to day monitoring on all above points with the help of different stakeholders will help in smooth running of the Vidyalaya in every respect to achieve objectives of N.V.S.

All Cluster I/c A.Cs. are requested to contact 02 J.N.Vs of their cluster every day and submit compiled report in the legible handwriting in attached proforma every day (except Saturday, Sunday & Holiday) to undersigned

through E.mail/Fax at the (E.mail ID nvsrolko@rediffmail.com) between 11 a.m. 12 Noon to take further action on very same day.

The undersigned will also monitor JNVs randomly from all clusters as per above points and send report to concerned JNV for further action.

Please provide copy of this letter to all the staff members for necessary action with the direction to keep the information ready on the points related to them to enable you to get the feedback immediately from them for its onward transmission to A.C./Cluster Incharge.

Yours faithfully,



(GIRISH CHANDRA)  
DEPUTY COMMISSIONER

Encl: proforma

Copy to:-

1. P.A. to Commissioner, NVS, Noida for information please.
2. Joint Commissioner (Admn), N.V.S. Hqrs. for information please.
3. All the Cluster I/c/A.C. of N.V.S. (RO), Lucknow for information and necessary action, please. They are requested to obtain the information from the Principal concerned in the attached proforma with immediate effect and send the same to the Deputy Commissioner, NVS (RO), Lucknow for further necessary action.

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Lekhraj Panna Complex, IIIrd floor, Vikas Nagar, Sector-2, Lucknow