



# नवोदय विद्यालय समिति

## NAVODAYA VIDYALAYA SAMITI

(मानव संसाधन विकास मंत्रालय, शिक्षा विभाग, भारत सरकार का स्वायत्त संगठन)

1 Autonomous Organization of Ministry of Human Resource Development, Govt. of India)

लेखराज पन्ना, तृतीय तल Lekhraj Panna, Third Floor

सेक्टर-2, विकास नगर लखनऊ-226022 Sector-2, Vikas Nagar Lucknow-226022

☎ 0522-2738692 Fax No: 0522-2738695 E-Mail: [nvsrolko@rediffmail.com](mailto:nvsrolko@rediffmail.com) Website: [www.nvsrolko.org](http://www.nvsrolko.org)

F:5-2(Acad)/2014-NVS(LR)

Dated: 05.03.2014

To,

The Principal,  
Jawahar Navodaya Vidyalaya,  
Under Lucknow Region.

Sub: Preparation of Institutional Plan & Calender of Activities for 2014-15.

Sir/Madam,

As we all know current academic session will be over on 31.03.2014 and new session 2014-15 will start from 01.04.2014. Every year through out the session the Principal, Vice Principal, all the teachers & other staff members perform their duties for the growth & development of the students, institution and their own. But it is true that for optimum growth & development of students & institution, proper direction and time schedule for various activities is quite important. We need to prioritise our activities & act on those priorities as per schedule.

Proper direction, prioritization of activities & time schedule can be possible for whole session by preparing an effective institutional plan & calendar of activities.

Session 2014-15 will start from 01.04.2014 & this is high time to prepare an effective institutional plan by forming one committee of staff and captains (one boy and one girl) under the chairmanship of Vice- Principal & effective guidance of the Principal.

Therefore, All the Principals are instructed to form committee immediately after receiving this letter and prepare very effective institutional plan and calendar of activities related to following areas for the session 2014-15:-

1. Morning P.T. (as per PAP 2013-14, page no. 56)
2. Vidyalaya Assembly (As per PAP 2013-14, page no. 3, 4)
3. Preparation of Time Table and allotment of periods judiciously (as per PAP 2013-14, page no. 4, 5)
4. Classroom teaching learning.
5. Conduct of Activities and experiments during day to day teaching learning.
6. Use of ICT and power point presentation and maintenance of its record.
7. Remedial teaching for low achievers right from beginning of the session. (as per PAP 2013-14, page no. 6)
8. Supervised study in the afternoon & evening time.
9. Timely coverage of syllabus & conduct of various examinations as per schedule given in PAP (as per PAP 2013-14, page no. 22 to 25).



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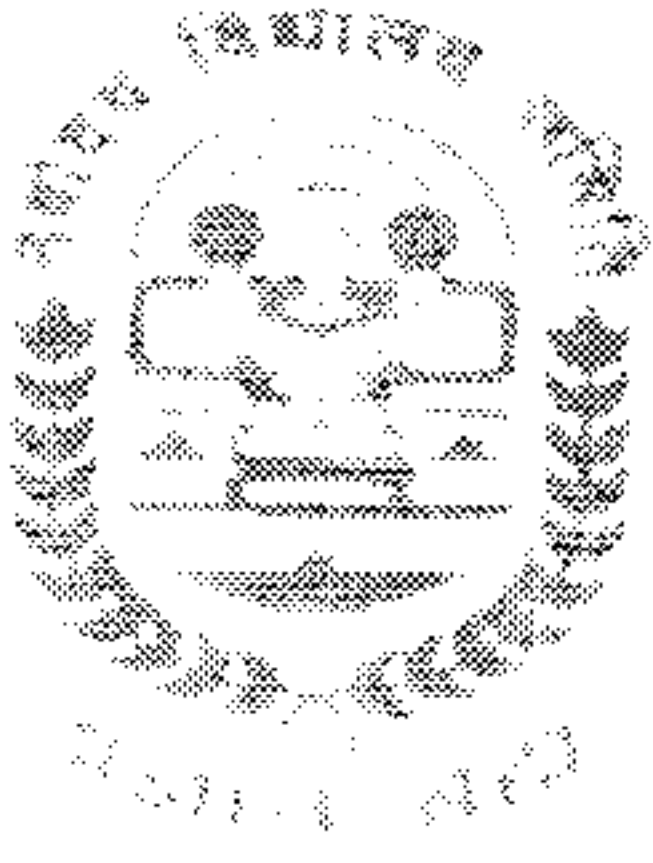
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10. Day to day monitoring of academic activities by Principal & Vice Principal. (as per PAP 2013-14, page no. 8)
11. Classes to be handled by Vice Principal (12 period every week) and Principal (10 period every week) alongwith detail of time table.
12. Preparation for panel inspection 2014-15.
13. Bench Mark for Board & Non Board classes & their subject teachers, (as per PAP 2013-14, page no. 9-10)
14. CCE related activities for both scholastic & co-scholastic areas as per CBSE instructions and PAP 2013-14 (page no. 11 to 21) provided by NVS, Hqrs.
15. Conduct of sports games and involvement of other teachers in sports games activities. Main sports games activities identified for the vidyalaya out of 17 discipline of sports games decided by NVS, Hqrs and as per availability of facility.
16. Conduct of Art and Music related activities in the Vidyalaya under Art & Music club/ Hobby club.
17. Maintenance of the campus and development of greenery in the campus.
18. Preparation for JNVST 2014-15.
19. Admission in Class-VI, IX (through lateral entry test) and Class-XI (as per NVS instruction & instruction given on page no. 26, 27 of PAP 2013-14)
20. Allotment of streams in Class-XI & mini migration of students. (as per page no. 27 of PAP)
21. Various test conducted for the students from IX to XI like proficiency test, aptitude test.
22. Conduct of battery of test/ physical efficiency test for students of different classes.
23. Conduct of co-curricular activities to be decide for the vidyalaya as per page no. 30, 31 & 32 of PAP 2014-15)
24. Important pace setting activities to be conducted during 2014-15 (to be decided as per page no. 54-55 of PAP)
25. NCC, Scout - guide activities to be conducted during 2014-15 (as per PAP page no. 60)
26. Important days to be celebrated.
27. Various clubs & activities related to different clubs during 2014-15 (as per page no. 32, 33 of PAP 2014-15)
28. Vidyalaya level wall magazine & display of students articles and other creative work (as per page no. 33 of PAP)



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29. Library & Library related activities (as per page no. 34 of PAP 2014-15)
30. Establishment & maintenance of museum corner (as per page no. 33 of PAP)
31. AEP (as per page no. 35 of PAP)
32. Development of communication skills of the students (as per guidelines given on page no. 35, 36, 37 & 38 of PAP)
33. Computer Education Programme, ICT in JNVs, usage of internet & creating website (as per PAP 2013-14 page no. 40, 41 & 42)
34. Important activities to be conducted for promotion and development of scientific temper among students (as per PAP 2013-14 at page no. 42, 43)
35. Participation of students in 22<sup>nd</sup> National Children Science Congress- 2014 under two different age groups. First is 10 to less than 14 years and other is 14 to less than 17 years on 31<sup>st</sup> December of calendar year. As per PAP 2013-14 at page no. 43 to 51 except focal theme for 2014-15. Focal theme will be provided through PAP 2014-15.
36. Migration related issues as per NVS instruction & PAP 2013-14 at page no. 52.
37. Mini migration as per PAP 2013-14 at page no. 53.
38. Yoga & Physical Education (as per PAP 2013-14 at page no. 56, 57 & 58)
39. Youth Parliament (as per PAP 2013-14, page no. 58, 59)
40. Art in Education (if applicable) as per PAP 2013-14 page no. 59, 60.
41. Gender sensitization programme at Vidyalaya level as per guidelines in PAP 2013-14 at page no. 62, 63 & 64.
42. Self defence Training programmes for empowering girls as per PAP at page no. 65, 66.
43. Safety security of the students.
44. Maintenance of dormitories & display of students creative work at entry point of every house.
45. Day to day M & R work in Mess & Hostels.
46. Day to day M & R work in academic block and within the campus.
47. Locking of dormitories and academic block as per NVS instructions.
48. Interpersonal relations.
49. Timely procurement of various items (mess, hostel, Lab, Library, furniture etc.) & timely utilization of budget as per norms.
50. Timely issue of uniform, bedding & daily use items to students.
51. To call services of counselor for emotional, academic and career counseling of the students. (separate counselor for boys & girls for emotional counseling)



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52. To call services of out side expert for music, dance, drama, sports games for the areas where subject teachers are not having reasonable level of competency.

53. Staff welfare programme.

54. Conduct of PTC, VAC, VMC etc.

Any other relevant point can be included by the Principal of the Vidyalaya in consultation with Vice - Principal, teachers & other staff members which may be helpful in smooth functioning of the Vidyalaya.

Detail information related to most of the points mentioned above is available in PAP 2013-14.

After preparing effective institutional plan as per above mentioned points, please prepare feasible calendar of activities month wise for whole session 2014-15 based on various resources available in the Vidyalaya and other conditions. In case there is any difficulty in preparing institutional plan and calendar of activities, consult your cluster Incharge Asstt. Commissioner for necessary help & guidance.

This is very important work which needs to be completed by 30.03.2014 so that institutional plan & calendar of activities for 2014-15 session may be implemented right from 01.04.2014.

Send one copy of "Institutional Plan & Calendar activities 2014-15" to undersigned by 05.04.2014 positively.

Keep one copy of Institutional Plan & Calendar of activities in Vidyalaya Library, Two in staff Room, One in Vice Principals office & One copy on the table of Principal for necessary refrence. Wherever Vice Principal is not available, the Principal himself/ herself should prepare "Institutional Plan & Calendar activities 2014-15" with the help of teachers, staff and students as mentioned above.

Yours faithfully,

  
(Girish Chandra) 5.3.14

Deputy Commissioner

Copy to:

1. PA to Commissioner, NVS, Noida.
2. Joint Commissioner(Acad), NVS, Hqrs., Noida for information.
3. Cluster Incharge Asstt. Commissioner for necessary action to ensure preparation of Institutional Plan & Calendar of activities by all JNVs under your cluster before 30.03.2014.