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Gram-NAVSAM

नवोदय विद्यालय समिति

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

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

फ-6(सामान्य)/नविस-2015/(लक्षे)/वि.प्र.

दिनांक : 08.09.15

सेवा में,

प्राचार्य/प्राचार्या,
जवाहर नवोदय विद्यालय,
लखनऊ सम्भाग ।

विषय : **Student unrest/Agitations.**

महोदय/महोदया,

कृपया उपर्युक्त विषयक इस कार्यालय के समसंख्यक पत्र दिनांक 08.09.2015 का संदर्भ ग्रहण करें जिसके द्वारा संयुक्त आयुक्त (कार्मिक), नवोदय विद्यालय समिति, (मु.), नोएडा के पत्रांक-10-69/2015-नविस/(वि.प्र.)/516 दिनांक 31.08.15 की प्रति आपको आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित किया गया था।

इसी क्रम में आपको पुनः सातों विन्दुओं पर विद्यालय स्तर पर कार्यवाही हेतु सुझावात्मक एजेंडा विन्दु निम्न विवरण के अनुसार इस निर्देश के साथ प्रेषित है कि कृपया एजेंडा विन्दु के अनुसार विद्यालय स्तर पर विभिन्न बैठकों को करवाना सुनिश्चित करें जिससे इसका अधिकाधिक लाभ प्राप्त हो सके। दिये गये विन्दुओं के अतिरिक्त विद्यालय की आवश्यकतानुसार अन्य विन्दुओं को भी सम्मिलित किया जा सकता है।

1. Suggested Agenda for monthly Mess Committee meeting.
2. Operation of Grievance Box/Suggestion Box.
3. Suggested Agenda for PTC meeting to be conducted every month.
4. Suggested Agenda for conduct of House Captains and House Masters meeting (with Principal and Vice Principal).
5. Suggested Agenda for M & R Committee meeting .
6. Suggested Agenda for Staff meeting.
7. Suggested Agenda for conduct of meeting of Class Captains and Class Teacher.

आशा है आप प्रत्येक माह उक्त सभी सात बैठके दिये गये सुझाव के अनुसार आयोजित करेंगे व सभी बैठको की कार्यवाही रजिस्टर में अंकित करेंगे जिससे अधोहस्ताक्षरी तथा सहायक आयुक्त के भ्रमण के समय बैठक की कार्यवाही का अवलोकन किया जा सके।

भवदीय,
मो. 21.9.15
(गिरीश चन्द्र)
उपायुक्त

संलग्नक : यथोपरि ।

प्रतिलिपि :

संयुक्त आयुक्त (कार्मिक), नवोदय विद्यालय समिति, मुख्यालय, नोएडा को उपरोक्त सभी सातों सुझावात्मक एजेंडा विन्दुओं की प्रति के साथ सूचनार्थ प्रेषित ।

①

SUGGESTED AGENDA FOR MONTHLY MESS COMMITTEE MEETING
JAWAHAR NAVODAYA VIDYALAYA

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

Date of Meeting _____

AGENDA :

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

Name of Food items

Certain reasons for not finding upto the satisfaction

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

- (2)
12. Position of budget utilization in last month.
 - a) Budget available as per actual students strength.
 - b) Total expenditure as per actual strength of the students.
 - c) Total saving in last month or total expenditure beyond budget limit.
 - d) Measures to be taken to maintain expenditure within budget limit.
 - e) If there was saving, measure to be taken to utilize it properly.
 13. Discussion about special food to be prepared for sick students as per doctor's advice.
 14. Discussion about atleast one meal to be prepared weekly or as per demand of migrated students and area specific.
 15. Various measures to be taken to control wastage of food items.
 16. Certain measures to improve quality of food even after utilizing same quality of material and budget which was available last month.
 17. Discussion about role of duty teachers in dining hall and their presence during different meals.
 18. Discussion about availability of boiled/ hot water for sick students or other students as per need.
 19. Discussion about disposal of left over material of food items at appropriate place in the campus or some other alternative place.
 20. Availability of sufficient furniture in dining hall.
 21. Availability of light points, fan, ventilation in dining hall and kitchen.
 22. Discussion about measures to be taken to stop entry of dogs and rodents, other animals in dining hall and kitchen areas.
 23. Maintenance of discipline, decorum and silence in dining hall during different meals.
 24. Discussion about various steps to be taken to ensure qualitative, quantitative and nutritious food within budget limit to students.
 25. Any other relevant point.

OPERATION OF GRIEVANCE BOX/SUGGESTION BOX

**Frequency of opening of Grievance Box
on 1 & 16 date of every month.**

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

Signature
(Incharge)
Name:
Designation :

Signature
Principal
Jawahar Navodaya Vidyalaya,

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

4

SUGGESTED AGENDA FOR PTC MEETING TO BE CONDUCTED
EVERY MONTH

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

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

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

Note:

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

(6)

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

Date : _____

Time _____

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

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

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

SUGGESTED AGENDA FOR M&R COMMITTEE MEETING DATED _____

(On any day of 1st week of every month
& II meeting as per need)

1. Review of action taken on decisions of previous meeting of M&R committee.
2. Discussion about following M&R related issues house wise-
 - a) Functioning of fans in houses.
 - b) Functioning of water tap.
 - c) Availability and functioning of tube lights/ CFL/LED light points.
 - d) Availability of water and electricity in hostels, bath rooms and toilets.
 - e) Situation of Wiring, Switch boards and switches of electric connection.
 - f) Availability of intact window panes, metal wire nets on windows, nails/hangers in houses for hanging clothings.
 - g) Availability of functional hand pumps near houses.
 - h) Availability of functional R.O/Water purifiers along with water coolers. Availability of pure drinking water in hostels, mess and academic block.
 - i) Discussion about any danger point identified near hostels, academic block and mess dining hall and steps to be taken to remove danger point.
 - j) Availability of sufficient light inside the houses, surrounding area of houses, on the way to hostels, mess and academic block, in dining hall, Academic block and class rooms.
 - k) Availability of light points and functional fans in class rooms.
 - l) Availability of intact and sufficient furniture in class rooms and dining hall.
 - m) Discussion about condition of window panes of class rooms and dining hall.
 - n) Availability of intact and functional toilets sheets with sufficient water and light in hostels and academic block.
 - o) Condition of white wash in hostels, classroom and dining hall, Academic block.
 - p) Condition of roof of hostels, classrooms, dining hall etc. and their repair, if required.
 - q) Discussion about cleaning of bushes, long grass and unwanted weeds from different places in the campus to ensure safety-security of the students and to maintain campus neat and clean.
 - r) Cleaning and water tanks, sewerage tanks, sewer lines, internal "Nali" etc. and date of last cleaning done and proposed date for future cleaning of OHT, water tanks of hostels, Sewer lines and other "Nali" etc.
 - s) Any other urgent M&R works needs to be undertaken immediately in mess, hostels, academic block and staff quarter etc. (like white wash, painting, replacement of damaged doors, windows etc. of Academic block and hostels).
 - t) Any other point as per need of the vidyalaya.
 - u) Maintenance of Staff quarters.

Note :

It would be responsibility of O.S to implement various decisions taken during M&R committee meeting within stipulated time as per need and as per rules.

PROPOSED AGENDA FOR STAFF MEETING

Date of meeting: _____

- Review of last staff meeting. Further discussion on points which were not attended till date and measures to implement them in current month.
- Discussion about various academic issues like-
 - Coverage of syllabus.
 - Timely completion of practical's simultaneously with theory.
 - Timely completion of correction of note book.
 - Preparation of standard question papers.
 - Conduct of exam. (FA, SA, UTs, & TT etc.)
 - Timely evaluation and submission of results.
 - Preparation of result by the class teachers.
 - Timely identification of low achievers and arranging remedial classes for them.
 - Arranging remedial classes and supervised study effectively for all classes.
 - Conduct of activities in lower classes per CCE. Submission of home and class assignments and projects by the students.
- Discussion about Mess, Hostels, Safety & Security of the students.
 - Timely attending sick students.
 - Regular visit and interaction of HMs with house inmates.
 - Infrastructure related issues of different houses/dormitories.
 - Issues related to safety security and emotional well being of students.
 - Discussion on mess related activities, quality of food served to students, duties performed by the teachers and HMs as per schedule, cleanliness and other related issues.
 - Safe movement of students in different places like academic block, dining hall, play grounds hostels etc.
 - Attending arrangement classes timely.

- Effective conduct of morning PT, Evening Sports-Games, Art and Music related activities.
- Maintenance of house gardens by the students under the guidance of HMs.
- Maintenance of surrounding area of mess and dining hall.
- Maintenance of academic block.
- Maintenance of whole campus.
- Cleanliness in toilets and bath rooms of hostel and academic block.
- Development and maintenance of greenery in the campus.
- Conduct of CCE & CCA effectively.
- Timely submission of result of all tests.
- Discussion about inter personal relations among all stake holder (Principal, Vice Principal, Staff, Students and formerly members of staff).
- Discussion about staff welfare programme.
- Movement of staff from the campus as per instructions and maintenance of gate register.
- Timely correspondence.
- Timely purchase as per norms.
- Timely maintenance of repair of building.
- Any other relevant points.