

JAWAHAR NAVODAYA VIDYALAYA

NEAR MAMLATDAR OFFICE

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INSTITUTIONAL PLAN 2018-2019

“COME TO LEARN AND GO TO SERVE TO THE NATION”



Bird-Eye View Of JNV BANASKANTHA

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MISSION STATEMENT

“THIS VIDYALAYA IS COMMITTED TO DEVELOP THE COMMUNICATION SKILLS SPECIALLY IN ENGLISH AND HINDI AMONG THE STUDENTS WITHIN TWO YEARS BY CREATING A LANGUAGE SPEAKING ATMOSPHERE IN WHICH THE STUDENTS CAN HEAR AND SPEAK IN THESE LANGUAGES.”

1. TARGET FOR THE YEAR 2018-2019

- To produce 100% Qualitative results from Class VI – XII with 100% First Class.
- To arrange for motivational talk (Both for Moral & Academics)
- To prepare students for various contests **like NTSE, Maths Olympiad, Science Congress, ISTDF and Intel computer project etc. and other competitive Examinations.**
- To undertake action research on the impact of **Technology Aided Learning (TAL)** in class Room Teaching.
- Improving the communication skill by conducting many class room activities in **all three languages.**
- Strengthening the Counselling to the Low achievers.
- To beautify the campus and Plantation.
- To declare the school as Eco - friendly campus and to take up all the related activities.
- Strengthening of Yoga- Pranayaam and Meditation.
- Improving the reading Habit by establishing a small library in dormitories.
- To excel in sports and games with specialized coaching.
- To arrange for **NEET** coaching for class XI and XII.
- To nurture the special talents of the students through Music, Art and other Co curricular activities if required through the external coaching.
- To improve the academic environment in school through creating interest among students by providing thorough knowledge in subjects.
- To make a group of students in class who can give guidance to all other students academically - strengthening the Peer Group Learning.
- To improve the general knowledge of students, by providing them more opportunity for reading.
- To empower the girl students through giving them opportunities to familiarize with certain life skills.
- To strengthen PTC and involve Alumni more actively in school activities.
- To strengthen Club activities.
- To release school Magazine
- To aim for Regional and National Topper in the different subjects.
- To aim for the 85% subject average in all subjects.
- To try out innovation in teaching-Learning area and improve the Learning environment in the class room.
- Innovations to be Observed daily this year
- Student on Duty [SOD] to assist the Master on Duty [MOD].
- Organize the fortnightly/Monthly Guest Lectures.
- Senior students handling the subjects for the Junior classes if necessary to generate the bondage in the Subjects.
- Supervisory duty to be managed by the class XI and XII and a regular time table will be prepared for the same.
- Team building spirit to be developed among the student Leaders.

- Special training for all the House & Class leaders to be given to excel them in the given job.
- Strengthen the sport activities through developing more play fields.
- Life skill activities to be carried out.
- Project Good Citizen should be strengthening.
- CCA should be more systematic and implemented real spirit-Some Model debate, Elocution should be conducted.
- House wise Drama competition, Skit, Mime, Painting competition, Computer competition etc to be conducted.
- Inter school competition should be conducted.
- Science exhibition involving House wise competition.
- Theatre art workshop for all the students especially for Dramatic Club.
- Regular or Periodical in-house training for the teachers by calling experts in various fields which should lead to professional growth/development.
- Motivation camp for the students especially for the Board Classes.
- Regular review of the subject committee meeting
- During class observation time , one more teacher has to observe the Class of a teacher along with Principal or Vice Principal .
- Monthly display of creative works done by students, on house display boards.
- To place our school in one among the best schools of our country.

2. OUR VMC CHAIRMAN.

Sl	Collector's Name		From	To
1	Shri. P D WAGELA	IAS	09.09.2000	19.11.2000
2	Shri. H K DAS	IAS	20.11.2000	18.04.2002
3	Shri. KAMAL DAYANI	IAS	22.04.2002	19.11.2003
4	Shri. S. S WAGELA	GAS	20.11.2003	30.11.2003
5	Shri. R S NINAMA	GAS	01.12.2003	19.12.2003
6	Shri. R R CHAUHAN	IAS	20.12.2003	07.06.2006
7	Shri. HARIT SHUKLA	IAS	08.06.2006	27.03.2008
8	Shri. R J PATEL	IAS	27.03.2008	07.07.2011
9	Shri. J B VOHRA	IAS	08.07.2011	06.11.2012
10	Shri. M THEENARASAN	IAS	07.11.2012	19.04.2013
11	Shri. J G HINGRTAJIYA	IAS	20.04.2013	15.02.2014
12	Shri. M S PATEL	IAS	16.02.2014	07.07.2014
13	Shri. DILP RANA	IAS	07.07.2014	09.05.2016
14	Shri. JENU DEVAN	IAS	09.05.2016	29.04.2018
15	Shri L B BHAMANIYA	IAS	30.04.2018	01.05.2018
16	Shri. DILP RANA	IAS	02.05.2018	23.10.2018
17	Shri. R. J MAKADIYA	IAS	24.10.2018	11.01.2018
15	Shri. DILP RANA	IAS	11.01.2018	-

3. LIST OF PRINCIPALS

Sl	Principals Name	From	To
1	Shri. N.S.GOSWAMY I/c	09.09.2000	08.02.2001
2	Shri. RAMDEV I/c	09.02.2001	30.11.2001
3	Shri. GANGARAM SINGH I/c	01.12.2001	22.08.2002
4	Shri. N.S.RANE I/c	23.01.2002	12.06.2006
5	Shri. V.MUNIRAMAIAH	13.06.2006	15.02.2014
6	Shri. RAKESH VYAS I/c	16.02.2014	05.05.2014

7	Shri. P. MANIKANTHAN I/c	06.05.2014	17.06.2014
8	Shri. M.R.SURYAVAMSHI I/c	18.06.2014	28.10.2015
9	Shri. V. L. Solanki I/c	28.10.2015	21.11.2015
10	Shri. Asokan N. M. I/c.	22.11.2015	15.05.17
11	SHRI Dr. R.K.VYAS	16.05.17	26.05.17
11	SHRI SUDESH G.MALAJURE	27.05.17	19.01.2018
12	SHRI B. K SINGH	19.01.2018	

4. ACADEMIC FRONT.

Monitoring academics is the most important area in a school. The main achievement of students in a school is their academics, i.e. how much knowledge is imparted and their gain and over and above the behavioural changes in them through learning subjects.

The main objective in academics in the coming year is academic excellence in both, Board appearing Pupils and as well as Non-Board classes. Also it is decided to improve the Reading habits, Communication ability and General awareness. After the first unit test itself slow learners will be identified and special care will be given based on the area of weak and the subject content.

After each unit test consolidated list will be prepared and shown to parents on the parent's day. Parents will be asked to meet the Subject Teachers and Class Teachers, every SECOND SATURDAY so that they will be able to know clear position of their wards in each subject and a combined effort will definitely make the student improve in academics.

Since the curriculum based on NCF -2005 gives more scope for activities, knowledge transaction within the class will be made more Learners Centered. Integration of ICT in Teaching-Learning will give significant importance during the year.

Teacher's card and Pupil's Record card will be prepared as per the new Proforma term wise and will be shown to parents.

Implementation of CCE to class VI to X which is already started in the previous year will be taken up in the right way.

Class observation will be done by Principal and Vice Principal as per the time schedule prepared for the professional growth and some of the good classes will also be observed by the fellow teachers.

Corrected note books and assignment books will be checked by Vice Principal and Principal as per the time schedule prepared. Non-scholastic areas will also be given importance as scholastic areas and evaluation will be done by concerned teacher month-wise.

In addition to class hours, Afternoon Supervised study, Evening Supervised study and Sunday Supervised study will be also conducted under the supervision of the Teachers. Teachers will be monitoring the studies regularly & Remedial classes will be conducted in the afternoon time. As innovation senior students will be given chance to teach the Lower classes and Seminars / Group discussion and Peer group Learning will be encouraged.

Further some more Academic parameters for improvement also to be followed to nurtured the Academic Excellency and they are-

- House wise points to be included for their performance.
- Computer programme can be developed for the calculation of the points.
- House Result sheet to be prepared as parallel to class result.
- Class wise graph/Histogram should be prepared for every month and improvement in the performance should be highlighted.

- Syllabus coverage strictly to be maintained as per PAP 2018-19.
- 40% of the syllabus to be covered with ICT compulsorily.
- Technology Aided learning period will be incorporated in the Time Table.
- Academic review meeting after every Unit test will be followed.
- Insisting teachers to suit for the Activity Oriented Teaching Methods in the class.
- Some of the good classes or Practices will be Video Graphed.

First terminal, First Pre-board, second Pre-board and second terminal examinations will be conducted as per the time schedule given by NVS and the Result will be announced on 31st March 2018 without Fail.

First all the Class Teachers will take the Class Attendance Compulsorily before the Assembly Every Working Day and submit the same to Principal for his Signature.

4.1 SCHOOL ASSEMBLY- BIRD'S EYE VIEW:

Sl	Activities	Duration in Min	Remarks
1	Class wise Roll Call	5 Min.	
2	National Anthem	1 Min.	
3	Navodaya Prayer	4 Min.	
4	Meditation	1 Min.	
5	Pledge	1 Min.	
6	Thought for the Day	0.5 Min.	
7	Student talk on Specific Topic	2 Min.	
8	News Headlines	2 Min.	
9	Introduction Of New Word	0.5 Min.	
10	Quiz Time	3 Min.	
11	Community Song	3 Min.	
12	Address by the MOD / Principal	2 Min.	
13	Move towards Class	After Assembly	

4.2 COMPUTERIZED ELECTRONIC BELL

For the First time Computerized Electronic Bell system has been introduced in the Vidyalaya to maintain the Daily routine meticulously without involving the Man Power from morning to night!

The Bell time schedule for the working days will as under.

Sl	Bell Timings	Duration in Seconds	Remarks
1	05:30(Roll Call)	30	
2	05:45(Morning PT)	10	
3	06:15	10	
4	07:25(Breakfast)	10	
5	07:45	10	
6	08:00(Assembly)	03	
7	08:20(1 st Period)	03	
8	09:00(2 nd Period)	03	
9	09:40(3 rd Period)	03	

10	10:20(4 th Period)	03	
11	11:00(Recess & Snacks)	07	Short Break will be given to all to distribute the Biscuits/Snacks to Students under the compulsory supervision of both the Physical Education Teacher Male & Female and Master on Duty of the day and Staff will get the Tea at Tea Corner.
12	11:10(5 th Period)	07	
13	11:45(6 th Period)	03	
14	12:20(7 th Period)	03	
15	12:55(8 th Period)	03	
16	13:30(Lunch)	07	
17	15:10(Long Bell)	08	
18	15:30(Remedial)	05	
19	16:45(Evening Snacks)	08	
20	17:00(Roll Call & Games)	08	
21	18:00(Long Bell)	08	
22	18:15 (Short Bell)	08	
23	18:30(Supervised Study)	05	
24	19:45(Dinner)	07	
25	20:30(Night Attendance)	10	
26	22:15(Light Off)	07	

4.3 SUNDAY / HOLIDAY BELL TIME SCHEDULE:

Sl	Bell Timings	Duration in Seconds	Remarks
1	08:00(Long Bell)	30	
2	8:15(Morning Roll Call)	10	All HM to be present for count
3	09:00(Breakfast)	10	
4	09:55(1 st Bell)	30	
5	10:00(2 nd Bell)	10	
6	12:00(Long Bell)	30	
7	13:30(Lunch)	10	
8	16:20(Long Bell)	30	
9	16:30(Evening Roll Call)	03	All Associate House Masters to be present for count
10	18:30 (Special Roll call)	10	By MOD and Tutor
11	19:45(Dinner)	10	
12	20:30(Night Attendance)	10	
13	22:15(Light Off)	07	

4.4 ALLOTMENT OF PERIODS (AS PER NVS HQR ACADEMIC PLAN 2018-19)

Sl	Class VI- VIII	Periods	Class IX	Periods	Class X	Periods	Class XI & XII	Periods
1	English	08	English	07	English	08	English	07
2	Hindi	08	Hindi/ Lang	06	Hindi	06	Hindi/ Math's/ Computer	07
3	Math's	06	Math's	07	Math's	08	Physics/Econ	09
4	Science	06	Science	09	Science	09	Chemistry/B.St	09
5	S.St	05	S.St	08	S.St	09	Biology/Acct	09
6	Library	02	Library	02	Library	02	PHE	01
7	Computer	02	PHE	01	PHE	01	G.S	01
8	Art	02	Computer	02	Computer	02	Computer	02

9	S U P W	01	Art/Music	01	Art/Music	01	Library	02
10	Music	02	S U P W	01	S U P W	01		
11	P H E	01	Third Lang	03	Third Lang	03	S U P W	01
12	Regional Lang	05						

* **AEP Classes are given to three teachers viz** **1.** Sh. J P BHATI,TGT Hindi (Class IX Std), **2)** Ms Usha Parmar, Staff Nurse (Class VIII Std) , **3)** Mrs.Margarette V Parakkal, PGT Eng (Class X to XII Std)

4.5 CBSE GUIDELINE FOR EVALUATION :

I) Consequent upon the decision taken by the Governing Body of the Board, the dual scheme of examination for Class X know thereto as Scheme-I and Scheme-II shall stand discontinued for the students appearing in Class-X from the Academic Year 2018-19 and onwards. The examination from Academic Year 2018-19 and onwards would be conducted as per the remodelled assessment structure. Students will be evaluated in two areas [1] The Scholastic area and [2] Co-scholastic area.

The Scholastic area will have a maximum of 100 marks. The Board will conduct class-X examination for 80 marks in each subject covering 100% syllabus of the subject of class-X only. The internal assessment will comprise of 20 marks – periodic test [10 marks], Note book submission [5 marks] and subject enrichment activities [5 marks].

In the Co-scholastic areas activities will be graded on a 5 point grading scale [A to E] and will have no descriptive indicators. No up scaling of grades will be done. The activities will be Work Education or Pre-Vocational Education, Art Education, Health & Physical Education.

For class-VI to IX in the CBSE affiliated schools, the assessment will be of the same model.

For Class-XI & XII, three unit tests will be conducted in first term and three unit tests in the second term as per the Time Table given by the NVS.

4.6 STRENGTHENING OF ICT AND EFFECTIVE IMPLEMENTATION OF COMPUTER EDUCATION IN THIS JNV.

- Effective implementation of ICT in teaching learning process by the teachers in jnvs and preparing time table.
- Effective utilization of smart classroom and latest electronic gadgets like LCD, OHP etc in day to day teaching learning process by the teachers.
- Strengthening of CEP from classes VI TO XII and functioning of FCSA in JNVs.
- Role of Principal and Vice Principal in monitoring and maintenance of records on above issues.
- Language teachers and Misc. teachers also should be included and encouraged to use computer in their classes.
- Laptop available in the school should be effectively utilized.
- LCD projector should be permanently fixed on the ceiling, at least in three class room so that teachers can go with laptop and connect to projector which will make the work easy.
- Weekly academic meeting to share the good practices / teaching learned or used for the knowledge of others.
- School level core group to be form who interested and motivated to implement technology in teaching who can in turn train and help others.
- Technology plan to be prepared for the school with the clear objectives and action plan to implement technology with time line.

- Technology survey of the school to identify the skill of teachers and students so as to arrange for the training to fill up the lacunae.
- Special teachers can be involved to use the additional time of usage of computers. Extra period/ arrangement period can be utilized in the computer room.
- Special time table can be prepared of extended time of lab facility i.e after the academic hours by using the services of FCSA and computer teacher.
- All the teachers have an active E-Mail ID for official correspondence along with Contact No. and Both the Permanent & current Mailing Address .
- AMC for Computer systems, UPS and antivirus- software, Net Computing are as per plan to be implement.
- Every teacher should be encouraged to do maximum correspondence online or Networking sharing folder and they should be encouraged to go for paperless work. They should be trained in CD writing and storage devices. If possible pen drives can be issued to teachers.
- Separate notice board for computer department to highlight all related messages.
- Technology Aided Learning period (TAL) in the time table should be incorporated so that formally teacher is given chance to use technology.
- Separate appraisal from teachers side to assess the usage of technology in class rooms. i.e. like ACR a special report should be prepared for every teachers with reference to usage of technology in teaching learning.
- Number of projects given to students which has scope of using technology- computer should be assessed.
- There should be showcase at school level to display the works of students and teachers in the field of technology usage.
- Competition related to computer skills, Web Designing, Digital Art, PPT, Programming, etc should be included in the calendar of activities.
- Teachers and students are encouraged to participate in various computer related competition like oraclehink.com, Intel technology award, Microsoft, shikshaha portal etc.
- Active maintenance of Vidyalaya web site with periodical updates preferably in gov.in domain name.
- Computer infrastructure should also be used for other online learning , e-magazines, language learning (as language lab)
- A good package of broadband is to be connected to many computers with switch technology which does not reduce to speed.
- In-house training to all the teachers to use all the gadgets-like scanner, CD writing, LCD projects etc.
- Identify the topics/ concepts where ICT can be used which should be done from the beginning of the year which can be incorporated in the year plan.
- Principal and Vice Principal of the school make it compulsory that every teacher takes at least one class in a week with the help of computer so that the reluctance or fear to take computer aided classes will be removed from their minds.
- Provide 24 hours internet facility in computers so that teachers can prepare their lessons in their free time Have internet facility to sufficient number of systems and preferably keep in their departments and staff room.
- Time-table preparation should be computerized such as using BJS online smartschool software. Arrangement period should be mostly given to computer or teacher should be asked to engage the arrangement class in computer rooms.

- Services of Lab. Attendant can be used to maintain the computer lab while arranging classes.
- Time table should be arranged in such a way teachers get maximum number of period to use computer lab and smart room.
- Arrange demonstration classes of efficient teachers which is to be observed by all the teachers.
- Computer syllabus prescribed for all the classes should be completed in time and students should have sufficient time to practice the same in the Laboratory.
- The product like 'kyon' which is computer cum projector is very handy and can be taken to each class regularly. Lab attendant can help in this regard.
- Principal and Vice Principal should maintain the record of classes taken with the help of computer day wise and period wise. Which can also be collected from class leader at the end of the day.

4.7 SCHOOL LABORATORIES.

School has four laboratories viz. Computer, Physics, Chemistry and Biology. Extending the Computer facility one multimedia room is created to teach with advance technology. All the three laboratories of science department namely Biology, Physics & Chemistry Labs are adequately equipped to meet the Science activities as per the Syllabus. Rs.1,00,000/- sanctioned every year to procure additional equipments and recurring items. Tender processors will be finalized by April every year and ensure the purchase processors to be complete on or before by August positively.

All the three Labs were provided with the Computers and ICT based teaching will be encouraged during this year. **Science Day** and **Navodaya Sadbhavna Diwas** will be observed on Dt:28.02.2018 in a grand way and science Exhibition will be organized.

4.8 VIDYALAYA LIBRARY: Vidyalaya Library having number of books comprising various fields like Science, Accountancy, etc.

- Total number of Books : 4157
- News paper: 13
- Magazines & Periodicals: 32
- Library Timings

Normal Days :

**08.20 Hrs To 13:25 Hrs and
15: 15 Hrs To 16.35 Hrs Every Day on superwise study**

Special Days or During Examination :

**08.20 Hrs To 13:25 Hrs
15:15 Hrs To 16.35 Hrs Every Day and
18:30 PM to 19:30 PM**

[As NVS Ro Pune desires to make use of Books, Magazines, Vernaculars and any other informative Books extensively as Reference Books or as informative Source of knowledge point in English, Hindi and Gujarati languages.]

- a. To supply teachers with material needed in the teaching work and for their own professional growth.
- b. To help individuals to realize the full the potentialities of his personality by providing need

based information.

- c. To contribute to the fulfilment of the educational aim of the school by providing curriculum support.
- d. To help children to become independent in finding and selecting the information relevant to given job or to their interest and hobbies.
- e. To awaken and foster reading habit so that the children become familiar with books as sources of pleasure and information.
- f. Entering of library books in to computer under process.
- g. Providing of information to the student downloading from useful websites.

4.9 READERS CLUB ACTIVITIES: To create reading habit among the students, we are conducting various activities like Celebration of National Book Week, collection of posters-sports personalities, reports, and trends in education, collection of important articles from news papers, album of pictures and news of amazing facts.

4.10 OTHER ACTIVITIES: To put on Notice Board Important Matters, paper cuttings, like Science and Technology, Who's Who, Career Guidance, Vocational guidance by posting advertisements of school and colleges like Engineering and Medical colleges. Exhibiting new arrivals etc.

NEWS PAPER AND MAGAZINES : NEWS PAPERS

1. GUJRAT SAMACHAR - GUJ. 5
2. SANDESH -GUJ. 5
3. DIVYA BHASKAR - GUJ. 1
4. TIMES OF INDIA - ENG 2

MAGAZINES -WEEKLY

1. EMLOYMENT NEWS - ENG
2. ABHIYAN-GUJ.
3. CHITRALEKHA-GUJ.
4. INDIA TODAY-ENG

MAGAZINES -FORTNIGHTLY

- 5 OUTLOOK HINDI
- 6 CHAMPAK-HINDI

MAGAZINES- MONTHLY

7	BIOLOGY TODAY	ENGLISH
8	CHEMISTRY TODAY	ENGLISH
9	C S R	ENGLISH
10	DREAM 2047	ENGLISH
11	G. K. TODAY	ENGLISH
12	KNOWLEDGE QUEST	ENGLISH
13	MATHEMATICS TODAY	ENGLISH
14	PHYSICS FOR YOU	ENGLISH

15	PRATIYOGITA DARPAN	HINDI
16	WISDOM	ENGLISH
17	AFTER SCHOOL	ENGLISH
18	AVISHKAR	HINDI
19	CAREER SOLUTIONS	HINDI
20	CIVIL SERVICE CHRONICLE	HINDI
21	LATEST FACTS IN G.K.	GUJARATI
22	MADHUMATI	HINDI
23	NAVNEET SAMARPAN	ENGLISH
24	PARAB	GUJARATI
25	PARIBODH	HINDI
26	SHABDSHRUSHTI	GUJARATI
27	SAFARI	GUJARATI
28	SAHITYA AMRIT	HINDI
29	SCIENCE REPORTER	ENGLISH
30	KADAMBINI	HINDI
31	AKSHAY URJHA	ENGLISH
32	AAJKAL	HINDI
33	YOJANA	HINDI
34	KURUKSHETRA	ENGLISH
35	KURUKSHETRA	HINDI

4.11 INFRASTRUCTURAL FACILITIES

This school is established in the year of 2000 AD and it has completed in all major constructions. House system will be followed as per NVS Guidelines.

Regarding the sport infrastructure we have two Hundred Meters track and play field for Volley Ball, two Basket Ball, two Kho-Kho, one Hand Ball and one Foot ball.

Efforts are taken to prepare additional grounds so as to give the maximum play area for all the students to be engaged during the sports time.

4.12 SUBJECT COMMITTEE MEETING

To assess the duties performed by the subject committee members, subject committee meeting will be conducted once in a month. The matters to be discussed during it will be -

- 1) Coverage of syllabus
- 2) Revised syllabus, its merits and demerits
- 3) Concepts which need interdisciplinary discussion
- 4) Slow learners and the methods to be adopted to improve them
- 5) Methodology of teaching .

Principal conducts the meeting by giving proper suggestions and Subject committees are-

- 1) Science
- 2) Social science
- 3) Mathematics
- 4) English
- 5) Hindi
- 6) Gujarati with the convener of the committee as the Senior Teacher in each subject.

Report of the meeting is to be submitted by the convener by the subsequent day of the meeting itself. In the next meeting it is to be checked whether the decisions taken during the previous meeting is implemented or not. Follow up of the meeting is needed.

4.13 STAFF MEETING :

On the **Last working day of every Month** there will be a staff Meeting conducted where the meeting is conducted by the Principal and Vice Principal to assess the previous Month's Academic activities including the Academic performance, Class wise and Completion of Syllabus and to Plan for the succeeding Month's programmes. On special occasions staff meetings will be conducted for urgent matters as per needs.

Matters related to students, Staff and the school or other related things will be discussed in the meeting. Also important Circulars from Samiti and actions to be taken to implement it, Grievances of staff if any, will also be discussed

4.14 REGISTRATION OF CBSE STUDENTS:

Names of Class X and XII students will be registered for A I S S E and A I S S C E as per the instructions of CBSE . CBSE in charge will be doing the filling of Application forms and verifying the forms with the help of admission Register.

4.15 TIME SCHEDULE OF SCHOOL, DAILY ROUTINE [WINTER DAYS]

SL	PERIOD	TIMINGS	REMARKS
01	Rouse	05:15 Hrs	
02	Morning Roll call and P.T	05:45 Hrs – 06:15 Hrs	PETs and MOD,duty teacher
03	Wash and change	06:15 – 07:20Hrs	AHMs-Dormitory Visit and Lock regularly
04	Break - Fast	07:20- 07:40 Hrs	tutor
05	Class Room Attendance	08:00 Hrs – 08:05 Hrs	Class Teacher
06	Assembly Hours	08:05 Hrs – 08:25 Hrs	
07	First Period	08:25 Hrs – 09:05 Hrs	
08	Second Period	09:05 Hrs – 09:45 Hrs	
09	Third Period	09:45 Hrs – 10:25 Hrs	
10	Fourth Period	10:25 Hrs – 11:00 Hrs	
11	R E C E S S	11:00 Hrs – 11:10 Hrs	PETs and MOD
12	Fifth Period	11:10 Hrs – 11:45 Hrs	
13	Sixth Period	11:45 Hrs – 12:20 Hrs	
14	Seventh Period	12:20 Hrs – 12:55 Hrs	
05	Eighth Period	12:55 Hrs – 13:30 Hrs	
16	Lunch Break	13:30 Hrs – 14:15 Hrs	DUTY Teacher and MOD and SOD
17	Own Time	14:15 Hrs - 15:10 Hrs	
18	Remedial / Supervise Class and Club Activities	15:30 Hrs – 16:45 Hrs	
19	Tea Break	16:45 Hrs – 16:55 Hrs	DUTY Teacher and MOD
20	Roll - call Games and Sports	17:00 Hrs – 17:50 Hrs	MOD and PETs,Duty Teachers
21	Wash and Change	17:50 Hrs – 18:10 Hrs	
22	Class wise attendance and Evening Study	18:20 Hrs – 19:30 Hrs	Duty Trs & MOD
23	Dinner	19:30 Hrs – 20:15 Hrs	Duty Trs & MOD
24	House Visits and Roll Call	20:45 Hrs – 21:15 Hrs	HM / AHM
25	Self Study and Personal time	21:15 Hrs – 22:30 Hrs	
26	Dormitory Locking & Light Off	22:30 Hrs-22:30	Night Duty Chowkidar

4.16 TIME SCHEDULE OF SCHOOL, DAILY ROUTINE [SUMMER DAYS]

Sl	Period	Timings	Remarks
01	Rouse	05:15 Hrs	
02	Morning Roll call and P.T	05:45 Hrs – 06:15 Hrs	PETs and MOD
03	Wash and change	06:15 – 07:30Hrs	AHMs-Dormitory Visit and Lock regularly
04	Breakfast	07:15- 07:35 Hrs	tutor
05	Class Room Attendance	07:50 Hrs – 07:55 Hrs	Class Trs
06	Assembly Hours	08:00 Hrs – 08:20 Hrs	MOD and House on Duty with House Masters
07	First Period	08:20 Hrs – 09:00 Hrs	
08	Second Period	09:00 Hrs – 09:40 Hrs	
09	Third Period	09:40 Hrs – 10:20 Hrs	
10	Fourth Period	10:20 Hrs – 11:00 Hrs	
11	R E C E S S	11:00 Hrs – 11:10 Hrs	PETs and MOD
12	Fifth Period	11:10 Hrs – 11:45 Hrs	
13	Sixth Period	11:45 Hrs – 12:20 Hrs	
14	Seventh Period	12:20 Hrs – 12:55 Hrs	
05	Eighth Period	12:55 Hrs – 13:30 Hrs	
16	Lunch Break	13:30 Hrs – 14:15 Hrs	DUTY Teacher and MOD and SOD
17	Own Time	14:15 Hrs - 15:10 Hrs	
18	Remedial / Supervise Class and Club Activities	15:30 Hrs – 16:45 Hrs	
19	Tea Break	16:45 Hrs – 16:55 Hrs	DUTY Teacher and MOD
20	Roll - call Games and Sports	17:00 Hrs – 18:00 Hrs	MOD and PETs,Duty Teacher
21	Wash and Change	18:00 Hrs – 18:20 Hrs	
22	Class wise attendance and Evening Study	18:30 Hrs – 19:45 Hrs	Duty Trs & MOD
23	Dinner	19:45 Hrs – 20:30 Hrs	Duty Trs & MOD
24	House Visits and Roll Call	20:45 Hrs – 21:15 Hrs	HM / AHM
25	Self Study and Personal time	21:15 Hrs – 22:30 Hrs	
26	Dormitory Locking & Light Off	22:30 Hrs-22:30	Night Duty Chowkidar

4.17 TIME SCHEDULE - Sunday / Holiday Routine Time Table

Sr	TIME	Activity
01.	05:30Hrs	Rouser
02.	6:30 to 7:30 Hrs.	Cleaning of House Surroundings
03.	8:15 to 8:30 Hrs.	Roll call (All HM invariably present along with MOD without any excuse whatsoever)
04	09:00 to 09:30 Hrs	Breakfast
05	10:00 to 12:00 Hrs	Supervised study (Attendance to taken by the Duty Trs both in the Beginning and in the End too)
06	12:30 to 13:15 Hrs	Own Time

07	13:30 to 14:10 Hrs	Lunch (MOD and Duty Trs to monitor)
08	14:00 to 16:00 Hrs.	Library (Librarian may take as off on Sat afternoon in lieu of Sun Duty)
09	16:15 to 16:30Hrs	Roll call (All AHM invariably present along with MOD without any excuse whatsoever)
10	16:30 to 18:30 Hrs	Movie/Personal time/games
11	18:30 to 18:45 Hrs	Special Roll Call by MOD and Tutor
12	19:00 to 19:45 Hrs	Wash and change
13	19:45 to 20:30 Hrs	Dinner (MOD and Duty Trs to monitor)
14	20:30 to 21:00 Hrs	Roll call by HM / AHM
15	21:00 to 22:15 Hrs	Self Study
16	22:15 Hrs	Light off and Locking the Dormitory by the duty Watchman

4.18 CLUB ACTIVITIES:

To nurture the special talent of the Pupils various clubs like language clubs, Science club, Mathematics club, Eco club, Interact club, Health & yoga club, Computer club, Readers club, Music club are formed with a convener and two or three teachers as members and a group of interested students as members. The entire school will be divided into different clubs based on their interest and aptitude. Club activities will be carried out on alternate Saturdays in the afternoon. Periodical report on club activities and some outcomes of it will be presented in Morning assembly. It is planned to have an exhibition of the outcome of all the club activities. Every Saturday 3:30pm to 4:45pm Club Activities to be carried out by the incharge / members of each Club.

Following are the various clubs and the teachers in charge of each club and each club will prepare a target and action plan for the academic year for the effective implementation.

Club Activities Timings:

The club activity will be conducted on every Fortnight (i.e **Saturday only**) between **1530 to 1645** Hrs and the details of various clubs formed in Vidyalaya is as under.

Sl	Name of the club and its activity	Name of the Teachers involved as Convener & In-Charges	
01	Literary Club covers the area like - Drama, Creative writing, and Magazine preparation	English	Mrs M.V.Parakkal PGT.English (Convener) Shri.M.Pandya, TGT.English (Co-ordinator) Shri. Haresh Parikh, TGT.English
		Gujarati	Shri MANHAR PARMAR, TGT.Gujrati (Converner),
		Hindi	PRAGYANA P.PGT.Hindi (Converner) ,

			Shri.Jayprakash, TGT.Hindi (Co-ordinator) Shri. Radha mohan Ameriya, TGT Hindi
02	Mathematics		Shri.B.Shah., PGT.Maths (Convener), Shri A.K.Patel, PGT. Maths, (Co-ordinator) Shri. Suresh kumar Meena, TGT.Maths
03	Science		Shri Chandrabhan, PGT.Biology (Convener) Shri Shrivankumar, PGT.Chemistry, (Co-ordinator) Miss Sonali Kumari (PGT – Physics), Shri Sharvan Kumar (TGT Science)
04	Eco club activity		Shri D.V.Makwana Art teacher (Convener) Mr. Chandrabhan, PGT-Biology (Co-ordinator), All A.H.M.
05	Interact Club		Shri N. Sadhu ,P.E.T.(M), (Convener), Smt. Amixa Modi, P.E.T.(F) (Co-ordinator)
06	Health and Yoga		Smt. Usha Parmar, Staff Nurse (Convener) Smt. Amixa Modi, PET(F) (Co-ordinator) Shri J.P.Bhati, TGT Hindi, Shri A. A. Suthar, Librarian
07	Gardening		Shri. R. M. Ameriya, TGT Hindi, All H.M., Both Chowkidar, Electrical Cum Plumber
08	Computer Club		Shri B.Shah, PGT Maths, F.C.S.A, Mr. H. M. Parikh, TGT-Eng, Shri A.K.Patel, TGT Maths, TGT-Science, Shri MANISH PANDYA(Samsung smart class)
09	Art Club		Shri D.V.Makwana , Art teacher, TGT Science
10	Readers Club		Shri A.A. Suthar, Librarian, All Lang. Teacher, All Class Teacher, All Captain
11	Music Club		Shri D.V.Shrimankar, Music Teacher, Smt Amixa Mod, P.E.T.(F), Smt. M. V. Parakkal, PGT Eng.
12	NCC Club		Shri Guman Singh,TGT S.St
13	Scout and Guide		Shri A.A.Suthar, Librarian, Smt. Amixa Modi, PET(F)
14	Integrity Club For Classes from VI to XI (F No:7- 65/NVS/HR/201011/5960 / Dt:07.03.2011)		Sh. Mahipal Khardiya, PGT History Sh. Manhar Parmar, TGT Gujarati
15	SAMSUNG SMART ROOM		SH. MANISH PANDYA

4.19 PACE SETTING ACTIVITIES

Following combined cum Pre-planned scheduled activities will be organised during the year 2018-2019

Sl	Area	Activities	
01	Academics	a	Sharing Resources- Conducting Tr Orientation Prog with association of District Education Officer
02	Library	b	Book Exhibition
03	Sports	c	Organizing Coaching Camps (Hocky, Kho-Kho , Volly Ball) for the students of nearby Schools
04	Community related	d	Communal harmony like AIDS Awareness, Literary, Participation in Cultural

Activities	Activities at District Level programmes.
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4.20 MIGRATION PROGRAMME.

As per the NVS Migration Policy our school is attached to JNV Mavli of Udaipur District in Rajasthan State. The following students are hereby selected based on lottery. They are moving to JNV Mavli in July 2018 from JNV Banaskantha where the counterpart Vidyalaya also suit the same.

The List of the Migration selection students is declared by the end of April-2018.

4.21 TEXT BOOKS

CBSE text books are followed from class VI to class XII. In class VI, Questions are given both in English and Gujarati for the examinations. From class VII onwards, Questions are given in English only because by that time those children who come from Gujarati medium get adjusted to it. Requisition for text books whichever needed is given already.

4.22 STREAM ALLOCATION

In +2 level, there are two streams in our school with Science and Commerce stream*. Allocation of stream for the coming +1 science and commerce will be done after declaring the AISSE -2016 result. In + 1 commerce, few students are allowed to come from other schools on Mini-migration if the vacancy exists. Streams will be allocated to students by taking into consideration the Bench- mark for admission as per the NVS Norms meticulously.

4.23 SHRAMDAN : "Cleanliness is next to Godliness"

All the students belongs to all houses, all HMs, all AHMs and all Tutors are to be present in this "mass cleaning" program to be carried out to up keep of cleanliness in Vidyalaya in general and inculcate the cleaning and concerned about in particulars. Every students of Vidyalaya should involve in cleaning of given specific area for 10 minutes in evening 4:30 P.M. to 4:40 P.M. of every Saturday excluding the timing of to and fro.

4.24 LIST OF STAFF MEMBERS

01. Principal, Dr. B. K Singh
02. Vice Principal, Sh. T. Basi Reddy
03. Mr. Mahipal Khardiya, PGT History.
04. Mr. Bhuneshwar. Shah, PGT Mathematics
05. Mrs. M.V. Parakkal, PGT English
06. Mr. Shravankumar, PGT-Chemistry
07. Mr. Chandrabhan, PGT-Biology
08. PGT HINDI - VACANT
09. Miss Sonali Kumari, PGT Physics
- 10 Miss Anita Kumari ,PGT-Commerce
11. Mr. Santlal Kumar, PGT-Economics
12. Mr. Anant K. Patel, TGT Mathematics
13. TGT-MATHS – VACANT
14. TGT-SCIENCE – VACANT
15. Mr. Jayprakash Bhati, TGT Hindi
16. Mr. Haresh Parikh, TGT English
17. Mr. Manish Pandya, TGT English
18. TGT Gujarati VACANT
19. Mr Radha Mohan Ameriya, TGT Hindi
20. Mr Manhar Parmar, TGT Gujarati

21. Mr. Guman Singh., TGT Social Science
22. Mrs. Amixa Modi, P. E. Teacher (Female.)
23. P. E. Teacher (Male.)- VACANT
24. Mr. Dinesh V. Shrimankar, Music Teachers
25. Mr. Dinesh V. Makwana, Art Teacher
26. Mr. M. R. Solanki, Librarian
27. Mrs. Usha Parmar, Staff Nurse
28. Mr. Umesh Shinde, Office Superintendent
29. Mr. Pusa Ram Meena, Upper Division Clerk
30. Catering Assistant – VACANT
31. Mrs. Shilpa Gameti, Store Keeper
32. Mr. Arif Kadri, Lower Division Clerk-I
33. Lower Division Clerk – Vacant
34. Elec. Cum Plumber - Vacant
35. Mr. Vijay Rajgor, Cook
36. Lab Attendant - Vacant
37. Chowkidar – Vacant
38. Chowkidar - Vacant
39. Mr. SHARAD DAGLA, Mess Helper-1
40. Mr. Piyush, Chowkidar cum sweeper
41. Mr. Sardar Rathod, Chowkidar cum sweeper
42. Mr. DINESH RAJGOR, Mess Helper-2
43. Matron - I (On Contract)
44. Matron - II (On Contract) VACANT

4.25 IN-CHARGES OF VARIOUS DEPT. FOR THE YEAR 2018-19.

Allotment of Duties		
SL	Name of the Department	Members
1	TIMETABLE & SUBSTITUTION	1 Shri B. Shah, PGT-Maths
		2 Shri A. K. Patel, TGT-Maths
		3 Shri J. P. Bhati, TGT-Hindi
2	INTERNAL EXAMINATION	1 Shri Sharvankumar, PGT-Chemistry I/C
		2 Shri Guman Singh, TGT- S.st
3	ACADEMIC incharge to look after the Study Hours	Sh. Mahipal K. during School Hrs. from morning to 1:30 pm Morning Hrs
		Sh. B.Shah, PGT Maths After Noon Hrs
		Sh. Shrivankumar, PGT Chemistry, Evening Hrs
4	MESS DEPARTMENT	Sh. Mahipal Khardiya, PGT-History Incharge Sh. B.Shah (Member)
5	CBSE EXAM	1. Shri Bhuneshwar Shah, PGT-Maths 2. Shri Mahish Pandya, TGT-English
6	PACE SETTING ACTIVITIES	1 Shri Guman Singh, TGT Social Science
		2 Shri A.K. PATEL
7	JNVST-2018 *	1 Shri A.A.Suthar, Librarian [Convener]
		2 Shri Manhar Parmar, TGT-Gujrati [Member]
8	RAJABHASHA SAMITI	1 Shri. Jayprakash, TGT Hindi Shri Haresh Parikh,

			TGT-English
		2	Shri. Radha Mohan Ameriya, TGT Hindi
		3	Office Superintendent
9	INSTITUTIONAL PLAN & SCHOOL CALENDAR	1	Sh. Mahipal Khardiya, PGT-History
		2	Shri R. M. Ameriya, TGT-Hindi
		3	Smt. Margaret Parakkal, PGT Eng SH. J.P.BHATI
10	CCA	1	Shri J.P.Bhati
		2	Shri Haresh Parikh, TGT-English
		3	Shri D.V Makwana Art Teacher
		4	Sh. D. V. Shrimankar, Music Teacher
11	COMPETITIVE EXAM AND NTSE / DAKSHANA FOUNDATION	1	Shri CHANDRA BHAN, PGT BIO.,SCI.MATH
			SCI.MATH
12	GUIDANCE AND COUNSELLING	1	Shri Manhar Parmar, TGT-Gujarati, Smt Margaret V Parakkal & Smt Usha Parmar, Staff Nurse
		2	All H.Ms.
13	COMPUTER LAB.	1	Shri. Bhuneshwar Shah, PGT Maths
		2	F C S A
14	MATHS OLYMPIAD	1	Shri. B.Shah, PGT Mathematics
		2	Shri A.K.Patel, TGT Mathematics
15	STAFF ROOM INCHARGE	1	Shri D. V. Makwana, Art Teacher
16	SAMSUNG SMART CLASS	1	Shri MANISH PANDYA, TGT-ENGLISH
		3	F.C.S.A.
17	SCHOOL MAGAZINE	1	Sh. Mahipal Khardiya, PGT-History , Convenor
		2	All Language Teachers. i.e Gujarati, English and Hindi
18	DAILY ISSUE ITEMS	1	Store keeper ,O.S. , All H.M
19	Arrangement of Guest	1	Sh. R. M. Ameriya, TGT-Hindi, Sh. Manhar P., TGT-Guj.
20	Alumni	1	Shri. A.K.Patel. TGT Maths, Incharge SHRI S.KUMAR
21	Teaching Aid S.st		Shri Mahipal Khardiya, PGT-History
22	Health Club	1	Smt. Usha Parmar, Staff Nurse In charge
23	Language Club	ENGLISH	1 Smt. M.V. Parakkal, PGT English In charge
			2 Shri Manish Pandya, TGT English
			3 Shri Haresh Parikh, TGT English
		Gujarati	1 Shri Manhar Parmar, TGT Gujarati

		HINDI	1	Shri Jayprakash, TGT Hindi
			2	Smt. Pragana P.
			3	Shri R.M.Ameriya, TGT Hindi
24	Subject cum Miscellaneous Club	MATHS	1	Shri. B.Shah, PGT Maths In charge
			2	Shri A.K. Patel, TGT Maths 1
			3	Sh/Ms. Suresh , TGT Maths
		SCIENCE	1	Shri. Chandrabhan, PGT-Biology Incharge
			2	Shri. Shrivankumar, PGT-Chemistry
			3	Miss Sonali Kumari. PGT Physics
			4	Shri Sharwan Kumar TGT sciences
		ECO CLUB	1	Sh. Chandrabhan, PGT-Biology
		INTERACT CLUB	1	Shri. Guman Singh, TGT Social Science
		Yoga Club	1	PET (M) In-charge
			2	Smt. Amixa Modi, PET (M) In-charge
		MUSIC CLUB	1	Shri D.V.Shrimankar, Music Teacher In charge
		GARDENING	1	Shri. R.M.Ameriya, TGT Hindi In charge
			2	All H.M., Chowkidar
		READERS CLUB	1	Shri. A.A.Suthar, Librarian, All Lang .teacher, All Class Teachers
		SCOUTS & GUIDES	1	Smt. Amixa Modi, P.E.T. [F]
			2	Shri D. V. Makwana, Art Teacher
		NCC SPC	1	Shri. Guman Singh, TGT S.St In charge
				Shri. Guman Singh, AMIXA MODI
		Integrity Club	1	Shri Mahipal K. PGT History, In charge
			2	Shri Manhar Parmar, TGT Gujarati
		Drama Club	1	SMT.AMIXA MODI
			2	P.E.T. [M]
		A.E.P.		Shri Haresh Parikh, TGT-English 1 J.P. BHATI 2.M.V.PARAKKAL 3.USHA PARMAR

LIST OF COMMITTEE MEMBERS FOR THE SESSION 2018-2019

S NO.	Name of the Committee	Name of the Members	
1	ACADEMIC COMMITTEE	1	Shri Mahipal K., PGT History, Convener
		2	Sh. Chandrabhan, PGT-Biology
		3	Sh. B.SHAH, PGT MATH

		4	Shri. A.A.Suthar, Librarian
		5	All H.Ms.
2	LIBRARY COMMITTEE	1	Shri. A.A.Suthar, Librarian, Incharge
		2	P.E. T. [M]
		3	Smt. Amixa Modi, P.E.T. [F]
		4	Shri D. V. Makwana, Art Teacher,
		5	Shri D. V. Shrimankar, Music Teacher
3	FESTIVAL COMMITTEE - NATIONAL CUM REGIONAL Shri R. M. Ameriya, TGT-Hindi	1	Shri Haresh Parikh, TGT-English
		2	Shri R. M. Ameriya, TGT-Hindi
		3	Shri D. V. Makwana, Art Teacher
4	DISCIPLINE COMMITTEE	1	P.E.T. (M.) Convener
		2	Shri Sharvankumar, PGT-Chemistry
		3	Smt. Amixa Modi, P.E.T. [F]
		4	Shri Radha Mohan A. TGT Hindi,
		5	Shri Haresh Parikh, TGT-English
5	MIGRATION COMMITTEE	1	Shri R. M. Ameriya, TGT Hindi , Convener
		2	Shri J.P.Bhati, TGT Hindi, Incharge
6	SAFETY AND SECURITY	1	All H.Ms
		2	All AHMs
		3	Smt. Usha Parmar, Staff Nurse
7	HEALTH AND HYGEINE COMMITTEE	1	Smt. Usha Parmar, Staff Nurse. Convenor
		2	All HMs – Members
		3	Shri Dinesh Singh Negi, Catering Asst.
8	MESS COMMITTEE	1	Shri Mahipal K.,PGT History , Convener
		2	Shri. Dinesh Singh Negi, Catering Assistant, Incharge
		3	All HMs-Members
		4	Vidyalaya Captains of both Boys and Girls with House Leaders of both native Vidyalaya and Migration students representative
9	M & R COMMITTEE	1	Shri Umesh Shinde,O.S., Convener
		2	Shri. Manhar Parmar, TGT Gujrati, Incharge
		3	Shri D.V. Makwana Shri A.K.Patel,TGT Maths, Member Shri R. M. Ameriya, TGT-Hindi, Member Smt. Usha Parmar, Staff Nurse
		4	One PTC Member/ President
		5	School Boys leader & Girls leader& Store In charge
10	Minutes of the Meeting Drafting	1	Mr. Jayprakash Bhati, TGT- Hindi.

	Committee for the year	2	Mr. Radha Mohan Ameriya, TGT-Hindi.
11	Anti Ragging Committee	1	Dr. B. K Singh, Principal.
		2	Shri Mahipal Khardiya, PGT-History
		3	Shri Chandra Bhan
		4	Shri Manhar Parmar, TGT-Gujarati
		5	Shri Guman Singh, TGT-S. St.
		6	Smt. Amixa Modi, P.E.T. [F]
		7	Smt. Usha Parmar, Staff Nurse
12	School Complaint Committee	1	Dr. B. K Singh, Principal.
		2	Shri Mahipal Khardiya, PGT-History
		3	Mrs. M. V. Parakkal, PGT-English
		4	Smt. Usha Parmar, Staff Nurse
		5	School Captain
		6	School Vice Captain
13	SUBJECT COMMITTEE	1	All Concerned Subject Teachers with PGT as Convenor in the respective Subjects
14	CAMPUS BEAUTIFICATION, PLANTATION AND GARDENING COMMITTEE	1	P.E.T. [M], Convener
		2	Smt. Amixa Modi, P.E.T. [F]
		3	Shri. D.V.Makwana, Art Teacher
		4	Mr. Manhar Parmar, TGT-Gujarati
15	Art and Photography Documentation Committee	1	Shri. D.V.Makwana, Art Teacher , Incharge
		2	Shri. A A Suthar-Librarian
		3	Smt. Usha Parmar, Staff Nurse

4.27 LIST OF CLASS TEACHERS FOR SESSION 2018-2019.

Sl	Class	Class Teacher , Sh/Smt/Ms	Co-Class Teacher	Remarks
1	6A	Mr. D.V. Shrimankar	Ms. Amixa Modi	
2	6B	Mr. D. V Makwana		
3	7A	Mr. Guman Singh	Mr. Chetan Darji	
4	7B	Mr. Sharwan Kumar Meena		
5	8A	Mr. Manish Pandya	Mr. R. M. Ameriya	
6	8B	Mr. J. P. Bhati		
7	9A	Mr. Manhar Parmar	Mr. Suresh Kumar Meena	
8	9B	Mr. Hareh Parikh		
9	10A	Mr. A. A. Suthar	Mr. Mahipal Khardiya	
10	10B	Mr. A. K. Patel		
11	11-Sci.	Mr. Chandrabhan	Miss Sonali Kumari	
12	11-Com.	Mr. Santlal Kumar		
13	12-Sci.	Mr. Bhuneshwar Shah	Mrs. M. V. Parakkal	
14	12-Com.	Miss Anita Kumari		

5. HOUSE MANAGEMENT :

Effective House management is one of the essential component of the Residential school where the HMs and AHMs play a vital role. They should create a homely atmosphere in the House and ensure the comfort of the student's life.

Monthly house meeting will be conducted on every 2nd Saturday evening 20:30 to 21:00 Hrs in the respective houses where HM and AHM of each house will be present and minutes will be recorded.

All the matters related to the house will be discussed and some entertaining programmes will also be presented by the students. It will be a place for expressing the grievances of students and for praising the students for their good performance and also pointing out certain common mistakes of students if any.

A homely feeling will be created among the students as well as the teachers by this meeting and thus a congenial atmosphere will be prevailing in the house thereby.

The important points of Plan of action to be followed meticulously as under-

- House Meeting records to be submitted regularly with minutes.
- Details of the House appointments i.e. House Captains, Prefects
- Records of all the students with complete profile- complete family Bio-data to be collected.
- House Medical In-charge will be appointed.
- House repair register will be maintained.
- Reporting system will be strengthened.
- Fixing of the students for various house activities including assembly programmes.
- House day celebrations.
- Physical presence of all the house inmates.
- Health condition of each individual.
- Identifying those who are depressed or diverted from normal studies or activities.
- Common issue , if any, pertaining in the house
- Sufficient supply of water and sufficient lighting in the dormitory.
- Any bad habits among the children
- Cleanliness of dormitory
- Personal cleanliness
- Punctuality of the inmates in class, dining hall and play ground.
- Interest of students Over and above

All the students are divided in to Eight Houses for the effective Management as mentioned below-

1. Aravali(Jr)Boys
2. Nilgiri(Jr)Boys
3. Shivalik(Jr)Boys
4. Udaygiri (Jr)Boys
5. Aravali(Sr)Boys
6. Nilgiri(Sr)Boys
7. Shivalik(Sr)Boys

8. Udaygiri (Sr)Boys
9. Girls Junior
10. Senior Girls

For each house there is a House Master and Associate House Master is given to one teacher common to two houses as per the list enclosed. With the help of house captain, vice captain and other house captains various activity in the house management of every house, is maintained by HMs and AHMs. Complete profile of the students are maintained by the HMs concerned.

House Masters /Associate House Masters will be inspecting the House regularly and the following points will be taken care during their visit

- ❖ Physical presence of all the house inmates.
- ❖ Health condition of each individual.
- ❖ Identifying those who are depressed or diverted from normal studies or activities.
- ❖ Common issue , if any, pertaining in the house
- ❖ Sufficient supply of water and sufficient lighting in the dormitory.
- ❖ Any bad habits among the children
- ❖ Cleanliness of dormitory
- ❖ Personal cleanliness
- ❖ Punctuality of the inmates in class, dining hall and play ground.
- ❖ Interest of students Over and above

5.1 HEALTH AND HYGIENE

Health and hygiene are given utmost care in the school. Nutritious food is given to the students by making the proper menu including all the seasonal vegetables in the market, everyday fruits, butter milk, sweet's, sprouted pulses and soybeans. By daily checking of uniforms, cleanliness is ensured while the students come to the class rooms. Proper care is taken in providing drinking water using Aqua Guard in Boys and Girls Dining Halls and in Academic blocks. Ones in week a Govt Doctor is visiting the school and sick student are treated. School has a regular Staff Nurse and day to day problems are taken care. Duty divided among the students for regular cleaning of class rooms and dormitories. **A Regular/daily wage employee is there to clean the Lavatory and bathrooms. In the morning Physical Education Training at 0530 Hrs to 0615 Hrs and evening PT at 1645 Hrs to 1745 Hrs** [*As per the Time table given in the PAP 2018-19*]

5.2 GUIDANCE AND COUNSELLING .

It plays an important role in Residential school at various stages. Regarding Career Guidance our Library is a good source to our students. Apart from this regular visit by experts and the Alumni play an important in this regard. Sensitive and emotional classes are confidentially handled with given proper guidance . Periodical guests lecture by various experts help our students to build confidence among them. Yoga and meditation is also given due weightage.

In our day to day routine. More care is taken towards reducing the Examination fever among the Board class students. House Masters and teachers play a vital role in this regard.

5.3 INSPECTION OF HOUSES.

Every alternate Saturday evening 5.00 pm House Inspection will be done by the selected group of inspection team. Monitoring the cleanliness and regular inspection is needed for the up-keeping of houses. Points will be given for the best maintenance in the prescribed Proforma

and scores will be announced in the next day assembly along with the comments for the improvements. These scores /Points will also counted for cock house position and also for the Rolling Shield for the well maintained House. **Staff Nurse coordinates the entire activities and record maintenance.**

5.4 SAFETY AND SECURITY MEASURES:

Due importance is given to safety and security of students. School is having a compound wall and there is only one entrance for the school which is guarded by One Chowkidar. The Samiti instructions are followed in real spirit and Teachers are reminded of the same .

- Common Roll call is taken to ensure the presence of all the students where **MOD and Duty Teachers** play an important role. All the teachers are asked to ensure the presence of all students in the class before starting the class.
- Regular monitoring of the health status of students is taken care by Staff Nurse and monthly Health checkups will be done periodically by her. House Masters will report to her about the health problem of student of his /her house if any emergency arises. **There is a mechanism exist in the Campus about the health problem will be report by the students to the staff Nurse then and there themselves or/ through House Masters where the Staff Nurse will taken care immediately.**
- All electrical connections of Academic Block, Dormitories and Mess will be periodically checked by the Elect cum Plumber and repair them if required immediately.
- Measures are taken for providing pure Drinking water to students in both the Academic Block and Dining hall with Aqua guard Water filter.
- Cleanliness in Mess has been given a **Top priority in day to day routine where this has been monitored by the staff Nurse.**
- Periodic cleaning of Bushes, Grass will be taken/done by the P.E.T.'s With the help of Students/ Casual Labour accordingly. The experts help will be taken to catch the poisonous snakes found in the campus if any.
- Locking of Dormitories thrice in a day viz i) During Class Hrs, ii) Supervised studies and iii) Night time.
- Once in month a surprise visit to the Dormitories during mid-night by a team of House Masters, Chowkidar and Staff Nurse.
- Common Grievance Box is made available to express their Problems by the students if any and the suitable remedy will be take care of to solve the problem .
- Each House Master/Mistress will maintain the students profile of their wards as given in the Samiti's perspective Plan-2018.
- **The safety and security of students.**
- They also monitor the Cleaning work of students in and around the dormitories. **Staff Nurse also make compulsory twice visits daily to both the Boys and Girls Dormitories regularly in a day preferably in morning Hrs and in the Night around 2100 Hrs to give medicine to sick students in House itself if any and make them**

aware about the hygienic factor and see that children are maintaining the cleanliness in and around the dormitories.

- Sports and CCA competitions will be conducted house-wise and children maintain the healthy spirit of competition under the hegemony of PETs, House Captains and Sports Captain. **House meetings will be conducted on every 2nd Saturday of the month after the parents day between 20:30 to 21:00 Hrs and maintain the Record minutes**

5.5 APPOINTMENT OF STUDENT LEADERS FOR THE YEAR 2018-2019.

Leaders are the trend setters of one community. Our school administration also believes in this concept. We try to make the students efficient in this field by providing them the opportunity to utilize their ability.

School leaders will be elected after the reopening of school on April 1, 2018. They will be entrusted with the responsibilities like maintaining punctuality, discipline, up keeping of dormitories, reporting sickness of house inmates, maintaining a healthy relationship among students, checking the quality of items Purchased in Mess, to spread the awareness among students about the need of keeping a balanced state between academics and other activities.

Following are the leaders to be elected in the month of July 2018

- ❖ **School Captain(Boy & Girl)**
- ❖ **School Vice Captain (Boys)**
- ❖ School Vice Captain (Girls)
- ❖ Sports Captain (Boys)
- ❖ Sports Captain (Girls)
- ❖ Sports Vice captain (Boys)
- ❖ Sports Vice Captain (Girls)
- ❖ Aravali House (Boy & Girl) Captains (Jr & Sr)
- ❖ Nilgiri House(Boy & Girl) Captains (Jr & Sr)
- ❖ Shivalik House(Boy & Girl) Captains (Jr & Sr)
- ❖ Udayagiri House(Boy & Girl) Captains (Jr & Sr)

5.6 WASHING / PRESSING UNIFORMS OF STUDENTS.

Within the Budget allotted by Navodaya Vidyalaya Samiti, arrangement will be made available for washing and pressing the Uniform of students. Tenders are floating shortly to invite the bidders to Quote their rates to do the Washing and Pressing of student Uniforms separately for Chudidar, skirts, shirts, pants and Bed sheets. As per the tender rates fixed, the process will start from the beginning of July2018.

5.7 MESS COMMITTEE MEETING.

Mess is the heart of the Vidyalaya. For the smooth functioning of the Mess whole-hearted co-operation of students and Staff is needed. For this there must be transparency in all the matters dealt with mess. Mess committee meeting is planned to conduct monthly meeting once in the Month in the coming year. Principal, Vice Principal, Catering Assistant, Staff nurse, House masters, House Captains, representatives of Migrated students will be re-presenting for the meeting.

All the matters related to purchases, menu, amount spent, and discipline in mess, Awareness about the value of food and why it not to be wasted, Hygienic part, Decorum to be maintained in Mess Hall, Role of Leader's punctuality to be followed etc will be discussed in the meeting. Suggestions from the House inmates and the House masters will be taken care of.

5.8 HOUSE MEETING.

Monthly House Meeting will be conducted on **First Saturday evening 04.00pm to 04.30 pm in the respective houses where HM and AHM of each house will be present.**

All the matters related to the house will be discussed and some entertaining programmes will also be presented by the students. It will be a place for expressing the grievances of students and for praising the students for their good performance and also pointing out certain common mistakes of students if any.

A homely feeling will be created among the students as well as the teachers by this meeting and thus a congenial atmosphere will be prevailing in the house thereby and the plan of action for the coming month can be read out in that meeting.

5.9 HOUSE DAY CELEBRATION:



House wise "House Day" Celebrations will be conducted once in a month preferably on third Saturday. **(Sequence to be followed as A N S U)**. Every house prepare and showcase the Cultural events of duration of Not more than 45 Minutes each. This awarded points will be considered for the "Cock House" selection.

5.10 ISSUE OF DAILY USE ITEMS, UNIFORMS, STATIONERIES:

Timely issuance of essential items is an important activity which ensures the comfort of the students in the Vidyalaya. House Masters will be giving request for the daily use items required for the house inmates for each month in the prescribed format on the First day of the month itself and accordingly the **Authorized items will be issued to students on 2nd Day of every month.** Daily use items issuing for each month are toothpaste, coconut oil, washing soap, bathing soap, bleaching powder, Harpic, brooms (both broom stick and bamboo broom), and shoe polish. Uniforms will be issued on first week of July for classes other than 6th class. Issue of Daily Items will be monitored by the Staff Nurse till the regular Store Keeper assumes the Office.

House masters to ensure all the Items are issued in time with the help of Staff Nurse/ store keeper report to the principal if any discrepancy arises and Office superintendent is to monitor the same and report.

5.11 TELEPHONE FACILITY

One Mobile for every house is already purchased through PTC Fund. So it has been using and operating under the “**Hegemony of respective House Masters**” arrange to speak every week compulsorily by the respective House students to their Parents without fail with proper Recording.

5.12 TUCK SHOP

Efforts are on to Run a Tuck Shop and to provide extra items Viz the Note-Books, Pen, Pencil, Eraser, Paper, Scale, chocolates and any other miscellaneous items and Eatables will be made available to students through it.

5.13 LIST OF HOUSE MASTERS FOR THE YEAR 2018-2019

1.	Aravali – Jr	Sh. Guman Singh	H.M
2.		Sh. Sharwan Kumar Meena	A.H.M.
3	Nilgiri-Jr	Sh. A. K. Patel , TGT-Maths	H.M
4		Sh. D. V. Makwana, Art Teacher	A.H.M.
5	Shivalik-Jr	Sh. J. P. Bhati, TGT-Hindi	H.M
6		Sh. Manhar Parmar, TGT-Gujarati	A.H.M.
7	Udyagiri-Jr	Sh. Radha Mohan Ameriya, TGT-Hindi	H.M
8		Sh. Hareesh Parikh, TGT English	A.H.M.
9	Aravali-Sr.	Sh. Shrivankumar , PGT-Chemistry	H.M
10		Sh. Manish Pandya, TGT English	A.H.M.
11	Nilgiri-Sr.	Sh. Chandrabhan, PGT-Biology	H.M
12		Sh. A. A. Suthar, Librarian	A.H.M.
9	Shiavlik - Sr	Sh. Mahipal K., PGT-History	H.M
10		Sh. D. V. Shrimankar, Music Teacher	A.H.M.
11	Udyagiri-Sr	Sh. Bhuneshwar Shah	H.M
12		Sh. Santlal Kumar, PGT- Economics	A.H.M.
13	Girls- Junior	Smt. Amixa Modi, P.E.T. [F]	H.M
14		Smt. Usha Parmar, Staff Nurse	A.H.M.
15	Girls- Senior	Smt. Margaret V Parakkal, PGT English	H.M
16		Smt. Usha Parmar, Staff Nurse	A.H.M.

6. ADMINISTRATION

6.1 PURCHASES FOR THE YEAR 2018-2019

By following the purchase procedures of Navodaya Vidyalaya Samiti arrangement is made to purchase all the items needed for running the school during the year 2018-19. Tender notification is floated for those items coming above an amount of Rs: 50000. Tenders will be finalized on or before 10th June 2018. All the procured items will be issued to students in first week of July itself. Boarding items, laboratory items and other stationery items will be purchased as per the requirement. All purchases above 15000 are purchased with the approval of local PAC or the purchase advisory committee headed by the representative of District Magistrate and Chairman of VMC.

6.2 TENDER FINALIZATION:

Tenders are invited for items like provisions, vegetables, fruits, Non-vegetarian items, Daily use items, Laboratory items, Uniforms, student Stationery items, House T-shirts, Electrical items, Foot wears, Physical Education items, Office Stationery. Advertisement is given in newspapers for purchases of these items which are coming under the expenses over and above the Amt Rs: 50000.00. Tenders will be finalized by the month of April/May 2018 itself and items like uniforms, daily use items, students stationery items will be given to the students on 1st July-2018. Purchases of other items like Laboratory items, Physical Education items etc will be carried out in the month of July and August 2018. Other items like provisions, vegetables, fruits, Non-vegetarian items, Electrical items etc will be purchased as per the need and request from various stock holders.

6.3 J N V S T – 2 0 1 9 : a. Class VI :

As every year on the First Saturday of the month JNVST will be conducted in different Centres. Measures will be taken to increase the number of applications by giving more publicity. For this advertisement will be given in News papers, Local Cable T V Net work and each teacher will be attached with a centre. Also the help of Alumni will be taken for this purpose. Students of Navodaya Vidyalaya will be asked to distribute the application forms in their previous schools.

Scrutiny of the forms will be completed well in time, taking care of different criteria of admission. Orientation course will be conducted for the centre superintendent, DEOs, CLOs for explaining the care to be taken for the conduct of examination. Total Registration is 10856.

b. Class IX:

The lateral entrance Test for admission in vacant seats of Class 9th will also be conducted according to the given time schedule by NVS. Total Registration-1359, Appeared-525, Absentee-834.

6.4 MAINTENANCE AND REPAIRS of Fixed Assests of the Vidyalaya

In the coming as per budget allocation for M&R work i.e. three lakhs for annual Repairs and Maintenance the works will be identified and executed during this year.

6.5 PURCHASED COMMITTEE FOR THE YEAR – 2018-2019

Sr. NO.	Month & Year	Name of Members	
1	April-2018	1. Sh. Bhuneshwar Shah	
		2. Sh. Manhar Parmar	
		3. Smt. Amixa Modi	
2	June-2018 & July-2018	1. Sh. Sharvankumar	
		2. Sh. R. M. Ameriya	
		3. Sh. A. A. Suthar	
3	August-2018	1. Sh. Chandrabhan	
		2. Sh. Manish Pandya	
		3. Sh. D. V. Makwana	
4	Sept-2018	1. Smt. M. V. Parakkal	
		2. Sh. J. P. Bhati	
		3. Sh. D. V. Shrimankar	
5	Oct-2018 & Nov-2018	1. Sh. Guman Singh	
		2. Sh. A. K. Patel	
		3. Ms. Sonali Kurude	
6	Dec-2018	1. Ms. Anita Kumari	
		2. Sh. Santlal Kumar	
		3. Sh. Sureshkumar Meena	
6	Jan-2019	1. Sh. Sharvankumar Meena	
		2. Sh. Bhuneshwar Shah	
		3. Sh. Manhar Parmar	
7	Feb-2019	1. Smt. Amixa Modi	
		2. Sh. Sharvankumar	
		3. Sh. R. M. Ameriya	
8	Mar-2019	1. Sh. A. A. Suthar	
		2. Sh. Chandrabhan	
		3. Sh. Manish Pandya	
9	April- 2019	1. Sh. Santlal Kumar	
		2. Sh. D. V. Makwana	
		3. Smt. M. V. Parakkal	

6.6 VERIFICATION COMMITTEE

Sr. NO.	Month & Year	Name of Members	Concerned member verify the Items received in the Mess properly and intimate to the Principal about discrepancy if any without fail.
1	April-2018	1. Sh. Hareshkumar Parikh	
		2. Sh. D. V. Makwana	
		3. Sh. Chandrabhan	
2	June-2018 & July-2018	1. Sh. Bhuneshwar Shah	
		2. Sh. A. K. Patel	
		3. Sh. D. V. Shrimankar	
3	August-2018	1. Sh. Sharvankumar	
		2. Sh. J. P. Bhati	
		3. Manish Pandya	
4	Sept-2018	1. Sh. Santlal Kumar	
		2. Sh. R. M. Ameriya	
		3. Sh. Manhar Parmar	
5	Oct-2018 & Nov-2018	1. Ms. Anita Kumari	
		2. Sh. A. A. Suthar	
		3. Sh. Sureshkumar Meena	
6	Dec-2018	1. Ms. Sonali Kurude	
		2. Sh. Sharvankumar Meena	
		3. Sh. Guman Singh	
6	Jan-2019	1. Smt. Amixa Modi	
		2. Smt. M. V. Parakkal	
		3. Sh. Chandrabhan	
7	Feb-2019	1. Sh. Bhuneshwar Shah	
		2. Sh. Hareshkumar Parikh	
		3. Sh. D. V. Makwana	
8	Mar-2019	1. Sh. Sharvankumar	
		2. Sh. A. K. Patel	
		3. Sh. D. V. Shrimankar	
9	April- 2019	1. Sh. Santlal Kumar	
		2. Sh. J. P. Bhati	
		3. Sh. Manish Pandya	

ACADEMIC PERFORMANCE							
CBSE Results of Class XII (last four years):							
	Year	Appeared	Passed	Pass %	%1st Div	% of Dist.	Remarks
1.	2013-14	45	45	100%	64.44	35.56	-
2.	2014-15	38	38	100%	60.53	39.47	-
3.	2015-16	37	37	100%	67.56	32.44	-
4.	2016-17	56	46	82.14%	39.13	34.78	-
5.	2017-18	75	68	90.67%	36.00	48.00	-
CBSE Results of Class X (last four years):							
	Year	Appeared	Passed	Pass %	% of CGPA 10	% of CGPA 8 - 9.8	Remarks
1.	2013-14	73	73	100%	2.74	38.36	-
2.	2014-15	77	77	100%	-	41.56	-
3.	2015-16	75	75	100%	-	34.66	-
4.	2016-17	68	68	100%	1.01	70.58	-
5.	2017-18	75	66	88.00%	0.00	38.66	-

CLASS-X

Sr. No.	Name of student	CGPA	Year
01	Hasanwala Faizal	10	2013-14
02	Patel Dhruv	10	2013-14
03	Mewada Maitri	9.6	2014-15
04	Parmar Arunsinh	9.6	2014-15
05	Chaudhary Mahendra	9.8	2015-16
06	Malosaniya Harsh	10	2016-17
07	Prajapati Princekumar	96.20%	2017-18

CLASS-XII

Sr. No.	Name of student	Percentage	Year
01	Modi Vishal	90.20	2013-14
02	Dave Jigar	89.20	2014-15
03	Patel Dhruvkumar	92.40	2015-16
04	Semodariya Sohamkumar	91.80	2016-17
05	Khandelwal Dhruv [SCI]	94.40%	2017-18
06	Vamja Jay	93.00%	