

INSTITUTIONAL PLANNING 2013-2014



JAWAHAR NAVODAYA VIDYALAYA NUD SAMBA (J&K)

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INDEX

S.NO	CONTENTS	PAGE NO.
1.	PREFACE	2
2.	INTRODUCTION NAVODAYA VIDYALAYA SCHEME	3
3.	STATE WISE DISTRIBUTION OF JAWAHAR NAVODAYA VIDYALAYA	5
4.	NAVODAYA VIDYALAYA NUD, SAMBA AT A GLANCE	6
5.	ACHIEVEMENT IN ACADEMICS	7-8
6.	OUR PRINCIPALS	9
7.	OUR FAMILY MEMBERS	10-11
8.	STUDENTS COUNCIL	12
9.	DAILY ROUTINE	13
10.	MONDAY ROUTINE	14
11.	SATURDAY ROUTINE	15
12.	SUNDAY/HOLIDAY ROUTINE	16
13.	CLASS WISE TIME TABLE	17-19
14.	TEACHER WISE TIME TABLE	20-22
15.	SUPERVISORY TIME TABLE	23
16.	REMEDIAL STUDY TIME TABLE	24
17.	HOUSE SYSTEM	25
18.	CLASS TEACHERS	26
19.	CLASS MONITORS	27
20.	LIST OF HOLIDAYS & VACATIONS	28
21.	VARIOUS COMMITTEES FOR THE YEAR	29-40
22.	CLUB ACTIVITIES	41
23.	SUBJECT COMMITTEES	42
24.	DUTIES OF VARIOUS STAFF MEMBERS	43-55

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MR. ANIL THAKUR PGT (COMPUTER SC.)
(FCSA)

GUIDED BY
MS SUKHRAJ KAUR
(PRINCIPAL)

PREFACE

As the New Academic Session 2013-14 is about to begin, we the committee members have made an attempt for the formation of institutional planning cum Annual Calendar, a vital document for the smooth and efficient functioning of the Vidyalaya .

While preparing this document, the guidelines sent by R.O Chandigarh and H.Q New Delhi, to reiterate the planning for achieving pre determined objectives through optimum utilization of available sources in the Vidyalaya have been taken into consideration and followed meticulously.

All the committee members express their deep sense of gratitude to the Hon'ble Principal Smt. Sukhraj Kaur a highly experienced and seasoned administrator for her valuable guidance at every step.

- 1) Mr. D.K Kotwal Vice Principal : Converner
- 2) Ms. Sunita Gulia PGT (Hindi) : Member
- 3) Mr. Sanjay Rahi PGT (Biology) : Member
- 4) Mr. Anil Thakur PGT (Computer Sc) : Member
- 5) Mr. Jitendra PGT (Geography) : Member
- 6) Ms Rupali TGT (English) : Member
- 7) Mr. Rajinder Prasad (TGT Maths) : Member
- 8) (FCSA) : Member

NAVODAYA VIDYALAYA SCHEME

INTRODUCTION

In accordance with the National Policy of Education (1986), Government of India started Jawahar Navodaya Vidyalaya's (JNVs). Presently the JNVs are spread in 29 States and 7 Union Territories. These are co-educational residential school fully financed by Government of India through an autonomous organization. Navodaya Vidyalaya Samiti Admissions in JNVs are made through the Jawahar Navodaya Vidyalaya Selection Test (JNVST) at Class VI. The medium of instruction in JNVs is the mother tongue or regional languages upto class VIII, and English thereafter for maths and Science and Hindi for Social Science. Students of the JNVs appear for X and XII class examination of the Central Board of Secondary education. While education is free in the schools including boarding, lodging, uniforms and text books, a nominal fee of Rs. 200/- per month will be collected from the children from IX to XII class. However, children belonging to SC/ST, Girls and from the families whose income is below Poverty line are exempted from payment of fees.

OBJECTIVES OF THE SCHEME

- (i) To provide good quality modern education including a strong component of culture, inculcation of values. Awareness of the environment, adventure activities and physical education to the talented children predominantly from Rural Areas.
- (ii) To ensure that students attain a reasonable level of competency in three languages.
- (iii) To promote national integration through migration of students from Hindi to non – Hindi speaking States and Vice – Versa.
- (iv) To serve in each district as focal point for improvement of quality of school education in general through sharing of experiences and facilities.

Navodaya Vidyalayas are located all over the country including Lakshadweep and A & N Islands except the State of Tamilnadu.



**STATE WISE DISTRIBUTION OF JAWAHAR
NAVODAYA VIDYALAYAS**

According to Navodaya Vidyalaya Scheme, one Vidyalaya is to be set up in each district in a phased manner. At present there are 593 Vidyalayas spread in 28 States and 7 Union Territories.

The state –wise distribution of JNVs is as under.

Andhra Pradesh	24	Lakshadweep	01
Assam	28	Madhya Pradesh	50
Arunachal Pradesh	16	Maharastra	33
Andaman & Nicobar	02	Manipur	09
Bihar	39	Meghalaya	08
Chhattisgarh	17	Mizoram	08
Chandigarh	01	Nagaland	11
Daman & Diu	02	Orissa	31
Dadra & Nagar Haveli	01	Punjab	21
Delhi	02	Pondicherry	04
Goa	02	Rajasthan	34
Gujrat	26	Sikkim	04
Haryana	20	Tripura	04
Himachal Pradesh	12	Utter Pradesh	70
Jammu & Kashmir	18	Uttaranchal	13
Jharkhand	24	West Bengal	18
Karnatka	28		
Kerla	14	Total	595

NAVODAYA VIDYALAYA NUD, SAMBA AT A GLANCE

Jammu & Kashmir known as the paradise on earth throughout the world has serene beauty par excellence. The snow covered glittering peaks, sprawling lush green pastures, lotus lakes, blue riveres, deodar forests, sky soaring Chinars and temples are the divine gifts of nature to this God's chosen land. This winter capital of J&K has also a unique historical importance of its own.

Samba one of the District of Jammu & Kashmir is situated at a distance of 40 K.M from Jammu. JNV Nud is located in one of the village of this District. This Vidyalaya was established in 1987 by NVS authorities, an autonomous organization, under Department of Education, Ministry of Human Resource and Development, Govt. of India, New Delhi.

As a result of tireless efforts of officers of NVS, R.O Chandigarh and NVS, H.Q New Delhi, this institution has beautiful building constructed by NBC in the first phase and by CPWD during the second phase. The Vidyalaya has huge Campus although divided by the National Highway from Samba to Udhampur. The Vidyalaya has **Ultra Modern Computer Lab**. Fitted with **38 Computers** along with **VSAT** to promote information technology as one of the subject for the students.

BRIEF PROFILE

Foundation Year	1987-88
Commencement of Class	1988
Inaugurated by	
Founder Principal	Smt. S. Verma
Student Strength	550
Class from	VI to XII
Stream Available	Science, Commerce, Hospitality & Tourism
Area Cover	21 Acre
Building	Permanent

ACHIEVEMENT IN ACADEMICS**CBSE TOPPERS LIST CLASS – X**

S.No	Session	Name of Student	Percentage
1.	1991-92	Ku. Anuradha	78%
2.	1992-93	Ku. Vijay Gupta	81.6%
3.	1993-94	Mst. Anil Kumar	80.6%
4.	1994-95	Mst. Pankaj Gupta	84.2%
5.	1995-96	Ku. Arti Rajput	81.4%
6.	1996-97	Mst. Pankaj Gupta	81%
7.	1997-98	Mst. Ashish Zar	79%
8.	1998-99	Ku. Bably Sharma	76.2%
9.	1999-2000	Ku. Arti Koul	83%
10.	2000-01	Mst. Rakesh Kumar	77.6%
11.	2001-02	Mst. Aman Deep Singh	81%
12.	2002-03	Mst. Sohan Lal	78%
13.	2003-04	Mst. Somnath	78%
14.	2004-05	Mst. Vishal Kant	89%
15.	2005-06	Mst. Amit Sharma	83%
15.	2006-07	Ku. Deepshikha	91%
16.	2007-08	Mst. Gaurav	88.4%
17.	2008-09	Mst. Pawan Kumar	93.6%
18.	2009-10	Ku. Gurleen Kaur	9.8 CGPA
19.	2010-11	Mst. Ashwani Kumar Mst. Malkiyat Ku. Rashika	9.6 CGPA
20.	2011-12	Mst. Ajay Kumar Mst. Kamal Bhagat Ku. Pooja Shirke	10 CGPA
21.	2012-13	Ku. Kriti, Ku. Preeti Lamba, Ku. Preeksha	10 CGPA

**ACHIEVEMENT IN ACADEMICS
CBSE TOPPERS LIST CLASS – XII**

Sr.No.	Session	Stream	Name of Student	Percentage
1.	1993-94	Science	Mst. Rocky Gupta	78
2.	1993-94	Commerce	Mst. Om Prakash	73
3.	1994-95	Science	Mst. Kuldeep Bhat	77.8
4.	1994-95	Commerce	Mst. Raj Kumar	71.6
5.	1995-96	Science	MSt. Nadeem Rasid	76.4
6.	1995-96	Commerce	Ku. Anju Devi	76.4
7.	1996-97	Science	Ku. Kajal	75.6
8.	1996-97	Commerce	Mst. Imran	71.4
9.	1997-98	Science	Ku. Arti Rajput	71
10.	1997-98	Commerce	Mst. Kuldeep	65.2
11.	1998-99	Science	Ku. Anuradha	74.8
12.	1998-99	Commerce	Ku. Kirti Sharma	72
13.	1999-2000	Science	Mst. Nazar Hussain	77
14.	1999-2000	Commerce	Mst. Amrao Singh	76.4
15.	2000-2001	Science	Mst. Naveed Anjum	79.8
16.	2000-2001	Commerce	Mst. Zahir H.Shah	80.2
17.	2001-2002	Science	Mst Pawan Kumar	69
18.	2001-2002	Commerce		
19.	2002-2003	Science	Mst Pardeep	70
20.	2002-2003	Commerce	Ku. Sukhvinder	56.8
21.	2003-2004	Science	Mst. Sanjeev Kumar	70
22.	2003-2004	Commerce	Ku. Savita Chouhan	84.8
23.	2004-2005	Science	Mst. Sohan Lal	65
24.	2004-2005	Commerce	Ku. Manisha	69.6
25.	2005-2006	Science	Ku. Bharti Devi	65.8
26.	2005-2006	Commerce	Ku. Asha Devi	67.8
27.	2006-2007	Science	Ku. Minakshi Sharma	72.2
28.	2006-2007	Commerce	Ku. Madhu Bala	76
29.	2007-2008	Science	Mst. Raman Deep	81
30.	2007-2008	Commerce	Ku. Rama	78.4
31.	2008-2009	Science	Mst. Rohit Chouhan	86.60
32.	2008-2009	Commerce	Mst Amit	71.60
33.	2009-2010	Science	Surinder Kumar	82
34.	2009-2010	Commerce	Rinku Thapa	89.4
35.	2010-2011	Science	Sandeep Singh	86.6
36.	2010-2011	Commerce	Kulbinder Singh	82.8
37.	2011-12	Science	Sushma	84.4
38.	2011-12	Commerce	Deeksha	78.67
39.	2011-12	F.Production		
40.	2012-13	Science	Devender	86
41.	2012-13	Commerce	Ku. Rajni	85.5
42.	2012-13	F.Production	Ajay	68.5

OUR PRINCIPALS

Sr. No.	Name of Principal	From	To
1.	Smt. S. Verma	30-09-1987	31-07-1988
2.	Dr. R.R.Dubey	01-08-1988	03-08-1991
3.	Smt.R.Kaur	03-08-1991	30-04-1992
4.	Mr.G.S.Bajwa	19-05-1992	23-11-1994
5.	Smt. G.Kaur	14-02-1995	25-07-1995
6.	Mr. Laxman Singh	25-07-1995	22-07-19996
7.	Mr. M.K.Mattoo	17-09-1996	17-09-1998
8.	Smt. A.S.Charak	17-09-1998	14-03-2002
9.	Mr. S.K.Bajpai	15-07-2002	31-03-2006
10.	Smt. Sukhraj Kaur	01-04-2006	Till Date

OUR FAMILY MEMBERS

Sr.No	NAME OF MEMBER	DESIGNATION	QUALIFICATION
1.	MS SUKHRAJ KAUR	PRINCIPAL	M.A. B.ED
2	MR D.K. KOTWAL	VICE-PRINCIPAL	M.A. B.ED
3	MS MEENAKSHI	PGT. COMMERCE	M.COM. B.ED
4	MS.SUNITA GULIA	PGT HINDI	M.A B.ED
5	MS.MAMTA	PGT ECONOMICS	M.A B.ED
6	MS. BABITA	PGY PHYSICS	M.SC.B.ED
7	MR. SANJAY SINGH	PGT. MATHS	M.SC B.ED
8	MR. SANJAY RAHI	PGT BIOLOGY	M.SC B.ED.
9	MR. VIVEK SHEEL RANA	PGT ENGLISH	M.A B.ED
10	MR. JITENDRA	PGT GEOGRAPHY	M.A B.ED
11	MR. VANDANA	PGT CHEMISTRY	M.SC.B.ED
12		PGT BIO-TECH.	M.SC
13	MR. ANIL THAKUR	PGT COMP SC.	MCA
14		PGT FOOD PRODUCTION	B.SC (HOTEL MANAGEMENT)
15	MR. RAJINDER PARSHAD	TGT MATHS	B.Sc.,PGDBM, M.COM, M.A Eng., M.ED
16	MR. SUBASH CHANDER	TGT MATHS	M.SC B.ED
17	MS. URMIL SHARMA	TGT HINDI	M.A B.ED
18	MS. SUMAN SHARMA	TGT HINDI	M.A B.ED
19	MRS. RUPALI	TGT ENG.	M.A B.ED
20	MRS. APARNA	TGT ENG.	M.A B.ED
21	Ms MANDEEP KOUR	TGT	B.A B.ED
22	Ms GURINDER KOUR	TGT PUNJABI	M.A B.ED
23	MR. PRAKASH CHAND	TGT S.S.T	B.A B.ED
24	MS DIMPLE ARYA	TGT SCI.	M SC B.ED
25	MR. RAJINDER SINGH	PET	B.A. B.P.ED.
26	MS KAMALJEET KOUR	ART TEACHER	M.F.A
27	MR R.K .BHAT	MUSIC TEACHER	M.A B.ED
28	MR. ROBINDERJEET SINGH	LIBRARIAN	M.A. B.ED. B.LIB.
29	MS. KULWINDER KOUR	P.E.T (F)	M.Ed

30		F.C.S.A.	MCA
31	MS.NEELAM SAMBYAL	S/N	XII 4YEAR DIP.
32	MR. VIJAY SHARMA	OS	M.A , 1YEAR DIP. IN STENO.
33	MR. SUNIL BHATT	UDC	HR.SEC.-1(PUC)
34	MS. NEELAM PRABHA	LDC	DIP IN STENO
34	MS SOMA	STORE KEEPER	Xth
35	MR. SURINDER MOHAN	C.A.	B.A. HOTEL MANAGEMENT DIP.
36	MR JASBIR SINGH	DRIVER	Xth
37	MR PRAYAG	COOK	Xth
38	MR MULKRAJ	HELPER	VIIIth
39	MR TILAKRAJ	HELPER	VIIIth
40	MR.RATTAN LAL	CHOWKIDAR	VIIIth
41	MR. RAMLAL	CHOWKIDAR	VIIIth
42	MR.SURINDER SHARMA	LAB. ATTENDANT	IXth
43	MR.MALT MASSI	SWEEPER	IVth
44.	MR. DHARAM CHAND	S.C.C	VIIIth
45	Mr. NARINDER SINGH	ECP	ITI

STUDENTS COUNCIL

SCHOOL CAPTAIN (Boys) : HARISH SAMBYAL
 SCHOOL CAPTAIN (Girls) : PARUL JAMWAL
 SCHOOL VICE CAPTAIN (Boys) : SHUBHAM BALGOTRA
 SCHOOL VICE CAPTAIN (Girls) : ITI

HOUSE CAPTAIN (BOYS)

	Sr.	Jr.
1 ARAVALI	: Shubam Balgotra	Rajat
2 NEELGIRI	: Gurmeet Singh	Deepak
3 UDAYGIRI	: Sahil Sangral	Govind
4 SHIVALIK	: Raman Sharma	Balram

HOUSE CAPTAIN (GIRLS)

	Sr.	Jr.
1 ARAVALI	: Kanchan	Afsana
2 NEELGIRI	: Paru Jamwal	Komal
3 UDAYGIRI	: Monika	Sapna
4 SHIVALIK	: Jyoti	Parul

HOUSE VICE CAPTAIN (BOYS)

	Sr.	Jr.
1 ARAVALI	: Moshin	Paramjeet
2 NEELGIRI	: Kamal	Ajay
3 Udaygiri	: Yograj	Sachin
4 Shivalik	: Mahesh Jangral	Govind

HOUSE VICE CAPTAIN (GIRLS)

	Sr.	Jr.
1 Aravali	: Mamta	Pallavi
2 Neelgiri	: Monika	Damini
3 Udaygiri	: Aditi	Shivani
4 Shivalik	: Gudia	Taniya

JAWAHAR NAVODAYA VIDYALAYA NUD, SAMBA (J&K)**DAILY ROUTINE 2013-14****W.E.F. 01.04.13**

S.No.	ACTIVITY	TIME/DURATION
1.	Arousal by H.M	5:15 a.m
2.	Morning PT	5:30 a.m – 06:00 a.m
3.	Bath & Change	06:00 a.m – 07:00 a.m
4.	Breakfast	07:00 a.m – 07:30 a.m
5.	Class Attendance by Class Teacher	07:30 a.m – 07:40 a.m
6.	Morning Assembly and House attendance by HM's	07:40 a.m – 08:05 a.m
7.	1 st Period	08:10 a.m – 08:50 a.m
8.	2 nd Period	08:50 a.m – 09:30 a.m
9.	3 rd Period	09:30 a.m – 10:10 a.m
10.	4 th Period	10:10 a.m – 10:50 a.m
11.	Break	10:50 a.m – 11:05 a.m
12.	5 th Period	11:10 a.m – 11:50 a.m
13.	6 th Period	11:50 a.m – 12:30 p.m
14.	7 th Period	12:30 p.m – 01:10 p.m
15.	8 th Period	01:10 p.m – 01:45 p.m
16.	Lunch	01:50 p.m – 02:30 p.m
17.	Rest & Change	02:30 p.m – 03:40 p.m
18.	Supervisory Study	03:45 p.m – 05:00 p.m
19.	Refreshment	05:00 p.m – 05:15 p.m
20.	Evening Games/Attendance	05:15 p.m – 06:15 p.m
21.	Own time for Wash & Change	06:15 p.m – 06:45 p.m
22.	Remedial Study/Club Activities	06:30 p.m – 7:45 p.m
23.	Dinner	08:00 p.m – 08:30 p.m
24.	Self Study(Dorms)	08:30 p.m – 10:30 p.m
25.	Attendance by H.M & Light off.	10:30 p.m

JAWAHAR NAVODAYA VIDYALAYA NUD, SAMBA (J&K)**MONDAY ROUTINE 2013-14****W.E.F. 01.04.13**

S.No.	ACTIVITY	TIME/DURATION
1.	Arousal by H.M	5:15 a.m
2.	Morning PT	5:30 a.m – 06:00 a.m
3.	Bath & Change	06:00 a.m – 07:00 a.m
4.	Breakfast	07:00 a.m – 07:30 a.m
5.	Assembly Attendance by H.M in Hostel Premises	07:30 a.m – 07:35 a.m
6.	House Cleanliness Inspection	07:35 a.m – 08:00 a.m
7.	Class Attendance by Class Teacher	08:05 a.m – 08:10 a.m
8.	1 st Period	08:10 a.m – 08:50 a.m
9.	2 nd Period	08:50 a.m – 09:30 a.m
10.	3 rd Period	09:30 a.m – 10:10 a.m
11.	4 th Period	10:10 a.m – 10:50 a.m
12.	Break	10:50 a.m – 11:05 a.m
13.	5 th Period	11:10 a.m – 11:50 a.m
14.	6 th Period	11:50 a.m – 12:30 p.m
15.	7 th Period	12:30 p.m – 01:10 p.m
16.	8 th Period	01:10 p.m – 01:45 p.m
17.	Lunch	01:50 p.m – 02:30 p.m
18.	Rest & Change	02:30 p.m – 03:40 p.m
19.	Supervisory Study	03:45 p.m – 05:00 p.m
20.	Refreshment	05:00 p.m – 05:15 p.m
21.	Evening Games/Attendance	05:15 p.m – 06:15 p.m
22.	Own time for Wash & Change	06:15 p.m – 06:45 p.m
23.	Remedial Study/Club Activities	06:30 p.m – 07:45 p.m
24.	Dinner	08:00 p.m – 08:30 p.m
25.	Self Study(Dorms)	08:30 p.m – 10:30 p.m
26.	Attendance by H.M & Light off.	10:30 p.m

JAWAHAR NAVODAYA VIDYALAYA NUD, SAMBA (J&K)**SATURDAY ROUTINE ONLY****W.E.F. 20.04.13**

S.No.	ACTIVITY	TIME/DURATION
1.	Arousal by H.M	5:15 a.m
2.	Morning PT	5:30 a.m – 06:00 a.m
3.	Bath & Change	06:00 a.m – 07:00 a.m
4.	Breakfast	07:00 a.m – 07:30 a.m
5.	Class Attendance by Class teachers	07:30 a.m – 07:40 a.m
6.	Morning Assembly and house attendance by HM's	07:40 a.m – 08:05 a.m
7.	1 st Period	08:10 a.m – 08:40 a.m
8.	2 nd Period	08:40 a.m – 09:10 a.m
9.	3 rd Period	09:10 a.m – 09:40 a.m
10.	4 th Period	09:40 a.m – 10:10 a.m
11.	Break	10:10 a.m – 10:25 a.m
12.	5 th Period	10:30 a.m – 11:00a.m
13.	6 th Period	11:00 a.m – 11:30 a.m
14.	7 th Period	11:30 a.m – 12:00 noon
15.	8 th Period	12:00 noon – 12:30 p.m
16.	CCA	12:30 p.m – 1:50 p.m
17.	Lunch	01:50 p.m – 02:30 p.m
18.	Rest & Change	02:30 p.m – 03:40 p.m
19.	Washing and Cleaning	03:45 p.m – 05:00 p.m
20.	Refreshment	05:00 p.m – 05:15 p.m
21.	Evening Games/Attendance	05:15 p.m – 06:15 p.m
22.	Own time for Wash & Change	06:15 p.m – 06:45 p.m
23.	Remedial Study/Club Activities	06:30p.m – 07:45 p.m
24.	Dinner	08:00 p.m – 08:30 p.m
25.	Self Study(Dorms)	08:30 p.m – 10:30 p.m
26.	Attendance by H.M & Light off.	10:30 p.m

Holiday – Routine

Session: 2013-14

S.No	ACTIVITY	TIME/DURATION
01	Arousal/ Attendance by H.M	06:00 am
02	Wash & Change	06:00 am – 06:45 am
03	Cleanliness of Hostel (Under Supervision of HM/AHM)	06:45 am – 08:00 am
04	Wash & Change	08:00 am – 08:30 am
05	Breakfast	08:35 am – 09:20 am
06	Attendance by MOD	10:30 am – 10:45 am
07	Own Time	
08	Lunch	01:15 pm – 02:00 pm
09	Evening Tea	05:00 pm – 05 :25 pm
10	Evening Roll call	06:40 pm – 06:50 pm
11	Dinner	07:30 pm – 08:15 pm
12	Self Study	08:30 pm – 10:30 pm
13	Roll Call by HM	10:30 pm
14	Lights off	10:30 pm

JAWAHAR NAVODAYA VIDYALAYA, NUD (SAMBA)
CLASS WISE TIME TABLE 2013-14

Time	8:10 am- 8:50 am	8:50 am- 9:30 am	9:30 am- 10:10 am	10:10 a.m - 10:50 am	1 0: 5 0 a m - 1 1: 0 5 a m	11:10 am - 11:50 am	11:50 am- 12:30 pm	12 :30 pm – 01:10 pm	01:10 pm – 01- 45 pm
CLASS/ Period	I	II	III	IV	BREAK	V	VI	VII	VIII
XII A	Chem.1 -3 Physics 4-6	Eng. 1- 6	Physics 1-3 Chemistry 4-6	Bio – Tech/ Maths 1-6		Biology / Comp Sc. 1-6	Lib 1- 3, Comp 4-6	Bio- Tech/ Maths 1, Bio/Co mp Sc 2. Phy. 3,4 Che. 5- 6 (Practicals)	Bio- Tech/M aths1, Bio/Co mp Sc 2. Phy. 3,4 Che. 5- 6 (Practicals)
XII - B	Accountancy 1-3 Eco- 4- 6	Accountancy 4 - 6 Eco- 1- 3	Art/PE T 1- 6	Maths/ Hindi 1-6		Eng 1-6	B.Studies 1-6	Maths/ Hindi 1, Lib 2,3 , Eco 4-6	Maths/ Hindi 1, Comp 2, Acct. 5-6, B.Std 3-4
XII - C	F.P – III 1-6	F.P-IV 1-6	Art 1-6	Hindi 1-6		Eng 1-6	B.Studies 1-6	Eng 1 , Comp 2-3, F.P 4- 6	Eng 1, B.Std. 3-4, Lib 2, F.P 5-6
XI-A	Physics . 1-3 Chem	Lib 1-3 Physics 4-6	Biolog y./ C.Sci. 1-6	Chem 1-3 Comp.		Bio- Tech/ Hindi/ Maths	Eng 1-6	Phy 1- 2, Chem 3-4,	Phy. 1- 2, Chem 3-4,

	4-6			4-6		1-6		Bio/C. S 5, Bio- Tech/ Maths/ Hin. 6	Bio/ C.S -5, Bio- Tech/M aths/ Hindi 6
XI -B	Eng 1-6	Art/PE T 1-6	Accoun tancy 1-6	B.Std 1-6		Hindi/ Maths 1-6	Econo mics 1-6	Acct., 1-2, B.Std 3-4, Comp 5, Maths/ Hindi 6	Eco 1- 3, Lib 4-5, Hindi/ Maths - 6
XI -C	Eng 1-6	Art 1-6	F.P 1-6	B.Studi es 1-6		Hindi 1- 6	F.P – II 1-6	F.P I 1-2, B.Std 3-4, Lib 5,Eng. 6	F.P II 1-3, Comp 4-5 , Eng -6
X-A	Maths 1-6 R.P	Hist. 1-3 Music4 -5 Lib.6	Chem 1-3 Geo.4- 6	Phy 1- 3 , Bio 4-6		Eco 4-6, Comp - 3, Art 1-2	Hindi 1-6 Urmil	Englis h 1-6 Rupali	Maths 1-3, Eng 5- 6, Comp.4
X- B	Maths 1-6 Subash	Eng.1- 6 Aparna	Hindi 1-6 Suman	Bio 1- 3, Phy 4-6		Hist. 4 - 6, Eco 1-3	Chem 4-6, Geo 1-3	Englis h 2-3 Aparna , Music 4-5, Comp. 6 , Lib - 1	Art 1-2, Maths 4-6, Comp. 3
IX- A	Maths 1-6 Sanjay	Hindi Course A/ Punj Course A 1-6	History 4-6 Geo.1- 3	Eng 1- 6 Rupali		Chem 1-3, Lib 5, Comp 6 , Art -4	Phy. 1-3, Bio 4- 6	Punj Course B/ Hindi- B 1-6	Eco 4- 6, Maths 2-3, Music - 1

IX B	Eng. 1-6 Aparna	Hindi Course A/Punjabi A 1-6	Maths 1-6	Eco 4-6, History 1-3		Chem 4-6, Geography 1-3	Physics 4-6, Bio 1-3	Punjab i B/ Hindi B 1-6	Maths 4-5, Art -3 , Comp -6, Music 2, Lib -1
VIII A	Hindi 1-6 Urmil	Eng. 1-6 Rupali	Maths 1-6 R.P	Science 1-6		Art 5-6, Eng 1-2, Maths 3-4	S.St. 1-6 Parkash	Sc. 1,2, Music 3 , Lib-6 , Comp 4, PET -5	Punjabi 1-6
VIII B	Sci.1-6 Dimple	Punjabi 1-6	Maths 1-6 Subash	English 1-6 Aparna		Maths 1-2, Lib- 6, Eng 3-4, Comp 5	Hindi 1-6 Suman	Art 2-3, Science 5-6 , Music 1, PET -4	S.St 1-6 Ravi
VII A	S. Sci. 1-6 Parkash	Science 1-2 Music 3, Library 4, Comp 5-6	Hindi 1-6 Urmil	Punjabi 1-6	BREAK	Science 1-6	Maths 1-6 R.P	Eng 5, Maths 1-2, PET 3, Art- 6	Eng 1-6
VII B	Eng.1-6 Rupali	S.Sci. 1-6	Sci. 1-6 Dimple	Maths 1-6, Subhash		Pbi 1-6	Maths 1,2, Comp .4, Art 3, Lib 5 , Comp -4 PET -6	Hindi 1-6 Suman	Sci 5-6, Music 4 , Comp. 1 , Eng 2-3
VI A	Sci. 1-6 PGT BIO TECH	Maths 1-6 R.P	Eng 1-2 Lib.4, Music3 Comp. 5-6	Pbi 1-6		Hindi 1-6 Urmil	Eng 1-6 Aparna	Science 2,3 , Art. 1,4 , Maths 5,6	S.St 1-6 Parkash
VI B	S.Sci.	Sci. 1-6	Punjabi	Hindi		Maths	Eng	Maths	Science

	1-6	Dimple	.1-6	1-6 Suman		5-6, Comp 1-2, Lib 3, Music 4	1-6 Rupali	1-6 Subhas h	3-4, Eng 2 Vivek, Art 5-6 , PET-1
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**JAWAHAR NAVODAYA VIDYALAYA, NUD (SAMBA)
TEACHER WISE TIME TABLE 2013-14**

S.No.	NAME	I	II	III	IV	V	VI	VII	VIII	Total
1	MR. SANJAY RAHI PGT BIO			XI-A 1-6	X-B 1-3, X-A 4-6	XII-A 1-6	IX-B 1-3 IX-A 4-6	XII-A 2 XI-A 5	XII-A 2 XI-A 5	28
2.	MS SUNITA GULIA PGT HINDI		IX-A COURSE -A 1-6		XII-A+B+C 1-6	XI-A+B+C 1-6		XII-A+B 1 XI-A+B 6	XII-A+B 1 XI-A+B 6	22
3.	MS MEENAKSHI PGT COMMERCE	XII-B 1-3	XII-B 4-6	XI-B 1-6	XI-B+C (B.S) 1-6		XII-B+C (B.S) 1-6	XI-B ACC. 1-2 XI-B+C B.S 3-4	XII-B+C B.S 3-4 XII-B ACC. 5-6	32
4.	MR. VIVEK PGT ENGLISH	XI-B+C 1-6	XII-A 1-6			XII B+C 1-6	XI-A 1-6	XII-C 1 XI-C 6	XII-C 1 VI-B 2 XI-C 6	29
5.	MS VANDANA PGT CHEMISTRY	XII-A 1-3 XI-A 4-6		XII-A 4-6 X-A 1-3	XI-A 1-3	IX-A 1-3 IX-B 4-6	X-B 4-6	XI-A 3-4 XII-A 5-6	XI-A 3-4 XII-A 5-6	32
6.	MR. SANJAY SINGH PGT MATHS	IX-A 1-6		IX-B 1-6	XII-A+B 1-6	XI-A+B 1-6		XII-A+B 1 XI-A+B 6	IX-A 2-3 XII-A+B 1 IX-B 4-5	32

									XI-A+B 6	
7.	MR. JATINDER PGT	VI-B 1-6	VII-B 1-6	IX-A 1-3 X-A 4-6		IX-B 1-3	X-B 1-3		VIII-B 1-6	30
8.	MS MAMTA PGT ECONOMICS	XII-B 4-6	XII-B 1-3		IX-B 4-6	X-A 4-6 X-B 1-3	XI-B 1-6	XII-B 4-6	IX-A 4-6 XI-B 1-3	30
9.	MR. ANIL THAKUR PGT COMP SC.			XI-A 1-6	XI-A 4-6 FUNDAMENTAL	XII-A 1-6	XII-A 4-6 FUNDAMENTAL	XII-A 2 XI-A 5	XII-A 2 XI-A 5 X-A 4 X-B-3	24
10.	PGT BIO-TECH	VI-A 1-6	VI-B 1-6		XII-A 1-6	XI-A 1-6		XII-A 1 XI-A 6 VI-A 2,3	XII-A 1 XI-A 6 VI-B 3,4	32
11.	PGT PHYSICS	XI-A 1-3 XII-A 4-6	XI-A 4-6	XII-A 1-3	X-A 1-3 X-B 4-6		IX-A 1-3 IX-B 4-6	XI-A 1-2 XII-A 3-4	XI-A 1-2 XII-A 3-4	32
12.	PGT H&T	XII-C 1-6	XII-C 1-6	XI-C 1-6			XI-C 1-6	XI-C 1-2 XII-C 4-6	XI-C 1-3 XII-C 5-6	34
13.	MS URMIL SHARMA TGT HINDI	VIII-A 1-6		VII-A 1-6		VI-A 1-6	X-A 1-6	IX-A+B B-COURSE 1-6		30
14.	MS SUMAN SHARMA TGT HINDI		IX-B 1-6 A-COURSE	X-B 1-6	VI-B 1-6		VIII-B 1-6	VII-B 1-6		30
15.	MS RUPALI TGT ENGLISH	VII-B 1-6	VIII-A 1-6		IX-A 1-6	VIII-A 1,2	VI-B 1-6	X-A 1-6	VI-B 1 VII-B 2,3 X-A 5,6	37
16.	MS APARNA TGT ENGLISH	IX-B 1-6	X-B 1-6	VI-A 1,2	VIII-B 1-6	VIII-B 3,4	VI-A 1-6	X-B 2,3 VII-A 4,5	VII-A 1-6	38

17.	MR. PARKASH TGT S.SCIENCE	VII-A 1-6	X-A 1-3	IX-A 4-6	IX-B 1-3	X-B 4-6	VIII-A 1-6		VI-A 1-6	30
18.	MS DIMPLE TGT SCIENCE	VIII-B 1-6	VII-A 1-2	VII-B 1-6	VIII-A 1-6	VII-A 1-6		VIII-A 1-2 VIII-B 5-6	VII B 5-6	32
19.	MR SUBASH TGT MATHS	X-B 1-6		VIII-B 1-6	VII-B 1-6	VIII-B 1-2 VI-B 5-6	VII-B 1-2	VI-B 1-6	X-B 4-6	33
20.	MR RAJINDER TGT MATHS	X-A 1-6	VI-A 1-6	VIII-A 1-6		VIII-A 3-4	VII-A 1-6	VII-A 1-2 VI-A 5-6	X-A 1-3	33
21.	MS GURINDER TGT PUNJABI		IX-A+B 1-6 A-COURSE	VI-B 1-6	VII-A 1-6			IX-A 1-6 B-COURSE	VIII-A 1-6	30
22.	MS MANDEEP TGT PUNJABI		VIII-B 1-6		VI-A 1-6	VII-B 1-6		IX-B 1-6 B-COURSE		24
23.	MS KAMALJEET ART TEACHER		XI-B+C 1-6	XII-B+C 1-6		X-A 1-2 IX-A 4 VIII-A 5-6	VII-B 3	VIII-B 2-3 VI-A 1,4 VII-A 6	X-B 1-2 IX-B 3 VI-B 5-6	28
24	MR. ROBINDER (LIBRARIAN)		XI-A 1-3 VII-A 4 X-A 6	VI-A 4		VI-B 3 IX-A 5 VIII-B 6	XII-A 1-3 VII-B 5	XII-B 2-3 X-B 1 XI-C 5 VIII-A 6	XII-C 2 IX-B 1 XI-B 4-5	22
25	MR. R.K. BHATT MUSIC		VII-A 3 X-A 4-5	VI-A 3		VI-B 4		X-B 4-5 VIII-A 3 VIII-B 1	IX-A 1 IX-B 2 VII-B 4	12
26	FCSA		VII-A 5-6	VI-A 5-6		X-A 3 IX-A 6 VIII-B 5 VI-B 1-2	VII-B 4	XII-C 2-3 XI-B 5 X-B 6 VIII-A 4	XII-B 2 XI-C 4-5 IX-B 6 VII-B 1	20
27	MR. RAJINDER SINGH P.E.T		XI-B 1-6	XII-B 1-6						12

28	MS. KULWINDER KOUR P.E.T						VII-B 6	VIII-A 5 VII-A 3 VIII-B 4		4
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**JAWAHAR NAVODAYA VIDYALAYA,
NUD, DISTRICT-SAMBA (J&K)**

SUPERVISORY STUDY 2013-14

TIME: - 3:45 PM to 5:00 PM

Days/Class	Monday	Tuesday	Wednesday	Thursday	Friday
VI-A	Ms.Kamaljeet	Ms. Mandeep	Ms. Aparna	Ms. Suman	Ms.Mandeep
VI-B	Ms. Urmil	Ms. G. Kaur	Mr. R.K Bhatt	Ms. Kulwinder kaur PET	Ms. G. Kaur
VII-A+B	Ms.Mandeep	Ms. Anita	Ms. Suman	Ms. Kamaljeet	Mr.R.K Bhatt
VIII-A+B	Ms. Dimple	Mr. R.K Bhatt	Ms. Kamaljeet	Ms. G. Kaur	Ms. Urmil
IX-A+B	Ms. G. Kaur	Mr. Parkash	Ms. Mandeep	Mr. R.K Bhatt	Ms.Kamaljeet
X-A	Mr. Parkash	Ms. Urmil	Ms. Anita	Ms. Urmil	Ms. Kulwinder kaur PET
X-B	Ms. Kulwinder Kaur PET	Ms. Suman	Mr. Jitendra	Ms. Anita	Ms. Suman
XI-A	Mr. Anil / Mr. Sanjay Rahi	FCSA	FCSA	PGT CHEM	Ms. Anita
XI-B	Ms. Mamta	Ms. Mamta	Mr. Rajinder Singh	Ms. Sunita Gulia	Mr. Vivek
XI-C	Mr. Varun	Ms. Kulwinder Kaur PET	Mr. Rajinder Singh	Ms. Sunita Gulia	Mr. Vivek
XII-A	Mr. Rajinder Singh	Mr. Rajinder Singh	Mr. Anil / Mr. Sanjay Rahi	Mr. Anil / Mr. Sanjay Rahi	PGT BIO TECH/ Mr. Anil
XII-B	Ms.Meenakshi	Ms.Meenakshi	Ms. Sunita Gulia	Ms. Meenakshi Accounts	Ms. Meenakshi Accounts
XII-C	Ms.Meenakshi	Ms.Meenakshi	Ms. Sunita Gulia	Mr. Varun	Mr. Varun

**JAWAHAR NAVODAYA VIDYALAYA,
NUD, DISTRICT-SAMBA (J&K)**

REMEDIAL CLASSES 2013-14

TIME: - 6:30 PM to 7:45 PM

DAYS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
VII-A+B	Ms Aparna	Ms Aparna	Mr. Subhash	Mr. Subhash	Ms. Dimple	Mr. Parkash
VIII-A+B	Ms. Rupali	Ms. Rupali	Mr. Rajinder Parsad	Mr. Rajinder Parsad	Mr. Jitendra	Ms. Dimple
IX-A+B	Mr. Jitendra	PGT BIO TECH	Ms. Rupali	Ms. Dimple	Mr. Sanjay Singh	Mr. Sanjay Singh
X-A	Mr. Subhash	Mr. Subhash	Ms. Babita PGT Physics	Ms Rupali	Mr. Sanjay Rahi	Mr. Jitendra
X-B	Mr. Rajinder Parsad	Mr. Rajinder Parsad	PGT CHEM	Ms Aparna	Mr. Parkash	Ms. Babita PGT Physics
XII-A	Ms. Babita PGT Physics	Ms. Babita PGT Physics	Mr. Sanjay Singh/ PGT BIO TECH	Mr. Sanjay Singh/ PGT BIO TECH	PGT CHEM	PGT CHEM
XII-B	Mr. Vivek	Mr. Vivek	Mr. Vivek	Ms. Mamta	Ms. Mamta	Ms. Mamta
XII-C	Mr. Vivek	Mr. Vivek	Mr. Vivek	Mr. Varun PGT F.P	Ms. Sunita	Ms. Sunita

JAWAHAR NAVODAYA VIDYALAYA NUD, SAMBA (J&K)**LIST OF HOUSE MASTERS & MISTRESS****SESSION 2013-14****BOYS:-**

NAME OF THE HOUSE	NAME OF THE HOUSE MASTER	DESIGNATION
ARAVALI SR.	Mr. RAJINDER PARSAD	TGT MATHS
ARAVALI JR.	Mr. JATINDER	PGT GEOGRAPHY
NEELGIRI SR.	Mr. SANJAY SINGH	PGT MATHS
NEELGIRI JR.	Mr. ANIL THAKUR	PGT COMPUTER SCIENCE
SHIVALIK SR.	Mr. SANJAY RAHI	PGT BIOLOGY
SHIVALIK JR.	Mr. SUBASH CHANDER	TGT MATHS
UDAY GIRI SR.	Mr. VIVEK RANA	PGT ENGLISH
UDAY GIRI JR.	Mr. PARKASH	TGT SOCIAL SCIENCE
HOLDING (B)	Mr. ROBINDER JEET	LIBRARIAN

GIRLS:-

NAME OF THE HOUSE	NAME OF THE HOUSE MISTRESS	DESIGNATION
ARAVALI SR.	Ms. SUMAN SHARMA	TGT HINDI
ARAVALI JR.	Ms. GURVINDER KOUR	TGT PUNJABI
NEELGIRI SR.	Ms. MAMTA	PGT ECONOMICS
NEELGIRI JR.	Ms. RUPALI	TGT ENGLISH
SHIVALIK SR.	Ms. SUNITA GULIA	PGT HINDI
SHIVALIK JR.	Ms. APARNA	TGT ENGLISH
UDAY GIRI SR.	Ms. URMIL SHARMA	TGT HINDI
UDAY GIRI JR.	Ms. DIMPLE	TGT SCIENCE

JAWAHAR NAVODAYA VIDYALAYA NUD, SAMBA (J&K)**LIST OF CLASS TEACHERS**

CLASS	SECTION	NAME OF THE CLASS TEACHER	DESIGNATION
VI	A		PGT BIO-TECH
VI	B	JITENDRA	PGT GEOGRAPHY
VII	A	PARKASH	TGT SOCIAL SCIENCE
VII	B	RUPALI	TGT ENGLISH
VIII	A	GURVINDER KOUR	TGT PUNJABI
VIII	B	DIMPLE	TGT SCIENCE
IX	A	SANJAY SINGH	PGT MATHS
IX	B	APARNA	TGT ENGLISH
X	A	SANJAY RAHI	PGT BIOLOGY
X	B	ANIL THAKUR	PGT COMPUTER SCIENCE
XI	A	Ms. BABITA	PGT PHYSICS
XI	B	VIVEK RANA	PGT ENGLISH
XI	C	MEENAKSHI	PGT COMMERCE
XII	A	PGT CHEM	PGT CHEMISTRY
XII	B	MAMTA	PGT ECONOMICS
XIII	C		PGT (H&T)

CLASS MONITORS

Sr.No	CLASS	MONITORS NAME (BOYS)	MONITORS NAME (GIRLS)
1.	VII-A	VISHAL SHARMA	KAJAL SINGH
2.	VII-B	HARSH BHAGAT	MONIKA THAPA
3.	VIII-A	SACHIN	GEETA
4.	VIII-B	SAHIL SAMBYAL	NISHA THAPA
5.	IX-A	ANKUSH	RASHI
6.	IX-B	GANESH	ANU RADHA
7.	X-A	AKHIL SHARMA	URVASHI
8.	X-B	TAJINDER	POOJA
9.	XI-A	NEERAJ GUPTA	KRITI DHIMAN
10.	XI-B	GURPREET ANGRAL	MAMTA
11.	XI-C	SHAHID	PRIYA
12.	XII-A	YOGRAJ	BHAVINA
13.	XII-B	SAHIL SAINI	AKANKSHA
14.	XII-C	MAKHAN	NEHA

LIST OF HOLIDAYS & VACATIONS

LIST OF GAZZETED HOLIDAYS DURING THE YEAR 2013 FOR CENTRAL GOVERNMENT OFFICES LOCATED AT CHANDIGARH, PANCHKULA AND MOHALI (TRICITY).

Sr. No.	Holidays	Date (2013)	Sake Date	Day
1.	Milad-un-Nabi or Id-E – Milad (Birthday of Prophet Mohammad)	January 25	Magha 05	
2.	Republic Day	January 26	Megha 06	Saturday
3.	Holi	March 27	Chatitra 06	Wednesday
4.	Good Friday	March 29	Chatitra 08	Friday
5.	Ram Navami	April 19	Chatitra 29	Friday
6.	Mahavir Jayanti	April 24	Vaisakha 04	Wednesday
7.	Buddha Purnima	May 25	Jyaishth 04	Saturday
8.	Idu'l Fitr	August 09	Sravana 18	Friday
9.	Independence Day	August 15	Sravana 24	Thursday
10.	Jamashanti	August 28	Bhadra 06	Wednesday
11.	Mahatma Gandhi's Birthday	October 02	Asvina 10	Wednesday
12.	Dussehra	October 13	Asvina 21	Sunday
13.	Idu'l Zuha (Bakrid)	October 16	Asvina 24	Wednesday
14.	Diwali (Deepavali)	November 03	Kartika 12	Sunday
15.	Muharram	November 14	Kartika 23	Thursday
16.	Guru Nanak's Birthday	November 17	Kartika 26	Sunday
17.	Christmas Day	December 25	Pausa 04	Wednesday

VACATION SCHEDULE 2013-14

		Summer	Days	Autumn	Day	Winter	Day	
1.	Jammu: (Kathua, Samba, Udhampur, Jammu-1, Reasi)	01.06-2013(Sat) to 30.07.2013(Tue)	60	01.11.2013 (Fri) to 10.11.2013	10	25.12.2013 (Wed) to 13.01.2014	20	90
2.	J&K: (Baramula, Kupwara, Anantnag, Ganderbal, Budgam, Shopian, Doda, Poonch, Kulgam, Rajouri)	18.07.2013(Thurs) To 11.08.2013 (Sun)	25	16.12.2013 (Mon) to 18.02.2014 (Tues)	65	90
3.	J&K (Leh, Kargil)	18.07.2013 (Thurs) to 01.08.2013 (Thurs)	15	16.12.2013(Mon) to 28.02.2014 (Fri)	75	90

VARIOUS COMMITTEES FOR THE YEAR

Institutional Planning Committee.

Ms Sukhraj kaur (Principal)	:	Chairperson
Mr. D.K. Kotwal (Vice Principal)	:	Convener
Ms Sunita Gulia (PGT Hindi)	:	Member
Mr Sanjay Rahi (PGT Biology)	:	Member
Mr. Anil Thakur (PGT Computer Sc)	:	Member
Mr. Jitendra (PGT Geography)	:	Member
Mr. Rajinder Parsad (TGT Maths)	:	Member
Ms Rupali (TGT English)	:	Member
Ms Gurinder Kour (TGT Punjabi)	:	Member
(FCSA)	:	Member

Aims and Objectives:

1. To fulfill the objectives of Navodaya Vidyalaya Samiti.
2. To work for the smooth and effective functioning of the Vidyalaya.
3. Improving the academic results, qualitatively & quantitatively.
4. Improving the teaching and learning process.
5. Preparing the students for competitive examinations like NDA, IIT, PMT, and CMPT.
6. All round development of the school through CCA.
7. Exploring & developing the creative abilities among students.
8. Inculcating values for the development of personality among the students.
9. Developing self discipline among the students.
10. Developing the spirit of sportsmanship.
11. Optimum utilization of existing resources for the beautification of the school.
12. Developing the Vidyalaya as pace setting institutional.
13. To create friendly and healthy atmosphere in the Vidyalaya.

ACADEMIC COUNCIL

Ms Sukhraj kaur (Principal)	:	Chairperson
Mr. D.K. Kotwal (Vice Principal)	:	Convener
Ms Sunita Gulia (SMT)	:	Member
Mr. Sanjay Rahi (PGT Biology)	:	Member
Mr. Vivek Sheel Rana (PGT English)	:	Member
Mr Sanjay Singh (PGT Maths)	:	Member
Ms Rupali (TGT English)	:	Member
Mr Prakash (TGT Social Science)	:	Member

Aims and Objective:

1. To improve the academic standard from Class VI to XII.
2. To improve the quality of teaching learning process through innovative practices and audio visual aids.
3. Completion of the syllabus as per as prescribed split-up.
4. Corrections of assignments, note books regularly and meticulously.
5. Submission of lesson plan.
6. Arrangement of faculty enrichment programme.
7. Implementation of remedial and extra coaching for needy students.

Functions:

1. Preparation of Annual Teaching plan for the academic year.
2. Guiding the subject teachers to prepare and teach as per split-up.
3. Monitoring the correction work.
4. Proper guidance to the students.

TIME TABLE COMMITTEE

Mr. D.K. Kotwal (Vice Principal)	: Convener
Ms. Sunita Gulia (PGT Hindi)	: Member
Mr. Sanjay Rahi	: Member
Ms. Dimple	: Member
PGT Comm.	: Member

Aims & Objectives:

1. Plan for the entire academic activities.
2. Utilisation of maximum time for academic growth of the students.
3. Improving the teaching learning process.

Functions:

1. Preparation of Time Table by March end for the better start of the new Academic year.
2. Preparation of the special time table for the personality development project of the Students which includes Yoga, Value Education, Shramdan, English Speaking Classes, P.T. Periods etc.

EXAMINATION COMMITTEE:**INTERNAL**

Mr. Sanjay Singh	:	Convener
Mr. Subash Chander	:	Member
Mrs. Urmil Sharma	:	Member
Mr. Prakash	:	Member

EXTERNAL (CBSE)

Mr. Vivek Sheel Rana	:	Convener
Ms. Sunita Gulia	:	Member
Mr. R. Prasad	:	Member
FCSA	:	Member

Aims & Objectives:

1. To be part of evaluation of academic performance of the students.
2. Continuous feed back to the students for their academic growth.
3. To achieve academic excellence.

Functions:

1. Preparation of tentative time table of examination which includes formative assessments, summative assessments, assignments, projects for the year 2012-13.
2. Implementation of continuous comprehensive evaluation.
3. Maintenance & Monitoring the examination record of students.
4. Detection of Slow & Bright learners for individual and special attention.
5. Displaying the names of rank holders of each class on the Roll of honors.
6. Communication of the result of the students to the parents.

MESS MANAGEMENT COMMITTEE

Mr. D.K. Kotwal (Vice Principal):	Chairperson
Ms. Sunita Gulia	: Convener
Mr. Sanjay Rahi	: Member
Mr. Vivek Sheel Rana	: Member
Ms Rupali	: Member
Mr. Parkash	: Member
Ms Suman Sharma	: Member
Ms Urmil Sharma	: Member
Ms. Neelam Sambayal (S/N)	: Member
Mr. Surinder Mohan (CA)	: Member
School captain (Boy)	: Member
School captain (Girl)	: Member
House Perfects	: Member

Aims & Objectives:

1. To provide balanced diet to the students within the budget provided by NVS.
2. Preparation of food under hygienic conditions, keeping in view the taste of the students.
3. Transparency in the functioning of the mess .

Functions:

1. To conduct mess committee meeting every month for the preparation of Menu.
2. Monitoring the quality of food.
3. Monitoring the cleanliness of the mess, Kitchen, Dinning hall and Surroundings.
4. Plan for the procurement of grocery, vegetable fruits. LPG well in advance.
5. Provision of potable water in dinning hall.
6. Inculcation of table manners among the students.
7. Preparation of composite manure from the kitchen waste.

CO – CURRICULAR ACTIVITY COMMITTEE

Ms Rupali	: Convener
Ms. Sunita Gulia	: Member
Mr. Rajinder Parsad	: Member
Mr. R.K.Bhat	: Member
Ms Kulwinder Kour PET	: Member
Ms Kamaljit Kaur	: Member
Mr. Rajinder Singh	: Member
Ms.Aparna	: Member
Ms. Mandeep Kaur	: Member

Aim & Objective:

1. To achieve cultural development of the children .
2. To develop leadership qualities among the students .
3. To develop the spirit of competition among the students .
4. To work for the personality development of the children .

Functions:

1. Conducting Inter House Competitions as per Annual calendar.
2. Celebrating the important National, International Day & Weeks.
3. Maintaining the wall Magazine.
4. Publication of School magazine.
5. Maintenance of CCA record.
6. Celebration of Annual Day.

PACE SETTING ACTIVITY COMMITTEE

Mr. D.K. Kotwal (Vice Principal):	Convener
Ms. Rupali	: Member
Mr. Robinderjit Singh	: Member
Ms Neelam Sambyal	: Member
Ms. Dimple	: Member
Ms Urmil	: Member

Ms. Aparna : Member

Aim & Objective:

1. To serve the neighborhood and the community.
2. To organize academic and computer courses for the neighboring Vidyalayas.
3. To arrange guest lecture and seminars.
4. To organize workshops and seminars.
5. To visit the nearby villages.

Functions:

1. Organization of literacy campaign during vacation.
2. Eradicating the blind faith & superstition from the society through activities like Nukad Natak, Drama, Display of charts, songs etc.
3. Organization of the cleanliness drive for the local community.
4. Promoting awareness among the people towards national integration by organization social functions.

PTC COMMITTEE:

Mr. D.K Kotwal (Vice Principal):	Convener
Ms. Sunita Gulia :	Member
Mr. Sanjay Rahi :	Member
Mr. Vivek Sheel Rana :	Member
Mr. Robinderjeet Singh :	Member
Mr Prakash :	Member
Mr. Rajinder Parsad :	Member
Ms. Neelam :	Member
Mr. Anil Thakur :	Member

Aims & objectives:

1. Co-ordination between Parents & teachers for smooth functioning of the Vidyalaya.
2. To get help from the local community for the development of the vidyalaya.
3. To solve the problems of the students through parent teacher interaction.

Functions:

1. Election of parent's representative for PTC.
2. Conduct of PTC meeting as per the requirement of the vidyalaya.
3. Analysis of performance of students
4. To make arrangements for the visitors i.e. parents.

DISCIPLINE COMMITTEE

Ms. Sukhraj Kaur	:	Chairperson
Mr. D.K Kotwal	:	Convener
Ms. Sunita Gulia	:	Member
Mr. Sanjay Rahi	:	Member
Mr Anil Thakur	:	Member
Mr Rajinder Prasad	:	Member
Ms Suman	:	Member
Mr Rajinder Singh	:	Member
Mr. Prakash	:	Member
PET Female	:	Member

Aims & Objectives:

1. To work for the smooth functioning of the vidyalaya.
2. To develop self discipline among the students.
3. To maintain discipline in the vidyalaya.

Functions:

1. Framing & Implementation of the rules of the Vidyalaya.
2. Monitoring the discipline of the students.
3. Formation of student discipline committee.
4. To conduct the meeting of discipline committee.
5. To decide and take necessary action cases of indiscipline.

SAFETY & SECURITY COMMITTEE

Mrs. Sukhraj Kaur	:	Chairperson
Mr. D.K Kotwal	:	Convener
Ms. Sunita Gulia	:	Member
Mr. Sanjay Rahi	:	Member
Mr. Anil Thakur	:	Member
Mr. Rajinder Prasad	:	Member
Mr. Vivek Sheel Rana	:	Member
Mrs. Neelam Sambyal	:	Member
Mr. Rajinder Singh	:	Member
Mr. Narinder (ECP)	:	Member

Aims & Objectives:

1. To ensure the Safety & Security of the students.
2. To make Vidyalaya atmosphere free from fear and anxiety.

Function:

1. Exploring the different area where safely and security is required.
2. Taking the precautionary measures for the safety and security of the student.
3. Duty of special guard outside the girl's dormitory.
4. Duty of watchman at main gate dormitory.
5. Proper light arrangement in the Vidyalaya Campus.
6. Formation of the groups of students to work for the safety and security of Jr. Students.
7. Talking the Roll Call of student at regular intervals.

SPORTS & GAMES COMMITTEE

Mr. Rajinder Singh	: Convener
Ms. Kulwinder Kour PET	: Member
Mr. Parkash	: Member
Mr. Dimple	: Member
PGT Physics	: Member
Mrs. Neelam	: Member

Aims & Objectives:

1. To develop the spirit of sportsmanship.
2. To train the students for different sports competitions.
3. To enable the students to enjoy and appreciate the games & sports.
4. Finalization of teams for cluster level participation and the after training them.

Functions:

1. To conduct Inter House Matches.
2. Inviting local student for various sports competitions.
3. Organization of Annual Athletic Meet in the month of September.
4. Finalization of teams for cluster level participation and there after training them.

GUIDANCE AND COUNSELING COMMITTEE

Mr. D.K Kotwal	:	Convener
Ms. Sunita Gulia	:	Member
Mr. Rajinder Parsad	:	Member
Mr. Vivek Sheel	:	Member
Mrs. Rupali	:	Member
Mr. Sanjay Singh	:	Member
Mrs. Neelam (S/N)	:	Member

Aims & Objectives:

1. To mutative and create interest about the various services.
2. Guidance and counseling to the students in various fields.
3. To counsel the student for better adjustment.
4. To maintain the psychological and mental health of the student.

Function:

1. To provide homely atmosphere to the students.
2. To motivate the student for various activities.
3. Guiding to the students about various services.
4. Counseling the students for psychological and social needs.

LOCAL PURCHASE COMMITTEE

Mr.Vivek Sheel Rana	:	Convener
Mr. Sanjay Singh	:	Member
Ms. Mamta	:	Member
Mr. Sunil	:	Member
Ms. Kamaljit Kaur	:	Member
Mr. Robinderjit Singh	:	Member
Ms. Neelam S/N	:	Member
Concerned I/C	:	Member

Aims & Objectives:

1. To meet day today requirement of the Vidyalaya for the smooth functioning.
2. To avoid any type of lapse in purchase procedure.

Functions:

1. List out day to day requirements of the Vidyalaya.
2. Survey of local market for purchasing the required items.
3. Following the purchase procedure.

HEALTH AND HYGIENE COMMITTEE

Mrs. Neelam	:	Convener
Ms. Mamta	:	Member
Mr. Rajinder Parsad	:	Member
Mrs. Suman	:	Member
Mr.Gurinder	:	Member

Aims & Objective:

1. Preparing effective plan to keep the student healthy.

Functions:

1. Regular testing and checking of quality of raw food material.
2. Daily checking of the hygiene of students in morning assembly.
3. Monthly check up of students and maintaining their record.

MIGRATION COMMITTEE

Ms. Sukhraj Kaur	: Chairperson
Ms. Sunita Gulia	: Member
Ms Gurinderjeet Kaur	: Member
Mr. Prakash	: Member
Ms.Suman	: Member
Mr. Robinderjit Singh	: Member

Aim & Objectives:

1. Important of migration as per NVS Policy.
2. To motivates students about migration.
3. Overall development of personality.

Functions:

1. To select students as per norm laid down by samiti.
2. To make them aware about adjustment provision.
3. To guide them during the journey.

NCC COMMITTEE

Mr. Rajinder Singh	: Convener
Ms.Dimle Arya	: Member
Ms. Lady PET	: Member
Mr.Jitendra	: Member

Aim & Objectives:

1. To tell the students importance of NCC.

Functions

1. To organise parade and camps.
2. To provide NCC training to students.

SCOUT & GUIDE COMMITTEE

Mr.Jitendra	:	Convener
PGT Chemistry	:	Member
Ms.Gurinderjit Kaur	:	Member
Ms. Mamta	:	Member

Aim&objectives:

1. To create awareness regarding Scout&Guide
2. Participation of students in Scout & Guide camps.

Functions:

1. To create interest among the students.
2. To provide training in scout and guide activities.

NSS COMMITTEE

Mr. Parkash Chand	:	Convener
Mr.Subash Chander	:	Member
Ms. Dimple	:	Member
Mr. R.K. Bhat	:	Member
TGT Punjabi	:	Member

Aim & Objectives:

1. To create awareness among pupils regarding NSS.
2. To aware students about cleanliness.

Functions:

1. To motivate and create interest about the various NSS activities.
2. To provide guidance and organize NSS activities in and outside the Campus.

PURCHASE VERIFICATION COMMITTEE

Mr.D.K Kotwal	:	Convener
Ms. Sanjay Rahi	:	Member
Mr. Sanjay Singh	:	Member
Mr. Anil Thakur	:	Member
MOD	:	Member

Functions:

1. To verify qualitatively and quantitatively all the purchases of the vidyalaya.
2. To verify all the bills of such purchases.
3. To verify proper use of items purchased .

AEP Committee

Ms. Neelam Sambyal	:-	Convener
Mr. Robinderjit Singh	:-	Member
Ms.Aprana	:-	Member

Aims & Objectives:

1. Preparing effective plan for activities to be concerned under adolescent programme.
2. Spreading awareness regarding Adolescent education in the neighbourhood Schools.
3. Utilize the funds effectively under this head.
4. To conduct activities under AEP.

Maintenance and Repair Committee

Mrs. Sukhraj kaur	:	Chairperson
Mr. D.K Kotwal	:	Convener
Mr. Sanjay Rahi	:	Member
Mr. Anil Thakur	:	Member
Mr. Rajinder Parshad	:	Member
Mr. R.K. Bhatt	:	Member
Ms. Neelam	:	Member
School Perfect Boy&Girl:		Member
One PTC Member	:	Member

Aims & Objectives:

1. To verify the campus
2. To proper utilization of fund allotted.

Functions:

1. To identified areas needing maintenance & repair.
2. To make an estimate of the work to be done.
3. To arrange necessary man power of to be done.
4. To supervise maintenance & repair work.

DRINKING WATER COMMITTEE

Mr. Sanjay Rahi (PGT Bio)	:	Convener
Mr. Rajinder Parshad (TGT Maths)	:	Member
Ms. Neelam Sambyal (Staff Nurse)	:	Member
Mr. Narinder Singh (ECP)	:	Member
Ms. Soma Devi (Store Keeper)	:	Member
Mr. Rattan Chand (Chowkidar)	:	Member

HOUSE INSPECTION COMMITTEE

Mr. D.K Kotwal (Vice Principal)	:	Convener
Ms. Neelam Sambyal	:	Member
Mr. Rajinder Singh (PET)	:	Member
(PET-F)	:	Member
Mr. R.K.Bhatt	:	Member
Ms. Mandeep Kaur	:	Member
PGT (H/T)	:	Member

MESS COMMITTEE (STUDENTS)

School Captain (Boy) School Captain (Girl)
 Vice Captain Boy
 All House Captains
 One boy from class VI
 One girl from class VI
 One migrated student from J.N.V. Farour

C.C.A. STUDENTS COMMITTEE

Iti Sharma	XII	Convener
Harsimerpreet kaur	XI	Member
Nageshwer	X	Member
Neeraj	XI	Member
Tanya	X	Member

STUDENTS SPORTS AND GAMES COMMITTEE

Captain Boys	:	Abhishek Dutt
Captain Girls	:	Jyoti Sharma
Member	:	Kaushik
Member	:	Ravinder

CLUB ACTIVITIES

Hobby Club

Mr. Sanjay Rahi	:	Convener
Ms.Sunita Gulia	:	Member
Ms.Urmil Sharma	:	Member
Ms.Kamaljit Kaur	:	Member
Mr.R.K.Bhat	:	Member

Literature Club

Mrs.Aprana	:	Member
Mr.Vivek Sheel Rana	:	Member
Mrs. Sunita Gulia	:	Member
Mrs.Suman Sharma	:	Member
Mrs.Urmil Sharma	:	Member
Mr.Robinderjeet Singh:		Member

Science Club

Mr.Sanjay Rahi	:	Convener
Ms. Vandana	:	Member
Mr. Anil Thakur	:	Member
PGT Physics	:	Member
PGT Bio Tech	:	Member
Ms. Dimple	:	Member

Art Club

Mrs.Kamaljit Kaur	:	Convener
Ms.Gurinderjit Kaur	:	Member
Mr.R.K.Bhat	:	Member

Alumni Association Committee

Mr.Robinderjeet Singh	:	Convener
Ms.Kamaljit Kaur	:	Member
Mr.Vivek Sheel Rana	:	Member
Mr.Rajinder Parshad	:	Member
Mr.R.K.Bhat	:	Member

SUBJECT COMMITTEES

English subject Committee

- | | |
|------------------------|----------|
| 1. Mr.Vivek Sheel Rana | Convener |
| 2. Ms.Rupali | Member |
| 3.Ms.Aparna | Member |

Hindi Subject Committee

- | | |
|----------------------|----------|
| 1.Ms. Sunita Gulia | Convener |
| 2.Mrs.Suman Sharma | Member |
| 3. Mrs. Urmil Sharma | Member |

Maths Subject Committee

- | | |
|-----------------------|----------|
| 1. Mr Sanjay Singh | Convener |
| 2. Mr Subash Chander | Member |
| 3. Mr Rajinder Prasad | Member |

Science Subject Committee

- | | |
|--------------------|----------|
| 1. Mr Sanjay Rahi | Convener |
| 2. PGT Chemistry | Member |
| 3. PGT Physics | Member |
| 4. Mr. Anil Thakur | Member |
| 5. PGT Bio Tech | Member |

Social Science Subject Committee

- | | |
|--------------------------|----------|
| 1. Mr. Jitendra | Convener |
| 2. Mr. Robinderjit Singh | Member |
| 3. Mr Parkash | Member |

Economics & Accounts Subject Committee

- | | |
|--------------|----------|
| 1. Ms. Mamta | Convener |
| 2. PGT Comm. | Member |

DUTIES OF VARIOUS STAFF MEMBERS

DUTIES OF OFFICE STAFF UDC/LDC:

1. Mr. Vijay Sharma, OS/ Overall in charge of office

General orders regarding Administrative matters, Personal files of staff, Leave application of staff, Confidential reports of teaching/ Non teaching staff, Working days/ Holidays and vacations, Code and professional ethics for teachers and other duties assigned by undersigned.

2. Mr. Sunil Bhatt, UDC

Main cash book, Petty cash book, General order regarding accounts matters, pay and allowances, order regarding DA, HRA, TA, medical bills, CPF and GIS, papers regarding M& R, BE & RE, Tender and Quotation Monthly statement, Annual accounts, Internal and external audit, Mass committee, budget and other duties assigned by undersigned.

3. Ms. Neelam Prabha, LDC

General order regarding administrative matters, personal files of staff, leave application of the staff, Confidential reports of teaching/ non teaching staff, recruitment rules, sanction of teaching and non teaching staff, Contract and Part time appointments, Constitution of VMC, CPWD, Court cases, Correspondence with CBSE, Migration/ Mini migration, Reports other than accounts and vehicle , Social economy status, Advertisement JNVST, Academic/test/exams permission for higher studies and other duties assigned by the Principal and UDC.

4. Ms. Sooma Devi ,StoreKeeper

5. Mr. Narinder Singh, Electrician-cum-Plumber

6. Ms. Neelam Sambyal, Staff Nurse

- a. Staff nurse has to play very important role to look after all the students during their sickness.
- b. To attend the sick students daily.
- c. To attend emergency cases 24 hrs.
- d. To maintain proper record of sick students with signature of House master/ house mistress.
- e. To maintain the proper record of medicine given to students.
- f. Health record of students.
- g. Medicine purchase and record thereof.
- h. Periodical health checkup of students.
- i. To check the personal hygiene of mess workers in mess.

- j. Cleaniness in all hostels and mess.
- k. Other duties assigned to her as per NVS (HQ), New Delhi in her appointment.

6. Ms Madhu, Warden

The Duties and responsibilities of the Matrons would be as follows:

1. She will take care of girls like a foster mother.
2. She will stay in the girl dorm during day when the girls are away to attend classes and other co-curricular activities.
3. She will sleep with the girls in the dormitory during the night.
4. She will ensure upkeep of the house i.e cleanliness of the doms, toilets and bathrooms and surroundings with the active participation of the girls and the sweeper on duty.
5. She will check the entry of ant man or unthorized persons in the house.
6. She will attend any girl who conies hack to the house during class activities hours and know from her reasons and also record it with time.
7. She will liaison between ailing girls and the Staff Nurse and if need be, she will inform it to the house mistress and/or the Principal.
8. She will help help the ailing girls for taking timely their medicines and proper diet as prescribed by the Staff Nurse/Medical Officer.
9. She will provide personal nursing care to the ailing girls to comfort them.
10. She will help girls in managing their natural growth.
11. She will see that all girls go to classes and other activities in time.
12. She will counsel girls if any found and not to move unnecessarily out of the house off the class/activity hours.
13. She will periodically check the furniture and cost etc., particularly those items made of MS steel and if any of them found damaged which could hurt a child, she will bring it to the notice of the House Mistress/Principal for its repair / replacement.
14. She will see that there is no damaged electrical wiring/fitting in the house. She will take care of proper water supply in the house.
15. She will assist house mistress in taking overall care of the girls to the extent possible.
16. She will have very cordial and affectionate interaction with the girls from time to time to know their personal needs and problems, if any and help them to overcome them.
17. She will lock the house in the night and during daytime when girls are in the class or for activities and keep keys with her.
18. She will be keen observer to notice if any girl student is upset emotionally or subjected to depression etc. and bring it to the notice of the House mistress/ Principal.
19. Any other work related to looking after the girls in the house as assigned by the principal.
20. However, other duties and responsibilities can be assigned according to the local needs subject to the condition that these donot compromise with and are related to the safety and security of girl students.
21. In vciw of above you are advised to take necessary steps to engage.

22. Matron on contract as per the guidelines, it should be ensured that this post is to be filled up only when the strength of girl students is more than 100.
23. A copy of the contract agreement and offer of appointment to be issued at your level are enclosed for ready reference.

7. Duties of Catering Assistant:

1. I/C Mess and kitchen.
2. To keep and maintain proper record of the ration.
3. To check the quality and quantity of the material received.
4. To check the complete cleanliness of the mess and kitchen.
5. I/C Hotel management equipments.
6. To check the personal hygiene of mess workers.
7. To distribute the work among mess workers.
8. To maintain proper attendance record.
9. To check proper discipline in the mess.
10. To maintain the proper register of teachers and H/M on duties.
11. To prepare menu as per NVS instructions.
12. Other duties as assigned by NVS(HQ), New Dehli in his appointment letter.

8. Duties and responsibilities of the duty officer (M.O.D)

1. The duty officer will submit the attendance report of the day to the Principal. The list of the students on leave can be had from the housemasters. He can also get himself acquainted with the students admitted in the infirmary.
2. The duty officer will supervise all the meals and refreshments.
3. He will supervise the arrangements at the time of morning assembly and Vidyalaya functions.
4. He will be present at prep time.
5. He will go to the playground during games time.
6. He will supervise the evening roll call. If any student is missing he will report to the principal immediately.
7. He will ensure that all students behave properly during school functions.
8. He will enquire about sick students from the staff nurse of the Vidyalaya.
9. He will verify the attendance of the students during the prep time.
10. He will ensure punctuality of all school activities. He must use the initiative to ensure punctuality in all functions.
11. He will report about indiscipline or serious incident to the Principal.
12. He will report any damage to the school property to Principal.
13. He will ensure that all lights are switched off immediately after 10:30 P.M.
14. He will be easily available all the time and should not leave the campus without permission.
15. He will help and guide the parents to the school.
16. If duty officer has not been able to perform his duties on the prescribed day, he will inform it to the Principal well in time.
17. He will ensure that the bells are rung for different periods and other activities at the right time.
18. He will take roll call after dinner and submit the same to the Principal.

19. He will recommend improvements in all school activities.
20. He will ensure that adequate drinking water arrangements in the academic block and hostels are available.
21. He will intimate the name of the students proceeding on leave.
22. The duty officer will go around all the class rooms during prep time and see the adequate light is available in each class rooms.
23. He will start the arouser and terminate with light out at night.
24. The total involvement of duty officer in all activities of the Vidyalaya is must.
25. Any other duties assigned by the Principal.

9. DUTIES AND RESPONSIBILITIES OF A HOUSE MASTER/HOUSE MISTRESS & ASSOCIATE HMs (Also go through NVS, HQ, letter No. 2-18/2003-NVS(SA) Dated 06.11.03)

10.

1. To identify and propose name of the students for selection of School Appointments . To help the principal to select school appointments among the names proposed by himself and other housemasters.
2. To make all house appointments except house perfect .
3. To recommend names for appointment of house perfect to the principal .
4. . To form different committee as under for effective functioning of house as:-
 - i. CCA Committee
 - ii. Games and Sports Committee
 - iii. Discipline Committee
 - iv. Any other committee/committees as deemed fit to tone up the functioning of the house .
5. Allotting responsibilities to the tutor's attendance to the house and to ensure that tutorial system functions properly.
6. To conduct house meeting at regular intervals.
7. To establish rapport with each and every students of the house through trust and confidence to know students thoroughly.
8. To help the students to form healthy whole same habits through love and persuasion.
9. To respect the integrity and identify of each student and to avoid to act as a peeping tom.
10. To inspire and instill positive attitude towards work and life.
11. a) To inspire constructive house spirit among the students.
b) To tell them to be respectful to seniors and to deal with love and understanding with Juniors.
12. To seek help of parents of understanding the child to help him to grow.
13. To identify weak, bright and average students of his house and to arrange supervised studies for them.
14. To keep in touch with the subject teacher to enquire into the progress to weak and creative students.
15. To procure material for recreation room.
16. To prepare students for various house competitions.
17. To keep an honest record of the good and bad points of the students of his house .

18. To ensure minimum possible physical amenities like furniture, electricity, light, fan and water etc . Are available in the house and report shortage to the principal .
19. To personally check the cleanliness of the hostel and report to the Principal in case of any problem.
20. To check turnout of the students before they leave for morning assembly.
21. Ensure that the students of his house reach well in time for each and every activity which is organized in the school.
22. To advise the principal where necessary, to improve the functioning of the house.
23. To report immediately any indiscipline problem to the principal.
24. Any other duty assigned by principal from time to time.

11. SPLITTING UP OF SYLLABUS/TEACHER DIARIES/ LESSON NOTES:-

All the concerned subject teachers are to plan for their syllabus as per the instructions of NVS(RO), Chandigarh besides this. The plan of covered syllabus in unit test should be submitted and covered of 100% syllabus within unit tests may be ensured, the test plan also may be submitted . They should follow the instructions properly, they must right down their teacher's diaries as per plan and diaries must be put up for principal's signature before the last day of every month. Subject teachers are advised to go to classes well prepared along with their Diaries/Lesson notes .

Duties being performed and expectations in this regard in respect of Principals, Vice Principals, PGTs and TGTs of JNVs.

(Also go through NVS, HQ letter No. 15-17/2099-NVS(ACR)219 Dated 30.12.2009)

JNVs being fully residential institutions with a special mandate for fulfilling certain specific objectives, the duties and responsibilities of different cadres are to be defined properly to ensure the attainment of these objectives . For an objective assessment of the output of these staff in terms of quality and quantity, it is quite essential that the duties and responsibilities are rationalized with reference to the aims and objectives of the Samiti . As the JNVs are the functional units of our system, properly defining and assessing the duties and responsibilities of the personnel manning these units is quit essential and calls for concerted efforts from all the stake holders mid policy makers. Keeping the above points in mind, an effort is made to list out the various duties and responsibilities of the Principals, Vice Principals, PGTs and TGTs of the JNVs and the expectations regarding their levels of performance. After listing out the specific duties attached to different cadres of personnel, certain expectations common in respect of all the cadres of employees are also listed out. This may not be exhaustive but largely suggestive and it can be made a basis for designing different columns in the proposed modified performance appraisals . The columns in the performance appraisals should be desidned with reference to the expected behavioral pattern in respect of different employees .

PGTS & TGTS

- 1. As an effective teacher:**
 - A. **Duties being performed :**

- a. Imparting the respective content areas to the students in a way that they receive the same easily and understand to a reasonable degree and are able to apply the knowledge thus gained in new situations.
- b. Identify the individual differences and impart the content areas in a way a large number of children are able to assimilate the knowledge .
- c. Continuously monitor the progress of the students and take corrective measures as and when needed .
- d. Develop an interest among the students for the subject and ensure that learning becomes a joyous experience .
- e. Develop a proper attitude towards education and use education to bring about a holistic development in the personality of the children .
- f. Imparting requisite skills among the students pertaining to the various issues dealt in the content area .
- g. Through effective classroom management, motivate the children towards self learning and self analysis .

B. Expectations :

- a. Possess good subject command .
- b. Timely and proper preparation & planning of lessons .
- c. Possess bilingual competence .
- d. Develop the skill of self expression .
- e. Effectiveness of class room management .
- f. Be alert to new ideas, creativity and innovations .
- g. Possess the required competence in integration of ICT in teaching learning process .
- h. In effective Diagnostic and remedial teaching .
- i. Effective enrichment programme of the high achievers .
- j. Frequency in checking and evaluation of Home work/assignment & projects .
- k. Punctuality and regularity in giving home work/assignment & projects to the students .
- l. Punctual in the submission of question papers, answer scripts and other examination related documents .
- m. Possess quality consciousness and willingness for a positive change .
- n. Produces quality results in the board examinations and other internal examinations.
- o. Strive for professional growth by constant updating of the knowledge and skills through attending training programmes and using other resources available .
- p. Interacts with the parents regularly and provide necessary information .
- q. Shows devotion to the work and tries to be role model to the students .
- r. Develop proper vision towards the work on hand and be proactive.
- s. Takes up innovation and experimentation in teaching learning process .

- t. Makes a useful contribution as a member of subject committees and helps in improving the academic work of the teachers.

As House Master/AHM:

1. Duties being performed:

- a. Take care of group of boys/girls left under his/her care and provide a homely atmosphere .
- b. Ensure their safety and security and take care of their physical needs.
- c. Proper upkeep of the dormitories and the surroundings .
- d. Taking care of the physical structure and material fixed in the dormitories .
- e. Frequently visit the dormitories and keep a constant vigil on the activities of the students.
- f. Conduct regular house meeting and attend to their problem and needs as and when they brought to his /her notice .
- g. Take care of sick children in coordination with the staff nurse .
- h. involve in the conduct of inter house activities and encourage healthy competition among students .
- i. keep a regular contact with parents /guardians of the students so that their support can be taken in improving the performance of students where ever necessary .
- j. Cordinates with the associate house master and take collective decisions where ever necessary.
- k. provide guidance and counseling to the students so that they are emotionally balanced.
- l. identify any risk factors in terms of the safety and security of the inmates and take preventive measures to prevent any untoward inciudent .
- m. maintain all the mandatory house records and registers .

2. Expectations

- a. the house master shows parental care to the children and acts as a local parents.
- b. The house naster supplements the work of the subject teachers in keeping a constant vigil on the academic performance of the students .
- c. The house master builds up team spirit among the students and ensures collective responsibility .
- d. Develops leadership qualities among the students by assigning different duties to them .
- e. Helps in talent search among the students and encourages them to participate in various co-curricular activities and inter house competitions .
- f. Special care is given to the girls by the house masters and their special needs are taken are of .
- g. Inculcates proper values among the students .
- h. Ensures all round development of the child .

3.As an escort teacher :**1. Duties being performed :**

- a. all teachers take up the duties of escorting the students during journey in connection with attending games and sports meets,migration etc.
- b.the teachers are ensures the safety and security of the students during such journeys.

2. Expectations:

- a. the teachers are expected to take utmost precautions in ensuring the safety and security of the students while on journeys or when they are in new places .
- b.the teachers should evince interest in escort duties and should not consider the same as an additional burden.

4.Conduct of CCE activities:**1.Duties being performed :**

- a. As per requirements of the institutions,teachers are made in charges of different co curricular activities
- b. they plan the CCE activities for the whole year in advance and incorporate the same in the institutional plan and ensures its regular implementation

2. Expectations:

- a .the teachers should take interest in the conduct of CCE activities.
- b. they should use the CCE activities to supplement the teaching learning process .
- c. they should encourage the students to participate actively in the CCE activities .

5.Ability to shoulder higher responsibilities**Expectations:**

- a. the teacher should be ready to shoulder higher responsibilites such as Principal(I/c) when they are asked to do so .
- b. in such conditions they should be capable of taking important decisions depending upon the exegencies of the situations .

6. Support to the Vidyalaya Administration:**Expectations;**

- a. The teachers should be ready to be the members of different committees of the vidyalaya such as PTC,PAC etc. and help in the smooth running of the administration.
- b.As the members of different committees ,the teachers should help in taking proper decisions on various issues .
- c. They should maintain different registers and records pertaining to the activities of the committees.

VICE PRINCIPALS:**A. Duties being performed**

- 1.The vice principals are working under the over all control of the principal at all times and are accountable to him for various responsibilities and duties assigned to them from time to time .
2. The vice principals are supervising all the academic work in the vidyalaya such as
 - Preparation of academic calander, institutional plan , and class time table .
 - Homework, assignments, projects and computer lab , class-room teaching of the teachers.

- Diagnostic and remedial teaching programme.
 - Preparation of examination papers , conduct of the internal examination, preparation of examination time table and maintenance of the examination records including the central marks register.
3. The vice principals are supervising and monitoring the house system, co curricular activities, sports and games , NCC, scouts and Guides ,and other related activities for the development of the school and students.
 4. The vice principals are assisting the principals in planning and supervision of the library including the procurement of good books .
 5. The vice principals are assisting the principals on measures related to safety and security of the children .
 6. The vice principals are made overall incharge of the vidyalaya mess including the passing of all the mess bills, giving required instructions to the catering assistant, supervising the work of the mess staff etc.
 7. The vice principal shall be compulsorily a member of all the committees formed at the vidyalaya level and could also be co signatory to the cheque issued by the principal .
 8. The vice principals will teach ten periods per week preferably to the board exam going classes
 9. The vice principal should supervise the games and sports activities including the morning PT.

B.Expectations:

1. The vice principals in view of their position should realize that they are to function under the overall supervision of the principal
2. He/she should be a visionary ,committed and discipline .
3. He/she should be able to motivate other teacher and be a role model to them in all areas .
4. He/she should be able to coordinate the activities of different faculties and offer constructive suggestions where ever required
5. He should be aware of the changes in the examination/ evaluation pattern that are announced from time to time by different teachers with regards to their proper implementation .
6. Should be able to function as a bridge between the principal and different stake holders and help in finding solutions to many problems amicably .
7. Should coordinate with the principal in promoting proper learning environment in the vidyalaya .
8. Should monitor and ensure that all the activities on day to day basis are conducted as planned in the institutional plan .
9. Support the principal in ensuring that both material and human resources are mobilized effectively achieved the targets fixed by NVS .
10. Should be able to motivate the students through constant interaction with them in formal and informal situation .
11. Should be able to strengthen the house system in the vidyalaya through regular visits to the hostels and interaction with house masters and students.
12. Should observe the classroom teaching of the teachers and provide constructive suggestions to improve the teaching learning process .
13. Should possess sound knowledge of the rules , regulations and procedures connected with the vidyalaya administration .

14. Should be eager to enrich himself through attending training programmes and should try out innovative practices and motivate teachers in this direction.
15. Should help in provide good ambience to the vidyalaya and improve the physical facilities
16. The vice principals should have a good working knowledge of computer technology and should motivate the teachers towards the extensive use of computer technology in the teaching learning process.
17. The vice principal should monitor the activities of the migrated students and help their comfortable stay in the vidyalaya.
18. Should possess reasonable degree of bilingual competence.
19. The vice principal should have faith in the objectives of samiti and help in focusing all the activities towards the fulfillments of the same.

PRINCIPALS

Duties being performed:

Academic Matters:

A. Duties being performed:

1. As the educational and administrative leader of the JNV, providing leadership to the members of the staff.
2. Providing leadership to the teacher to motivate them to take up teaching in a serious manner.
3. Setting a role model to the students and provide a congenial atmosphere to them for maximum output.
4. As planner, plan all the activities of the vidyalaya well in advance and delegate responsibility to different individuals based on their assessed interests, strengths and weakness.
5. Developing proper evaluation and reporting mechanism based on the guidelines received from time to time from different quarter like samiti, CUSE etc.
6. Ensuring the availability of text books, stationary and other reference material for the effective transaction of teaching – learning process.
7. Regular checking the correction of the written work of the students and giving guidance to the teachers where ever necessary.
8. Supervising the remedial action being taken up by the teachers and interact regularly with the weak students.
9. Monitor the academic work of the teachers by periodically observing the class room teaching of the teachers and offering constructive suggestions.
10. Interacting with the parents and advising them of the academic progress of their children and providing necessary guidelines.

II.Planning and Administration:

1. Principal, being the administrative head of the institutions, he takes overall responsibility of the Vidyalaya Administration.
2. Allocation of duties to different categories of personnel .

3. Following strictly all the guideline received from time to time from different sources like samiti, CBSE, an NCERT etc.
4. Managing the finances of the Vidyalaya strictly in accordance with the laid down practices . Ensuring that allocations under different heads are properly utilized with in the specified time frame. Following all the procedure expected to be followed in conformity with the General Financial rules. All the purchases are made strictly in accordance with the financial propriety.
5. Making a good planning for the future while performing the day to day activities in an effective manner.
6. Preparing an effective Institutional plan for the whole involving all the stake holders and ensuring its proper implementation.
7. As a chair person of most of the Vidyalaya level committees, ensuring their timely convening, conducting mid implementation of various decisions taken .
8. Ensuring that all the entitlement of the students like Uniform are procured properly in time and distributed to them as per the guidelines issued by the Samiti.
9. The Principal should be able to mobilize the available resources both human and physical and ensure its optimum utilization.
10. Ensure that all the records and registers expected to be maintained at the Vidyalaya level are maintained properly.
11. The Principal should take care of the service matters of the employees by maintaining the appropriate records.
12. The Principal will help in quickly solving any problems, either personal or official of the employees.

III. Public Relations:

1. Principal is expected to maintain cordial relations with different section of people such the officials of the samiti, Officials of the District Administration, parents, members of the society around etc. The principal should maintain proper relationship with all to ensure the all over development of the Vidyalaya.
2. The Principal keeps a good contact with the alumni of the Vidyalaya and utilize their services for the development of the Institution.
3. The Principal should be able to maintain good interpersonal relationship with different stateholders and ensure their harmonious functioning for the good of the Institution.

The Calender of Activities for the year 2013-14

S.No	Main Activity	Date/Month by which to be completed
1	Independence Day	15 th August
2	House Meeting All HM/AHM have meeting their inmates from 12:30 to 1:30 then HM and AHM have meeting with Principal 1:30 to 2:00 pm	24 th August
3	Volley Ball Sr. Boys InterHouse Competition	24 th August
4	Monitors meeting with Principal and Vice Principal. National Sports Day	29 th August
5	Staff Meeting	30 th August
6	Inter House Folk Dance Competition	31 st August+
7	Scouts and Guides Camp (Parvesh)	Last week of August
8	FA 2	2-4 September
9	Mess Meeting	4 th September
10	Teachers day	5 th September
11	Inter House fancy dress Competition	7 th September
12	World Literacy Day (Slogan Writing Competition)	8 th September
13	a) Kho Kho Girls Jr. Inter House Competition b) Kabaddi Boys Jr. Inter House Competition	13 th September
14	PTC Meeting	14 th September
15	Hindi Pakhwara	14 th to 28 th September
16	SA 1	25 th Sept to 5 th Oct
17	House Meeting	28 th September
18	Monitor's Meeting with V.Principal and Principal	28 th September
19	Staff Meeting (Academics and Safety and Security)	30 th September
20	Scouts and Guides Camp	Last week of September
21	Mess Meeting	1 st October
22	Gandhi Jayanti	2 nd October
23	Inter house Social Science Quiz Competition	5 th October
24	PTC Meeting	12 th October
25	a) Volley Ball Boys Jr. Inter House Competition b) Kho Kho Girls Sr. Inter House	12 th October

	Competition	
26	Inter House Solo Song Competition	19 th October
27	House Meeting	26 th October
28	Moniter Meeting with V.Principal and Principal	30 st October
29	Staff Meeting	31 st October
30	Pooja Holidays	1 st to 10 th November
31	National Educational Day	11 th November
32	a) Mess Meeting b) Kabaddi Boys Sr. Inter House Competition. c) Kabaddi Girls Jr. Inter House Competition.	13 th November
33	Children Day	14 th November
34	Inter House One act play in English	16 th November
35	House Meeting	23 rd November
36	FA 3	25 th to 27 th November
37	Moniter Meeting with V. Principal and Principal	29 th November
38	Staff Meeting	30 th November
39	Allumini Day World AIDS Day	1 st December
40	Mess Meeting	4 th December
41	Inter House Hindi Skit Competition	7 th December
42	Human Rights Day	10 th December
43	a) Hand Ball Boys Sr. Inter House Competition. b) Atheletics Girls Inter House Competition.	13 th December
44	PTC Meeting	14 th December
45	Inter House Solo Dance Competition	21 st December
46	Staff Meeting	23 rd December
47	Winter Vacation	25 th December to 13 th January
48	a) PSA Exam of IX th and XI th Class b) Atheletics Boys Inter House Competition.	14 January
49	Mess Meeting	15 th January
50	Inter House Science Quiz Competition	18 th January
51	House Meeting	25 th January
52	Republic Day	26 th January
53	Moniter Meeting with V.Principal and Principal	30 th January
54	Staff Meeting	31 st January
	Mess Meeting	5 th February
55	FA 4	5 th to 7 th February
56	PTC Meeting	8 th February

57	Cricket Boys Sr. Inter House Competition	14 th February
58	House Meeting	22 nd February
59	Moniter Meeting with V.Principal and Principal	27 th February
60	Staff Meeting	28 th February
61	National Science Day	28 th February
62	Mess Meeting	5 th March
63	PTC International Women Day	8 th March
64	SA 2	12 th to 26 th March
65	Volley Ball Boys Sr. Friendly Match	14 th March
66	House Meeting	22 nd March
67	Moniter Meeting	29 th March
68	Staff Meeting	31 st March

GENERAL EXPECTATIONS FROM ALL THE STAFF IRRESPECTIVE OF THE CADRE

1. Physically fit.
2. Mentally alert.
3. Morally sound.
4. Integrity beyond doubt.
5. Cordial relations with superiors, colleagues and all other stake holder.
6. Respect for opposite sex, weaker section and handicapped.
7. Being absolutely honest in all financial dealing in involving public funds.
8. Being Courteous to the public.
9. Faith in Indian constitution.
10. Being aware of fundamental rights and duties.
11. Being aware of composite culture of India.
12. Possess minimum knowledge of the environment awareness and striving towards the conservation of the natural resources.
13. Eagerness for professional growth and self development.
14. Keeping good Interpersonal relationships.
15. Sense of belongingness.
16. Diligent and responsible.
17. Willingness to take up higher responsibility.
18. Promptness in discharging duties.
19. Being courteous with others.

All the members of the staff are requested to do their Jobs / duties sincerely and all efforts should be made to achieve the goal of excellence in 2013-14.

(Ms. Sukhraj Kaur)
Principal