# JAWAHAR NAVODAYA VIDYALAYA CHHOTAUDEPUR, GUJARAT ANNUAL PEDAGOGICAL PLAN 2023-24



"Learn today and have a bright future"

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# **BASIC INFORMATION ABOUT THE SCHOOL**

## Education is not preparation for life, Education is life itself.

Jawahar Navodaya Vidyalaya District : Chhotaudepur (Gujarat) is a fully residential and co-educational school affiliated to Central Board of Secondary Education (CBSE), New Delhi, incorporating classes from VI to X standard. The major objectives of the school are to provide modern quality education to talented students predominantly from rural areas without regard to their family's socio-economic condition. They are admitted through a selection test at national level and in order to promote National Integration the policy of migration is adopted, it helps in attaining rational level of competency in three languages, and to work as Pace Setting Institution to achieve the objectives.

The school is situated at **GMDC SCHOOL COMPLEX, KADIPANI** village near GMDC CAMPUS. It is located 150 kms. away from Vadodara. It was established in **2019-2020**. The Vidyalaya is known for its academic excellence and discipline. The striking features of the Vidyalaya are its academic institution with latest educational technology, well-maintained dining and mess system, tidy dormitories, glittering cultural wing, well-articulated sports department, a team of committed teachers. Entire Vidyalaya is functioning like a lab where innovation and experiments are a part of daily routine. It possesses all requisite potentialities of a "Smart School".

#### "Our Endeavour is to make our Vidyalaya a model and ideal institution".

This JNV is having strength of 165 (86 Boys + 79 Girls) students at present. This Vidyalaya is functioning with committed Principals since its inception. The Principals' list is as follows:

Sr.	Name of the Principal	Designation	Dura	ation
No.	•	5	From	То
1	Mr. M.R. SURVAMSHI	PRINCIPAL	22-11-2019	18-05-2021
2	MR. DILEEP MEENA	I/C PRINCIPAL	18-05-2021	19-05-2021
3	SHEPHALI SINGH	PRINCIPAL	19-05-2021	TILL DATE

## **Current Principal**



## **MISSION STATEMENT**

"THIS VIDYALAYA IS COMMITTED TOWARDS ACHIEVING THE "BRAND EQUITY" IN THE DISTRICT WITH THE DISTINCT ACADEMIC EXCELLENCE UNDER THE HIGH QUALITY LEARNING ENVIRONMENT TO DEVELOP THE OVERALL PERSONALITY OF OUR STUDENTS PREDOMINANTLY FROM THE RURAL AREAS TO BE AN ASSET TO OUR MOTHERLAND."

## TARGET FOR THE ACADEMIC YEAR 2023-24

- To encourage the all round development of students from class VI to X.
- To arrange 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 classroom activities in all three languages and by establishing language clubs.
- Strengthening the Counselling to the Low achievers.
- To beautify the campus and tree plantation.
- To declare the school as Eco-friendly campus and to take up all the related activities.
- Strengthening of Yoga *Pranaayam and Meditation*.
- To excel in sports and games with specialized coaching.
- To nurture the special talents of the students through Music, Art and other Co curricular activities if required through the external coaching.

## **Details of Stakeholders**

- (a) Students admitted through Jawahar Navodaya Vidyalaya Selection Test (JNVST)
- (b) Parents/Guardians of the Students
- (c) The Principal
- (d) The Teaching Faculty
- (e) Special Administrative Structure

In order to develop separate identification of JNV for excellence and brand equity in the Vidyalaya it has a special administrative structure.

This Vidyalaya has a Vidyalaya Management Committee (VMC) and Vidyalaya Advisory Committee (VAC) which are headed by District Magistrate/Collector. The Vidyalaya has Purchase Advisory Committee (PAC) and also Parent Teacher Council (PTC).

Apart from the above at the Vidyalaya level different committees are formed for smooth functioning of the Vidyalaya. They are

(A) Subject Committee

(B)Discipline Committee

(C) Mess Committee

(D)Maintenance and Repairs Committee

(E)Co-Curricular activities Committee

(F)Sports Committee District level food Committee etc.

Apart from above committees frequent meetings with Teachers, House Masters, School Captain and Class Prefects, meeting with office staff, Group-D employees at frequent intervals.

All the above committees and meetings will facilitate smooth administration of the Vidyalaya.

## Consultations and Discussions held for Preparing the Annual Plan

The Head of the Institution held several meetings with the concerned subject teachers. She discussed at length about the methodology and resources required to prepare the annual plan. The main objective in academics in the years to follow is academic excellence in both, Board Class Students as well as Non-Board Classes. Also it is decided to look up the areas such as reading habits, communication skills and general awareness.

Since the curriculum based on NCF gives more scope for activities, knowledge transaction within the class will be made more learner-centred. Integration of ICT in

teaching-Learning will give significant importance during the year. The availability of the **Samsung Smart Class** is indeed a feather in the cap of our vidyalaya.

#### Goals to be achieved-annual & long-term

- To improve the academic environment in school by creating interest among students thorough knowledge in the scholastic areas.
- To make a peer group 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 opportunities for reading.
- To prepare students to become better citizen of India by imparting various practical and skill related knowledge and moral values.
- To empower the girl students through giving them opportunities to familiarize with gender sensitization topics.
- Various life skills.
- To strengthen PTC actively in school activities.
- To strengthen Club activities.
- To improve the performance of students.
- To try out innovation in teaching-Learning areas and improve the Learning environment in the class room.
- Innovations to be Observed on daily basis.
- Student on Duty (one boy & one girl) will assist the Master on Duty as per duty roaster.
- Organize the guest lectures on various topics.
- Team building spirit to be developed among the student Leaders.
- Special training to all the House & Class Leaders to be given to excel them in the given task.
- Strengthen the sports activities by exposing students in more play fields, cricket practice etc.
- Life skill activities to be tried out
- $\circ$  "Project good citizen" will be strengthened.
- CCA is organized more systematic and implemented in the real spirit in our school campus -Some model debate, elocution are regularly conducted.

- House wise Drama competition, Skit, Painting competition, Computer competition etc. to be conducted.
- Science Exhibition involving House wise competition.
- Motivation camp for the students especially for the Board Classes.
- Regular review of the Subject Committee Meeting.
- During class observation schedule, one more teacher will observe the class of a particular teacher along with Principal or Sr. Most. Teacher.
- Monthly display of creative works done by students on House Display Boards.
- To place our school in one among the best schools of our region.
- More participation in cluster, regional, national and other tournaments.

#### **Culture of the School**

Being a residential setup, the culture of the school is very diverse. The selected students hail from the same district, therefore they share a common culture. Irrespective of their caste and creed, they celebrate the festivals as a *Navodayan*. They give respect to one another and the students and the staff live cordially as one family.

The migration students of class IX from JNV-Pratapgarh, Rajasthan are taken utmost care as they are learning to adopt an entirely different culture from that of Rajasthan.

#### **Economic and Academic Resources**

In accordance with the National Policy of Education (1986) Government of India started Jawahar Navodaya Vidyalayas (JNVs). These are co-educational residential schools fully financed and administered by Government of India through Navodaya Vidyalaya Samiti which is an autonomous organization under the Ministry of Education, and Department of Secondary Education and Higher Education. As long as academic resources are concerned, the NCERT textbooks are followed from class VI to class X. The vidyalaya has a well-developed library to provide academic resources any time. Apart from that, the use of ICT is ensured with the help of one Samsung Smart Classrooms having Smart Leaning Software for each and every subject. Moreover, all the classrooms have been recently equipped with latest DLP supported interactive boards to increase the use of technology to ensure maximum learning output. The availability of internet facilitates the teaching-learning process.

### Number of Grades, Subjects & Instructional Modules

Anothent of Ferlous (weekly basis)					
Class VI TO Class VIII	Periods	Class-IX	Periods	Class-X	Periods
ENGLISH	22	ENGLISH	7	ENGLISH	5
HINDI	19	HINDI/GUJ	12	GUJ / HIN.	10
MATHS	18	MATHS	6	MATHS	7
SCIENCE	18	SCIENCE	6	SCIENCE	7
SOCIAL SC.	16	SOCIAL SC.	6	SOCIAL SC.	7
LIBRARY	6	LIBRARY	2	LIBRARY	1
COMPUTER	6	COMPUTER	3	COMPUTER	5
ART	6	ART	2	ART	1
PHYSICAL EDUCATION	7	PHYSICAL EDUCATION	2	PHYSICAL EDUCATION	1
MUSIC	4	MUSIC	2	MUSIC	1

#### Allotment of Periods (weekly basis)

- Maximum of 36 periods per week will be allotted to each teacher depending upon the availability of teachers for the concerned subjects.
- For classes, X the practicals/other lab activities are to be conducted on regular basis as per the given weightage in the subjects like Science and Mathematics.
- For classes VI to VIII, at least one period per week is earmarked for lab activities in Mathematics and Science.

• At least one period per week per class in school time table or in daily routine programme will be allotted for the conduct of Gender Sensitization Sessions. If, SUPW post is lying vacant, this period can be allotted to Gender sensitization. If not, one of the periods of creative subjects may be allotted. AEP Trained teachers will handle the gender sensitization classes.

## UNIFORM SYSTEM OF ASSESSMENT BY CBSE:

The teachers will follow the uniform system of assessment, examination and report card for classes VI-IX, for the academic year 2023-24 as recommended by CBSE through Circular No. Acad-14/2017 Dated 21/03/2017 & Acad-11/2022 Dated 06/03/2022. The result will comprise the marks of Annual Examination of 80 marks and Internal Assessment of 20 marks. Each subject must have three periodic written tests (10 marks) carrying 50 marks each and average of the best two out of 10 will be added in the internal assessment. The other internal modes of Assessment will include notebook maintenance (5 marks) and subject enrichment activities (5 marks), such as ASL, reading, dictation, debate, public speaking for languages, Lab activities, projects, map work, model making, field trips, which will be conducted thrice a year. All the records pertaining to the Internal Assessment have to be maintained for a period of three months from the date of declaration of result for verification. The annual examination carrying 80 marks covering the complete syllabus will be conducted at the end of the year. The co-scholastic areas like Work Education, Art Education and Health and Physical Education will also be graded in each term on a 3-point grading scale (A=Outstanding, B=Very Good and C=Fair) for classes VI to IX, and on a 5-point grading scale (A to E) for class-X. The concerned class teacher will grade the discipline of the students of their respective class in each term on a 3-point grading scale (A,B,C) on the basis of the factors like attendance, sincerity, behavior, values, tidiness, respectfulness for rules and regulations, attitude towards society, nation and others.

Every month the marks of Periodic Tests are consolidated and on the second Saturday will be displayed on the Notice Board and individual mark slips will be provided to their parents by the respective class teachers. Parents will meet the subject and class teachers to enquire about the progress of their ward in academics and other fields.

In each term, all the Academic Record Cards, Pupils Record Cards and Cumulative Cards will be completed and submitted by the class teachers to the Principal.

#### THE GRADING

The several attitudes / tests / competencies / skills of learners are identified by the school as eight points scale, each grade of the scale refers to the following level of performance:

Marks Range	Grade Point
91-100	10.00
81-90	09.00
71-80	08.00
61-70	07.00
51-60	06.00
41-50	05.00
33-40	04.00
32 & Below	03.00
	91-100 81-90 71-80 61-70 51-60 41-50 33-40

\*for classes VI-VIII, E=Needs improvement, For class IX, E=FAILED

Subjects	Term-I (100 marks)		Term-II (10	00 marks)
ENGLISH	Periodic Assessment		Periodic Assessment	YEARLY EXAM
GUJARATI	20 MARKS		20 MARKS	Written exam for 80
HINDI	Periodic Tests		Periodic Tests	marks with syllabus
MATHS	(10 marks) carrying		(10 marks) carrying 50	coverage as below:
SCIENCE	50 marks with		marks with syllabus	
SOCIAL	syllabus covered till		covered till	Class VI : 10% of 1 <sup>st</sup>
SCIENCE	announcement of	HALF-YEARLY Exam	announcement of test	term covering
SCIENCE	test dates.	Written exam for 80	dates.	significant topics +
	<u>Note book</u>	marks with syllabus	Note book submission	entire syllabus of 2 <sup>nl</sup>
	<u>submission</u> of 5	covered till	of 5 marks at term	term
	marks at term end.		end.	
	(i) Regularity	announcement of	(i) Regularity	Class VII: 20% of 1 <sup>st</sup>
	(ii) Assignment	Half Yearly Exam Dates by school	(ii) Assignment	term covering
	Completion	Dates by School	Completion	significant topics -
	(iii) Neatness &		(iii) Neatness &	entire syllabus of 2 <sup>nl</sup>
	upkeep		upkeep	term
	Subject Enrichment		Subject Enrichment	
	Activities of 5 marks		Activities of 5 marks	Class VIII : 30% of 1 <sup>st</sup>
	at term end.		at term end.	term covering
	ASL for languages,		ASL for languages,	significant topics -
	Lab, Projects, Map		Lab, Projects, Map	entire syllabus of 2 <sup>nl</sup>

## ASSESSMENT TOOLS FOR CLASS VI to VII (2023-24)

work, Field Trips for		work, Field Trips for	term
other subjects.		other subjects.	
	other subjects.	other subjects.	other subjects.

\* Schedule for periodic written tests, half yearly & yearly examination for all classes will be

followed strictly as per Perspective Academic Planning 2023-24.

## **REVISED ASSESSMENT TOOLS FOR Scholastic Areas in CLASS IX-X (2023-24)**

Internal Assessment (20 marks)	Year End / Board Examination (80 marks)		
(a)Pen-Paper Test (05 marks)			
(b) <b>Multiple Assessment (05 marks)</b> quizzes, oral test, concept map, exit cards, visual expression etc.	These exams would cover the entire syllabus.		
(c) Portfolio (05 marks) Class work plus peer assessment, self – assessment, achievements of student in the subject, reflections, narrations, journals, etc)	Subjective type – 60 marks		
(d) Subject Enrichment Activities (05 marks) Speaking & Listening for languages, Practical Work for science, Lab work for Maths, Projects & Map work, for Soc. Sc.	and creative responses.		

\* Schedule for Pen-Paper Tests will be followed strictly as per PAP 2023-24.

\* The assessment of co-scholastic areas will be done internally on a five-point scale (A-E).

## SAFETY & SECURITY MEASURES

Prime 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 NVS guidelines 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 commencing teaching.
- House Locking System during instructional hours is strictly followed.
- Regular monitoring of the health status of students is taken care by Staff Nurse and monthly health check-ups will be done periodically by her. House Masters and Mistresses will report to her about the health problem of inmate of his /her house if any emergency arises. There is a mechanism existing in the campus about the health problem. The students will report to the staff Nurse immediately themselves or through House Masters where the Staff Nurse will take care immediately.
- All electrical connections of Academic Block, Dormitories and Mess will be periodically checked by the *Electrician-cum-Plumber* and repair them immediately, if required.
- Measures are taken for providing pure drinking water to students in both the Academic Block and Dining hall through RO system.
- Cleanliness in Mess has been given a top priority in day-to-day routine where this has been monitored by the staff Nurse.
- Periodical counselling is conducted to maintain "Emotional Balance" of the disturbed Children by HMs and AHMs with the help of trained counsellor.
- Weekly *Shramdan* for twenty minutes will be taken by the HMs/AHMs with the help of students. Periodic cleaning of bushes, grass will be done by casual laborer accordingly.
- Locking of dormitories thrice a day viz. i) During Class Hrs., ii) Supervised studies and iii) Night time.

- Once a 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 taken care of to solve the problem.
- Each House Master/Mistress will maintain the student's profile of their wards as given in the Samiti's Perspective Academic Planning.
- They will also monitor the cleaning work of students in and around the dormitories. *Staff Nurse* will also make compulsory visits daily twice to both the Boys and Girls Dormitories regularly in a day preferably in morning Hrs. and in the night around 21:00 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 the 2<sup>nd</sup> Saturday every month after the parents' day between 21:00 Hrs. to 21:45 Hrs. and their minutes will be recorded in the House Meeting Register.
- A fortnightly Safety and Security Meeting will be regularly conducted.

## STAFF MEETINGS

On the last working day of every month a staff meeting will be conducted by the Principal and Vice Principal to assess the previous month's academic activities including the academic performance of the 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 need.

The common agenda for the staff meeting is generally highlights on:

- Target fixing for each department and action plan implementation.
- Role of captains /leaders to be strengthened.
- House cleaning and inspection will be conducted meticulously.
- ✤ Arrangement periods will be arranged to Staff Nurse for Health education.
- Computer Labs will to be used effectively i.e. during the arrangement period students to be allowed to utilize the computer effectively.
- Notice / Bulletin Board will be updated regularly with one In-charge and one Board may effectively be managed by the Department wise.
- More class and group discussions will be encouraged.

- Monthly checking of the Note Books, Assignments, and report submission to the Vice - Principal.
- Every Parent will submit the photocopy of the *Aadhar Card* to School and only authorized person will escort the Child.

## **TEACHING TEAM FOR THE ACADEMIC YEAR 2023-24**

#### **TEACHING STAFF**

Sr. No	Name of the Staff	Designation
01	SMT. REKHA	TGT-GUJARATI
02	MR. ANIL KUMAR	TGT-HINDI
03	MS. ASHITA SHIVNANI	TGT-ENGLISH
04	MRS. PRIYANKA	TGT-MATHS
05	MR. HARIOM YADAV	TGT-SCIENCE
06	MR. VIKRAM PRATAP SINGH	TGT-Social Science.
07	MS. BHAVNA OZA	ART TEACHER
09	MS. GAYATRI BISHT	PET(FEMALE)
10	MS. SUKANYA	MUSIC TEACHER
11	MR. JAYDIP PRAJAPATI	F.C.S.A.
12	MR.SHARUL ANSARI	LIBRARIAN

### NON - TEACHING STAFF

Sr.	Nome of the Staff	Designation
No.	Name of the Staff	Designation
01	Vacant	Office Sup.
02	Mrs. Usha Parmar	Staff Nurse
03	-	Catt. Asstt.
04	Vacant	SSA
05	Mr.Pratik Patil	JSA
06	Vacant	JSA
07	-	Store Keeper
08	Ms. Pooja Meena	Lab Attendant
09	-	E.C.P
10	Mr. Jivanbhai	Chowkidar
11	Mr. Paresh Tadvi	Chowkidar
12	Mr. Ayush Mahera	Mess Helper
13	Mr. Pankesh	Mess Helper
14	Mrs. Mangla Patil	СООК
15	Mr. Kamlesh	CCS

Sr. No	Name of the Committee	In charge	Members
1	CBSE	MR.ANIL KUMAR	TGT MATHS TGT ENGLISH MR.HARIOM YADAV
2	VMC/VAC / DISTRICT LEVEL FOOD COMMITTEE MEETINGS / PAC MEETINGS	PRINCIPAL	MR.ANIL KUMAR MS.REKHA GARASIA MRS.USH A PARMAR MS.ASHITA SHIVNANI SHIVNANI
3	NEP-2020	MR.ANIL KUMAR	ALL SUBJECT TEACHERS
4	STAFF MEETING	MS.REKHA GARASIA	ALL STAFF MEMBERS
5	SUBJECT MEETING	MR.HARIOM YADAV	ALL STAFF MEMBERS
6	ACADEMIC MEETING	MR.HARIOM YADAV	ALL STAFF MEMBERS
7	INSTITUTIONAL PLAN	PRINCIPAL	ALL STAFF MEMBERS
8	LANGUAGE CLUB	MS.REKHA GARASIA	MR.ANIL KUMAR TGT ENGLISH
9	M&R	MR.HARIOM YADAV	REKHA GARASI MRS.USHA PARMAR MS.GAYATRI BISHT BISHT MRVIKRAM PRATAP SINGH SINGH
10	VISITOR REMARKS	LIBRARIAN	MS.SUKANYA VERMA ART TEACHER
11	ANTI BOOLING ANTI RANGING COMMITTEE INCHARGE	MS.GAYATRI BISHT BISHT	MR.MR.HARIOM YADAV MRVIKRAM PRATAP SINGH SINGH MS.ASHITA SHIVNANI MRS.PRIYANKA
12	DRINKING WATER	MRS.USHA PARMAR	HM & AHM

		(STAFF NURSE)	
13	STUDENT TOUR & EXCURSON I/C	MRVIKRAM PRATAP SINGH SINGH	MRMR.HARIOM YADAV MS.ASHITA SHIVNANI MRS.PRIYANKA
14	OTHER EQUIPMENT OFFICE EQUIPMENTS	MS.ASHITA SHIVNANI SHIVNANI	MR.HARIOM YADAV MS.GAYATRI BISHT BISHT SUKANYA
15	C. B. S. E LOCAL EXAM DEPARTMENT	MR.HARIOM YADAV	MRS.PRIYANKA MS.ASHITA SHIVNANI PET-F MR. JAYDIP PRAJAPATI (F.C.S.A.)
16	PISA	MRS.PRIYANKA	MS.ASHITA SHIVNANI MR.HARIOM YADAV
17	CLASS CAPTAIN & CLASS MEETING	ALL CLASS TEACHERS	ALL CAPTAINS & CLASS TEACHERS
18	FIRE EXTINGUISER TRAINING & DEMONSTRATION	JIVANBHAI	MR.HARIOM YADAV MR.ANIL KUMAR STAFF NURSE MS.GAYATRI BISHT BISHT
19	SHALA DARPAN SIS PIS	MR.ANIL KUMAR MS.DIMPAL PRAJAPATI	Mr.Swapnesh
20	PRMO	ALL STAFF MEMBERS	ALL STAFF MEMBERS
21	ACADEMIC TIME TABLE INCHARGE	MR.ANIL KUMAR	MRS.PRIYANKA MS.ASHITA SHIVNANI LIBRARIAN
22	ALUMNI STUDENTS	MRS.REKHA GARASIA	MR.HARIOM YADAV MR.ANIL KUMAR LIBRARIAN MS.ASHITA SHIVNANI S.S.A.
23	BEDDING ITEMS	MRS.REKHA GARASIA	ALL HOUSE MASTERS
24	MUSEUM CORNER	MRVIKRAM PRATAP SINGH SINGH	MS.SUKANYA VERMA ART

			LIBRARIAN
25	SCOUTS AND GUIDES	MS.GAYATRI BISHT BISHT	MR.VIKRAM PRATAP SINGH MR.ANIL KUMAR CHOUDHARY MS.SUKANYA VERMA
26	MESS DEPARTMENT (1) YRASORG (2) MILK RELATED ITEMS (3) VEGITABLES/FRUITS (4) GAS 🛙 (5) UTENSILS	MRS.USHA PARMAR - YRASORG REKHA -UTENSILS SUKANYA- VAGITABLES MR.ANIL KUMAR- MILK JIVANBHAI-GAS	ALL STAFF
27	P.T.C.	MS.REKHA GARASIA	MR.ANIL KUMAR MRS.PRIYANKA MRS.USHA PARMAR MS.GAYATRI BISHT LIBARIAN MS.ASHITA SHIVNANI
28	GUEST ITEMS	MS.REKHA GARASIA	SUKANYA MS.GAYATRI BISHT LIBRARIAN ART
29	SOD (STUDENT ON DUTY)	MS.ASHITA SHIVNANI	MRVIKRAM PRATAP SINGH SINGH MR. JAYDIP PRAJAPATI (F.C.S.A.)
30	MESS MEETING	MRS.USHA PARMAR	ALL HOUSE MASTERS
31	PARYTAN PARV	MR.HARIOM YADAV	MR.VIKRAM PRATAP SINGH MS.GAYATRI BISHT BISHT MS.ASHITA SHIVNANI MRS.PRIYANKA
32	CAMPUS BEAUTIFICATION	ART TEACHER	MS.GAYATRI BISHT BISHT LIBRARIAN MS.SUKANYA VERMA MRS.USHA PARMAR
	PHOTOGRAPHY & VIDEO I/C	LIBRARIAN	ART MS.GAYATRI BISHT BISHT

33			MR. JAYDIP
			PRAJAPATI (F.C.S.A.)
34	WELCOME	ART	MS.GAYATRI BISHT BISHT MS.ASHITA SHIVNANI LIBRARIAN J.S.A.
35	WASTE MATERIAL SELLING	JIVANBHAI RATHVA	MS.REKHA GARASIA MR.ANIL KUMAR MR.HARIOM YADAV MS.GAYATRI BISHT S.S.A. LIBRARIAN
36	LIBRARY	LIBRARIAN	MR.ANIL KUMAR TGT GUJARATI TGT ENGLISH
37	JNVST- VI & IX	MS.REKHA GARASIA	ALL STAFF MEMBERS
38	D. G. SET	MR.HARIOM YADAV	ALL SECURITY GUARDS
39	CONTINGENCIES	MRS.PRIYANKA	MS.SUKANYA VERMA MR.ANIL KUMAR MRS.USHA PARMAR MS.GAYATRI BISHT BISHT LIBRARIAN J.S.A.
40	ONLINE COMPETITIVE TEST REGISTRATION	MR.ANIL KUMAR	MR. JAYDIP PRAJAPATI (F.C.S.A.) PRATIK PATIL J.S.A. LIBRARIAN
41	GUIDANCE & CAREER COUNSELLING	LIBRARIAN	VIKRAM MS.ASHITA SHIVNANI MRS.PRIYANKA MR.HARIOM YADAV
42	STUDENT COUNSELING	MRS.USHA PARMAR STAFF NURSE	ALL HM & AHM
44	SATARKTA JAGRUKTA SAPTAH	MR.VIKRAM PRATAP SINGH	J.S.A S.S.A.
45	CLASS ROOM DECORUM	ART TEACHER	ALL CLASS TEACHERS
46	ALL STUDENTS RELATED PROFARMA	MR. JAYDIP PRAJAPATI (F.C.S.A.)	PRATIK PATIL JSA SSA

47	STUDENTS STATIONARY	MS.GAYATRI BISHT BISHT	LIBRARIAN ART
48	AUDIO VISUAL AIDS	MS.SUKANYA VERMA	MR.ANIL KUMAR MR.HARIOM YADAV MS.GAYATRI BISHT BISHT J.S.A. S.S.A.
50	CCA	MS.SUKANYA VERMA	MR.ANIL KUMAR MR.HARIOM YADAV MS.ASHITA SHIVNANI MRS.PRIYANKA MS.GAYATRI BISHT BISHT
51	PACE SETTING	MS.GAYATRI BISHT BISHT	MR.VIKRAM PRATAP SINGH MS.ASHITA SHIVNANI MRS.PRIYANKA ART LIBRARIAN
52	NCC	MS.GAYATRI BISHT BISHT	MR.VIKRAM PRATAP SINGH MR.HARIOM YADAV MS.ASHITA SHIVNANI MRS.PRIYANKA
53	EK BHARAT SHRESHTHA BHARAT	MS.SUKANYA VERMA	MR.ANIL KUMAR MR.VIKRAM PRATAP SINGH ART MS.SUKANYA VERMA
54	GANDHI KARYANJALI	MR.VIKRAM PRATAP SINGH	MR.ANIL KUMAR MS.ASHITA SHIVNANI MS.REKHA GARASIA LIBRARIAN
55	STUDENT WELCOME COMMITTEE	ART	MS.REKHA GARASIA SUKANYA LIBRARIAN MS.GAYATRI BISHT BISHT
56	CAPTAIN'S OATH	MS.REKHA GARASIA	VIKRAM YADAV MS.ASHITA SHIVNANI MRS.PRIYANKA
57	SPORTS EQUIPMENT	MS.GAYATRI BISHT BISHT	J.S.A. LIBRARIAN

			MR.HARIOM YADAV
	BAND MUSIC EQUIPMENT	MS.GAYATRI	SUKANYA
58	BAND MUSIC EQUIPMENT	<b>BISHT BISHT</b>	MR.HARIOM YADAV
59	UNIFORM/SHOES/SLIPPER / SOCKS	MS.GAYATRI BISHT BISHT	J.S.A ART LIBRARIAN MS.ASHITA SHIVNANI
60	DISCIPLINE COMMITTEE	MS.GAYATRI BISHT BISHT	ALL STAFF MEMBERS
65	FIT INDIA MOVEMENT	MS.GAYATRI BISHT BISHT	MR.HARIOM YADAV MRS.USHA PARMAR
62	GARDNING	MR.HARIOM YADAV	ART MS.GAYATRI BISHT BISHT
63	MEDICAL	MRS.USHA PARMAR	MR.HARIOM YADAV MRS.PRIYANKA MS.GAYATRI BISHT BISHT
64	DAILY USE ITEMS /TOILET ITEMS	MRS.USHA PARMAR	MS.GAYATRI BISHT BISHT MRVIKRAM PRATAP SINGH SINGH JSA MR. JAYDIP PRAJAPATI (F.C.S.A.)
65	SAFETY & SECURITY	MS.GAYATRI	ALL STAFF
	COMMITTEE	BISHT BISHT	MEMBERS
66	CYBER SAFEY	MR. JAYDIP PRAJAPATI (F.C.S.A.)	MS.GAYATRI BISHT BISHT MR.HARIOM YADAV MS.ASHITA SHIVNANI
67	POSCO	MRS.USHA PARMAR	MR.ANIL KUMAR MR.HARIOM YADAV MS.GAYATRI BISHT BISHT MS.ASHITA SHIVNANI
68	AEP	MRS.USHA PARMAR	MR.ANIL KUMAR MR.HARIOM YADAV

			MS.GAYATRI BISHT BISHT MS.ASHITA
			SHIVNANI
69	SWACHCHHATA	MRS.USHA PARMAR	ALL STAFF MEMBERS
		FARINAR	MEMBERS MS.ASHITA
		SUKANYA	SHIVNANI
75	RESOURCE ROOM	VARMA	LIBRARIAN
			S.S.A. ,J.S.A.
			MR.ANIL KUMAR
			CHOUDHARY
			MS.GAYATRI
76	PAC	PRINCIPAL	BISHT BISHT MRS.USHA
10	FAC	FRINCIPAL	PARMAR
			LIBRARIAN
			MR.HARIOM
			YADAV
			MR.ANIL KUMAR
			CHOUDHARY
			MS.GAYATRI
	PAP INCHARGE		
77		PRINCIPAL	MRS.USHA PARMAR
			MR.HARIOM
			YADAV
			SUKANYA
			JSA
			MR.ANIL KUMAR
			CHOUDHARY
			MR.HARIOM YADAV
			SUKANYA
78	ANNUAL REPORT	PRINCIPAL	MS.GAYATRI
			BISHT BISHT
			MRS.USHA
			PARMAR
			JSA
			MS.ASHITA
			SHIVNANI MS.GAYATRI
79			BISHT
13	<b>GUEST HOUSE BOOKING</b>	MR.ANIL KUMAR	MRVIKRAM
			PRATAP SINGH
			SINGH
	MONTHLY MONITORING		ALL STAFF
80		PRINCIPAL	MEMBER
00	REPORT		

81	CONDEMNATION	MS.REKHA GARASIA	MR.HARIOM YADAV MR.ANIL KUMAR SUKANYA MS.GAYATRI BISHT BISHT MS.ASHITA SHIVNANI PRIYNKA
82	WEBSITE INCHARGE	MR. JAYDIP PRAJAPATI (F.C.S.A.)	JSA 1 JSA 2
83	LANDLINE INCHARGE	MR. JAYDIP PRAJAPATI (F.C.S.A.)	J.S.A. S.S.A.
84	AADHAR ENROLLMENT COMMITTEE	WOULD BE SSA	LIBRARIAN
85	TOOLS	JIVANBHAI RATHVA	MR.HARIOM YADAV PARESH
86	TEACHING AIDS	MRVIKRAM PRATAP SINGH SINGH	MRS.PRIYANKA HARIOM YADADV MS.ASHITA SHIVNANI
87	DISASTER MANAGEMENT	MS.GAYATRI BISHT BISHT	MR.HARIOM YADAV MRVIKRAM PRATAP SINGH SINGH LIBRARIAN MRS.USHA PARMAR J.S.A.
88	SOCIAL SCIENCE CLUB	MRVIKRAM PRATAP SINGH SINGH	MR.ANIL KUMAR MR.HARIOM YADAV MRS.PRIYANKA MS.ASHITA SHIVNANI
89	SCIENCE LAB ( PHY/CHEM/BIO)	MR.HARIOM YADAV	MR.ANIL KUMAR MRS.PRIYANKA MS.ASHITA SHIVNANI
90	SAVE ENVIRONMENT,SAVE WATER PLANTATION	MRVIKRAM PRATAP SINGH SINGH	MR.HARIOM YADAV MS.GAYATRI BISHT BISHT

91	SCIENCE CLUB	MR.HARIOM YADAV	MS.ASHITA SHIVNANI MRS.PRIYANKA
92	MATHS CLUB	MRS.PRIYANK A	MR.HARIOM YADAV MS.ASHITA SHIVNANI
93	VVM/INSPIRED MANAK AWARD/ CYBER HEALTH CONTEST /ATAL TRINKLING LAB /VIGYAN JYOTI SCIENTIFIC/NCSC	MR.ANIL KUMAR	MS.REKHA GARASIA MRS.USHA PARMAR J.S.A.
94	HINDI RAJBHASHA	MR.ANIL KUMAR	MS.SUKANYA VERMA MS.GAYATRI BISHT BISHT MRVIKRAM PRATAP SINGH SINGH LIBRARIAN
95	PANDIT DINDAYAL	MR.ANIL KUMAR	TGT GUJARATI
96	E- LESSON PLAN	ALL SUBJECT TR	ALL SUBJECT TR
97	FURNITURE	MRVIKRAM PRATAP SINGH SINGH	MR.ANIL KUMAR LIBRARIAN J.S.A.
98	MATHS LAB	MRS.PRIYANK A	MR.HARIOM YADAV MS.ASHITA SHIVNANI
99	SCIENCE LAB	MR.HARIOM YADAV	DILEEP KUMAR TGT ENGLISH
100	SPORTS	MS.GAYATRI BISHT BISHT	MR.HARIOM YADAV MR.ANIL KUMAR CHOUDHARY TGT SOCIAL SCIENCE PRAKASH PARMAR PRATIK PATIL LIBRARIAN
101	BAND UNIFORM	MS.GAYATRI BISHT BISHT	MR.ANIL KUMAR

			CHOUDHARY
			TGT MATHS
			ART TEACHER
102	COMPUTER LAB	MRS. PRIYANKA	MS. ASHITA SHIVNANI MR. JAYDIP PRAJAPATI (F.C.S.A.)
103	SAMSUNG LAB	MS. ASHITA SHIVNANI	MRS. PRIYANKA MR. JAYDIP PRAJAPATI (F.C.S.A.)
104	ССТV	MR. ANIL KUMAR	MR. JAYDIP PRAJAPATI (F.C.S.A.) S.S.A. J.S.A.
105	NCSC, NATIONAL STANDARD EXAMINATION JUNIOR EXAMINATION, VVM, SCIENCE EXAMINATION GREEN OLAMPIYAD	MR.HARIOM YADAV	MRS. PRIYANKA MRVIKRAM PRATAP SINGH MS.ASHITA SHIVNANI
107	MATHS OLAMPIYAD ASSESMENT TEST FOR 8 CLASS NSF PISA NTSC	MRS. PRIYANKA	MR.HARIOM YADAV MRVIKRAM PRATAP SINGH MS.ASHITA
108	VIDYALAYA PURCHASE COMMITEE	MRS.REKHA GARASIA	MR.ANIL KUMAR MS.GAYATRI BISHT MS.SUKANYA MRS.USHA PARMAR
109	MIGRATION COMMITEE	MR.ANIL KUMAR	MS.GAYATRI BISHT MRS.USHA PARMAR
110	AWAIKNING CITIZEN PRGRAMME	GAYATRI BISHT	MR.ANIL KUMAR MR.HARIOM YADAV

			MRS.PRIYANKA
111	E - RAKSHA	MR. ANIL KUMAR	MS. ASHITA SHIVNANI MS.GAYATRI BISHT MR. JAYDIP PRAJAPATI (F.C.S.A.)
112	GENDER SENSETIZATION	MRS. USHA PARMAR	MR.ANIL KUMAR MR.HARIOM YADAV MRS.PRIYANKA MS.GAYATRI BISHT
113	Millets Food	MR.HARIOM YADAV	MR.ANIL KUMAR MS.SUKANYA MRS.USHA PARMAR
114	AKAM	MS.SUKANYA	ALL SUBJECT TEACHERS
115	G20	MR.VIKRAM PRATAP SINGH	ALL SUBJECT TEACHERS
116	VEER GATHA	MR.VIKRAM PRATAP SINGH	MRS.REKHA GARASIA MR. ANIL KUMAR MS.ASHITA SHIVNANI

## ♦ ORGANIZATIONAL STRUCTURE

No.	Name of the Staff Member	Designation	Duties to be Discharged
1	SHEPHALI SINGH	PRINCIPAL	MONTHLY MONITORING REPORT, ANNUAL REPORT, PAP INCHARGE, PAC, SAFETY & SECURITY COMMITTEE,
2	MRS.REKHA GARASIYA	TGT-Gujarati	VIDYALAYA PURCHASE COMMITTEE, CONDEMNATION, CAPTAIN'S OATH, STUDENT COUNSELING,
3	MS.ASHITA SHIVNANI	TGT-English	SOD, SAMSING LAB
4	MS.PRIYANKA	TGT- Maths	MATHS OLAMPIYAD ASSESMENT TEST FOR 8 CLASS, NSF,PISA,NTSC, COMPUTER LAB, MATHS LAB, MATHS CLUB, STUDENT COUNSELING
5	MR.HARIOM YADAV	TGT-Science	Millets Food, NCSC, NATIONAL STANDARD EXAMINATION JUNIOR EXAMINATION,VVM, SCIENCE EXAMINATION GREEN OLAMPIYAD, SCIENCE LAB, VVM/INSPIRED MANAK AWARD/ CYBER HEALTH CONTEST /ATAL TRINKLING LAB /VIGYAN JYOTI SCIENTIFIC/NCSC, SCIENCE CLUB, SAVE ENVIRONMENT,SAVE WATEH PLANTATION, STUDENT COUNSELING
6	MR.VIKTAM PRATAP SINGH	TGT-So.St.	G20, VEER GATHA, FURNITURE, SOCIAL SCIENCE CLUB, TEACHING AIDS, GANDHI KARYANJALI SATARKTA JAGRUKTA SAPTAH, STUDENT

			COUNSELING
			E – RAKSHA, MIGRATION
			COMMITTEE,CCTV, PANDIT
			DINDAYAL, HINDI
7	MR.ANIL KUMAR	TGT-Hindi	RAJBHASHA, GUEST HOUS
			<b>BOOKING, STUDENT</b>
			COUNSELING
			GENDER SENSETIZATION,
			SWACHCHHATA, AEP,
8	MRS. USHA PARMAR	STAFF NURSE	POSCO, DAILY USE ITEMS
			/TOILET ITEMS, MEDICAL,
			AWAIKNING CITIZEN
			PRGRAMME, BAND UNIFOR
			SPORTS, DISASTER
			MANAGEMENT, FIT INDIA
			MOVEMENT, DISCIPLINE
			COMMITTEE,
9	MS.GAYATRI BISHT	PET-F	UNIFORM/SHOES/SLIPPER/
			SOCKS, BAND MUSIC
			EQUIPMENT, SPORTS
			EQUIPMENT, NCC, PACE
			SETTING, STUDENTS
			STATIONARY, STUDENT
			COUNSELING
			AKAM, EK BHARAT
10	MS. SUKANYA	MUSIC	SHRESHTHA BHARAT, CCA
10	MS. SURANIA	MUSIC	AUDIO VISUAL AIDS,
			STUDENT COUNSELING
			GARDNING, STUDENT
12	MRS.BHAVNA OJHA	ART	WELCOME COMMITTEE,
			CLASS ROOM DECORUM,
			AADHAR ENROLLMENT
4.0			COMMITTEE, RESOURCE
13	MR.VIKASH KUMAR	LIBRARIAN	ROOM, STUDENT
			COUNSELING,
			WEBSITE INCHARGE,
	MD LAVDID		LANDLINE INCHARGE,
14	MR. JAYDIP	F.C.S.A.	CYBER SAFEY, ALL
	PRAJAPATI		STUDENTS RELATED
			PROFARMA
15	MR. JIVANBHAI	MTS	TOOLS

## ADMINISTRATIVE STRUCTURE OF THE SCHOOL VIDYALAYA ROUTINE: 2023-24

## • (i) ROUTINE FOR SUNDAYS & HOLIDAYS

TIME	ACTIVITIES
09:00AM - 09:30 AM	Breakfast
9:50AM – 10:00 AM	Roll Call By MOD in Academic Block
10:00 – 12:00 PM	Superwised Study in Academic Block/GIRLS MESS
12:00 1:30 PM	Own Time
1:30-2:00 PM	Lunch
2:10 – 5:00 PM	Rest in house
5:00-6:00 PM	Games
06:00 - 06:30 PM	Roll Call By MOD
06:30 - 07:30 PM	Own Time
7:30 - 8:00 PM	Dinner
08:00 - 10:30 PM	Self Study
10:30 PM	Lights Off

## (ii) ROUTINE (Working Days)

SR.NO	NAME OF THE ACTIVITY	TIME
01	Rousing &Getting fresh	5.00 AM
02	Morning pt/yoga	5:30 -6:05 AM
03	Change & Bath	6:10-7:00 AM
04	Breakfast	7:15 – 7:30AM
05	Assembly	7:50 -8:10 AM
06	Period-I	8:15-8:50AM
07	Period-II	8:50-9:30 AM
08	Period-III	9:30-10:10 AM
9	Period-IV	10:10-10:50 AM
10	Period-V	10:50 -11:25 AM
11	RECESS	11:25 -11:40 AM
12	Period-VI	11:40-12:20 PM
13	Period-VII	12:20 – 12:55 PM
14	Period-VIII	12:55-1:30 PM
15	Lunch	1:30-2:00 PM
16	Rest in house	2:00 - 3:45 PM

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	17	REMEDIAL STUDY	3:45 – 4:45 PM
	18	Games & Sports	5:00-6:00 PM
	19	Roll Call /Snacks	6:15-6:30 PM
	20	SUPERVISED STUDY	6:30-7:30 PM
	21	dinner	7:30 - 8:00 PM
	22	Self Study in House	8:00-10:30 PM
	23	Light off	10:30 PM

## HOUSE MANAGEMENT

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

Monthly House Meeting will be conducted in the second week of every month 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

A homely feeling will be created among the students as well as the teachers by this meeting and thus a friendly 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.
- 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 celebration.
- > Physical presence of all the House inmates.
- Health condition of each individual will be checked on regular basis.
- Counselling of those who are depressed or diverted from normal studies or activities.
- Common issue , if any, pertaining to the House
- Sufficient supply of water and sufficient lightning in the dormitory.
- Any bad habits among the children
- Cleanliness of dormitories
- Personal cleanliness
- Punctuality of the inmates in class, dining hall and playground.
- Interest of students over and above

All the students are divided into eight Houses for the effective management:

## VI to X Class

- 1. Aravali(Jr)Boy
- 2. Nilgiri(Jr)Boys
- 3. Shivalik(Jr)Boys
- 4. Udayagiri(Jr)Boys

## VI to X Class

- 1. Aravali(Jr)Girls
- 2. Nilgiri(Jr) Girls
- 3. Shivalik(Jr) Girls
- 4. Udayagiri(Jr) Girls

For each House, there is one House Master and one Associate House Master. With the help of House Captain, Vice Captain and two Prefects, various activities in the House management of every House, are taken up by HMs and AHMs. A complete profile of the inmates is maintained by the HMs.

	NAME OF THE HOUSE	HOUSE MASTER/Mistress	ASSOCIATE HOUSE MASTER/Mistress	
	Aravali(Jr)Boys	Mr. Hariom Yadav	Mr.Vikram Pratap	
HOUSE			Singh Mr.Vikram Pratap	
'S HC	Nilgiri(Jr)Boys	Mr. Hariom Yadav	Singh	
BOYS	Shivalik(Jr)Boys	Mr. Anil Kumar	Mr.Vikash kumar	
	Udayagiri(Jr)Boys	Mr. Anil Kumar	Mr.Vikash kumar	
	Aravali(Jr)Girls	Mrs. Priyanka	Ms.Gyatri Bisht	
JSE	Nilgiri(Jr) Girls	Mrs. Priyanka	Ms.Gyatri Bisht	
GIRLS HOUSE	Shivalik(Jr) Girls	Mrs. Rekha	Ms.Sukanya Verma	
-	Udayagiri(Jr) Girls	Mrs. Rekha	Ms.Sukanya Verma	

House Masters as well as 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 inmate
- Identifying those who are depressed or diverted from normal studies or activities
- Common issue, if any, pertaining to the House
- Sufficient supply of water and sufficient lightning in the dormitory
- > Any bad habits among the children
- Cleanliness of dormitory
- Personal cleanliness
- > Punctuality of the inmates in classes, dining hall and playground

## JNVST FOR CLASS VI & IX

JNVST for class VI was conducted in different centers in APRIL -2023. Measures were taken to increase the registration by giving more publicity. For this advertisement was given in newspapers, Local Cable TV network and a team of teachers was attached with each centre. Also the help of Alumni and guardians was sought for this purpose. Students of Navodaya Vidyalaya weres asked to distribute the application forms in their previous schools.

Scrutiny of the forms received offline were completed well in time, strictly in compliance with the criteria of admission. Orientation course was conducted for the Centre Superintendent, DEOs and CLOs to explain the care to be taken for the smooth conduct of examination.

## CLUB ACTIVITIES

To nurture the special talent of the pupils various clubs like Language Clubs, Science Club, Mathematics Club, Eco Club, Health 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 will be presented in Morning assembly. It is planned to have an exhibition of the outcome of all the club activities.

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.

SI. No	Name of the Club		Members of the Staff involved
01 Literary Club		English	TGT-English
		Gujarati	TGT-Gujarati -1
		Hindi	TGT HINDI
02	Mathematics		TGT-Maths
03	Science		TGT-Science
04	Eco Club		TGT-Gujarati
			TGT- S. Science
05	Health and Yoga		Staff Nurse,
	_		PET-Female
06	Art Club		Art Teacher
07	Readers Club		Librarian
08	Music Club		Music Teacher
09	NCC Club		-
10	Scout and Guide		-

## ADOLESCENCE EDUCATION PROGRAMME:

Adolescence Education Programme (AEP) has been introduced as part of NCF 2005 so as to provide young people with accurate, age appropriate and culturally relevant information; promote healthy attitude and develop skills to enable them to respond to real life situations effectively. In implementing the AEP, the trained teachers will prepare the plan of action. A minimum of 16 hours of activities in a year (Jan to Dec) will be conducted. The Staff Nurse will be involved fully in all these activities and also in counselling and anchoring the entire AEP activity.

During the current academic year, an action plan will be prepared for the effective conduct of the relevant AEP activities in the form of Lectures, demonstrations, discussions, role plays, handouts, charts, audio and video clippings, campaigns etc by *utilizing the services of the Staff Nurses effectively.* Following are the areas to be covered during the programme:

- Changes occurs in adolescents during their growth and development
- Reproductive and sexual health, myths and misconceptions
- Gender issue, eve-teasing and sexual harassment
- Preventing HIV/ AIDS/ STD
- Preventing Drug abuse
- Developing life skills such as self-awareness, Problem solving, Decision making, critical thinking, creative thinking, Interpersonal relationship effective communication, empathy, critical thinking, managing emotions and dealing with stress.
- Providing minimum counselling.

1	Academic	Sharing Resources - Conducting Training, Orientation				
1	Excellence	Programmes, Career counselling etc.				
2	Library	Providing mobile library for rural learners & Book Exhibition				
3	Co-curricular	Organizing coaching camps, exhibitions & competitions for the				
5	Activities	students of neighbouring schools				
4	Community Service	Distribution of fruits to the needy patients in Govt. hospitals,				
4	Community Service	Organizing awareness campaigns on AIDS, health & hygiene				

## PACE SETTING ACTIVITIES

## MIGRATION SYSTEM

As per the NVS Migration Policy, our school is attached to JNV-Pratapgarh in Rajasthan State. The students are selected on the basis of draw system. They are moving to JNV- Pratapgarh (Raj) in JULY-2023 from JNV-CHHOTAUDEPUR. The students will be selected under migration as per NVS norms for the academic year 2023-24 in the second week of April-2023.

## T E X T B O O K S

NCERT textbooks are followed from class VI to class X. In class VI, bilingual question papers are prepared. 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 textbooks whichever needed will be submitted.

## MAINTENANCE & REPAIRS OF FIXED ASSETS

As per budget allocation for M&R work i.e. ten lakhs for annual Repairs and Maintenance and for day-to-day maintenance, the works will be identified and executed during this year.

## **RECREATION**

It is decided to show various entertainment programmes on TV during the every Sunday afternoon with a DTH connection. During the mealtime, some good quality instrumental music will be played inorder entertainment to the students.

Every month a get together of the school with all the family members will be arranged with certain pre-planned cultural programmes to harness the inbuilt cultural qualities of the students.

## INSPECTION OF HOUSES

Every Saturday evening at 06:00 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 improvement. These scores / points will also be connected for the Cook House Position and for the Rolling Shield for well-maintained House. *"Staff Nurse will co-ordinate the entire activities and record maintenance with the help of the Health Club Members."* 

## **ISSUE OF DAILY USE ITEMS, UNIFORMS & STATIONERY**

Timely issuance of essential items is an important activity, which ensures the comfort of the students in the Vidyalaya. House Masters will be giving requisition 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 the 1<sup>st</sup> week of every month.** Daily use items issuing for each month are toothpaste, coconut oil, washing soap, bathing soap, brooms (both hard and soft).

Housemasters have to ensure that all the Items are issued in time with the help of Store Keeper and report to the Principal if any discrepancy arises. The Office Superintendent is to monitor the same and report.

## STREAM ALLOCATION

There is no stream in our school, because our school running in temporary site (only class VI to X.)

## CO-CURRICULAR ACTIVITIES (CCA)

The following Co-curricular activities will be organized as Inter House Competitions and points will be recorded. These activities will be conducted in harmony with the celebration of important festivals, days and occasions. A register for CCA will be maintained to record notices, draw of lots, allotment of duties on the day of competitions, results of the event, etc. The sequence of steps in organizing a CCA will be scrupulously followed to ensure fairness and quality:

Class

Class Teacher Associate Class Teacher

VI	Mrs. Rekha	Ms.Gayatri Bisht		
VII	Mrs. Priyanka	Ms. Sukanya		
VIII	Mr.Vikram Pratap Singh	Ms. Ashita Shivnani		
IX	Mr.Hariom Yadav	Mr. Sharul Ansari		
X	Mr. Anil Kumar	Mrs. Bhavana Ozha		

## **FUNCTIONAL COMMITTEES (2023 - 24)**

The entire staff members are instructed to perform the given duties sincerely with interest:

No	Name of the Committee	In charge & Associate Member(s)of Committee
01	Anti-Ragging Committee	MRS.USHA PARMAR & ALL HM/AHM
02	School Complaints Committee (SCC)	PRINCIPAL AND SR. MOST TEACHER
03	ACADEMIC	PRINCIPAL
04	Timetable & Substitution	MR.ANIL KUMAR
05	Institutional Planning	PRINCIPAL
06	CBSE	MR.ANIL KUMAR
07	Examination	MR.HARIOM YADAV, MRS.PRIYANKA
08	ССА	MS.SUKANYA
09	Discipline Committee	PRINCIPAL, ALL HM & AHM
10	Mess	PRINCIPAL, MRS.USHA PARMAR
11	Pace Setting Activities	MR.VIKRAM PRATAP SINGH
12	Samsung Smart Classes & Computer Lab	MS.PRIYANKA MS.ASHITA SHIVNANI MR. JAYDIP PRAJAPATI
13	Migration	MR.ANIL KUMAR
14	Photography	MR.VIKAS KUMAR
15	MOD Duty Chart	MR.ANIL KUMAR
16	Staff Welfare	MRS.REKHA GARASIYA
17	Plantation	MR.HARIOM YADAV
18	Career Guidance	MR.VIKASH KUMAR
19	ECO-Club	MR.HARIOM YADAV
20	JNVST for Class VI & IX	MR.ANIL KUMAR AND MRS.REKHA GARASIYA
21	Admission Committee for VI & IX Class	MR.ANIL KUMAR AND MRS.REKHA GARASIYA
22	Admission Committee for XI Class	MR.ANIL KUMAR AND MRS.REKHA GARASIYA

23	Alumni Association	MRS.REKHA GARASIYA
24	Quarters Allotment	PRINCIPAL, MR.ANIL KUMAR
25	Dakshana Foundation	MRS.PRIYANKA
26	Morning Assembly	MS.SUKANYA VARMA,MS. GAYATRI BISHT
27	Maintenance & Repair Work	MS. GAYATRI BISHT
28	Herbal Garden	MR.HARIOM YADAV
29	Audio-Video & other Teaching Aids	MS. SUKANYA,ART,LIBRARIAN
30	Shramdan on Saturday	ALL HM/AHM
31	Local Tour / Trip	MR.VIKRAM PRATAP SINGH, MS.GAYATRI BISHT
32	COMPETITIVE EXAMS	F.C.S.A. & CONCERNED SUBJECT TEACHERS
33	AEP	MRS.USHA PARMAR
34	Vidyalaya Vikas Nidhi	MR.ANIL KUMAR
35	Parent Teacher Council	MRS.REKHA GARASIYA
36	Science Olympiad & Other Science Exams	MR.HARIOM YADAV
37	Maths Olympiad	MRS.PRIYANKA
39	Website Updation	MR JAYDIP PRAJAPATI, F.C.S.A
40	Campus Beautification	ART TR AND ALL LAMPS + STAFF NURSE
41	Classwise List of Low-achievers after SA-I&II	ALL SUBJECT TEACHERS & CLASS TEACHERS
42	Prevention of Sexual	PRINCIPAL, SR.MOST TEACHER, STAFF NURSE PET-F, TGT
	Harassment	SCIENCE,TGT- SC.SCIENCE
43	Personal Information System (PIS) & PISA	MR.ANIL KUMAR, MS. DIMPAL PRAJAPATI
44	Student Information System (SIS)	MR.ANIL KUMAR, MS. DIMPAL PRAJAPATI
45	Online Examinations	F.C.S.A. & Concerned Subject Teachers
46	Weekly-Off	PRINCIPAL
47	Quiz Coordinator	CCA I/C & ALL HMs
48	Dormitory Locking Key Box In charge	The Senior Most Teacher & Master on Duty (MOD)

## Department wise In charge for the session 2023-24

No	Name of the Committee	In charge & Associate Member(s)of Committee
1	NCC for Boys & Girls	UNDER PROCESS
2	Scout	NIL
3	Guide	MS.GAYATRI BISHT

4	Student Police Cadet	NA
5	Museum Corner	MR.VIKRAM RATAP SINGH
6	Resource Room	MR. VIKASH KUMAR

## **38. TIME TABLES FOR ACADEMIC YEAR 2023-24**

## **ACADEMIC TIME TABLE FOR THE YEAR 2023-24**

CL		8:15 -	8:50 -	9:30 - 10:10	10:10 -	10:50 -	11:25 -	11:40 -	12:20 -	12.55 1.20
AS S	Days	8:50 1	9:30 2	10:10 3	10:50 4	11:25 5	11:40	12:20 6	12:55 7	12:55 - 1:30 8
5	MON	GUJ	MATHS	SCIENCE	ENG	MUSIC		SST	HINDI	o COMPUTER
	TUE	GUJ	MATHS	SCIENCE	ENG	MUSIC		SST	HINDI	SUPW/PHE
	WED	GUJ	MATHS	SCIENCE	ENG	LIBRARY		SST	HINDI	LIBRARY
VI	Thu	GUJ	MATHS	SCIENCE	ENG	COMPUTE R	RECESS	SST	HINDI	SUPW/PHE( CCA)
	FRI	GUJ	MATHS	SCIENCE	ENG	PHE		SST	HINDI	ART
	SAT	GUJ	MATHS	SCIENCE	ENG	COMPUTE R		SST	HINDI	ART
	MON	ENG	LIBRAR Y	GUJ	MATHS	SUPW/PHE		SCIENCE	SST	ART
	TUE	ENG	MUSIC	GUJ	MATHS	HINDI		SCIENCE	SST	HINDI
	WED	ENG	MUSIC	GUJ	MATHS	HINDI		SCIENCE	SST	HINDI
VII	Thu	ENG	HINDI	GUJ	MATHS	HINDI	RECESS	SCIENCE	SST	ART
	FRI	ENG	HINDI	GUJ	MATHS	COMPUTE R		SCIENCE	SST	ENG
	SAT	ENG	HINDI	PHE	COMPUT ER	MATHS		LIBRARY	SCIENCE	ENG
	MON	SST	SCIENC E	HINDI	GUJ	ENG		MATHS	ART	SUPW/PHE
	TUE	SST	SCIENC E	HINDI	GUJ	ENG		MATHS	ART	MUSIC
VIII	WED	SST	SCIENC E	HINDI	GUJ	ENG	RECESS	MATHS	PHE	ENG
VIII	Thu	SST	SCIENC E	HINDI	GUJ	ENG	RECESS	MATHS	LIBRARY	ENG
	FRI	SST	SCIENC E	HINDI	GUJ	ENG		MATHS	COMPUTER	HINDI
	SAT	MUSIC	SCIENC E	HINDI	LIBRARY	ENG		MATHS	COMPUTER	HINDI
	MON	MATHS	SST	ENG	SCIENCE	HINDI		HINDI	LIBRARY	ENG
іх	TUE	MATHS	SST	ENG	SCIENCE	GUJ	RECESS	HINDI	LIBRARY	ART
	WED	MATHS	SST	ENG	SCIENCE	GUJ		HINDI	COMPUTER	ART

JNV Chhotaudepur/ Annual Pedagogical Plan/2023-24

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	Thu	MATHS	SST	ENG	SCIENCE	GUJ		HINDI	COMPUTER	MUSIC
	FRI	MATHS	SST	ENG	SCIENCE	GUJ		HINDI	PHE	SUPW/PHE
	SAT	MATHS	SST	ENG	SCIENCE	GUJ		HINDI	ENG	MUSIC
	MON	SCIENC E	MUSIC	MATHS	HINDI	SST		ENG	ENG	LIBRARY
	TUE	SCIENC E	ENG	MATHS	HINDI	SST		GUJ	SKILL/ADDITI ONAL LANGUAGE	SST
	WED	SCIENC E	ENG	MATHS	HINDI	SST	RECESS	SKILL/AD DITIONA LANGUA GE	GUJ	COMPUTER
x	Thu	SCIENC E	ENG	MATHS	HINDI	SST		SKILL/AD DITIONA LANGUA GE	GUJ	WORK EDUCATION
	FRI	SCIENC E	ENG	MATHS	HINDI	HINDI		SKILL/AD DITIONA L LANGUA GE	MATHS	PHY. EDUCATION
	SAT	ART	ENG	MATHS	HINDI	SCIENCE		SCIENCE	SST	SST

## \* <u>REMEDIAL & SUPERVISED STUDY TIMETABLE FOR THE</u> <u>SESSION 2023-24</u>

JAWAHAR NAVODAYA VIDYALAYA , CHHOTAUDEPUR									
	<b>REMEDIAL T</b>	IME TABLE ( 3	8:45 PM - 4:4	5PM)					
		W.E.F 01.07	.2023						
DAY / CLASS	DAY/CLASS VI VII VIII IX X								
MONDAY HINDI MATH SCIENCE ENGLISH GUJRATI									
TUESDAY	MATHS	ENGLISH	SST	GUJRATI	SCIENCE				
WEDNESDAY	ENGLISH	SCIENCE	HINDI	SST	MATH				
THURSDAY	THURSDAY SST GUJRATI MATHS SCIENCE HINDI								
FRIDAY	FRIDAY GUJRATI HINDI ENGLISH MATH SST								
SATURDAY	SCIENCE	SST	GUJRATI	HINDI	ENGLISH				

## **SUPERVISED TIME TABLE (2023-24) TIME 6:30 TO 7:30.**

DAY	BOYS WING	GIRL WING
MONDAY	F.C.S.A.	PET FEMALE
TUESDAY	F.C.S.A.	PET FEMALE

WEDNESDAY	F.C.S.A.	PET FEMALE
THURSDAY	LIBRARIAN	MUSIC TEACHER
FRIDAY	LIBRARIAN	MUSIC TEACHER

## SAMSUNG SMART CLASS TIMETABLE FOR THE SESSION 2023-24

	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> Period	7 <sup>th</sup> Period	8 <sup>th</sup> Period
Class	8:40 AM	9:15 AM	9:50 AM	10:25 AM	11:10 AM	11:45 AM	12:20 PM	12:55 PM
C1855	TO 9:15	TO 9:50	TO 10:25	TO 11:00	TO 11:45	TO 12:20	TO 12:55	TO 1:30
	AM	AM	AM	AM	AM	PM	PM	PM
X	Eng (1)	Maths (1)			So.Sc (1)			Maths (1)
IX	Maths (1)		So.Sc (1)	Eng. (2)	Sci. (1)			
VIII		Sci. (2)				So.Sc (1)	Maths (2)	
VII	So.Sc (1)				Sci. (4)			
VI						Sci. (2)	So.Sc (1)	Maths (1)

# -: IMPORTANT LINKS:-

ACTIVITY NAME	LINKS
CELEBRATION OF BAL	
GANGADHAR TILAK BIRTH	https://photos.app.goo.gl/KBYix54yFGeAXk7s7
ANNIVERSARY	
	https://drive.google.com/drive/folders/1eu1el8
TREE PLANTATION DRIVE	ABMGRE4WOQNDbqrrNtiPS13jZd?usp=drive lin
	<u>k</u>
INDEPENDENCE DAY	https://www.youtube.com/watch?v=mnFyCcGiP
CELEBRATION	<u>dU&amp;feature=youtu.be</u>
अंगदान प्रतिज्ञा, पोस्टर मेकिंग	
गतिविधि	https://photos.app.goo.gl/dwEP9zkvkJ3ezBsr7
STUDENT'S B.M.I.	https://photos.app.goo.gl/mVDLEt1Vm1jux3bk7

NEP 2020 3rd		
ANNIVERSARY	https://photos.app.goo.gl/aVHqgVJV4whFyXrv	
CELEBRATION		
MEDICAL HEALTH CAMP		
AND HYGIENE	https://photos.app.goo.gl/KC7oTGrbTcJwSMWv	
NEP 3RD ANNIVERSARY		
CELEBRATION	https://photos.app.goo.gl/pQz1SZBp8W5Nx8H86	
राष्ट्रीय शिक्षा नीति की तीसरी		
वर्षगां	https://photos.app.goo.gl/UHkFJKiGB3T8H9fT6	
PLANTATION UNDER		
CELEBRATION OF NEP	https://photos.app.goo.gl/hUy5V4EbGEvkbwEG7	
2022-23		
HEALTH & HYGIENE AND		
SAFETY DRILL PRACTICE	https://photos.app.goo.gl/RiDU2byrfL14Ni9z6	
ACTIVITIES		
CELEBRATION 2 OF NEP		
2020 3RD ANNIVERSARY		
THROUGH DIFFERENT	https://photos.app.goo.gl/HspiphCVzBy2b1Ro9	
ACTIVITIES		
विद्यार्थियों के द्वारा रोड़ सुरक्षा की		
जानकारी प्रदान की गई	https://photos.app.goo.gl/uZ8iGAQfo8BxDed5A	
PRESS CONFERENCE	https://photos.opp.goo.gl/umNA7ElupgyBuyAp6	
ATTENDED BY PRINCIPAL	https://photos.app.goo.gl/umNA75JupgxPvyAn6	
स्कूल चलें हम	https://photos.app.goo.gl/KduWZo2cnxanjPSK6	
UNDER NEP 2020 SPORTS	https://photos.opp.goo.gl/VER61To6wsEcTV-0	
AND GAMES	https://photos.app.goo.gl/V5fJ61Ta6wsFaTXq8	
MUSIC CLASS WITH MUSIC	https://photos.app.goo.gl/ucc7DTEgh2fDrANQ(	
TEACHER	https://photos.app.goo.gl/uasZPT5gh2fRnAN86	
मेरी मिट्टी मेरा देश , वृक्षा रोपण		
् कार्यक्रम	https://photos.app.goo.gl/TrzUHS67SNYh7fiu5	
NTERNATIONAL YOUTH		
DAY CELEBRATION	https://photos.app.goo.gl/7cWAT83QfR2LHo3AA	
CELEBRATION OF TRIBLE	https://photos.opp.goo.gl/ho6THUVCT+t6Wdf-F	
IMPOWERMET DAY	https://photos.app.goo.gl/ba6THUXCTrt6Wdfy5	
<b>CELEBRATION OF NEP 2020</b>	https://photos.app.goo.gl/DhaSLxC8u2SN6jeGA	
	<u> </u>	

https://photos.app.goo.gl/WdZNpKYeUNw9BAnt
<u>9</u>
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https://photos.app.goo.gl/1hkG1Y7Woxqh8wtN6
https://youtube.com/watch?v=iDjo0AWSDs8&fe
<u>ature=share</u>
https://photos.app.goo.gl/KKv4zcRpFGdg5GLEA
https://photos.app.goo.gl/iczWR9egQ6GavhrX6
https://photos.app.goo.gl/aPMdFMBpgtxRfPo87 https://photos.app.goo.gl/arI.73tzMN7m5xtoV7
https://photos.app.goo.gl/arL73tzMNZm5xteY7
https://photos.app.goo.gl/M3M3RAVgEoQsP92v8
https://photos.app.goo.gl/2f6TgtLqdPtBw4608
https://photos.app.goo.gl/mqCPYk6VsY3MLQQA <u>6</u>

Azadi ka Amrit Mahotsav	https://youtube.com/watch?v=yZEYid- vmWA&feature=share	
मेरा गाॅंव, मेरी धरोहर	https://youtube.com/watch?v=8x4wSiO Za0&fea ture=share	
हिंदी पखवाडा.	https://youtube.com/watch?v=DkNbOpKYhYs&fe ature=share	
FIT INDIA MOVEMENT	https://photos.app.goo.gl/GLRfj9Po62qGwZSu6 https://photos.app.goo.gl/LmJGnKf1a4hdHSXJA	
एक भारत श्रेष्ठ भारत गतिविधि	https://photos.app.goo.gl/nDjzVtuVKctHR6Kd7 https://photos.app.goo.gl/nDjzVtuVKctHR6Kd7	
नमामि गंगे & नमामि नर्मदे	https://photos.app.goo.gl/oMa41a5Ru6G411ZMA	
EXPERIENTIAL LEARNING UNDER NATIONAL EDUCATION POLICY 2020	https://photos.app.goo.gl/rq3qkayFZF9mBTNV7	
Different Activities	https://photos.app.goo.gl/thKxhZXPvsSPThgR7 https://photos.app.goo.gl/RGh76mTbndoggryk8	
YOGA PROTOCOLS BY STUDENTS	https://photos.app.goo.gl/3wiJjXe9WhLM2fo26https://photos.app.goo.gl/a7SPJPCRsLS5qZXe9https://photos.app.goo.gl/finvtFFurHck4brq7https://photos.app.goo.gl/hnpohr1dumRf4ifY6	
आज़ादी का अमृत महोत्सव	https://photos.app.goo.gl/FH1ECV3TyYe2QfjW9   https://photos.app.goo.gl/GF8An64dJjMAy42x6   https://photos.app.goo.gl/r9qRNiiLXxg5Rb419   https://photos.app.goo.gl/ctVraBFm1ksdKr4b6   https://photos.app.goo.gl/cdNyroMShiAcTzwD7	
गरबा नृत्य	https://photos.app.goo.gl/yQTzDDcg4vUAAJrt5	
विश्व मातृ भाषा दिवस समारोह	https://photos.app.goo.gl/wBCBvAZqnbjkyxgv6	

	https://photos.app.goo.gl/X9bjBGztLcCAz3BPA
नर्सरी भ्रमण	https://photos.app.goo.gl/BAHUC3i6dVCuT7Ec6
	https://photos.app.goo.gl/9bqpvnaM52Y5giye9
	https://photos.app.goo.gl/Mjxhnz29NRqESmKL7
हिंदी राजभाषा तिमाही समीक्षा	https://photos.app.goo.gl/M95tDaqzfStt4zdK8
	https://photos.app.goo.gl/ak2YCowJJ64Y8PDc6
Mahatma Gandhi Nirvana Divas	https://photos.app.goo.gl/3bJ6r32nYj2Ks4iZ6
आज़ादी का अमृत महोत्सव	https://photos.app.goo.gl/heFhXkev1nc6U2JbA
HANUMAN JAYANTI	https://photos.app.goo.gl/Xrs8sqNPvDVKVYqM8
बाबा साहेब आंबेडकर जी की जन्म जयंती	https://photos.app.goo.gl/PumsvfAYMk7rdkAbA
EXHIBIT SCIENCE EXHIBITION	https://photos.app.goo.gl/cYgRTaBHbeAYtsE27
SPEECH PRESENTED	https://photos.app.goo.gl/buZyJvSjXJLsNNqj6

