



# केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय भारत सरकार के अन्तर्गत एक स्वायत्त संस्थान)

प्रीत विहार, दिल्ली - 110 092, भारत



## संबद्धता प्रमाण - पत्र

यह प्रमाणित किया जाता है कि जवाहर नवोदय विद्यालय, स्थान व पी ओ कापसेरिया जिला  
पूबी मिदना पुर पश्चिम बंगाल बोर्ड की माध्यमिक (कक्षा-10)  
एवं वरिष्ठ माध्यमिक (कक्षा-12) स्तर तक की परीक्षाओं के लिए केन्द्रीय माध्यमिक शिक्षा बोर्ड, दिल्ली  
से नियमित रूप से संबद्धता प्राप्त है तथा इस विद्यालय की संबद्धता संख्या 2440008 है।

सचिव

केन्द्रीय माध्यमिक शिक्षा बोर्ड

अध्यक्ष

केन्द्रीय माध्यमिक शिक्षा बोर्ड

दिनांक : 11 नवंबर, 2014

विद्यालय की संबद्धता की वर्तमान स्थिति जानने के लिए कृपया बोर्ड की वेबसाइट : [www.cbse.nic.in](http://www.cbse.nic.in) का अवलोकन करें।

## Central Board of Secondary Education

(An Autonomous Organisation under the Union Ministry of Human Resource Development, Govt. of India)

PREET VIHAR, DELHI - 110 092, INDIA

## CERTIFICATE OF AFFILIATION

This is to certify that JAWAHAR NAVODAYA VIDYALAYA, AT PO KAPASERIA DISTT PURBA  
MIDNAPUR WEST BENGAL

is granted regular  
affiliation with Central Board of Secondary Education, Delhi for Secondary (Class-  
X) and Senior Secondary (Class-XII) Level Examinations of the Board and the  
Affiliation Number of the school is 2440008

Secretary

Central Board of Secondary Education

Chairman

Central Board of Secondary Education

Date : 11th November, 2014

For current status of affiliation of the school, please visit CBSE website : [www.cbse.nic.in](http://www.cbse.nic.in)



**Details OF SCHOOL AFFILIATED TO**  
**Central Board of Secondary Education**  
**Details Of The School Filled up AFFILIATION/OASIS**

Name of Institution JAWAHAR NAVODAYA VIDYALAYA  
Affiliation Number 2440008  
State WEST BENGAL  
District MIDNAPUR  
Postal Address AT PO KAPASERIA DISTT PURBA MIDNAPUR  
WEST BENGAL  
Pin Code 721628  
Phone No. with STD Code 3224  
Office 242098 ,  
Residence 27104316

FAX No  
Email gkppljnvem@gmail.com  
Website  
Year of Foundation 1984  
Date of First Opening of School 4/1/1991 12:00:00 AM  
Name of Principal/ Head of Institution GHANSHYAM KUMAR  
Sex 1  
Principal's Educational/Professional  
Qualifications:  
No of Experience (in Years):

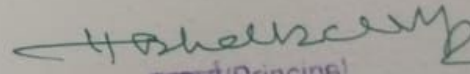
**Administrative:**  
**Teaching:**

Status of The School Senior Secondary  
Type of affiliation General  
Affiliation Period

**From 1/4/2021**  
**To 31/ 3/ 2026**

Name of Trust/ Society/ Managing Committee NVS

- Location of School
- Nature of the School
- Enrolment of the Students
- InfraStructure Details
- Particulars of Teaching Staff
- Physical Infrastructure and Sanitary Conditions
- Facilities

  
প্রাচ্যার/Principal  
জাহাঙ্গীর নবোদয় বিদ্যালয়  
Jawahar Navodaya Vidyalaya  
কপাসেরিয়া, পূর্বা মেদিনীপুর(প.ব.)  
Kapasaria, Purba Medinipur (W.B.)

जवाहर नवोदय विद्यालय

(मानव संसाधन विकास मंत्रालय)

स्कूल शिक्षा एवं साक्षरता विभाग

(भारत सरकार)

कपसरिया, जिला-पूर्व मेदिनीपुर (प. बंगाल)

पिन/ PIN - 721628

दूरभाष/फैक्स Tel/Fax No. -03224-242098

Ref: 03-01/CBSE/JNV(EM)/2023-24/



**Jawahar Navodaya Vidyalaya**

Ministry of Human Resource Development

Deptt. of School Education & Literacy,

(Govt. of India)

**Kapaseria, Distt-Purba Medinipur(W.B)**

Email- [jnvpurbamedinipur@gmail.com](mailto:jnvpurbamedinipur@gmail.com)

Website : [www.jnvpurbamedinipur.org](http://www.jnvpurbamedinipur.org)

Date: 28.07.2023

**GENERAL INFORMATION ON ESTABLISHMENT UNDER SOCIETY ACT**

This is for information to all the viewers that Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) is of residential nature and it works under Navodaya Vidyalaya Samiti, New Delhi which is registered under the Society Act 1960, HRD, Govt. of India.

M.Saxena

I/C Principal

Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)



**CERTIFICATE OF REGISTRATION**

**SOCIETIES ACT XXI OF 1860**

**No. S/10428**

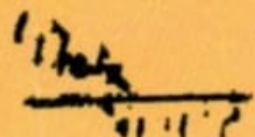
**Of 1989**

I hereby certify that Navodaya Vidyalaya Samiti has been registered under the **SOCIETIES REGISTRATION ACT XXI OF 1860**.

**GIVEN UNDER BY HAND AT DELHI** on this **28th** day of **Feb., 86.**

**REGISTRATION FEE OF RS. 50/- PAID.**



  
**REGISTRAR OF SOCIETIES**  
**DELHI ADMN., DELHI**

**REGISTRAR OF SOCIETIES**  
**DELHI**

**जवाहर नवोदय विद्यालय**

(मानव संसाधन विकास मंत्रालय)

स्कूल शिक्षा एवं साक्षरता विभाग

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**Jawahar Navodaya Vidyalaya**

Ministry of Human Resource Development

Deptt. of School Education & Literacy,

(Govt. of India)

**Kapaseria, Distt-Purba Medinipur(W.B)**

Email- [jnvpurbamedinipur@gmail.com](mailto:jnvpurbamedinipur@gmail.com)

Website : [www.jnvpurbamedinipur.org](http://www.jnvpurbamedinipur.org)

Ref: 03-01/CBSE/JNV(EM)/2023-24/ 602

Date: 29.07.2023

**GENERAL INFORMATION ON BUILDING SAFETY CERTIFICATE**

This is for information to all the viewers that a request for the issuance of Building Safety Certificate in respect of Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) has been made to The District Executive Engineer, PWD, Purba Medinipur -cum- Member of Vidyalaya Management Committee Purba Medinipur, West Bengal ( Vide letter No. F.1.1/JNVEM/2023-24/593 dated 28.07.2023). The above said certificate will be uploaded on the Vidyalaya website as soon as it is received.

M.Saxena

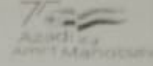
I/C Principal  
Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)





OFFICE OF THE PRINCIPAL  
JAWAHAR NAVODAYA VIDYALAYA  
KAPASARIA, PURBA MEDINIPUR-721628



(Ministry of Education, Deptt. of School Education and Literacy)  
Government of India

Tel/Fax No.- 03224-242098, Email:- jnvpurbamedinipur@gmail.com

School No : 19180, CBSE Affiliation No : 2440008, U-Dise Code 19190805701

Websites:- <https://navodaya.gov.in/nvs/nvs-school/Eastmedinipur/en/home/>

Ref. No. F.1.1/JNVEM/2023-24/ 593

Dated- 28.07.2023

To

The District Executive Engineer, PWD,

Purba Medinipur cum member of Vidyalaya Management Committee

Purba Medinipur, West Bengal

**Sub: Requesting for Building Safety Structural Audit i.r.o Jawahar Navodaya Vidyalaya Purba Medinipur-reg.**

Ref: 1. F.No. 10-1/2020-21-NVS(Acad)/12630 dated-26.10.2020

2. F.No. 1-11/Acad/NVS(PTR)/2020/2087 dated-21.06.2021

Respected Sir,

With reference to the subject cited above, this is to s

ubmit you that Jawahar Navodaya Vidyalaya Purba Medinipur requires

1. Building Safety Structural Audit and

for the purpose of "Implementation of National Disaster Management Guidelines- School Safety Policy 2016" and "Display of Mandatory Public disclosure of Home Page of the website of all the JNVs " since 1.04.221 CBSE has made it mandatory to disclose many data in which building safety audit certificate is highly required so that the school will not face any problem in submitting its data in CBSE site as well as filling of National disaster management related data required by NVS Hqrs.

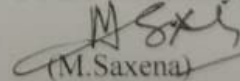
Therefore may I request you to kindly make an arrangement for the purpose mentioned above.

This is for your kind and necessary action please.

Thanking you,

Enclosure: As above

Yours faithfully,

  
(M. Saxena)

I/C Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)

जवाहर नवोदय विद्यालय

(मानव संसाधन विकास मंत्रालय)

स्कूल शिक्षा एवं साक्षरता विभाग

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कपसेरिया, जिला-पूर्व मेदिनीपुर (प. बंगाल)

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Ref: 03-01/CBSE/JNV(EM)/2023-24/



**Jawahar Navodaya Vidyalaya**

Ministry of Human Resource Development

Deptt. of School Education & Literacy,

(Govt. of India)

**Kapasaria, Distt-Purba Medinipur(W.B)**

Email- [jnvpurbamedinipur@gmail.com](mailto:jnvpurbamedinipur@gmail.com)

Website : [www.jnvpurbamedinipur.org](http://www.jnvpurbamedinipur.org)

Date: 29.07.2023

**GENERAL INFORMATION ON FIRE SAFETY CERTIFICATE**

This is for information to all the viewers that a request for the issuance of Fire Safety Certificate in respect of Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) has been made to the Office of the Divisional Fire Officer, Purba Medinipur (West Bengal) Fire & Emergency Services, Dharinda, P.O. Tamluk, Purba Medinipur, PIN - 721636 on 28.07.2023. The above said certificate will be uploaded on the Vidyalaya website as soon as the same is received.

M.Saxena

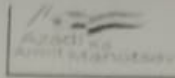
I/C Principal

Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)



जिला(पश्चिम बंगाल) पूरबा मेदिनीपुर-



Jawahar Navodaya viay  
Kapasaria,  
Distt-Purba Medinipur (I)

शिक्षा मंत्रालय के तहत। स्कूल शिक्षा और साक्षरता के (भारत सरकार)

Under Ministry of Education Deptt. of School Education & Literacy (Govt. of India)

पिन/ PIN -721628, दूरभाषनं./ Tel/Fax No.- 03224-247081

Email- [jnvpurbamedinipur@gmail.com](mailto:jnvpurbamedinipur@gmail.com)

Website : [www.navodaya.gov.in/nvs/nvs-school/PurbaMedinipur/en/home/](http://www.navodaya.gov.in/nvs/nvs-school/PurbaMedinipur/en/home/)

स्कूल नंबर : 19180, सीबीएसई संबद्धता संख्या 2440008 : यूडिस्क-कॉड 19190805701

School No : 19180, CBSE Affiliation No : 2440008, U-Dise Code 19190805701

Ref: F-4.22/Safety and Security/ JNV(EM)/2023-24/ 590

Dated. 28/07/2023

To

Office of the Divisional Fire Officer  
Purba Medinipur  
Bharinda, P.O. Tamluk,  
Purba Medinipur  
PIN 721636

**Sub: Request for issuing Fire Safety Certificate i.r.o Jawahar Navodaya Vidyalaya, Kapasaria, Purba Medinipur -Reg.**

Sir,

With reference to the subject cited above, I would like to inform you that Jawahar Navodaya Vidyalaya, Kapasaria is a residential Vidyalaya, existing on a piece of land of 17.10 acres and 480 students along with 40 staff and their family members are residing in the Vidyalaya campus.

As this Vidyalaya is affiliated with CBSE, a **Fire Safety Certificate** for this Vidyalaya is required for uploading on the CBSE portal.

In view of the above, kindly issue the above mentioned certificate.

With regards.

Yours faithfully,

(Mudit Saxena)  
I/C Principal

28/07/2023

Principal  
JAWAHAR NAVODAYA VIDYALA  
Kapasaria, Purba Medinipur (W.I)



जवाहर नवोदय विद्यालय

(मानव संसाधन विकास मंत्रालय)

स्कूल शिक्षा एवं साक्षरता विभाग

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दूरभाष/फैक्स Tel/Fax No. -03224-242098



Jawahar Navodaya Vidyalaya

Ministry of Human Resource Development

Deptt. of School Education & Literacy,

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Website : [www.jnvpurbamedinipur.org](http://www.jnvpurbamedinipur.org)

Ref: 03-01/CBSE/JNV(EM)/2023-24/

Date: 28.07.2023

### GENERAL INFORMATION ON FEE STRUCTURE

This is for information to all the viewers that Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) is of residential nature and it works under Navodaya Vidyalaya Samiti, New Delhi which is established by the Ministry of Education, Govt. of India. Any kind of fee is not collected from students. A nominal sum of Rs. 600/- is collected as VVN (Vidyalaya Vikas Nidhi) from IX to XII General and OBC students. A sum of Rs. 1500/- is collected as VVN (from class IX to XII) from General & OBC students whose parents are Govt. employees.

Fully exempted from VVN:

1. All girls from VI to XII
2. All boys from VI to VIII
3. All SC & ST boys from VI to XII
4. All Physically Challenged boys from VI to XII
5. All boys under BPL

M.Saxena

I/C Principal

Principal  
JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)

Jawahar Navodaya Vidyalaya, Kapasaria, East medinipur

**VIDYALAYA MANAGEMENT COMMITTEE**

S. N.	Name	Post Held	Appointment
1	Sh. Purnendu Kumar Maji, WBCS(Exe.)	District Magistrate	Chairman
2	Sh. Subhasis Maitra	DIOS, Tamluk	Member
3	Sh. Sanjib Das	Executive Engineer, PWD	Member
4	Sh. Gautam Kumar Maity	Principal, Raj college Mahisadal	Member
5	Mr. S. mukherjee	PGT (Bio) & SMT	Member
6	Member of Public	Yet to be nominated for 2023-24	Member
7	Dr. Prabhas Roy	Chief Medical Officer, Tamluk	Member
8	Sh. Niranjana Manna Smt. Asima Sahu	Parent Member ( Male) Parent Member (Female)	Member Member
9	Sh. Mudit Saxena	Principal, JNV, Kapasaria	Member Secretary

**JAWAHAR NAVODAYA VIDYALAYA , KAPASARIA , PURBA MEDINIPUR (W.B.)**

**LIST OF P T C MEMBER (2022-2023)**

**PARENT REPRESENTATIVE**

SL. NO.	NAME OF MEMBER	WARDS NAME	CLASS	BLOCK	OCCUPATION	MOB. NO.	WHATS UP NO. ✓
1 ✓	NIRANJAN MANNA	SUPRATEEK MANNA	VII	PANSKURA	TEACHER	9775290302	7407352589 ✓
2	ASIMA SAHU	SANKHANIL SAHOO	VII	KOLAGHAT	HOUSE WIFE	9832408672	9832447755 ✓
3	SANDIP MAITY	ANURAN MAITY	X	TAMLUK	CULTIVATION	9232687569	9232687569 ✓
4	HARIPADA PAL	HIMADRI PAL	VI	NANDAKUMAR	LAW-CLEAR	8001869322	8327461935 ✓
5	SACHINANDAN GUCHHAIT	ANINDITA GUCHHAIT	VII	MAHISADAL	SERVICE	8972248718	8972248718 ✓
6	RUPALI MAITY SAHOO	SOUMYADIP SAHOO	VI	HALDIA- SUTAHATA	HOUSE WIFE	9641965668	9641965668 ✓
7 ✓	SONALI MAITI SAHOO	SAMANWITA SAHOO	VIII	CHANDIPUR	HOUSE WIFE	9932393527	7601893801 ✓
8 ✓	SATYAJIT MAL	SRIJAN MAL	VIII	NANDIGRAM	TEACHER	9775189857	9775189857 ✓
9	PALAS KANTI DAS	SAPNIL DAS	VII	CONTAI			
10	KRISHNA GIRI SAMANTA	RISHABH SAMANTA	IX	RAMNAGAR	HOUSE WIFE	8016728371	8016728371 ✓
11	TRILOCHAN SAHOO	TRISHA SAHOO	VI	EGRA	TEACHER	8640962605	8640962605 ✓
12	PRADIP KUMAR GURIA	PRACHETA GURIA	VII	KHEJURI	SERVICE	9474506724	9474506724 ✓
13 ✓	SUBRATA BAG	SAIKAT BAG	VIII	MOYNA	PARA TEACHER	8145303121	8145303121
14	SUBAL DAS	ARNAB DAS	XII	BHAGAWANPUR	CULTIVATION	9434992481	8145742303 ✓
15	SK. HASANUZZAMAN	SK. IQBA AZAM	VI	POTASPUR	SERVICE	7872515841	7872515841

Members From School

1. Mr. S. Mukherjee (PGT, Biology) -
2. Mrs. A. Jahan (PGT, Hindi)
3. Mr. S. Bandyopadhyay (TGT, Bengali) 19/11/22
4. Mrs. S. Khosra (Ment. Tr.)
5. Mr. R. R. Deka (PET, M) 19/11/22

*[Signature]*



**जवाहर नवोदय विद्यालय**

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Website : [www.jnvpurbamedinipur.org](http://www.jnvpurbamedinipur.org)

Ref: 03-01/CBSE/JNV(EM)/2023-24/

Date: 28.07.2023

**GENERAL INFORMATION ON RTE ACT 2009**

This is for information to all the viewers that Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) is governed by Navodaya Vidyalaya Samiti, Noida under the Ministry of Education, Govt. of India, New Delhi. Therefore all such certificates are renewable by NVS Noida.

M.Saxena

I/C Principal

Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)

जवाहर नवोदय विद्यालय

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**GENERAL INFORMATION ON SELF CERTIFICAT FOR AFFILIATION**

This is for information to all the viewers that Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) is Affiliated to CBSE (No. 2440008) for classes VI to XII. Affiliation of this vidyalaya is valid up to 31 st March 2026 and further it will be extended before its date of expiry.

M.Saxena

I/C Principal

*Principal*  
JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)

# जवाहर नवोदय विद्यालय

(मानव संसाधन विकास मंत्रालय)

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Ref: 03-01/CBSE/JNV(EM)/2023-24/ 596

Date: 28.07.2023

## GENERAL INFORMATION ON NOC FROM STATE GOVT.

This is for information to all the viewers that Jawahar Navodaya Vidyalaya, Kapasaria, East Medinipur (W.B.) is of residential nature and it works under Navodaya Vidyalaya Samiti, New Delhi which is established by the Ministry of Education, Govt. of India. So, JNVs are established with mutual consent of Navodaya Vidyalaya Samiti and the State Government.

M.Saxena

I/C Principal

Principal

JAWAHAR NAVODAYA VIDYALAYA  
Kapasaria, Purba Medinipur (W.B.)



## **INTRODUCTION**

TO REACH THE PINNACLE OF PERFECTION OF ANY INSTITUTION NEEDS PROPER PLANNING, OPTIMUM IMPLEMENTATION, AND WHOLE HEARTED EFFORT OF THE MEMBERS OF THE INSTITUTION, EFFECTIVE SUPERVISION FROM HEAD OF THE INSTITUTION AND DEDICATION FROM ONE AND ALL.”

The institutional plan leads an institution to run smoothly in a desirable direction and ultimately helps to reach the onset goal of the institution. The institutional plan for the academic year 2023-2024 has been prepared to develop and improve the Vidyalaya as per guideline of NVS. It is made with a view to achieve certain aims and ideals of Navodaya Vidyalaya Samiti and it works with available human and material resources to educate the children of the Vidyalaya and the society. It is based on the principle of optimum utilization of resources available in the Vidyalaya. It is prepared with a view to improve Vidyalaya programme. It also aims to highlight the role of institutional administrators and teachers in the process of planning education. This planning is effort-oriented and reform-based and will result in reformed and improved quality of education. It is flexible and it admits changes required from time to time. It is a co-operative venture of NVS, VMC, Vidyalaya staff, students, PTC and community.

## **OBJECTIVES**

The Institutional Plan for the academic year 2023-24 is prepared with the following objectives and specifications.

- To realize the objectives of NVS as long term measures by working towards proficiency in scholastic and non-Scholastic activities.
- To integrate maximum technology in teaching learning process in a systematic way by using computers, internet and all available resources.
- To achieve academic excellence by striving continuously to secure the target fixed by Samiti in terms of quantity and quality in both Board and non board examinations.
- Over all personality development of the students is main motive.
- To organize enrichment programmes for the brighter students by conducting student seminars, Club activities, creative writing activities and through every type of constructive exposure.
- To strive for the professional growth of Faculty by trying out new techniques and methods of teaching, computer aided learning, enrichment through library and by conducting extension lectures by eminent educationists.
- To achieve all round personality development of the students by providing opportunity to participate in CCA competitions at various levels.
- To organize the developmental activities of the Vidyalaya with further beautification of campus, maintenance of dormitories and school building through M&R, solving water problem, to solve drainage problem of the dining hall and campus, greenery development and improvement of the computer and other labs.

- To inculcate spirit of Social Service among the students by undertaking Social Service in the nearby villages by utilizing Scouts & Guides wing and club activities of the Vidyalaya.
- To inculcate moral Values through Formal/informal meetings, House counseling by house masters and Counsellor, guest lecturers etc, to bring about behavioral changes in the students.
- To organize Yoga and meditation to develop concentration and values of discipline.

For the sake of convenience, the Institution Plan is divided into the following five parts.

- i) **Academic Plan.**
- ii) **Co-Curricular activities Plan**
- iii) **Developmental Plan.**
- iv) **Pace setting activities**
- v) **Public Relations.**
- vi) **Committees**

### **ACADEMIC PLAN**

**Academic planning is must to achieve the goal of the institution as Navodaya Vidyalaya reigns over the country because of its academic excellence.**

#### **Implementation of ICT (Integration of Computer Technology)**

To give further impetus to the computer education programme, a plan of action is made by establishing 02no of Samsung Smart Lab having 40**nos** of Laptops, interactive boards, Display monitors and to integrate internet, surfing of Websites and other learning technologies in teaching learning process. In accordance with the guidelines issued by NVS, computers and other technologies will be used in a comprehensive manner in teaching of all subjects apart from teaching computers as a separate subject. Following these 02 Higher sections



were aided with interactive boards and in the coming year the institute is dreaming to get this device in every classrooms.

### **Computers in Class rooms (Smart room Teaching)**

‘Smart Class’ will be made use as per a fixed time table. One day will be allotted to students of every junior classes on rotational basis. Along with this the ICT support provided by Samiti in the form of projection facilities in the Classrooms of higher classes to be used in its fullest forms.

### **Collection & Preparation of Materials and Presentations**

To implement the plan successfully, sufficient materials and presentations will be prepared by the teachers of all subjects including creative subject teachers. The Materials will include computer power point presentations, Videos, Youtube, quizzes, worksheets, web art etc.

### **Lesson Plans**

**Teaching without lesson plan is like a radorless vessel without any destination.** Teachers will download lesson plans from educational websites and use them with modifications if necessary. As per NEP2020 CBT will be designed by every teacher fortnightly regarding every unit.

### **Computers in Test and Evaluation:**

Computers are extensively used in preparation of question papers, marks analysis, Question wise analysis etc. This will be continued in the coming years.

### Audio Visual Aids:-

**As the Chinese proverb states**

**“I hear I forget,  
I see I remember,  
I do I understand.”**

**Audio-visual aids can bring the whole world into the classroom and the child can understand the concept better.**

Therefore apart from utilizing the chart and other models in the regular Classroom interaction, the A.V cum Computer Lab will be utilized to the maximum by use of audio, video materials. The multimedia HCL Computer and Samsung Smart Lab. tablets and educational CDs based on subjects will be utilized for students to improvise and innovate teaching-learning process. Preparations of Computer Presentations in all subjects including non-scholastic subjects will be continued this year. It will be kept on the desktops of all computers for easy access by the students. In other subjects also, it is planned to integrate information technology in daily teaching -learning process by using subject wise internet resources from NCERT or DIKSHA portals or from any other source.

### Year Plan and Unit Plans

The split up of syllabus sent by the Regional Office will be followed for the Classes VI to XII. For VI Class the subject teachers will prepare year-plan according to the weightage given to each chapter. The creative teachers like PHE, Art Education and Music will prepare the year plans in concerned areas in accordance with the guidance from the competent authority and PAP. **Daily teaching notes will be prepared by the teachers in teachers diary.** Library will be made a centre of resource in all respects. Teaching learning process will be

made effective by using smart class and resource room and also by computer lab.

### **Completion of syllabus and Revision:-**

With a view to providing sufficient time for revision before the second term examinations, it is decided to complete the syllabus of all Classes except X and XII by **February 15<sup>th</sup> 2024**. The remaining one month is utilized for the revision cum intensive study. For XII and X Class the syllabus will be completed by **November 30<sup>th</sup> -2024**. The onward revised intensive action plan will be prepared for revision of syllabus as tuning the students for board examinations.

### **Class Room as Center of activity :-**

Like previous years it is decided to give more emphasis on interactive learning process both in languages and non-languages. This also helps the students in improving their language skills. **Students will utilize the Bulletin Boards of Classroom creatively as usual.** CCA activity has been designed so as to improve the creative and communicative skills of the students and subject enrichment and to prepare them for competitive examinations. At the vidyalaya level minimum of one CCA per week (on Wednesday) will be organized to develop communication skills and develop creativity and personality. CCA committee will take the responsibility of organizing such programmes as per predefined schedule in consultation with Principal (Follow annexure please).

### **Laboratories:**

To support class room activities, all subjects should use concerned laboratories. Laboratories will be enriched by procuring more equipment and instruments. Junior Science Laboratory will be further strengthened. Maths Lab will be further strengthened in accordance

with the guidelines of CBSE and Samiti. Planning is also made to establish language laboratories, particularly Hindi Laboratory. Along with this development and utilization of ATL (Atal Tinkering Lab) is continuing for experiential learning and for development of twenty first century skills.

### **Museum Corner**

With a view to inculcate the value of conservation of natural and cultural heritage the museum corner over multipurpose stage to be utilized. The models and replicas of local culture and art forms are also displayed there to make the students aware about these and to develop creativity and aesthetic sense in them. . Under the twining of schools program the students from neighboring Vidyalayas will be given chance to visit the Museum and to get lot of information. It will be developed further by adding some more relevant models of idols and Geographical topographies and artforms in this year.

### **Re-Modeled Assessment System:-**

**In order to know the teaching learning objectives are fulfilled, the teacher takes the help of the most important tool of evaluation.** Scholastic achievement of the students will be evaluated as per re-modeled system of assessment. The internal assessment will be 20% and final exam will have 80% of weightage. Further the 20% internal assessment will be divided into two parts written test and home work, assignments, projects etc. There will be 2 number of written test in the academic year namely Term & Post Mid Term I and Term II. Out of three PWT tests the average of the best two will be taken into consideration and will have a weightage of 10% and the



homework/assignment will have 10% of weightage. The system will be followed from Class-VI to Class-X in order to have uniform assessment for all. For XI 05 no of UTs will be taken along with Term-I and Term II. For Class XII 04 no of UTs, Term-I and Two preboard will be organized for periodic and cumulative full and final development.

Principal and academic incharges will review Class wise result analysis once in every month along with class teacher. It aims at improvement in each subject in each periodic test. This will help in completely removing the slow learners in the coming Years. The top “three rankers” of each class will be called to the dias, encouraged and motivated by giving token prizes for further improvements. Slow learners who show continuous remarkable improvement are also motivated in the same way.

For better academic follow up Principal/Vice Principal will perform sample checking of checked copies by concerned subject teachers from VI to XII as per attached schedule in the annexure. Remedial records of teacher will also be endorsed by Principal.

### **CALENDAR OF ACADEMIC EVENTS**

#### **HOME ASSIGNMENTS:**

Assignments will be conducted at the convenience of the subject teachers and submit to the Principal/ Vice-Principal for verification with proper annexure. The concerned teachers will plan these assignments in such a way that the students can make optimum utilization of library. The home work note books will be checked as per rotation and to be submitted before the VP/Principal with proper annexure. After evaluating the performance of the students in various tests, high achievers will be properly encouraged and suitable

remedial/enrichment measures will be taken up for the low achievers as well as high achievers.

### **Remedial and Supervisory Classes:-**

After the periodic/unit tests, performance of each student will be evaluated and low achievers are identified in each subject. Remedial Classes will be arranged for these students of VI to XII Classes following remedial schedule. Subject teacher will look after the groups as per their needs. At the same time high achievers will be engaged by providing HOTS. The subject teachers will look after the slow learners of XI & XII Classes by paying individual attention in the regular classes as well as remedial classes.

### **Library (Resource Center) :-**

The Vidyalaya Library has rich collection of books ranging from children's interest to highly specialized ones in the field of academic, professional and administration. This Library has about 04 Newspapers, 08 periodicals/Magazines & Books. The library occupies a prominent place in the school. The library facilities are made to students to make teaching child-centered and library-centered. The library aims at bringing out individual differences and special interests and aptitudes. It is also aimed to grow reading habits, doing assignments and solving problems. It is an agency for curriculum enrichment, facilitation of the instructional programme for the teacher and pupil exploration during leisure. Library will act as the axle for the wheel of exams and competition around the year for preparing a student for open world

Wherein the newspapers, periodicals journals and other magazines are kept available throughout the day due to which the students can

enjoy culture of reading as per their convenience monitored by library committee and can enrich themselves as per their area of interest.

**Book reviews** will take up to inculcate reading habits among children and to strengthen the content among staff.

An **information corner** will be set up to exploit the possibilities of further channels of students for higher studies and settlements. All new arrivals will also be displayed on the notice board for information.

### **Guest Lecture:**

To support and improve the academic functioning of the Vidyalaya, once in a month or as per occasion like consumers day, Women's day eminent personalities/experts from well-known educational institutions/Social workers, officers from concerned departments will be invited to give extension lectures to students. These extension lectures are intended to help the students to develop further interest and inquisitiveness in the subjects taught.

### **Subject Committees:-**

Subject committees will be formed with the subject teachers as members and the senior teachers acting as the coordinators. It will meet as per schedule given:

<b><u>Subject allotted for</u></b>	<b><u>Day</u></b>
English	First Monday
Hindi	Second Monday
Bengali	Third Monday
Mathematics	Fourth Monday
Science	First Wednesday

Social Science	Second Wednesday
Art PT, Music	Third Wednesday
Computer & Library	Fourth Wednesday

### **Purpose of Subject committee meetings:**

The meetings are held to solve common problems of the subject of all classes, coordinate among the teachers of the same subject, to prepare common minimum programme, allot the weightages to be given to individual chapters, design the question paper and strive together for the success of all Class students. The completion of syllabus and written work will also be discussed and necessary remedial measures will be sorted out. Performance of students in the exam and progress of a child and proposed action for development followed by plan of action. The pattern in brief is as follows.

Subject teacher → Principal → Guidelines from higher officials.

### ***Professional growth of teachers:-***

The following measures will be taken in this direction.

- By attainment of 50 Hrs of essential online training provided by NCERT and CBSE
- Extension lectures by eminent educationists and subject experts.
- Frequent Staff meetings to discuss academic issues.
- Strengthening the subject committee system.
- Subscribing journals to keep abreast with change in modern teaching technology and emerging areas in subjects.
- Internet Browsing for academic enrichment



- Teaching –learning process through Computers
- To provide computer education to all teachers and staff
- To share experiences of orientation courses attended by teachers with their colleagues.

### **Special Planning for X and XII Classes:-**

It is proposed to complete the syllabus of all subjects by November 30, 2023 including practical and projects. Intensive preparation and practice will be made during the subsequent time period. The period from 1<sup>st</sup> December 2023 to 31<sup>st</sup> January 2024 will be divided into three phases and day-wise programme is chalked out in different phases. At the end of each phase the performance of students will be evaluated by conducting full-length exams. Each day is divided into different schedules for each subject. The students will be grouped in A, B and C Groups according to their performance in the Term Tests and Pre board Examinations. Time frame for each subject will be fixed depending upon the difficulty level of the subjects. At least 4 practice tests will be conducted in each subject after division of the entire syllabus into 5 modules so as to ensure zero failures before appearing for CBSE Exam. And also to achieve the target set by Samiti qualitatively and quantitatively.

### **Tentative phase wise study and Evaluation:**

I phase study	17th Dec. to 23rd Dec.2023
Pre-board Exam (I)	05Dec to 16 <sup>th</sup> Dec.2023
II phase study(Practice Tests 4 in each sub)	26 <sup>th</sup> Dec.2023 to 2 <sup>nd</sup> Jan 2024
Pre-board Exam(II)	11 <sup>th</sup> Jan to 23 <sup>rd</sup> Jan 2024
III phase study(Practice Tests in each sub)	24 <sup>th</sup> Jan to 31 <sup>st</sup> Jan 2024
Final Preparation for Board Exam.	1 <sup>st</sup> Feb to 15 <sup>th</sup> Feb 2024

Marks obtained by every student in these exams are posted for comparative study. After every full-length exam, the performance is evaluated and targets will be fixed for the next exam. The students are given realistic view of their performance as to where they stand. Every effort is made to improve the performance of each student from one exam to the other. They keep graphic representation of their progress term tests and pre-board examinations.

After every practice test, there will be a meeting with students of X and XII Classes to discuss, suggest and counsel for further progress.

Special programme is devised for the improvement of low achievers. They are made to sit separately and their work schedule strictly followed in the form of reading and writing only of selected and important topics. **Adoption methods by teachers and attachment to higher achievers will also be tried** to get them up to satisfactory level.

### **Remedial measures planned for overall improvement of all Classes:-**

Intensive study programme for class VI to IX & XI will be conducted in the same pattern of X & XII from 15<sup>th</sup> February to 10<sup>th</sup> March 2024.

### **Enrichment of Brighter Students:-**

Brighter students will be given opportunity to enrich their knowledge by giving coaching in at Vidyalaya level with the help of experts from reputed institutions providing them more reference books, previous question papers of competitive exams and by involving them actively in Club activities. These students are also encouraged to subscribe the material from remote coaching centers useful for the competitive

Exams like IIT, AIIMS, JIPMER etc. the students are being provided applications for the above competitive exams through Internet by sending online applications within the time.

As part of enrichment programme to brighter students and to nurture the creative talents, students are motivated for creative writing on subjects of their choice and interest. These will be displayed on the display boards and finally collected to shape it into manuscript magazine.

### ***Daily Counseling by House Masters/Mistresses:***

Every night at 9.15 PM House Masters will convene a meeting of the students of their respective Houses. Apart from discussing their entire day's activities and students' experiences on the day, specific problems they face would be discussed and problems will be sorted out. The House Masters/Mistresses will counsel the students in discipline and academic excellence with communication with **school counsellors**. The daily counseling will also help them to ease off their tension. Minutes of week-end meetings will be maintained by the Housemasters/Mistresses and the same will be submitted once in a week to Principal.

### **Career Counseling and Guidance**

Students will be enlightened of the various career vocations and professions which they can pursue after their study in this Vidyalaya. With supports of all teachers, the Librarian will be the Chief Counselor for them in this regard. They will try to provide all required information related to competitive exams. The information available on CBSE website on various courses after XII will be displayed on Class Bulletin board, Common Notice board and library display board urgent and important information would be provided to

the students in morning assembly by concern teachers if required students would be allowed to get information from internet personally with the help of computer faculty. Moreover students will be exposed to career fairs under Vigyan Jyoti for acquiring more informations about their desired careers. Old students who are in various professions are also made to interact with students whenever they visit the school. This helps in acquainting the students with various careers and professions in different fields. On the occasion of ALUMINI DAY (second Sunday of December) students are made to interact freely with Alumni for their career enrichment.

<b>Career counseling and Guidelines</b>		
	PGT,Mathematics	Incharge
Mr. Sudin Sardar	Librarian	Member

### **ACADEMIC MONITORING AND SUPERVISION: -**

The academic monitoring and supervision is a three-tier system.

I Tier -by the Principal and Vice Principal as per PAP schedule during month.

II Tier -by panel inspection headed by Asst. Commissioner, Principals of neiighoring Vidyalaya once in a term.

III Tier- Review inspection by Asst. Commissioner of Regional office.

### **Academic monitoring and supervision by the Principal:-**



- Checking the completion of syllabus according to the monthly plan,
- Completion of daily lesson notes/teachers dairy and their submission on the same day.
- Observation of class room teaching of every teacher once in a week.
- The staff meeting for academic improvement once in a month.
- Review of the completion of syllabus, testing and analysis of all classes once in a month.
- Checking the written works of the students by Vice-principal and Principal once in month.
- Works of slow learners – once in a month.
- Periodical Interaction by Principal and Vice Principal with slow learners.
- Periodical interaction with parents of slow learners in particular and all students in general.

### **Home Work Checking:-**

The Principal and Vice Principal will check homework books as per guideline and will be communicated to subject teacher with necessary guidelines. If needed, discussion will also be made with students.

### **Staff Meeting:-**

There will be staff meeting every month as per PAP. This meeting under the chairmanship of Principal will be purely an academic

analysis meeting. Other meetings of general nature will be held for specific problems or development of school.

### **STREAM Allocation**

This Vidyalyaya has got Science stream with **PCM Bio/Comp** and **PCH/B Bio/Comp** Groups at +1 and +2 stage. As per NVS instructions, the list of eligible candidates for admission into Science stream at +1 stage will be prepared on the basis of marks obtained in preboard examination. Classes will start with effect from 1<sup>st</sup> April except Class XI. The students who are not eligible for Science stream, but interested to join other streams will be sent to other Vidyalayayas to join Commerce/ Vocational / Humanities streams as per their choice on mini-migration.

### **INTEGRATION OF YOGA**

Importance of Yoga in bringing out mental and physical fitness of the students has been recognized world wide. With the help of Yoga and Meditation unwanted tension of students and teachers can be removed to create peaceful and congenial atmosphere required for teaching learning process. It has a complete message for humanity. It brings about holistic personality development. The Vidyalyaya will strive strenuously to bring these messages to the students. By inviting yoga experts to train the students and teachers. To integrate Yoga into the daily life of the students there would be procedure of 01 days Yoga and 05 days PT in the morning.

## **CO-CURRICULAR ACTIVITIES**

Regular Co-curricular activities are conducted to ensure the harmonious growth of the personality of the children. They are planned so as to be a source of strength for streamlining and sensitizing the personality of the child, improving his analytical capacity, thrust for knowledge, competitive spirit, communication abilities, value orientation, leadership, team-work and various other facets of importance to develop himself as an excellent human being. CCA activities on every Wednesday as per NVS guideline. In this year it is decided that some subject specific CCA can be given to subject teachers for conduct.

### **SUBJECT HOBBY CLUBS: -**

Different subject clubs have been constituted with the Vice –Principal as a Chairman, senior subject teacher as co-coordinator and other teachers and students as members. All the activities of the clubs will be undertaken in the afternoon session on all Thursdays.

These Clubs are of two types:

- i) Subject Clubs.
- ii) Creative subject clubs.

The junior students i.e. of classes VI, VII will be allotted to Creative Subject Clubs and Junior students i.e. of classes VIII to IX will be allotted to subject clubs. X, XI & XII Senior subject clubs depending on their interests, attitudes, skills and creative abilities.

- a) The following club comes under subject clubs:

**English , Hindi , Bengali , Mathematics , Science , Social Science**

- b) The following Clubs comes under Creative Subject Clubs.

Art Club, Physical Education Club, Music Club, Library Club/Readers Club, Computer Club.

These Clubs provide an opportunity to nurture the creative talents abilities and skills of the children. Various activities will be taken up as part of the enrichment programme for brighter students.

The following are the “HOBBY CLUBS” – proposed for all junior classes for the academic year 2023-24.

S.No	NAME OF THE HOBBY	NAME OF THE CO- ORDINATOR
1	ENGLISH CLUB	PGT-ENG
2	INTEGRATION (HINDI) CLUB	PGT HINDI
3	CULTURE (Bengali) CLUB	TGT-Bengli I and II
4	MATHS CLUB	TGT-MATH
5	SOCIAL	TGT-So.Sc.,PGT History
6	SCIENCE CLUB	TGT-SCIENCE,PGTs
7	MUSIC CLUB	MUSIC TR
8	ART CLUB	ART TR.
9	SPORTS CLUB	P.E.T(FOR BOYS) P.E.T(FOR GIRLS )
12	FIRST AID (MEDICAL) CLUB	ST.NURSE
13	IT (COMPUTERS) CLUB	PGT COMPUTER SC,FCSA



### **OBJECTIVES OF LANGUAGE CLUBS: -**

- To improve reading, writing, spoken and listening skills.
- To encourage extensive reading of Stories, famous Novels, Poetry and Essays.
- To improve Vocabulary.
- To make the students understand the usage of different structures in Grammar.
- To create interest in the use of language by means of composition and speech

### **OBJECTIVES OF NON-LANGUAGE CLUBS: -**

- To acquire the knowledge and understanding about the terms concepts, Principles and laws.
- To develop the skills in drawing, measuring, estimating, demonstrating and interpreting.
- To get inspiration from the lines of great Scientists.
- To develop scientific attitude and scientific temper.
- To create environmental awareness.
- To understand burning social and political problem.
- To respect the division of Labor.
- To inculcate moral values among the students.

A separate book let will be prepared exclusively for Club

## **Promotion of Hindi**

In pursuance of Samiti's guidelines, special efforts will be made for the promotion of Hindi as a Raja Bhasha. The action plan in this regard is chalked out as per the details given below:

1. On the first day of every month, Rajabhasha Hindi Karyavaran Samiti Meeting will be conducted to prepare a plan of action for the month.

2. The committee will also plan and organize the celebrations of Hindi Pakhwada Samaroh from 14<sup>th</sup> September to 28<sup>th</sup> Sept.
3. Organisation of all activities related to Hindi promotion
4. Essay writing, Elocution. Debate, Patriotic songs Handwriting, poetry recitation, story telling etc, will be organized on the 3<sup>rd</sup> Saturday of every month/publication of magazine .

### **TALENT TESTS AND OTHER GK TESTS: -**

Talent search examination such National Talent Search Examinations, Mathematics Olympiad, National Mathematical Olympiad, National Science Talent Search Olympiad, National Science Talent Search, National Science Olympiad Examination, Cryptic Cross word will be conducted. In this regard the subject teachers and the Librarian will provide required material and make them ready for the examinations.

### **DISPLAY BOARDS/CREATIVE CORNER: -**

To encourage creativity among the students and to know about the latest development in various fields, display boards are fixed at appropriate place in the Vidyalaya. The creative works will be displayed time to time on these boards.

Displaying creativity like art and Literature	...	2 boards
Library Activities	...	2 board
Other subject Activities	...	1 board .

One display board is provided for each subject.

In every classroom Bulletin board is provided to encourage creativity among students.

### **HOUSE BULLETIN BOARD:-**

House bulletin board has been arranged in every house where the students of concern house are displaying their talents related to different criteria. They are being encouraged by the house masters & motivated time to time to do better. Bulletin board incharges have been assigned the duties to maintain the bulletin boards.

### PREPARATION OF MAGAZINES: -

Students are encouraged to prepare manual magazines under the guidance of teachers especially in Hindi and Bengali. This gives students an opportunity to display their innate talents.

### YOUTH PARLIAMENT:-

To create awareness among students of the proceedings in the Parliament and help them know about the socio-economic problems of the Nation, functioning of parliament, Youth Parliament would be conducted at Vidyalaya level as a permanent event in C.C.A. calendar. This is in accordance with the guidelines sent by Regional Office. This programme is conducted invariably by the Social Science club with the help of English and Hindi clubs.

### ADOLESCENT EDUCATION PROGRAMME:

Most of the students are teenagers so it is necessary to provide information related to physical and mental change that takes place in students with growing age. "Adolescent Education Programme" Will be conducted time to time by calling local relevant officials to deliver guest lectures. At Vidyalaya level staff nurse and trained staff during their counseling session will deal this area to motivate the students towards positive direction.

Awakened Citizen Program – Trained teachers were allotted 01 or 02 sections for continuation of all modules as per time table for the development of true citizens from students

### SHRAMDAN

- a) To improve the social service among the students and keeping the Campus clean mass Shramdhan programme is arranged once in a month, But during rainy session, the programme is taken up twice a month under the supervision of all teachers .
- b) Under the guidance of Physical Education Dept., the students are involved in preparing new playgrounds on new patches of land. This will enable the participation of all students in various games of their interest. The team of the respective game will do the responsibility of maintenance of grounds.

- c) Once in a month “Swachhbharat” will be arranged for one hour in the afternoon under the supervision of HMs/AHMs for cleaning the campus by the students at their allotted places.

### **STUDENTS IN COMMITTEES: -**

The following Committees will be constituted so as to involve the students representatives in the daily activities of the Vidyalaya in important fields to train them up in democratic lines and to inculcate leadership qualities among them. These Committees function under the Chairmanship of Vice - Principal with some of the teachers and students as members.

Student committees are formed to strengthen the prefectorial system. It aims at active participation of students in various activities and co-ordinate with in-charges. It also aims at de-centralization of powers to the level of students. Prefects' meeting will be conducted at intervals when required to guide them and have follow up action of various activities. The various committees are as follows.

01. Library Committee
02. Medical & Health.
03. Physical Education
04. C.C.A. Cultural
05. C.C.A. Literary & Science
06. Art Club
07. Computer Club
08. Audio Visual Education/Enterta
09. Mess Committee

*HEALTH CARE: -*

- a) The Govt. Doctor from Mahishadal Rural Hospital Dr. A.Midya is appointed by the school, will visit the Vidyalaya once in a week at least. He will look into the health problems of students and also guide the Staff-Nurse in her routine work.
- b) Group of Doctors under CMOH will be invited for thorough checkup of all students of the Vidyalaya after every 6 months. Guest lectures by specialists in medical field will be arranged to enlighten the students on medical health and hygiene.



**JAWAHAR NAVODAYA VIDYALAYA, KAPASARIA, PURBA MEDINIPUR, W.B.**

**DAILY ROUTINE FOR THE ACADEMIC YEAR 2023-24**

<b>SR.No</b>	<b>ACTIVITY</b>	<b>TIME</b>
01	ROUSAL	5.30 AM
02	MORNING PT/YOGA	5.45 TO 6.15 AM
03	BATH AND CHANGE	6.15 TO 7.25 AM
04	MORNING ASSEMBLY	7.30 TO 7.50 AM
05	1 <sup>ST</sup> PERIOD	7.50 TO 8.30 AM
06	BREAKFAST	8.30 TO 8.55 AM
07	2 <sup>ND</sup> PERIOD	9.00 TO 9.40AM
08	3 <sup>RD</sup> PERIOD	9.40 TO 10.20 AM
09	4 <sup>TH</sup> PERIOD	10.20 TO 11.00AM
10	5 <sup>TH</sup> PERIOD	11.00 TO 11.40 AM
11	SHORT RECESS	11.40 TO 11.50 AM
12	6 <sup>TH</sup> PERIOD	11.50 TO 12.20 PM
13	7 <sup>TH</sup> PERIOD	12.20 TO 12.55 PM
14	8 <sup>TH</sup> PERIOD	12.55PM TO 1.30 PM
15	LUNCH AND REST	01.45 to 3.25 PM
16	REMEDIAL CLASS	03.30 TO 4.30 PM
17	GAMES	04.30 TO 5.30 PM
18	BATH AND CHANGE	05.30 TO 5.45 PM
19	EVENING SNACKS	05.45 TO 6.00 PM
20	EVENING ASSEMBLY	06.00 TO 6.15 PM
21	SUPERVISED STUDY	06.15 TO 8.00 PM
22	DINNER	08.00 TO 8.30 PM
23	SELF STUDY	08.30 TO 10.00 PM
24	ROLL CALL	10.00 TO 10.30PM
25	LIGHY OFF	10.30 PM

PRINCIPAL

### HOLIDAY / FESTIVAL ROUTINE:-

During holidays the holiday routine will be followed which includes cleaning of dormitories and surroundings. Morning Prayer, breakfast, and two hours self study in the Vidyalaya (10:00A.m to 12:00 Noon), movie or any other enjoyable activity in the evening.

Apart from two hour study schedule, students are given free choice to utilize their time for creative activities in the field of Art, S.U.P.W., Reading, Creative writing and other creative activities of their interest and choice. This will enable proper utilization of leisure time and also all round development of the student.

A common prayer is conducted in the morning of every festival. On the occasion of festivals, teachers and students speak on the importance of the festivals and the message & teachings that they have to inculcate in their life.

### PRAYER – ASSEMBLY:-

The House on Duty organizes the Morning Prayer assembly for a period of one weeks till it is taken over by next House on duty. It starts with drumbeats by students. The students stand in lines automatically with the drumbeats. They stand House wise. The prayer starts with prayer song, followed with meditation for two minutes, pledge, thought, National Integration Song, news, by students, Speech on Value Education by Principal/Teacher followed by National Anthem. After the assembly, students march to their classes in lines again on drumbeats. For making assembly more enjoyable any creative item by teachers or students will be included.

### CLASS ORGANIZATION: -

Class wise/Teacher wise timetables for regular classes, remedial, supervisory and self-study timetable already prepared. The same is displayed over bulletin board of respective classrooms.

### MIGRATION :-

As per the policy of Navodaya Vidyalaya Samiti, to promote National Integration and cultural exchange among students of Navodaya Vidyalayas, every year 30% of IX class students. Presently the link vidyalaya is **J.N.V.Garwah, Bihar**. A migration committee is

formed to look into selection process in accordance with Samiti guidelines. Time to time there would be meeting with migration students to discuss their problems if any & they would be allowed to visit nearby local places, temples & historical monuments to enrich their knowledge about culture of the migrated district.

#### **ALL RELIGIOUS EVENING PRAYER :-**

In addition to daily routine an all-religious evening prayer is being conducted to promote National Integration and communal harmony. Speeches by students on value based themes also are the part of the evening prayer meet. At the time of test & examination, high scorers are providing some basic guidelines to other students to score good marks in Exam.

#### **HOUSE SYSTEM: -**

House system is the major wing of Vidyalaya administration. As per the guidelines of the Head Quarters, the total students(Boys) are divided into 8 Houses 4 Senior houses and 4 Junior houses, named after four great mountains namely – Nilgiri, Shivalik, Udayagiri and Arawali taken from four directions as a symbol of national integration. The inmates of the houses are placed under the charge of House Master with protectoral system of leadership. Similarly all girl students will be divided into 4 houses resulting altogether 4 houses. Each house will be divided into dormitories and it will have 4 dormitory Captains and Vice Captains. They will keep track of activities in the house and organize house functions. In addition to these, a few more prefects are appointed to take care of sick student's health and hygiene of the inmates of the house. The House Master will train/guide the students for all inter house competitions. Every night at 9.15 PM, Houser counseling will be conducted by the House Masters/mistress. Minutes of the same will be recorded at the week end. The meeting will help in motivating the students for further development in various activities. The problems, if any, will also be discussed to find a solution.

#### **HOSTEL MESS ORGANIZATION: -**

Organization of Vidyalaya mess requires careful attention and regular monitoring of its activities. Mess committee includes Principal(Chairman), all HMs , MOD of the day, catering Assistant, Staff Nurse, Vidyalaya Captain and Vice Captain, House prefects and two migrated students (one boy & one girl) This committee reviews the mess system and menu once in every month under the Chairmanship of the Principal. In addition to it the concerned House Masters will look after the discipline and Staff

Nurse look after hygienic condition in and around the Mess. The SMT and Mess committee members will oversee issue and verify the receipt of provisions, vegetables etc. Different Sub-committees comprising a few teachers are constituted for verification of quality and quantity of different materials on rotation basis. The HMs /AHMs, along with staff nurse are assigned duties to ensure proper discipline and distribution of food in the Mess.

Mess committee meetings will be conducted once in a month (preferably after calculating the monthly accounts and preferably 1<sup>st</sup> day of Month), for suggestive measures of improvement of quality of food and changes in Menu if required. Bajra is introduced in Mess menu following NVS guideline.

### **DEVELOPMENTAL ACTIVITIES**

#### **Greenery Development:-**

Last year 103 saplings have been planted in the campus to increase greenery of the campus. It is proposed to plant more & more saplings, at different occasions like- Independence day on, Republic day, Gandhi Jayanti Communal harmony, Sadbhavana Diwas & during Vanmahotsava on new patches of land under the guidance of students. The plants will be maintained and looked after by the students. The Houses will adopt the different parts of the campus for maintenance and cleanliness. In this year it is decided to plant atleast 50 no of Neem saplings surrounding fields and campus overall along with other fruit saplings.

#### **Safety and Security**

To ensure fool proof safety and security to students, all possible efforts are made. The control room near the main gate is set up to record the entry and exit of each person. Attendance is taken and recorded in all instructional periods and other activities. Sudden visit of dorms would be made by the house masters to ensure the conditions. The students will not be allowed to go to upper floor; the door will be well locked. When the students are coming to academic block, the dorms will be locked by the assigned person only and keys will be kept in keyboard. The students will be divided into groups so that the whereabouts of the students are informed round the clock. The panel boards in the dormitories have been covered with Iron Net in order to control the students for approaching the switch board.

A plan has been prepared to cover electrical transformer and Overhead water tank to prevent the children's access. Fencing of boundary wall will be supervised time to time. 37 CC Camera are placed to cover all sensitive areas including mess and to be monitored centrally from Principal chamber with recorded back up. Register already opened to monitor records of CC camera in last 24 Hrs.

### **Swachhata Mission**

Last year a committee involving a team of teachers has been formed to oversee the cleanliness of the campus. Every Sunday one hour to be devoted for the campus cleaning. All other components like toilets, wash basin,vidyalaya kitchen and dining hall,class room etc to keep cleaned so as to maintain the cleanliness score as started by the NVS.

### **Maintenance & Repairs :-**

Major area of maintainance and repair in the academic session 2022-23 will be as follows:-

1. Colouring of window panes and grills of academic block. Pudding of all glasses over windows in academic block and everywhere, repairing of damaged nets in dormitories and Staff quarters.
2. Water sealing of staff quarters, and roof of academic block, water seepage problems in Dormitories..
3. Raising the height of boundary wall upto newly build staff quaters and other places.
- 4.Construction of boundary wall surrounding newly built girls dormitories.
5. Filling/leveling of ditch in between senior and junior girls house, and at the backside of Sr. Nilgiri for creation of new playgrounds.
6. Every effort to be taken for fund raising for creation of some new rooms for shiftment of JIM and to develop a shade for assembly during rainy season and for any programme.
7. Arrangement of lights as and when required over the poles of internal roads will also take place to prevent snake bite or any untoward incident in the darkness of night.
8. Immediate cleaning of blocked mess underground drains for maintenance of health and hygiene surrounding mess.



## **PACE SETTING ACTIVITIES**

### 1. Computer Literacy Programme:-

- a) The facility of existing computers of our Vidyalaya will be extended to students of neighboring Schools to learn basic knowledge in computers.
- b) The students from neighboring schools are to be invited for demonstration of functioning of Internet and Hi-Tech Educational tools through multi media.

### 2. Adoption of Local Village: - Adoption of a neighboring village will be undertaken to bring awareness among public with regard to –

- a) Health & Hygiene :- The staff Nurse along with Vidyalaya doctor will visit the neighboring village to create awareness among people and enlighten them regarding general health, precautions for common diseases and also in keeping the environment clean through proper sanitation.
- b) Under population and development education, a team of teachers along with students will visit the local villages to create awareness among the people regarding problems and ill effects of over population.
- c) The team of teachers along with students will also enlighten the local village people about the ill effects of superstitions and other unscientific beliefs.

### 3. Guest Lectures: - Guest lecturers, guest teachers and scholars among parents in this vidyalaya will be invited to enlighten staff, students of our Vidyalaya and students of neighboring Schools in various academic and non-academic fields on various occasions. It may be taken up atleast once in month.

- a. Hindi Fortnight Celebration: - Hindi Pakhwada is celebrated in the Vidyalaya from 14 to 28September every year. Hindi lecturers, teachers and Scholars are invited to the Vidyalaya on this occasion during this period. Various Inter-House and Inter-School competitions are conducted as part of celebration. The Vidyalaya is decorated with the portraits of Hindi poets and writers who contributed for the growth of Hindi literature. This year also the programme would be celebrated in befitting way.

- b. National Book Week Celebrations: National Book Week will be celebrated in a befitting manner. Resource Persons and well known writers will be invited

during the week to address the students. Book reviews, Books exhibition etc will mark the celebrations. Mobile library will be formed and neighbouring schools will be visited to inculcate book reading habits among the students of JNV and the neighbouring schools.

c. Extending Vidyalaya facilities to neighbouring Institutions:-

The Vidyalaya facilities like play ground, M.P.hall, Laboratories and library will be provided to neighbouring needy institutions.

The facilities of play ground will be provided for local sports persons for practice and also for conduct of Sports meet by nearby institutions.

Sports persons of neighbouring schools will be given training and practice under the guidance of our Physical Education Teachers. The same type of facility will also be extended by providing M.P. Hall for acceptable activities. The facilities of laboratories and library can also be provided on the same lines.

**EXTENDING FACULTY SERVICES :-**

Art:

In past academic years Vidyalaya got good reputation due to New years greeting prepared by students. This year also the concern department will try to maintain its tempo by organizing different Vidyalaya level, District Level Painting Competitions to develop and nurture the hidden talents of the students in concern area. Where students from various Schools will participate .

**Twining of Vidyalaya Programme:**

Under this programme one school will be twinned with our school and the resources that are available in the Vidyalayas will be utilized by the students. To create the competitive sprit among the students, some Quiz, Debates, Elocution programme will be conducted in the Vidyalaya.

**PUBLIC RELATIONS**

1. With Parents: - monitory and supportive resources will be tapped from the parents for various developmental activities of Vidyalaya. Every Sunday experts will be called from Karimnagar to provide coaching to XI and XII Students of our Vidyalaya , to train them for JEE/NEET. This programme will entirely be financed by the Parents.

2. There will be meeting of PTC members in the second Sunday of every month to take of developmental activities as per NVS guidelines.
3. With District Administration: - We are maintaining cordial relationship with the Dist.Collector and other District Officials for getting benefits for various developmental activities of the Vidyalaya.

Extention programme:-

- I) VIGYAN JYOTI:- It's a newly introduced programme by Govt. of India through Ministry of HRD with the intension to develop the interest of underprivalaged girl students of State schools and Kendriya Vidyalayas towards STEM streams with direct monetary supports for conveyance and resource materials with exposure to resource persons from State of the Art institutions and their visits to advance departments of those institutions. They will also be exposed to ATL lab facilities of the school for in hand innovative project support.
- II) ATL:- The school was blessed by HRD Ministry by awarding ATL lab. This lab will nurture the innovative ideas of inside and district students and will test the commercial potentiality of the innovation by students.

## **COMMITTEES:-**

### **VIDYALAYA MANAGEMENT COMMITTEE (VMC)**

<b>S.no.</b>	<b>Designation</b>	<b>Committee Designation</b>
1	<b>Dist Collector &amp; Magistrate, Purba Medinipur</b>	<b>Chairman</b>
2	D.I.O.S,TAMLUK	Member
3	E.E ( PWD,Social Sector), TAMLUK	Member
4	Distt. Medical & Health Officer,(CMOH) TAMLUK	Member
5	Principal, Raj College Mahisadal	Member
6	Member of the Public nominated by the Chairman ,NVS who is the competent authority.	Member
7	Parents Representative (Gents)	Member
8	Parents Representative( Lady)	Member
9	SMT	Member
10	<b>Principal</b>	<b>Member Secretary</b>

### **VIDYALAYA ADVISORY COMMITTEE (VAC)**

<b>Sno</b>	<b>Designation</b>	<b>Designation in committee</b>
<b>1</b>	Dist Collector & Magistrate ,Purba Medinipur	Chairman
<b>2</b>	MP Tamluk Constituency	Member
<b>3</b>	Chairman Zilla Parishad or his nominated member	Member
<b>4</b>	D.I.O.S,Tamluk	Member
<b>5</b>	Exec. Engineer(PWD,Social Sector), Tamluk	Member
<b>6</b>	District Medical &Health Officer, Tamluk	Member
<b>7</b>	Principal Raj College,Mahishadal	Member
<b>8</b>	Principal	Member Secretary

### **PARENTS AND TEACHERS COUNCIL (PTC) 2023-24**

<b>Shri. Mudit Saxena</b>	<b>Principal I/C</b>	<b>Chairman</b>
<b>TEACHERS' REPRESENTATIVES:</b>		
1.	Teacher	Member



		Representative	
2.		Teacher Representative	Member
3.		Teacher Representative	Member
4		Teacher Representative	Member
5.		Teacher Representative	Member

**PARENTS' REPRESENTATIVES**

Sl. No	Name of the Member	Name of the ward	Class	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9				
10				
11.				

**The PTC will sit every second Saturday to discuss various issues pertaining to the vidyalaya and finds the requisite solution. PTC will be formed after admission of Class VI students following JNVST.**

**PURCHASE ADVISORY COMMITTEE (PAC)**

1.	Principal, JNV, PURBA MEDINIPUR	Chairman
2.	Nominated member by DIOS,TAMLUK	Member
3.	BDO,MAHISADAL	Member
4.	SMT, J N V, EAST MEDINIPUR	Member

**COMMITTEE FOR QUALITY OF FOOD AND MESS  
ARRANGEMENT(DLMC)**

1	<b>Collector &amp; District Magistrate/ADM(G)</b>	<b>Chairman</b>
2	Dist. Civil Supplies Officer	Member
3	Dist. Medical & Health Officer	Member
4	AI,KANTHI	Member
5	MemberNominated by Local MP	Member
7	Principal of JNV Purbamedinipur	Member Secretary

<b><u>GAMES AND SPORTS COMMITTEE</u></b>		
<b><u>S.No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1.	Principal JNV	Chairman
2.	P.E.T ( Male)	Member Secretary
3.	P.E.T (Female)	Member
<b>Teachers Representatives</b>		

4.	PGT-mathematics	Member
<b>Students' Representatives</b>		
7.	Master	(Boys' representative)
8.	Miss.	(Girls' Representative)

### **MAINTENANCE AND REPAIRS COMMITTEE (M & R Committee)**

1.	Principal JNV	Chairman
2.	(Representative of VMC)	Member
3.	P.G.T,BIOLOGY	Member
4	OS	Member
5	TGT Bengali II	Member
6.	PGT Comp. Sc.	Member
7.	PGT Hindi	Member
<b>Students Representatives :-</b>		
7.		Member
8.	MISS. XI Class (Girls Representative)	Member
9.	SMT	Member Secretary

## STAFF MEMBERS

1	<b>Mr. MUDIT SAXENA</b>	<b>Principal I/C</b>
2	<b>MR S.MUKHERJEE(PGT,BIOLOGY)</b>	<b>SMT</b>
3.	MR.B.K.SADHU	PGT(PHYSICS)
4.	Mr. S.K.Mishra	PGT(Chemistry)
5.	MR. G.C.DAS	PGT (Math.)
6.	MR.B.N.Chaudhury	PGT(Hist)
7.	Mr.D.Das	PGT(Eng)
8.	MRS.A.JAHAN	PGT (HINDI)
9.	MR.S.K.MAHATO	PGT(COMP.SC)
10.	MR. N.Minj	TGT,Hindi
11.	MR.G.C.DALUI	TGT,SO.SC
12.	MR. J.K.BHAUMICK	TGT,BENGALI
13.	MR.S.BADYOPADHYAY	TGT,BENGLI
14.	Mr.A.Adak	TGT,Math
15.	MR. S.Roy	TGT,English
16.	MR.D.Gorai	TGT,SC
17.	Mr.R.R.Dakua	PET.M
18.	Mr.D.Mullick	Art,Teacher
19.	Mrs.S.Kumar	Music Teacher
20.	Mr.S.K.Sardar	Librarian
21.	Ms.B.Mondal	PET(F)

22.	MR.M.K.LAHIRI	CAT.ASST.
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### **Different stock verification committees at a glance:**

To make the system more transparent and functioning more smooth different Committees would be formed for physical verification of items/goods purchased during the year and its use.

<b>Physic Lab</b>	<b>Mr. B.K.Sadhu</b>	<b>Incharge</b>
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<b>Biology Lab</b>		
<b>Soumen Mukherjee</b>	<b>PGT Biology</b>	<b>Incharge</b>

<b>Chemistry Lab</b>	<b>Mr. S.K.Mishra</b>	<b>Incharge</b>
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<b>Math Lab</b>	<b>MR.G.C.Das</b>	<b>Incharge</b>
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<b>Jr. Science Lab</b>		
<b>Mr. D.Gorai</b>	<b>TGT Science</b>	<b>Incharge</b>
<b>Museum Corner</b>		
<b>Mr. D.Mullick</b>	<b>Art Teacher</b>	<b>Incharge</b>

<b>Computer Lab/ Resource Room</b>
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<b>MR.S.K.Mahto</b>	<b>PGT IT</b>	<b>Incharge</b>
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<b>AV/ Aids</b>		
	<b>Music Teacher</b>	<b>Incharge</b>

<b>Music</b>		
<b>MS.S.Kumar</b>	<b>Music Teacher</b>	<b>Incharge</b>

<b>Sports &amp; Games</b>		
<b>Mr.R.R.Dakua &amp; Ms.B.Mondal</b>	<b>PET (M) &amp; PET (F)</b>	<b>Incharge</b>

<b>Library</b>		
<b>Mr.S.Sardar</b>	<b>Librarian</b>	<b>Incharge</b>

<b>Mess Store Physical Verification (Provisions)</b>		
<b>Mr.P.Dey</b>	<b>Store keeper</b>	<b>Incharge</b>

<b>Mess Store Physical Verification (Vegetables and bakery items)</b>		
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<b>Mr.M.K.Lahiri</b>	<b>Cat. Asst.</b>	<b>Incharge</b>
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<b>Furniture Physical Verification</b>		
<b>Mr.P.Dey</b>	<b>LDC</b>	<b>Incharge</b>

<b>Office /Students stationary Physical Verification</b>		
<b>Mr. R.Manjhi</b>	<b>Lab.Attd</b>	<b>Incharge</b>

<b>Uniform and bedding Physical Verification</b>		
<b>Mr.P.Dey</b>	<b>Store keeper</b>	<b>Incharge</b>

<b>Incidentals Physical Verification</b>		
	<b>Store keeper</b>	<b>Incharge</b>

<b>Hostel Equipments and Mess Utensils</b>		
<b>Mr.M.K.Lahiri</b>	<b>Cat. Asst.</b>	<b>Incharge</b>

<b>Clinic Physical Verification</b>		
<b>Ms. P.Das</b>	<b>Staff nurse</b>	<b>Incharge</b>

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Electrical Items Physical Physical Verification		
Mr.P.Dey	LDC	Incharge

**Other Vidyalaya Level Committees:**

Safety and Security		

Discipline		
Principal,Vice Principal,  All HM/AHM,  PET(M), PET(F)		Member   Incharge

Health and Hygiene		
	Staff Nurse	Incharge
	PGT Biology	Member
	TGT Science	Member
	Catering Asst.	Member

<b>Time table committee</b>		
	PGT BIOLOGY	<b>Incharge</b>
	PGT PHYSICS	Member

<b>JNVST – 2023-24</b>		
	<b>PGT HISTORY</b>	<b>Incharge</b>
	LIBRARIAN	Member
	TGT Bengali II	Member
	TGT Bengali I	Member

<b>Career counseling and Guidelines</b>		
	<b>PGT Math</b>	<b>Incharge</b>
	Librarian	Member

<b>CCA</b>		
	<b>PGT HINDI ,</b>	<b>Incharge</b>
	<b>Music Teacher,</b>	<b>Member</b>
	<b>PGT Eng,TGT Hindi</b>	

<b>CBSE</b>		
	<b>PGT COMPUTER SC.</b>	<b>Incharge</b>

<b>Alumni Committee</b>		
	<b>PGT COMPUTER SC.</b>	<b>Incharge</b>
	TGT Bengali I	Member
	TGT Science	Member

<b>Pace Setting Activity Committee</b>		
	<b>PGT English</b>	<b>Incharge</b>
	Art. Teacher	Members

### **CONCLUSION:-**

This Institutional Plan is an outcome of guidelines given by NVS through PAP and the Principal I/C. The Committee has also taken the opinions of all Teaching Staff and Students.

There will be a review of this Institutional Plan once in every three months to have a follow up of the various activities to be taken up in the academic year.

Though efforts are made to incorporate each and every activity and tentative dates are fixed, suggestions and constructive criticisms are always welcome.