

JAWAHAR NAVODAYA VIDYALAYA

LALMATIA, GODDA, JHARKHAND

PORTFOLIOS AT VIDYALAYA LEVEL

ACADEMIC SESSION 2015-16

Under cited responsibilities are entrusted to the staff members of the vidyalaya mentioned below in the wake of the expectation that they bid their worth effort to perform their duties and see symphony of the vidyalaya's smooth running, utmost welfare and achieve the goal of Navodaya Vidyalaya Samiti.

<i>Sl. No</i>	<i>Committee</i>	<i>Name of the Teacher</i>	<i>Duties Assigned as</i>
01	Academic Committee	1.Mr. R. J. Sharma, VP (In charge-cum-Co-ordinator) 2.Mr. A. K. Sharma PGT (Eng.) 3.Mr. U. P. Sah PGT Chemistry	i) Monitoring academic periods. ii) Daily academic report submissions. iii) To check the time schedule of the periods teachers. iv) Coordinating Teachers by listening of grievances and suggestion (if any) in written form and do the necessary and even put up to the undersigned for necessary direction please.. v) Monthly subject meeting related with academic achievement (Viz coverage of syllabus, as per guideline, submission of FA marks, poor & high achievement etc) on last working day of every month. vi) Maintenance of academic register and activities related to academics. vii) Submission of copies of all subjects and keeping the records of the teachers. viii)To follow all the academic aspect as per the Perspective Academic Planning[Kept in the Library for reference]. i) Time table incharge. ii) Prepare of general time table and time table for supervise & remedial classes. iii) Daily arrangements of periods prior to Assembly. iv) Keeping the records of teachers on leave & on duty.
02	Class Teachers	All Class Teachers - Incharge	i) Maintenance of Class Registers with all the students of main respective class. ii) Daily submission of class register to the Principals Chambers. iii) Keeping the records of performance, attendance and other activities of the students of their respective class. Long absentees beyond 7/15days and like wise should be communicated to their parents

			<p>accordingly.</p> <p>iv) Staff ward should be clearly indicated as-(SW) in the register.</p> <p>v) Will maintain the Class room furniture.</p> <p>vi) Fortnightly a meeting with the class students for the proper maintenance of class room and its decorations also. And submit the report monthly.</p>
03	Mess Committee	<p>1.Mr. R. J. Sharma, VP (In charge-cum-Co-ordinator)</p> <p>2.Mr. S. O. Tirkey, Catt. Asst- I/c.</p> <p>3.Mrs. N. Kumari, S/N</p> <p>4.All HM & AHM.</p> <p>5.Mr. S. D. Shiva, Store I/C</p> <p>6.2-Students from all House/classes on rotation (1Boy+1Girl).</p> <p>7. SOD of the day.</p>	<p>i) Proper Maintenance of Register & Daily display of DCR.</p> <p>ii) Proper maintenance of Mess Store.</p> <p>iii) Regular supervision for the cleanliness in the Mess.</p> <p>iv) Suggestions and directions for proper food preparation.</p> <p>v) Conduct of mess meeting in the first week of every month .</p> <p>vi) Effort regarding improvement of Hygiene quality of food.</p> <p>vii) Regular checking of cooked food by Staff Nurse.</p> <p>viii) Deputation of SOD is optional to the mess on rotation basis from different houses & different classes as per the list.</p> <p>ix)Announcement of expenditure in morning assembly of the previous day by CA.</p>
04	Examination Committee (Internal)	<p>1.Mr. Maswood Alam (I/C) PGT-Bio</p> <p>2.Mr. R. P. Vishwakarma TGT-Eng. (Member)</p>	<p>i) Proper maintenance of all examination records in the PC of exam placed in VP chamber - By all subject teachers & class teachers.</p> <p>iii) Conduct of Formative Assessment as per the instructions of NVS and as per PAP.</p> <p>iv) Summative Assessment as per instruction of NVS, R.O., Patna.</p> <p>v) Emphasis on the implementation of CCE as per CBSE/NVS instructions.</p> <p>vi) Announcement of Result as per Schedule.</p> <p>vii) Time schedule for subject wise display of projects.</p> <p>viii) Conduct of Re-test for the low achievers after every test should be the responsibility of every subject teachers.</p>
05	Examination Committee (External-CBSE)	<p>1.Mr. A. K. Sharma (I/C) PGT (Eng.)</p> <p>2.Mr. Rupesh Kumar Art Teacher-Member</p> <p>3.Mr. P. Shankar Lab Attn.-Member</p>	<p>i)Responsibility regarding time to time affiliation of the Vidyalaya by CBSE.</p> <p>ii)All the work related to CBSE.</p> <p>iii)All matters related to change in syllabus.</p> <p>iv)All the matters related to CCE.</p> <p>v)All the matters related to registration and filling up the form to CBSE as per the instruction of CBSE and</p>

			<p>NVS samiti.</p> <p>vi) When centre is given then he will look after all matters related to the exams like sitting plan, keeping the CBSE COPIES IN SAFE CUSTODY and etc.</p> <p>vii) Uploading IX and X result as per the Guidelines of CBSE.</p>
06	Admission Committee (JNVST- Class VI)	<p>1.Mr. R. J. Sharma, VP (Co-ordinator)</p> <p>2.Mr. R. K. Choudhary PGT (Comp.)-I/C</p> <p>3.Mr. S. K. Sharan TGT (S.St.)-Member</p> <p>4.Mr. M. Suryavansi TGT (Maths)-Member</p> <p>5.Mrs. Nirmala Kumari Staff Nurse</p>	<p>i)Timely regulation of all JNVST works as per NVS instruction.</p> <p>ii) Admission of class VI.</p> <p>iii) Proper maintenance of JNVST and admission records.</p> <p>iv) Alertness to maintain sanctity of JNVST.</p> <p>v) Prospectus distribution of JNVST.</p>
07	Admission Committee (Lateral- Class IX & XI)	<p>1.Mr. R. J. Sharma, VP (Co-ordinator)</p> <p>2.Mr. A. K. Sharma PGT (Eng.)-I/C</p> <p>3.Mr. U. P. Sah PGT (Chem.)-Member For Class-XI</p> <p>4.Mr. M. Suryavansi TGT (Maths)-Member For Class-IX</p> <p>5.Mrs. Nirmala Kumari Staff Nurse</p>	<p>i)Timely regulation of all Lateral Admission works as per NVS instruction.</p> <p>ii) Admission of class IX .</p> <p>iii) Admission committee will also work for the admission of class XI and mini - migration.</p> <p>iv) Proper maintenance of admission records.</p> <p>v) Prospectus/Form distribution of Lateral Admission Test.</p>
08	CCA Committee	<p>1.Mr. D. D. Mandal, -I/C TGT-Hindi</p> <p>2.Mr. P. K. Ojha PGT (Hindi)</p> <p>3.Mr. S. K. Jha Music Teacher</p> <p>4. Mr. S. K. Sharan TGT (S. St.)</p> <p>5.Mrs. S. G. Bhaya TGT (Eng.)</p> <p>6.Mr. Rupesh Kumar Art Teacher</p>	<p>i) Proper entry and maintenance of all the CCA activities as well as celebration in a single Register.</p> <p>ii) CCA I/C, will take the help of committee members to screen the programmes and costumes to be presented in CCA Programme.</p> <p>iii) Conduction of CCA activity as per academic calendar as well as requirement.</p> <p>iv) Emphasis on the programme including Science promotion, communication skills, Information Technology and aesthetic performance of Students.</p> <p>v) Implementation of suggestion given by the undersigned as well as staff members.</p> <p>vi)All the activities enlisted in the Perspective Academic Planning issued by NVS[Kept in library for reference.]</p>

09	Pace Setting Activities	1. Mr. P. K. Ojha PGT (Hindi)-Incharge 2. Mrs. P. Bala 3. FCSA	i) Proper maintenance of Record. ii) Incorporation of various programmes like environmental awareness, literacy, population etc. All in the PSA. iii) Conduction of PSA as per Academic calendar mentioned in the Perspective Academic Planning issued by the NVS.
10	Migration Committee	1. Mr. R. J. Sharma, VP (In charge-cum-Co-ordinator) 2. Mr. A. K. Sharma PGT (Eng.) 3. Mr. S. Singh PGT (Geo.)- Class teacher (IXA) 4. Mr. M. Suryavansi TGT (Maths)- Class teacher (IXB) 3. Third Language Teacher	i) Selection of students of class IX in the last week of March for migration. ii) Information and Counselling to parents regarding migration. iii) Proper accommodation of the migrated students in the Vidyalaya if they report from the counterpart vidyalaya. iv) Responsibility for the Journey Reservation in scheduled time. v) Maintenance of Record of Migration.
11	Games & Sports Committee	1. Mr. S. Ahmad, PET(M) - Incharge for Boys 2. Mrs. I. Chandra, PET(F)- Incharge for Girls. 3. All HM & AHM	i) Conduction of sports & Games regularly as per academic calendar. ii) Screening of talented students and to train them to participate in Cluster, Regional and National level sports and Games. iii) Inculcation of Sportsmen spirit among students. iv) Maintenance of Record. v) Conduct of battery test.
12	Art & Photography Committee	1. Mr. Rupesh Kumar Art Teacher 2. FCSA	i) Nurture the talents of students in art and craft as well as aesthetic performance. ii) Managing photography as per requirement. iii) Keeping up of Photographs and records. iv) Decorate the photograph board time to time v) For the preparation of flax poster for decoration.
13	Gardening, Kitchen Gardening- (Sr. & Jr. House wise) & Beautification Committee	1. Mr. S. D. Shiva-I/C SUPW 2. Mr. S. O. Tirkey, Catt. Asst- will help in kitchen garden around Mess. 3. Students Volunteers of Each House	i) Committee members will work throughout the year for Gardening, Kitchen Gardening- (Sr. & Jr. House wise) & beautification of school. ii) Submit Proposal of the Programme to the undersigned, get approval and work accordingly.
	Gardening, Kitchen Gardening-	1. Mrs. I. Chandra 2. Mrs. Madhuri Devi 3. Mrs. Janki Devi	i) Committee members will work throughout the year for Gardening, Kitchen Gardening- (Girls House) & beautification of school.

	(Girls House) & Beautification Committee		ii) Submit Proposal of the Programme to the undersigned, get approval and work accordingly.
14	Water & Electricity Committee	1. Mr. S. D. Shiva-I/C SUPW 2. Vivhishan Mahto	i) Proper Maintenance of Record. ii) Proper supervision of Water supply in the campus. iii) Put up the problems beyond control to the undersigned for suggestion and solution. iv) Person for the different Block will report the position of water and electricity and generator.
15	PTC	1. Mr. R. J. Sharma, VP (In charge) 2. Mr. A. K. Sharma PGT (Eng.) -Co-ordinator) 3. Mr. U. P. Sah PGT (Chem.)-Member-1 4. Mr. P. K. Ojha PGT (Hindi)-Member-2 5. Mrs. P. Bala Librarian-Member-3 6. Mrs. Seema Devi TGT (Hindi)-Member-4 7. Mr. S. K. Jha Music Teacher-Member-5	i) Conduction of class wise meeting of Parents & Teachers PTC meeting at regular intervals, preferably on second Saturday . ii) Compilation of agenda for discussion before the PTC meeting. iii) Implementation of decision taken in PTC meeting. iv) Coordinating and counselling of parents and students for the smooth functioning of the Vidyalaya. v) Class teachers to Co-ordinate for this meeting for their respective class.
16	Alumni Committee	1. Mr. S. Singh PGT (Geo.)-I/C 2. Mrs. P. Bala Librarian 3. FCSA	In charge will open a register and maintain the name of ex-students with their address and contact no. and will call for meeting once in a year.
17	Rajbhasha Committee	1. Mr. R. J. Sharma, VP (In charge) 2. Mr. P. K. Ojha PGT (Hindi) -Co-ordinator 3. Mr. A. K. Sharma PGT (Eng.)-Member-1 4. Mr. D. D. Mandal TGT (Hindi)-Member-2 5. Mrs. Seema Devi TGT (Hindi)-Member-3 6. Mr. Rupesh Kumar Art Teacher-Member-4 7. Mr. A. N. Pathak OS- Member-5	Work should be done as per guideline and instruction given by NVS RO. Monthly meeting should be organised for maximum use of hindi language in corresponding work.
18	M & R	1. Mr. R. J. Sharma, VP	i) List out work to be done for the current session.

	Committee	(In charge) 2.Mr. S. Ahmad PET (M) -Co-ordinator) 3.Mr. P. Shankar Lab Attn.-Member	ii) Making of estimate with the help of technical person as per the instruction of Samiti. iii) Maintenance of record and registration & M & R fund as per requirement. iv) Maintenance of Complaint Register. v) List out the works on priority basis.
19	Disciplinary Committee	1.Mr. R. J. Sharma, VP (In charge) 2.Mr. A. K. Sharma PGT (Eng.) 3. Mrs. I. Chandra,PET(F) 4. Mr. S. Ahmad, PET(M) 5. All HM & AHM	i) Responsible for disciplinary action for the student indulged in indiscipline. ii) Any sort of Indiscipline should be rooted out through disciplinary committee. iii) Put up the action taken for indiscipline report to the undersigned for counter signature.
20	Scout & Guide Committee	1. Mrs. P. Bala Librarian-Incharge 2. Mr. D. D. Mandal TGT (Hindi) 3.Mrs. S. G. Bhaya TGT (Eng.) 4.Mr. Rupesh Kumar Art Teacher	Regulation and conduction of Scout and Guide activity as per requirement and academic calendar and as per the activity circulated by the samiti. ii) Proper maintenance of Record. iii) Maintain all the registers related to Scout and Guide.
21	Computer Education, ICT, & Maintenance of Computer Lab, School Website updating Committee	1.Mr. R. K. Choudhary PGT (Comp.)-I/C 2.FCSA	i)Maintenance of computers literacy programme records. ii) Application of computer in subject teaching. iii) Arrange classes for teaching and Non - Teaching Staff also. iv) Making aware of current achievement in IT to the Student and Teachers. v)Time to time maintenance of PC's and other accessories of the computer room. vi) Updating Vidyalyaya's website regularly. vii) Uploading relevant photographs, exam results and important notice in website regularly.
22	Career Counselling Committee	1. Mrs. P. Bala Librarian-Incharge 2.Mr. U. P. Sah PGT (Chemistry) 3. Mr. M. Suryavansi TGT Maths	i)Display of information related to various courses for students. ii) Should collect information regarding career oriented courses and counselling to the student as per their talent and interest.
23	Vidyalyaya Calendar & Institutional Planning Committee	1.Mr. A. K. Sharma PGT(Eng.)-Co-ordinator 2.Mr. Rupesh Kumar, Art Teacher 3. Mr. S. Ahmad, PET(M)	i)Making of Academic Calendar, Institutional Planning. ii) Incorporation of various programmes in CCA. iii) Co - Ordinating different committees to follow Academic Calendar.

		4. FCSA	
24	Vidyalyaya Magazine Committee	1.Mr. A. K. Sharma PGT(Eng.)-Co-ordinator 2.Mr. P. K. Ojha PGT (Hindi)-Member-1 3.Mr. D. D. Mandal TGT(Hindi)-Member-2 4. Mrs. Seema Devi TGT(Hindi)-Member-3 5.Mrs. S. G. Bhaya TGT(Eng.)-Member-4	They will encourage the students to write poem, stories etc. They will compile the material and edit.
25	Morning PT	1. Mr. S. Ahmad, PET(M) - Incharge for Boys 2. Mrs. I. Chandra,PET(F)- Incharge for Girls. 3. All HM & AHM	i)Regular conduction of Morning PT. ii) Smooth conduction of Morning and Evening Assembly. iii) Checking of proper turnout of student in Morning Assembly - Both PETs
26	Morning Assembly & Evening Assembly Committee	1. Mr. S. K. Jha Music Teacher-Incharge 2. Mrs. I. Chandra,PET(F) 3. Mr. S. Ahmad, PET(M) 4. MOD 5. All HM & AHM	i)HM / AHM will see the presentation of morning assembly items very minutely. ii)Use of P.A.equipments are mandatory for Morning assembly. iii)All the Musical Equipments should be in working condition. iv)Musical Club should be strengthen for better presentation of any item.
27	Museum Corner	1.Mr. Rupesh Kumar Art Teacher-Incharge	i) Purchase of antique items as per the allotment of fund and display in a suitable place.
28	Guest Room	1.Mr. S. O. Tirkey, Catt. Asst- Incharge	i) To Keep the Guest Room neat and clean. ii) Minimum required items should be arranged beforehand, like Tooth Brush, Tooth Paste ,Hair Oil, Mirror, Comb, water should be filled, Bathing Soap, Washing Soap, Room-freshener etc.
29	TV Incharge	1. Mr. S. K. Jha Music Teacher-Incharge	i) Mr. S. K. Jha will be the incharge of Tata Sky and its recharging. ii) He will also conduct the meeting with other members in connection with viewing TV.
30	Literature (Hindi) Club	1.Mr. P. K. Ojha PGT (Hindi) -Co-ordinator 2.Mr. D. D. Mandal TGT(Hindi)-Member 3. Mrs. Seema Devi TGT(Hindi)-Member 4. Selected students of all	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.

		classes	
31	Literature (English) Club	1.Mr. A. K. Sharma PGT(Eng.)- Co-ordinator 2.Mr. R. P. Vishwakarma TGT-Eng. (Member) 3.Mrs. S. G. Bhaya TGT-Eng. (Member) 4.Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
32	Mathematics Club	1. Mr. G. Mandal TGT (PCM)- Incharge 2. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
33	Jr. Science Club	1.Mr. M. Suryavansi TGT (PCM)-Incharge 2. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
34	Computer Club	1.Mr. R. K. Choudhary PGT (Comp.)-I/C 2.FC SA 3. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
35	Music Club	1. Mr. S. K. Jha Music Teacher-Incharge 2. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
36	Art Club	1.Mr. Rupesh Kumar Art Teacher 2. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
37	Health Club	1.Mrs. Nirmala Kumari Staff-Nurse-Incharge 2.Mr. S. O. Tirkey, Catt. Asst	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
38	Eco Club	1. Mr. S. D. Shiva-SUPW 2. Selected students of all classes	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
39	AEP Club	1. Mrs. P. Bala Librarian-Incharge	In charge will open a register and identify the number and name of students and will call for meeting

		2.Mr. M. Alam PGT (Bio) 3. Mr. S. D. Shiva-SUPW 4.Mrs. Nirmala Kumari Staff-Nurse	monthly and will submit list of activities to be conducted monthly.
40	SUPW Club	1. Mr. S. D. Shiva SUPW-Incharge 2. Students Volunteers of Each House	In charge will open a register and identify the number and name of students and will call for meeting monthly and will submit list of activities to be conducted monthly.
41	MOD Report	1.Mr. R. J. Sharma, VP (In charge) 2. Mrs. S. Singh, LDC (For keeping records)	Maintaining of all the MOD reports submitted by the MOD I/C Monthly. MOD reports should be kept month wise properly in record.
42	Olympiad Committee	1.Mr. R. K. Choudhary PGT (Comp.)-For Cyber 2. Mr. G. Mandal TGT (PCM)-For Maths 3.Mr. M. Suryavansi TGT (PCM)-For Science	Conducting Maths, Science and Cyber Olympiad as schedule provided by NVS R.O.
43	Dakshana Examination Committee	1.Mr. M. Alam PGT (Bio)-Incharge 2. Mr. Rupesh Kumar Art Teacher	To send marks/grade of class-Xth & XIIth to Dakshana Foundation in time. Online form filling of selected students for the Dakshana Foundation Selection Test.
44	URGENT CALL IN THE INTREST OF VIDYALAYA	ALL THE MEMBERS OF THE VIDYALAYA- TEACHING AND NON- TEACHING.	MENTAINING DISCIPLINE AND NAME AND FAME OF J.N.V. GODDA AT ANY COST.

JAWAHAR NAVODAYA VIDYALAYA, LALMATIA, GODDA (JH)

The following staff members have been assigned the duty for the LPC and Physical verification against the months mentioned below. They are requested to verify the quality and quantity of the items such as mess provision and other things of purchase related to the vidyalaya:-

Local Purchase Committee	Physical Verification Committee
April-2015	
1. Mr. P. K. Ojha	1. Mr. N. Chandra
2. Mr. R. P. Vishwakarma	2. Mrs. P. Bala
3. Mrs. Seema Devi	3. Mr. S. K. Jha .
4. Mr. M. Suryavansi	4. Mr. Rupesh Kumar
July-2015	
1. Mr. U. P. Sah	1. Mr. S. Singh
2. Mr. G. Mandal	2. Mrs. I. Chandra
3. Mr. M. Suryavansi	3. Mr. D. D. Mandal
4. PGT (Economics)	4. Mr. R. P. Vishwakarma
August-2015	
1. Mr. N. Chandra	1. Mr. U. P. Sah
2. Mrs. P. Bala	2. Mr. G. Mandal
3. Mr. S. K. Jha .	3. Mr. M. Suryavansi
4. Mr. Rupesh Kumar	4. PGT (Economics)
September-2015	
1. Mr. R. K. Choudhary	1. Mr. P. K. Ojha
2. Mr. S. K. Sharan	2. Mr. R. P. Vishwakarma
3. Mrs. S. G. Bhaya	3. Mrs. Seema Devi
4. PGT (Physics)	4. Mr. M. Suryavansi
October-2015	
1. Mr. S. Singh	1. Mr. M. Alam
2. Mrs. I. chandra	2. Mr. S. K. Sharan
3. Mr. D. D. Mandal	3. Mr. S. Ahmad
4. Mr. R. P. Vishwakarma	4. Mr. Rupesh Kumar

Local Purchase Committee	Physical Verification Committee
November-2015	
1. Mr. M. Alam	1. Mr. S. Singh
2. Mr. S. K. Sharan	2. Mr. G. Mandal
3. Mr. S. Ahmad	3. Mrs. P. Bala
4. Mr. Rupesh Kumar	4. Third Language Teacher
December-2015	
1. Mr. A. K. Sharma	1. Mr. U. P. Sah
2. Mr. S. K. Jha	2. Mrs. Seema Devi
3. Mrs. S. G. Bhaya	3. Mr. S. Ahmad
4. Mr. M. Suryavansi	4. PGT (Commerce)
January-2016	
1. Mr. P. K. Ojha	1. Mr. R. K. Choudhary
2. Mr. R. K. Choudhary	2. Mr. S. K. Sharan
3. Mr. D. D. Mandal	3. Mrs. S. G. Bhaya
4. Mrs. I Chandra	4. PGT (Physics)
February-2016	
1. Mr. U. P. Sah	1. Mr. A. K. Sharma
2. Mrs. Seema Devi	2. Mr. S. K. Jha
3. Mr. S. Ahmad	3. Mrs. S. G. Bhaya
4. PGT (Commerce)	4. Mr. M. Suryavansi
March-2016	
1. Mr. S. Singh	1. Mr. P. K. Ojha
2. Mr. G. Mandal	2. Mr. R. K. Choudhary
3. Mrs. P. Bala	3. Mr. D. D. Mandal
4. Third Language Teacher	4. Mrs. I Chandra

Local purchase committee will verify the lowest rate (at least three rates) of goods from market and purchase cheap and best without compromising the quality.

Principal

JAWAHAR NAVODAYA VIDYALAYA, LALMATIA,
GODDA, JHARKHAND.
INSTITUTIONAL PLANNING
2015 – 2016

APRIL' 15

ACTIVITIES TO BE TAKEN

- Distribution of Text Books among students.
- Start of New Academic Session from 1st April'14.
- Tender notification for various items.
- Formation of various clubs at school level.
- Administration of academic calendar since start.
- Incorporation of science promotion activity,
- Improvement of skill for communication, information Technology and performing arts in academic cum CCA calendar as per instruction of Samiti.
- Selection of Students for migration.
- Improvement test for the students, who could not clear the test.
- Annual Stock Verification.
- Preparation of the Annual Account.
- Notice to all contractual and part time staff.
- Distribution and collection of the JNVST form for the Lateral Entry of CLASS-IX.
- Preparation of new time-table for the current Session'2015-16.
- Procurement of Stationary items for the students.
- Procurement of Uniform items for the students.
- Conduct of PTC Meeting on 2nd Saturday.

MAY '2015

ACTIVITIES TO BE TAKEN

- Result analysis of class Xth & XII.
- Arrangement of proper security in the campus.
- Maintenance and repairing work.

JUNE' 2015

ACTIVITIES TO BE TAKEN

- Lateral entry Examination.
- Administration and supervision of official documents at regular intervals.
- Maintenance and repairing work.
- Arrangement of proper security in the campus.

JULY 2015

ACTIVITIES TO BE TAKEN

- Start of class – VI.
- Developing gardening.
- Preparation for the conduct of Cluster Meet.
- Conduct of Formative Assessment-I.
- Language ability and mathematical ability test on 3rd July for newly admitted class – VI students. Diagnostic test for each subject will be done.
- Major plantation and beautification of Campus.
- Keen attention on the slow learner especially of class – X & XII.
- Unit, Covered will be revised with the help of sample papers, question Banks since start to the end of Session.
- Carrying out of various Co – curricular activities to aid in academics.
- Start of library based activities for students for their Personality enrichment.
- Crash course for newly admitted Class – VI & IX Students.
- PSA related to Social Service.
- Departure of students for migration on 3rd July.
- Reporting of students on migration from JNV Jorhat.
- Formation of PTC Meeting.
- Conduct of 2nd Unit Test.
- Admission of Class-IX under lateral entry.
- Admission of Class-XI for science stream and students opting for Hum. and Com. will be mini- migrated to other JNV, as per the instruction of
- NVS, R/O.
- Commencement of smart class.
- Awareness regarding safety and security measures among the students and staff members.
- Demonstration for safety and security-use of fire extinguisher and

sand buckets.

AUGUST' 2015

ACTIVITIES TO BE TAKEN

- Start of class – VI.
- Language ability and mathematical ability test on 3rd July for newly admitted class – VI students. Diagnostic test for each subject will be done.
- Preparation for the celebration of Independence Day
- Major plantation and beautification of Campus.
- Keen attention on the slow learner especially of class – X & XII.
- Unit, Covered will be revised with the help of sample papers, question Banks since start to the end of Session.
- Carrying out of various Co – curricular activities to aid in academics.
- Start of library based activities for students for their Personality enrichment.
- Crash course for newly admitted Class – VI & IX Students.
- PSA related to Social Service.
- Departure of students for migration on 3rd July.
- Formation of PTC Meeting.
- Conduct of 2nd Unit Test.
- Admission of Class-IX under lateral entry.
- Admission of Class-XI for science stream and students opting for Hum. and Com. will be mini- migrated to other JNV, as per the instruction of NVS, R/O.
- Commencement of smart class.
- Awareness regarding safety and security measures among the students and staff members.
- Demonstration for safety and security-use of fire extinguisher and sand buckets.
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SEPTEMBER 2015

ACTIVITIES TO BE TAKEN

- Celebration of Teachers Day on 5th Sep. with the inculcation of Art of teaching in students and literacy day on 8th Sep.
- Coverage of syllabus as per requirement of 1st Term Test.
- Participation of students in various intelligence test, conducted esteemed institutions
- Population education programmed to nearby areas.
- Conduct of Youth parliament.
- Registration of Class-IX students for CBSE.

- Filling up of the form for the CBSE Examinees, 2016.
- Preparation of the Sports Cluster
- Inauguration of the Wall magazine of English.
- Check the lapses regarding Safety and Security
- Conduct of the First Term Examination.

OCTOBER 2015

ACTIVITIES TO BE TAKEN

- Conduction of 1st term test and evaluation.
- Boosting up of the Board Examinee for Pre- Board Exam
- Academic supervision regarding coverage of syllabus as well as remedial teaching in junior classes.
- Reviewing of pending work, if any, related with academics and administration.
- Autumn break.
- Departure and arrival of the migrated students.
- Distribution and publication of the JNVST forms.

NOVEMBER 2015

ACTIVITIES TO BE TAKEN

- Completion of Syllabus for class X and XII.
- Extensive coaching and revision work for X and XII examinees.
- Accurate remedial measures and counselling for the slow learners.
- Environmental awareness programme to the nearby areas.
- Special Academic Meeting with teachers teaching in X & XII for better CBSE result 2015 – 16.
- Inauguration of wall magazine of Social Studies.
- Work shop of creative/modern Art.

DECEMBER 2015

ACTIVITIES TO BE TAKEN

- Conduction of 1st Pre – Board exam as per instruction of Samiti.
- Competency test for teachers related with computer application in teaching at Vidyalaya level.
- 80 % Coverage of syllabus for classes other than X & XII.
- Addition of Sample papers, Current question bank and aid by samiti to the Board classes.
- Counseling of slow learners with the help of parent and

teachers to enrich the efficiency.

- Scrutiny of the JNVT'16 forms and dispatch of Admit Cards.
- Result analysis of the 1st pre-board examination.
- Academic meeting with Board Class students and teachers.
- Shramdan by students and staffs.

JANUARY 2016

ACTIVITIES TO BE TAKEN

- Conduction of 2nd Pre – Board exam for X & XII.
- Orientation of Board Examinees from the examination point of view.
- Preparation for celebration of republic day.
- Result analysis of 2nd pre-board.
- Preparation for the JNVST'16.
- Celebration of BIHU by migrated students.
- Adopting Tetaria & Simra village for Adult Education-under pace setting activities.
- Inauguration of Science wall Magazine.
- Allotment and Utilisation of Corpus fund as per norms

FEBRUARY 2016

ACTIVITIES TO BE TAKEN

- Completion of syllabus for rest of the classes.
 - Practical exam for the board classes.
 - Income tax
 - Extra coaching for the board classes.
- Boosting up for the board class students.

MARCH 2016

ACTIVITIES TO BE TAKEN

- Classes by 25th of the February.
- Intense coaching to slow learner and required information for bright students.
- Conduction of Internal examination, evaluation and making up of results since 31st March' 2008.
- Collection of data regarding successful candidates in academics, CCA, Sports and Games, etc. for award in Annual day Programme.
- Making arrangement for the AISSE/AISSCE 2016
- Institutional Planning for the session 2016 – 2017.

- Distribution of the text books for the coming session.
- ACR of the running session of the staff members.
- Departure and arrival of the migrated students.
- Pace setting activities after the examination.

Note:

PTC Meeting will be organized every month as per instruction of Samiti.