

MANUAL-1

Particulars of organization, functions and duties

[(Section 4(1)(b)(i)]

1. Aim and objectives of the organization:

Navyug Schools were established to impart free quality education on Public School lines to the gifted children of the weaker sections of the NDMC area and New Delhi Parliamentary Constituency are residents. Navyug Schools provide all facilities and opportunities for the all round development of the children.

2. Mission/Vision

- to establish, endow, maintain, control and manage schools and to do all acts and things necessary for or conducive to the promotion of such schools which will have the following objectives:
- to provide good quality modern education including a strong component of inculcation of values, awareness of environment, adventure, activities and physical education to the talented children predominantly from the lower middle income group without regard to their families' socio economic condition.
- To provide facilities at a suitable stage, for instruction through a common medium, i.e. Hindi and English.
- To offer a common co-curriculum for ensuring comparability in standards and to facilitate and understanding of the common and composite heritage of people.
- to do all such things as may be considered necessary, incidental or conducive to the attainment of all or any of the objectives of the Society.

3. Brief History and background for its establishment

In the series of Navyug Schools the first school came up at Sarojini Nagar in the year 1973 which was Class-VI onwards. Other Navyug Schools were started from the year 1980 onwards (Peshwa Road (1981), Laxmibai Nagar (1982), Lodhi Road (1983), Moti Bagh (1980), Vinay Marg (2000), Tilak Marg (1993), Mandir Marg (1995) and Pataudi House (1995). Presently the Society runs 5 Sr. Secondary School, 1 Secondary School and 3 Primary Schools. One more Primary Navyug School has been opened this year at Dharbhanga House building and one more NDMC Primary School of Jor Bagh has been converted into the Navyug School, Jor Bagh from this academic session.

Earlier there were two separate Board of Governors one for Navyug School, Sarojini Nagar and second for other Schools. In the year 1992 the Navyug School Educational Society was established by merging both the Board of Governors. The Society is registered under Societies Registration Act XXI of 1860.

4. Organizational Charts:

A. Constitutional Chart

- General Body
- Board of Governors
- Chairperson
- Member Secretary
- Treasurer

B. Administrative Chart

		MEMBER SECRETARY		
DEPUTY DIRECTOR Administrative Officer Asstt. Accountants Officer(Part Time) Stenographer Jr. Clerk-cumtypist		O.S.D.(ACADEMICS) Data Entry Operator	ACCOUNTS OFFICER Accountants clerk Jr. Clerk-cum-typist	Heads of various Navyug Schools Officer Managers/ Accounts clerks Jr. Clerks Teaching Staff

5. Allocation of business

- **General Body**

- To confirm the minutes of the previous meetings
- To consider and adopt the annual report whenever it is done
- To consider and adopt the statement of account and balance sheet whenever it is due
- Consideration and approval of the Budget whenever it is due
- Consideration of the subjects of which notice has been given
- Consideration of such matters that have been tabled in the meeting
- Consideration of matters not included in the Agenda but which are brought before the Governing Body with the permission of the Chairperson.

- **Board of Governors**

- Confirmation of the minutes of the previous meeting
- Business arising out of the previous minutes
- Consideration and adoption of the annual report whenever it is due
- Consideration and adoption of the statement of accounts and balance sheet whenever it is due
- Consideration and approval of budget whenever it is due
- Consideration of the subject on which the notice has been given
- Consideration of such matter as has been tabled for the meeting
- Consideration of the matters not included in the agenda but which are brought before the Governing Body but with the permission of the Chairperson

- **Chairperson**

- The Chairperson shall be the executive head of the Society and subject to any decision that may be taken by the Governing Body
- Shall preside over a meeting of Governing Body
- Shall exercise general and control over all schools
- Shall have other powers and duties as may be assigned and delegated by the governing Body in accordance with the aims and objects of the Society
- Shall prescribe the duties of all the officers and staff of the Society
- Shall exercise supervision and control as may be necessary, subject to rules and regulations and condition as may be framed after
- May with the concurrence of the Governing Body delegate all his powers and functions to any other officer or authority appointed or established under the rules

- **Member Secretary**

- Shall be responsible for fair and efficient administration of the Society
- Shall be in charge for the day to day administration
- Shall keep and maintain register and books, papers and record of the Society
- Shall prepare the annual report
- Shall be in charge of correspondence and communication of the Society
- Shall prepare agenda for the meeting of the General Body and the Governing Body and issue notices of such meetings

- **Treasurer**

- shall be responsible for the maintenance of books of accounts
- shall be responsible for the proper expenditure and maintenance of funds and accounts
- to arrange for the annual audit and preparation of balance sheet of the Society
- to receive the money and remit them in the bank or banks as decided by the Governing Body
- to pay money on proper sanction

6.Duties to be performed to achieve the mission

Running Educational Institutions in NDMC area called Navyug Schools

7.Details of services rendered

Imparting school education

8. Citizens interaction

9. Postal address of the main office, attached/subordinate office/ field units etc.

S.No.	Office/School	Address
1.	Head Office	N.P. Primary School, Hanuman Road, New Delhi-110001
2.	Navyug School, Sarojini Nagar	I-Avenue, Sarojini Nagar, New Delhi
3.	Navyug School, Peshwa Road	Gole Market, New Delhi-110001
4.	Navyug School, Laxmibai Nagar	Laxmibai Nagar, New Delhi
5.	Navyug School, Lodhi Road	Lodhi Road, New Delhi
6.	Navyug School, Moti Bagh	North West Moti Bagh, New Delhi
7.	Navyug School, Vinay Marg	Chankya Puri, New Delhi
8.	Navyug School, Tilak Marg	Tilak Marg, New Delhi
9.	Navyug School, Mandir Marg	Mandir Marg, New Delhi-110001
10.	Navyug School, Pataudi House	Pt. Ravi Shankar Shukla Lane, New Delhi
11.	Navyug School, Darbhanga House	Darbhnaga Lane, New Delhi
12.	Navyug School, Jor Bagh	Jor BAGH, New Delhi

10. Map of office location

11. Working hours both for office and public

- Head Office 9.00 A.M. to 5.30 P.M.
- School hours Senior 8.00A.M. to 2.30 P.M.

Primary 8.00 A.M. to 2.30 P.M.

School Office 9.00 A.M. to 4.00 P.M.

12. Public interaction, if any

13. Grievance redress mechanism

Deputy Director, NSES , Head Office, N.P. Primary School, Hanuman Road, New Delhi-110001 Timings: 11.00 A.M. to 12.00 Noon and 3.00 P.M. to 4.00 P.M. on all working days.

In case of non-redressal individuals can also approach the Director NSES for all problems at Room No. 7014, 7th Floor N.D.M.C, Palika Kendra New Delhi-110001 Timings: 3.00 P.M. to 4.00 P.M. on all working days.