

**JAWAHAR NAVODAYA VIDYALAYA, MUDIPI, DAKSHINA KANNADA DISTRICT**

**DUTY MASTER REPORT**

**Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_

(To be filled by MOD himself/herself & handed over to Principal before Morning Assembly on next day)

**Name of the MOD :** \_\_\_\_\_ Design. \_\_\_\_\_

**PART - I**

**REPORTING:-**

- [A] (i) Morning P.T. Started at \_\_\_\_\_ AM  
 (ii) Teachers Present on ground were 1.....; 2.....;  
 3.....; 4.....;
- [B] (i) Morning Assembly started at \_\_\_\_\_ AM. House on Duty.....  
 (ii) Names of teacher not present 1.....; 2.....;  
 3.....; 4.....;  
 (iii) The attendance & other details in "Consolidate Class Attendance Register" were verified & Signed:- Yes / No
- [C] (i) Break fast started at \_\_\_\_\_ AM.  
 (ii) Items served as per menu for the day **Yes/No**  
 (iii) Name of Students (With their House) who were present in the Vidyalaya but did not take breakfast 1.....; 2.....  
 3.....; 4.....;  
 (iv) Name of the teachers present on duty 1.....; 2.....;  
 3.....; 4.....;
- [D] (i) Lunch started at \_\_\_\_\_ P.M.  
 (ii) Item served as per menu for the day : **Yes/No**  
 (iii) Name of the teachers present on duty 1.....; 2.....  
 3.....; 4.....;  
 (iv) Name of the students who were present in the Vidyalaya but did not take lunch  
 1.....; 2.....; 3.....;  
 4.....; 5.....; 6.....
- [E] Remedial / Supervised Classes (Afternoon)  
 (i) Remedial/Supervised classes were conducted in Academic Block from \_\_\_\_\_ PM to \_\_\_\_\_ PM  
 (ii) The attendance of students was recorded in concerned register which was verified by me. Yes / No  
 (iii) Name of the teachers present on duty 1.....; 2.....  
 3.....; 4.....;
- [F] Evening Games & Sports started at \_\_\_\_\_ PM.  
 (i) Teachers playing with students were : 1.....; 2.....  
 3.....; 4.....;  
 (ii) Total \_\_\_\_\_ students were present on the ground. Games over by \_\_\_\_\_ PM.
- [G] Distribution on of snacks was made at \_\_\_\_\_ PM under the guidance of Mr. / Ms  
 1. \_\_\_\_\_; 2. \_\_\_\_\_ & every student received the snacks.  
 (i) The attendance of students was recorded in concerned register which was verified by me. **Yes / No**
- [H] **Evening Supervised Classes** (After Games)  
 (i) Supervised Classes were conducted from \_\_\_\_\_ PM to \_\_\_\_\_ PM at \_\_\_\_\_ (Place)  
 (ii) The Teachers present on duty 1.....; 2.....  
 3.....; 4.....;  
 (iii) The Attendance of students was recorded in concerned register which was verified by me. **Yes / No.**
- [I] **Dinner** started at \_\_\_\_\_ PM.  
 (i) Items served as per menu for the day : **Yes/No**  
 (ii) Teachers present on duty 1.....; 2.....  
 3.....; 4.....;  
 (iii) Name of the students who were present in the Vidyalaya but did not take dinner  
 1.....; 2.....;  
 3.....; 4.....;

**PART - II**

**[J] Attendance during various activities**

Activity	Strength	Present	Leave	Sick	On duty	NR	Absent	Total
Morning PT								
Morning Assembly								
Remedial/ supervised study (afternoon)								
Evening games								
Evening supervised study (After games)								

**Note:- OD : On duty; NR: Not Reported in the school after leave/vacation.**

**[K] House Masters to submit the Night Roll Call details to MOD**

Strength	Boys						Girls			
	Aravali	Nilgiri	Shivalik	Udaigiri	Jr.I	Jr.II	Aravali	Nilgiri	Shivalik	Udaigiri
Strength										
Present										
Leave										
Sick										
OD										
NR										
Absent										
Total										

	Strength	Present	Leave	Sick	OD	NR	Absent
Boys							
Girls							

NOTE: Details of absentees should be intimated to Principal/Vice Principal immediately.

**PART - III**

**[L] Details of Sick students (List is to be handed over by staff nurse and HM to MOD)**

**a. Details of students referred to hospital for medical treatment**

Sl. No.	Name of Sick Student	Class	House	Nature of illness	Sign. Of Staff Nurse	Sign. Of HM
1						
2						
3						
4						
5						
6						

**b. Details of students who were permitted by the staff nurse to take rest in MI room/Dormitory.**

Sl. No.	Name of Sick Student	Class	House	Nature of illness	Sign. Of Staff Nurse	Sign. Of HM
1						
2						
3						
4						
5						

**[M] Any Celebration / Special event of the day .....**

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**[N] Safety concerns noticed, if any .....**

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**[O] Any untoward incident/important observations brought to the notice of Principal**

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**(Sign. of MOD)**

Action initiated by Principal on MOD report:-

\_\_\_\_\_

\_\_\_\_\_

**(Sign. of Principal)**

Note:-

- Any untoward incident or any other matter requiring immediate attention of the Principal should be brought to his notice without any delay.
- If this report is not received by Principal before Morning Assembly, he should immediately call the MOD
- Attendance taken during different activities/timings by the concerned teacher in-charge is to be submitted to MOD.