

REPORT OF TRAINING OF ECP, LAB ATTENDANTS, COOKS AND MESS HELPERS

SUBJECT: SENCITIZATION OF SAFETY MEASURES

This training was conducted in Jawahar Navodaya Vidyalaya Lucknow from 7th January 2020 to 11th January 2020 in two phases. The training for ECP and Lab attendants was scheduled from 7th January 2020 to 9th January 2020 and the training of Cooks and Mess Helpers was scheduled from 7th January 2020 to 11th January 2020. Both trainings ran concurrently.

The schedule of training was as under:

S.NO	PARTICULARS	TIME	TYPE	REMARKS
1	MORNING TEA	6.00 AM	ECP, LA,	COMMON FOR ALL
2	BREAKFAST	8.00 AM TO 9.00 AM	COOK, MH	
3	SLOT I	9.00 AM TO 11.00 AM	ECP, LA, COOK, MH	7 TH JANUARY-INAGURAL FUNCTION COMMON FOR BOTH TRAININGS
			LA	8 TH JANUARY-RESOURCE PERSON-SHRI A.K. SINGH PGT PHYSICS BAL VIDYA MANDIR CHARBAGH LUCKNOW/SHRI SHAKTI PRAKASH SINGH, PGT BIOLOGY.
			ECP	-RESOURCE PERSON-SHRI V.K. BAJPAI, PRINCIPAL, JNV LUCKNOW
			ECP, LA, COOK, MH	9 TH JANUARY- RESOURCE PERSON-SHRI SHAKTI PRAKASH SINGH/SHRI P.P. SHUKLA, JNV LUCKNOW
			COOK AND MH	10 TH JANUARY-RESOURCE PERSONS-SHRI AJAY AWASTHI-CHIEF CHEF PICARDILY HOTEL LUCKNOW AND SHRI ABHIJEET SENIOR TRAINING MANAGER PICARDILY HOTEL LUCKNOW
			COOK AND MH	11 TH JANUARY- RESOURCE PERSON -SHRI PRABHAT MARWAHA VICE PRINCIPAL JNV LUCKNOW
4	TEA BREAK	11.00 AM TO 11.30 AM		
5	SLOT II	11.30 AM TO 1.30 PM	ECP, LA, COOK, MH	7 TH JANUARY -RESOURCE PERSON-SHRI PRP RAO ASSTT. COMMISSIONER NVS RO LUCKNOW-COMMON INTERACTION
			ECP	8 TH JANUARY-RESOURCE PERSON-SHRI MAHESH CHANDRA, FOREMAN ITI

				ALIGANJ LUCKNOW- CONTINUED
5	SLOT II	11.30 AM TO 1.30 PM	LA	-RESOURCE PERSON- SHRI A.K. SINGH PGT PHYSICS BAL VIDYA MANDIR CHARBAGH LUCKNOW
			ECP, LA, COOK, MH	9 TH JANUARY-RESOURCE PERSON-SHRI G. CHANDRAMOULI, DEPUTY COMMISSIONER, LUCKNOW
			COOK, MH	10 TH JANUARY- RESOURCE PERSON- SHRI AJAY AWASTHI CONTINUED.
			COOK, MH	11 TH JANUARY- VALICTORY FUNCTION AND DISTRIBUTION OF CERTIFICATES, GROUP PHOTOGRAPH ETC.
6	LUNCH	1.30 PM TO 2.30 PM		
7	SLOT III	2.30 PM TO 4.00 PM	ECP	7 TH JANUARY-RESOUCE PERSON-SHRI PREM PRAKASH SHUKLA LIBRARIAN JNV LUCKNOW
			LA	RESOURCE PERSON – SHRI SHAKTI PRAKASH SINGH, PGT BIOLOGY, JNV LUCKNOW
			LA	8 TH JANUARY -RESOURCE PERSON-SHRI A.K. SINGH PGT PHYSICS BAL VIDYA MANDIR CHARBAGH LUCKNOW
			ECP	-RESOURCE PERSON SHRI MAHESH CHANDRA, FOREMAN, ITI ALIGANJ LUCKNOW.
			ECP	9 TH JANUARY- RESOURCE PERSON -SHRI ARUN KUMAR, PGT ENGLISH, JNV LUCKNOW
			LA	- RESOURCE PERSON – SHRI SHAKTI PRAKASH SINGH, PGT BIOLOGY, JNV LUCKNOW
			COOK, MH	- RESOURCE PERSON -SHRI PRABHAT MARWAHA, VICE PRINCIPAL, JNV LUCKNOW
			COOK, MH	10 TH JANUARY- RESOURCE PERSON- OFFICE SUPERINTENDENT KANPUR NAGAR,

8	TEA BREAK	4.00 PM TO 4.30 PM		
9	SLOT IV	4.30 PM TO 6.00 PM 6.00 PM TO 6.30 PM	ECP	7 TH JANUARY-RESOURCE PERSON -SHRI PREM PRAKASH SHUKLA, LIBRARIAN, JNV LUCKNOW
			COOK, MH	PREPARATION OF DINNER BY GROUP-I
			ECP	8 TH JANUARY- RESOURCE PERSON -SHRI SHAKTI PRAKASH SINGH
			COOK, MH	PREPARATION OF DINNER BY GROUP-II
			ECP	9 TH JANUARY- VALIDICTORY FUNCTION AND DISTRIBUTION OF CERTIFICATES
			COOK, MH	-PREPARATION OF DINNER BY GROUP-III
			COOK, MH	10 TH JANUARY- PREPARATION OF DINNER BY GROUP-IV
10	FREE TIME			
11	PRACTICALS AND HOMEWORK	6.30 PM TO 7.30 PM	COOK, MH	7 TH JANUARY TO 10 TH JANUARY – CONTINUED AS ABOVE IN SLOT-IV
12	DINNER	8.00 PM TO 9.00 PM		

7th JANUARY 2020:



SLOT -I: The inaugural function started with garlanding the goddess of Knowledge. It was followed by brief welcome address by the venue Principal Shri V.K. Bajpai. This was followed by the key note address by the worthy Course Director Shri PRP RAO. He spelled out the objectives of this training programme in brief. He said that it was mandatory for the ECPs, LAs, MHs and COOKS to have this training for the purpose of promotion. He clarified that this training is not designed to test their knowledge but it is a

different kind of training which lays stress on the practical aspect and aims to find the solutions to the problems faced in the Vidyalayas in discharge of their legitimate duties. Finally, the Vice Principal of the Vidyalaya delivered the vote of thanks. He spelled out the ground rules to be followed during the entire training programme. He gave the working mobile numbers of the stake holders to contact regarding logistic support. He concluded his address by thanking NVS RO for giving opportunity to organise the training programme at this venue.

SLOT-II: The slot was common for all participants. The Assistant Commissioner Shri PRP RAO, listened to the problems faced by the participants in their Vidyalayas while discharging their duties and the other issues which lay unsettled at Vidyalaya or RO level and replied to each of them to their satisfaction.



SLOT-III: The points taken up for discussion in detail were:

For ECPs

- He has to ensure the proper supply of water and electricity in the houses.
- He should visit each house every day, check the fittings and fixtures inside the houses and repair or replace in case of damaged or broken.
- He has to ensure that no wiring is left open which may cause security hazards to the inmates.

For LAs:

- Duties and responsibilities of lab attendants were discussed like cleanliness of lab etc.
- Safety of the lab like presence of LA during practical and use of fire extinguisher is must and should be learnt.
- Proper lighting of lab

SLOT-IV, Practicals and H.W:

For ECPs

- He should ensure that electric wiring and points are to be kept in order.
- The distribution boxes of electricity should be locked and the keys of the same should be in his possession only. In case he is on leave the same should be handed over to the Principal who should give the keys to PGT Phy. Or any other employee who is well versed with electric wires that to in emergency.
- Loose wiring and connections must be immediately repaired.

For LAs:

- Display of schedule of practical of all the classes class IX to XII should be done.

- Refrushing of instruments should be done. That is how to clean and repair small instruments and its parts.
- Collaboration of Data Analysis.

For MH, Cooks: Preparation of Dinner by Group-1

8th JANUARY 2020:

SLOT -I:

For ECPs:

- Types of leave rules.
- Pay anomalies.
- Work related injuries and illness leave.

For LAs:

- How to identify the type of fire extinguisher and how to operate it.
- Type of fire extinguisher A, B, C, D and F.
- A-Wood and Paper B-Oil and Greece, C-Electric Appliances D-Petroleum Product, F-Kitchen
- On the basis of colour and material- 3 types: Pink colour, water based, Blue-Powder Based, Purple-Carbon di oxide based.
- Operation on the Principal of PASS. P-Pull the pin, A-Analyse the point, S-Spray the material, S-Swirl the extinguisher.

SLOT-II:

For ECPs:

- Discussion about various kinds of leaves available to them.
- Its nature, availability
- Rules off leave.

For LAs:

- Importance of Practical.
- Coordination between student and teacher during practical.
- Safety measures.
- Identification of dangerous points in the laboratory.
- Maintenance of medical kits and its medicines.
- Use of multimeter in physics lab.
- Importance of cell and battery in physics lab.

SLOT-III: The points taken up for discussion in detail were:

For ECPs

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- He should visit each house every day, check the fittings and fixtures inside the houses and repair or replace in case of damaged or broken.
- He has to ensure that no wiring is left open which may cause security hazards to the inmates.

For LAs:

- Preservation of specimens in laboratory.

- Precaution from harmful chemicals.
- Blood group and RH factor correlation.

SLOT-IV, Practicals and H.W:

For ECPs

- He should ensure that electric wiring and points are to be kept in order.
- The distribution boxes of electricity should be locked and the keys of the same should be in his possession only. In case he is on leave the same should be handed over to the Principal who should give the keys to PGT Physics. Or any other employee who is well versed with electric wires that to in emergency.
- Loose wiring and connections must be immediately repaired.

For LAs:

- Types of fire extinguishers and its use in laboratory.
- Cleanliness of microscope and its use.
- Type of lens and method of identification of lens.
- Types of slide and its method.

For MH, Cooks: Preparation of Dinner by Group-II

9th JANUARY 2020:

SLOT -I:

- How to operate apparatus/instrument in lab.
- How to get accurate data during practical-discussion.
- Maintenance of stock register and lab record was discussed.
- Identification and discussion of different chemicals present in lab.

SLOT-II:





For ECPs:

- Identification of dangerous points in school campus
- Maintenance of switchboards for the safety of students.
- Proper maintenance of electric panel.
- Proper arrangement of running water in School campus as per requirement.
- Taping of open wire.
- Immediate replacement of broken tap.
- Proper arrangement to keep the students away from OHT.
- Proper arrangement of light in school campus.
- Safety and security of students from insects.
- Proper maintenance of Solar Panel, geezers etc.

For LA:

- Role and duty of lab attendants.
- Importance of labs for educational growth of students.
- Importance of Practicals.
- Use of fire extinguishers.
- Identification of dangerous points in the school campus.
- Presence of LA during Practicals.
- Special attention during chemistry Practical
- Cleanliness of lab and its equipment.
- Maintenance of records of practical in a proper manner.
- Safety and security during Practical.
- Proper arrangement of water supply during practical.
- Special attention on abnormal students during practical.

For Cooks and MH:

- Cleanliness of mess and its surrounding.
- Cleanliness of mess workers.
- Personal hygiene
- Maintenance of gas pipeline and process of its safe use.
- How to keep dogs etc. away from mess.

- Cleanliness of rice, grain, wheat, etc.
- Method to serve the meals to students and teacher.
- Preparation of tasty food to avoid wastage.
- Running water supply in mess.
- Proper light arrangements in mess.
- Safety and security of students from food poisoning etc.
- Good relationship between mess staff should be maintained for healthy environment.

His address was heard with rapt attention even up to half an hour after lunch break.

SLOT-III:

For ECPs

- Some trees are below the electric line. Whenever branches grow it touches the HT line and sparks dangerously. This should be regularly checked and it must be ensured by trimming of trees that this does not happen any time.
- The broken railing of stairs should be got repaired immediately.
- Maintenance of electricity complaint register house wise and in general for Vidyalaya employees and its regular monitoring.

For LAs:

- Maintenance of stock registers of labs in proper manner both consumable and non-consumable.
- Washing of apparatus and equipment before conduct of practical.
- Ensure that the students do their practical in a proper manner and then leave the lab properly.
- Use of Aprons should be made mandatory especially during chemistry practical to ensure safety and security of students.

SLOT-IV, Practicals and H.W:

For ECPs AND LAs:

- **VALIDICTORY FUNCTION WAS ORGANISED.**
- **TWO PARTICIPANTS SPOKE ABOUT GAINS OF THIS TRAINING PROGRAMME.**
- **CERTIFICATES AND RELIEVING ORDERS WERE DISTRIBUTED TO THE PARTICIPANTS.**

For MH, Cooks: Preparation of Dinner by Group-III

10TH JANUARY:

The resource persons of the day were Mr. Ajay Awasthi, Chief CHEF of Hotel Piccadilly and the Senior Training Manager Mr. Abhijeet. They arrived in the venue by 8.45 AM. They were accorded a warm welcome. The first two slots were taken by Mr. Awasthi and the Third Slot was taken by Mr. Abhijeet.



SLOT 1 and II:

- Brief introduction of participants.
- He listened to the problems being faced by the mess helpers and cooks in smooth functioning of mess.
- He provided feasible solution to each of them.
- He told the techniques of cooking food with minimum oil and Ghee.
- He cautioned towards the use of NAYA CHAWAL.
- He told to purchase Ghee, oil, Dals etc. in pouches instead of Tins and Sacks. This will be ensured in the next financial year during tendering process.
- He told how to cook chapattis.
- He cautioned towards the use of oil in poories.
- He told to adhere to time management strictly so that the mess employees get sufficient rest.
- He told that the mess employees should work as a team to ensure smooth functioning of mess.
- He told to ensure food safety by HACCAP fssai (Food Safety and Sanitation Authority of India) rule which is internationally accepted. We at Lucknow have downloaded this rule and hence forth it will be ensured.

SLOT III :

- He inspected the Vidyalaya Mess.
- He was more or less satisfied with its upkeep.
- He expressed satisfaction over the cleanliness of mess and its surrounding areas.
- He was happy about the discipline being maintained in mess during lunch.
- He also suggested that dress should be provided to the permanent employees of mess.
- He also suggested that regular health check up of mess employees should be ensured.
- He told few tips of serving food like holding glass from the bottom instead of holding it from top.

- He suggested that from hygienic point of view their hairs should be small and covered. Disposable globes be used while serving food.

SLOT-IV: Preparation of dinner by group IV.

11th JANUARY:

SLOT-1: It was taken by the Vice Principal of this Vidyalaya. He discussed the following points:

- Role of CA, MH, SN, COOK, VICE PRINCIPAL in mess and their duties.
- Procedure of Procurement of Goods and procedure of their verification involving students and staff.
- Role of House Masters in mess was also discussed.
- Maintenance of discipline in mess during meals was discussed.
- Strict adherence to Donga System during meals was stressed.
- Mess Employees were cautioned against using rough language to students and staff.

SLOT-II:

- **VALIDICTORY FUNCTION WAS ORGANISED.**
- **TWO PARTICIPANTS SPOKE ABOUT GAINS OF THIS TRAINING PROGRAMME.**
- **CERTIFICATES AND RELIEVING ORDERS WERE DISTRIBUTED TO THE PARTICIPANTS.**

