



## केन्द्रीय विद्यालय संगठन(मु0)

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**KENDRIYA VIDYALAYA SANGATHAN (HQ)**

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No.F.1-21/2015/KVS/ADC(Acad.)

Date : 16 /12/2015

The Deputy Commissioner  
Kendriya Vidyalaya Sangathan  
All Regional offices

**Sub: Ensuring optimum utilization of resources and facilities available in KVs.**

**Madam/Sir**

As a pace setter organization KVS has always been striving for the excellence in the field of academics. It has been a consistent effort by KVS to enrich, equip and upgrade the resources for facilitating the pedagogy. For this several initiatives have been taken up for facilitating conducive learning atmosphere in the Vidyalayas thereby enriching and ensuring optimum utilization of resources in technology already existing in the Vidyalayas.

### **Resources Available in the Vidyalayas -**

1. **Computer labs** –Every Vidyalaya has one or more computer labs with required number of computers, broad band connectivity, internet facilities and interactive boards in it.
2. **e-class rooms**- To keep pace with the dynamic scenario in pedagogy all around and to meet the international standard in the teaching learning process, the Vidyalayas have been provided with multimedia projectors, LCD, video lectures, e-content and other electronic aids for facilitating virtual classroom concept.
3. **Resource Rooms**- With the objective of strengthening Primary education, state –of-art resource rooms have been developed with duplicators, LCDs, TVs, interactive boards etc for stimulating interest of the students towards learning. Provisions of video films and documentaries have also been made available to supplement concept development.
4. **Laboratories**- Vidyalayas having+2 level classes have Physics, Chemistry, Biology labs. These labs are equipped with all the latest necessary gadgets for facilitating learning. Each of these labs has interactive boards and LCD projector for better understanding of the students.
5. **Library**- Automated libraries with bar coding and e-books have converted these libraries into accessible e-learning portals. It has provided instant information to the students to upgrade their contents and knowledge.

6. Junior Science Labs, Maths labs Geography labs etc- With the sole idea of inculcating experimentation and innovation each Vidyalaya has been asked to develop these Labs for helping the middle segment of the students i.e., Secondary classes (VI to X) in Science & Maths and Senior secondary classes in Humanities stream with an objective to provide an opportunity to these students in enhancing their skills for better understanding of the complex concepts of Science and Maths.

Some observations regarding Utilization:

Though the process of developing resources and their regular upgradation is a continuous and regular feature of KVS, yet the feedback received about the utilization of the resources is not very encouraging.

Following observations are worth mentioning in this matter:-

1. It is observed that the computer labs are not put to the optimum use.
2. Even when they are used they lack quality use.
3. Teachers are using these resources more for short-term goals rather than using them for enhancing the learning of students.

As a result, the very purpose of achieving academic excellence through resource development takes a back seat. Therefore, there is an urgent need to pay special attention on this aspect and ensure the effective use of the resources available in KVs to its optimum level.

#### Ensuring qualitative measures for the effective use of these resources:-

For the effective utilization of these resources the Principal as well as the teachers need to plan and execute the same in their daily schedule and also aim at active participation of students in the proper utilization of resources.

Some of the strategies which could be adopted for motivating the students:-

- Deliver video/PPTs (including lecturers)
- Create discussion forums for students.
- Add well designed and graded quizzes for assessment.
- Create links to other websites and materials.
- Organize assignments and lessons (weekly) topic wise.
- Link to reading assignments.

It is said that 'variety and creativity are the spice of teaching'. Therefore these resources (computers, smart boards, multimedia etc.) should be made available to all the subject teachers. They may use the available facilities in the following three phases of teaching:

#### Pre-teaching-

- To kindle interest and curiosity of the learners on the given topic
- To make reading an act of pleasure instead of burden.
- For remediation of weak students.
- To create confidence among the students that they can understand the topic well.
- To engage the students for deeper understanding of the concept.
- For getting background information of the topic going to be learnt.

In Teaching:-

- For utilizing ICT only for selective and identified areas where normal teaching may take more time.
- For reducing teacher domination for giving way to productive interaction.
- For enhancing qualitative learning.
- As an additional tool of pedagogy.
- For breaking the monotony of the lesson.
- To ensure participation of every student
- To make the Teaching-Learning process more participatory.

Post Teaching-

- As a reinforcement
- As a tool of assessment

The Performance of the students can be judged through assignments like question-answer series, quizzes, graded assessment, interactive sessions and various other methods.

How to meet this objective of optimum utilization of available facilities.

Advance notice regarding allocation of facilities

The time-table In-charge will ask for requisition from all the teachers for the next week. The teachers will be required to mark the day, period and class for which the facility is required to be utilized. They would also make it clear for which purpose they want to use the facility- Pre-teaching, In-teaching or Post-teaching.

The time table In-charge will inform the teacher whether these facilities are available on the desired date. This exercise must be complete by Friday every week.

In each Computer Lab/E Classroom/Resources Room/Lab/Library, there should be a planner on which each teacher may record details such as Name of the Teacher, Designation, Class/Section, Subject, Chapter, Purpose of usage etc. The Lab/Resource Room In-charges should be intimated by the Time Table Incharge about the requirement who in turn will inform the students well before the time.

Each Lab/Resource Room/Department should have a time table and the time table should be framed in such a way that it is known to the students one week in advance.

Each Friday should be fixed as a block period in time table for using the resource rooms, e-content, computer rooms other than the regular computer period.

One teacher should be made the in charge for e-class-room. He/ She will maintain a register for the presentation made on daily basis by the different teachers.

Utilisation of the facilities and keeping record of usage.

All the In-charges of the facilities viz. e-classroom, computer lab, resource room of Science Lab, Mathematics Lab etc. should maintain a register in which the utilization history should be recorded which should include among others; Name of the teacher, Subject, Class, Section, Topic, Purpose, Period etc.

Monitoring by the Regional Office

Deputy Commissioners and Assistant Commissioners should closely monitor the effective utilization of resources available in the Vidyalaya. During the inspection, the e-classrooms, labs, resource rooms should invariably be inspected by the concerned Assistant Commissioners vis-à-vis the usage register. They should specifically mention about the utilization of the resources, in terms of frequency and effectiveness.

The Deputy Commissioner of the Region should instruct Principals of the KVs under her/his jurisdiction suitably and provide formats to be used by the Time Table Incharge and the Incharges of the e-Classrooms, Computer Labs, Resource Rooms etc.

The Principal being the head of the institution is duty bound to see that the resources are put to judicious use for the betterment of the students and achieving the desired results.

Your action taken report should reach the undersigned on or before 31<sup>st</sup> January 2016.

Yours faithfully,

  
(UNKHAWARE)

ADDITIONAL COMMISSIONER(ACAD)

**Copy to:**

- 1 & 2. JC(Acad.)/DC(Acad.)/RR with the request to analyse the reports and follow up.
3. DC(EDP) to upload on KVS website.
4. Asstt Director, Rajbhandra for translation, pl.