



केन्द्रीयविद्यालयसंगठन/KENDRIYA VIDYALAYA SANGATHAN
(Min. of HRD, Deptt. of Education, Govt. of India)

18-संस्थागतक्षेत्र/18-Institutional Area

शहीदजीतसिंहमार्ग /ShaheedJeet Singh Marg

नईदिल्ली-110016 /NEW DELHI – 110016

Tel: 26858566-211, Fax No.26514179

WWW.KVSANGATHAN.NIC.IN

F. 110345/01/2016-KVS(HQ)/Acad/ 3076-3100

दिनांक 17/07/2017

उपायुक्त,
केंद्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय

विषय : केन्द्रीय विद्यालय संगठन में पर्यवेक्षण नीति में परिवर्तन से संबन्धित ।

महोदया/महोदय,

उपरोक्त विषय के अंतर्गत केन्द्रीय विद्यालयों में बँक टू बेसिस, विद्यालय योजना एवं निर्धारण उपकरण को लागू करने की आवश्यकता को देखते हुए संशोधित शैशिक पर्यवेक्षण उपकरण संलग्न है ।

सभी उपायुक्त, केंद्रीय विद्यालय संगठन को निर्देश किया जाता है कि आपके आधीन सभी केन्द्रीय विद्यालयों में शैशिक पर्यवेक्षण उपकरण को जल्द परिचालित करे । तथा इस की एक प्रति समस्त केन्द्रीय विद्यालयों में भेजी जाए ।

यह पत्र सक्षम आधिकारी की अनुमति से जारी किया जाता है ।

भवदीय
म. विजयलक्ष्मी
(डा० वी० विजयलक्ष्मी) 17/7/17
संयुक्त आयुक्त।(शैक्षिक)

संलग्न : उपरोक्त

**GUIDELINES FOR
ACADEMIC SUPERVISION OF KENDRIYA VIDYALAYAS**



**KENDRIYA VIDYALAYA SANGATHAN
NEW DELHI**

Kendriya Vidyalaya Sangathan

Guidelines for Academic Supervision of Kendriya Vidyalayas

1.0 INTRODUCTION

Supervision of the schools is primarily carried out to assess their quality and / or performance and also facilitate continuous progress of school. It also aims to identify the strong and weak areas of the schools so as to facilitate their effective functioning. As per the supervision and monitoring mechanism, this process is by and large carried out by an independent, external agency in most systems across the world. However, a number of school systems also use their in-house expertise as it is being done presently in Kendriya Vidyalayas. KVS has developed an effective mechanism to achieve all objectives of Vidyalaya Supervision.

NCF-on School Monitoring:-

- Monitoring for quality must be seen as a process that enables and provides constructive feedback in relation to the teaching and learning process with in specific classroom contexts.
- The monitoring system put in place must be carefully analyzed in relation to its objectives, and the norms and practices that are to be institutionalized to achieve the objectives. It must provide for sustained interaction with individual schools in terms of teaching learning process within the classroom contexts.

1.1 OBJECTIVES

- (i) To observe the functioning of the Kendriya Vidyalayas in different areas namely, Infrastructure, Academic, Administrative, Finance, Planning, Efforts, Achievement, Recognition and feedback from various stakeholders.
- (ii) To verify the actual status with the Vidyalaya Plan prepared by the Principals in terms of :
 - a) Targets
 - b) Efforts
 - c) Key result areas

- d) Major achievements
 - e) Major deficiencies
- (iii) To identify the strong and weak areas of the Vidyalaya in terms of academics/ infrastructure.
 - (iv) To link the progress made by the KV in the light of the suggestions made by the inspecting team and the commitments made by the Principal during the previous supervision.
 - (v) To facilitate self development through setting benchmark for continuous progress
 - (vi) To inform the KVs about the innovative practices, achievements made by other KVs, Educational Institutions in various areas.
 - (vii) To sensitise the teachers, staff and Principal on various issues related to the functioning of the school.
 - (viii) To promote model teaching lessons etc. to the teachers
 - (ix) To identify grey areas of teaching learning processes and suggests measures for improvement
 - (x) To evaluate, not only the teaching - learning process but also the learning outcomes at each level as decided by the NCERT document.
 - (xi) To motivate the teachers to use multiple methods, tools including activity based teaching, ICT, TLM etc. more appropriately and meaningfully.
 - (xii) To assess the implementation of various ongoing programmes and their impact at ground level.
 - (xiii) To interact with the various stakeholders namely the students, the parents, the Vidyalaya Management Committee & the local community to have a fair view about the functioning of the KV and incorporate their constructive/healthy viewpoints.
 - (xiv) To verify whether the expected learning outcomes of the students are up to the optimum level through various measures such as:
 - (i) Checking of assignments/home work/ projects- whether they are really done by the students by checking random samples of their records.
 - (ii) Interaction with the students on the lessons already taught.

- (iii) Question answer sessions- written/ oral with the students to gauge their competence in various areas such as: Language, spelling, pronunciation, word meaning, grammar, creative writing, comprehension ability etc.
 - (iv) In the subject of Math, problem solving ability, knowledge of concepts, formulae and their application.
 - (v) In social studies and Science, knowledge and understanding of key concepts, their relevance with real life experiences, etc. on the items learnt.
 - (vi) The learning outcomes of students should be recorded in teacher classroom observation and appropriate suggestion in clear terms to be mentioned there on itself.
- (xv) To supervise the teachers in their classroom and to provide suggestions for further improvement.
- (xvi) To supervise the Vidyalaya premises and review proper upkeep of the building and the infrastructure with special reference to safety, cleanliness, aesthetics and other related areas.

2.0 Frame Work

There shall be a minimum of two rounds of supervision in every KV each year and a third round wherever required.

2.1 Types of Supervision: -The schools shall be supervised during visits of regional officers in the following two modes: (i) Panel Visit and (ii) Surprise Visit

- (i) **The Panel Supervision** is the detailed and elaborate process of supervision and monitoring of the existing status of the Vidyalaya with regard to its premises, the infrastructure, the equipment available, the classroom transactions carried out, the assessment procedures adopted, the support systems developed, the co-scholastic areas focused, the training needs of teachers identified, the areas of strengths and weaknesses spelt out along with the suggestions and guidelines for compliance and remediation. The leader of the panel supervision team will verify the achievements mentioned in Vidyalaya Plan.

- (ii) The **Panel Supervision** is a regular supervision providing a microscopic view of the Vidyalaya with all its features. As such, the panel supervision report should, at a glance, give the profile of the Vidyalaya in its entirety.
- (iii) The panel supervision team reviews the areas minutely as mentioned in Vidyalaya Plan and provides area wise suggestions to be carried out for further progress of Vidyalaya in the format enclosed in Annexure. the suggestions should not be vague and should be specific and detailed on which the school leadership can take appropriate action for improvement.
- (iv) During the **Panel Supervision** a sample checking of office records, academic records, and records on infrastructure, equipment may be carried out through physical verification and interaction with the students and teachers.
- (v) All the teaching staff including the Principal, Vice Principal and H.M. are to be covered in the panel supervision.
- (vi) The **Surprise Visit shall involve** a random scrutiny of the same items carried out during the panel supervision and a verification mechanism on the action taken report on the commitments and suggestions made during the previous supervision.
- (vii) During **the Surprise Supervision**, it may necessarily be ascertained whether attention has been paid to the sanitation aspects, water facilities provided, general cleanliness and hygiene maintained, quality of integration of ICT.
- (viii) The Deputy Commissioner invariably has to visit all Kendriya Vidyalayas once either in the form of panel visit or surprise visit.
- (ix) Based on the observation made during supervisions and action taken reports on suggestions and planning made in Vidyalaya Plan, the Assistant Commissioner/Deputy Commissioner will assess the Vidyalaya at the end of the Academic session by using Assessment Tool.

2.2 Composition: -

- (i) The **Panel Supervision** team may consist of a convener and 3 to 4 members depending on the Size of the Vidyalaya. The convener of the panel supervision shall be a DC/AC of the KVS Regional Office concerned. The members for the panel supervision shall be drawn on the basis of their

subject specialization as far as practicable. **Retired officials in the rank of DC/AC/Principal of KVS or any other reputed educational institution may be included as members of the team.**

- (ii) The convener of the **Surprise Visits** may be the DC or the AC of KVS. It may have one or more members. **Retired official in the rank of DC/AC/Principal of KVS or any other reputed educational institution may be included as members of the team.**
- (iii) It is to be noted that **the DCs** may be conveners of the panel supervisions or the Surprise supervisions or they may carry out a need- based supervision on their own.

2.3 Duration:-

- (i) The **Panel Supervision** may be for two or more days depending on the number of size of the Vidyalaya.
- (ii) **The Surprise Visits** may be carried out whenever needed during the course of the year and may be completed within a day.
- (iii) The Supervision process may be completed by 31st January every year and should not be planned during examinations.

2.4 Format:-

(i) Format for Vidyalaya Plan -Annexure 1

- It is a comprehensive plan which reflects the overall achievement of Vidyalaya during previous year and progressive planning for the current year
- The Principal in consultation with all the teachers will prepare the Vidyalaya Plan and teachers will contribute to fix the targets for the current year.
- Duly filled in Vidyalaya Plan should be submitted digitally to the Assistant Commissioner concerned/Deputy Commissioner immediately after announcement of Board results
- The target fixed in Vidyalaya Plan should not be over achievable or under achievable but should be realistic, reasonable and observable.

(ii) Format for Lesson Plan - Teachers Diary (for all classes) - Annexure 2

- The format for teacher's diary has been developed to achieve the objectives of project Back to Basics and consist of Two Parts viz. Planning part and Monitoring cum Reporting.

- The Lesson Plan should be prepared for each lesson depicting the Targeted Learning Outcomes in accordance with the Learning Outcomes designed by NCERT and activities planned.
- The teacher should plan and execute the activity with complete focus to achieve Targeted Learning Outcomes at the end of delivery of lesson.
- The teacher will use various tools to identify students who have not achieved the targeted learning outcomes and execute the remedial strategies to achieve Targeted Learning Outcomes to the maximum extent. The same will be recorded in monitoring cum reporting format .

(iii) Format for supervision diary (HM/Vice-Principal /Principal for all classes) - Annexure 3

- This format will be used for Assessment of Targeted Learning Outcomes.
- This tool can be conveniently and frequently used even when the teacher is not teaching in the class
- The supervisor has to mention the suggestions in clear terms which should be practical for implementation
- The supervisor can also verify whether the teacher has followed the suggestions mentioned in the previous supervision
- The HM/Vice-Principal/Principal has to facilitate the teacher to improve the classroom delivery

(iv) Format for classroom observation during panel supervision (for all classes) - Annexure 4

- It is used by supervisor for holistic classroom observation during panel supervision
- The supervisor will observe the classroom teaching, notebooks, assignments and also the learning outcomes of current lesson/ of lesson already taught.
- The supervisor shall evaluate the status of learning achievement of students based on random sampling of at least 10%
- The supervisor may give suggestions in clear terms for further improvement

- The classroom supervision report should necessarily be shown to the teacher concerned and the teacher must be given sufficient time to record her/his action plan/ remedial action for compliance before the next supervision.

(v) Format for panel supervision report - Annexure 5

- The leader of panel supervision/ will submit a report immediately after completion of panel supervision
- Based on observation, interaction with students, teachers other staff members, Principal, members of VMC, parents other stakeholders, action taken reports of previous supervisions, the leader of supervision team will submit a detailed report on school supervision

(vi) Format for reporting Annexure -6

- The Regional Office shall submit report on visits to KVS (HQ) as per schedule given below :-

| Sl.No | Reports | Submission Date | Remarks |
|-------|------------------------|-------------------------------|---|
| 1 | 1 st Report | By 10 th June | Grading of Vidyalaya in the previous year using Annexure 8 |
| 2 | 2 nd Report | By 30 th September | Report on visits during April to September using Annexure - 6 |
| 3 | 3 rd report | By 31 st December | Report on Visits during October to December using Annexure - 6 |
| 4 | 4 th Report | By 31 st March | A comprehensive report during April to January using Annexure - 6 |

(vii) Format for Assessment Tool Annexure - 7

- It is a comprehensive tool which helps the Assistant Commissioner/ Deputy Commissioner to assess a school based on its planning and performance

- It has to be filled every year after receiving Vidyalaya Plan from the school i.e in the first week of June
- It has seven areas of evaluation with the maximum value points of 1,000
- If any area or programme is not relevant, those value points will be excluded from total value points and grading will be done accordingly eg. School is only up to Class X the total value points awarded for results of Class XI and Class XII (70) will be deducted from 1,000 points and percentage will be calculated accordingly.

**(viii) Format for reporting on grading of Vidyalayas by the Deputy Commissioner
Annexure - 8**

- The Deputy Commissioner shall submit a consolidated report on grading of Vidyalayas based on Assessment done by the Assistant Commissioner concerned.
- This report should reach the KVS (HQ) by 10th June of every year.

2.5 Planning of Supervision:-

- (i) The schedule of the panel supervision should be made available to the schools at the commencement of each academic session and at least one month before the supervision.

3.0 Expected outcomes/ impact

i. On the Teachers.

- a) Identifying teachers and non-teaching staff who need training.
- b) Identifying teachers and non-teaching staff who need counseling.
- c) Identifying teachers and non-teaching staff who deserve disciplinary action.
- d) Identifying teachers and non-teaching staff who need recognition /awards/ promotions.

ii. On the infrastructure

- a. To identify the requirements of the Vidyalaya for equipping it accordingly.
- b. To effect improvement in standards of infrastructure.

- iii. **Improvement of the Vidyalaya as a single unit.**
 - a. Improving the scholastic and co-scholastic areas.
 - b. To improve community networking areas.
 - c. Improving the result

ANNEXURE - 1

PART – A

VIDYALAYA PLAN

I-VIDYALAYA PROFILE

A- GENERAL INFORMATION

| | | | |
|--|--------------------|--|--------------------------------------|
| NAME OF THE VIDYALAYA | | REGION | Type of Building A1/A/B/C/D/E |
| | | | |
| SCHOOL CODE | | AFFILIATION NO. | |
| YEAR OF ESTABLISHMENT | | SECTOR | |
| GEOGRAPHICAL LOCATION (COORDINATES) | | | |
| AREA (Built up in meter square) | | TOTAL AREA (Built up in meter square) | |
| NAME OF THE PRINCIPAL | | Landline (o)- Landline (R)- Mobile- E-mail- | |
| DATE OF JOINING IN | PRESENT KV- | PRESENT POST- | |
| NAME OF THE PERSON WHO CAN BE CONTACTED IN ABSENCE OF PRINCIPAL | | | |
| | | Mobile No. | |
| NAME OF THE CHAIRMAN | | Landline (o)- Landline (R)- Mobile- E-mail- | |

B- SCHOOL DATA (as on 31ST March, 2017)

| (I) STUDENTS ENROLMENT POSITION | | | | | | | | | |
|--|-------------------------|--------|--------------------|-----------|---------------------|----------|-------------------|-------|--------------|
| CATEGORYWISE | I | II | III | IV | V | VI | | | TOTAL |
| BOYS | | | | | | | | | |
| GIRLS | | | | | | | | | |
| | | | | | | | | | TOTAL |
| RESV. CAEGORY | SC | | ST | | OBC | | GEN | | TOTAL |
| BOYS | | | | | | | | | |
| GIRLS | | | | | | | | | |
| | | | | | | | | | TOTAL |
| COMUNITY | HINDU | MUSLIM | SIKH | CHRISTIAN | BUDDHIST | JAIN | ZOROASTRIAN | OTHER | TOTAL |
| BOYS | | | | | | | | | |
| GIRLS | | | | | | | | | |
| | | | | | | | | | TOTAL |
| HANDICAPPED | ORTHOPEADIC HANDICAPPED | | VISUAL HANDICAPPED | | HEARING HANDICAPPED | | AUTISTIC CHILDREN | | TOTAL |
| BOYS | | | | | | | | | |
| GIRLS | | | | | | | | | |
| | | | | | | | | | TOTAL |
| MISC QUOTA | RTE | BPL | SGC | KVS-STAFF | CHAIRMAN QUOTA | MP QUOTA | HRM Quota | | TOTAL |
| BOYS | | | | | | | | | |
| GIRLS | | | | | | | | | |
| | | | | | | | | | TOTAL |

| (II) STAFF POSITION | | | | | | | | | | | | |
|----------------------------|-------------------------|--------------------|---------------|--------------|----------------------|------------|-------------|-----------------|---------------|-----------------------------|-----------|-----------|
| Cadre | Staff Sanctioned | In Position | | | Category wise | | | | | Physical handicapped | | |
| | | Male | Female | Total | S C | S T | OB C | Minority | Others | O H | VH | HH |
| Principal | | | | | | | | | | | | |
| VP/Principal Gr.II | | | | | | | | | | | | |
| PGT | | | | | | | | | | | | |
| TGT | | | | | | | | | | | | |
| TGT (WE) | | | | | | | | | | | | |
| TGT (AE) | | | | | | | | | | | | |
| TGT (P&HE) | | | | | | | | | | | | |
| HM | | | | | | | | | | | | |
| PRT | | | | | | | | | | | | |
| PRT (MUSIC) | | | | | | | | | | | | |
| ASO | | | | | | | | | | | | |
| SSA | | | | | | | | | | | | |
| JSA | | | | | | | | | | | | |
| LIBRARIAN | | | | | | | | | | | | |
| SUB STAFF | | | | | | | | | | | | |
| Hostel Staff | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

(III) DATA RELATED TO WORKING SPOUSE OF TEACHERS

| S No | Name of Teacher | Designation | Name of Spouse | Details of organization & place where the spouse is working | Remarks |
|-------------|------------------------|--------------------|-----------------------|--|----------------|
| | | | | | |
| | | | | | |

(IV) Appointment of Doctor, Nurses, Counselors and Coaches (Sports, Performing arts etc.)

| Sl. No | Post | Sex | Date of Appointment |
|---------------|-------------|------------|----------------------------|
| | | | |

C- ACHIEVEMENTS AS ON 31st March, 2017

1. Curricular Activities

| EXAMINATION (CBSE) | | | | | | | |
|--|--|----------|--------|---|-----|---|----------------------------------|
| CLASSES | Enrollment | Appeared | Passed | Pass % | PI | No. of students getting more than 70% marks | Name of position Holders |
| XII (Sc.) | | | | | | | I _____ II _____ III _____ |
| XII (Comm.) | | | | | | | I _____ II _____ III _____ |
| XII (Hum.) | | | | | | | I _____ II _____ III _____ |
| X | | | | | | | I _____ II _____ III _____ |
| EXAMINATION (Home) | | | | | | | |
| XI (Sc.) | | | | | | | I _____ II _____ III _____ |
| XI (Comm.) | | | | | | | I _____ II _____ III _____ |
| XI (Hum.) | | | | | | | I _____ II _____ III _____ |
| IX | | | | | | | I _____ II _____ III _____ |
| The Learning Attainment of Students & Target | | | | | | | |
| Class | Learning Attainment of Students for the year 2016-17 (% of Students) | | | Target for the year 2017-18 (% of Students) | | | Remarks |
| | L 1 | L 2 | L 3 | L 1 | L 2 | L 3 | |
| I | | | | | | | |
| II | | | | | | | |

| | | | | | | | |
|------|--|--|--|--|--|--|--|
| III | | | | | | | |
| IV | | | | | | | |
| V | | | | | | | |
| VI | | | | | | | |
| VII | | | | | | | |
| VIII | | | | | | | |

(L 1- 70% and above Grade, L 2 – 45% - 69% L 3 45% below)

QUALITY OF RESULTS

| S No. | CLASS | % of Students who obtained 70% and above marks (P) |
|--------------|---------|--|
| 1 | XI-XII | |
| 2 | IX- X | |
| 3 | VI-VIII | |
| 4 | III- V | |
| 5 | I-II | |
| TOTAL | | |

EXAMINATION (Competitive)

| Competitive Exam | AIEEE | IIT-JEE | NEET | PMT | CLAT | NDA | OTHER |
|--------------------------|-------|---------|------|-----|------|-----|-------|
| No. of students Selected | | | | | | | |
| Targets | | | | | | | |

2. CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES AS ON 31st March 2017

SPORTS

| NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|------------------------|----------------|-------------------------------------|---------------------------|----------------|-------------------------------------|
| Regional level | National Level | SGFI/Associations/Federation (Open) | Regional level | National Level | SGFI/Associations/Federation (Open) |
| | | | | | |

SOCIAL SCIENCE EXIBITION

| NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|------------------------|----------------|----------------|---------------------------|----------------|----------------|
| Cluster Level | Regional level | National Level | Cluster Level | Regional level | National Level |
| | | | | | |

SCIENCE ACTIVITIES

| AREA | NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|--|------------------------|--------------|----------------|---------------------------|--------------|----------------|
| | Regional Level | KVS National | National Level | Regional Level | KVS National | National Level |
| National Children Science Congress | | | | | | |
| Jawaharlal Nehru Junior Science and Maths Olympiad | | | | | | |
| INSPIRE Award | | | | | | |
| Maths Olympiad | | | | | | |
| Science Olympiad | | | | | | |

BHARAT SCOUT & GUIDE ACTIVITIES

| AREA | NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|----------------|------------------------------------|---------------------------------|-----------------------------|------------------------------------|---------------------------------|-----------------------------|
| | Rashtrapati Purashkar/Golden Arrow | Rajya Purashkar/Chaturth Charan | TritiyaSopan/Tritiya Charan | Rashtrapati Purashkar/Golden Arrow | Rajya Purashkar/Chaturth Charan | TritiyaSopan/Tritiya Charan |
| Scout & Guides | | | | | | |
| Cub & Bulbul | | | | | | |

TARUNUTSAV

| S.NO | Name of the activity | No. of students trained | Remarkable achievements if any |
|------|----------------------|-------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |

3. ACTIVITIES PLANNED

| Activities | Level (Cluster/Regional/ National) | No. of students Selected | Names of Achievers | Next stage of Participation |
|-----------------------------|------------------------------------|--------------------------|--------------------|-----------------------------|
| Science Olympiad | | | | |
| Math's Olympiad | | | | |
| Cyber Olympiad | | | | |
| Green Olympiad | | | | |
| IGBC Green Building Contest | | | | |
| National Sc. Congress | | | | |
| Sc. Exhibition | | | | |
| National Social Sc. Exh. | | | | |
| Youth Parliament | | | | |
| Swachh Bharat Abhiyan | | | | |
| | Scout & Guides | | | |
| 1. Rastrapati Puraskar | | | | |
| 2. Rajya Puraskar | | | | |
| 3. Golden Arrow | | | | |
| | | | | |
| | Games & Sports | | | |
| level | | Event | No. of students | Remarks |
| SGFI | | | | |
| National Level | | | | |
| Regional Level | | | | |
| State Level | | | | |
| Other | | | | |

4. ACTIVITIES OUTSIDE THE KVS

| S No | Name of Activity | Name of Agency | No of Students participated | Position | Names of Achievers | Remarks |
|------|--------------------------------------|----------------|-----------------------------|----------|--------------------|---------|
| 1 | SPORTS | | | | | |
| 2 | CULTURAL | | | | | |
| 3 | SCIENTIFIC | | | | | |
| 4 | ANY OTHER (Eg: International events) | | | | | |

5. ALUMNI

- Outstanding Alumni (Alumni who has recognition at local/state/National/International level in different fields-Cultural,Technical,scientific,medicine,political,administrative etc)

| S No | Name of Alumni | Qualification | Field of working | Designation | Contact Number | Remarks |
|------|----------------|---------------|------------------|-------------|----------------|---------|
| | | | | | | |
| | | | | | | |

- Number of Activities Organized (2016-17) :
- Number of Classes/ Sessions taken by Alumni(2016-17):
- Activities Planned under Alumni (2017-18):

5. AC HIEVEMENTS

Achievement of Vidyalaya (like “Green Your School” Contest by IGBC, Inter- school competition, National Swachhata Award etc. in 100 words):

6. Status of Foreign & Regional Language:

| S.NO | NAME OF THE LANGUAGE | NO. OF STUDENTS ENROLLED FOR THE FOREIGN LANGUAGE | | | | | | |
|------|----------------------|---|-----|------|----|---|----|-----|
| | | VI | VII | VIII | IX | X | XI | XII |
| | | | | | | | | |

II- INFRASTRUCTURE PLAN

A. Building Plan:

| | Available in No. | Proposed / Expansion | Budget plan |
|------------------------------|------------------|----------------------|-------------|
| Class Rooms | | | |
| Smart /e-Class Rooms | | | |
| Physics lab | | | |
| Chemistry lab | | | |
| Bio lab | | | |
| Jr. Science lab | | | |
| Geography Lab | | | |
| Computer Lab | | | |
| Math's Lab | | | |
| Language Lab | | | |
| Social Science Lab | | | |
| Work Experience Workshop | | | |
| Yoga Room | | | |
| Medical Room | | | |
| Art Room | | | |
| Resource Room | | | |
| Music Room | | | |
| Activity Room | | | |
| Staff Room | | | |
| Conference Hall / Auditorium | | | |
| Sports Room | | | |
| Library | | | |
| Children's' Park | | | |

| | | | |
|----------------------------|--|--|--|
| Playgrounds | | | |
| Garden | | | |
| Science/ Math's Park | | | |
| Admin Office | | | |
| Canteen | | | |
| Hostel | | | |
| I. Boys | | | |
| II. Girls | | | |
| Boys Toilets | | | |
| Girls Toilets | | | |
| Bathrooms | | | |
| Facilities for Divyang Jan | | | |
| i) Ramp | | | |
| ii) Toilet | | | |
| iii) Wheel Chair | | | |

B. Assets (Furniture)

| Furniture Type | Available in No. | Proposed Acquisition/ Repair | Remark |
|-----------------------|-------------------------|---|---------------|
| Duel Desk | | | |
| Single Desk | | | |
| Teacher's Table | | | |
| Teacher's chair | | | |
| Almirah | | | |
| Computer Table | | | |
| Computer Chair | | | |
| Lab Table | | | |
| Lab Stools | | | |

C. Assets (labs equipment (Value above Rs. 15.000/-)

| Name of Lab | Availability of infrastructure as per benchmark of labs | Availability of equipment as per benchmark of labs | Proposed development of infrastructure/acquisition |
|-------------|---|--|--|
| | | | |
| | | | |

D. Assets (IT Infrastructure) (Value above Rs. 15.000/-)

| Articles | Available in No. | Proposed Procurement / Repair | Remark |
|----------|------------------|-------------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

E. Assets (Library)

| Sl. No. | Articles | Available in No. | Proposed Acquisition/ Repair | Remark |
|---------|------------------|------------------|------------------------------|--------|
| 1 | Table | | | |
| 2 | Almirah | | | |
| 3 | Bookshelves | | | |
| 4 | Books in Hindi | | | |
| 5 | Books in English | | | |

F. Assets (Music)

| Sl. No. | Articles | Available in No. | Proposed Acquisition/ Repair | Remark |
|---------|-------------------------|------------------|------------------------------|--------|
| 1 | Harmonium | | | |
| 2 | Synthesizer (Key Board) | | | |

| | | | | |
|----|-------------------|--|--|--|
| 3 | Tabla | | | |
| 4 | Dholak | | | |
| 5 | Congo | | | |
| 6 | Flute | | | |
| 7 | Voilin | | | |
| 8 | Mouth organ | | | |
| 9 | Khanjari | | | |
| 10 | Dufflee | | | |
| 11 | Miracus | | | |
| 12 | Marching Triangle | | | |
| 13 | Marching drum | | | |
| 14 | Symbate | | | |
| 15 | Jazz drum set | | | |
| 16 | Any other | | | |

G. Assets (Workshop/Art & Craft/Sport)(Value above Rs. 5.000/-)

| Department | Articles | Available in No. | Proposed Acquisition/ Repair | Remark |
|----------------------|----------|------------------|------------------------------|--------|
| Work Experience | | | | |
| Art & Culture | | | | |
| Sports | | | | |
| Gardening | | | | |
| Any other department | | | | |

H. Assets (Office)(Value above Rs. 15.000/-)

| Articles | Available in No. | Proposed Acquisition/ Repair | Remark |
|----------|------------------|---------------------------------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

I. Medical Room Facilities

| Facilities | Available in No. | Proposed Acquisition/ Repair | Remark |
|-----------------------------|------------------|---------------------------------|--------|
| Cot | | | |
| Wheel Chair | | | |
| Almirah for Medicine | | | |
| Stethoscope | | | |
| Sphygmomanometer | | | |
| Glucometer | | | |

J. Suggestion Box :

1. Whether the Suggestion Box is installed:
2. Whether the Suggestion Box is opened every week:
3. Whether the record is being maintained regarding suggestion:
4. The Action taken on Suggestions:

| S.No | Suggestion | Action Taken |
|------|------------|--------------|
| | | |
| | | |
| | | |

III. SAFETY & SECURITY

A. (1) Safety Plan

| Security features Installed | No. of article/Installed | Whether functioning or not | Location Where installed | Proposed new location for installation | No. of article required |
|-----------------------------|--------------------------|----------------------------|--------------------------|--|-------------------------|
| Fire Extinguishers | | | | | |
| Fire Alarm | | | | | |
| CC TV | | | | | |
| Public Announcement System | | | | | |
| Walkie Talkie System | | | | | |

(2) Emergency Supplies/ Facilities

| Facilities | Existing Position | Proposed for Expansion | Article required |
|----------------------------------|-------------------|------------------------|------------------|
| Sufficient Drinking Water & Food | | | |
| Emergency Lighting System | | | |
| First Aid Kits | | | |
| Emergency Evacuation Plan | | | |
| Emergency Communication System | | | |
| Water Tanks | | | |
| Sanitation Supplies | | | |
| Boundary wall/ Fencing | | | |
| Exit/Entrance Gate | | | |

3. Security Personnel

| No. of Persons | Male | Female | Remark |
|----------------|------|--------|--------|
| | | | |

B. School Staff Training:

| Training Area | No of Staff & Students Trained | Proposed Plan for training |
|---|--------------------------------|----------------------------|
| A. Evacuation Drills | | |
| B. Basic First Aid/ First Responder Skills | | |
| C. Safety Training | | |
| D. Use of Fire Extinguisher | | |
| E. How to turn off electricity, water and gas | | |
| F. Psychological First Aid | | |
| G. Other: | | |

Note:

| Sl. No. | Certificates | Date of Issue | Valid Till |
|---------|--|---------------|------------|
| | Certificate of the fire safety | | |
| | Certificate of safety of school building | | |
| | Certificate of Potable Water | | |

C. SCHOOL RESPONSE TEAMS

| Sl.No | Particulars | Name of Team Leader | Members with Designation | Contact Details |
|-------|--|---------------------|--------------------------|-----------------|
| | Child Rights Protection Cell | | 1 2 3 4 5 | |
| | Evacuation Team | | 1 2 3 4 5 | |
| | Search & Rescue Team | | 1 2 3 4 5 | |
| | First Aid & Medical Team | | 1 2 3 4 5 | |
| | Transport Safety Team | | 1 2 3 4 5 | |
| | Team for students with special needs (Divyang) | | 1 2 3 4 5 | |
| | Internal Complaint Committee (ICC) | | 1 2 3 4 | |
| | Grievance Redressal Committee | | | |

IV- ACADEMIC

A. Curricular Activities

1. Strategic goals and plan for expected improvement of quality & quantity of result for 2017-18

| Class | Enrollment | | Pass % | | PI | | Strategies / Plan of Action | Remarks |
|-------------|------------------|-----------------|------------------|-----------------|------------------|-----------------|-----------------------------|---------|
| | | | Achieved | Target | Achieved | Target | | |
| | Previous Session | Current Session | Previous Session | Current Session | Previous Session | Current Session | | |
| XII (Sc.) | | | | | | | | |
| XII (Comm.) | | | | | | | | |
| XII (Hum.) | | | | | | | | |
| X | | | | | | | | |
| XI (Sc.) | | | | | | | | |
| XI (Comm.) | | | | | | | | |
| XI (Hum.) | | | | | | | | |
| IX | | | | | | | | |

A. Workshops to be planned for all teachers:

| Short duration workshops to be organize at Vidyalaya level | Strategies | Target | Expected Achievement | Remarks |
|--|------------|--------|----------------------|---------|
| Content enrichment through Demonstration/Meeting/ seminars in concern subjects | | | | |
| Communication Skills | | | | |
| Life Skills | | | | |
| Workshop for planning the TLM/Activity and graded assignments/Question Bank | | | | |
| Any other training/workshops | | | | |

B-1 Workshop for capacity building

| Workshop for capacity building | Name of teacher | Subject | Area of concern | Strategies |
|--------------------------------|-----------------|---------|-----------------|------------|
| | | | | |
| | | | | |
| | | | | |

B-2 Workshop for underachieving teachers:

| Workshop for underachieving teachers | Subject | Area of concern | Strategies |
|--------------------------------------|---------|-----------------|------------|
| | | | |
| | | | |
| | | | |

B-3 Teachers' Achievements

| Name of the Teacher | Achievements |
|---------------------|--------------|
| | |
| | |
| | |

C. Expected Co-curricular & Extracurricular activities for 2017-18

| Activities | Planned Targets/ Date | Actual Date of Completion | Remarks/ Shortfall (if any) |
|---|--------------------------|------------------------------|--------------------------------|
| Investiture ceremony | | | |
| Finalization of CCA schedule | | | |
| Value Education Programme/Awakened Citizen Programme | | | |
| School Annual Day/ Sports Day | | | |
| Educational Excursions | | | |
| Adventure Activities | | | |
| Health Check up of Students | | | |
| National Adolescence Education Programme | | | |
| Library Week | | | |
| Science Exhibition | | | |
| Social Sc. Exhibition | | | |
| Art Exhibition | | | |
| Science Congress | | | |
| Publication of Vidyalaya Patrika | | | |
| News Letter | | | |
| Scout & Guides | | | |
| 1. PrathamSopan Test | | | |
| 2. DwitiyaSopan Test | | | |
| Cub & Bulbul | | | |
| 1. PrathamaCharan | | | |
| 2. DwitiyaCharan | | | |
| 3. TritiyaCharan | | | |
| Any Other | | | |

Games & Sports

| level | Event | No. of students expected to participate | Strategies Planned | No. of Achievers after the event | Remarks |
|-----------------------|-------|---|-----------------------|-------------------------------------|---------|
| SGFI | | | | | |
| National Level | | | | | |
| Region Level | | | | | |
| State Level | | | | | |
| Other | | | | | |

NCC

| Wing (Army/Navy/Airforce) | No. of Troops | No of Students |
|---------------------------|---------------|----------------|
| | | |

School Band

| Teacher Head | No. of Students Trained |
|--------------|-------------------------|
| | |

V- ADMINISTRATION& FINANCE

| S. No. | Activity/Programme | Planned Achievement Targets | Expected Date of Completion | Actual Date of Completion/ Actual Achievement | Remarks |
|--------|---|-----------------------------|-----------------------------|---|---------|
| 1 | Staff sanctions proposals: Proposals for up gradation /additional sections etc. | | | | |
| 2 | Selection of staff for contractual appointments. | | | | |
| 3 | Construction Works: | | | | |
| | i) New works | | | | |
| | ii) Maintenance & Repairs | | | | |
| | iii) Developmental work | | | | |
| | iv) Coloring/white washing of school building and staff quarters, etc. | | | | |
| 4 | Transfer of land/execution of lease deed etc. if required. | | | | |
| 5 | Annual stock verification/Condemnation | | | | |
| 6 | Vidyalaya Management Committee/Vidyalaya Executive Committee Meetings | | | | |
| 7 | Financial Management | | | | |
| | i) Budget proposals | | | | |
| | ii) Revised Estimates | | | | |
| | iii) Rectification if any | | | | |

Rajbhasha Implementation

| Activity | Target Date | Actual Date of Completion | Remarks |
|--|-------------|---------------------------|---------|
| Timahi Meetings | | | |
| Installation of Bilingual Sign Boards | | | |
| Installation of Achievement Boards (Only in Hindi) | | | |

| | | | |
|---|--|--|--|
| Installation of Incumbency Boards (Only in Hindi) | | | |
| Availability of bilingual rubber stamps | | | |

Correspondence in Hindi

| | |
|-------------|------------------|
| Target in % | Achievement in % |
| | |

Audit of school accounts

| Activity/Programme | Total Paras Pending at the beginning of the year | Expected Date of Settlement | Actual No. of Paras Settled | Remarks |
|--|--|-----------------------------|-----------------------------|---------|
| Audit Paras (A) Internal Audit Para | | | | |
| (B) A G Audit Para | | | | |

Court cases

| No. of Cases | Subject of litigation | Current Status | Remarks |
|--------------|-----------------------|----------------|---------|
| | | | |

ACADEMIC LOSS COMPENSATION PROGRAMME (ALCP)

| S.No | Class | No. Of Programmes organized | Activities Planned |
|------|-------|-----------------------------|--------------------|
| | | | |
| | | | |
| | | | |

DONATION OF BOOKS BY STUDENTS

| No Of Books Donated | No Of Books Received |
|---------------------|----------------------|
| | |
| | |

VI- PLAN FOR COMMUNITY PARTICIPATION

A. Plan to encourage Community & Social Services by the students

| Program/ Campaign | Objective of Program/ Campaign | Target Area/ Population | Resources required |
|----------------------|--------------------------------------|----------------------------|--------------------|
| | | | |

B. Plan for Sharing facilities/ resources with less developed school

| Program/ Campaign | Objective of Program/ Campaign | Target schools | Resources required |
|----------------------|--------------------------------------|----------------|--------------------|
| | | | |

C. Connecting the Neighboring School under Handholding Support Scheme:

Name & Address of Mentee- 1:-----

| Sl. No | Activity Organized | Kendriya Vidyalaya | | Neighboring School -1 | |
|-----------|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| | | No. of Students participated | No. of Teachers participated | No. of Students participated | No. of Teachers participated |
| | | | | | |
| | | | | | |

Activities planned for the session:

Name & Address of Mentee-2:-----

| Sl. No | Activity Organized | Kendriya Vidyalaya | | Neighboring School -2 | |
|-----------|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| | | No. of Students participated | No. of Teachers participated | No. of Students participated | No. of Teachers participated |
| | | | | | |
| | | | | | |

Activities Planned for the session :

ANNEXURE - 2

Lesson Plan –Teachers Diary

[A] Planning Format

Class/Section..... Subject..... Chapter..... No. of periods..... Date of Commencement..... Expected date of completion..... Actual date of Completion.....

| Gist Of The lesson | Targeted learning outcomes (TLO) | Teaching learning activities planned for achieving the TLO using suitable resources and classroom management strategies | ASSESSMENT STRATEGIES PLANNED |
|-----------------------------|----------------------------------|---|-------------------------------|
| Focused skills/Competencies | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Name and Signature of the Teacher

Date:

ANNEXURE - 2

[B] Monitoring cum Reporting Format

Class/Section..... Subject..... No. of students in the Class:.....

| Sl.No. | Names of Students who have not achieved the TLO | Learning Areas targeted for improvement | Remedial Strategies |
|--------|---|---|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(This page of the Lesson Plan is to be photocopied and given to the HM/Prin In charge/V/P at the end of the month.)

Name and Signature of the Teacher

ANNEXURE - 3

Format of Supervision Diary (HM/VP/Principal)

1. Name of the Teacher & Designation :

2. Class Observed & Period: _____

Date:

3. Subject & Topic being covered / already covered: _____

4. Details of Assessment of Targeted Learning Outcome

| Topics/Lesson | Learning Outcomes tested | Status of Learning Achievements following the sampling size stipulations (Need Improvement, Good, Very Good) |
|---------------|--------------------------|--|
| | | |
| | | |

Observations: (students spontaneity and ability to communicate, catering to children with special needs, scrutiny of class works of the children questioned/ others) whether the suggestions given have been followed by the teacher and to what extent,

Suggestions: (to be carried out) -----

Date: _____

Name & Signature of the PPL/HM /VP

KENDRIYA VIDYALAYA SANGATHAN

Class Room Observation cum Monitoring Tool during Panel Supervision

1. Name of the Teacher & Designation :

2. Class Observed & Period:

3. Students Strength On Roll: _____ Present: _____ Absent: _____

4. Subject & Topic being covered:

5. Regularity & Quality of lesson planning

6. Relevance & effectiveness of ICT/TLM used

7. Frequency & quality of Class work /Home work

8. Frequency & quality of correction of CW/HW

9. Has the teacher followed Interdisciplinary Approach?

—

10. Is the teacher connecting the classroom teaching with real life experiences?

11. Has the teacher included the academically challenged students in the teaching learning process?

12. Communication skills of the teacher in Hindi & English

13. Effectiveness of summarization & recapitulation to achieve the target learning outcomes _____

14. Status of Learning Achievements of students (May be based on Previous topic already taught

Based on Random Sampling (At least 10%)

| Topics/Lesson | Learning Outcomes tested | Status of Learning Achievements following the sampling size stipulations (Need Improvement, Good, Very Good) |
|---------------|--------------------------|--|
| | | |
| | | |

15. Specific recommendations given to improve the teacher's Class room teaching _____

16. Rating of teaching learning process (Outstanding/Very Good/Good/Average)

Signature of Inspecting Authority

Name-----

Design. -----

Date:

Signature & Name of the Teacher -----

ANNEXURE - 5(A)

KENDRIYA VIDYALAYA

Format for panel supervision report

A) Report on action taken on previous supervision

B)

- I. Date of previous supervision :
- II. Name of the Leader of supervision team :
- III. Name of the Principal :

| SL.No | Deficiencies/Shortcomings pointed out AND Suggestions/Instructions given during previous Supervision | Action taken by the Principal | Remarks/Comments By Supervising Officer |
|--------------|---|--------------------------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

ANNEXURE - 5 (B)

C) Report on current supervision

- I. Name of the Principal
- II. Date of Supervision
- III. Name of the Leader of Supervision

| Sl.No | Areas | Focus areas of Observation with reference to Vidyalaya Plan | Comments on progress | Deficiencies/Short comings pointed out | Suggestions for improvement |
|--------------|-------------------------|--|-----------------------------|---|------------------------------------|
| 1 | School plant | | | | |
| 2 | Academic Area | | | | |
| 3 | School Administration | | | | |
| 4 | Finance | | | | |
| 5 | Community Participation | | | | |
| 6 | Any other Area | | | | |

ANNEXURE - 6

KENDRIYA VIDYALAYA SANGATHAN

CONSOLIDATED **Supervision** REPORT TO BE SENT TO KENDRIYA VIDYALAYA SANGATHAN (HQ) BY DEPUTY COMMISSIONER (2ND , 3RD & 4TH REPORT)

Name of the Region _____

Quarter _____

No. of **Supervisions** conducted:

| S.No | Name of the Vidyalaya | Date of Supervision | Nature of Supervision – Panel/ Surprise | Name with designation of the Officer Visited | Critical deficiencies/Short comings pointed out | Suggestions given for improvement |
|------|-----------------------|---------------------|---|--|---|-----------------------------------|
| | | | | | | |

ANNEXURE - 7

Format for Assessment Tool is enclosed .

ANNEXURE - 7

PART - B

ASSESSMENT TOOL

| GENERAL INFORMATION | | | |
|---|-------------|------------------|--|
| NAME OF THE VIDYALAYA | | REGION | |
| SCHOOL CODE | | AFFILIATION NO. | |
| YEAR OF ESTABLISHMENT | | SECTOR | |
| GEOGRAPHICAL LOCATION (COORDINATES) | | Type of Building | |
| AREA (BUILT UP) | | TOTAL AREA | |
| NAME OF THE PRINCIPAL | | Landline (o)- | |
| | | Landline (R)- | |
| | | Mobile- | |
| | | E-mail- | |
| DATE OF JOINING IN | PRESENT KV- | PRESENT POST- | |
| NAME OF THE PERSON WHO CAN BE CONTACTED IN ABSENCE OF PRINCIPAL | | | |
| | | Mobile- | |
| NAME OF THE CHAIRMAN | | Landline (o)- | |
| | | Landline (R)- | |
| | | Mobile- | |
| | | E-mail- | |

VIDYALAYA ASSESSMENT TOOL

| S No. | AREA | VALUE POINTS (MM) | POINTS AWARDED |
|---|---|-------------------|----------------|
| 1 | SCHOOL PLANT | 150 | 0 |
| 2 | ACADEMIC | 500 | 0 |
| 3 | SCHOOL ADMINISTRATION | 120 | 0 |
| 4 | FINANCE | 70 | 0 |
| 5 | COMMUNITY PARTICIPATION | 60 | 0 |
| 6 | GRACE POINTS | 90 | 0 |
| 7 | OVER ALL OBSERVATION BY AC/DC IN THE LIGHT OF THE CONSTRAINS FACED BY THE VIDYALAYA | 10 | 0 |
| TOTAL | | 1000 | 0 |
| Percentage of value points awarded | | | |
| Overall grade of School | | | |
| A | 80% and above-Excellent | | |
| B | 60% to 79.9%-Very Good | | |
| C | 40% to 59.9%-Good | | |
| D | Below 40%-Average | | |

1. SCHOOL PLANT (MM-150):

| S No | Heading | Area to Evaluate | Points | Total Points | Points Awarded |
|------|--|---|------------|--------------|----------------|
| 1 | Vidyalaya Plant | | | 20 | 0 |
| | | Optimum utilization of Space and Resources | 5 | | |
| | | Cleanliness | 10 | | |
| | | Sanitation and Maintenance | 5 | | |
| 2 | Play Ground | | | 10 | 0 |
| | | Development as per the available area | 5 | | |
| | | Upkeep and maintenance | 5 | | |
| 3 | Labs | | | 25 | 0 |
| | | Availability & optimum use of: Physics/ Chemistry/ Biology/Comp. sc./Geography etc. | 5 | | |
| | | Junior Science Lab | 5 | | |
| | | Math Lab | 5 | | |
| | | Social Science Lab | 5 | | |
| | | Language lab | 5 | | |
| 4 | Library | | | 10 | 0 |
| | | Availability and adequate no. of books | 2 | | |
| | | Optimum Utilization of books | 2 | | |
| | | Classroom Library | 2 | | |
| | | Activities to inculcate reading habits | 2 | | |
| | | Impacts on students | 2 | | |
| 5 | Art Room | | | 5 | 0 |
| | | Infrastructure | 3 | | |
| | | Optimum Utilization | 2 | | |
| 6 | Work Experience Room | | | 5 | 0 |
| | | Infrastructure | 3 | | |
| | | Optimum Utilization | 2 | | |
| 7 | e-class Room | | | 10 | 0 |
| | | Infrastructure | 5 | | |
| | | Optimum utilization | 5 | | |
| 8 | Music Room | | | 5 | 0 |
| | | Infrastructure | 3 | | |
| | | Optimum Utilization | 2 | | |
| 9 | Wash Rooms | | | 15 | 0 |
| | | Infrastructure | 5 | | |
| | | Cleanliness | 10 | | |
| 10 | Furniture | | | 10 | 0 |
| | | Availability/Adequacy | 5 | | |
| | | Maintenance | 5 | | |
| 11 | Medical Room | | | 5 | 0 |
| | | Availability | 2 | | |
| | | Facilities | 3 | | |
| 12 | Facilities for Divyang | | | 10 | 0 |
| | | Availability of Ramp up to first floor | 3 | | |
| | | Availability of wheel chair | 3 | | |
| | | Special toilets for Divyang | 4 | | |
| 13 | Sports Facility | | | 10 | 0 |
| | | Availability & facility of equipments | 5 | | |
| | | Optimum Utilization of equipments/facility | 5 | | |
| 14 | Implementation of Standard Operating Procedures (SOP) | | | 10 | |
| | | Infrastructure | 5 | | |
| | | Plan and Implementation | 5 | | |
| | TOTAL | | 150 | 150 | 0 |

2. ACADEMIC (MM - 500):**A. EXAMINATION RESULT (MM-200):**

| S No. | CLASS | VALUE POINTS (MM) | % of Students who obtained 70% and above marks (P) | POINTS AWARDED |
|--------------|---------|-------------------|--|----------------|
| 1 | XI-XII | 70 | | 0 |
| 2 | IX- X | 60 | | 0 |
| 3 | VI-VIII | 40 | | 0 |
| 4 | III- V | 20 | | 0 |
| 5 | I-II | 10 | | 0 |
| TOTAL | | 200 | | 0 |

FORMULA TO CALCULATE VALUE POINTS

1. $P \times 70/100$
2. $P \times 60/100$
3. $P \times 40/100$
4. $P \times 20/100$
5. $P \times 10/100$

P=% of Students who obtained 70% and above marks

B. EXTRA CURRICULAR ACTIVITIES (MM-200):

(i) SPORTS (MM-70) :

| NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER (1st, 2nd and 3rd only) | | | VALUE POINTS | | | AVERAGE |
|------------------------|-----------|---|--|-----------|---|----------------|------------|--|------------------|
| Regional level | KVS Level | National Level(SGFI/ Association s/Federation) (Open) | Regional level | KVS Level | National Level (SGFI/Assoc iations/Federation) (Open) | Regional level | KVSI Level | National Level (SGFI/Ass ociations/ Federation) (Open) | (Value Points/3) |
| | | | | | | | | | 0 |

Formula to calculate = Number of Position holder/Number of participants X 70

Points Awarded = Total Value Points/3

Swasth Bachche Swasth Bharat Programme (10)

Value Points

| | | | |
|-----------------|--|----|-------|
| 1 | Maintenance of Physical Health and Profile | 5 | |
| 2 | Implementation of programme | 5 | |
| Yog Siksha (20) | | | |
| 1 | Implementation of NCERTCurriculum | 10 | |
| 2 | Quality of performance | 10 | |
| | | | Total |

(ii) CULTURAL (MM-30) : SOCIAL SCIENCE EXHIBITION

| NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | | VALUE POINTS | | | AVERAGE |
|------------------------|----------------|-----------|---------------------------|----------------|-----------|---------------|----------------|-----------|------------------|
| Cluster Level | Regional level | KVS Level | Cluster Level | Regional level | KVS Level | Cluster Level | Regional level | KVS Level | (Value Points/3) |
| | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

Formula to calculate = Number of Position holder/Number of participants X 30

Points Awarded = Total Value Points/3

C. SCIENTIFIC (MM-20):

- National Children Science Congress
 - Jawaharlal Nehru Junior Science and Maths Exhibition
 - Inspire Award
 - Maths Olympiad
- (iii) Scientific Activities

| AREA | NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | | VALUE POINTS | | | POINTS AWARDED |
|--|------------------------|--------------|----------------|---------------------------|--------------|----------------|----------------|--------------|----------------|----------------|
| | Regional Level | KVS National | National Level | Regional Level | KVS National | National Level | Regional Level | KVS National | National Level | |
| National Children Science Congress | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Jawaharlal Nehru Junior Science and Maths Olympiad | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| INSPIRE Award | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Maths Olympiad | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Science Olympiad | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| | | | | | | Total | | | | #DIV/0! |

Formula to calculate = Number of Position holder/Number of participants X 4

Points Awarded = Total Value Points/3

(iv) SCOUT & GUIDE (MM-20):

| AREA | NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | | VALUE POINTS | | | AVERAGE |
|----------------|-------------------------------------|--------------------------------|-----------------------------|-------------------------------------|---------------------------------|-----------------------------|-------------------------------------|---------------------------------|-----------------------------|------------------|
| | | | | | | | | | | (Value Points/3) |
| | Rashtrapati Purashkar/Go Iden Arrow | Rajya Purashkar/ChaturthCharan | TritiyaSopan/Tritiya Charan | Rashtrapati Purashkar/Go Iden Arrow | Rajya Purashkar/Chaturth Charan | TritiyaSopan/Tritiya Charan | Rashtrapati Purashkar/Go Iden Arrow | Rajya Purashkar/Chaturth Charan | TritiyaSopan/Tritiya Charan | |
| Scout & Guides | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Cub & Bulbul | | | | | | | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| | | | | | | Total | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

Formula to calculate = Number of Position holder/Number of participants X 10

Points Awarded = Total Value Points/3

(v) YOUTH PARLIAMENT (MM-5):

| Participation | Value Points | Points Awarded |
|----------------|--------------|----------------|
| National Level | 5 | |
| Zonal Level | 3 | |
| Regional Level | 2 | |
| | Total | 0 |

(vi) KALA UTSAV (MM-5):

| Participation | Value Points | Points Awarded |
|---------------|--------------|----------------|
| National | 5 | |
| KVS National | 3 | |
| | Total | 0 |

**(vii) GREEN BUILDING CONTEST
(NATIONAL) :**

| Value Point | Points Awarded |
|-------------|----------------|
| 5 | |
| | |

**(viii) SWACHCH BHARAT ABHIYAN
(NATIONAL) :**

| Value Point | Points Awarded |
|-------------|----------------|
| 5 | |

**(ix) ANY REMARKABLE
ACHIEVEMENT :**

| Value Point | Points Awarded |
|-------------|----------------|
| 10 | |

Points obtained in Extra Curricular Activities (MM - 200)

| Sl. No | Area | Max. Value Points | Points obtained |
|--------|----------------------------------|-------------------|-----------------|
| (i) | Sports | 100 | |
| (ii) | Social Science Exhibition | 30 | |
| (iii) | Scientific Activities | 20 | |
| (iv) | Scout & Guides | 20 | |
| (v) | Youth Parliament | 5 | |
| (vi) | Kala Utsav | 5 | |
| (vii) | Green Bulding Contest(National) | 5 | |
| (viii) | Swachch Bharat Abhiyan(National) | 5 | |
| (ix) | Any Remarkable Achievement | 10 | |
| | Total | 200 | 0 |

c. Other Areas (MM-100):**Assesment of AC/DC based on observations during visits**

| S. No. | Activity | Max. Value Points | Value Points Awarded |
|---------------|--|--------------------------|-----------------------------|
| 1 | PTA Meeting & its follow up | 10 | |
| 2 | Empowerment of Teachers | 10 | |
| 3 | Vidyalaya Patrika/ News Letter Publication | 10 | |
| 4 | Counseling Services | 5 | |
| 5 | Library Services especially activities to inculcate reading habits among students and selection & quality of books purchased | 10 | |
| 6 | Celebration of Annual Day/ Sports Day as per Calendar | 10 | |
| 7 | Spic MaCay/Routes To Roots | 5 | |
| 8 | Supervision by Principal/VP/HM & follow up | 10 | |
| 9 | Implementation of Life Skill Education/AEP/ACP | 10 | |
| 10 | NCC/Adventure Activity | 10 | |
| 11 | Students achievements in AIEE/IIT/NEET/NDA etc. | 5 | |
| 12 | Health Checkup and follow-up | 5 | |
| | TOTAL | 100 | 0 |

3. SCHOOL ADMINISTRATION (MM-120):

Assessment of AC/DC base on observations during visits

| S. No. | Area | Max. Value Points | Value Points Awarded |
|--------|---|-------------------|----------------------|
| 1 | Office Maintenance | 10 | |
| 2 | Maintenance of Service Book & PF | 10 | |
| 3 | Maintenance & Repair | | |
| | (i) Gen. Maintenance & Repair | 10 | |
| | (ii) Developmental work | 10 | |
| | (iii) Facelift & Ambiance of KV | 10 | |
| | (iv) Coloring/white washing of school building and staff quarters, etc. | 10 | |
| 4 | Disposal of RTI Cases | 10 | |
| 5 | Settlement of Grievances | 10 | |
| 6 | Settlement of Disciplinary Cases | 10 | |
| 7 | VMC/VEC-Meeting as per codal provisions | 10 | |
| 8 | Settlement of Court Cases | 10 | |
| 9 | Impelemtation of Rajbhasha | 10 | |
| | TOTAL | 120 | 0 |

4. FINANCE (MM-70):

| S. No. | Area | Max. Value Points | Value Points Awarded |
|--------|-----------------------------------|-------------------|----------------------|
| 1 | Maintenance of Cash Book & Ledger | 20 | |
| 2 | Annual Account - Prepration and | 10 | |
| 3 | Budget | 10 | |
| 4 | Settlement of Bills | 10 | |
| 5 | Settlement of Audit Paras | 20 | |
| | (i) AG Audit (10) | | |
| | (ii) Internal Audit (10) | | |
| | TOTAL | 70 | 0 |

* Calculation of point no. 4 (5) - if the ratio of number of paras setteled and number of paras pending at the beginning of the year is :

1) Between 0.8 - 1 =10 Value Point

2) Between 0.5 - 0.79 = 6 ValuePoint

3) Less than 0.5 = 2 Value Point

(Formula = No. of paras setteled/No. of paras pending at the beginning of the year).

If no para is pending 10 value points are to be awarded

5. Activities organized under Community Participation (MM-60):

| S. No. | Area | Max. Value | Value Points Awarded |
|--------|---|------------|----------------------|
| 1 | Community Social Services by Students | | |
| | (i) No. of Programmes | 10 | |
| | (ii) Impact/Outcome | 10 | |
| 2 | Programme conducted under sharing facilities | | |
| | (i) No. of Programmes | 10 | |
| | (ii) Impact/Outcome | 10 | |
| 3 | Programme organized under Connecting Neighbouring School Scheme | | |
| | (i) No. of Programmes | 10 | |
| | (ii) Impact/Outcome | 10 | |
| | Total | 60 | 0 |

6. GRACE POINTS (mm-90):

| S No | Heading | Evaluation | Points | Total Points | Points Awarded |
|------|--|---|-----------|--------------|----------------|
| 1 | Vacancy Position | | | 20 | 0 |
| | (50% of time) | Principal Vacancy | 5 | | |
| | | Vidyalaya has vacancy of teachers more than 50% | 10 | | |
| | | Vidyalaya has vacancy of teachers 26 to 49 % | 7 | | |
| | | Vidyalaya has vacancy of teachers less than 25% | 5 | | |
| | | Vidyalaya has vacancy of scretaraite staff- 50% and above | 5 | | |
| 2 | Higher Class | | | 10 | |
| | | Vidyalaya has only upto class X and below | 10 | | |
| | | First batch of class XII | 10 | | |
| | | Second batch of class XII5 | 5 | | |
| 3 | over crowding of class | | | 10 | |
| | | one value point per each over crowded class (>55) maximum 10 value points | 10 | | |
| 4 | Type of Building | | | 5 | |
| | | For Temporary Building | 5 | | |
| 5 | Sports Infrastructure | | | 10 | |
| | | Lack of sports infrastructure | 5 | | |
| | | Lack of sports infrastructure but produced SGFI/National Winners | 5 | | |
| 6 | Participation at National Level | | | 5 | |
| | | Not involved in youth parliament | 2 | | |
| | | Not involved in Kala Utsav | 3 | | |
| 7 | Far Flung Area | | | 10 | |
| | | Remote Geographical Location of KV | 10 | | |
| 8 | Implementation | | | 15 | |
| | | Quality of planning and execution of Vidyalaya Plan by the Principal | 15 | | |
| 9 | Outstanding Achievement by School/Teacher or Staff/ Principal | (i) Selection at National/International Competition/Event etc. Level. (ii) Any Award by Govt. of India/International Agency (Winner International -5, Participation National - 3, State Winner-2, State Participation-1) | 5 | 5 | |
| | Total | | 90 | 90 | |

ANNEXURE - 8

(For 1st Report)

(To be submitted by 10th June)

| (Format for reporting of Grades of Vidyalayas) | | | | | | |
|---|-------------------|------------------------------|---|--------------|----------------|--|
| Kendriya Vidyalaya Sangathan | | | | | | |
| Regional Office | | | | | | |
| Academic Year : | | | | | | |
| Sl.No | Name of KV | Name of the Principal | Percentage of value points awarded | Grade | Remarks | |
| | | | | | | |
| | | | | | | |
| | | | | | | |