

**KVS, RO, Agra**  
**05<sup>th</sup> Regional Principals' Conference**  
**21<sup>st</sup> July-23<sup>rd</sup> July**  
**Minutes of the First Day- 21<sup>st</sup> July 2016**

*"All knowledge, that the world has ever received, comes from the mind, the infinite library of the universe is in our mind"*  
*Swami Vivekanand.*

**Inaugural Ceremony**

The 5<sup>th</sup> Regional Principals' Conference of KVS, Agra Region, was inaugurated on 21<sup>st</sup> July 2016 by **Shri Y. Arun Kumar, Deputy Commissioner**, KVS RO Agra by lighting the holy lamp and garlanding the portrait of Goddess Saraswati.

In this pious ceremony he was joined by all the **three Assistant Commissioners of KVS, RO Agra Shri Sanjit Kumar, Dr. Anurag Yadav, Shri R. K. Vashishtha and Finance Officer, KVS, RO, Agra, Mrs. Shivani Suneja.**, accorded a very hearty welcome to all the dignitaries & principals by presenting them bouquets. Saraswati Vandana and Welcome song were presented on by the students of KV No.1 AFS, Agra. On this occasion delivering his welcome address, **Shri Sanjit Kumar, AC** said that this 5<sup>th</sup> conference should be the best and the finest. He exhorted all the principals to have mutual discussions and interactions on all matters of Vidyalaya Management during these three days' stay together.

**KEY-NOTE ADDRESS BY DY. COMMISSIONER**

Addressing the participants, **Shri Y. Arun Kumar, Deputy Commissioner**, informed the gathering that all important issues of Academics, Administration and Finance would be deliberated upon in 3 days. He expressed his concern over the decline in KVS Agra Region's result from 8<sup>th</sup> position in 2015 to 18<sup>th</sup> position in 2016.

To improve this dismal performance, he suggested the following measures-

1. Check on Absenteeism among students
2. Proper teaching learning in class room
3. Study Camps during Autumn and Winter Breaks
4. Work shop/ Orientation program for subject teachers
5. Effective supervision and monitoring by the Principals and Assistant Commissioners
6. Regular & Surprise inspection
7. Cluster level principals/teachers meeting
8. Close Monitoring of Slow Achievers
9. Regular conduct of PTM/PTA meetings
10. Timely distribution of Students Supports Materials.

# Academic Issues

## 1. RESULT ANALYSIS

After the tea-break, important academic issue of result analysis was taken up by **Dr. Anurag Yadav, AC**. He drew everybody's attention to the decline in the result from 8<sup>th</sup> position to 18<sup>th</sup> position in 2016. There after he showed the result school-wise and subject wise of classes X and XII. As regard to class X result from 2012 to 2015, it had been 99% but in 2016 it slightly came down to 98.79 - still higher than the KVS average of 98%. Twenty Five (25) schools produced 100% result in 2016. The Principal of these schools have been asked by DC to award appreciation letters to their teachers and honour them on Teachers' Day while DC will issue appreciation letter to principals. In most of the schools which did not produce 100% result, there were 1 or 2 failures except in of KV Hathras, Baad and Gwalior No.1 (1<sup>st</sup> shift) where the number has been 10, 11 and 05 respectively -all in Science and Maths. However, all these Principals have assured to give 100% result in 2017. One positive thing of class Xth result is the rise in percentage of students scoring 10 CGPA i.e; 8% in 2015 to 14.14% in 2016. The DC then set the target of 100% result of class X in 2017.

Thereafter class XII result analysis was presented. The Principals were informed about the Class XII result of KVS at national level which is 95.46% and 58.41 P.I. whereas the result of Agra region is 94.44% with 56.56 PI, A negative variation of over 1% and 1.85 PI. The result of KVS Agra Region is of 94.44 a variation of 1%. Than after, KV wise result was discussed. Nine (9) KVs of Agra Region namely NTPC Anta, Baran, Karauli, Gangapur city, Gwalior NO.3, Gwalior No.5, Jhansi No. 1, Jhansi No.3 and Talbehat produced 100% result with KV Anta recording the highest PI of 70.56. The DC congratulated the principals of these KVs and exhorted them to strive further to maintain it. After this the results of other schools was discussed, which included Kota No. 1 & 2, Aligarh, Hazaratpur, Bhind, Jhansi 2, Baad Mathura, Mathura Cantt, Sawai Madhopur, Agra Cantt No.3 which recorded negative(-) variation. KV Bhind the only school producing 100% result from 2008 to 2015, also suffered a setback of 3 failures out of 33 bringing the result down to 90.91%. The result of another school, KV Hazartpur is matter of concern where the result has further declined to 84.85% in 2016 in comparison to 86.08% in 2015.

Thereafter the subject wise result was discussed. The maximum number of failures is in Physical Education 128 followed by Economics 103 and English 38.

The strategies to be worked out to overcome these failures and produce 100% result are as follows

- Regular monitoring of class XII attendance.
- Regular extra classes during morning assembly for under achievers.
- Appointing Contractual teachers immediately wherever regular teachers are not available..
- Special attention to low achievers.
- Principals to interact with under achievers daily.
- Syllabus to be completed by 15<sup>th</sup> November 2016.
- The first Pre-Board to commence from 1st Dec 2016, so the students can get ample time for proper follow up after the examination.
- Students are advised to opt for Political Science subject in lieu of Economics especially in Humanities stream.
- Physical Education to be taught during CCA, General Studies and other Miscellaneous periods, at least 4 periods in a week.
- Regular test to be conducted after completion of Each Unit.

## 2. KV SHAALA DARPAN

After this gruelling session of result analysis project KV Shaala Darpan was discussed. Inquiring about its status, the Dy. Commissioner informed the participants that this project of the Ministry of HRD was launched on 5<sup>th</sup> June 2015 and aimed at transparency, accessibility, accountability and good governance. He said that all data related to students and teachers, all letters and circulars in hard copy must be uploaded on it. It has benefits for students and teachers. He said that parents could easily gather all information pertaining to their wards, like their attendance, schedule of exams, performance in test/exams, PTMs, teacher/class wise result of teachers and all other important data. Linking all 1130 (approx.) KVs, it has brought all stock holders on one platform. Replying to the progress of Shaala Darpan in their schools, the Principals informed that photograph of all students have been uploaded except of the new ones. However, some of the Principals informed about the connectivity problem. Responding to it, the DC advised the principals to take the services of Computer Teacher/Instructor along with D.E.O. and direct them to go to the nearest city cyber centre. The D.E.O. should be trained by the PGT (Computer Sciences). He also informed them that Mrs. Indu Kaushik, AC is incharge of the project Shaala Darpan in KVS (HQ). He said that it has to be implemented and executed in true words and spirit.

## 3. Social Science Exhibition

Following this, Dr. Anurag Yadav informed about the National, Regional and Cluster Venues of the Social Science Exhibition 2016. KVS Nationals will be held in Delhi on 20<sup>th</sup> and 21<sup>st</sup> Oct 2016 while the Regional level competition of KVS RO, Agra will be organised at KV Mathura Cantt. The cluster Venues of Agra Region are as follows:-

| Sl. No. | Cluster | Venue           |
|---------|---------|-----------------|
| 1       | Mathura | Aligarh         |
| 2       | Agra    | Hazratpur       |
| 3       | Gwalior | KV No.3 Gwalior |
| 4       | Jhansi  | Babina Cantt,   |
| 5       | Kota    | Jhalawar        |

It was advised to all principals to go through the letter circulated by KVS (HQ) via Regional Office, Agra and distribute work among the teachers concerned to ensure qualitative performance.

## 4. 29<sup>th</sup> YOUTH PARLIAMENT

Five schools of Agra Region KV 2 Agra, KV Bharatpur, KV Gangapur City, KV Babina Cantt. and KV 2 Kota will participate in 29<sup>th</sup> Youth Parliament at regional level. The venue of the Regional Competition is KV Mathura Cantt. The inclusion of one topic on **non-communicable diseases is compulsory.**

## 5. TEACHING OF FOREIGN/OPTIONAL LANGUAGE

With regard to teaching of foreign language students at KV No. 3 & 4 Gwalior, Jhansi KV No. 1, and Kota KV No. 1 are having this optional foreign language. Few more schools like KV No. 1, 2, 3 Agra, Jhansi 1 & 2, Kota KV 2 and KV MRN Mathura can introduce it for the students of classes 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> from this year. At least 3 periods per week should be allotted for the optional language. . Two periods of Art Education and one period of Work experience can be utilized for Foreign/Optional Language Same applies for teaching of these languages at class IX<sup>th</sup> and X<sup>th</sup> level.

At KV 3, Jhansi students appeared in class 10<sup>th</sup> German examination. Also, Children can now opt. for Sanskrit as optional language at class IX<sup>th</sup> and X<sup>th</sup> level.

## **6. ADMISSIONS**

The post lunch session was dominated by admissions issues taken up by **Shri Sanjit Kumar, A.C.** He dealt with all five types of admissions in KV's and advised the principals to go through the Admission Guidelines 2016-17 other current circular at least twice before initiating the admission process. For admissions under RTE quota neighbourhood criteria should be followed. If the number of applicant is more than 10 per section then-

An RTE Admission Committee comprising of parent members, teacher members, student members and VMC representative should be formed as per KVS guidelines and displayed on the notice board to finalize the RTE admission. Regarding RTE reimbursement it was informed that a letter issued by KVS (HQ) F.No.11011/1/2010-KVSHQ/Acad (RTE) dated 12.09.2011 will be emailed to all the schools. Principals were instructed to maintain a separate register for RTE admission for quick transmission of information on parliamentary questions. Every school should keep five year data of RTE admissions ready. It was also informed that claim regarding RTE must be preferably settled within the same financial year.

Regarding admissions on KV TC - TC Number and the date of issue should be clearly visible and signed by two staff members in addition to Principal. In-charge principals should not sign on TC. It is to be counter signed by the Chairman VMC of concerned Vidyalaya. It was also instructed that principal should not delay the admission on KV TC and send the information through proforma generated by regional office for approval if required were transfer of parent is not involved. Other instructions imparted as follows-

1. Details of TC issued should be uploaded on school website the same day.
2. Average Student Strength in particular class in which admission in short should be mentioned in prescribed proforma.
3. Category of the parent for admission purpose should be clearly mentioned.
4. Application of parent to be enclosed.
5. The schools to check the KVS HQ website for verification for admission under MP Quota.
6. All admissions under MP Quota , HRM Quota, VMC Chairman Quota is to be considered over and above class strength (should not be included in the approved class strength) No fresh admission in class 10<sup>th</sup> & 12<sup>th</sup> under special provision.
7. Admission test to be conducted for all fresh admissions in class IX<sup>th</sup>.
8. Qualifying the admission test is compulsory for fresh admission in class IX<sup>th</sup>.

### **ADMISSION UNDER HRM QUOTA**

1. Parents to produce their letter issued by KVS (HQ).
2. Clarifications may be sought from KVS, R.O.
3. Last date for admission – 31<sup>st</sup> July 2016 (may be extended as per KVS HQ instructions).
4. For Fresh admission in class 10<sup>th</sup> and 12<sup>th</sup> – No MP, HRM, VMC Chairman Quota admissions.
5. For fresh admission in class 10<sup>th</sup> - desired CGPA as per KVS Admission Guidelines 2016.
6. For fresh admission in Class 11<sup>th</sup> & 12<sup>th</sup> as per KVS Admission Guidelines 2016.

## **7. STUDENTS ENROLMENT DATA**

The issue of student's enrolment data was also discussed. The important dates according to which the student's enrolment data is to be sent to RO are as follows -

- Enrolment as on 31<sup>st</sup> March before the declaration of final result (SA 2/Session Ending Exam).
- 30<sup>th</sup> June of the year
- 30<sup>th</sup> September of the year
- 31<sup>st</sup> December of the year

Principal were instructed not to change the students enrolment proforma provided by KVS RO Agra. All Information to be personally checked and verified by the principals before sending to RO

## **8. DC ADVISE AND DIRECTIONS**

After this Shri Y Arun Kumar, DC, dealt with other important issues of Vidyalaya management which are as follows –

1. Principals to do office work after school hours.
2. Transfer Certificate (TC) is to be issued within 3 to 7 days.
3. Principals to Frequent interaction with the students
4. Student enrolment to be checked twice before signing and sending to Regional Office.
5. E-mail to be checked regularly and reply to be sent promptly.
6. Data card to be used fully for seeking and transmitting quick information.
7. NIL report is to be sent in case of no participation, for record.
8. Replies to be sent only on the email specified in the letter send by RO.
9. All information to be personally checked and verified by the principals before sending to RO/HQ.
10. All labs to be properly maintained
11. Permanent fixtures to be kept in proper shape and condition.
12. Procurement of good quality furniture for students.
13. All Computer labs to be air conditioned.
14. Proper disposal of e-waste.
15. Condemnation of out-dated articles/items every year.
16. Condemned goods to be auctioned.
17. Silent generators may be procured as per the need.
18. Web site to be updated regularly.
19. Quality Photographs of current events of the Vidyalaya to be uploaded on school website, periodically.

## **9. ICT INFRASTRUCTURE, E-CLASS ROOM AND E-LEARNING**

The AC stressed upon the proper and optimum use of e-classrooms to make teaching-learning effective. The components of an e-classroom include an interactive board, a LCD projector, a visualizer and a computer with internet facility. He pointed out that Agra Region has the minimum numbers of e-classroom. He suggested the desirable number of e-classroom for different schools which is as follows:

|                                  |   |           |
|----------------------------------|---|-----------|
| <b>For Single section school</b> | – | <b>06</b> |
| <b>For Two section school</b>    | – | <b>12</b> |
| <b>For Three section school</b>  | – | <b>18</b> |
| <b>For Four section school</b>   | – | <b>24</b> |
| <b>For Five section school</b>   | – | <b>32</b> |

He stressed on the use of PPTs, e-content, videos, demonstrations and animations to impart effective learning. Regarding **Web Sites Updation** he suggested the formation of a committee headed by the Principal and assisted by Computer teacher/instructor, CCA co-ordinator and the Examination In-charge. All relevant information of current and immediate preceding year should be uploaded with correct facts and figures.

#### **10. NATIONAL CHILDREN SCIENCE CONGRESS:**

Next he informed the principal about the Nation Children Science Congress, venues and theme of this year's NCSC. He said that the Science and Social Studies teachers (geography) are to guide the students in preparation of outstanding projects. He told the different stages of participation which are as follows:

- School Level
- Regional Level
- KVS National Level
- All India National Level (KVS as a state)
- Indian Science Congress

He advised the principals to go through the letter, allot work to all Science teachers, depute good escorts and get reservation done well in advance to ensure children's safety and security.

Regional level KVS NCSC will be held in the month of October, 2016. The exact date and venue will be communicated subsequently.

The KVS National NCSC 2016 will be held in 3<sup>rd</sup>/4<sup>th</sup> week of November, 2016 in Kolkata.

#### **11. CONDUCT OF PTM**

Next he stressed upon the importance of organizing regular PTMs and maintaining their records. Class XII PTM should be called in the beginning of the session to acquaint the parents with the target of the school, seeking their whole hearted cooperation. He referred to Dr. Vijaylaxmi, Joint Commissioner (Acad) KVS (HQ) letter on PTM dated 25-04-16 and read out its salient features which are as follows-

He advised the principals to be present in these meetings (PTM) and give a ray of hope to the parents. The parents of under achiever students should be convinced and satisfied not sad and hopeless, after PTM.

#### **12. PARTICIPATION OF STUDENTS IN VARIOUS CO-CURRICULAR ACTIVITIES**

The Principals must ensure maximum participation of students in all CCA activities. When a child leaves school, he should never complain about not been given a chance. Competitions like NTSE, NCSC, KVPY, Maths Olympiad, Green Olympiad, SGFI etc. should be given wide publicity. Names of teacher in-charges of these competitions should be announced several times in the morning assembly and displayed on the notice board. To motivate and enrol students further, the importance and benefit of CCA should be conveyed to them first. They should also be informed about the eligibility criteria for NTSE, KVPY and other such prestigious competitions.

Regarding CCA competitions and morning assembly in the school, every student should get a chance to participate and no child should be repeated. The morning assembly must be conducted class-wise.

### **13. BENCH MARKING/MODERNISATION OF LABS AND ATL**

The next issue taken up was bench marking of labs. He informed that 250 KVS had been selected for modernization of labs by KVS (HQ) and five schools of Agra Region → KV Anta, KV 1, A.F.S Agra, KV Babina Cantt, KV Bharatpur, and KV Bhind were among the chosen ones. In 20 schools of Agra region the lab equipment has been supplied through KVS (HQ). However, the Principals of the concerned schools complained about lack of proper training to the teachers due to which the equipment is lying unused. The DC assured that he would request the KVS (HQ) to approach the concerned agency for training of teacher. He said that the equipment should be demonstrated to the students by the teacher.

All the principals informed that their schools have registered for ATL (Atal Tinkering Lab, a project of Neeti Aayog, Govt. of India).

### **14. CELEBRATION OF ALL IMPORTANT DAYS**

It was also stressed upon the importance of celebrating all important days like *yoga day, Teacher's day, Unity day, Education day, Constitution day, Annual day, Sports day and all national festivals (Republic day, Independence day and Gandhi Jayanti)* with great zeal and fervour to inculcate social cultural values and a feeling of patriotism. Good photographs of all these events to be uploaded on school website and sent to the Regional Office for display and publication in the newsletter. The Annual Function of the Vidyalaya should be organized in a befitting but simple manner and the Chairman VMC must be invited as the Chief Guest.

### **15. CONDUCT OF EXAM**

The post tea break session was taken up by **Shri RK Vashishtha, AC**. He discussed about the examination modalities which are as follows (subjected to change in KVS (HQ) directions)-

- Classes III<sup>rd</sup> to VIII<sup>th</sup> preparation of question paper and evaluation at Vidyalaya Level both (SA1 & SA2).
- Classes IX<sup>th</sup> & X<sup>th</sup> preparation of question paper at regional level and evaluation at Vidyalaya level both (SA1 & SA2).
- Class XI<sup>th</sup> preparation of question paper and evaluation for half yearly examination at Vidyalaya Level and for Session ending examination-preparation of question paper at Regional level and Centralized evaluation of selected subjects (Physics, Chemistry, Mathematics, Economics, Accountancy and Business Studies) at KV 2, Agra Cantt.

### **16. PRINTING AND DISTRIBUTION OF STUDY MATERIAL**

AS regards to it, Sh. R.K.Vashishtha said that the study material for classes IX, X, XI & XII is under preparation and would be distributed well in time to all schools.

### **17. INSPECTION AND ATR.**

Inspection tools should be kept ready by the Principal before Panel Academic Inspection. With regard to ATR it was pointed out that very few schools have send their ATR. It is mandatory for the principals to send the Action Taken Report (ATR) within one month after receiving the Inspection Report to ensure proper follow-up.

## **18. SCOUT & GUIDE/NCC/ADVENTURE/EXCURSION**

**Shri RK Vashishtha, AC** stressed that all schools should plan adventure and excursion in the beginning of the session. Permission for it should be obtained from the D.C. in advance. Small schools can be clubbed with the big ones for excursion purpose as suggested by Mrs Pallavi Sharma, Principal K.V. 3, Jhansi. The escorts can be from either of the school. Only the agencies approved by KVS should be approached for this purpose. Small field trips and excursions should be organized for junior classes. Children should be asked to bring their lunch, while the transportation would be borne by the school. The Six schools selected for Adventure activities in 2016-17 include KV No.1 AFS Agra/ KV Etah/Jhansi No.3/Bharatpur/ Baad Mathura and Baran. Children and schools should not be repeated. In 2015, only 4 KVs organized adventure trips. For Adventure activities 40% of the expenditure would be bore by KVS, 40% by R.O. and the remaining 20% by the school out of VVN. Rafting and bulleting have been banned due to accidents. Other activities like trekking, hill climbing, rock climbing, and river crossing are allowed. In all situations, children's safety and security should be the top most priority. Adventure trips can be organized twice a year - summer and winter. Proposals should be sent to the Regional office well in advance for approval by DC.

With regard to NCC, KV Aligarh and Mathura Cantt have had it for many years. KV Bharatpur, KV 1 and 2 Kota, KV 3 Jhansi, KV Bhind, KV Babina Cantt and KV Talbehet have sent their proposal. After approval, NCC will start in these schools. But the proposal of KV Talbehet has been rejected by NCC Heads due to long distance. The DC instructed other principal also to apply for NCC as it is a very good discipline to channelize the energy of the youth in the right direction and make them employable. Scout and Guide activities too should be given due attention.

## **19. TEACHER AWARDS**

Speaking on this matter **Sh R.K. Vashishtha** told the Principals to enlighten the teachers about different types of awards - KVS Regional Incentive, KVS National Incentive, Innovation and Experimentation Award and ICT Award in the beginning of the session. He said that he has been getting very few proposals for which principals can be held responsible. Wide publicity should be given and all the requisite information about them should be imparted to school staff. If they come to know about these awards, all of them would aspire and engage themselves in the academic activities mandatory for them. He said that the VMC Chairman's recommendation is necessary and that the principal should write the citation of employee in their own handwriting. All proposals should be checked thoroughly before being sent to the Regional office for consideration.

## **20. INSTALLATION OF CCTV CAMERAS**

Due to the menace of terrorist attack in the country, it has become essential to ensure student safety of students. As schools is the most vulnerable place and can be an easily targeted. Hence, as a mean of precautionary and preventive measures CCTV cameras should be installed at all strategic points in big Vidyalayas. While going for it, the purchase procedure as per codal provision must be followed.

## **21. IMPLEMENTATION OF CMP AND EQIUP**

Next, Shri R.K Vashistha dwelt upon CMP and EQIUP - the **Common Minimum Programme** for Primary (I to V) and **Ensuring Quality in Upper Primary classes** i.e. (VI TO VIII). All teachers must focus on them and the learning outcome should be checked periodically by a committee formed at the school level. Tests by subject teachers should be devised and given. After the feedback the weak ones should be re-taught to achieve the desired target. Student of class VI/VII/VIII should know the basics of Mathematics, Science, English and other subjects earmarked for their respective classes according to EQIUP.



## **22. APPOINTMENT OF CONTRACTUAL STAFF**

In the second session after tea – break the DC dwelt upon many important issues. He began with the appointment of contractual Teachers, Coaches and Doctor/Nurse etc. He asked the principals not to keep their payment pending and only a/c payee cheques should be issued to contractual staff. He suggested the following measures -

- A committee for selection should be formed and assessment of candidate appearing in interview must be done with pen.
- The Chairman/Chairman Representative should be invited to head the panel and the result be finalized the same day.
- There should be transparency and close monitoring in appointment of Contractual teachers.
- No experience certificate should be issued to contractual staff. If at all necessary, then it should be clearly mentioned in it that he/she worked on contractual basis from \_\_\_\_\_ to \_\_\_\_\_/ \_\_\_\_\_ worked for \_\_ days from \_\_\_\_\_ to \_\_\_\_\_.
- Their services should be terminated before 25<sup>th</sup> March every year.
- The same teacher can be re-appointed after break on contractual basis, if the new panel of Contractual staff is not ready.
- With regard to Doctor/Nurse, in a single section school there is no provision of a doctor.
- Where both Doctors/ Nurses are appointed either of them must be a female.
- The working hour's for the nurse is 6 hours and doctor two hours.
- All schools should appoint trained counsellors & their services should be fully utilized.

## **23. DC ALSO DISCUSSED THE FOLLOWING ISSUES**

### **A. Basic Amenities**

- Provision of Potable Drinking Water in Vidyalaya.
- Proper Toilet facilities in Vidyalaya.
- Functional Fire Extinguishers in Vidyalaya.
- Barrier Free Access/Ramps in Vidyalaya.
- Provision/Construction of Special Toilets for Differently abled students in Vidyalaya.

### **B. School Building**

- School Building painting/whitewash.
- Proper Garbage disposal.
- Playground maintenance.
- Cleanliness & Maintenance of toilets.
- Safe Wiring Electrical Fittings / use of LED bulbs.
- Age relevant Class room furniture.
- Black Board /Green Chalk Board.
- Proper Lights /Fans /Ventilation.
- Stair case/Steps maintenance.
- School Garden maintenance.
- Maintenance of Water tanks/ROs Plants.
- Maintenance of Generator.
- Maintenance of Labs.
- Maintenance of Staff room.
- Small repair should be carried out on regular basis.
- Proper Roof treatment and controlling leakage & seepage problem.
- Mirror/ Dustbin to be fixed/kept at appropriate places.

### **C. Conduct of Assembly Programme**

The sequence of assembly programme will be as follow-

1. Flag hoisting
2. National Anthem
3. Command
4. Pledge
5. Thought for the day
6. News Item
7. Special Item
8. Community Song
9. Birthday Celebration
10. Any announcement
11. Dispersal
12. Assembly should be conducted Class wise and not House wise.

### **D. Student Uniform**

- Uniform as prescribed by the KVS
- Every Wednesday House Uniform
- Proper hair cut
- ID card
- School Diary (Duly filled with all information & latest photographs of student and parents).

### **E. General Issues**

- No cultural activities during inspection.
- No Tobacco/ Gutka in the school campus.
- No Deputation/ movement of teachers / Principals from one KV to another KV and to RO without the written permission of the Deputy Commissioner failing which officer concerned of Regional Office and Principal concerned will be held responsible.
- Principal's Data card and Mobile is to be utilized optimally.
- Proper constitution of Alumni Association and due utilization of this forum for students' benefit.
- Note-Sheet Files to be maintained with proper file number.
- Cluster and Co-cluster in-charges should act promptly & responsibly.
- Regular checking of e-mails, attending RO phone calls must for principals.
- T.C should be counter signed by the VMC, Chairman wherever regular Principal is not posted.
- Avoid frequent suspension of classes.

## **24. STATUS OF SCHOOL BUILDING/CONSTRUCTION/IDENTIFICATION OF LAND/SAFETY CERTIFICATES:**

The DC informed the principals that building of four schools of AGRA REGION – KV ETAWAH, ETAH, MAHOBA and LALITPUR are being constructed for which adequate funds have been released by the KVS (HQ). He asked the Principals about the copy of the leased deed which is not available in the

(HQ). All the project schools should send a copy of the MoU to the Regional Office. Lease Deed / MoU copies should be kept in every school. Each school should obtain a building safety certificate every year from the Construction/ Competent agency.

#### **25. POTABLE WATER / FIRE SAFETY MEASURES**

The DC asked all principals if they had water coolers in working condition in their school. He said that no child should bring water from home as it is the school's responsibility to provide safe potable drinking water to students. The child should feel comfortable at school. The toilets should be cleaned thrice a day with phenyl. For the physically challenged students special toilets should be built. All water points should be spic and span with no stains and dirt anywhere. In fact, the school should be so clean and beautiful that children feel like spending more time at school.

All schools should have fire safety measures and awareness talks about this should be organized in the morning assembly. Fire extinguishers should be installed as per the norms of the Fire Safety Dept. All labs, Principal Office, School Office, and other important spaces in the school should have fire extinguishers. Mock drills be organized calling the staff from the Fire Safety Dept. All emergency exists should be known to the children for evacuation in case of crisis.

#### **26. MEDICAL CHECK-UP**

- Medical check-up of the student should be done twice a year.
- Medical cards to be prepared as per parameters of KV Shaala Darpan.

#### **27. SWACHH VIDYALAYA AND HARIT VIDYALAYA AND RAIN WATER HARVESTING.**

For Swachh and Harit vidyalaya a running trophy has been kept for which all schools should strive. KV Baran was praised for its impeccable cleanliness and all principals were directed to emulate it. Principal KV Gangapur City, inform that this school harvesting rain water for cleaning purpose and irrigation of plants. It was decided that all the schools should make rain water harvesting system.

#### **28. SUPERVISION BY PRINCIPAL / VICE-PRINCIPAL / H.M.**

Addressing this issue, The DC said that no office work should be done during school hours. **Academics should be the top priority of all Principals.** Regular supervision of classes is mandatory to ensure quality teaching learning process. In case of any shortcomings, the teacher should be called and advised to improve his/her teaching methodology. During supervision, apart from methodology, students' response to the content taught should be gauged. The Principal should regularly interact with students to get the feedback and sort out their academic problems.

Drawing the Principals' attention to the dismal board result of class XII of Agra region in 2016, the DC said that the lost ground is to be recovered – it has to be restored from 18<sup>th</sup> to 8<sup>th</sup> position for which all stake-holders have to put their unstinted efforts. To achieve this objective it is very essential to engage under achievers students in Autumn and Winter Break Holidays by arranging extra classes in Maths, Physics, Chemistry, Economics, Accountancy and Business Studies. A list of students securing less than 50% should be prepared and parents be informed well in advance about the schedule of study camps during Autumn Break and Winter Break. Some healthy snacks/fruits may be provided or they may be instructed to bring their own tiffin. Minimum two hours of study of each subject (one hour of teaching, learning and one hour of exercise/test/evaluation) should be planned.

All schools should distribute Split-up Syllabus in the beginning of the session. All the details in the student-diary like the child's profile, photo, the parents' details, parents' photos and signature should be duly filled in and finally checked & signed by the class teacher. As regard to Vidyalaya Patrika, the DC said that it is compulsory for every school to bring out its magazine every year. But in place of a printed version it could be an e-Patrika uploaded on school website with 99% space given to students to showcase their creativity. Only the mandatory messages of Commissioner's and the Chairman's should be there.

### **29. SUBJECT COMMITTEE MEETINGS (SCM)**

Subject Committee Meetings can prove very useful if organized with relevant/important agenda point. Teachers in these meetings should discuss their subject problems without any hesitation. Principal should attend these meetings and ensure that record is maintained by every convenor of SCM.

### **30. FIVE DAYS WEEK FOR PRIMARY TEACHERS**

Speaking on five days week for primary teachers he stressed that Saturdays should be utilized by engaging them in through correction of note book and follow up work preparation of remedial assignment for slow learners to achieve CMP, demonstration of best practices in teaching by fellow teachers, use of ICT, supervision of Cleanliness of primary class rooms & toilets, Children Park and surrounding.

### **31. STAFF WELFARE**

The following instructions were given by the DC to ensure Staff welfare:

- (1) Distribution of Appreciation Letters to teachers who have produced 100% result by Principals. While principals will be felicitated by RO.
- (2) Teacher Grievances to be addressed promptly at school level.
- (3) Data of eligible teachers for senior scale and selection grade to be checked thoroughly and sent timely to RO.
- (4) Service books and personal files to be maintained properly. Xerox copy of the service-books/latest pages of the service book to be provided if asked for.
- (5) Binding of Service Books of all the employees should be done at Vidyalaya level.
- (6) All entries in service book to be updated.
- (7) Granting CCL (Child Care Leave), is the principal's jurisdiction, to be sanctioned judiciously.
- (8) Staff quarters to be repaired and maintained properly. Staff Qtr. Maintenance fund for 2016-17 has been transferred to schools by RO.
- (9) Coolers may be installed in the staff-room to increase the efficiency of teachers.
- (10) Associations/Staff Unions meetings may be permitted after school hours.

## **22<sup>nd</sup> JULY 2016**

“Successful people are not gifted; they just work hard and then succeed on purpose.”

-G.K. Nielson

### **ISSUES RELATED TO ADMINISTRATION**

Day 2 of the conference began with Deputy Commissioner informing all the principals about the redressal of grievances of the students, staff and parents on every second Saturday of the month at R.O. He advised the participants to listen to everyone's problems carefully discreetly and fairly to avoid grievance and court cases. He enquired if there was any case of 81 B (moral turpitude) in any school and was told that there was none. There was one case of 81D (absence without intimation) reported by the principal KV 1 Baad, Mathura. Enquiring about the vacant KV Qtrs. In all KVs of the country, he informed that about 575 Qtrs. are lying unoccupied which is incurring a great loss. He desired 100% occupancy of the KVS staff quarters. He asked if all employees had been allotted their employee code and informed that it is issued by the KVS (HQ). AB Singh, Principal KV3 GWL. Informed that one teacher of his vidyalaya was not being shown on the UBI portal at this the Finance Officer assured that she would look into the matter.

With regard to LDE applications all data of the applicants must be thoroughly checked and verified by the Principal. Incomplete forms should not be forwarded. While deputing the staff during the summer vacation/break permission of the DC must be sought and every sub staff should be given a chance to work.

Every school should provide barrier free access to the differently able (Dibyang) students. The DC enquired how many schools had constructed ramps and special toilets. If not yet, then it has to be done on priority basis. The ramps have been constructed in KV No. 1 Kota, Babina & all three schools of Jhansi. This was highly appreciated in the meeting. The others schools are also expected to do the same.

In the second session after the tea-break the DC discussed about the VMC meeting in the vidyalayas. He reiterated that three VMC meetings should be conducted in all vidyalayas as per KVS Education Code. The proposal for the renewal of VMC must be sent three months in advance before the expiry of VMC.

- KV Ambah should constitute its VMC in priority basis. The Chairman/Chairman Nominee should be invited to preside over then VMC meeting of KV Ambah.
- While sending data for Service selection/grade all care should be taken to provide accurate data in relevant PROFORMA and ensure that no eligible candidate is left out.

### **1. RAJ BHASHA**

Shri U.C Pandey, Hindi Translator of RO Agra, spoke on topic Raj Bhasha Hindi. He told that all KV's of Agra region fall in area. Hence there should be 100% correspondence in Hindi. He said that all letters in Hindi and English should be replied in Hindi. If not possible, then the covering of letters should be in Hindi General Circulars, Reports, Tender Notices, Minutes etc. should be bilingual.

He asked all Principal to implement the following:-

1. Separate Diary & Despatch Registers for Hindi and English letters.
2. All Rubber stamps in Hindi/ bilingual.
3. All Entries in Service books in Hindi.
4. Regular meetings of Rajbhasha.
5. Bi lingual school website.

## 2. APAR

The next issue he took up was that of APAR. He informed that 30<sup>th</sup> June is the last date for sending to RO, Agra. Part 1 is to be filled by the Office, Part 2 by the Employee and Part 3 and Part 4 by the Reporting Officer and Reviewing Officer respectively. He advised the Principals to start one register to maintain APAR of last three (3) years of employees in which one column should be drawn for the Probation report of the employee. The APAR of teachers on duty up to 31<sup>st</sup> of March in their schools is to be filled by them only. He said that judicious grading should be given and a balanced language should be used in the pen picture section. The numeral grading total should be checked before sending as it has been found incorrect in some cases. The Principal's sign should be followed by his complete name and seal.

## 3. RTI Act 2005

After the issue of APAR, he dwelt upon RTE. He advised all principals to be **pro-active** in sending prompt replies of RTI and providing all required documents. One register with following columns should be maintained -

- Serial Number Applicant's name
- Date of application
- Number and date of postal order
- Information Sought

### Also emphasised the following regarding RTI –

- Language of RTI replies to be very clear. Reference to be given in RTI reply.
- Hard copy also to be sent.
- Mail to be checked daily.
- RTI cases to be reviewed by Principals weekly.

## 4. CONFIRMATION OF SERVICES

After RTI, the issue of confirmation of service was discussed. For confirmation Probation Reports after 11 and 22 months and police verification is a must. At this some principals informed that some teachers of their schools had not been confirmed even after 8 or 10 years of service. The DC asked them to report all such cases to the Regional Office and assured that he would seek clarification from the KVS (HQ) on this issue.

# FINANCIAL MATTERS

In the post lunch session, Mrs. Shivani Suneja, Finance Officer, Agra Region discussed the following important matters-

## 1. NEW PENSION SCHEME

- All employees joining services 1/1/2004 onwards is covered under it.
- **PRAN (Permanent Retirement Account Number)** for NPS should be allotted within six weeks of joining the service.
- Subscriber contribution is **10% of the basic pay + grade pay + DA- neither more nor less.**
- Form number **CSRF 01** to be given to the employee at the time of joining.
- To be filled in **Black Ink only and in Capital Letters.**
- Signature and Stamp of the DDO (Principal) in the requisite block only.
- Two separates sets of CSRF 01 in original (not Xerox) to be forwarded to the PAO (RO)
- Date of joining, retirement and DDO Registration no. to be correct (principal to be ensured).
- ID Proof of the employee to be enclosed with the form.
- Name, date of birth, address filled in the form should be same as mentioned in the ID proof enclosed
- No correction fluid should be used in the form.
- Two same photos of passport size should be pasted in the form.
- All Columns should be filled as per the General Guidelines mentioned on page No. 4 of the FORM.

## 2. DEDUCTION OF NPS ARREARS

NPS arrear should be deducted from the first salary even if PRAN is not allotment to the employee. The amount should be deposited in RO in NPS Account and same will be uploaded to Employee Account, as the PRAN allotted to the employee.

- Where NPS amount is not deducted due to NON allotment of PRAN, such amount is also to be collected from employee as arrear.
- It is also found that NPS on Da arrear is deducted from the regular salary drawn from UBI portal this practice is not allowed by the KVS HQ.

## 3. ANNUAL NPS STATEMENT

Annual NPS statement should be taken by employee itself from the website [www.cra-nsdl](http://www.cra-nsdl), using subscriber **User ID and Password**

- DDO are also requested to guide the subscriber to update their mobile No. and email-id on regular basis to get regular updates in their account.

# PENSION PAPERS

After NPS issue of pension papers were taken up. First it was informed to the house that no case of pension fixation is pending with Agra Region. She pointed out the discrepancies found which can be easily averted by preparing the month-wise list of retiring employees. The statement should include the staff retiring from 1<sup>st</sup> January to 31<sup>st</sup> March next year from the KVs of Agra Region. The following guidelines were also imparted:

## **1. TIME FRAME TO INITIATE PENSION PAPER PROCESS**

Processing to start 6 months before retirement at school level and reach RO at least 3 months before retirement date. So as to ensure GPF/ CPF payment on the day of retirement.

## **2. COMPLETION OF PENSION PAPERS**

Points which are to be checked before sending the same to RO:

- Two original sets of pension papers to be sent to RO for pension fixation.
- GPF/CPF papers should be sent separately.
- Bank Account Details should be thoroughly checked i.e; Account No., IFSC Code and Bank Code. A photocopy of pass-book should be attached should correct bank A/C details of the pensioner.
- For Pension Papers Account in SBI is only allowed.
- Recent Photograph with spouse should be attested by Principal (mandatory).
- Date of Birth of Wife is mandatory.
- Details of Family should be confirmed by employee itself.
- EWS statement and Leave details should be sent to RO again on actual basis after retirement.
- EWS contribution statement should be complete in all respects.
- Pages of Service book and Personal file to be serially numbered and properly secured before sending to RO.
- Balance leave of the employee should be attested by Principal.

## **3. PURCHASE PROCEDURE**

- ***PURCHASE PROCEDURE IS TO MAKE BE FOLLOWED TO MAKING PURCHASE OF AMOUNT INVOLVED APPROXIMATELY:-***

1. Direct purchase up to 15000/- in case of emergency.
2. Exceeding 15000/- up to 1 lac Market Survey
3. Limited tenders for more than 1 lac up to 25 lac.
4. Open tenders for more than 25 lac.
5. Simple purchase under single head for Rs 15000/-
6. For Market Survey – a committee to be formed and appointed by the Chairman /Principal
- 7-The committee to submit its reports to the principal
8. Registration of firms necessary for limited tenders.
9. Quotations to be invited once in a year.
10. Minimum 3 quotations for purchase of goods more than 15000 to 1 lac.



11. Registration of firms for printing, catering, recruiting, gardening, housekeeping, purchase of computers, electrical items, repair and maintenances of computers.
12. All details of firms – TAN, PAN card, Tin no., Service tax, Registration No. issued by the Govt.
13. General suppliers not to be entertained.
14. Purchase committee of 7 members to be formed in April with one office staff as its member.
15. Purchase committee to be approved by VMC every year.
16. CS4 to be enclosed with every purchase voucher.

#### **4. IMPORTANT POINT SHOULD BE KEPT IN MIND TO SELECT THE PURCHASE PROCEDURE:**

- Rs. 15,000/- limit is assign for single purchase under single head in whole year.
- For Market Survey: Committee should be approved by chairman or principal and committee should submit their report to the principal.
- For Limited Tenders: Registration of firms is important.
- Comparative statement CS 13 should be prepared every time.

#### **5. REGISTRATION OF FIRMS**

- Purchase requirement should be analysed at the beginning of the year under various heads which involves amount more than Rs. 1 lac like: Printing, Catering Security, Gardening, Housekeeping, Purchase of Electrical Items, Repair and Maintenance of electrical items etc.
- Advertisement in Newspaper
- Registration form: which includes all the details of the firm?
- Demand documents like Copy of PAN, TIN (VAT) Certificates, Service Tax Reg. Certificate issued by Govt. etc.
- Single Register should be maintained for registration purpose.

#### **6. FORMATION OF PURCHASE COMMITTEE:**

- Purchase committee should be approves by VMC every year.
- Purchase Committee should also include one office staff.
- Purchase committee of 7 members to be formed in April with one office staff as its member.
- Quotation to be invited once in a year.
- Minimum three quotations for purchase of goods more than 15000 to 1 lac.

#### **7. REQUIRMENT FOR CREATING PAYMENT VOUCHER:**

- It is mandatory to enclose CS 41 along with every payment vouchers.

#### **8. MAINTAINANCE OF BOOKS OF ACCOUNT-**

##### **1. Accounting Procedure which is to be followed by KV:**

- Separate Cash Book and General Ledger for both the Accounts School Fund and VVN.
- Cash book to be checked and signed as and when transaction takes place. No cheque to be signed without signing the cash book.
- **Heads of General ledger to be prepared as per annual accounts.**
- Bank Reconciliation Statement (BRS) on monthly basis for both the accounts (SF/VVN).
- Monthly Receipt and Payment Account to be maintained
- Monthly Receipt and Payment proforma to be prepared and circulated by RO soon.

#### **9. LIST OF BOOKS OF ACCOUNTS AND STATEMENT TO BE MAINTAINES AT KV-**

- Cash Book including BRS
- General Ledger
- Advance Register
- Fixed Assets Register
- Fee Receipt Register (CS- 54)
- Stock Register

- Petty Cash Book
- Postal Register
- Dispatch Register
- Monthly Receipt and Payment Accounts
- GPF/CPF/NPS schedules on monthly basis
- Cheque/NEFT/RTGS issued register including cheque stock register.
- Pay bills on monthly basis for disbursement of salary through UBI Portal.
- Timely settlement of advance and claim in respect and claim in respect of TA/DA, Medical, CEA etc.

#### **10. GENERAL INSTRUCTIONS TO PRINCIPAL FOR PROPER MAINTENANCE OF BOOKS OF ACCOUNTS AT KV**

- It is personal responsibility of Principal to verify whether proper accounting procedures are followed by the dealing hand for preparation of books of accounts.
- Cash Book should be signed by the principal every time along with the cheque after verifying the available balance in concerned account as per cash book only.
- Along with the Cash Book, Cheque issued register of NEFT issue register should also be signed by the Principal.
- In Cheque/NEFT/RTGS issue register name of Party should be clearly mentioned.
- It is seen that it is general practice in KV's that Cash Book for the whole month is written at the end of the month, after verifying the entries from Bank statement itself. This is totally improper way of writing cash book. Principal should check that Cash Book should be written on Daily basis only at the same time when cheque is issued. Principal should verify that all books of accounts (mentioned above) are properly maintained and all books of accounts be signed at least once in a month (except cash book).

#### **11. MONTHLY ACCOUNTS**

- **Introduction of Format for Monthly account of School Fund and VVN:**  
Computerized Receipt and Payments details proforma would be circulated shortly. Monthly Receipt and Payment should be prepared in that format and sent to RO through email only.
- Monthly Receipt and Payments in computerized format should be sent RO every month.
- **Time Limit for forwarding of Monthly Account of KV to RO:**  
Monthly Receipt and Payments should be forwarded to RO through email by 10<sup>th</sup> of the subsequent month.

#### **12. OUTSTANDING AG/INTERNAL AUDIT PARAS.**

- For dropping of the PARAs replies to be submitted promptly in proper format payment with supportive documents.
- Language to be very concise.
- Para NO.to be written in the documents.

- Proper Format in which KV are required to submit the reply of Audit Paras:-

**AUDIT REPORT REPLY  
IN RESPECT OF  
KENDRIYA VIDYALAYA : .....  
FOR THE PERIOD OF: .....**

| Sl. NO | Audit PARA no. | Full Contents of Audit Para | Reply of the Principal | Comments of the RO |
|--------|----------------|-----------------------------|------------------------|--------------------|
|        |                |                             |                        |                    |
|        |                |                             |                        |                    |

- **Documents which are required to be enclosed for dropping of Audit Paras:**  
Copy of all related documents mentioning the Para No., should be enclosed along with the reply.
- **Steps to be taken to reduce the number of AG/IA outstanding Paras:**
  - Audit paras should be prepared immediately after receiving the audit report.
  - Copy of all related documents should be enclosed along with reply of audit paras mentioning the Para No.
  - Reply of audit paras should be concise and to the point.
- UBI Salary up load of Staff (Uploading of salary of only bonafide employees enrolled in the Vidyalaya).
- **Payment of fee through UBI Portal:**
  - Please ensure the timely verification of quarterly fees by 15<sup>th</sup> April, 15<sup>th</sup> July, 15<sup>th</sup> October, 15<sup>th</sup> Jan
  - Reconciliation of fees on timely basis i.e.;
  - Amount due at the beginning of Quarter and the Total amount received should be the same. (it may be excess in case of late fees)
  - Payment of fees through UBI portal.
  - Timely verification of quarterly student fee on UBI portal.
- **Project KVs Overhead Charges:**  
It case of Project KVs Administrative Overhead charges should be collected from Project Authority (Up to January) and remit the same to Regional office within current Financial Year only (i.e up to March positively)
- **Regional sports Control Board:**
  - It is always preferred to take advance from Regional Office or KVS (HQ) in case of Regional Sports and National Sports respectively. As pre audit of these bills at RO level take time.
  - Proper purchase policies should be followed for purchase of Sports Kits/Goods and Related items.
- **Point to be kept in the mind while sending the bills of Regional Sports/National Sports**
  - Copy of minutes of meeting/Note sheet should be enclosed with bills.
  - Details of games, Number of participants & Escorts in each game.
  - Original Bills should be enclosed.
  - Copy of Comparative statement should be enclosed.

### **13. Outsourcing**

While appointing and making payment for outsourcing engaged in the school the following should be adhered strictly.

- Tender, in whom the service charges quoted "NIL" is to be rejected.

- The Engaged outsourcing personnel must have EPF/CPF account Number and the photo copy of the same kept in the Vidyalaya records.
- The EPF/CPF of engaged outsource personnel deducted and deposited by name through challan by the concerned Contractor/Agency.
- ESI of engaged outsource personnel be deducted and deposited by name through challan by the concerned Contractor/Agency.
- Police verification of engaged outsource personnel is to be kept in the Vidyalaya records.

#### **14. General Financial Issues**

- Income tax of all the employees including DDO should be calculated and deducted equally in each month.
- No TA/DA bills should be sent to KVS RO without remitting the balance amount in the Vidyalaya account.
- Avoid sanctioning of huge TA/DA advance to the staff.
- The TA bill of Principal should be countersigned by Chairman, VMC.
- Purpose of journey should be clearly mentioned in the column.
- Office order for tour should be attached
- Approval of tour programme should be attached with TA bill.
- If advance has been taken, refund the unspent amount through cheque and get a CS-12 after completion of journey without waiting for final settlement.
- While sending the medical bill of private hospitals approved by CGHS, a certificate issued by AMA should be attaching mentioning that treatment of that disease is not available in nearby govt. hospital.
- In case where heavy expenditure is expected to incur prior permission/approval of DC, should be taken in advance.