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 P**anel 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	1st Report	By 10th June	Grading of Vidyalaya in the previous year using Annexure 8
2	2nd Report	By 30th September	Report on visits during April to September using Annexure – 6
3	3rd report	By 31st December	Report on Visits during October to December using Annexure – 6
4	4th Report	By 31st 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

PART – A

VIDYALAYA PLAN

I-VIDYALAYA PROFILE

A- GENERAL INFORMATION

NAME OF THE VIDYALAYA		REGION	Type of BuildingA1/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- <u>ACHIEVMENTS AS ON 31st March, 2017</u>

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. RastrapatiPuraskar				
2. RajyaPuraskar				
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 :

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

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/Pry In charge/VP at the end of the month*.)

Name and Signature of the Teacher

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   --------------------

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

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				

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

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	Availability & optimum use of:		25	0
		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)	Infrastructure	5	10	
		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 X 70/100
2.   PX 60/100
3.   PX 40/100
4.   PX 20/100
5.   PX 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/ Associations/Federation) (Open)	Regional level	KVS Level	National Level (SGFI/Associations/Federation) (Open)	Regional level	KVSl Level	National Level (SGFI/Associations/ 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 progamme			5	
Yog Siksha (20)					
1	Implementation of NCERTCurriculam			10	
2	Quality of performance			10	
				Total	

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

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/Golden Arrow	Rajya Purashkar/ChaturthCharan	TritiyaSopan/Tritiya Charan	Rashtrapati Purashkar/Golden Arrow	Rajya Purashkar/Chaturth Charan	TritiyaSopan/Tritiya Charan	Rashtrapati Purashkar/Golden 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 Disciplenary 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

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**

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

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	

(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