ANNEXURE-5(A)

PM SHRI KENDRIYA VIDYALAYA BSF KHAJUWALA

Panel Supervision Report

A) Report on action taken on supervision:

B)

i. Date of supervision : 10.09.2025

ii. Date of previous supervision : 26.11.2024

iii. Name of the leader of supervision : Sh. Madho Singh, Assistant Commissioner, KVS RO Jaipur

iv. Name of the Principal : Sh. Sharawan Kumar

S.N.	Areas	Focus areas of observation with reference to vidyalaya plan		Suggestion for Improvement	Action taken by Vidyalaya
1		1	School Building	1. Posters and Picture should not be pasted on the walls. 2. Old areticles and contents should be replaced with new one at the display boards. 3. Greenary needs to be developed in the Vidyalaya. 4. Assembly ground should be shaded properly to protect the students from scorch heat. 5 Waste management facility needs to be developed.Complete the task at the earliest.	1. Pictures and Posters are removed from wall. 2. All the display boards are updated now. 3. Efforts are being made regularly for incrase in greenary. Some new plants are planted. 4. Assembly ground to be shaded near future. 5. Waste is being addressed.
		2	Classroom Furniture	Old or broken furninure may be repaired as and when required.	Furniture of all classes is in good condition now and regularly repaired when necessary.
		3	IT Infrastructure (Computer Labs)	All the Teachers should use the IT equipments in their teaching-learning process. They may be provided with necessary training regarding use of IT tools properly by conducting In-house training at the Vidyalaya level.	Training on use of ICT in teaching learning has been given to all teachers under CPD programme.Teachers are regularly using various resources including Intractive panels.

4	Assets (Library)	1. More books to be issued to the teachers as well student per their need. 2. Latest CBSE Curriculum, CBSE sample Papers,NCFSE 2023,FLN & NIPUN documents ,split up syllabus, Monthwise & Themewise list of activites for the session 2024-25 sent by KVS HQ, Important Academic Circular like assessment and Evaluation for class Balvaatika to class XII etc, all the latest books published by the NCERT/CBSE to be kept in the library and it should be issued to the students and teachers during the library periods. 3. Regular quiz, Book Review, Reading & Writting Competition Proper use of Library blog to be ensured. 4. Library Corners for Science, Mathematics, General Knowledge etc to be developed. 5. Age appropriates books to be purchased for the students of primary classes and a class library to be maintained in the primary classes. 6. To maintained the class library, required furniture and Almirah to be procured following due procedure. 7. The library blog should be further developed, with efforts made to enhance content and increase the number of visitors to the library blog.	1. Books are being issued regularly to students as well as teachers. 2. The study material provided by KVS, CBSE sample papers, NCESE, NIPUN, FLN and other important documents including split up syllabus have been provided to teachers in printed form. 3. Book review is part of morning assembly activities. Quiz and Reading competitions have been conducted under Reading promotion week and on other occasions also under CLA. 4. Science, Maths and General Knowledge publications are available in library for students and teachers. 5. New books have been purchased in library as per need of students. Class libraries are being maintained in primary. 6. More Furniture and Almirah will be procured in library after receiving the fund for the same under PM SHRI scheme. 7. Library blog is maintained and regularly updated.

	5	Assets(Music)	1. More students to be trained from school Band as well as to play various musical instruments during morning Assembly and other occasion. 2. Music teacher is talendted and working hard to train the students. 3. Expects more partipation from the student also.	Students are regularly trained for various instruments. Students are being given the opportunity of learning and playing the various musical instruments.
2	1	Vidyalaya Result	1. Consistent efforts are required from each teacher to ensure 100% results with quality in all the classes. 2. Teachers are required to plan in advance and enter the class with thorough preparation. 3.Proper strategy to be chalked out as per the need, strength and weakness of each student. A proper plan should be there for the late bloomers as well as for the Bright students to ensure Results in both the terms i.e. Quantity-wise and Quality-wise. 4. All the tests/exams at the Vidyalaya level must be conducted in a proper way and evaluation of the Answer-sheets to be done properly so that every individual can be counselled or helped accordingly. 5. Syllabus to be completed well in time and Quality Revision work to be ensured. 6. More CBQs to be practised by the students in their day-to-day teaching learning process. 7. The Principal should analyse the results after each PT/Midterm/Pre-board exams having a meeting with the concerned teachers and remedial measures to be planned accordingly. 8. Regular Monitoring and guidance is needed to bring the better results. 9. Motivation and support especially to the slow learners is required. 10. More questions on LAT pattern to be practiced in the classes.	1. All efforts are being made for producing 100% result with good quality in upcoming Board Exams. 2. Teachers are regularly going in class with preparation. 3. All the students strength and weakness are assessed, their progress is assessed regularly and discussed with parents. 4. Exams and tests conducted regularly for assessment of learning of students. 5. syllabus for Board Exams conducted before First Pre board exam and structured revision is going on after the First Pre board exam. 6. Practice of CBSE sample poapers, previous years papers and CBQs is being given to students. More focus on writting practice for board classes. 7. The analysis of the performance of students in each teast/ exam is being done and discussed with concerned subject teacher. 8. Regular interaction with the students and motivating them for better performance. 9. Regular interaction with slow bloomers. 10 PTMs regularly specially for slow bloomers.

ACADEMIC AREA

2	Classroom Teaching Learning Process.	1. Teacher must go the class with full preparation. 2. There is nothing important than that of taking the classes regularly by a teacher so the teacher should not be engaged herself/himself in other tasks during their teaching-learning periods. 3. Teacher should know the strength and weakness of each student and plan his/her teaching accordingly. 4. Various pedagogies like Peer tutoring, project method, experiential learning etc should be adopted as per the requirement. 5. Proper revision and follow-up should be taken up.	1. All the teachers are instructed to go to classroom with full preparation and same is being monitored by the Principal. 2. It is ensured that Classes are not being left unattended by any teacher. 3 Students progress is monitored regularly and lesson is planned as per need of each student. 4. Various teaching strategies are being followed for ensuring laerning of each child. 5. Revision is being done as per need of students and follow up work is being given.
3	Class work and Homework Correction	1. It should be done regularly. 2. A schedule for note books correction to be prepared for each class and subject and should be followed religiously. 3. Grades as per the quality of the work done to be awarded to the students, it will motivate them to do better. 4. Proper records of HW/CW correction to be maintained by the teacher	Good quality Home work is being given to students regularly. Note books are and being corrected. Time table for Home work has been prepared and note book submission also.All Teachers are directed for giving grades and maintaining proper record of HW/CW and project work.
4	Parent Teacher Meeting	1. Regular and timely PTMs to be conducted to inform the recent developments/changes in the pattern of examination etc and to have discussion regarding the strengths and weaknesses of each individual with the respective parents. 2. Minutes of the Meetings to be maintained and brought into the notice of all the concerned. 3. The parents who genrally don't attend or could not attend the Meeting, should be contacted telephonically and proper feedback to be taken and given.	1. Parent Teacher meetings are being conducted after each exam for each class. The performance of students, latest curriculum and assessment structure of KVS/CBSE etc being discussed with parents. 2. Minutes of the meeting are recorded and maintained. Teachers are directed to follow the minutes. All the parents who do not attend the meeting, being contacted over phone and progress of the child is being discussed.
5	Use of Technology for online Classes & ICT by Teachers	1. Proper utilisation of available resources must be ensured. 2. All the teachers should use the IT euipments in their teaching learning process. They may be provided with necessary training regarding use of IT tools properly by conducting In-house training at the Vidyalaya level.	1. All the teachers are instructed to utilise the available ICT resources in classroom teaching. 2. Teachers are trained in use of all IT equipments in their teaching learning process for maximum output.

		6	Monitoring of Classes and Assignments	1. Proper monitoring and guidance is necessary to bring out the best of the teachers. 2. At least one Primary and One Secondary class to be observed daily and all the strong and weak points to be communicated to the concerned teachers and follow-up to be ensured. 3. Entries of the Classroom supervision to be made on the PIMS portal on day-to day basis.	1. Classes are being observed regularly. 2. necessary instructions are given to teachers for further improvement. 3. The observations are being recorded in the supervision diary and on PIMS portal also.
3	SCHOOL ADMINISTRATION	1	Court Cases	NIL	No case pending
		2	Disciplinary Cases	NIL	No case pending
		3	Vidyalaya Management Committee (VMC)	1. Ensure at least three Meetings of the VMC in a Session. 2. PTA and VEC to be constructed with the approval of the Chairman VMC and their Meetings to be conducted as and when required.	1. One VMC is already conducted in Sept 2025 and other two will be conducted in scheduled months. 2. PTA and VEC are constituted and meeting are being conducted regularly.
		4	Record Keeping & Maintenance of Services Books	1.Service Books to be updated regularly and each entry must be verified by the Principal putting Initial and It should be shown to the employee at least once in a Year and Signature of teachers also to be obtained in the last page of service book at the time of showing the service book. 2.Ensure that family record of the employees is updated on time to time. 3.All the required forms for Nominations to be filled by the employees and kept them properly in the Service Records. 4. A copy of the related page of APAR showing the overall grading of the employee,Pay Fixation,MACP,Confirmation of Service,In-service Course,Increment Certificate and all the important documents should be kept in the Service Records of the Employee.	1. All the service books are updated and shown to teachers. These are shown every year. Signature of showing the SB are also maintained. 2. Family entries are updated in r/o each teacher. 3. Nomination forms are maintained and kept in personal file and pasted and service book also. 4. all the relavant documents such as APAR, Sr Scale/ Selection scale/ MACP., Promotion, Transfer, confirmation etc are documented in Personal file of concerned employee.

4	FINANCE	1	Maintenance of cash book (VVN&SF)	Proper utilisation of funds must be ensured as per the norms prescribed by the Govt of India vide GFRs and by the KVS vide Accounts code and through various Circulars.	Cash books are maintained properly. The Fund is being utilised by following the GFR and KVS accounts code.
		2	Maintenance of Ledger (VVN&SF)	Ensure regular updation and proper upkeeping.	All the records maintained well.
		3	Audit Paras	NA	No para pending.
		4	Tally Software	To be maintained properly as per KVS norms.	Tally software maintained and updated regularly.
		5	Purchasing Through Gem	1. Ensure purchasing through GeM portal as per GFR 2017. 2. Follow the due procedure and norms of Purchasing. 3.Ensure 100% purchasing through GeM Portal only.	1. All the purchases are being made through GEM except which are not available on GeM. 2. Purchase procedure is being followed for all procurements.
5	COMMUNITY PARTICIPATION	1	Pre-Vocational/Vocational/Skill Education/ Participation in Community Services	1. A concrete plan to be made and accordingly various activities can be conducted. 2. Volunteer / Service Providers to be registered on the Vidyalaya Portal and their contribution for the development of Vidyalaya to be ensured. 3.The efforts of integrating skill education within the academic transaction is the need of the hour. The services of TGT (AE), TGT (WE), PRT (Music) alongwith others can be used for this purpose. CBSE circulars can be referred in this regard.	1. Pre vocational Education and Skill education are being taught regularly. 2. 10 Days bagless day activities conducted under Pre vocation education. 3. CBSE circular and Guidelines are being followed. The services of TGT(WE), TGT(AE) and PRT(Music) are being utilised maximum.
6		1	Implementation of ongoing programme of KVS at vidyalaya level.	1. Ensure Maximum Participation and students should represent the Vidyalaya at the Regional and National Level. 2. Music Teacher, Social Science Teacher, Art Education Teacher and Language teachers should be given responsibility to prepare the students for EBSB Competition, Youth Parliament, Quiz etc and Science & Maths teachers should be given responsibility to train the students for various Olympiads, NCSC, Inspire Award etc.	1 students are being prepared for participation at regional and National level KVS programmes. 2. 30 students participated in Cluster level Rashtriya Ekta Parv. 3. 8 students participated in Regional Level RBVP. 4. Students are being prepared for other competitions also.

ANY OTHER AREA			Implementation of NEP 2020	1. New Textbooks to be used properly. Books like Bansuri, Khel Yoga, Kaushal Baudh, Kriti, Khel Yatra should be taught by the TGT (P&HE), TGT (AE), TGT (WE) and PRT (Music) and proper records be maintained. 2. Proper use of Interactive panels to be ensured. 3. Experiential Learning, Multi disciplinary teaching, Skill Subjects, Bagless days, Special care of CwSN students should be ensured. 4. Records of activities/FLN/Bagless days etc to be maintained properly.	1. New text books for all classes and all subjects are available in Vidyalaya library and are being used in teaching. 2. Books of Bansuri, Khel Yoga, Kaushal Baudh, Khel Yatra are also available and taught by concerned teachers. 3. Intractive panels are being used in the interest of students. 4. Focus is being given on new pedagogies as per NEP and Experiential learning. 4. Record of FLN and bafgless day activities is maintained.
		2	Vidyalaya Safety Certificate	NA	Available
		3	Fire Safety Certificate	NA	Applied for Fire NOC for the new fire system system installed in the Vidyalaya by CPWD
		4	Staff Vacancy Position	Ensure appointment of Contractual teachers on the vacant teaching posts as and when arises.	Payment to contractual teachers si vbeing made as when arises.
7	राज भाषा हिंदी	1	राजभाषा हिंदी रिपोर्ट	भविष्य में भी कार्यालयी कामकाज शत प्रतिशत हिन्दी में करना सुनिश्चित करें।	विद्यालय में कार्यालयी कार्य शत प्रतिशत हिन्दी में किया जा रहा है ।

(Sharawan Kumar)
PRINCIPAL
प्राचार्य/PRINCIPAL
श्री केन्द्रीय विद्यालय सी.सु.बल खाजूवाला
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