



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

क्षेत्रीय कार्यालय, ब०रे०का०, कंचनपुर, वाराणसी - 221004

Regional Office, B.L.W. Kanchanpur, Varanasi - 221004

शिक्षा मंत्रालय, स्कूल शिक्षा एवं साक्षरता विभाग, भारत सरकार

Ministry of Education, Deptt. Of School Education & Literacy, Govt. of India

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Ref.No.:43350/ KVS RO VNS/2024-25

Date: 14.10.2024

e-Mail only

The Principal
KV ITI Mankapur

Sub:- Schedule for Panel Inspection, KV ITI Mankapur – reg.

Madam / Sir,

The Panel Annual Academic Supervision for the session 2024-25 of the KV will be done as per the schedule given below:-

S N	KV	Date of Inspection	Team Headed by	Name of the team members	Designation	KV
01	ITI Mankapur	28.10.24	Dr. Ajai Kumar Mishra, DC	Sh. Barrister Pandey	Ppl	AFS Gorakhpur
				Sh. R. K. Mall	Ppl	Basti S1 & S2
				Ms. Jyoti	HM	FCI Gorakhpur

You are requested to keep all the formats as per the Revised Supervision Policy Document ready along with the self-assessment proforma duly filled in by all teachers and reported by them. The inspection proforma filled by previous inspection team may also be placed in the folder of the inspecting officer for reference and follow up action.

The previous inspection report with ATR is also to be placed before the inspection team. All records and documents related to Academic/ Admn. /Finance are to be updated and placed for perusal and inspection of the team. Kindly put up supervision diary of Principal, VP & HM and all other relevant documents related to Balvatika/Vidyapravesh/FLN/Tara APP /Results/ Examination/ Admission/Records of Work done under PM SHREE Scheme/Enrollment/ RTE/Condemnation/ Library services/ Purchase & Procurement related records/ Stock Registers/Maintenance & Repair/ Cash Book & Ledger (VVN& SF) / CS-54/ VMC minutes/ Academic Projects if any/ Record of the efforts taken for improvement of results/ Academic Action plan for 2024-25/CMP initiatives / Rajbhasha / Minutes of Subject Committee meetings/ Teachers' diary/ HW/CW correction work schedule/ PTM meeting records / Achievements of students and teachers/ICT/Website issues/UDISE Data updation/Samagam Portal details/Details of Work done through Vidyanjali Portal/Committees for 2024-25. **Vidyalaya plan and assessment tool of 2023-24** and other projects undertaken by KVS.


(Dr. Ajai Kumar Mishra)
Deputy Commissioner

Distribution:

1. The Assistant Commissioner(s), KVS, RO, Varanasi – for information & n.a.
2. The Principal/HM placed as member of Inspection team (KV AFS Gorakhpur / Basti) - for information and compliance please.
3. The Principal, KV FCI Gorakhpur – to relieve the team member accordingly.
4. The Finance Officer, KVS, RO, Varanasi – for information.
5. The Section Officer(Admn.), KVS, RO, Varanasi – for information.
6. The DH for record