

KENDRIYA VIDYALAYA SANGATHAN, GUWAHATI REGION
CHECKLIST FOR PANEL INSPECTION

Name of Vidyalaya : PM SHRI KENDRIYA VIDYALAYA PANBARI, DHUBRI

Name of Principal : RAKESH KUMAR

D.O.J in present KV : 06.10.2023

Date of Inspection : 04.08.2026

(A) School Plant

Sl.No	Areas of Observation	Principals report	Assistant Commissioner Comment	ACTION TAKEN REPORT
1.	Whether Vidyalaya has permanent building	YES	YES	Noted
2.	When was Vidyalaya white washed/Painted last Fully/Partially?	2024-25 (Under PM SHRI Scheme)	YES	Noted
3.	Was the Vidyalaya building beautifully maintained?	Yes, Since its establishment	YES	Noted
4.	Whether BALA concept introduced?	YES (2024-25) Primary Section classrooms done under PM SHRI Scheme)	Need to taken up for class of std.1&2	BaLA concept implemented in classes 1 and 2
5.	Are class rooms neatly maintained including floor, walls, cupboards, roof and Fans?	YES	Yes, some of fans are non-functional may get it repaired	The repair of fans is being carried out and it will be completed by 15.09.2026
6.	Are common areas/Verandas neatly maintained?	YES	Dumped furniture must be removed from the Verandas immediately to ensure students safety	The condemnation process for disposing off the damaged furniture has been initiated and auction is awaited.
7.	Are toilets are cleaned regularly and neatly?	YES	Yes, need to be replaced nonfunctional taps with a push cocks.	Non-functional taps will be repaired by 15.09.2026
8.	Whether roof top of the Vidyalaya is clean?	YES	Some weeds/unwanted plants/grass need to be removed regularly to protect the school building.	The cleaning of roof tops is being done periodically.
9.	Is play ground is properly utilized?	YES	Needs to be cleaned and maintained surrounding.	Maintenance is being done regularly.
10.	Is School garden is properly maintained?	YES	Some weeds/unwanted plants/grass need to be removed.	Cleaning and upkeep of garden area is being done regularly
11.	Whether staff room is properly arranged?	YES	YES	Noted
12.	Whether sufficient facilities are given to staff in staff room?	YES	Advised to provide drinking water facility.	RO already installed in the staff room.

13.	Building Safety certificate validity	08.11.2025 (Letter sent to CPWD for building safety certificate of current year)	Advised to produce	Awaited from CPWD. It will be produced as soon as it is received.
14.	Fire Safety certificate validity	Valid upto 11.01.2029	Yes	Noted
15.	Whether SOP is followed?	YES, Fire Hydrant is installed and it is functional, 5 hydrant channels installed (Dry chemical-14, Carbon Dioxide-15	Yes, advised to refill cylinder timely	Noted for compliance
16.	Sufficient Furniture available?	YES, available	Yes	Noted
17.	Sufficient Lights and Fans are available?	YES, available	Yes, the lights, fans which are non-functional may get it repaired or replaced	Non-working fans and lights are being repaired/ replaced
18.	Sufficient computer and other infrastructure facilities available?	YES (01 lab for senior secondary section available) 14 classrooms have interactive panels which are fully functional and are being used by teachers, there are 40 chrome books.	One more computer lab must be established to facilitate computer literacy class from II to X	For construction of additional computer lab for junior classes has been sent to HQ. Approval is awaited. Construction site has been identified and surveyed by CPWD.
19.	Facilities for physically handicapped provided including Ramp and special toilet?	YES	Yes, advised construct ramp with railing for upstairs.	Proposal for construction of ramp to first floor will be sent shortly
20.	Medical facilities, MI Room, Health checkup (dates if done in this session)	YES Health checkup of <u>506</u> students conducted on 29.06.2026 to 30.06.2026. Next will be conducted in the month of October/November 2026.	Yes, MI Room may be established with two separate beds for sick children and a staff Nurse to be appointed	In the extended building, a medical room will be established with all required facilities.
21.	Any other.	Computer for Digital Library	Yes	Noted

(B) Academic Area

Sl.no	Areas of observation	Principal report	Assistant Commissioner comment	ACTION TAKEN REPORT
1.	Number of classes observed by Principal from the beginning of the session	40 (Updated on PIMS Up to April 2026). Remaining done in offline mode as the portal was not working for some month.	At least two classes per working day must be observed and uploaded in PIMS portal	The principal is observing 2 classes each day and the report is being updated on PIMS portal

2.	Number of classes observed by Vice Principal from the beginning of the session number	NA	NA	NA
3.	Number of classes observed by HM/In charge PRT from the beginning of the session	NA	NA	NA
4.	Frequency of submission of Teachers Diary by Teachers. Defaulter If any.	Fortnightly	Fortnightly, must be maintained	Teachers are preparing lesson plans fortnightly and it is being seen by the principal also fortnightly
5.	Percentage of result and PI of class XII (For KVS up to class X, three years result of class X should be mentioned.)	91.60 and PI-(58.16) Chemistry – 02 Physics – 01 Supplementary: 03 Essential Repeat: 00	Advised to achieve the target fixed by KVS i.e 100% with PI:75, None of students must secure below 60%. At least 15% of the students should secure above 90%.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are being apprised about their performance. Regular counselling of these students is being done by principal and teachers.
6.	Percentage of result and PI of class X	100% and PI-(71.28)	Advised to achieve the target fixed by KVS i.e 100% with PI:75, None of students must secure below 60%. At least 15% of the students should secure above 90%.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are being apprised about their performance. Regular counselling of these students is being done by principal and teachers.
7.	Percentage of result of class XI	Before supplementary 77.27 After supplementary 86.36	Advised to achieve the target fixed by KVS i.e 100% pass.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are being apprised about their performance. Regular counselling of these students is being done by principal and teachers.

8.	Percentage of result of class IX	80%	Advised to achieve the target fixed by KVS i.e 100% pass.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are been apprised about their performance. Regular counselling of these students is being done by principal and teachers.
9.	Percentage of result in class XII (monthly Exam)	72% No of failures subject wise: English: 02 Economics: 01 IP: 01 Physics: 02 Chemistry: 03 Biology: 03 Mathematics: 04	Advised to achieve the target fixed by KVS i.e 100% with PI:75, None of students must secure below 60%. At least 15% of the students should secure above 90%.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are been apprised about their performance. Regular counselling of these students is being done by principal and teachers.
10.	Percentage of result in class in class IX (PT-1 or UT-1)	65.65% No of failures subject wise: Science: 15 Hindi: 07 Sanskrit: 03 Assamese: 02 Mathematics: 05 Social Science: 05 AI: 02	Advised to analyze in every test and examination and fill the learning gaps with appropriate remedial measures to achieve the targets fixed by KVS i.e 100%.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are been apprised about their performance. Regular counselling of these students is being done by principal and teachers.
11.	Percentage of result in class X (PT-1 or UT-1)	72% No of failures subject wise: Science: 03 English: 04 Mathematics: 05 Social Science: 02	Advised to achieve the target fixed by KVS i.e 100% with PI:75, None of students must secure below 60%. At least 15% of the students should secure above 90%.	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are been apprised about their performance. Regular counselling of these students is being done by principal and teachers.

12.	Percentage of result in class XI (PT-1 or UT-1)		Advised to analyze in every test and examination to achieve the targets fixed by KVS i.e 100%.pass	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are being apprised about their performance. Regular counselling of these students is being done by principal and teachers.
13.	Total number of teachers using LCD projector /interactive Board / Multimedia /Smart panel for reference)	29	Good	Efforts are being done to achieve the targets set by RO and HQ. Slow bloomers in each subject in each class have been identified. Their remedial classes are being regularly conducted. Their parents are being apprised about their performance. Regular counselling of these students is being done by principal and teachers.
14.	Total number of teachers Not using LCD projector /Interactive Board / Multimedia for Teaching in class room	NIL Few contractual teachers are still learning to make optimum use of Interactive Panel.	NIL	Noted
15.	Frequency of class work correction by Teachers	In primary- twice a week, in secondary- once in a week	Advised to check or correct daily 10 note books of class work with due care and concern	The teachers have been advised to be very careful while correcting the notebooks. Random checking of notebooks is being done by the principal also.
16.	Frequency of Homework correction by Teachers	Fortnightly	Homework note books correction once in a week as per HW submission timetable prepared by the Vidyalaya	A time table has been set for the correction of HW notebooks and is being followed by all teachers.
17.	Quality of Note Book correction	Good	Needs improvement	Teachers have been advised to be vigil while notebook correction and make no errors.
18.	A brief report on Implementation of Scout and Guide	03 Scouts successfully participated in Rajya Puraskar Camp – 2026	The Scouts and Guide must	The BS\$G is active in our vidyalaya and the students are prepared and made to

	calendar of activities (Attach)	08 Scouts will participate in Tiritiya Sopan Camp.	participate in every program of BS&G as per the norms and calendar of activities.	participate in all events/ activities as per the KVS norms and calendar of activities.
19.	A brief report on Implementation of Sports and Games achievements in present year and Previous year national level and SGFI only (Attach)	YES,04 students selected under NSM 2026, U-17 boys (Volleyball) Previous Year: No selection for cluster or regional or national level.	Games and Sports activities need to be improved as per the sports infrastructure available in the Vidyalaya	The students will be trained in more sports and games and Vidyalaya will ensure more participation in KVS games and sports competition
20.	Submit a report on functioning of ACP	Weekly one period is utilized for each class by the teachers trained under ACP to apprise the students about its teachings.	It must be ensured with proper proof of records maintained by the trained teacher concerned	The report of ACP and the activities is being maintained by the trained teachers regularly
21.	Status of implementation of AKAM till date	Good. It is being conducted as per KVS guidelines	It must be ensured	AKAM is being implemented as per the instructions of KVS
22.	A brief report on functioning of NCC if any (Attach)	Under process	Applied but yet to be allotted the troop	A temporary unit has been assigned to the Vidyalaya. By next academic session, permanent unit will be created and students will be enrolled.
23.	A brief report on implementation of NEP 2020	YES, submitted	Yes, need to concentrate on FLN and NIPUN revised Lakshyas	The revised Lakshyas of NIPUN and FLN are being realized with the efforts of the teachers
24.	A brief report on the implementation of FLN and NIPUN in primary (Attach separate sheet)	YES, submitted	Need improvement on FLN and NIPUN revised Lakshyas to be realized	The revised Lakshyas of NIPUN and FLN are being realized with the efforts of the teachers
25.	A brief report on Implementation of German / foreign languages (Attach)	NA	NA	NA
26.	Whether records maintained under internal assessment i.e MDP, learner's diary etc. from class 3 to 8 and portfolio and multiple assessment in	YES	Yes, but more focus must be laid on these parameters of internal assessment. The latest	The revised assessment scheme in classes IX to XII has been thoroughly in each class as well as with the parents. The teachers have also been made aware about it.

	IX and X (Submit records), Practical/activities in class XI and XII		changes occurred in Examination pattern and passing criteria of CBSE for classes IX to XII must be informed to the parents in writing	
27.	Submit records of Subjects committee meeting, Staff meeting, PTA meeting, Library committee meeting etc.	YES, submitted	Yes, Notice with specific agenda and minutes after discussion must be maintained and the same is to reflect in subjects teachers diary	The record of each subject committee meeting is being maintained in register. The teachers have also been advised to maintain the key points in their teacher's diaries.
28.	Achievements of students in Regional level Science Exhibition (Previous Year)	School Level: 30.08.2025, 12 models were presented Regional level: 02 students presented their models in Regional level National Level: 01 student presented his model.	More focus is needed to increase the achievements.	The students are being motivated to participate in all science-based competitions. More participation in upcoming competitions will be ensured.
29.	Achievements of students in NCSC regional level (last year) and MANAK Inspire award	NCSC: Not conducted in previous session MANAK Inspire Award: 5 students participated at school level. No further selection took place	Advised to conduct in this academic year and encourage the students for participation	NCSC will be conducted this year. Project under NCSC is already submitted. Three students have already been registered for MANAK INSPIRE awards
30.	Achievements of students in EBSB Regional level (current year)	<ol style="list-style-type: none"> 1. Group Dance selected for Regional level EBSB. 2. Artifacts bagged 2nd Position in Cluster level EBSB 3. Group Song, Instrumental, regional folk/ tribal contemporary choreography bagged 3rd position in Cluster level EBSB 	Needs to be maintained and try for big achievement in some more event	Students will be trained and encouraged to get better achievements.

31.	Whether lists of all experiment are displayed in Labs (Phy, Chem, Bio, Comp, Maths lab and Junior Science Lab)	YES	Advised to display of month wise split of practical's and Dos& Don'ts logbook of Practical must be maintained	Practical's lists have been put up in each lab with the marking of student's progression. Practical's are being conducted regularly
32.	Whether all experiment is conducted as per split up of syllabus in IX, X, XI and XII (Phy, Chem, Bio, Comp, Maths lab and Junior Science Lab)	YES	No, Need to be conducted by practicals at par with theory.	Practicals lists have been put up in each lab with the marking of student's progression. Practical's are being conducted regularly
33.	Use of equipment issued under modernization of Lab (Attach a report)	YES	Need to be utilized in day to day T/L process	All equipment are being utilized.
34.	Use of Language Lab If any (Attach a report)	NA	NA	NA
35.	Whether syllabus is progressing as per split up syllabus? (Problems if any)	YES	Need to be maintained by all the subject teachers	The syllabus in all subjects is progressing as per the split up. Extra classes are being conducted wherever there is a gap.
36.	Details of Remedial classes taken (Attach a teacher wise, date wise report)	YES, submitted <ol style="list-style-type: none"> 1. A Time Table for remedial classes has been prepared and circulated to teachers and students. 2. The students who require remediation have been identified in each class and are being asked to attend the remedial classes 3. A report of Day wise questions/ topics discussed during the remedial classes is being maintained and monitored. 	Appropriate remedial measure to be taken immediately by the teachers concerned	A time table has been prepared for the conduct of the remedial classes and is being followed by the teachers. Students are motivated to attend the classes.
37.	Whether all the CCA activities are conduct as per calendar of activities?	YES	YES	Noted
38.	Total Number of Books available in Library	2857	Yes Verified	Noted
39.	Whether library automation Completed?	YES, E- Granthalaya 4.0	Yes Verified	Noted

40.	Whether books are issued manually through bar Code reader?	Both	Yes Verified	Noted
41.	Total number of books issued to students in the current year (Attach a class wise and section wise report)	334	Need to improve reading habits among the students and teachers	Due efforts are being made by the teachers to improve the reading habits among the students. The parents are also being motivated to make their wards read at home.
42.	Submit the records of Library committee	YES, submitted	YES	Noted
43.	Details of Books purchase in current year and previous year (number and amount spent)	171 Text Books (Amount-15697) VVN 132 Reference Books (Amount-24819) PM SHRI 199 Story Books (Amount-9360) PM SHRI	The books must be purchased as per the norms of Rajbhasa dara-3/3 and need to increase the reading habits among the students and teachers.	Sufficient number of books have been procured in each session. Students are motivated to read the books regularly. Several activities in this regard are being carried out.
44.	Anand war	NA	Need to practice as per NEP-202	Bagless days are organized every year for classes VI to VIII in which the students are trained in development of skills.
45.	Jigyasa	NO	Advised to register the students in CSIR portal	Students will be registered.
46.	Pustakophar	YES, submitted 836 Books donated	Yes	Noted
47.	Tarunotsava	YES, Report submitted Sessions on career counselling and guidance was conducted in different subjects to help students make a proper choice of stream/subjects in class XI.	Yes	Noted
48.	SBSB	NA	NA	Na
49.	Atal Tinkering Lab	Yes, Fully Functional. All the articles/ devices have been displayed and are being used by the students.	Advised to make gadgets	ATL instructor post is vacant. Its equipment will be utilized as soon as the instructor is appointed.
50.	Club activities	YES, submitted	Yes	Noted
51.	Any Other	NA	NA	NA

Administration

Sl.no.	Areas of Observation	Principal report	Assistant commissioner comment	ACTION TAKEN REPORT
1.	Submit a copy of Vidyalaya Plan (Current Year)	YES, submitted	Yes	Noted
2.	Submit a copy of Assessment tool (Current Year)	YES, submitted	Yes	Noted
3.	Submit a copy of ATR of Previous Inspection	YES, submitted	Yes	Noted
4.	Submit Admission register along with file for reference	YES, submitted	Yes	Noted
5.	Submit Rajbhasha records for verification	YES, submitted	Yes	Noted
6.	Details of Vidyalaya level sport and Games Competition conducted	YES, several events like volley ball, Football, Athletics etc were conducted on 20 th December 2025 as part of Annual Sports Day followed by prize distribution.	A brief report to be submitted	A detailed report is prepared and submitted to principal
7.	Dates of Annual day conducted (current Year and Previous Year)	Yes, conducted on 08 th December 2025	Plan for this Academic year 2026-27	It will be organized in the month of November/ December 2026
8.	Details of Vidyalaya Patrika Released (current year and Previous Year)	YES, released for previous year in month of April 2025, for this year, it will be released soon.	Plan and execute for this Academic year 2026-27	It is under process and will be published by October 2026
9.	Details of Newsletter released (current Year)	Yes, released month wise up to April, 2026.	Yes	Noted
10.	Updation of Vidyalaya website status	YES, updated regularly	Yes	Noted
11.	Disposal of grievances status	No Grievance pending	NIL	Noted
12.	Service book and Personal file EL, Service verification, confirmation, etc.	YES	Yes	Noted
13.	Maintenance of CL register	YES, well maintained	Yes	Noted
14.	Student council formation and functioning Date of Investiture ceremony.	Will be conducted during the month of August 2026.	Planned but yet to be executed	The student council has been formed.
15.	General discipline of the Vidyalaya	Good	Good	Noted
16.	No of VMC meeting conducted in Previous session & present session, Dates	01 time (22.08.2025) in previous session. Present session: VMC Will be conducted during the month of	Atleast three times per session	The chairman, VMC has been asked to give a suitable date to conduct the VMC meeting. The first meeting will be conducted in September 2026 and subsequent meetings will be conducted on

		Aug-26 Dec-26 and Feb-26		the months of November 2026 and February 2026
17.	Any Other	NA	NA	NA

Accounts

Sl.no	Areas of observation	Principals report	Assistant Commissioner comment	ACTION TAKEN REPORT
1.	Whether cash book of VVN and SF maintained properly	YES (Maintained in tally and manual)	Yes	Noted
2.	Whether Ledger is regularly written?	YES (maintained in Tally)	Yes	Noted
3.	Petty cash Register and postage stamp	YES, well maintained	Yes	Noted
4.	Whether VVN is judiciously spent?	YES	Yes	Noted
5.	Whether purchase procedures are followed?	YES	Yes	Noted
6.	Submit Latest Pay Bills for verification	YES, submitted Gross Salary: 20.43 lakhs for the month of July 2026	Yes	Noted
7.	Provide details of internal Audit Paras	19 - Internal Audit paras pending for settlement (Session 2019 to 31 st March 2026)	Yes	Noted
8.	Provide details of AG Audit Paras	Nil, (AG Audit Para report for the sessions 2016 to 2024 are awaited)	NIL	Noted
9.	Sample check of all records	YES		
10.	Implementation of Gem in procurement of goods and services	Yes, 80%	Advised to do 100%	It will be done 100%
11.	Work in Tally	YES, upto date	Yes	Noted
12.	Regularity in income tax quarterly e-filing	YES, done regularly	Yes	Noted

13.	Annual stock verification and condemnation	YES, annual stock verification done for the session 2025-26 and no condemnation was done for the session 2025-26.	Yes	Noted
-----	--	---	-----	-------

2. The Vidyalaya is working with only approximately 50% regular teachers, which poses a hurdle in responsibility distribution. Also, to some extent it also restricts the effective teaching learning process, as most of the teachers recruited on contractual basis are freshers.