

KENDRIYA VIDYALAYA SANGATHAN, GUWAHATI REGION

CHECKLIST FOR PANEL INSPECTION

Name of Vidyalaya : HPC JAGIROAD

Name of Principal : Mrs DOLLY DAS

D.O.J in present KV : 04/07/2025

Date of Inspection : 08 /08/2025

(A) School Plant

Sl.No	Areas of Observation	Principals report	Assistant Commissioner Comment	ATR BY THE PRINCIPAL
1.	Whether Vidyalaya has permanent building	NO	Yes, but not in good condition	Building is not permanent, it is given by HPCL & maintained by State Govt. Condition of the building has been discussed with DC Morigaon, Few maintenance work has been done.
2.	When was Vidyalaya white washed/Painted last Fully/Partially?	PARTIALLY	There is a need of repair and maintenance of the building	Partially painted and repaired. Partially Maintenance done. Will be done in future, in this time fund constrain.
3.	When was Vidyalaya building beautifully maintained?	2017-2018	At present , the Vidyalaya needs renovation	Due to fund constrain, unable to renovate, in future it will be done.
4.	Whether BALA concept id introduced?	No	BaLa may be conceptualized to some extent in some places	Noted for compliance
5.	Are class rooms neatly maintained including floor, walls, cupboards, roof and Fans?	YES	Yes	Maintained
6.	Are common areas/Verandas neatly maintained?	YES	Yes	Maintained
7.	Are toilets are cleaned regularly and neatly?	YES	Yes	Maintained
8.	Whether roof top of the Vidyalaya is clean?	YES	Yes	CLEANED
9.	Is play round is properly utilized?	YES	Yes	UTILIZED
10.	Is School garden is properly maintained?	YES	Yes	Maintained
11.	Whether staff room is properly arranged?	YES	Yes	PROPERLY ARRANGED
12.	Whether sufficient facilities are given to staff in staff room?	YES	Yes	FACILITATED
13.	Building Safety certificate validity	2025-26 ONE YEAR	Yes	YES, CERTIFIED
14.	Fire Safety certificate validity	2025-26 ONE YEAR	-	YES, CERTIFIED
15.	Whether SOP is followed?	YES	To some extent	Noted for compliance
16.	Sufficient Furniture available?	YES	Yes	AVAILABLE
17.	Sufficient Lights and Fans are available?	YES	Yes	AVAILABLE

18.	Sufficient computer and other infrastructure facilities available?	YES (sufficient printers and LAN CONNECTIONS are required for smooth working)	Yes	AVAILABLE
19.	Facilities for physically handicapped provided including Ramp and special toilet?	YES	Yes	YES
20.	Medical facilities, MI Room ,Health checkup (dates if done in this session)	YES	Not yet done, MI room is available	Noted for compliance
21.	Any other.	School building is so old therefore it is required more maintenance every time.	There is of course a need of repair and maintenance	Due to temporary building and insufficient fund. It is not up to the mark, yet some of the maintenance work has been done.

(B) Academic Area

Sl.no	Areas of observation	Principal report	Assistant Commissioner comment	ATR BY THE PRINCIPAL
1.	Number of classes observed by Principal from the beginning of the session	Class V TO XII (20)	Too less, ensure observation of 2 classes per day	Classes are observed regularly.
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	HM post is not sanctioned	NA	NA
4.	Frequency of submission of Teachers Diary by Teachers. Defaulter If any.	Timely submission No defaulter	Submitted fortnightly but there is a need of organizing a workshop on writing lesson plan organizer	Noted for further action. Workshop will be organized soon.
5.	Percentage of result and PI of class XII (For KVS up to class X, three years result of class X should be mentioned.)	100% in class 12 th with PI (76.92) and class 10 th S 100% with 66.19 PI Yes, maintained	Good	We are trying to maintain it.
6.	Percentage of result and PI of class X	100% with 66.19	Good	We are trying to maintain it.
7.	Percentage of result of class XI	XI A 100% XI C 83.3%	Ensure 100% in this academic year	We are trying to maintain it.

8.	Percentage of result of class IX	76.31%	Not good, 100% must be achieved this session	We are trying to maintain it.
9.	Percentage of result in class XII (monthly Exam)	75.86%	Remediation classes to be started immediately	Remediation classes started
10.	Percentage of result in class in class IX (PT-1 or UT-1)	35.13% UT-1	Remediation classes to be started immediately	Remediation classes started
11.	Percentage of result in class X (PT-1 or UT-1)	89.65%	Remediation classes to be started immediately	Remediation classes started
12.	Percentage of result in class XI (PT-1 or UT-1)	NO EXAM TILL DATE	-	
13.	Total number of teachers using LCD projector /interactive Board / Multimedia /Smart panel for reference)	LCD Projector 01 Projector- 16 Interactive board 01	Proper utilization is to be ensured	Utilizing as per requirement.
14.	Total number of teachers Not using LCD projector /Interactive Board / Multimedia for	Interactive board is not working condition	Efforts of its repairing/replace ment (if in guarantee or warranty) to be explored	Noted for compliance
	Teaching in class room			
15.	Frequency of class work correction by Teachers	Frequent	There must a monitoring schedule	Monitoring scheduled
16.	Frequency of Homework correction by Teachers	Frequent	Make this a scheduled activity, must be once in a week	Scheduled in a week
17.	Quality of Note Book correction	Regular	Need improvement	Noted for compliance
18.	A brief report on Implementation of Scout and Guide calendar of activities (Attach)	Scout guide activity is going on as per scheduled	As per instructions	activities are going on as per instructions
19.	A brief report on Implementation of Sports and Games achievements in present year and Previous year national level and SGFI only (Attach)	24 students Participated in RSM in KHO-KHO Boys and Girls Both Team won Gold Medal . 10 student participated in KVS NSM 2025 SGFI selection list awaited	Good	NA

20.	Submit a report on functioning of ACP	Implementin g in class VII	Implementing	NA
21.	Status of implementation of AKAM till date	Implementin g	Implementing	NA
22.	A brief report on functioning of NCC if any (Attach)	NCC unit working on	NCC unit is functional	NA
23.	A brief report on implementation of NEP 2020	Implemented	Implementing	NA
24.	A brief report on the implementation of FLN and NIPUN in primary (Attach separate sheet)	NIL	NA	NA
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 IX and X (Submit records), Practical/activities in class XI and XII	YES	Yes	NA
27.	Submit records of Subjects committee meeting, Staff meeting, PTA meeting ,Library committee meeting etc	Records available	Yes	NA
28.	Achievements of students in Regional level Science Exhibition (Previous Year)	NA	Students must be encouraged to participate	Students are motivated for participation.
29.	Achievements of students in NCSC regional level (last year) and MANAK Inspire award	NA	5 projects uploaded	NA
30.	Achievements of students in EBSB Regional level (current year)	REGIONAL LEVEL PARTICIPATIO N	Participated	NA
31.	Whether lists of all experiment are displayed in Labs (Phy, Chem, Bio, Comp, Maths lab and Junior Science Lab)	YES	Yes	NA
32.	Whether all experiment are conducted as per split up of syllabus in IX, X, XI and XII (Phy, Chem, Bio, Comp, Maths lab and Junior Science Lab)	YES	Yes	NA
33.	Use of equipment issued under modernization of Lab (Attach a rep[ort)	YES	Yes	NA
34.	Use of Language Lab If any (Attach a report)	Lab is not available	NA	NA
35.	Whether syllabus is progressing as per split up syllabus ?(Problems if any)	Progressive. No Problem	Yes	NA
36.	Details of Remedial classes takes (Attach a teacher wise , date wise report)	Planned	To be executed with effectiveness	Remedial classes are going on.
37.	Whether all the CCA activities are conduct as per calendar of activities?	YES	Yes	NA

38.	Total Number of Books available in Library	6373	Good numbers of book available	NA
39.	Whether library automation Completed?	Continue...	To be completed immediately	Going on, it will be complete soon.
40.	Whether books are issued manually through bar Code reader?	Issued properly	Use of bar code is expected	Noted for compliance
41.	Total number of books issued to students in the current year (Attach a class wise and section wise report)	Record available	Increase frequency and quantity of books issued to students	Noted for compliance
42.	Submit the records of Library committee	Available	Yes	NA
43.	Details of Books purchase in current year and previous year (number and amount spent)	NIL	To be purchases as per requirement	Noted for compliance
44.	Anand war	NA	NA	NA
45.	Jigyasa	NA	NA	NA
46.	Pustakophar	DONE	Good	NA
47.	Tarunotsava	NA	To be done in the month of April	Noted for compliance
48.	SBSB	YES	Yes	NA
49.	Atal Tinkering Lab	YES	Yes, make it functioning effective	Noted for compliance
50.	Club activities	YES	Yes	NA
51.	Any Other	Trying our level best	-	-

Administration

Sl.no.	Areas of Observation	Principal report	Assistant commissioner comment	ATR BY THE PRINCIPAL
1.	Submit a copy of Vidyalaya Plan (Current Year)	YES	Submitted	NA
2.	Submit a copy of Assessment tool (Current Year)	YES	Submitted	NA
3.	Submit a copy of ATR of Previous Inspection	YES	Submitted	NA
4.	Submit Admission register along with file for reference	Available	Maintained	NA
5.	Submit Rajbhasha records for verification	Available	Seen	NA
6.	Details of Vidyalaya level sport and Games Competition conducted	Planned	To be executed too	CONDUCTED
7.	Dates of Annual day conducted (current Year and Previous Year)	Planned	To be executed too	Noted
8.	Details of Vidyalaya Patrika Released (current year and Previous Year)	E-PATRIKA 2024	E- patrika to be released	Noted
9.	Details of Newsletter released (current Year)	Published July 2025	In practice	Noted
10.	Updation of Vidyalaya website status	Updated	Updated	NA
11.	Disposal of grievances status	No grievances	Zero	NA
12.	Service book and Personal file EL, Service verification, confirmation, etc	Working on	To be maintained	Maintained

13.	Maintenance of CL register	Maintained	Maintained	NA
14.	Student council formation and functioning Date of Investiture ceremony.	06.08.2025	Done	
15.	General discipline of the Vidyalaya	Good	Good	NA
16.	No of VMC meeting conducted in Previous session & present session , Dates	01	Good	NA
17.	Any Other	Trying our level best	-	-

Accounts

Sl.no	Areas of observation	Principals report	Assistant Commissioner comment	ATR BY THE PRINCIPAL
1.	Whether cash book of VVN and SF maintained properly	Maintained	Maintained	NA
2.	Whether Ledger is regularly written?	Yes	Yes	NA
3.	Petty cash Register and postage stamp	Maintained	Maintained	NA
4.	Whether VVN is judiciously spent?	Yes (as per need)	Yes	NA
5.	Whether purchase procedures are followed?	Yes	Yes	NA
6.	Submit Latest Pay Bills for verification	Maintained	Maintained	NA
7.	Provide details of internal Audit Paras	Disposed	Zero	NA
8.	Provide details of AG Audit Paras	NA	Zero	NA
9.	Sample check of all records	YES (Available)	Seen	NA
10.	Any other	No SSA & JSA	NA	NA
11.	Implementation of Gem in procurement of goods and services	Working on	To be purchased through GeM	NOTED
12.	Work in Tally	YES	Yes	NA
13.	Regularity in income tax quarterly e-filing	YES	In practice	NA
14.	Annual stock verification and condemnation	YES	To be done	DONE

राजभाषा क्षेत्रीय कार्यालय केन्द्रीय विद्यालय संगठन गुवाहाटी संभाग , नराकास द्वारा प्रेषित समस्त अनुदेशों का नियमतः किया जाता है तथा आवश्यक सभी सूचनाएं निर्धारित समय पर प्रेषित की जाती हैं ।

राजभाषा विभाग भारत सरकार द्वारा सत्र 2025-26 के लिए निर्धारित लक्ष्यों को पूर्ण करने के लिए समस्त प्रयास किए जा रहे हैं

Details of community Participation

1. Alumni

Yes, participates where required

2. Involvement of Parents

Yes, participates where required

3. Strength and weakness of the Vidyalaya:

*Teachers are doing at their level best. Vidyalaya is running in a temporary building.

*Due to lack of fund Vidyalaya is lacking behind in many areas because of Vidyalaya having only class V to XII so students are less than full capacity.

*Vidyalaya has less permanent staff.

Suggestions:

- 1) Remedial classes for IX to XII must be regularly conducted.
- 2) V to VIII, classes to bridge the learning gap to be initiated.
- 3) Class observation to give constructive suggestion to be done by the Principal on regular basis.
- 4) Note book correction to be taken care of.