

KENDRIYA VIDYALAYA GUWAHATI REGION SANGATHAN



**PRINCIPALS' CONFERENCE 2009
[22nd to 24th July, 2009]**

'Working as a team in pursuit of excellence'.

(A REPORT ON THE PROCEEDINGS)

**Venue:
KENDRIYA VIDYALAYA, IOC, NOONMATI**

INAUGURAL CEREMONY

A three-day Principals' Conference 2009 of KVS Guwahati Region was hosted by KV IOC. It was organized at Training Centre, Sector II, IOC, Noonmati on 22nd - 24th July, 09. The Inaugural Ceremony witnessed the distinguished presence of Shri G. Bhanumurthy, Chairman, VMC & Executive Director of IOCL Guwahati Refinery, Shri A. K. Vajpayee, Assistant Commissioner, Kendriya Vidyalaya Sangathan, Guwahati Region and esteemed officers of IOCL, Shri W. R. Borbora DGM (HR), Shri A. C. Mishra DGM (T), Shri A. C. Shekhar SHRM, Shri P. Basumatary, DM, Shri Kailash Chandra, Senior manager, Shri S. K. Verma, EO, KVS RO, Guwahati and Shri J. Das, EO, KVS, RO, Guwahati.

With the arrival of Chief Guest at 9.30 am, Venue Principal Mrs. O. S. Minz welcomed him and other revered guest in a traditional manner with a gamocha and bouquet. Students of KV IOC presented a song to welcome the dignitaries.

The conference was inaugurated with the lighting of lamp by the Chief Guest Shri G. Bhanumurthy and Shri A. K. Vajpayee, Assistant Commissioner, KVS (GR). The day's programme started with an invocation of Goddess Saraswati followed by welcome address by the Venue Principal. Assistant Commissioner Sir made key note address highlighting the purpose of the conference and focussed the concepts, ideas, goals, working and success of our system. The Chief Guest in his inaugural address spoke about the present education system and stressed on the need to update the teachers for innovative approaches. The inaugural programme was co-ordinated by Mrs. Champa Singha, PGT KV IOC, Noonmati. It came to an end with a tea break.

Tea break was followed by the self-introduction of the Principals. Then Shri Jaideep Das, EO, KVS (GR) addressed the gathering and expressed his pleasure to know that most of the Principals had interest in Computers, Sports, Co- Curricular Activities (CCA) which will definitely be beneficial for KVS. He announced the theme of the Principals' Conference-

'Working as a team in pursuit of excellence'.

ADMINISTRATION

Administrative aspects were taken over by Shri G. Rabha, AO, KVS GR.

- 1) Discussion on the status of ongoing construction works.
- 2) Discussion was also held about the fund received by different Vidyalayas for special repair and maintenance work. It was emphasized that the repair work should be completed in time. They have been asked to expedite the work and meet the target.
- 3) Principals of schools running in temporary building need to ensure that its building structure is not unsafe and all the facilities should be provided to the students and for that funds should not be a handicap.
- 4) Potable water to be arranged in all schools. To reduce the problem of shortage of potable water as in KV Mangaldai, short-term measures are to be taken where few classes are running in a distant block where running water supply is not available.
- 5) Discussion on disciplinary proceedings was held invoking rules of CCS (Conduct) Rules 1964 and KVS Education Code about misconduct and mis-behaviour and the procedure of disciplinary proceeding as per CCS (CCA) Rules 1965. Stress was laid on maintenance of suggestions and complaint boxes; these boxes to be opened periodically, recorded with regard to its nature, action to be taken and mode of communication of solutions of complaints.
- 6) Before opening of new section/ class, facilities available should be taken into account.

The afternoon session started with the test on NCF.

At 4.15 pm, soon after the tea break the discussion on the following administrative matters resumed:-

1. Duties to teachers during summer vacation should be given sparingly and information to be sent to RO.
2. Regarding financial matters, prior approval of Assistant Commissioner should be taken.
3. Teachers applying in other organizations can apply and their applications can be forwarded directly by Principal, only by giving intimation to RO. Application should not be sent indiscriminately as it leads to unavoidable correspondence.
4. Principals should go through the circulars thoroughly and get it circulated among the staff. Circulars should be made public and also may be put on the notice board.
5. Time schedule for DPC in respect of ACP, Senior Scale and confirmation need to be abided by. Such cases should be sent within the prescribed time schedule.
6. ACP cases to be sent along with a photocopy of ACR. It is not necessary to send Service Book.
7. Important features of VMC were focused as- reconstitution of VMC in time before expiry, holding VMC meetings in due schedule.

8. All the members were acquainted with the rules for permission of EL and availing LTC to avoid unnecessary delay and were asked to follow it strictly.
9. EWS certificate should be sent every year so that verification of service can be done.
10. Fitness certificate should be submitted along with medical Certificate. (2 page of 17)

FINANCE:

Financial Aspects were taken up for discussion by Sh. A. K. Bharadwaj, Audit and Accounts Officer, KVS, RO Guwahati in the evening session. The highlights were:

- 1) Experience of Principals is also required in financial matters as they are the drawing and disbursing officers.
- 2) The importance of timely and correct submission of financial and accounting returns and responsibilities Principals as DDOs.
- 3) After rendering the Account of last grants, the next grant may be expected.
- 4) CS-I and other periodical returns of school fund and VVN .
- 5) Principals concerned should ensure the receipt of CS-71 from construction Agency or ensuring correct adjustment in accounts.
- 6) A calendar to be made in every school about the returns to be submitted, for convenience.
- 7) Regarding Stock verification- A certificate from Principal to the effect that the value recorded in stock register match with the value shown in annual account , after stock verification as prescribed in article in Accounts Code..
- 8) Settlement of audit objections should not be unnecessarily delayed as such replies to outstanding paras must be prepared and sent to RO on priority basis.
- 9) Cases of financial irregularities to be taken up more carefully. Total loss, responsible person, steps initiated etc should be recorded by Principals.
- 10) For purchase beyond ceiling, prior sanction should be taken. Proper justification should be given for such purchases.
- 11) Where VVN is transferred to school fund, as per liability in schedule-4. And assets in schedule 6 are to be reflected in respective annual accounts.
- 12) Monthly statement about deposits, advances etc to be made by every school.
- 13) Budget proposal to be sent in time.
- 14) Principals to have total knowledge of all the departments and committees of school.
- 15) Requisition of funds to be sent by 5th of current month along with the financial report of previous month.
- 16) Queries on financial matters were settled.

17) Schedule of annual accounts and budget to be followed. Instructions for preparing RE 2009-10 and BE 2010-11 were discussed and issued.

(3 page of 17)

18) Explanation was given regarding filling up the formats of CMS-A, CMS-B and .

19) Main parts of annual accounts explained.

20) Audit aspect was discussed. Audit paras to be settled at the earliest. Ways and means to settle long pending audit paras with positive frame of mind should be taken up.

21) Serious audit para (outstanding) pertaining to 13 KVs and letters written by regional office but awaiting reply from Principals were discussed for required action on part of Principals. They may contact AAO for any guidance in this regard.

ACADEMICS

Agenda Item I

RESULT:

1. The Principals of schools where the Board result of class X and XII were 100% were congratulated. There were altogether 10 schools.

KVs securing below 90% in 2009.

X	XII
1. Shillong Laitkor Peak	1. Itanagar No. 1
2. Umroi Cantt	2. Shillong Laitkor Peak
3. Kimin	3. Jorhat NEIST
4. Barapani NEPA	4. Tenga Valley
5. Tawang	5. Tura
	6. Shillong EAC
	7. Barapani NEPA
	8. Jorhat AFS
	9. Guwahati IIT
	10. Kokrajhar
	11. Tawang

KVs where 50% or more students who appeared in class X got 75% or more.

1. Gerukamukh NHPC
2. Guwahati Khanapara
3. Nagaon
4. Panbari
5. Mangaldai

KVs where 10% or more students who appeared in class X got 90% or more.

1. Khanapara
2. Nagaon
3. NERIST
4. Panbari
5. Mangaldai

(4 page of 17)

KVs where 10% or more students who appeared in class XII got 90% or more.

1. Shillong Nehu

- List of 20 toppers of class X displayed.
- List of 20 toppers of class XII (Science) displayed.
- List of 20 toppers of class XII (Commerce) displayed.

Suggestions and discussions on improvement of result:

1. Strategies adopted by the KVs producing 100% result in 2009 as came into discussion , *it emerged that the (i) individual attention to the poor performing students has been very effective (ii) Principals / Class teachers have been in close contact with parents through personal contact/over telephone or through letters have been beneficial (iii) regular class tests and feedback to the students was also very fruitful.* These strategies may be adopted in this academic session as well.
2. Real, systematic and sincere efforts needed.
3. Devising more innovative ways for achieving better results and good practices to be followed.
4. Regular class tests after completion of one concept or area.
5. To devise checks and balances in class IX and XI for visible improvement.
6. Assessment of classes VI, VII & VIII are also to be taken seriously as it is the bridge level.
7. Specific PTA for classes VI, VII & VIII.
8. Scrutiny of home results to be done more vigorously.
9. **A Common minimum package of instructions** need to be prepared for slow learners. This package should necessarily cover the specifically selected syllabi, - especially designed to cater the needs of weak students and should be presented in self explanation pattern of design. In order to prepare the said Common Minimum package of instruction for weak students, a one day work shop need to be organized on 27th, 28th & 29th July,09 wherein selected good/ talented teachers will be invited and be given proper orientations followed with 02 fortnight meetings to monitor and finalize the materials in CD form.
10. Principals should interact regularly with the parents of slow learners.

11. Effective remedial classes by the concerned subject teachers should be arranged right from the beginning of the session during regular remedial classes by allotting the same in routine time table.

(5 page of 17)

12. Responsibilities of teachers and Principal regarding monitoring of the progress of weak / bright students.

- a) Individual weak areas of students to be identified.
- b) Generating interest in students.
- c) Personal attention for slow and bright learners.
- d) Action plan from teachers about extra classes, tests etc.
- e) Record of extra classes and remedial measures to be maintained.
- f) Drilling exercise for slow learners.

Reasons for poor performance in Board Exam as well as home exam were discussed. The KVs responsible for decline of regional average were identified. The idea was to find out the root of the problem. The problems discussed by the Principals were -

- a) Non-availability of teachers/ Principals.
- b) Less attendance of students.
- c) Frequent transfer of teachers.
- d) Incompetence of teachers.
- e) Lack of personal and one-to-one monitoring by teacher in few cases.

However, it was observed that availability of teachers are far better as compared to previous years.

Agenda Item II

Proposals for Incentive Awards/National Awards.

- It was discussed that the proposals sent to RO are incomplete and not up to the mark. The proposals are sent to the office in haste without proper preparation and homework. *The Principal should make proper publicity of the scheme amongst the teachers/staff members. Principal should also identify the teacher who haven an outstanding worker and deserve such recognition. The teacher's portfolio/ bio-data should be prepared properly. It should*

incorporate all certificates, testimonials, photograph etc depicting the teacher's achievement. Such proposal should be scrutinized in the Cluster level meeting by the designated committee..

(6 page of 17)

- In this exercise each Cluster should register their participation. We do have excellent teachers and they deserve recognition. In case of NIL proposals from cluster it will be presumed that no efforts have been made on the part of Principals of that Cluster/concern Vidyalaya.

○ **Agenda Item III**

Innovation and experimentation Award .

- Our participation in Innovation and experimentation award has not been encouraging. *It has been desired that each Kendriya Vidyalaya send at least two proposals for 2009 award.* The teachers should be encouraged and given due assistance for that. Name of the teacher, post/subject, area of innovation and experimentation in proper format need to be furnished and their work progress need to be monitored regularly.
- The NCERT organizes '**All India Competition on Innovative Practices and Experiments in Education for Schools and Teacher Education Institution**' every year. In this Programme they recognize the School as a whole for their innovative practices and experimentation. It is expected that at two entries must be registered from our region. Especially who have excelled in the field of academics, performing arts science and sports etc must participate in this national level competition.

Agenda Item IV

LIBRARY:

- Discussion was held and it was emphasized that Functioning of library in school strictly in accordance with new/ recent Library Policy.
- *All the teachers to be made aware of library policy.* Proper follow-up action should be ensured in that direction.
- Constitution of Library Committee as per KVS guidelines. The student representative should be incorporated in the library committee as per the policy.
- Presentation on general guidelines for the library, size of library collection, services to be provided by library.
- Condemnation of old unusable books to be done.

- Multiple sets of NCERT textbooks should be available in the library.
- Library should be equipped with a computer.
- Librarian should be able to locate all books. Maintenance of catalogue should also be ensured. The task assigned to the librarian should be adjudged time to time.

(7 page of 17)

- *The reports /feedback from students that library is not accessible to them will be viewed seriously.* New arrivals should be displayed.

Agenda Item V

Common Minimum Programme for qualitative improvement of primary education.

- The background and objectives & goals of the programme were discussed at length.
- Proper monitoring and evaluation system is to be developed and strongly implemented.
- *Principals have to devise a proper monitoring system with HM.*
- *Resource book for evaluation by NCERT should be consulted.*
- Redesigning of time table providing block periods.
- *Reading competency to be stressed upon. Competence in the mathematics should also be stressed upon. Proper follow-up each child is essential. Individual attention is to be planned as per their achievement level. The portfolio of each child is to be maintained and their progress should be monitored.*
- All the suggestions of CMP were discussed in detail. *Various activities (film shows, excursions, cluster level sports meet, Bal Divas 14 November, 2009, health check up, grand parents day etc) suggested under CMP is to be implemented as per the time schedule.*
- CMP has to be implemented in its true spirit with all enthusiasm, zeal and its dynamics.

Agenda Item VI

NAEP:

The aim is to develop requisite life skills among the students enabling them to remain away from risky behaviours through proper and expert counseling followed by proper awareness on the adolescent issues.

Steps to be taken-

- *Teachers be made aware and need to be associated for this intervention with the agreements of their mind.*

- *Parents and VMC members be acquainted about the programme and told of its importance.*
- Master trainers to be sent for refresher course.
- Adolescence problems to be focused in each of CCA organized in the regard.
- Teachers to be activated throughout the session.

(8 page of 17)

Agenda Item VII

Latest update about ICT

ICT interventions are very important and crucial for 21st century learning. It is very important that the *ICT infrastructure available to the Vidyalaya should be used optimally. Therefore, it the foremost duty of the Principals to ensure that the Computers are functional & virus free, proper power back up is available, computers in the labs are connected through lan & broadband and it remain open and accessible to students.*

- E-mail to be regularly and frequently checked. The Principals are check al least twice a day.
- Active e-mail addresses to be maintained.
- Instead of using Fax, e-mail to be used. This is not only cost effective but also easy mode of communication.
- The progress of ThinkQuest was also discussed. It was impressed upon the Principal to register as administrator in the think quest. A feed back report on '**GSWP**'
- Information about number of labs functioning, the last e-mail used & e-mail address.
- Maintenance of school website is found to most neglected area. It was desired that the requisite instructions of KVS (HQ) should be referred to in this connection. All the Principals should immediately update the school website also ensue that all requisite information are available are available on the web.
- Principals to send an e-mail regarding steps taken on ICT front within 15 days.

AGENDA ITEM VIII

REPORT ON SCOUTS & GUIDES

The report on the achievements and calendar of activities of KVS Guwahati Division BS&G was presented by Shri K. J. Acharyulu, LT (S) & Div Trg Commissioner and Shri N. D. Sarmah, HWB (S) on 23rd July, 09 at 9.00 am.

The minutes of the Executive Committee meeting held on 17th April, 09 were discussed in details.

Shri Jaideep Das, E.O. KVS RO Guwahati has been introduced as Advisor where as Mr. J. A. Padmanabhan, Principal, KV Narangi has been introduced as District Commissioner (S) ,of Dist. A in the Div Executive Committee. Stress has been given on new Enrolment, Registration, Training programme, Activation of the dormant members of the units. The detailed achievements of last year and the future programme were informed.

(9 page of 17)

The caution was made to be exercised in sending remittances of registration, annual contribution and fees for PM Shield Competition by ensuring the proper nomenclature of the recipient in the DD. It was also cautioned that every Vidyalaya having units of successful Tritiya Sopan Scouts and Guides must get themselves registered under P M Shield Competition in a proper format enclosing a fee of Rs 10 /- only. Revised fee for individual registration as revised below need to be adhered to :-

(i) *Individual registration fee (IRF) :*

Scouts & Guides @ Rs 6/- ,

Cubs & Bulbul @ Rs 2/-

Adult leaders @Rs 12/-

(ii) *Group Registration Fee (GRF):*

Scout Section including cubs @ Rs 250/- for all troops/packs

Guide Section including Bulbul @Rs 250/- for all companies and flock.

Stress has been laid on compulsory participation of students and teachers in the camps and training programme to be held in different venues at different times.

Shri S. K. Verma, Dy. Div Commissioner & EO discussed the strength & weakness of the units in details and requested all the principals to ensure healthy and smooth functioning of the scouting activities in the Vidyalayas.

The meeting came to an end at 10.15 am.

AGENDA ITEM IX

SPORTS:

- A meeting of the **Regional Sport Control Board Guwahati Region** was held as per the agenda starting at 10.15 a.m. wherein all the Principal, AC & EOs took an active part in deliberation.
- Information regarding rescheduled dates for Regional Meet, 2009 as circulated earlier, was confirmed. It was informed that the same is kept in abeyance.
- Quarries regarding expenditure during Regional Meets etc. were clarified/ resolved with a change with regard to the TA/DA for teams participating in Regional Meets will be borne by the Vidyalaya concerned and not out of the Regional Funds.
- Contingent Leaders for National Meet 2009 were finalized as Mrs. Deepali Bordoloi, Principal, KV, CRPF Ghy & Shri R.C. Gond, Principal, KV, No.2 Itanagar.
- It was also discussed that instead of organizing various items/ events of Regional Meet at different venues, the Regional Meets with all its gamete of activities need to be organized at one Central/ Common place so as to ensure :
 2. that the need of a large army of escorts is avoided.
 3. that the requisite get up of the Meets with its desired tempo is effected.
 4. that the organization at such a common place will address the problem of un-necessary Travel and mobility of the students and staff and will check the break down in Teaching Learning Process & functioning of Vidyalayas which otherwise would be because of holding this meet at different venues.
 5. that the organization of activities at one place may help in reflecting/ projecting the right image of KVS as it deserves to be.

Therefore it was unanimously resolved that this year KVS Regional Meet, 2009 will be organized at State Stadium (Saru Sazai) Govt. of Assam. The modalities and schedules of such organization will be finalized later on during the meetings of following Principals, after basic enquiries completed with the officials of stadiums etc.

1. Principal, KV, Khanapara
2. Principal, KV, Maligaon
3. Principal, KV, CRPF Amerigog
4. Principal, KV, Narangi
5. Principal, KV, Digaru
6. Principal, KV, Borjhar
7. Principal, KV , IOC Noonmati
8. Principal, KV, IIT Guwahati.

It was also resolved that the expenditure for hiring the Stadium for organizing various games and sports along with stay facilities for students will be met out of Regional Sports Control Board Fund.

Having discussed during the meeting of Principals of the Local KV's of Guwahati held on 28-07-09 and 31-07-09, it has been finalized the following schedule of Regional Games/ Sports Meets , 2009.

SN	Games/ Events	Dates	Venue	I/C Principal
01	Athletics (B & G) Swimming(B &G) Volley Ball(B&G) Football (B) Boxing (B) Throw Ball (G) Chess (B&G) Kabaddi (G)	31-08-09 to 2/9/09	Saru Sazai Stadium, Lokhra	Mrs. A. Hazarika Principal, KV, Khanapara
02	Taekwondo (B&G) Jodo (B&G)	31-08-09 to 2/9/09	KV, IOC	Mrs. O.S. Minz Principal,KV, IOC, Noonmati
03	Kabaddi (Boys)	31-08-09 to 2/9/09	KV, Narangi	Mr. J.A.Padmanabhan Principal, KV, Narangi
04	Kho-kho (G&B)	31-08-09 to 2/9/09	KV, CRPF Amerigog	Mr. D. Bardoloi, Principal, KV, CRPF, Ghy
05	CRICKET BOYS U-16/U-19	25 - 28 th Aug,09	CRPF	Mr. D. Bardoloi, Principal, KV, CRPF, Ghy
06	CRICKET GIRLS (ONLY UPTO REGIONALS)	25 - 28 th Aug,09	CRPF	Mr. D. Bardoloi, Principal, KV, CRPF, Ghy

07	TABLE TENNIS (B&G)	31-08-09 to 2/9/09	Maligaon	Mr.R.N.Pandey Principal,KV, Maligaon
08	LAWN TENNIS (B&G)	-do-	Maligaon	Mr.R.N.Pandey Principal,KV, Maligaon
09	Badminton (B&G)	-d0-	Maligaon	Mr.R.N.Pandey Principal,KV, Maligaon
10	SHOOTING (B&G)	-do-	Digaru	Mr.G.Das, Principal,KV, Digaru
11	SKATING (B&G)	-do-	Digaru	Mr.G.Das, Principal,KV, Digaru
12	BASKET BALL (B&G)	25 - 28 th Aug,09	Narangi	Mr. J.A.Padmanabhan Principal, KV, Narangi

Stay arrangement for all games to be held at stadium need to be made at Stadium itself whereas games to be organized at Vidyalaya venues may be made at Vidyalaya concerned itself.

LIST OF EVENT MANAGER

SN	Name of event/ game	Name of PET	Name of KV
01	Cricket (U-16)	Mr. Manoj Kumar	ONGC Jorhat
02	Cricket (U-19)	Mr. Puspendra Singh	CRPF Amerigog
03	Cricket (U-19) Girls	Mr. Nitin Deeman	Upper Shillong
04	Athletics (B & G)	Mr. A.K. Saha Mr. B.R. Daimary	Jagiroad Narangi
05	Swimming(B & G)	Mr. S.T. Islam Ms. T. Manjula	IIT Guwhati Misa Cantt.
06	Volley Ball(B&G)	Mr. Husiar Singh Mr. Jitender Singh	Missamari Kimin
07	Football (B)	Mr. D.K. Brahma	Barpeta
08	Boxing (B)	Mr. Manuj Kumar	NERIST
09	Throw Ball (G)	Mr. Manoj Kumar Baruah	Khanapara

10	Chess (B&G)	Mr. Neeraj	Nagaon
11	Kabaddi (G)	Mr. P. Saji	Tura
12	Taekwondo (B&G)	Mr. P.K. Das	IOC Noonmati
13	Judo (B&G)	Mr. P.K. Das	IOC Noonmati
14	Kabaddi (Boys)	Mr. Jitendra Singh Mr. Sunil Dev Joshi	NEIST Jorhat AFS Jorhat
15	Kho-kho (G&B)	Mr. M.K. Meena Mrs. Shiva	Lokra Panbari
16	TABLE TENNIS (B&G)	Mr. S.M. Singh	NEHU Shillong
17	LAWN TENNIS (B&G)	Mrs. Banti Das	Maligaon
18	Badminton (B&G)	Mr. A. Binoy Singh	No.1 Tezpur
19	SHOOTING (B&G)	Mr. R.K. Thakur	Digaru
20	SKATING (B&G)	Mr. R.R. Meena	Kokrajhar
21	BASKET BALL (B&G)	Mr. J.S. Chouhan	Happy Valley

NOTE: All the event Manager hereby directed to be the Coach/ Escort for the concerned team for National Sport Meets, 2009-10 and all outside PETs so associated with the various events are directed to report at least one day in advance to the venue Principals.

- The Principal, KV, Maligaon is hereby directed to make arrangement for the transportation

AGENDA ITEM X

Encouraging students for Merit and Scholarship Oriented Programmes. (NTSE, Mathematics/ Science Olympiad, KVPY. etc.)

- Principals should not wait for circulars from RO but information should be downloaded from RO/ KVSHQ/NCERT/concern Websites regarding competitive tests.
- Students to be encouraged and motivated to take part in such tests. The talented students should be spotted and proper guidance should be given to them in advance.
- Special orientation classes should be organized for the students so that the performance of the Vidyalaya in such competition & awards, can improve.

Agenda Item No. XI

SOCIAL SCIENCE EXHIBITION, 2009

Keeping in view, the dates for National Level Social Science Exhibition, 2009 (7th to 9th Sept,09). The dates and venues for organizing Vidyalaya Level, Cluster level and Regional level social Science Exhibition were decided as given below:

01. Vidyalaya Level : Before 14th August,09
02. Cluster Level : 21st & 22nd August,09 (at Cluster I/C KV)
03. Regional level : 25th - 27th August,09 (at KV, Borjhar)

Agenda Item No. XII

SCIENCE EXHIBITION, 2009

Keeping in view, the dates for National Level Science Exhibition, 2009 (3rd week of Sept,09). The dates and venues for organizing Vidyalaya Level and Regional level Science Exhibition were decided as given below:

01. Vidyalaya level : Before 4th Sept,09
02. Regional level : 7th & 8th Sept,09 (at KV IIT,Ghy)

Agenda Item No. XIII

MINIMUM PACKAGE FOR WEAK STUDENTS

Principals' of different schools have been allotted the task for the preparation of study material for weak students for class X and XII with respect to their subjects.

Agenda Item No. XIV

PROJECT WORK

Discussed at length and following guidelines are to be given to the teachers by the Principals-

1. Project work should be meaningful, knowledge enhancing and related to the lesson and subject.
2. Project should be a continuous one for the whole session.
(15 page of 17)
3. Project and assignment allotted/given to the students should be need based in order to supplement the learning outcomes as well as to overcome the deficiency of classroom teaching-learning process.
4. Projects can be presented on Power Point and data processing.

Evaluation criteria must be made transparent and opportunities should be given for any improvement if desired by the students in order to score better.

JUNIOR SCIENCE LAB

Junior Science lab should be made functional. The Manual for Junior Science lab should be referred to equipping the. The activities given in the text-book and manual should be performed to explain the various concepts.

Vidyalaya Plan

It is observed that the Vidyalaya Plans are prepared in most perfunctory manner. The plan does not reflect the needs of all departments and Vidyalaya as a whole. It should be a participatory process involving each member of the Vidyalaya family. The activities under academics, infrastructure development, procurement plan (lab equipments, sports item, etc) should reflected in it. The Vice Principal of the Vidyalaya should be entrusted with the task of co-coordinating the Vidyalaya plan. It should be prepared in the beginning of the academic session and should be deliberated upon in VMC meeting.

NFTW and Other Welfare Scheme

It was desired that all the Vidyalaya should encourage the contribution for such schemes. The students and other stake holders should be motivated for that purpose. It was impressed upon to all the Principals that during Teachers Day celebration mass participation should be emphasized.

CLOSING CEREMONY

VALEDICTORY FUNCTION

- (I) Started at 3 pm.
- (II) Coordinated by Mrs. Champa Singha, PRT, KV IOC.
- (III) A group song was presented by the students of KV IOC.
- (IV) A group dance was presented by the primary students of KV IOC. (16 page of 17)
- (V) Four participants expressed their opinions about the conference.
 - a) Mr. N. Singh, Principal KV NEHU Shillong expressed in his speech that the conference was very beneficial and useful. It has helped to dispel doubts and confusions regarding academics, administration and finance.
 - b) Mr. V. K. Tyagi Principal KV Itanagar No. 1 expressed his thanks over such an enlightening conference and opined that the conference brought new insights for all participants. He also expressed his gratitude for the hospitality.
 - c) Mrs. S. Kujur, Principal KV Upper Shillong offered thanks to the officials of KVS for organizing such a conference which helps in enhancing, improving and refreshing the principals.

d) Mr. L. P. Dhiman, Principal KV Misa Cantt expressed that it was an unique experience and is happy to leave the venue well equipped with a lot of new ideas to be implemented in his Vidyalaya.

(VI) Mr. J. Das EO, KVS GR In-charge of the conference expressed his gratitude to the IOCL authorities for their support and cooperation in the successful completion of the programme. He congratulated the Venue Principal and her team of teachers for the smooth functioning of the conference. He assured the Principals for full support in all their ventures for the betterment of their Vidyalayas from KVS Regional Office.

The vote of thanks was proposed by Mr. B. P. Choudhury, PGT Economics, KV IOC. He expressed his gratitude to one and all for being so kind and cooperative during these three days of the Principals' Conference. He expressed his happiness about the fact that the conference could be so successful. He gave the full credit to the tireless efforts undertaken by the esteemed officers of IOCL, Shri A. K. Vajpayee Assistant Commissioner, Shri S. K. Verma EO and Shri J. Das EO.

(17 page of 17)



KENDRIYA VIDYALAYA SANGATHAN

Regional Office, Guwahati

Jawaharnagar, Khanapara,

Phone: 2360105/2360106/2360108(FAX)/2360107(AC)

Web site: www.kvsroguwahati.org

Email: kvsroguwahati@rediffmail.com

No.F. 1-20/2009-KVS (GR)/

Dated: - 29th July, 09

To,

The Principals,

KVS, RO, Guwahati Region.

Subject: - Minutes of Principals' Conference-2009 and follow-up action.

Madams/Sirs,

Please find enclosed the Minutes of Principals' Conference -2009 held during 22nd -24th, July, 2009 at KV IOC, Noonmaati. You are requested to go through the minutes and initiate necessary actions at your Vidyalaya.

You are also expected to send an action taken report on each agenda points, as per the deliberations, latest by 31st August, 2009.

Enclos:- As above

A. K. Vajpayee
Assistant Commissioner.