

KENDRIYA VIDYALAYA PANNA (M.P.)-488001

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**KENDRIYA VIDYALAYA, PANNA (M.P.)-488001**

**Web Site: [www.panna.kvs.ac.in](http://www.panna.kvs.ac.in)**

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**CBSE School Code: 14444**

**CBSE Affiliation No.: 100083**

## **VIDYALAYA PLAN 2019-20**

**Classes up to: XII**

**No. of Sections in each Class:**

Class	No. of Sections	Class	No. of Sections	Class	No. of Sections
I	02	VI	02	XI Sc.	01
II	02	VII	02	XI Comm.	01
III	02	VIII	02	XI Hum.	-
IV	02	IX	02	XII Sc.	01
V	02	X	02	XII Comm.	01
				XII Hum.	-

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## CONTENT

It should be as per contents head and sub-head wise and details date wise, target wise to be stated. A remark column may be given at the end showing the date of completion

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1	Staff List	Name of Staff Members with Designation	33	33		
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3	CMP	a. School and Readiness Programme	35	35	08-27 April	
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4	CCE	a. Term-wise Plan for different Class and Subject	38	40		
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		c. Specific Plan for Half Yearly/SEE, Class-wise and Subject-wise	38	41		
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5	CCA	a. House System with name of Coordinators, House Masters and Associate House Masters	42	42		
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6	Academics	a. Plan for checking of H.W. / C.W. by the Principal / Vice Principal / HM	70	70		
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		c. Use of ICT	36	36		
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7	Games & Sports	a. Plan for Coaching	45	45		
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8	Scouts & Guides		-	-		
9	Staff Meeting		-	-		
10	VMC/VEC Meeting and other areas		71	72		

## **Vidyalaya Profile**

1. Name of KV	KENDRIYA VIDYALAYA PANNA (M.P.)- 488001
2. Sector	Civil
3. Vidyalaya Building	Permanent
4. Established in :	2007
5. Classes upto	XII
6. No of Sections	02 Sections
7. Streams available:	Science & Commerce
8. Total Enrollment of Students	912
9. No of Sanctioned Posts :	
(a) Principal	01
(b) Vice-Principal	Nil
(c) Head Master	01
(d) Teaching Staff	34
(e) Non-Teaching Staff	12
10. Vacancies :	25
	HM, PGT- Hindi, Chemistry
	TGTs – Hindi (02), English (01), Science (02), S.Sc. (01), P&HE (01)
	PRT– 02, JSA (01) & Sub. Staff-07

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11. Academic Results 2019-20:

Class	Pass %	PI / % of L1 & L2 Grades/ % of students scoring 75% and above
I	100%	88.23% Secure L1 & L2 Grade
II	100%	89.88% Secure L1 & L2 Grade
III	100%	94.25% Secure L1 & L2 Grade
IV	100%	92.10% Secure L1 & L2 Grade
V	100%	82.27% Secure L1 & L2 Grade
VI	100%	83.33% Secure L1 & L2 Grade
VII	100%	87.17% Secure L1 & L2 Grade
VIII	100%	57.31% Secure L1 & L2 Grade
IX	84.61%	33% Secure more than 75%
X	Awaited	Awaited
XI	81.81%	48.73 PI
XII	Awaited	Awaited

( Please state PI in case of classes XII & X ; % of subject-wise L1 & L2 grades in case of classes VI TO IX / I- V classes and % of students scoring 75% and above marks(overall) in case of class XI)

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12. (a) No of Internal Audit Paras pending as on 31-03-2019 : 16
- (b) No of AG Audit Paras pending as on 31-03-2019 : Nil
- (c) No of Internal Audit Paras settled during 2018-19 : 15
- (d) No of AG Audit Paras settled during 2018-19 : Nil
13. (a) VVN Balance as on 31-03-2019 : Rs. 12,350/-
- (b) Approx. Estimate of Collection of VVN per quarter : Rs. 11,00,000/-

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**( I ) Maintenance and Development of Infrastructural and other facilities**

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
1.	Maintenance of Infrastructural facilities-Conservancy, security, gardening etc.	Well maintained, being maintained regularly when required	Well maintained Infrastructural facilities- Conservancy, security, gardening etc.	May / Jun-2019	Proper facilitation to students & Staff	Action Plan as per KVS Calendar / Principal Planner	
2.	Procurement of services – conservancy, security, gardening printing, Annual Maintenance contracts to computers, other gadgets etc.	Procurement of Services Made	Proper facilitation to students & Staff.	April/ June 2019	In June Proper facilitation to students & Staff	On time Registration of Suppliers Firms in March, Preparation of Tender Notice with list of Articles, Inviting Tenders in Feb-May	
3.	Cleanliness	Well maintained cleanliness	Cleanliness of Vidyalaya campus is monitored by the Committee on daily basis.	Daily	Clean Building, toilets and campus	Cleanliness of Vidyalaya is done through outsourcing, Daily observation by Sanitation Committee & Principal	

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
4.	Development of Garden	Inside Building Well maintained, Little space for gardening in Vidyalaya in that little space Develop. of Garden is under process	Well maintained Garden	Sept. 2019	Beautification inside & outside the school Building	Gardener is guided to maintain the garden	
5.	Development of Playground, Children park, BS&G corner, Activity room, Resource Room, Maths. Lab, Jr. Sc. Lab etc.	Development for Football Playground , Children Park, BS&G corner, Activity room, Resource Room and Maths. Lab well developed	Development for football playground, BS&G Corner, Activity Room, Maths. Lab for curricular, Co-curricular Activities	June-July 2019	All round development of students	Games & Sports Activities Plan, BS&G Plan, Activities Room Plan, Resource Room Plan, Maths Lab Plan in March 2019	
6.	Purchase of lab equipment, consumables, computers and accessories , generator, AC's, coolers, stationery, Audio Visual Aids	Proper Availability of Lab equipment's , Computer accessories , Audio Visual Aids , Stationery	Proper facilitation in Teacher-learning & Office work	June-July 2019	In-Time proper Accomplishment of School work	On the basis of requisition by various departments purchase process will be followed as per KVS norms	



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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
7.	Purchase of requirements to Sports, SUPW, Art, Music, Yoga	Tender invitation Notice for various articles will be completed in July-Aug 2019, Purchase for SUPW, Art work, Yoga done as per need, as per purchase rules.	Requisition from various departments taken	July-Sep. 2019	Proper facilitation to students & teachers in Co- curricular Activities	On the basis of requisition by various departments purchase process will be followed as per KVS norms	
8.	Purchase of Library books, journals, newspapers etc.	Purchases under process.	Purchase of books, Almirahs, Magazines and Journals and newspapers in Hindi and English.	June 2019	Development of students as per Library Policy	Action Plan for Library Activities is prepared	
9.	Stock verification	Stock verification done in March-April 2019	Verification of stocks	April 2019	Proper up-keep of goods & articles		
10.	Condemnation	To be done after Stock Verification	The old and unserviceable stock in various departments will be condemned as per KVS norms	June-July 2019	Proper up-keep of goods & articles	Lists by various departments have been prepared for condemnation after stock verification	

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
11.	Plantation	Under process	To plant shady trees in the Vidyalaya campus	July/Aug. 2019	Environmental Awareness among Children & staff	Plants of good quality will be planted	
12.	Development / Improvement of ambience	Sign Boards, Flex, Display boards and Motivational Quotes are displayed in prominent places.	Motivational meetings, Talks, Display of Posters, Sign Boards, Flex, Display boards	June-July 2019	Self- work culture development & belongingness to the Vidyalaya	Step by step motivation, guidance & development of ambience	
13.	Provision of Basic amenities – drinking water, toilets, fire safety precautions, barriers free accessibility etc.	Yes, done as per KVs norms. Barrier Free Accessibility (Ramp) is to be made in 1 <sup>st</sup> floor	Yes, done as per KVs norms. Barrier Free Accessibility (Ramp) is to be made in 1 <sup>st</sup> floor	June-July 2019	Proper provision of basic amenities	Planning as per KVS calendar & Principal Planner	Estimate form CPWD is required
14.	Procurement of Internet / broad band facility	Yes, available in Office, Departments, Labs, Activity rooms.	FTTH connection has been obtained to facilitate KV Shaala Darpan project and other daily requirements	June-July 2019	Un interrupted Net connectivity with 100 Mbps speed.	FTTH connection has been obtained	

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

### (II) Academic Admn (Academic and related Activities)

S. No	Activity/ Programme	Status	Planned achievement Target	Expected Date/ Time of completion	Key Result Areas	Programme of action/ Action Plan ( wherever required)	Remarks
1.	Allotment of duties – Primary and Secondary duties to the teaching staff	Yes, done as per KVS norms in March 2019	Allotment of duty to all staff done in March 2019	March 2019	Proper functioning of Vidyalaya	Circulated to all Staff Members & implemented. Class Teachers, Co-class teachers, Recess Duties at necessary places in School.	<b>Annexure - I</b>
2.	Formation of Committees	Yes, done in March 2019	Yes, done in March 2019	March 2019	Circulated to all Staff Members & implemented	Circulated to all Staff Members & implemented. List of Committees on school website.	<b>Annexure - II</b>
3.	Formation of Time Tables	Yes, done as per KVS norms in March 2019	Distributed to all teachers & implemented from 1 <sup>st</sup> April 2019	March 2019	Distributed to all teachers & to be implemented from 1 <sup>st</sup> April 2019	Distributed to all teachers & implemented from 1 <sup>st</sup> April 2019	<b>Annexure - III</b>

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S. No	Activity/ Programme	Status	Planned achievement Target	Expected Date/ Time of completion	Key Result Areas	Programme of action/ Action Plan ( wherever required)	Remarks
4.	Syllabus to all the teachers	Yes, detailed as per CBSE/NCERT / KVS Split up syllabus	Already planned as per CBSE/KVS distributed to all teachers	April 2019	Proper coverage & Revision of Syllabus with proper Evaluation / Assessment	Made available in the library	
5.	Split-up of syllabus – Theory and Practical	Yes, done as per CBSE/NCERT / KVS Split up syllabus	In Time proper coverage of syllabus	April 2019	Availability of Split-up syllabus for Teachers and Students	Made available in the Library& Exam. Deptt.	
6.	Planning compulsory activities lesson wise in all subjects and in all classes	Yes, done as per Split up syllabus	03 Class Observations every day. <b>Checking of Class and Home Assignments, Projects, Co-scholastic records etc. planned</b>	April 2019	Planning & Implementation by all teachers & monitoring by Principal	Lists of lesson wise planning in all subjects prepared by the concerned teachers	<b>Annexure - XIII</b>
7.	Planning of Class-wise and month-wise activity in the subjects like Language Skill, Computer Instruction, Art, Sports, Music, SUPW, Yoga, Dance.	Yes, done as per KVS norms	All the related activities have been planned by the concerned teachers	April 2019	Planning & Implementation by all teachers & monitoring by Principal	Will be executed according to the Calendar of activities made at Vidyalaya level	

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
8.	Planning – Library Activities	Yes, as done per KVS Norms	Library Meetings to be held on regular basis	April 2019	Inculcating reading habits among students & exploration of knowledge & information	List of activities displayed in the Library	<b>Annexure - XII</b>
9.	Fixation of Class-wise Targets of academic results-both in terms of quality and quantity	100% result with quality Class: VI to VIII= 65 PI IX & X= 65 PI XI & XII=60 & 75	Planned Target fixed	April-2019	100% result with excellent quality	Identification of Slow bloomers and Bright Students and taking remedial steps according to their needs. Target and Plan of action in April 2019	<b>Annexure-IV</b>

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
10.	Fixation of school wise targets for nonacademic subjects and Misc. subjects	Yes, full competency in nonacademic subjects	As per KVS Norms and syllabus given by KVS	April-2019	All round development of students	Identification of L1, L2 and L3 Students and taking remedial steps according to their needs.	
11.	Class room supervision by Principal, Vice Principal and Head Master	Yes , done regularly	03 lesson observation everyday	Throughout the Year 2019-20	Develop Teaching Methodologies, Excellent learning outcomes	To maintain supervision Performa and time to time guidance to teachers	
12.	General supervision by Principal	Yes, done every day	Proper up keep of Vidyalaya building, discipline, curricular or co-curricular development of students	Throughout the academic year 2019-20	Proper up keep of Vidyalaya building, discipline, curricular or co-curricular development of students	Daily supervision and time to time guidance to teachers	

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan (wherever required)	Remarks
13.	Plan CCA	Yes, CCA calendar made	Well planned organized & conduct of CCA	CCA from April 2019 to Jan 2020		Calendar of Activities displayed at notice boards and printed in Students Diary for timely execution	<b>Annexure - V</b>
14.	Plan- Sports & Activities	Yes , Sports activity calendar made	For healthy participation in various sports events at all levels	April 2019	Regular Participation of students	Calendar of activities published in Student Diary and display on the notice board	<b>Annexure - VI</b>
15.	Plan – CMP, EQUIP & Back to Basics	Yes, as per KVS norms	For strengthening of primary and 6-8 classes education as per KVS guidelines and w.r.t. Back to Basics	Throughout the year 2019-20	Qualitative improvement of curricular & co-curricular progress of students	List of CMP and EQUIP activities prepared	<b>Annexure - VII</b>
16.	Plan – to meet the requirements as per the benchmarking of labs	Yes, Benchmarking in process	Lab activities are carried out in Planned way	July-Aug. 2019	Practical knowledge among students	Plan prepared by teachers & implemented	

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
17.	Examination schedules	Yes , planned as per KVS schedule	Examination schedule will be strictly followed as per directions by KVS RO	April 2019 to March 2020	Proper assessment & evaluation-remediation & Evaluation of students	Plan prepared & implemented	
18.	CCE Schedules	Yes, planned as per KVS schedule	Term-wise planning	Achievement of targets as per CCE	Overall development of students	Term-wise Subject-wise 06 activities to be conducted for Subject Enrichment and best 04 performances to be counted	
19.	Plan- Adventure activities	Yes, Planned during Autumn Break	At least 5% of total strength to be sent for adventure activities	Sept / Oct 2019	Harnessing potential of students	List of students will be prepared well in time	
20.	Plan -BS&G activities	Yes, As per KVS RO/HQ guidelines	Meeting every week, All events will be celebrated as per calendar of activities made at Vidyalaya level or received from RO	Throughout the year 2019-20	Proper Participation in BS&G Activities	Planning done	



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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
21.	Plan NCC Activities	NCC proposed	Start of NCC	July- 2019	Start of NCC		
22.	Division of students into houses	Yes, done	For smooth conduct of various inter house activities/ Morning Assembly	April 2019	Proper conduct of morning assembly , CCA, Sports Activities	House wise Distribution of students and teachers	
23.	Formation of clubs	Yes, done	Nature/Eco Club, Science Club, Maths. Club, Language Club, Adventure/Excursion Club,	April 2019	Social & Environmental Awareness among students	Lists have been prepared and displayed on the notice board	
24.	Planning Annual Day, Sports Day, Science Exhibition, Social Science Exhibition, Art, SUPW, Music, Music, Yoga, Sports, Photo exhibitions	Yes as per KVs academic Calendar Annual Day- April 2019 Sports Day – Oct./Nov.2019 So.Sc. Exhibition – as per KVS, RO & HQ instructions	All activities to be conducted as per calendar made at Vidyalaya level and received from KVS RO&HQ	Strictly as per KVS Guidelines	Harnessing Potential of Students, Staff & Providing opportunities to them	Planning for all the events have been done	

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
25.	Planning – VMC meetings	YES, scheduled every quarter	Thrice a year	April/June/ July & Nov/Feb	Liaison, Help & co-operation for progress of Vidyalaya	Planned	
26.	Planning – PTA meetings	Yes, scheduled after every examination/ Unit Tests/Term Tests	Primary- Every Month Secondary- July/Sep/Nov-2019 Jan/Feb-2019	Throughout the Academic year 2019-20	Coordination with Parents & development of students.	Formed	
27.	Distribution of student's and Teacher's diaries	Yes, Order has been placed in the month of Feb. 2019	Will be distributed up to April 2019	April-2019	Proper Planning & Implementation	Planned	
28.	Identification of Slow bloomers, Average and Bright students (L1, L2 & L3)	To be identified in April 2019	Remedial Action as per need of Students & 100% result with quality	April 2019	100% Result with Quality	Remedial action to be taken for slow bloomers, Special plan of action prepared for bright students	<b>Annexure - VIII</b>

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
29.	Remedial action and study camps	Planned after school hours & during winter vacations	100% Result with Quality	Remedial Action Before & After School Hours, During breaks, vacations and after school hours	100% Result with Quality	Extra classes Monthly tests Preparation of Question bank, sample papers etc.	<b>Annexure - IX</b>
30.	In-house training	Yes, Planned	Training for ICT, CMP, EQUIP,CCE etc.	Monthly basis	Equip the teachers with the knowledge of modern trends, challenges and ways to tackle them.	Planned in extra 1 hour 20 minutes time and Saturdays'	
31.	Conducting staff meetings, demonstration lessons , Subject Committee Meetings, Training sessions , Specific work Committee meetings	Planned every last working day of month & when required	For academic excellence in all classes & smooth administration	On last working day of every month& as per requirement	Development of teacher, proper functioning of Vidyalaya & progress of students	Making of Lesson plans, worksheets& other relevant presentations, time to time guidelines & interactions	<b>Annexure - X</b>

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan (wherever required)	Remarks
32.	Printing of Vidyalaya Magazine and News letters	Planned to be published in Aug./ Sep.2019	Nurturing creative talents of students	Magazine Aug./Sep 2019 & Newsletter online Twice a year	Enrichment of students writing and creative activity		
33.	Health checkup of students	Planned as per KVS Education Code	Twice a year	July & Nov	Healthy & Fit Children		
34.	Planning Edn. Trips	Planned	After Term-1 and Half Yearly Exams.	Oct/ Nov			
35.	Planning of Youth Parliaments, CMP & EQUIP Meetings	Planned	Regional level & Zonal level	As per KVS Guidelines	Enrichment of Primary and Secondary classes	Calendar of activities from KVS HQ will be followed.	
36.	Planning for ASL (Language Proficiency)	Planned as per KVS/CBSE schedule	Practice for ASL (Language Proficiency)	Nov 2019 & Jan/Feb 2020	Academic excellence and developing reasoning ability among students	The concerned teachers will prepare plan of action for their respective classes.	<b>Annexure - XI</b>

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
37.	Appreciation of good work	Planned	Academic, Sports and other Co-curricular activities	Throughout the year as & when required	Punctuality & Preciseness in work	Sports awards will be distributed on sports day and other merit certificates will be distributed on Annual day	
38.	Moral Education /value education	Yes, Planned	Through AEP and different activities in Integrity Club	In Morning Assembly Everyday	Inculcation of values	List of activities prepared	
39.	Environmental awareness	Planned	Plantation in July-Sep. 2019	July-Sep 2019	Environmental awareness among students	During Morning Assembly or on particular event	
40.	Talks by experts	Yes, planned	Experts in various fields will be invited for Guest Lectures, Talks by teachers and Principal	During Morning Assembly or on particular events	Career Guidance, Counseling, Health, Sanitation awareness	Experts in the field of education, Career Guidance, health and hygiene or any prominent personality of the area will be invited well in advance.	

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan (wherever required)	Remarks
41.	Guidance and Counseling services	Yes, Planned	Guidance through Principal, Experts, teachers and Counselors	Every day, Regularly throughout the year	Knowledge of career opportunities & avenues	Regular counseling to students through different tools & techniques	
42.	Awareness of Important issue and current affairs	Planned	Through Library, Internet service & lectures by Principal, HM and teachers in the morning assembly.	As and when required	Instilling sense of good citizenship in students	Various quiz, competitions will be organized for general awareness	
43.	Special coaching of students to various sports and Games competitions, Olympiads, CCA activities, Special days etc.	Planned	After School hours and through games and CCA periods	July-Oct 2019	Harness the potential of students	Panel of contractual sports coaches prepared and services will be utilized as and when required.	

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
44.	Conducting bridge courses / Tarunotasava	Yes, Planned	For class XI	April 2019	Enable students to select course/ stream	Time table for various activities for Tarunotsava is prepared	
45.	Conducting School Readiness Programme to Class I students	Planned	Class teacher and subject teacher of Class I will prepare students of Class I for readiness	April 2019	Preparing children, Parents for school & bringing about belongingness to school	Various activities for school readiness programme is prepared	
46.	Morning Assembly	Planned	House-wise conduct of morning assembly	Every Day	Excellent beginning of day, providing platform to unwind latent talents	Various days and events to be celebrated as per calendar of activities made.	
47.	Classes for MPT, BS& G, NCC etc.	Planned	Utilization of Games period and zero period for BS & G/MPT	Weekly	Physical fitness and social & National awareness		

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S. No	Activity/ Programme	Status	Planned Achievement Target	Expected Date/ Time of Completion	Key Result Areas	Programme of Action/ Action Plan ( wherever required)	Remarks
48.	Utilization of extra 1 Hr 20 mts	Yes, optionally	TLP with learning objectives and use of ICT, correction work, CCE documentation, Relevant activities, Use of Library for self-enrichment etc.	As and when required	Proper Plan preparation & presentation by teachers	Monitoring of daily planning of teachers by Principal.	
49.	Back to Basics	Planned	Yes Workshop is conducted to incorporate Back to Basics in Teaching Learning	Throughout the Academic year 2019-20	Proper teaching learning with Excellent outcomes	The concerned teachers will prepare plan of action for their respective classes.	



## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

### (III) Financial Admn.

S.No	Activity/ Programme	Status	Planned achievement Target	Expected Date/ Time of completion	Key Result Areas	Programme of action/ Action Plan ( wherever required)	Remarks
1.	Planning of activities – department/s ubject/area- wise	Planned	Already prepared	April 2019	Proper functioning of the Vldyalaya with proper facilitation to Students & Staff in time	Planned to Maintain of gardening/playground/thou ghts in all wall of Vidyalaya/Display Boards/Colorful painting/Setting of Physics/Chemistry / Bio/Computer labs/Art room/Activities room/curtains in all department/Furniture etc.	
2.	Taking requirements from each department	Planned	Already prepared	April 2019	Functioning of the Vldyalaya with proper facilitation to Students & Staff in time	Notice for requirements of all departments planned	
3.	Prep. of budget – SF	Planned	Expenditure in planned way as per KVS instructions	April-May 2019	Planned expenditure without exceeding prescribed ceiling	To prepare SF Budget with filled up vacant staff/enhance enrolments in all class along with all facilities/salary through UBI etc.	

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S.No	Activity/ Programme	Status	Planned achievement Target	Expected Date/ Time of completion	Key Result Areas	Programme of action/ Action Plan ( wherever required)	Remarks
4.	Prep. of budget – VVN	Planned	Expenditure in planned way as per KVS instructions	April-May 2019	Planned expenditure without exceeding prescribed ceiling	Planning to prepare Budget with maximum enrolment/ purchases/decoration etc. as per KVS rules.	
5.	Re- appropriation of budget wherever required	Planned as per KVS RO instructions	Planned expenditure as per requirement	Jul- Aug 2019	Planned expenditure without exceeding prescribed ceiling		
6.	Pre-approvals from RO wherever required	Planned as per requirement	Planned expenditure as per requirement	Jul- Aug 2019	Pre-Planned expenditure with Prior approval		
7.	Plan of action – SSA/JSA	Yes, Planned	SSA -Plan to perform the works with priority basis/monthly chart/as per KVS norms/timely works etc.	April 2019	Planned and systematic office work with accuracy	JSA &SSA -Plan to perform the works with priority basis/monthly chart/as per KVS norms/timely works etc.	Post of JSA is vacant.

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S.No	Activity/ Programme	Status	Planned achievement Target	Expected Date/ Time of completion	Key Result Areas	Programme of action/ Action Plan ( wherever required)	Remarks
8.	Plan – Collection of fees	Planned	As per KVS instructions	Quarterly basis	Collection of fee in time	Plan to collect fees quarterly basis with target dates by 15 <sup>th</sup> of the month through bank.	
9.	Settlement of internal audit paras	Planned	In every fortnightly	In every fortnightly	Nil Audit objections	Planning to works as per rules so that para should not raise, if any through Adalat/at the time of Audit.	
10.	Settlement of AG Audit paras	Planned	As per KVS instructions	In every fortnightly	Nil Audit objections	Planning to settle on the spot with A.G Officers.	
11.	Payment of pay & Allowances	Planned	Through UBI Portal& through SBI to Contractual Staff	Monthly	In time Payment of Pay & Allowances	Through UBI to regular Staff &through SBI to Contractual Staff	<b>Scarcity of VVN to Pay Salary to Contractual Staff against regular Vacancy from VVN.</b>
12.	Purchase procedure for the purchase of items and services	Planned	As per KVS instructions	April-July 2019	Proper facilitation to students & Staff	All the purchase planned as per KVS rules/passing resolution/approval from Chairman/RO/through quotation/Market survey.	

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

### (IV) Other Administration Works

S. No.	Activity/Programme	Status	Planned Achievement Target	Expected Date/Time of Completion	Key Result Areas	Programmed of Action / Action Plan (Wherever required)	Remarks
1.	Appointment of part-time teachers	Done in Feb 2019	For smooth execution of academic work in case of vacant posts of permanent teachers.	February 2019	Proper functioning of Vidyalaya	Appointment to all teachers as per vacancy position	
2.	Sending teachers to In-service Course	Done	The concerned teachers have been sorted out.	As per KVS Instructions	Orientation of Teachers with Modern trends & Challenges in Education		
3.	Sending list – Selection grade/ Sr. Scale/ Confirmation / MACP to staff	Yes, as per KVS RO Jabalpur instruction	Lists are sent as and when asked by RO.	Every Quarterly	Financial up gradation of employees		
4.	Maintenance of service records	Done	Proper maintenance of Service records	Every Quarterly	Proper maintenance of Service records		
5.	Submission of proposal for staff strength	Done, as per KVS RO instructions	Proper sanction and incumbency of staff	Every month	At the outset of the Academic session		

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No.	Activity/Programme	Status	Planned Achievement Target	Expected Date/Time of Completion	Key Result Areas	Programmed of Action / Action Plan (Wherever required)	Remarks
6.	Writing of APARs, probation report	Planned	In Time reporting in APARs 2018-19 & submission for reviewing	May-June 2019	In Time reporting in APARs 2018-19 & submission for reviewing	Writing of APARs will be completed in April-June for further submission	KVS Guidelines will be followed
7.	Forwarding application for transfer of personnel	To be done as per KVS schedule	In time submission of Transfer Applications	To be done as per KVS schedule	In time submission of Transfer Applications		
8.	Proposal for Awards	To be done as per KVS schedule	In time submission of Proposals	To be done as per KVS schedule	In time submission of Proposals		
9.	Conducting Admissions	In process	Admission process for Class I & other Classes against vacant seats.	Feb- July & as per KVS guidelines	July 2019	Admission process will be completed as per KVS norms	Online admission is carried out through KVS Admission Portal
10.	Formation and conducting of Students' Council	Yes, Planned	Developing leadership, Managerial qualities etc. among students	April-July 2019	Proper functioning of the Vidyalaya & Developing leadership, Managerial qualities etc. among students	Students will be selected for students council	

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S. No.	Activity/Programme	Status	Planned Achievement Target	Expected Date/Time of Completion	Key Result Areas	Programmed of Action / Action Plan (Wherever required)	Remarks
11.	Rajabasha Activities	Yes Planed as per KVS instructions and Rajbhasha Vibhag	To promote Rajbhasha	Once in every quarterly & Fortnightly	Promotion of Rajbhasha, Official work in Rajbhasha	Lists of Different activities and steps to be followed for promotion of Rajbhasha will be prepared by members of Rajbhasha Committee	
12.	Income tax related work	Planned	To maintain proper tax deduction system in the Vidyalaya	Monthly & Quarterly Basis	TDS / Taxation with accuracy	Month wise deduction of income tax of the concerned employees	
13.	Issue of identity cards to Students and Staff members	Planned	Proper Identity Cards & Safety – security	April- July 2019	Proper Identity Cards & Safety – security		KVS RO instructions to be followed
14.	Website maintenance	Planned	To upload the information about Vidyalaya	Everyday	Communication through School website	All relevant/activities conducted in the Vidyalaya	
15.	Issue of transfer certificates, conduct certificates	Planned	As and when required	Throughout the year 2019-20	In time issue of TC, certificates with updation in Website	TCs to be issued within 3 days	
16.	Enrollment of students for examinations, Olympiads etc.	To be done as per KVS/ CBSE schedule	More students will be encouraged to participate in the Olympiads	August/ September 2019	Timely proper participation of students		

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S. No.	Activity/Programme	Status	Planned Achievement Target	Expected Date/Time of Completion	Key Result Areas	Programmed of Action / Action Plan (Wherever required)	Remarks
17.	Annual academic inspection	As per KVS,RO, Jabalpur Schedule	On the directions of the KVS RO Jabalpur	As per the directions of KVS RO Jabalpur	Proper functioning of Vldyalaya		
18.	Visits of various higher officers	Planned as per the time of visits	As per the directions of KVS HQ/RO	-	Proper conduct with higher officers		
19.	Submission of proposal for staff strength	Done, as per KVS RO instructions	Proper sanction and incumbency of staff	Every month	At the outset of the Academic session	Done, as per KVS RO instructions	
20.	Conducting Internal and AG Audits	Planned	As per KVS instructions	As per KVS RO instructions	Nil Audit objections	Planning to settle on the spot with A.G Officers.	Planned
21.	Maintenance of records	Well Maintained	Will be maintained for smooth conduct of work	As per Direction of KVS RO	Proper maintenance of Records		
22.	Printing and distribution of study material	Planned by teachers and as per KVS RO instructions	By the teachers and as per the directions of KVS, RO, Jabalpur	June- November 2019	Academic Excellence		

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S. No.	Activity/Programme	Status	Planned Achievement Target	Expected Date/Time of Completion	Key Result Areas	Programmed of Action / Action Plan (Wherever required)	Remarks
23.	RTE	Planned as per RTE Act 2009 & CBSE / KVS directions	RTE act 2009 compliance	Feb – July 2020 for admission	RTE Act 2009 compliance		KVS RO instructions to be followed
24.	RTI	Planned as per RTI Act 2005 provisions	Records are maintained properly. Every Query is replied in time.	RTI Act 2005 compliance within time frame	RTI Act 2005 compliance		



# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## Staff List as on 01<sup>st</sup> April 2019

क्र.	नाम	पद
1	श्री अमर चन्द्र राजपूत	प्राचार्य
2	श्री अरविन्द गुप्ता	स्नातकोत्तर शिक्षक (कंप्यूटर विज्ञान)
3	श्री नीरज चौरसिया	स्नातकोत्तर शिक्षक (गणित)
4	श्री कपिल महाजन	स्नातकोत्तर शिक्षक (जीवविज्ञान)
5	श्री कैलाश केशरवानी	स्नातकोत्तर शिक्षक (अंग्रेजी)
6	श्री मोहित बंसल	स्नातकोत्तर शिक्षक (भौतिक शास्त्र)
7	श्री रमा शंकर	स्नातकोत्तर शिक्षक (अर्थशास्त्र)
8	श्रीमती नीतू यादव	स्नातकोत्तर शिक्षक (वाणिज्य)
9	श्री मृगेन्द्र सिंह	प्रशिक्षित स्नातक शिक्षक (गणित)
10	सुश्री प्रियंका गुप्ता	प्रशिक्षित स्नातक शिक्षिका (संस्कृत)
11	श्री राकेश कुमार दीक्षित	प्रशिक्षित स्नातक शिक्षक (सामाजिक विज्ञान)
12	श्री दीपक सिंह मंडलोई	प्रशिक्षित स्नातक शिक्षक (विज्ञान)
13	श्री पवन कुमार पाठक	प्रशिक्षित स्नातक शिक्षक (अंग्रेजी)
14	श्री अजय कुमार चौहान	प्रशिक्षित स्नातक शिक्षक (कला शिक्षा)
15	श्री सुखवेन्द्र कुमार गौतम	पुस्तकालयाध्यक्ष
16	श्री दिलीप श्रीवास्तव	प्रशिक्षित स्नातक शिक्षक (कार्यानुभव)
17	श्रीमती मंजु विश्वकर्मा	प्राथमिक शिक्षिका (संगीत)
18	श्री विनय	प्राथमिक शिक्षक
19	सुश्री स्वर्णिमा शर्मा	प्राथमिक शिक्षिका
20	श्रीमती शालू	प्राथमिक शिक्षिका
21	सुश्री मधु अन्वलय	प्राथमिक शिक्षिका
22	सुश्री प्रियंका	प्राथमिक शिक्षिका
23	सुश्री नेहा जैन	प्राथमिक शिक्षिका
24	श्री रोहित कुमार	प्राथमिक शिक्षक
25	श्रीमती मनीषा टोकस	प्राथमिक शिक्षिका
26	श्री उज्वल सिंह	प्राथमिक शिक्षक
27	श्री संदीप खरे	वरिष्ठ सचिवालय सहायक
28	स्नातकोत्तर शिक्षक (हिंदी)	अंशकालीन संविदा आधार पर
29	स्नातकोत्तर शिक्षक (रसायन शास्त्र)	अंशकालीन संविदा आधार पर
30	प्रशिक्षित स्नातक शिक्षक (हिंदी)	अंशकालीन संविदा आधार पर
31	प्रशिक्षित स्नातक शिक्षक (हिंदी)	अंशकालीन संविदा आधार पर
32	प्रशिक्षित स्नातक शिक्षक (सामाजिक विज्ञान)	अंशकालीन संविदा आधार पर
33	प्रशिक्षित स्नातक शिक्षक (अंग्रेजी)	अंशकालीन संविदा आधार पर
34	प्रशिक्षित स्नातक शिक्षक (विज्ञान)	अंशकालीन संविदा आधार पर
35	प्रशिक्षित स्नातक शिक्षक (गणित)	अंशकालीन संविदा आधार पर
36	प्राथमिक शिक्षक	अंशकालीन संविदा आधार पर
37	प्राथमिक शिक्षक	अंशकालीन संविदा आधार पर
38	कंप्यूटर इंस्ट्रक्टर	अंशकालीन संविदा आधार पर
39	योग शिक्षक	अंशकालीन संविदा आधार पर
40	संगीत प्रशिक्षक	अंशकालीन संविदा आधार पर
41	नर्स	अंशकालीन संविदा आधार पर

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## केन्द्रीय विद्यालय पन्ना (म.प्र.)-488001

### वर्ष 2019-20 के दौरान अनिवार्य एवं वैकल्पिक अवकाशों की सूची

Sl.No.	Holiday	Date	Day
1	Republic Day	26.01.2019	Saturday
2	Maha Shivratri	04.03.2019	Monday
3	Holi	21.03.2019	Thursday
4*	Gudi Padva	06.04.2019	Saturday
5	Mahavir Jayanti	17.04.2019	Wednesday
6	Good Friday	19.04.2019	Friday
7	Buddha Purnima	18.05.2019	Saturday
8	Idul Fitr	05.06.2019	Wednesday
9	Id-ul-Zuha (Bakrid)	12.08.2019	Monday
10	Independence Day	15.08.2019	Thursday
11*	Janmashtami	24.08.2019	Saturday
12	Ganesh Chaturthi	02.09.2019	Monday
13	Muharram	10.09.2019	Tuesday
14	Mahatma Gandhi's Birthday	02.10.2019	Wednesday
15	Dussehra	08.10.2019	Tuesday
16*	Karwa Chauth	17.10.2019	Thursday
17	Diwali (Deepavali)	27.10.2019	Sunday
18*	Govardhan Puja	28.10.2019	Monday
19*	Bhai Duj	29.10.2019	Tuesday
20*	Pratihara Shrashti or Surya Shrashti (Chhath Puja)	02.11.2019	Saturday
21	Milad-un-Nabi or Id-e-Milad	10.11.2019	Sunday
22	Guru Nanak's Birthday	12.11.2019	Tuesday
23	Christmas Day	25.12.2019	Wednesday
24*	Day after Annual Day Function / Annual Sports Day	2019	

\* }kjk bfxr i frcf/kr अवकाश (Restricted Holiday) gA

### Vacation and Breaks during the Session 2019-20

1	ग्रीष्मकालीन अवकाश@Summer Vacation	From 02.05.2019 (Thursday) to 20.06.2019 (Thursday)	50 fnu
2	शरदावकाश@Autumn Break	From 06.10.2019 (Sunday) to 15.10.2019 (Tuesday)	10 fnu
3	शीतकालीन अवकाश@Winter Break	From 23.12.2019 (Monday) to 01.01.2020 (Wednesday)	10 fnu

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## School Readiness Programme

S.NO.	DATE	ACTIVITY
1	08/04/2019	Welcome of Tiny tots of Class I
2	09/04/2019	Familiarize the student with the school environment through school visit, introductory games, House Distribution
3	10/04/2019	Introduction of students to the School environment, Check their general cleanliness. Poem recitation, concept of big and small.
4	11/04/2019	Conversation of hygiene and cleanliness, Identification of colors, story and free hand drawing.
5	12/04/2019	Welcome party, community lunch, conversation on story of Monkey and Crocodile, Games on sound of animals
6	15/04/2019	Conversation about their Class and Classmates song. Conversation about family photograph using scrapbook.
7	16/04/2019	Free hand drawing, Objects naming, Outdoor activities. Conversation about season and festivals with scrapbook.
8	18/04/2019	Conversation about common animals, words, insects, water animals, Concept of tall and short.
9	20/04/2019	English calligraphy, conversation on means of transport, Hindi poem recitation.
10	22/04/2019	Some good habits, Students Pledge, Preparation for Assembly, Poem "Bits of Papers", tell something about themselves.
11	23/04/2019	Rhyming Words, Counting 1-10 in words, Storytelling in Hindi and English.
12	24/04/2019	Count objects, Stories, Poem (I have ten little fingers), Concepts of long and short.
13	25/04/2019	Classify the boys and girls in five groups to identify common vegetable name, fruits name, flowers name, plants name.
14	26/04/2019	Conversation of time, Drawing, Poem, Recitation of Hindi and English.
15	27/04/2019	Film show.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## **Teaching Learning Material**

Every month Rs.2000/- are spent to procure/design necessary teaching learning material in Primary Classes. A requisition is taken from all primary teachers well in advance so as to procure TLM timely. The TLM used are kept/displayed in CMP/Activity room.

## **AV Aids / ICT**

To make the teaching-learning process interested & activity based, the teacher of the Primary Classes prepare PowerPoint presentations and show them in Computer Lab, Resource room etc. Interactive Board is also used as AV Aid for Teaching-Learning. Teaching is based on activities using TLM/Audio visual aids/ ICT. The schedule is made for the proper functioning on the Computer Aided Teaching in respect of Back to Basics.

### **List of available AV aids/ ICT in Activity Room:**

1. Five interactive board
2. One photocopier cum printer
3. LCD Projector
4. One Television
5. TLMs: Different types of charts, dictionary, Class and Subject-wise CD
6. DVDs of Children Film Society

### **Schedule for use Interactive Board/ E-Classroom/Film Show:**

The time table (Schedule) is made for the proper functioning of the Computer Aided Teaching

<b>Day</b>	<b>Activity Room</b>
Monday	II-A & II-B
Tuesday	III-A & III-B
Wednesday	IV-A & IV-B
Thursday	V-A & V-B
Friday	I-A & I-B

## **Class Library**

Relevant books are kept in Almirah in all Primary Classes under the custody of respective Class teachers. Class teachers issue the books to the students and also guide them to make best use of it. The Class teachers are instructed to inculcate reading habits among students using Class Libraries.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## **Grand Parents' Day**

In Session 2019-20 under Common Minimum Programme, it is planned to celebrate Grand Parents day on month of October 2019, in which grandparents of the students will be invited. Tentative date for celebration of Grandparents' Day is 25.10.2019.

## **Community Lunch**

Under CMP, Community Lunch will be organised in the month of April for the Primary Classes. Under EQUIP, Community Lunch will be organised for Classes VI to VIII.

### **Time Table for Community Lunch**

<b>S.NO.</b>	<b>Days of the month</b>	<b>Community lunch for specific class</b>
1	Monday	1 A and B
2	Tuesday	2 A and B
3	Wednesday	3 A and B
4	Thursday	4 A and B
5	Friday	5 A and B

## **Study Tour / Excursion**

Excursions will be organized for students at nearby places in month of November/December 2019 for all classes from Class III to XI.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## Term wise plan for Classwork/Homework for different Classes and Subjects

### FOR PRIMARY SECTION:

The suggested scheme of activities subject wise from classes III to V may be followed as given below:

### LANGUAGES (Hindi and English)

#### **April-May**

Written Assignments – Short/Long question answers (Classwork & Homework), Listening comprehension, Conversations/Dialogues or Prepared Speeches on given topics, Oral Quizzes etc.

#### **July-August**

Written Assignments – Short/Long question answers (Classwork & Homework), Reading Comprehension, Story Development, Story Telling, Creative Writing, Group Projects etc.

#### **November-December**

Written Assignments – Short/Long question answers (Classwork & Homework), Listening Comprehension, Presentations involving conversation with peers and the teacher, Oral Quizzes etc.

#### **January-February**

Written Assignments – Short/Long question answers (Classwork & Homework), Creative Writing, Role Play and Dramatization, Group Projects etc.

### MATHEMATICS

#### **April-May**

Written Assignments (Classwork & Homework), Data Handling and Analysis, Oral Quizzes, etc.

#### **July-August**

Written Assignments (Classwork & Homework), Group Projects (Problem Solving), Puzzles, Maths Lab. activities etc.

#### **November-December**

Written Assignments (Classwork & Homework), Problem solving, Estimation, Mapping Your Way, Field Activities and Reporting etc.

#### **January-February**

Written Assignments (Classwork & Homework), Group Projects (Problem Solving), Estimation, Oral Quizzes, Maths lab. Activities etc.

### EVS

#### **April-May**

Written Assignments – Short/Long question answers (Classwork & Homework), Reading with a purpose (making notes), Role Play and Dramatization, Oral Quizzes etc.

#### **July-August**

Written Assignments – Short/Long question answers (Classwork & Homework), Presentations on current topics, Group Projects (Investigatory/Experimental), Survey, MCQs etc.

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## **November-December**

Written Assignments – Short/Long question answers (Classwork & Homework), Charts, Models, Map Reading, Group Discussion, Class response etc.

## **January-February**

Written Assignments – Short/Long question answers (Classwork & Homework), Source- based analysis, MCQ, Field Trips and Reports, Group Projects (Investigatory/ Experimental) etc.

### **FOR SECONDARY SECTION:**

The scheme of activities subject wise from classes VI to VIII may be followed as given below:

### **LANGUAGES (Hindi, English and Sanskrit)**

#### **April-May**

Listening comprehension, Conversations or dialogue or Prepared speech on given topics related to lessons, Written assignments (Short/Long question answers, Creative writing etc.), Oral Quizzes, Pair Work/Group Work etc.

#### **July-August**

Reading Comprehension, Written assignments (Short/Long question answers, Reports, Newspaper Articles, Diary entries, Poetry etc.), Research Projects in groups i.e. information gathering, deductive reasoning, analysis, synthesis and inference) and Presentation, Group Discussion etc.

#### **November-December**

Listening Comprehension, Presentations using a variety of forms including the use of Information Technology (IT) involving conversation with peers and the teacher, Oral Quizzes, Written assignments (Short/Long Question answers, Creative writing etc.), Group Discussion etc.

#### **January-February**

Reading Comprehension, Written assignments (Short/Long question answers, Reports, Newspaper articles, Diary entries, Poetry etc.), Investigative Projects in groups i.e. information gathering, deductive reasoning, analysis, synthesis and inference) and Presentation, Peer assessment etc.

### **MATHEMATICS**

#### **April-May**

Multiple Choice Questions (MCQ), Maths Lab. Activities, Written Assignments (Classwork and Homework), Peer Assessment

#### **July-August**

Data handling and Analysis, Investigative Projects in groups and Presentation, Written Assignment (Classwork and Home work), Maths Lab. Activities, Problem Solving etc.

#### **November-December**

Models including Origami, Research Projects and Presentation, Written Assignments (Classwork and Homework), Mathslab.Activities, etc.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## **January-February**

Field activities and Reporting, Written Assignment (Classwork and Homework), Presentation using a variety of forms including the use of Information Technology (IT), MCQ etc.

## **SCIENCE**

### **April-May**

Written Assignments (Classwork & Homework), MCQ, Planning or designing experiments to collect data or to investigate properties, law, phenomenon etc.

### **July-August**

Written Assignments (Classwork & Homework), Science Quiz, Seminar, Peer Assessment, Class Response etc., Field Tour and Reporting, Model making etc.

### **November-December**

Written Assignments (Classwork & Homework), Presentation including the use of Information Technology (IT), Experimental work involving one or more of setting experiments, making observations, handling data, making deductions, working safely etc., Science Quiz , Peer Assessment etc.

## **January-February**

Written Assignments (Classwork & Homework), Research work which could be investigative or information gathering and deducing, Symposium, Class Response, MCQ etc.

## **SOCIAL SCIENCE**

### **April-May**

Written Assignments (Classwork & Homework)-Short and Long answers, Comparison and Contrast, Open book Tests, Group Discussion, Secondary Sources etc.

### **July-August**

Written Assignments (Classwork & Homework)-Short and long answers, Projects in groups (Investigative, informative, deductive and analytical), Source-based Analysis, Survey and Reporting, Presentations including the use of Information Technology (IT) etc.

### **November-December**

Written Assignments (Classwork & Homework)-Short and long answers, Models and Charts, Secondary Sources etc., Research, Field Trip and Reporting, Commentaries (collection of series of continuous comments on an event) etc.

## **January-February**

Written Assignments (Classwork & Homework)-Short and long answers, Projects (Investigative, informative, deductive and analytical), Group Discussion, Open Book Tests, Presentations including the use of Information Technology etc.



# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## **TENTATIVE SCHEDULE OF PERIODIC TESTS, UNIT TESTS, HALF YERLY / SESSION ENDING EXAMINATIONS IN SESSION 2019-20 (Half Yearly & SEE to be fixed by Regional Office)**

<b>Sr.No.</b>	<b>Name of Evaluation</b>	<b>Tentative Date/Month</b>	<b>Mode of Evaluation</b>
1	Periodic Test-I	Second Week of July 2019	Pen Paper Test
2	Activity Based Assessment	From April 2019 to August 2019	Various Type Activities Based
4	Half Yearly Examination	Second / Third Week of September 2019	Pen Paper Test
5	I Pre Board Examination	I Week of December 2019	Pen Paper Test
6	Periodic Test-II	I Week of January 2020	Pen Paper Test
7	II Pre Board Examination	I Week of January 2019	Pen Paper Test
8	I Pre Board Examination of Class X	2 <sup>nd</sup> /3 <sup>rd</sup> Week of January 2020	Pen Paper Test
9	Annual Practical Examination-XI, XII	Last Week of January/ I Week of February 2020	Based on Practical Performance, Record etc.
10	Activity Based Assessment	From October 2019 to February 2020	Various Type Activities Based
11	Session Ending Examination/ Board Examination	I Week of March 2020	Pen Paper Test

**Note-**This is a Tentative Schedule. Exact date of various evaluations will be announced time to time.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## House System with name of Co-ordinators, House Masters and Associate House Masters

<b>CCA</b>	<b>Primary</b>	<b>Secondary</b>
<b>Coordinator</b>	Ms. Swarnima Sharma, PRT	Sh. Kailash Kesharwani, PGT (English)
<b>Associate Coordinator</b>	Mr. Rohit Kumar, PRT	1. Mrs. Priyanka Gupta, TGT (Sanskrit) 2. TGT (Social Science) Contractual

<b>House</b>	<b>Primary</b>		<b>Secondary</b>	
	<b>House Master</b>	<b>Associate House Master</b>	<b>House Master</b>	<b>Associate House Master</b>
<b>Shivaji</b>	Ms. Madhu Anchlas, PRT	PRT 2 (Contractual)	Mrs. Neetu Yadav, PGT (Commerce)	1. Mr. Rakesh Dixit, TGT (S.St.) 2. PGT (Hindi) Contractual 3. TGT (Science) Contractual
<b>Tagore</b>	Mrs. Manisha Tokas, PRT	Ms. Neha Jain, PRT	Sh. Neeraj Chaurasia PGT (Mathematics)	1. Sh. Rama Shankar, PGT (Economics) 2. Sh. A.K. Chauhan, TGT (AE) 3. TGT (Hindi) Contractual
<b>Ashoka</b>	Ms. Priyanka, PRT	PRT 1 (Contractual)	Sh. Mrigendra Singh, TGT (Maths.)	1. Sh. D.S.Mandloi, TGT (Science) 2. PGT (Chemistry) Contractual 3. TGT (English) Contractual
<b>Raman</b>	Mr. Ujjwal Singh, PRT	Mrs. Shalu, PRT	Sh. Kapil Mahajan PGT (Biology)	1. Sh. Mohit Bansal, PGT (Physics) 2. Sh. P.K. Pathak, TGT (English) 3. TGT (Hindi) Contractual

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## Important Days, Birth Anniversaries, Week etc. Celebration Calendar for the Year 2019-20

Months	Days/weeks	Events
<b>April 2019</b>	05.04.2019	National Maritime Day, International Day for Mine Awareness
	07.04.2019	World Health Day
	08.04.2019	World Tradition Day
	14.04.2019	Dr. B. R. Ambedkar Birthday
	18.04.2019	World Heritage Day
	22.04.2019	Earth Day
<b>May 2019</b>	01.05.2019	Labour Day
<b>June 2019</b>	23.06.2019	International Olympic Day, United Nations Public Service Day
	26.06.2019	International Day against Drug abuse and Illicit Trafficking
	27.06.2019	World Diabetes Day
<b>July 2019</b>	1 - 7 जुलाई 2019	वनमहोत्सवसप्ताह
	01.07.2019	Doctor's Day, International Joke Day
	02.07.2019	World Sports Journalists Day
	04.07.2019	American Independence Day, International Cooperation Day
	06.07.2019	डॉ.श्यामा प्रसाद मुखर्जी जयंती
	09.07.2019	राष्ट्रीय विद्यार्थी दिवस
	11.07.2019	World Population Day
	18.07.2019	Nelson Mandela Birthday
	26.07.2019	Kargil Victory Day
	28.07.2019	World Nature Conservation Day
<b>August 2019</b>	06.08.2019	Hiroshima Day, Anti-Nuclear Day
	08.08.2019	World Senior Citizen's Day
	09.08.2019	Quit India Day and Nagasaki Day
	15.08.2019	Independence Day Of India
	19.08.2019	World Photography Day, World Humanitarian Day
	20.08.2019	Sadbhavna Divas, World Mosquito Day
	26.08.2019	Namibia Day, Women's equality day
	29.08.2019	National Sports Day, Dhyanchand's birthday
<b>September 2019</b>	05.09.2019	Teachers' Day - Dr. SarvapalliRadhakrishnan's Birthday
	08.09.2019	World Literacy Day
	September 14 to September 28	Hindi Pakhwada
	14.09.2019	Hindi Day, World First Aid Day
	16.09.2019	World Ozone Day
	27.09.2019	World Tourism Day
<b>October 2019</b>	02.10.2019	Mahatma Gandhi Birthday, International Day of Non-Violence, Lal Bahadur Shastri Birthday
	08.10.2019	Indian Air Force Day
	10.10.2019	National Post Day
	24.10.2019	United Nations Day, World Polio Day, World Development Information Day

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	31.10.2019	National Integration Day – सरदार बल्लभ भाई पटेल जयंती, श्रीमती इंदिरा गांधी पुण्यतिथि
<b>November 2019</b>	14.11.2019	Children's Day - Jawaharlal Nehru Birthday
	November 19 to November 25	Quami Ekta Week or National Integration Week
	26.11.2019	The Constitution Day
	30.11.2019	Flag Day
<b>December 2019</b>	01.12.2019	World Aids Day
	02.12.2019	World Computer Literacy Day
	03.12.2019	World Conservation Day
	07.12.2019	Armed Forces Flag Day
	10.12.2019	Human Right Day
	15.12.2019	Kendriya Vidyalaya Sangathan Foundation Day
	23.12.2019	Kisan Divas
<b>January 2020</b>	05.01.2020	गुरु गोविंद सिंह जयंती
	09.01.2020	NRI Day
	12.01.2020	National Youth Day
	11 - 17 जनवरी 2020	राष्ट्रीय सड़क सुरक्षा सप्ताह
	15.01.2020	Army Day
	23.01.2020	Netaji Subhash Chandra Bose Birthday
	25.01.2020	National Tourism Day, Voter's Day
	26.01.2020	India's Republic Day
	28.01.2020	Lala Lajpat Rai Birthday, Data Protection Day
30.01.2020	World Leprosy Eradication Day	
<b>February 2020</b>	02.02.2020	National Day of Srilanka, World Wetland day, Cancer Survivors Day
	04.02.2020	World Cancer Day
	13.02.2020	Sarojini Naidu's Birthday
	22.02.2020	World Scout Day
	28.02.2020	National Science Day – Sir C.V. Raman's Birthday

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## **Vidyalaya Level Workshop & Use of 1 hour 20 minutes after school hours**

Different workshops to be organized during 1 hour 20 minutes after school hours. Different topics from Academic and Non-Academic areas will be covered by Principal, Sr. Teachers, Teacher In-charges and Master Trainers.

### **Plan for Coaching, Time & duration of coaching by the TGT (P&HE) & Coaches**

1. Identifying the students of various Games and Sports according to their Interest.
2. Taking Trials and organizing matches to find out the talent in the Games/Sports of Student's Interest.
3. If necessary then counsel them to change their Games/Sports after seeing the performance and personality.
4. Providing Class wise coaching & Training in Games/Sports as students chosen finally in their respective Games periods.
5. Talented Students according to their convenience will be provided Team wise Coaching also after School hours and in Holidays.
6. Stress is given to provide maximum facilities to students to follow the principles of individuality.
7. STEPS FOR COACHING:-
  - (a) Brief History (b) Conditioning (c) Fundamental Skills (d) Skill Practice (e) Advance Skills (f) Strategies (g) Competitions (h) Feedback.

**Allotment of duties – Primary and Secondary duties to the teaching staff**

**Class-Teachers and Co-Class-Teachers for the Session 2019-20**

**w.e.f. 01.04.2019**

S.No.	Class	Class Teacher	Co-Class Teacher
1.	I A	Ms. Priyanka, PRT	Ms. Madhu Anchlas, PRT
2.	I B	Ms. Madhu Anchlas, PRT	Ms. Priyanka, PRT
3.	IIA	Ms. Neha Jain, PRT	Sh. Arvind Verma, PRT (Contr.)
4.	IIB	Sh. Arvind Verma, PRT (Contr.)	Ms. Neha Jain, PRT
5.	IIIA	Smt. Manju Vishwakarma, PRT (Music)	Sh. B.K. Pandey, PRT (Contr.)
6.	IIIB	Sh. B.K. Pandey, PRT (Contr.)	Smt. Manju Vishwakarma, PRT (Music)
7.	IVA	Smt. Shaalu, PRT	Sh. Ujjwal Singh, PRT
8.	IVB	Sh. Ujjwal Singh, PRT	Smt. Shaalu, PRT
9.	VA	Ms. Swarnima Sharma, PRT	Sh. Rohit Kumar, PRT
10.	VB	Sh. Rohit Kumar, PRT	Ms. Swarnima Sharma, PRT
11.	VIA	Sh. Jitendra Singh, TGT (Sc.)-Contr.	Sh. Ajay Kumar Chauhan, TGT (AE)
12.	VIB	Sh. Ajay Kumar Chauhan, TGT (AE)	Sh. Jitendra Singh, TGT (Sc.)-Contr.
13.	VIIA	Sh. Umesh Kumar Verma, TGT (Hindi)- Contr.	Sh. D.K. Patel, TGT (S.St.)-Contr.
14.	VIIB	Sh. D.K. Patel, TGT (S.St.)-Contr.	Sh. Umesh Kumar Verma, TGT (Hindi)- Contr.
15.	VIIIA	Smt. Priyanka Gupta, TGT (Sanskrit)	Sh. Jaypal, TGT (English) – Contr.
16.	VIIIB	Sh. Jaypal, TGT (English) – Contr.	Smt. Priyanka Gupta, TGT (Sanskrit)
17.	IXA	Sh. Deepak Singh Mandloi, TGT (Sc.)	Sh. R.K. Dixit, TGT (S.St.)
18.	IXB	Sh. R.K. Dixit, TGT (S.St.)	Sh. Deepak Singh Mandloi, TGT (Sc.)
19.	XA	Sh. Pawan Kumar Pathak, TGT (English)	Sh. Mrigendra Singh, TGT (Maths.)
20.	XB	Sh. Mrigendra Singh, TGT (Maths.)	Sh. Pawan Kumar Pathak, TGT (English)
21.	XI A	Sh. Mohit Bansal, PGT (Physics)	Sh. Kailash Kesharwani, PGT (English)
22.	XI B	Sh. R.S. Rakesh, PGT (Economics)	Smt. Neetu Yadav, PGT (Commerce)
23.	XII A	Sh. Kailash Kesharwani, PGT (English)	Sh. Mohit Bansal, PGT (Physics)
24.	XII B	Smt. Neetu Yadav, PGT (Commerce)	Sh. R.S. Rakesh, PGT (Economics)

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## Entry, Recess & Exit Duties w.e.f. 01/04/2019

Entry Duty			Recess Duty		
S.No.	Name of Staff Member with Design.	Day of Duty	S.No.	Name of Staff Member with Design.	Day of Duty
1	Mr. Mohit Kumar Gupta PGT(Phy)	Monday	1	Mr. Jaypal, TGT (Eng.)	Monday
2	Ms.Priyanka Gupta, TGT(Skt)	Monday	2	Mr. Ankit Sullere, TGT(Maths)	Monday
3	Mr.Deepak Kumar Mandloi,TGT(Sc)	Tuesday	3	Shri Umesh Verma, TGT(Hindi)	Tuesday
4	Mr. Ankit Sullere, TGT(Maths)	Tuesday	4	Mr.Pawan Kumar Pathak TGT(Eng)	Tuesday
5	Shri Umesh Verma, TGT(Hindi)	Wednesday	5	Mr.Ram Shankar Rakesh,PGT(Eco)	Wednesday
6	Mr. S.K.Gautam ,Lib.	Wednesday	6	Mr. D. K. Patel, TGT(S.Sc.)	Wednesday
7	Mr.R.K.Dixit,TGT(S.Sc.)	Thursday	7	Mr. Ajay Kumar Chauhan TGT(A.E.)	Thursday
8	Mr. Jaypal, TGT (Eng.)	Thursday	8	Mr. Jaypal, TGT (Eng.)	Thursday
9	Mr. Ram Shankar Rakesh,PGT(Eco)	Friday	9	Mr.Mohit Bansal,PGT(Phy)	Friday
10	Mr. Devendra Awashthi, Yoga Tr.	Friday	10	Mr.Ankit Sullere,TGT(Maths)	Friday
11	Mr.Kailash Kesharwani,PGT(Eng)	Saturday	11	Mr.Jitendra TGT(Sci)	Saturday
12	Mr. Ankit Sullere, TGT(Maths)	Saturday	12	Ms.Neetu Yadav,PGT(Comm)	Saturday

**COMMITTEES FOR THE SESSION 2019-20 w.e.f. 01/04/2019**

Sl. No.	Department / Committee	Department / Committee In-charge & Associates
1.	Admission	1. Sh. Mrigendra Singh, TGT (Maths.) 2. Sh. Deepak Kumar Mandloi, TGT (Science) 3. Sh. Vinay, PRT 4. Ms. Priyanka, PRT
2.	Time-Table	1. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Kapil Mahajan, PGT (Biology) 3. Sh. Pawan Kumar Pathak, TGT (English) 4. Sh. Vinay, PRT 5. Ms. Swarnima Sharma, PRT
3.	Examination	1. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Kapil Mahajan, PGT (Biology) 3. Sh. Ujjwal Singh, PRT 4. Sh. Rohit Kumar, PRT
4.	Academics	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Neeraj Chaurasia, PGT (Maths.) 3. Sh. Kailash Kesharwani, PGT (English) 4. Sh. Vinay, PRT 5. Ms. Swarnima Sharma, PRT
5.	Discipline	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Smt. Neetu Yadav, PGT (Commerce) 3. Sh. Mrigendra Singh, TGT (Maths.) 4. Sh. Dilip Shrivastava, TGT (WE) 5. Ms. Priyanka Gupta, TGT (Sanskrit) 6. Sh. Vinay, PRT 7. Sports Coach, CONTRACTUAL
6.	Welcome / Reception	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. S.K. Gautam, Librarian 3. Mrs. Manju Vishwakarma, PRT (Music) 4. Ms. Neha Jain, PRT
7.	Purchase/GeM / PFMS/ NIC Portal	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Neeraj Chaurasia, PGT (Maths.) 3. Sh. Priyanka Gupta, TGT (Sanskrit)



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		<p>4. Sh. Dilip Shrivastava, TGT (WE)                      5. Sh. Vinay, PRT                      6. Sh. Sandeep Khare, SSA                      7. In-charge Teacher for which Purchase to be made.</p>
8.	Maintenance & Repair	<p>1. Sh. Dilip Shrivastava, TGT (WE)                      2. Sh. Rakesh Kumar Dixit, TGT (S.St.)                      3. Sports Coach, CONTRACTUAL                      4. Sh. Vinay, PRT                      5. Mrs. Manju Vishwakarma, PRT (Music)</p>
9.	Sanitation	<p>1. Sh. Neeraj Chaurasia, PGT (Maths.)                      2. Mrs. Priyanka Gupta, TGT (Sanskrit)                      3. Sh. Dilip Shrivastava, TGT (WE)                      4. Mrs. Shalu, PRT                      5. Sports Coach, CONTRACTUAL</p>
10.	Gardening, Beautification & Drinking Water	<p>1. Sh. Kapil Mahajan, PGT (Biology)                      2. Mr. Deepak Singh Mandloi, TGT (Science)                      3. Ms. Swarnima Sharma, PRT                      4. Mrs. Shalu, PRT                      5. Ms. Madhu Anchalas, PRT</p>
11.	Furniture	<p>1. Sh. Mrigendra Singh, TGT (Maths.) I/c                      2. Sh. Mohit Bansal, PGT (Physics)                      3. Sh. Ujjwal Singh, PRT</p>
12.	Outsourcing Services, Safety & Security of Students & School Building and Disaster Management & Implementation of SOP	<p>1. Sh. Arvind Gupta, PGT (Comp. Sc.)                      2. Sh. Neeraj Chaurasia, PGT (Maths.)                      3. Sh. Rakesh Kumar Dixit, TGT (S.St.)                      4. Sh. Dilip Shrivastava, TGT (WE)                      5. Sh. Vinay, PRT</p>
13.	Co-Curricular Activities, Morning Assembly, Functions & all Celebrations	<p>1. Sh. Kailash Kesharwani, PGT (English)                      2. Ms. Priyanka Gupta, TGT (Sanskrit)                      3. PGT (Hindi) Contr.                      4. Ms. Swarnima Sharma, PRT                      5. Sh. Rohit Kumar, PRT                      6. Mrs. Manju Vishwakarma, PRT (Music)</p>
14.	Cultural Programme/ Virsa / Spic Macay	<p>1. Mrs. Manju Vishwakarma, PRT (Music)                      2. Music Coach on Cont.</p>

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15.	RTI	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Dilip Shrivastava, TGT (WE) 3. Sh. Sandeep Khare, SSA
16.	RTE	1. Sh. S.K. Gautam, Librarian 2. Sh. Dilip Shrivastava, TGT (WE) 3. Sh. Sandeep Khare, SSA 4. Mrs. Shalu, PRT 5. Respective Class Teachers
17.	Computer, Fee Collection through UBI & Website Updation	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Dilip Shrivastava, TGT (WE) 3. Mr. Sandeep Khare, SSA
18.	EQUIP (Ensuring Quality in Upper Primary Classes VI-VIII), Back to Basics & BaLA Implementation	1. Sh. Mrigendra Singh, TGT (Maths.) 2. Mr. Pawan Kumar Pathak, TGT (English) 3. Mr. Deepak Kumar Mandloi, TGT (Science) 4. Mr. Ajay Kumar Chauhan, TGT (AE) 5. Sh. Vinay, PRT 6. Ms. Madhu Anchlas, PRT
19.	CMP (Primary Classes) & Resource Room	1. Sh. Vinay, PRT 2. Ms. Swarnima Sharma, PRT
20.	Guidance & Counselling	1. Sh. Kapil Mahajan, PGT (Biology) 2. Smt. Neetu Yadav, PGT (Commerce) 3. Smt. Priyanka Gupta, TGT (Sanskrit) 4. Sh. Deepak Kumar Mandloi, TGT (Science)
21.	P.A. System, Photography/ Videography & Publicity / News reporting	1. Sh. Kailash Kesharwani, PGT (English) 2. Sh. Dilip Shrivastava, TGT (WE) 3. Yoga Tr. on Cont. 4. Music Coach on Cont.
22.	Adolescent Education Programme	1. Sh. Kapil Mahajan, PGT (Biology) 2. Ms. Priyanka Gupta, TGT (Sanskrit) 3. Mr. Deepak Kumar Mandloi, TGT (Science)
23.	Canteen	1. Sh. Kapil Mahajan, PGT (Biology) 2. Sh. Mrigendra Singh, TGT (Maths.) 3. Sh. Dilip Shrivastava, TGT (WE)
24.	Scout & Guide and NCC	1. Sh. S.K. Gautam, Librarian 2. Sh. Ajay Kumar Chauhan, TGT (AE)

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		<p>3. Mrs. Priyanka Gupta, TGT (Sanskrit)</p> <p>4. Sh. Pawan Kumar Pathak, TGT (English)</p> <p>5. Sports Coach, TGT (P&amp;HE)</p> <p>6. Sh. Vinay, PRT</p> <p>7. Ms. Priyanka, PRT</p>
25.	Adventure/ Excursion Club & Tours	<p>1. Sh. Neeraj Chaurasia, PGT (Maths.)</p> <p>2. Sh. Kapil Mahajan, PGT (Biology)</p> <p>3. Smt. Neetu Yadav, PGT (Commerce)</p> <p>4. Sh. Mrigendra Singh, TGT (Maths.)</p> <p>5. Ms. Swarnima Sharma, PRT</p> <p>6. Sh. Vinay, PRT</p>
26.	Nature/ Eco Club	<p>1. Sh. Kapil Mahajan, PGT (Biology)</p> <p>2. Mr. Deepak Kumar Mandloi, TGT (Science)</p> <p>3. Ms. Madhu Anchlas, PRT</p> <p>4. Ms. Priyanka, PRT</p>
27.	Integrity Club	<p>1. Sh. Rama Shankar Rakesh, PGT(Economics)</p> <p>2. Ms. Priyanka Gupta, TGT(Sanskrit)</p> <p>3. Sh. Rohit Kumar, PRT</p> <p>4. Ms. Neha Jain, PRT</p>
28.	Mathematics Club & Lab.	<p>1. Sh. Neeraj Chaurasia, PGT (Maths.)</p> <p>2. Sh. Mrigendra Singh, TGT (Maths.)</p>
29.	Science Club	<p>1. Sh. Kapil Mahajan, PGT (Biology)</p> <p>2. Sh. Deepak Kumar Mandloi, TGT (Science)</p>
30.	Language Club	<p>1. Sh. Kailash Kesharwani, PTGT (English)</p> <p>2. Ms. Priyanka Gupta, TGT (Sanskrit)</p> <p>3. PGT (Hindi) on Cont.</p> <p>4. Sh. Pawan Kumar Pathak, TGT (English)</p>
31.	First Aid	<p>1. Sports Coach, TGT (P&amp;HE)</p> <p>2. Sh. Deepak Kumar Mandloi, TGT (Science)</p> <p>3. Ms. Priyanka, PRT</p> <p>4. Ms. Neha Jain, PRT</p> <p>5. Mrs. Manju Vishwakarma, PRT (Music)</p>
32.	Vidyalaya Patrika/ School Magazine	<p>1. Sh. Kailash Kesharwani, PGT (English)</p>

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		2. Ms. Priyanka Gupta, TGT (Sanskrit) 3. Sh. Pawan Kumar Pathak, TGT (English) 4. Ms. Priyanka, PRT 5. PGT (Hindi) on Cont.
33.	Complaints/ Grievances & Redresal	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Mrigendra Singh, TGT (Maths.) 3. Sh. Dilip Shrivastava, TGT (WE) 4. Sh. Sandeep Khare, SSA
34.	Internal Complaints Committee for Women Employees	1. Mrs. Neetu Yadav, PGT (Commerce)-Chairperson 2. Mrs. Priyanka Gupta, TGT (Sanskrit)-Member 3. Sh. Neeraj Chaurasia, PGT (Maths.)-Member 4. Sh. Mrigendra Singh, TGT (Maths.)-Member
35.	Rajbhasha	1. PGT (Hindi) on Cont. 2. Ms. Priyanka Gupta, TGT (Sanskrit) 3. Sh. Sandeep Khare, SSA
36.	Staff Welfare	1. Sh. Kapil Mahajan, PGT (Biology) 2. Sh. Dilip Shrivastava, TGT (WE) 3. Ms. Priyanka, PRT
37.	Specially Abled Welfare	1. Sh. Mrigendra Singh, TGT (Maths.) 2. Sh. Dilip Shrivastava, TGT(WE) 3. Ms. Madhu Anchalas, PRT
38.	Minority Welfare	1. Mrs. Neetu Yadav, PGT (Commerce) 2. Sh. Rohit Kumar, PRT 3. Ms. Neha Jain, PRT
39.	SC, ST & OBC Welfare	1. Sh. Rama Shankar Rakesh, PGT (Economics) 2. Sh. Ajay Kumar Chauhan, TGT (AE) 3. Ms. Neha Jain, PRT
40.	Single Girl Child Monitoring	1. Mrs. Neetu Yadav, PGT (Commerce) 2. Sh. Sandeep Khare, SSA
41.	Games & Sports	1. Sports Coach, CONTRACTUAL 2. Mrs. Shalu, PRT 3. Sh. Rohit Kumar, PRT 4. Sh. Devendra Awasthi, Yoga Tr. on Cont.
42.	Library	1. Sh. S.K. Gautam, Librarian 2. Ms. Swarnima Sharma, PRT

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		3. Neha Jain, PRT 4. Mrs. Manisha Tokas, PRT 5. Respective Class Teachers
43.	Moderation	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Kapil Mahajan, PGT (Biology) 4. Sh. Mrigendra Singh, TGT (Maths.)
44.	Staff Quarters Allotment	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Mrigendra Singh, TGT (Maths.) 3. Sh. Dilip Shrivastava, TGT (WE) 4. Smt. Manju Viswakarma, PRT (Music)
45.	Alumni Association	1. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Kailsha Kesharwani, PGT (English) 3. Sh. Mrigendra Singh, TGT (Maths.)
46.	Checking of Pay Bills, Class Attendance Register & Fee Collection	1. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Mrigendra Singh, TGT (Maths.)
47.	Condemnation	1. Hon'ble Chairman/ Nominee Chairman 2. Principal 3. Stock I/c Teacher
48.	Junior Science Lab.	1. Sh. Deepak Kumar Mandloi, TGT (Science) 2. Sh. Ujjwal Singh, PRT
49.	Workshop / Seminar / Orientation Programme	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Kapil Mahajan, PGT (Biology) 3. Sh. Deepak Kumar Mandloi, TGT (Science) 4. Sh. Dilip Shrivastava, TGT (WE)
50.	Income Tax and Service Tax Deductions, Payment & Filing of Returns	1. Sh. Arvind Gupta, PGT (Comp. Sc.) 2. Sh. Mrigendra Singh, TGT (Maths.) 3. Sh. Dilip Shrivastava, TGT (WE) 4. Sh. Sandeep Khare, SSA
51.	Swasth Bachche Swasth Bharat (SBSB)	1. Sh. Rama Shankar Rakesh, PGT (Economics) 2. Mrs. Priyanka Gupta, TGT (Sanskrit) 3. Sh. Rakesh Kumar Dixit, TGT (S.Sc.) 4. Smt. Shalu, PRT 5. Sh. Rohit Kumar, PRT 6. Sh. Ujjawal Singh, PRT

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		7. Sports Coach, CONTRACTUAL
52.	Teaching Aid	1. Sh. Rakesh Kumar Dixit, TGT (S.Sc.) 2. Sh. S.K. Gautam, Librarian 3. Sh. Ujjwal Singh, PRT
53.	Atal Tinkering Lab	1. Sh. Neeraj Chaurasia, PGT (Maths.) 2. Sh. Kapil Mahajan, PGT (Biology) 3. Sh. Mohit Bansal, PGT (Physics) I/c 4. Sh. Deepak Kumar Mandloi, TGT (Science)
54.	Awakened Citizen Programme	1. Sh. Mrigendra Singh, TGT (Maths.) 2. Mrs. Priyanka Gupta, TGT (Sanskrit) 3. Sh. Ajay Kumar Chauhan, TGT (AE) 4. Sh. S.K. Gautam, Librarian

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Annexure-III

## Teacher-wise Time Table for the Year 2019-20

Teachers/ period	1	2	3	4	5	6	7	8	TOT AL
Sh.A.C.RAJPUT(Principal)	XII A (1-2)		XII B(3,4,5)						5
Sh.Arvind Gupta, PGT (CS)				XIA PR 4, XIA 5,6	XIIA (1-6)	XIA(1-4),XIIA PR5	XIIA PR 1,XIA PR 5	XII A PR1,XI A PR 5	18
Sh. NeerajChaurasia, PGT (Maths)		XII A(1-6)	XI A(1-6)	IX B(1-6)	XI A 2	XII A 1-3,GS-4, XI A 5,6	CCA-6	IX B1,CCA-6	26
Mr.Kapil Mahajan,PGT(Bio)	X A (1 - 6)	XII A(1-6)	XI A(1-6)		XI A 2	XII A(1-3),XI A 5,6		X A 1,XIIA WE 3,CCA6	26
Mr. Mohit Bansal PGT(Phy)	XIA (1-6)		XIIA (1-6)	XB,1-6			XIA PR 1,4,XII A 2,3 CCA 6	XI A PR 1,XII A 2,X-B 3,CCA6	25
<b>PG(Chem)</b>				XII A (1-6)	XI A (1,3-6)		XI A PR2,3,XIIA PR4,5,CCA6	XI A PR2,3,XIIA PR4,5,CCA6	18
Mrs. Neetu Yadav PGT (COMM.)	XIB 1-6 ACC	XII B(1-6) ACC	XI B ACC 5,6	XIIB (1-6) BST	XIB (1-6) BST	XIIB 1-3 ACC	XIB B ST 1,3,XIB ACC2,XII B B.ST4,CCA-6	XIIB (2,3)BST , XI B B.ST4, CCA6	36
Mr.Rama Shankar Rakesh,PGT (Eco)	XIIB (1-6)	XIB (1-6)	VIB (1,3,4) S.Sc. XI B(2)	VI B (2) XI B(6)	XII B 1,2 XII B GS(3)		XII B 5,CCA 6	XIB 1,2,VI B 4,5 CCA 6	26
Mr. Kailash Kesharwani PGT(Eng)	XIIA(1-6)	XI A (1-6)	XII B(1-6)			XIB(1-6)	CCA 6	CCA-6	24
Mr. M. Singh, TGT(Maths)	XB(1 -6)	XA(1-6)		VIII A(1-6)	VIII B(1-6)	VIII B(2)	VIII B1,XB(3),XA(4),CCA6	CCA-6	28
<b>TGT (Maths) 2</b>	IX A (1-6)	VII B(1-4,6)	VIIA(2,4)	VIIA(1,3-6)	VIA(1-6)	VIB(1-6)	VIB(1),VII B4,CCA 6	VIA(1),VII(B)(2), IX(A)(4),CCA-6	35
Ms.Priyanka Gupta,TGT(SKT)	VIIIA(1,2,4-6)HINDI VI B(H)-3	VII B(1-5)HINDI		VIA(SKT) 1-3,VIB(SKT)4-6		VIIA(SKT)1-3,VII B(SKT)(4-6)	VII A HINDI-3,VIIIA SKT2, CCA 6	VII B(SKT)1-3,VIIIA(SKT)4,5, CCA-6	30
Mr. Pawan Kumar Pathak,TGT-Eng		XB (1-6)	XA (1-6)	IXA 3,5,6	IXB (1-3,5,6)		IXA (1,2,4,5) CCA6	XB 1, XA 3, IXB-2,4 CCA 6	28
<b>TGT(Eng)2</b>	VII B (2-6)	VIIA (1-3,5,6)	VIIIA (1-6)		VII B(1-6)	VIA (1-3,5,6),VII A4	VI-B,2-5,CCA 6	VIB 1,2,VI A 4	35
<b>TGT(Hindi)1</b>		IXB(1-6)	IXA(1-6)	XIB(1-4),XIA 5,6	XIIA(1-6)	XIA(1-4),XII B 5,6	XIIB2,3,XIB4,IXB5,CC A6	IX A2,XI B 3,XII B 4,5,CCA6	38
<b>TGT(Hindi) 2</b>	VIIA(1-3,5,6)	VII B (2-6)	VII B (1-3,5,6)	VIII B 3	X B (1-6)	XA (1-6)	VIA (1-5)CCA 6	VII B 1, XB 2, VIA 3,VIIA4, X A 5 CCA6	38
Mr.R.K. Dixit ,TGT(S.SC.)	IX B (1-6)		XB (1-6)		XA (1-6)	IXA (1-6)	XB 5	IXB3, XA4, IX A 5, CCA6	28
<b>TGT(S.SC) 2</b>	VII B (1-4,6)	VIA (1,3-6)		VII B 1,2	VIIA (1-6)	VIIIA(1-6)	VII B (2-5),CCA -6	VIA 2, VII B 5,CCA6	30
Mr. Deepak Singh Mandloi TGT-Sci.		IX A(1-6)	VII B (1-6)		VIIIA(1-6)	IX B1-3,5,6	IX B 1,4	IXA 1	26
<b>TGT(Sci) 2</b>	VIA (1,3-6)			VII B 1-6	VI B 1-6	VI A 4,VIIA 6	VII A 1-5,CCA 6		24
Sh. Dilip Shrivastava, TGT(WE)		VIIIA2,5	VIB2,IXB3,5	XIA-1,XA-3,IXA4,VI A5,6	IXA-1,XIIB-4,	VII B-2,XB-5,VII B-6	XA-1,XB-2,XIB-5,CCA-6	VIIA-1,5,VIB-3,CCA	22
Mr.Ajay kumar Chauhan,TGT(AE)	VIB-1,2,4	VIA-1,5,6	IXA 1,2,VIIA3,5	IX A1,VIIA2, XA4,5	IX A-6	VII B2,XB4,VII IB5	XB 1,VII A,3,VIIA-5 CCA6	VIIA1,2,VIIIB4,5 ,VIIA 3,CCA6	26

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Mr.S.K.Gautam Librarian		VIIIA-4	XIB-1,VIA-2,VIB-6	XA-1,IXA-2,XIA-3,VIIIB-4		XIIB-4,VIIA-5,XIIA-6	VIIIB-2,IXB-4	VIIIB-3,XB-5	14	
TGT(P & HE)	VIIIB1,VIA2,VIIIA3,VI IA4,VIIIB5, VIB6	VIIIB1,VIA2,V IIIA3,VIIA4,VII B5,VIB6		XIA-2,XIA(H)4 ,XA-6		IXB-4, XIIIB-6	XB1,IXB4	XIIA(H),B1,XA2,IXA3, XB4,XIA(H),B5,CCA6	XIIA(H),B1,XA2,I XA3,XB4,VIA-5,CCA6	29
Yoga Teacher	VIA-2,		VIIA-1,XIB-3,4 VIB-5	VIB-1,3 XA-2,XIB-5		IXA-2,4 XIIIB-5	VIIIB-1 XB-2 VIIIB-3 VIIIB-5	VIIIB-1,IXB-2,3 VIIIA-4 CCA-6	VIIA-2,VIIIA-3, XIA-4,XIIA-5 CCA-6	25
Comp Instructor	VIB-5	VIIIA-1,6 VIA-3,4	VA-1,IIIB-2,IVA-3,VIIIB-4,VA-5,VIIA-6	IVA-2,VIB-3,IXB-4,VIIIB-5,6		IXA-3,5	VIIIB-1,VB-2,XB-3,6,IIIA-5	IIIB-1,XA-3,5 IVB-4 CCA-6	IIIA-1,IVB-2,VIIA-3,VB-4,IXB-5,CCA-6	28



# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

**Annexure-IV**

**Fixation of Class-wise Targets of Academic Results-both in terms of quality and quantity (to be taken from teachers by 30<sup>th</sup> April 2019)**

S.No.	Class	Subject	Name of Subject Teacher with Designation	Target Result (2019-20)		Signature of the Teacher	Achieved Result	
				Target Pass %age	Target PI		Pass %age	PI
1	XII	English Core						
		Hindi Core						
		Physics						
		Chemistry						
		Mathematics						
		Biology						
		Comp. Sc.						
		Accountancy						
		B.St.						
		Economics						
2	XI	English Core						
		Hindi Core						
		Physics						
		Chemistry						
		Mathematics						
		Biology						
		Comp. Sc.						
		Accountancy						
		B.St.						
		Economics						
3	X	Eng. Lang. & Lit.						
		Hindi Course-A						
		Mathematics						
		Science						
		Social Science						
4	IX	Eng. Lang. & Lit.						
		Hindi Course-A						
		Mathematics						
		Science						
		Social Science						

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S.No.	Class	Subject	Name of Subject Teacher with Designation	Target Result (2019-20)			Signature of the Teacher	Achieved Result	
				Target Pass %age	No. of Grades				
					L1+L2	L3			
1	VIII	English							
		Hindi							
		Mathematics							
		Science							
		Social Science							
2	VII	English							
		Hindi							
		Mathematics							
		Science							
		Social Science							
3	VI	English							
		Hindi							
		Mathematics							
		Science							
		Social Science							

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

S.No.	Class	Subject	Name of Subject Teacher with Designation	Target Result(2019-20)			Signature of the Teacher	Achieved Result				
				Target Pass %age	No. of Grades			Pass %age	No. of Grades			
					A+	A			B	A+	A	B
1	V	English										
		Hindi										
		Mathematics										
		EVS										
2	IV	English										
		Hindi										
		Mathematics										
		EVS										
3	III	English										
		Hindi										
		Mathematics										
		EVS										
4	II	English										
		Hindi										
		Mathematics										
		EVS										
5	I	English										
		Hindi										
		Mathematics										
		EVS										

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

Annexure-V

## Calendar of various Inter house competitions under CCA both for Primary, Secondary & Sr. Secondary

### CALENDAR FOR CO-CURRICULAR ACTIVITIES/COMPETITIONS FOR THE SESSION 2019-20 FOR PRIMARY CLASSES

SR. NO.	MONTH	DATE	CO-CURRICULAR ACTIVITIES & COMPETITIONS	SPECIAL DAYS
1	APRIL	05-04-2019	House Division And House Meeting	
2		12-04-2019	English Calligraphy	
3		26-04-2019	Drawing & Painting Competition	
4	JUNE	28-06-2019	House Board Decoration Competition	
5	JULY	05-07-2019	Skit Competition	
6		12-07-2019	English Extempore	
7		19-07-2019	Hindi Extempore	
8		26-07-2019	Community Lunch	
9	AUGUST	02-08-2019	English Speech	Independence Day
10		09-08-2019	Hindi Speech	
11		16-08-2019	English Poem Recitation	
12		23-08-2019	Hindi Poem Recitation	
13		30-08-2019	Rakhi Making Competition	
14	SEPTEMBER	06-09-2019	Group Song Competition	Teachers Day
15		13-09-2019	Hindi Skit Competition	
16		20-09-2019	News Reading	
17		27-09-2019	Cartoon Making	
18	OCTOBER	04-10-2019	Clay Modeling	Grandparents Day, Mahatma Gandhi Jayanti
19		11-10-2019	Antakshari Competition	
20		25-10-2019	Gift Wrapping Paper Art	
21	NOVEMBER	01-11-2019	Rangoli Making	Children's Day
22		08-11-2019	Fancy Dress Competition	
23		15-11-2019	Science Quiz Competition	
24		22-11-2019	Creative Writing	
25		29-11-2019	Poster Making Competition	
26	DECEMBER	06-12-2019	Word Game	KVS Foundation Day Celebration
27		13-12-2019	GK Quiz Competition	
28		20-12-2019	New Year Card Making Competition	
29	JANUARY	03-01-2020	Hindi Calligraphy	Republic Day Celebration
30		10-01-2020	Solo Song Competition	
31		17-01-2020	Hindi Skit Competition	
32		24-01-2020	Thumb Printing	
33		31-01-2020	Face Mask Making Competition	

- Each child can participate in 02 individual and 01 group activity.
- These are the tentative dates.

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## CALENDAR FOR CO-CURRICULAR ACTIVITIES/COMPETITIONS FOR THE SESSION 2019-20 FOR SECONDARY & SR. SECONDARY CLASSES

S. No.	Month	Date	Name of the Co-Curricular activities/ Competitions
1	April	06.04.2019	House Formation & Meeting/ Club Activity- Activity Plan for the Year
2		20.04.2019	English Poem Recitation
3		27.04.2019	Hindi Poem Recitation
4	June	22.06.2019	English Calligraphy
5		29.06.2019	Hindi Speech Competition
6	July	06.07.2019	English Essay Writing Competition
7		20.07.2019	Quiz on GK & Current Affairs
8		27.07.2019	Drawing Competition
9	August	03.08.2019	Rakhi Making Competition
10		17.08.2019	Group Dance Competition
11		31.08.2019	English Speech Competition
12	September	07.09.2019	English Skit Competition
13		21.09.2019	Hindi Essay Writing Competition
14		28.09.2019	Hindi Debate Competition
15	October	05.10.2019	Hindi Skit Competition
16		19.10.2019	Hindi Story Telling Competition
17		26.10.2019	Spell Bee Competition
18	November	16.11.2019	Rangoli Competition
19		23.11.2019	Solo Folk Dance Competition
20		30.11.2019	Painting Competition
21	December	07.12.2019	Solo Song Competition
22		15.12.2019	KVS Foundation Day Celebration
23		21.12.2019	New Year Card Making Competition
24	January	04.01.2020	Social Science Quiz Competition
25		18.01.2020	Slogan Writing Competition
26		25.01.2020	Vocabulary Power

- Display Board Decoration Competition/ Class Room Decoration Competition will be organised on 1<sup>st</sup> working day of every month.
- Club Activities will be organised on Wednesdays.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

**Annexure-VI**

## CALENDAR OF GAMES & SPORTS ACTIVITIES / COMPETITIONS DURING THE YEAR 2019-20

S.No.	Month	Primary Sports Activities	Secondary Sports Activities
1.	APRIL	30 METER RACE (CLASS I & II) 50 METER RACE (CLASS III) 80 METER RACE (CLASS IV & V)JALEBI RACE (CLASS I & II) SACK RACE (CLASS III & IV)	Race -100m, 200m, 400m Cricket Table Tennis
2.	JUNE	THREE LEG RACE (CLASS V) TENNIS BALL THROW (CLASS I & II) FLY DISC (CLASS III)	Long Jump, High Jump, Shot Put, Throw Ball
3.	JULY	SKIPPING ROPE (CLASS IV & V) PICK UP AND PUT BALLS IN BASKET (CLASS I & II) FROG RACE (CLASS III & IV) 100 METER RACE (CLASS V)	Table Tennis, Football, Chess
4.	AUGUST	PICK ITEM RACE (CLASS I & II) RELAY RACE (CLASS III- V)	Table Tennis, Handball, Kabbaddi, Kho-Kho Hockey
5.	SEPTEMBER	LEMON RACE (CLASS I & II) LONG JUMP (CLASS III- V)	Table Tennis, Football
6.	OCTOBER	FROG RACE (CLASS I & II) FOOTBALL THROW ( CLASS III-V)	Javelin Throw, Football
Mini Sports Day will be celebrated in 1 <sup>st</sup> week of October - Tentative Date 04 <sup>th</sup> October 2019			
Annual Sports Day will be celebrated in 3 <sup>rd</sup> week of October - Tentative Date 19 <sup>th</sup> October 2019			

**Plan for CMP & EQUIP in relation with Back to Basics**

S.No.	Month	Activities
1	April	<ul style="list-style-type: none"> <li>• Welcome of Tiny Tots of Class I</li> <li>• School Readiness Programme</li> <li>• Classroom decoration</li> <li>• House Distribution &amp; House Meeting</li> <li>• Community Lunch</li> <li>• Movie Shows</li> <li>• Utilization of Rs.2000/- for purchasing TLM.</li> <li>• Conducting activities for Periodic Assessment</li> <li>• Completion of Syllabus as Split up.</li> <li>• Conducting cycles in Class I &amp; II.</li> <li>• Short listing the Slow bloomers, Average and Bright students</li> </ul>
2	May / June	<ul style="list-style-type: none"> <li>• Drawing and Painting</li> <li>• Hindi &amp; English Calligraphy</li> <li>• Class-wise games</li> <li>• Field Trip</li> <li>• Conducting activities for Periodic Assessment</li> <li>• Clay Modeling</li> <li>• Conducting different competitions under CCA</li> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Parent Teacher Meeting</li> <li>• Short listing the Slow bloomers, Average and Bright students</li> </ul>
3	July	<ul style="list-style-type: none"> <li>• Action Plan for Slow learners (Level 3 Students)</li> <li>• 1<sup>st</sup> round of Medical Checkup</li> <li>• Conducting UT-I</li> <li>• Cluster Level CMP Meeting</li> </ul>
4	August	<ul style="list-style-type: none"> <li>• Compiling result up to UT-I</li> <li>• Parent Teacher Meeting</li> <li>• Celebration of Independence Day</li> <li>• Conducting various competitions under CCA.</li> <li>• Publication of E-Newsletter</li> </ul>
5	September	<ul style="list-style-type: none"> <li>• Teacher's Day Celebration</li> <li>• Celebration of Hindi Pakhwada</li> <li>• Film Shows</li> <li>• Worksheet Preparation</li> <li>• Conducting different competitions under CCA</li> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Conducting Half Yearly Examination</li> </ul>
6	October	<ul style="list-style-type: none"> <li>• Compiling result up to Half Yearly Examination</li> <li>• Parent Teacher Meeting</li> <li>• Conducting different competitions under CCA</li> </ul>

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

		<ul style="list-style-type: none"> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Conducting Activities for Periodic Assessment</li> <li>• Celebration of Grandparents' Day</li> <li>• Organization of Mini Sports Day</li> <li>• Cluster Level CMP Meeting</li> </ul>
7	November & December	<ul style="list-style-type: none"> <li>• Fancy Dress Competition</li> <li>• Celebration of BalDiwas</li> <li>• Conducting different competitions under CCA</li> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Conducting Half Yearly Examination</li> <li>• Identification of Slow, Average &amp; High Achievers</li> <li>• Educational Excursion</li> </ul>
8	January	<ul style="list-style-type: none"> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Conducting UT-II</li> <li>• Conducting Activities for Periodic Assessment</li> </ul>
9	February	<ul style="list-style-type: none"> <li>• Celebrating important days as per CCA Calendar of Activities</li> <li>• Completion of Syllabus &amp; Revision for Session Ending Examination</li> </ul>
10	March	<ul style="list-style-type: none"> <li>• Conducting Session Ending Examination</li> <li>• Result Compilation in Result Automation Software/Shala Darpan.</li> <li>• Planning for the upcoming Session</li> </ul>

### **Plan of Action on EQUIP/Back to Basics and Implementation of Readiness Programme in Class VI to VIII**

1. **Readiness Programme** in April covering all subjects with different activities such as:
  - a. Visit to Jr. Science Lab, Library, Computer Lab etc.
  - b. Discussion about controlling pollution, benefits of plantation etc. for understanding the surrounding and creating a scientific temperament.
  - c. In Social Science Introduction of Maps, Diversity of Land, Agriculture, Climate, Cleanliness of surrounding will be discussed.
  - d. Numbers, Table Recitation, Creation and use of Angles, Calculations of Perimeter and Area, Understanding different types of Shapes etc. will be introduced in Mathematics.
  - e. Poem Recitation, Calligraphy can be done in English and Hindi Subject.
2. Enabling children in Listening, Speaking and Writing Skills in all subjects.
3. Different assessment techniques like Quiz, Games, Role Play etc. will be used for assessing students in all subjects.
4. Block periods and ICT/CAL periods are given in Time-Table which can be effectively used by teachers.
5. C.W. / H.W. Notebook checking to be done at least once in a week and the record will be done for better implementation of various strategies to improve quality.
6. Annual Plan for each subject and Class must be devised by the concerned subject teachers.
7. The readiness Programme will assess the entire knowledge and skill of the students and provide them necessary support to the students to come to the expectation of Classes VI to VIII level.



**Identification of Slow bloomers (Level 3) and Bright students (Level 1)**

1. Identifying the slow bloomers (Level 3 students) in the month of April itself.
2. Update students with new Examination Pattern as per guidelines issued by CBSE/KVS RO.
3. Preparation of Model Answers to the Topics of High Weightage marks chapter-wise topic-wise for each subject.
4. Regular Drilling to be monitored.
5. Preparation of Question Bank of Important Questions repeatedly asked in the Board Examination and proper guidance for answering those questions.
6. Formation of Peer Group Comprising of 01 High Achiever and 02 or 03 slow bloomers for group study.
7. Identification Difficult Topics and evolve modern methods of effective teaching, so that students can score better.
8. To identify at least 60% of the syllabus to be learnt by slow learners.
9. To ensure timely completion of syllabus positively.
10. Using arrangement (substitution) periods for additional remedial classes.
11. Taking extra/remedial classes for slow bloomers (Level 3 students) in the morning and after school hours. Also conducting slip test at the end of each remedial class.
12. Meeting the parents of slow bloomers (Level 3 students) regularly with the Principal by the subject teachers to motivate the pupil.
13. Preparation of High Order Thinking Skill Questions Chapter-wise Topic-wise for Bright students.
14. Assignments will be given to prepare Question Bank to Bright (Level 1) Students.

**Tentative Time-Table for Study Camp / Extra Classes during****Winter Break****Timings: 02.10 p.m. to 03.00 p.m.****Class: XII**

S. No.	Subject	Day
1	Mathematics / Biology / B.St.	Monday
2	Physics / Accountancy	Tuesday
3	Chemistry / Economics	Wednesday
4	English	Thursday
5	Computer Science / Hindi	Friday

**Class: X**

S. No.	Subject	Day
1	Mathematics	Monday
2	English	Tuesday
3	Social Science	Wednesday
4	Science	Thursday
5	Hindi	Friday

**Initiative to Bring Out Good Result**

- Ensuring regular attendance of students, monitored by teachers & Principal himself seeking parents co-operation as per requirement.
- Weekly Monitoring of class work and home work is scheduled for each class.
- Teachers are asked to prepare the Support material for Slow Bloomers consisting easy and scoring areas for easy grasping of respective subjects.
- Exhaustive Revision of syllabus with model important Question Answers with Marking Schemes in all subjects with designed and planned syllabus learning and practice by slow bloomers in all subjects.
- Specially designed and planned HOT questions with answers for Bright students.
- Preparation of Question Bank of Important Questions repeatedly asked in the Board Examination and proper guidance for answering those questions.
- Eight Question Papers to be distributed to the slow learners for each subject.
- Completion of syllabus as per split up and planned revision as per action plan submitted by the individual teacher.
- Monthly tests are scheduled for Board classes and Question-wise analysis to be carried out for further improvement of result.
- Taking extra/remedial classes for slow bloomers in the morning and after school hours. Remedial classes are also planned during Winter Break.

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Annexure-X

## Plan of Action for Staff Meetings, Demo Lessons, Subject Committee Meetings, Training Sessions, Specific Work Committee Meetings for the Year 2019-20

S.No.	Activity / Work Plan	Details to be taken up	Month & Time
1	Staff Meeting	KVS, School, Students, Teachers, Parents etc. related issues	On last working day of every month and when required / During extra 01 hour 20 minutes time.
2	Demo Lessons	Demonstration lessons in all subjects by Principal, Senior Teachers followed by other teachers.	During extra 01 hour 20 minutes time.
3	Subject Committee Meetings	Review of the Minutes of Previous Meeting, Availability of Split-up Syllabus, Text-books, Notebooks, Coverage and Revision of Syllabus with Model Question Papers and Marking Scheme, Proper Maintenance of H.W. and C.W. Notebooks with Index, Students Handwriting, Accuracy in Spelling, Punctuation, Expression, Identification of Slow, Average & Bright learners, Plan of Action for Slow, Average & Bright learners, Plan of Projects & Activities for Subject Enrichment, Evaluation / Assessment of Scholastic, Co-scholastic and Non-scholastic activities etc.	On last working day of every month and as per requirements. Time: After school is over for students / During extra 01 hour 20 minutes time.
4	Workshop, Training Sessions, Orientation Programme	Workshops, Training Sessions, Orientation Programme on teaching-learning methodology, Preparing Question Papers, Question Bank with Answers, Marking Scheme, study materials, Cyber Safety etc.	On Saturday after the School is over & During extra 01 hour 20 minutes time.
5	Specific Work Committee Meeting	<ol style="list-style-type: none"> <li>1. Vidyalaya building, Staff quarters maintenance and campus development and monitoring Committee – for monitoring of works done by CPWD.</li> <li>2. Vidyalaya Safety &amp; Security monitoring Committee – for safety &amp; security of Vidyalaya building, property, children etc.</li> <li>3. Other Work Committee formed as per KVS directions &amp; requirement of the Vidyalaya</li> </ol>	On last working day of every month Time: as per the time when required

**Planning for ASL (Language Proficiency) & Back to Basics**

- Focused emphasis is given on improving the listening and speaking skills of students.
- Reading habits will be developed to improve spoken & written language proficiency of students.
- The grammatical exercises are practiced by the students with the help of Work Books and Worksheets prepared by Teachers.
- The use of Phonetic Symbols in pronunciation is practiced by the students under the guidance of teacher.
- Power Point Presentations will be developed to facilitate the language learning process.
- Important talks / Demo lectures will be organized by students to display their creativity in language.
- The Reading and Writing Skills are developed through Prose/Newspaper reading, Poem Recitation, Storytelling, Article writing competitions.
- Celebration of Hindi Pakhwara under which Skit, Quiz, Hindi Poem Recitation, Hindi Slogan Writing etc. competitions are planned to emphasis upon use of Hindi language.
- Value Based Questions on different topics from different subject will be discussed with students to inculcate social, moral values and ethics.
- The teaching of topics prescribed for Term I and Term II will be done purely on the basis of Back to Basics.
- Special sessions/Workshops will be taken to prepare the Lesson Plans as per Back to Basics.
- Students will be guided to score better with the help of different activities and mock tests series.
- CBSE Model Question Papers will be discussed along with model answers and marking schemes.
- Xeroxed copies of practice papers will be supplied to students.
- Question bank on Short Answer type questions will be prepared by students guided by subject teachers.

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

Annexure-XII

## CALENDAR OF ACTIVITIES OF LIBRARY FOR THE YEAR 2019-20

Month	Activities
April	Formation of Library Committee, Preparation of New Library Card for the students, Procurement of Curriculum
May	Book Reviews, Storytelling
June	Motivation for Book Reading Habit, Book Exhibition of Story Books, Clipping of News Digest, Supply Order of new Books
July	Motivation for Book Reading Habit, Book Review, Debates, Story writing, Supply order of New Books
August	Book Exhibition, Clipping of relevant Information, Quiz Competition
September	Book Review, Story-telling, Book Exhibition of Hindi story books
October	Organize events like debates, recitation, Story writing, Supply Order of new Books
November	Motivation for Book Reading Habit, Celebration of Library week
December	Motivation for Book Reading Habit, Poem Recitation, Story Writing
January	Book Fair, Scrap Book, Clipping of relevant information
February	Supply order of new Books, Creative Writing
March	Stock verification , Condemnations , Weeding out of Books

Automation of Library has been done w.e.f. November 2011.

KENDRIYA VIDYALAYA PANNA (M.P.)-488001

**Plan of Checking Home Assignment, Class Work, Home Work by the Principal KV  
PANNA for the Year 2019-20**

<b>Day</b>	<b>Class</b>
Monday	I, VI
Tuesday	II, VII
Wednesday	III, VIII
Thursday	IV, IX
Friday	V, X
Saturday	XI, XII & Co-scholastic Records (One Class every Week)

# KENDRIYA VIDYALAYA PANNA (M.P.)-488001

## Vidyalaya Management Committee of Kendriya Vidyalaya, Panna

S.No.	Designation	Name and Address
1	<b>CHAIRMAN</b> : A Senior Officer of the Army in the Defence establishment or Education Secretary/Divisional Commissioner/District Magistrate or his nominee /Director of Public Institute as decided by the Sangathan according to the location of the Vidyalaya	<b>Shri Karam Veer Sharma, IAS</b> <b>Collector, Distt. Panna (MP)</b>
2	<b>NOMINEE CHAIRMAN</b> : Member nominated by the Chairman, VMC out of the Senior Services Personnel preferably not below the rank of Lt. Colonel /Under Secretary	<b>Sh. J.P. Dhurwe,</b> ADM Panna, Panna, Distt. Panna (MP)
3 & 4	Two Eminent Educationists	1. Sh. R.P. Bhatnagar, Principal, DIET, Panna (MP) 2. Mrs. Vidhu Khare, Vice Principal, Jawahar Navodaya Vidyalaya, Ramkhiriya, Distt. Panna (MP)
5	An Eminent Person of the area known for outstanding work in the field of Culture	1. Sh. Devi Dutt Chaturvedi, National Awardee Teacher & Rtd. Principal, Govt. H.S. School, Kamtana, Distt. Panna (MP)  (Renowned in field of Music & Culture in Panna)
6 & 7	Two Parents of the Children studying in the KV to be nominated by the Chairman, VMC on the recommendation of the Principal, One of whom should be a woman. The term of these Members will be One Academic Year.	1. Sh. Manish Mishra, F/o Master Lakshya Mishra, studying in Class VI 'A' in the Session 2019-20 2. Mrs. Versha Parmar, M/o Master Kartavya Parmar, studying in Class XI 'A' in Session 2019-20
8	An Eminent Medical Doctor of the Area	1. Dr. Ramesh Chandra Keshri, Asstt. Surgeon, Govt. hospital, distt. Panna (MP)
9	A Representative of SC/ST belong to Cass I	1. Sh. J.K. Verma,

## KENDRIYA VIDYALAYA PANNA (M.P.)-488001

	service if available. If not a member of minority Committee.	Prof. Govt. P.G. College, Panna (MP)
10	A Teacher Representative	1. Mrs. Priyanka Gupta, TGT (Sanskrit), KV Panna (MP)
11	Principal of the K.V. - Member Secretary	1. Sh. A.C. Rajput, Principal, KV Panna (MP)
12	Co-opted Member	1. Sh. Rajendra Kumar Khare, Rtd. Principal, DIET, Panna (MP)
13	Chairman, CGEWCC	Not Available
14	Technical Expert/Member	1. Sh. A.B. Sahu, Executive Engineer, PWD, Panna (MP)