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**MINUTES OF MEETING OF ACADEMIC ADVISORY COMMITTEE
HELD ON 28TH APRIL,2011 AT 1100 HRS IN THE CHAMBER OF
ASSTT.COMMISSIONER, KVS (RO) JAIPUR**

A meeting of the Academic Advisory committee consisting of the following member was held in the Chamber of Assistant Commissioner, KVS (RO) Jaipur on 28th April ,2011 at 1100 Hrs :

S.No	Name	KV/RO where working	Nomenclature
1.	Smt. S.Rastogi, Asstt.Commissioner	KVS (RO) Jaipur	Chairman
2.	Sh.H.C.Chawla, Education Officer	KVS (RO) Jaipur	Member
3.	Smt.Raj Agarwal, Principal	KV No.1 Jaipur	Member
4	Sh.T.R.Choudhary, Principal	KV No.5 Jaipur	Member
5.	Smt.Mamta Khatri, HM	KV No.4 Jaipur	Member
6.	Sh.R.B.Meena, Education Officer	KVS (RO) Jaipur	Member-Secy.

The following member could not attend the meeting :

1.	Dr.P.S.Ahluwalia, Principal,	KV No.2 Jaipur	Member
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The agenda points received from different Vidyalayas were discussed and some of them have been incorporated in the Agenda points. The following decisions were taken:

Item No.1 : Confirmation of the minutes of the 2nd meeting of AAC held on 25th March.,2011.

The minutes of the 2nd Meeting of Academic Advisory Committee held on 25th March ,2011 were confirmed.

Item No.2 : Follow up action on Calendar of Activities - 2011-12

The Calendar of activities prepared by the KVS (HQ) New Delhi for the session 2011-12 has already been circulated to all the KVs.. It is also available on the website of KVS HQ. www.kvsangathan.nic.in>circulars>activities and also on the website of KVS Regional office Jaipur www.kvsjaipur.nic.in. It is emphasized in the meeting that all Principals should adhere to the calendar of activities in letter and spirit.

Item No.3 : Institutional Planning for the session 2011-12 :

The matter regarding institutional planning was discussed at length in the meeting and it has been decided that every Vidyalaya of the Region must prepare Institutional Plan at the beginning of session every year and submit to Regional Office. The Institutional Planning prepared for the session 2011-12 may please be submitted to Regional Office by 5th July, 2011 positively.

Item No.4 : Infrastructure facilities for Games and Sports in KVs of the Region.

To improve various games and sports activities, development of proper infrastructure for Games and sports is essential for every Vidyalaya. The instructions issued vide letter No.F.110357/1/2010-KVS(HQ)/Sports dated 4.11.2010 by the Hon'ble Commissioner, KVS (HQ) New Delhi addressed to all the Principals of KVS on the subject cited above was also discussed regarding selection of few games as per talent and interest of students of Vidyalaya and to raise a Vidyalaya team in some of the events. Commissioner, KVS has desired that teams raised at Vidyalaya level will compete with the other Vidyalaya teams in the region and for the winner teams from the regions a tournament at National level will be scheduled by KVS (HQ) for the session 2011-12. Commissioner, KVS has also desired that Principal being the key person in the school, should take initiatives for bringing excellence in all these areas.

To implement the instructions issued by the Hon'ble Commissioner, every Vidyalaya is supposed to have proper infrastructure for Games and Sports. If there is need of development of more infrastructure, Vidyalaya should send the proposal with proper check-list. The justification for the consideration of the new/additional courts on the basis of the existing facilities necessarily be given to access the feasibility of the proposal. The check list should give details of existing facilities and necessity of additional one. It should be properly signed.

CHECK LIST

Name of K.V:.....

Sl.No.	Item	Remarks
1	Recommendation of Assistant Commissioner	
2	Justification of the proposal	
3	Whether the proposal is duly recommended by Chairman, VMC or Not.	
4	Year of establishment of the K.V.	
5	Was this Sports facility never available in KV? If no, the present status of the field.	
6	Expenditure to be met out from which head KV, VVN/ RSCB/ NSCB.	
7	Has Site Plan been attached ?	
8	Cash Balance as on date in RSCB ?	
9	Details regarding No. of students in the school and approximate number of students likely to use the sports facility after school hours.	
10	Performance level of the school in the said game(s). Achievements : Regional level KVS National level:	

The services of Coaches and Physical Education Teachers be monitored in such a way that interest of the students get developed in physical education.

Item No.6 : Contractual staff as per KVS Guidelines (reports from KVs) :

Details instructions were issued to KVs for preparation of Panel for contractual staff during Feb/March,2011 for the session 2011-12 and submit a report to this office. All most every KV has completed this exercise, but panels and reports from most of the Vidyalayas are still awaited. Principals are advised to submit the required information by 10th June,2011 positively.

Item No.7 : Conservancy staff working in KVs

It is revealed in the meeting that there is need of proper supervision on the work of Conservancy staff in KVs. In this context it is decided that instructions issued by KVS from time to time should be followed scrupulously. Every Bathroom/Toilet should be cleaned at least three times in a day with phenyl. For monitoring of this work, a committee should be constituted in every Vidyalaya.

Item No.8 : Observation of class room by the Principal/VP/HM

There should be regular supervision of the classes by the Principal/VP/HM. It should be ensured that the teachers come to the class well prepared and use the teaching aids wherever required.

Item No.9 : Details of activities to be conducted by the teachers in the class room to strengthen their teaching(period-wise and class-wise).

To strengthen the class room teaching, proper lesson plan and use of teaching aid is absolutely essential. Principals should ensure that every teacher attend the class with proper lesson plan and teaching aids.

Item No.10 : Inspection of KVs for the session 2011-12. :

It has been decided that the Panel/Surprise Inspection of the Vidyalaya should be commenced from the July,2011 by the Education Officers. The Programme of inspection will be communicated to the Vidyalaya shortly.

Item No.11. Guest lectures by the National/Incentive Awardee teachers.

The teachers awarded with National/KVS Incentive Awards may be invited as Guest Lecturer during the In-service Course being conducted in the Region.

The meeting ended with vote of thanks to the chair.

(SANDHYA RASTOGI)
ASSTT.COMMISSIONER

Distribution :

1. All Members of the Academic Advisory Committee.
2. Principal, All KVs Jaipur Region.

Copy submitted to :

1. The Joint Commissioner (Acad) KVS (HQ) New Delhi.
2. The Deputy Commissioner (Acad) KVS (HQ) New Delh.