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**MINUTES OF MEETING OF ACADEMIC ADVISORY COMMITTEE
HELD ON 25TH FEB.,2011 AT 1530 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 25th Feb.,2011 at 1530 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.	Dr.P.S.Ahluwalia, Principal,	KV No.2 Jaipur	Member
5.	Sh.T.R.Choudhary, Principal	KV No.5 Jaipur	Member
6.	Smt.Mamta Khatri, HM	KV No.4 Jaipur	Member
7.	Sh.R.B.Meena, Education Officer	KVS (RO) Jaipur	Member-Secy.

It is heartening to note that many Principals sent their suggestions for the meeting. Most of these were discussed and some have been incorporated in the Agenda points. The following decisions were taken:

1) Presentation of e-lessons at least one in a fortnight by every teacher and demonstration by rotation & uploading the good lessons on School Website.

Principals should motivate the teachers at all level i.e. Primary, Secondary and Senior Secondary to present e-lessons at least one in a fortnight by every teacher and demonstration of the same by rotation. Selected lessons should invariably be uploaded on the Vidyalaya website under the column e-lessons –primary> secondary >Senior Secondary. In the beginning help of teachers having good knowledge of computers may be taken. The number of e-lessons presented and uploaded on the Vidyalaya website may please be informed to this office by 3rd day of every month commencing from 3rd April, 2011.

2) Introduction of German Language and Engagement of German Language Teachers.

German Language in classes VI to VIII as an option to Sanskrit has been introduced in the following KVs of Jaipur Region commencing from the academic session 2011 – 12 :

- (i) KV No.1 Ajmer
- (ii) KV No.1 Bikaner
- (iii) KV No.5 Jaipur (1st and 2nd Shift both).
- (iv) KV No.1 Kota
- (v) KV Eklinggarh Udaipur
- (vi) KV No.2 Army Jodhpur.

Principals of the above mentioned KVs are advised to follow the instructions and guidelines issued by KVS (HQ) vide letter No.F.110332/7/2010/KVSHQ/Acad dated 5th Jan.,2011 circulated vide this office letter of even number dated 11th Jan.,2011. For filling up the post of German Language teacher, an advertisement may be published in the local daily newspapers in accordance with the directions issued by KVS (HQ) vide letter under reference. .

3. **Regional level workshop of PGT (Eco./Commerce)**

It has been decided to conduct Regional level workshop of PGT (Economics) and PGT (Commerce) on 2nd 3rd and 4th May, 2011 by the following Master Trainers :

PGT (Economics)

Sh.A.S.Bhati, Principal, KV BSF Jodhpur, Mr. Anurag Bhatnagar, Principal, KV Pokaran, Shri V.K.Choudhary, Principal Gr.II, KV Khajuwala and Mr. U.S.Vijay, PGT (Eco.) KV No.2 Jaipur. The Venue will be KV BSF Jodhpur.

PGT (Commerce)

Sh.Madan Lal, Principal, KV Jalipa Cantt, Sh.R.K.Meena, Principal, KV Dabla, Shri Karan Singh, Principal, KV Khetrinagar. Venue will be KV AFS Jaisalmer.

The master trainers are requested to prepare a minute to minute module of workshop for all three days and submit the same to the undersigned by 31st March, 2011.

The venue of the second workshop will be communicated separately.

4. **Regional/Cluster level SA- I, II and Half Yearly Exam.**

It has been decided to conduct the SA –I, SA-II and Half Yearly Examination for all classes from III to XII at cluster level for Session – 2011-12 to improve the quality of academic performance. The detailed guidelines will be issued shortly

5. **Demonstration Lessons on Last working day.**

On last working day, one lesson turn by turn should be demonstrated by every teacher in staff meeting. Teachers should be encouraged to give and accept constructive criticism.

6. **Constructivist approach, Seminar, Project etc.**

All the members of committee agreed that constructivist approach is the best way to sustained learning. As per constructivist approach of learning, best way to learn is to prepare for teaching. Keeping this in mind students and teachers should be motivated to use seminar, symposium and project method as the learning tool. Students on rotation can be assigned topics and asked to teach in the class at least once a month in a subject. This will help students to become active member of the teaching – learning process.

7. **Remedial classes for classes I and II**

Though all schools are following the practice of remedial classes for slow learners of Board going classes, the issue of remedial classes for slow learners of class I and II was discussed in the meeting. It was decided that the remedial classes based on need of the particular child are to be held for students of class I and II, then further increase in the number of slow learners can be stopped benefitting the school, students and society. Every school should take up remedial classes for slow learners of class I and II from the beginning of session 2011-12.

8. **List of Retired teachers willing to take up assignment as Contractual Part Time Teacher.**

Principals are advised to prepare a list of retired teachers who are willing to take up assignment as and when required by the Vidyalaya. The possibility of these teachers taking up assignments in nearby KVs should also be explored. Names of all such willing teachers alongwith preference of schools and Principals' should be sent to this office by 15th April, 2011.

9. **Vacancy – class-wise to be reflected on website**

It has been decided that every Vidyalaya will notify class-wise vacancies of students available in the Vidyalaya alongwith notification of admission on the Vidyalaya website and update the same fortnightly.

10. **Split-up of syllabus to be given by end of March, 2011**

In accordance with the guidelines issued vide this office letter of even number dated 25th Feb.,2011, every Vidyalaya has to issue printed Split-up of syllabus to every student by the end of March,2011. Every Vidyalaya will inform the class wise number of copies of Split up syllabus required for their Vidyalaya to cluster In-charge by 10th of March, 2011. The cluster In-charges will get the Split up of Syllabus printed as per requirement of his/her cluster and distribute the same to the Vidyalayas by the end of March,2011 positively.

Cluster In-charge may down load the Split of Syllabus from the KVS (HQ) website i.e. kvsangathan.nic.in under column >circular>Academic >CCE calendar.

11. **Teachers to be motivated for creative and innovative work**

To improve upon the participation of teachers in creative and innovative work, Principals are requested to motivate all the teachers to take up innovative projects to solve the immediate problems pertaining to teaching-learning process and other areas in the class room situation. Principals are requested to identify some innovative action research projects based on recommendations made in the subject committee meetings held in the Vidyalaya and take such projects under his/her supervision.

KVS has also introduced **Award to teachers for Innovation and Experimentation in Kendriya Vidyalaya Sangathan.** Hence, the selected papers at the Vidyalaya level may be sent to this office by the first week of March every year for further submission to KVS (HQ).

The innovation and experimentation scheme also to be made one of the integral components of in-service courses to be organized at Regional level.

12. **Availability of Internet facilities for teachers in Staff Room, Labs, Libraries as per KVS directions**

To fulfill the dream of e-lesson and their demonstration, it is obviously necessary to provide the internet facility of the teachers. KVS has already issued guidelines to provide computers with internet facility to the teachers in Staff Room, Labs, Libraries. Principals are requested to ensure that the internet facilities are provided to the teachers immediately, if not already available.

13. **Day to day communication with the parents through SMS by internet after getting mobile numbers of parents**

In to-days world of telecommunication, it is better to maintain good contact with parents. Every class teacher during the first parent teacher meeting should record the mobile number of all parents. These should be fed into computer so that whenever required message can be sent through SMS with the help of computer. There are websites available for this. This practice is already being followed by few KVs.

14. Class-wise meeting of parents for orientation purpose.

Class-wise meeting of parents with subject teachers and Principal be held to apprise parents of the policies and practices followed in school and give them a chance to voice their expectations. These meetings should be held in the beginning of the session so that a proper rapport is established between parents and teachers.

All other suggestions received from the Principal will be discussed in the forthcoming meeting of Academic Advisory Committee.

The meeting ended with vote of thanks to the Chair.

(SANDHYA RASTOGI)
ASSTT, COMMISSIONER

Distribution :

- 1) All Education Officers, KVS (RO) Jaipur.
- 2) All Principals, KVS (RO) Jaipur.