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**MINUTES OF MEETING OF ACADEMIC ADVISORY COMMITTEE
HELD ON 25TH MARCH,2011 AT 1400 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 March,2011 at 1400 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.

The agenda points received from different Vidyalayas were discussed and some have been incorporated in the Agenda points. The following decisions were taken:

Item No.1 : Confirmation of the minutes of the 1st meeting of AAC held on 25th Feb.,2011.

The minutes of the 1st Meeting of Academic Advisory Committee held on 25th Feb.,2011 were confirmed.

Item No.2 : Admission Guidelines 2011-12

The Chairperson asked all the participants if they have any doubts in the implementation of Admission Guidelines 2011-12. Members assured that guidelines are very explicit and are being followed strictly.

Item No.3 : Handwriting Improvement.

Members were of the opinion that project of improving handwriting should be taken up under CMP. For achieving this, no extra books will be prescribed. This has to be done for both Hindi and English inside the classroom. Four lines may be painted on walls and students may be allowed to practice on the lines.

Item No.4 : More emphasis on the basic concepts of Mathematics at Primary level.

Schools should buy/develop teaching aids to explain concepts of Mathematics. Mathematical garden should also be utilized for this purpose. Maximum emphasis should be on activity based teaching of Mathematics.

Item No.5 : Website of “Jodo Gyan” organization may be visited for making maths more interesting and the organization may be invited for conducting short duration workshops for primary teachers.

Item No.6 : Sub cluster wise workshop for Primary :

Sub cluster wise workshop for Primary section should be organized during CMP meeting. It may please be discussed in which subject workshop is needed. Proposals may be forwarded to the R.O.

Item No.7 : Test, Re-teach, Re-Test policy must be implemented in every subject and in every class. For the subjects which are considered difficult by students and the subjects in which overall performance needs improvement, the strategies of test, reteach, retest is found to be very successful.

Item No.8 : Proposal for shifting of Winter Vacation from December to January may be forwarded to KVS (HQ).

Item No.9 : 100% Registration of teachers with ThinkQuest.

All teachers may be motivated to register themselves with ThinkQuest. Principal must motivate teachers as well students for registration with the portal ThinkQuest and monitor the same regularly. It should be ensured that the registration continues to be active so that teachers and students all can access it regularly.

Item No.10 : Problem related to CCE students undergoing transfer :

Students must be handed over SA-I, and FA Grades at the time of their transfer and marks may be sent to the new School Principal after the address and E-mail ID of school is received.

Item No.11. Result of the session 2010-11 to be declared on 29th March and 31st March,2011.

All KVs have already been informed to declared result of classes I to IX on 29th March,2011 and Class XI on 31st March,2011.

Item No.12 : Class Library for Primary Classes :

The guidelines issued by KVS regarding Class Library for Primary classes should be adhered to in letter and spirit. Class teacher must issue books. Last period should be given as reading period to develop reading competencies. Books must be procured as per the age group of the students i.e. I,II,III,IV and V.

Item No.13 : Students discipline in Vidyalayas

Discipline must be ensured in the school. The students must be engaged in constructive activities. Whenever a teacher is absent, arrangement duties should be assigned and besides these floor duty should be assigned to senior teacher and TGT (P&HE).

Item No.14. Drinking water facilities in the Vidyalaya :

Efforts should be made to ensure clean drinking water to the students. Aqua Guards must be kept functional and candles should be changed at regular intervals.

Item No.15 : Review work of split up of syllabus

All cluster in-charges have been assigned the responsibility for printing and distribution of split up of syllabus to the schools under their jurisdiction by the first week of April,2011. The cluster In-charges are advised to adhere to the date of distribution.

Item No.16 : Summer Vacation home-work

Summer Vacation home work must be assigned as practice activity and checking work must be monitored by the Principals.

Item No.17 : Calendar of activities :

Calendar of activities as given on the website of KVS (HQ) [www.kvsangathan.nic.in>circulars>academic](http://www.kvsangathan.nic.in/circulars/academic) must be implemented in every school. Clarification is being sought from KVS (HQ) for Annual Day and Annual Sports Day. Regional Level CMP meeting will be held in April,2011.

Item No.18 : Any other point

- (i) CDs of National Geography and Discovery Channel may be procured and should be shown to students during vacant/arrangement periods.
- (ii) Academic advisory committee meetings may be held quarterly instead of monthly basis. Suggestion must be sent to KVS (HQ).
- (iii) Creative corner on School Website must be updated regularly. Members suggested that different classes may be assigned creative corner for a particular month so that regular updating takes place and students are enthusiastic about their creative activities.
- (iv) HM KV no.4 Jaipur raised the point of clean habits among students. She suggested that from class-I, especially during readiness programme, students should be trained to develop clean habits so that these become a part of their character.
- (v) Hand Book for EVS may be prepared during In-service Course for PRT to be held in KV No.1 Kota for classes I and II. (Action : By Director, PRT Inservice Course, 2011).
- (vi) Constructivists approach may be discussed in In-service Courses to be held during 2011-12 (Action – Director Inservice Course TGT (SST) KV No.1 AFS Jodhpur/ TGT (Skt) KV No.1 Bikaner and PRT KV No.1 Kota.), so that teachers understand it and use it in class room.
- (vii) For school readiness programme – Sarv Shiksha Abhiyan may be referred. A very good book about readiness programme has been developed by Sarv Siksha Abhiyan. HMs are requested to go through it and implement the relevant activities.

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.