



केन्द्रीय विद्यालय संगठन  
**Kendriya Vidyalaya Sangathan**  
संभागीय कार्यालय / REGIONAL OFFICE  
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F.32350/Acadmeic Advi/2018/RO,GGN

Dated: 14.03.2018

The Principal  
Kendriya Vidyalaya  
No.1 Faridabad/AFS Gurgaon/ Dharamshala/Bangana.

Sub: **Constitution of Internal Academic Advisory Committee for the academic year 2018-19.**

Madam/Sir,


Kendriya Vidyalaya Sangathan is a pace setting institution in the field of school education and hence to improve the system and to add values in terms of its branding and excellence, it requires feedback from stake holders, suggestions and proper monitoring from those working at helm. In order to pursue excellence and improve efficiency in working of KVs, I feel proud to nominate you as member of Internal Academic Advisory Committee of Gurugram Region.

In this regard a meeting will be held on 16.04.218 at 10.00 AM in Kendriya Vidyalaya Sangathan Gurugram Region.

All the distinguished members are requested to make it convenient to attend the said meeting as per venue and date, notified.

The Committee members are requested to come prepared in order to have fruitful discussion on the agenda points enclosed herewith.

Yours faithfully,

  
(S.S.RAWAT) 14/03/18

DEPUTY COMMISSIONER

Copy to:

1. All The Principal, for information and necessary action.

# **Constitution of Academic Advisory Committee for the Academic year 2018-19**

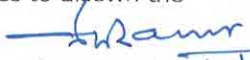
## **OFFICE ORDER**

A Committee of Academic Advisory Committee of Gurugram Region for the Academic Year 2018-19 has been constituted comprising of following officials.

1. Sh. S.S. Rawat : Deputy Commissioner, KVS RO Gurugram	Chairman
2. Sh. C.S. Azad : Assistant Commissioner, KVS RO Gurugram	Secretary
3. Mrs. Kumud Srivastava ,Assistant Commissioner KVS RO Gurugram	Academic Advisors
4. Mrs. K. R. Chugh , Assistant Commissioner, KVS RO Gurugram	Academic Advisors
5. Mrs. Dolly Gulati Agonihotri : Principal KV No. 1 Faridabad	Member
6. Principal, KV No 1 AFS Gurugram	Member
7. Sh. S. D. Lakhanpal , Principal KV Bangana	Member
8. Mrs. Sandhu ,Principal KV Dharamshala	Member

### **Agenda points for new academic session;**

1. Split up Syllabus-Preparation and implementation
2. Teachers' Diary- Planning of lessons and execution of plan
3. Back to Basics- Planning and execution at ground level
4. Improving communication skills- Month wise planning for dealing with reading cards and drilling
5. NCERT book centered teaching-discouraging the use of reference books
6. Subject committee meetings- Making them meaningful by identifying slow learners based on previous performance, focusing on remedial teaching, its impact and monitoring performance on monthly basis
7. Review of study material- Preparation of study material by subject teachers to suit the needs of slow bloomers and drilling of the same well in time
8. Execution and monitoring of academic loss compensation programme- Making I/C and making him accountable
9. Class observations by Principal, Vice Principal and HMs-To be done with specific remarks and not in routine way and sending reports to RO on monthly basis for scrutiny
10. Use of ICT during class room teaching- maintenance of records
11. Presence of Principal and teachers essential during morning assembly and making it informative and participatory
12. Web site updation and monitoring
13. Enrolment Updation.
14. Monitoring students' attendance on monthly basis and communicating to parents on last working day of the month
15. Admissions- Proper scrutiny of documents before granting admission
16. Stock verification and condemnation of unserviceable store items
17. Attending legal issues on priority basis
18. Implementation of SOP on students' safety issues
19. Minutely and carefully reading KVS/RO letters /circulars to speed up action and avoid communication gaps
20. Breaking protocol by providing mobile numbers of KVS officers to staff for petty issues to disown the onus and shirking responsibilities thereby.

  
(S.S. RAWAT) 14/03/18  
**DEPUTY COMMISSIONER**  
**KVS RO GURUGRAM**