



केन्द्रीय विद्यालय संगठन, नई दिल्ली KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI

KVS, Raipur Region



Venue :- Kendriya Vidyalaya Bacheli

Inauguration



ACKNOWLEDGEMENT



SMT. P.B. USHA
DEPUTY COMMISSIONER
KENDRIYA VIDYALAYA SANGATHAN
REGIONAL OFFICE, RAIPUR



SHRI S.K. CHOPDAR
ASSISSTANT COMMISSIONER
KVS,RO,RAIPUR



SHRI N. HARI PRASAD
COURSE DIRECTOR&PRINCIPAL
KENDRIYA VIDYALAYA, BIOP DEP.-05, BACHELI



SMT. NARAYANI SINGH
RESOURCE PERSON, HM
KENDRIYA VIDYALAYA BACHELI



SHRI A.K. SIDDIQUI
RESOURCE PERSON, HM
KENDRIYA VIDYALAYA JHAGRAKHAND

F O R E W O R D

The beautiful quotes on Joy of Learning and Creative Sprit of NCF 2005 always reminds me of the demonstrative values to be inculcated in young souls.

CMP of Primary should always keep in mind that we should develop human resources "Learning to learn".

Our endeavor of conducting Regional level Workshop for Academic Leaders of Primary sections will give the fruits in terms of better functioning in future.

All the formats developed and finalized should give operational ease than a feeling of curtailment. Hope, all the concerned make it a point.

My sincere thanks to Smt. PBs usha DC KVS RO Raipur for entrusting me this assignment.

My best wishes to all participants.

Feel free to interact on CMP.....

JAI HIND

**SHRI S.K. CHOPDAR
ASSISSTANT COMMISSIONER
KVS,RO,RAIPUR**

F O R E W O R D

It gives me immense pleasure to associate with the training programme / workshop for academic leaders of primary sections of KVS, in terms of annual common programme for Common Minimum Programme. Such act of standardization of programmes are always challenging and gives scope for learning as well as improvements.

I am highly indebted to Mrs. PBS Usha, DC, KVS RO Raipur for entrusting the responsibility of organizing the programme. I also thank Sh. SK Chopdar for his presence and motivation given to all of us.

My sincere thanks to our Hon'ble Chairman, VMC, Sh. LB Singh, GM BIOM NMDC, Bachelí complex for his benign presence as the chief guest during the Inaugural session along with his distinguished team of top officers. His blessings and thought provoking speech during inauguration really paved a way further in the field of primary education. Thanks to all NMDC officers for their kind support in terms of infrastructure in organizing the programme.

I also thank my resource persons Mrs. Narayani Singh, HM of KV Bachelí for her great ability of steering the programme on the guidelines and direction of CMP and her untiring efforts in consolidation of activities are highly commendable. Mr. A.A Siddiquí HM another Resource Person, contributed in facilitating the progress of course smoothly.

All the participants made this programme successful by keeping themselves active and receptive. My best wishes to them in future endeavours.

This programme / workshop as intended in bringing out a common strategy for CMP, I am sure would be a great achievement for Regional level.

My sincere thanks to all the staff members of KV bachelí for showing their mettle in coordination and organization of programme.

JAI HIND

N HARI PRASAD

PRINCIPAL

Group Dynamics



SCHEDULE –TIME TABLE

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION

Time Table for 02 day Work Shop for HMs'/ Sr.PRTs'

Time	Day-1
8.30 A.M to 9 A.M	❖ Registration
9 A.M to 10 A.M	❖ Inauguration & Cluster Wise group formation
10A.M TO 11A.M	<p><u>CMP : Sub Topic</u></p> <ul style="list-style-type: none"> ❖ Infrastructure facilities (Check- list for CMP in the resource room & its Utilization). ❖ Strategic plan for need areas (Competency wise Activities/ Availability , Utilization & preparation of TLM/Preparation of graded work sheets/ Preparation of PPT's / Preparation of News Letter). <p>❖ Procurement of CD/DVD's for film shows.</p> <p><u>Activity:</u> Suggest edited check list proformas.</p>
11-11.15 A.M	❖ Tea Break
11.15 A.M – 12.30 PM	<p><u>CMP: Sub Topic</u></p> <ul style="list-style-type: none"> ❖ Syllabus discussion on Co-Scholastic areas ❖ Value added measures to promote language proficiency in Primary , Syllabus for Spoken English. ❖ Exhibition of Student Work and Observation of Special days. <p><u>Activity:</u> List out some value added measures by which you can promote CMP, more effectively in primary classes.</p>
12.30 P.M to 1 P.M	❖ Cluster Wise group discussion on CMP
1 PM – 2PM	❖ Lunch Break
2 PM – 3PM	<p>CCE:</p> <ul style="list-style-type: none"> ❖ ZIET Software from Classes I to V. ❖ Lesson Wise activities under FA2/ FA4. ❖ Proformas for Scholastic / Co-scholastic Areas <p><u>Activity:</u> List out the problems of your KV/ Cluster in the implementation of CCE- Discuss and prepare an action Plan/Solutions.</p>
3 PM – 4 PM	❖ School Readiness Program & its assessment
4 P.M – 4.15 PM	❖ Tea Break
4.15 PM- 5 PM	❖ ICT: Utilization of Interactive Board,

Kendriya Vidyalaya Sangathan Regional Office RAIPUR Region
Time Table for 02 days Work Shop for HMs'/ Sr.PRT's

Time	Day-2
8.30 A.M to 9 A.M	Prayer & Message by the Course Director
9 A.M to 10 A.M	<ul style="list-style-type: none"> ❖ Calendar of activities for CMP ❖ Conduct of Subject Committee Meetings & Short duration Work Shops
10A.M TO 10.30A.M	<ul style="list-style-type: none"> ❖ Activity: Edit the check list for the above topics
10.30 A.M to 11A.M	<ul style="list-style-type: none"> ❖ Class -Wise Library & Reading habits. ❖ Calendar of Library activities to promote interest in reading of books
11-11.15 A.M	<ul style="list-style-type: none"> ❖ Tea Break
11.15 A.M – 12.30 PM	<ul style="list-style-type: none"> ❖ Maintenance of teachers Dairy & its uses. ❖ Uniform Proformas
12.30 P.M to 1 P.M	<ul style="list-style-type: none"> ❖ Activity: List out some suggested activities under Sports & CCA
1 PM – 2PM	<ul style="list-style-type: none"> ❖ Lunch Break
2 PM – 3PM	<ul style="list-style-type: none"> ❖ Duties & Responsibilities of HM <p><u>Activity:</u> List out the problems faced by HM/ Sr.PRT in day to day Vidyalaya activities and prepare a plan of action and remedial steps.</p>
3 PM – 3.30 PM	<ul style="list-style-type: none"> ❖ Group wise presentation on correction, follow up work & Remedial Measures
3.30PM -4PM	<ul style="list-style-type: none"> ❖ Records maintained by HM & PRTs
4 P.M – 4.15 PM	<ul style="list-style-type: none"> ❖ Tea Break
4.15 PM- 5 PM	<ul style="list-style-type: none"> ❖ Valedictory

**FEEDBACK REGARDING IMPLEMENTATION OF COMMON MINIMUM
PROGRAMME FOR THE MONTH OF _____**

SL No	Content	Reply by Principal with reasons for non-implementation wherever required
1	Whether your school has a resource room? Yes/No	
2	Whether your school has a resource room exclusively for Primary	
3	Do you have ICT and all infrastructural facilities as under (Mention Yes/No)	
	a. Digital Photo Copier	
	b. Colour TV	
	c. DVD Player	
	d. LCD Projector	
	e. Desktops (02)	
	f. White board & Magnetic board	
	g. Internet Connectivity	
4	Utilization of monthly fund is being done regularly? Yes/No	
5	Mention total amount of expenditure incurred against point No. 4 in the previous month.	
6	Whether 25% of VVN fund is being utilized for Primary section Yes/No	
7	Mention the name of the activities conducted by your Vidyalaya to give exposure to children of primary classes	
8	Whether subject committee meeting is taking place in the manner prescribed (demo lesson of the teacher in the presence of other teachers and Principal followed by peer group interaction.	
9	Whether teacher/HM participated in some school/cluster regional level workshop or not in CMP ? Yes/No	

10	Whether Cluster level meeting is conducted and attended by Principal/HM	
11	Whether film shows are scheduled fortnightly. If Yes, Class wise details of films shown for the previous month to be given	
12	Functioning of Class Library	
13	Whether time table has been re-designed as per CMP guidelines issued earlier? Yes/No	
14	Whether you have published the Newsletter (quarterly)	
15	Whether any other activities conducted to strengthen the CMP like	
	a. Grand Parents Day	
	b. Community Lunch	
	c. Cubs and Bulbul Utsav	
	d. Cultural Fair	
	e. Class Magazine	
	f. Excursion	
	g. Van Mahotsav	
	h. Mini Sports Meet	
16	Any suggestions or idea from your side.	

CMP INCHARGE SIGNATURE

SIGNATURE OF PRINCIPAL

KV_____

Common Minimum Programme

Infra - structure -

- Activity Room,
- LCD projector for smart class
- Computers for the use of teachers
- Internet / broad band connection
- TV (minimum 21”)
- White board
- Magnetic board
- Marker pens
- Photo copier for worksheets
- Class room libraries etc.

News Letter-

- Quarterly publication at school level
- Annually at regional level

Cluster Level Activities-

Cluster level meetings- Quarterly

Cluster level activities-

- Cultural meet
- Sports Meet
- Cub & Bulbul Utsav

Worksheets

- Activities Sheets
- Evaluation sheets
- Competency based Activities

TLM -

- 1000, 2000, 5000 amount to H Ms

Uses of TLMs & Teaching Aids

PPTs - CAL / Tal Lessons

Time Table -

Latest circular - 5 days week, block periods, lib, CCA, Film shows, V A+B block games for conducting matches, indoor / out door activities , I & II printed copy, III, IV & V will note in the diary, display in the class, for the day & for the week

Film shows -

Objectives - language enrichment, Values & Moral, Cultural exposure & helpful in arranging classes , Logbook to be maintained, fortnightly film shows.

**KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION
CLUSTER WISE VENUES FOR CMP MEETS & TENTATIVE DATES 2015-16**

CLUSTER WISE VENUES

1. Jagdalpur cluster - I Meeting - Jagdalpur
II Meeting - Dantewada
III Meeting - Bachel

2. Koraput cluster - I Meeting - Koraput
II Meeting - Sunabeda
III Meeting - Navrangpur

3. Bolangir cluster - I Meeting - No.2 Bolangir
II Meeting - Bargarh
III Meeting - No. 1 Bolangir

4. Raipur cluster - I Meeting - Raipur no. 2
II Meeting - BMY Bhilai
III Meeting - No.1 Raipur

5. Balaghat cluster - I Meeting - Balaghat
II Meeting - Dongargarh
III Meeting - Khairagarh

6. Shahdol cluster - I Meeting - Shahdol
II Meeting - Ambikapur
III Meeting - Baikunthpur

7. Bilaspur cluster - I Meeting - Bilaspur
II Meeting - NTPC Korba
III Meeting - Raigarh

TENTATIVE DATES

- I Meeting - 18th April 2015
II Meeting - 11th September 2015
III Meeting - 8th January 2016

Participants for the meet - Principal & H.M./Sr. PRT

**AGENDA FOR 1st CMP MEETING
(April to August 2015)**

Si. No.	Agenda Points
1	Assessment of SA II papers of the previous session and Preparation of SA question papers for the Current session.
2	School Readiness Programme (SRP) for class I students.
3	Orientation Programme for the Newly inducted teachers.
4	Coverage of syllabus (approx. 30%) of the syllabus earmarked for the 1 st Term and planning of activities to be conducted under FA-II.
5	Preparation of Question Papers for FA - I and planning for the CCE cycle - July(for classes I & II)
6	List of TLMs (Chapter & Subject-wise) for all the classes.
7	Celebration of Important Days.
8	List of library books, Children Film DVDs, Sports Equipments to be procured at the Vidyalaya level.
9	Publication of class Manuscript Magazine and Quarterly News letter.
10	PTA Meeting
11	1 st Round Health Check-Up for Children.
12	Any other points to be taken up with the permission of the chair

**AGENDA FOR 2nd CMP MEETING
(September to December 2015)**

Si. No.	Agenda Points
1	Display Board Decoration on selected theme.
2	School Level Maths & EVS exhibition.
3	Result Analysis of SA -I.
4	Coverage of syllabus.
5	Preparation of Question Papers for FA - 3 and planning for the CCE cycle -Sept to December 2015 (for classes I & II)
6	Preparation of List of TLMs (Chapter & Subject-wise) for all the classes.
7	Celebration of Important Days:- (Hindi Pakhwada, Excursion, Bal Diwas, Cubs & Bulbul Utsav, Cultural fair, KVS foundation Day.
8	PTA Meeting
9	Any other points to be taken up with the permission of the chair.

**AGENDA FOR 3rd CMP MEETING
(January to March 2016)**

Si. No.	Agenda Points
1	Display Board Decoration on a selected theme.
2	Coverage of syllabus.
3	Revision for SA -II.
4	Result Analysis of SA -I.
5	Preparation of Question Papers for SA II and planning for the CCE Cycles -Jan and February 2016 (classes I & II).
6	List of TLMs (Chapter & Subject-wise) for all the classes.
7	Celebration of Important Days. (Thinking Day, Republic Day etc.)
8	PTA Meeting.
9	2 nd Round Health Check -Up.
10	Any other points to be taken up with the permission of the chair

Calendar of Cluster Level CMP Meetings & Activities (Tentative) 2015-16

CMP Meetings - Quarterly

Events under CMP & Activities

- **Cluster level cultural meet (Baal Mela)-14th November**
 - Group Dance
 - Group Song
 - Skit
 - Fancy Dress Competition
- **Cluster level sports meet- 1st week of December**
 - Kabaddi
 - Kho-Kho
 - Dodge Ball
 - Sack Race
 - Skipping Race
 - Three Legged Race
 - Elephant Race
 - 100 mt. Dash
 - 50 mt. Dash
 - Relay Race etc.

} Team Games

} Individual Games
- **Cub & Bulbul Utsav- 1st week of January**
 - Pyramid Formation
 - Den Formation & Decoration
 - Tree Decoration
 - Theme Based Rangoli Competition
 - Group Song e

Academic Calendar of CMP Activities 2015-16

April- May 2015	<ul style="list-style-type: none">➤ School Readiness Programme (Parent’s Meeting of I std.)➤ Students Diary Distribution➤ House Distribution,➤ Excursion of Primary classes➤ Inauguration of Community Lunch,➤ FA II activities, CCE for I & II➤ Students’ Profile Folder maintenance➤ Assignment of Summer Vacation➤ Meeting of H M with class teachers, Class Leaders, House Masters and Captains
June – July 2015	<ul style="list-style-type: none">➤ Follow up of Assignment of Summer Vacation➤ Display Board Decoration activity➤ F A 1 followed by Parent Meeting➤ Van Mahotsav,➤ Medical Check-up & follow up action➤ F A II Activities,➤ CCE Cycle for I & II➤ Thematic Community Lunch – Class wise➤ Worksheets for all subjects

August 2015	<ul style="list-style-type: none"> ➤ Cub & Bulbul Registration ➤ Independence Day Celebration ➤ FA II Activities, ➤ CCE Cycle (Master worksheet) I & II grades <ul style="list-style-type: none"> ➤ Community Lunch - Class wise ➤ Worksheets for all subjects ➤ Completion of syllabus for S A I
September 2015	<ul style="list-style-type: none"> ➤ Revision work & Practice worksheets ➤ SA I & CCE Cycle for I & II grades. ➤ Celebrations- Teacher’s Day & Hindi Pakhwada ➤ Thematic Community Lunch – class wise ➤ PTM & CLOSING OF SEMESTER I – Progress Report & Students’ Profile distribution
October 2015	<ul style="list-style-type: none"> ➤ Commencing of II Semester ➤ Celebrations – Gandhi Jayanti & ➤ Lal Bahadur Shashtri Jayanti, ➤ Autumn Break Assignment, ➤ Grand Parent’s Day, ➤ Worksheet for all subjects. ➤ Thematic Community Lunch- class wise ➤ F A IV activities & Master worksheet for I,II
November 2015 Annual Function & Sports Meet	<ul style="list-style-type: none"> ➤ Cluster Level CMP Competitions – Cultural Meet, Sports Meet Celebrations– Children’s Day & Kaumi Ekta Saptah, ➤ Baal Diwas -Mass Drawing & Painting Competition ➤ Master Worksheet -CCE for I & II grades

Events	<ul style="list-style-type: none"> ➤ Thematic Community Lunch- class wise ➤ FA IV Activities
December 2015	<ul style="list-style-type: none"> ➤ Winter Break Assignments ➤ KVS Foundation Day Celebration ➤ Revision & practice exercises – worksheets etc ➤ FA III followed by PTM ➤ Master worksheet -CCE for I & II grades ➤ FA IV Activities ➤ Thematic Community Lunch
January 2016	<ul style="list-style-type: none"> ➤ Follow up of Winter Break Assignment ➤ Cub & Bulbul Utsav for 3 days ➤ II Round of Medical Checkup ➤ Celebration – Republic Day ➤ Martyr Day Observation ➤ Follow up of Syllabus Completion, ➤ FA IV activities & Parent Meeting of children need improvements exclusively.
February 2016	<ul style="list-style-type: none"> ➤ Celebrations - Thinking Day, Science Day ➤ Language Day Celebration ➤ EVS Mini Exhibition ➤ Syllabus Completion – up to 15th Feb ➤ Closing Ceremony of Community Lunch ➤ Revision and practice exercises – ➤ Master worksheet for CCE – I&II grades

March 2016

- Bidding Farewell to V std.
- SA II & Result Preparation & Declaration
- Attendance Register, CCA list, Committee formation, Class Teacher & Co-class Teacher, List of Text Books And Note Books,
- Time Table
- A session on how to maintain Attendance Register and other records.
- Preparation of School Readiness Programme

Plan for Excursion

Classwise excursion to nearby places.

Some Out Door Teaching Activities-

- Religious Place
- Post office
- Nature walk
- Hospital
- Market Visit
- Bank Visit
- Construction sites & community visit for types of houses

Games & Sports Plan 2015-16

- Chess
 - Badminton
 - Kabaddi
 - Kho-Kho
 - Dodge Ball
- } House wise comp.
in April 2015

Games & Sports Activities - Mini Sports Meet

Races -

- Candy Race
- Balloon Fighting Race
- Cone Collection Race
- Zig Zag Race
- Sack Race
- Lemon Spoon Race
- Skipping Race
- Three Legged Race
- Kangaroo Race
- Elephant Race
- Fruit Drinking Race

SCHOOL READINESS PROGRAMME

from 4th April to 3rd May 2015

Time Table

I A

I Period	II Period	III Period	IV Period
Introduction/ Poem/ Story/ Learning Activities Introduction- Self, Teacher's, Family Members', School Premises- wash rooms, drinking water place, garden playground, lunch place etc.	Activity Room for TAL/CAL classes- Poems, action songs, songs, stories, PPTs on animals, birds, vegetables, fruits etc.	Drawing & Colouring	Games Marker exercises, learning with fun games etc

School will be held up to 11:00 o'clock till 3rd May 2015

SCHOOL READINESS PROGRAMME

from 4th April to 3rd May 2015

Time Table I / B

I Period	II Period	III Period	IV Period
Introduction/ Poem/ Story/ Learning Activities Introduction- Self, Teacher's, Family Members', School Premises- wash rooms, drinking water place, garden playground, lunch place etc.	Drawing & Colouring & Singing & Dancing	Games Marker exercises, learning with fun games etc.	Activity Room for TAL/CAL classes- Poems, action songs, songs, stories, PPTs on animals, birds, vegetables, fruits etc.

School will be held up to 11:00 o'clock till 3rd May 2015

A word to parents of I std.

Dated: 04.04.15

- School Readiness Programme for this month is followed to create a bond between school and the child. First 6 weeks the school for class one will be from 7:50 a.m. to 11:00 a.m. Lunch box and water bottle in a small bag are to be sent.
- Sending & collecting the child in time is a must for the convenience of the child.
- Sending the child regularly to school & no leave without genuine reasons in between school days is appreciated. It creates no gap in the sense of security and learning of the child. He/she should feel happy without fear in coming to school. Gaps create vacuum psychologically for little minds.
- School Uniform should be proper, neat and clean. Kindly, be particular about the design and the size of the uniform. Shoes should be of uniform pattern.
- For any information, kindly feel free to contact School on 07857 231223/230333.
- Food should be healthy and nutritive. No junk food like - Maggie, Kurkure, only biscuits or mixture are not to be sent in tiffin of the child.
- Kindly provide auto rickshaw driver no. & introduce him to the school.
- Phone nos. of father / mother/friend/neighbour is to be given to the school to contact in need.
- No books or note books other than prescribed by the school will be sent in the bag of the child. It is to reduce the load of the school bag.
- The workbooks, drawing books, computer books& note books if any are to be deposited to the class teacher. 5th day or 6th day of the week, parents may come to school to see the work of the students done for the entire week. Kindly come to see the teachers or H M after 2:10. Teachers are available up to 3:10 on every weekdays.
- Fees payment mode will be online from second quarter 2015 (July 2015 to September 2015)

- KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION
SCHOOL READINESS PROGRAMME FOR CLASS I

2015-16

WELCOME OF TINY TOTS IN MORNING ASSEMBLY

Followed By Parents' Meeting

Activities planned -

1. Decoration of the class room.
2. Welcoming the child with smiling face.
3. Distribution of chocolates, balloons and crayons to children on the first day.
4. Introduction of school surroundings like their own classroom, wash rooms for girls and boys separately, drinking water place, staff room, H.M room and play ground etc.
5. Action songs, rhymes, stories on L.C.D Projector.
6. Drawing skills on worksheets & Colour concept
7. Introduction of the child in the mike individually.
8. Making paper balls with newspaper for strengthening of fingers. (muscular co-ordination)
9. Counting the beads, straws, ice-cream spoons for mathematical concept.
10. Introduction of shapes by making them stand in the particular shape. -circle, square, rectangle and triangle.
11. Handwriting on the slates provided by the school.
12. Writing in the sand with a stick.
13. Marker exercises, Clapping games and fun games.
14. Identification of pictures on LCD screen and spell out the words.
15. Concept of big-small, near-far, fat-thin, loud-soft, hot-cold etc.,
16. Body parts through rhymes and poems.
17. Cleanliness and eating manners.
18. Talk session -sharing about their own toys, family members, friends, previous
19. school etc.



केन्द्रीय विद्यालय संगठन (मुख्यालय)
18, संस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग
नई दिल्ली - 110 016
Kendriya Vidyalaya Sangathan (HQs)
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Website: www.kvsangathan.nic.in

File No. 110333/1/2011-KVSHQ (Acad.)/Time-Table / 3406-07 Dated 04.08.2014

The Dy. Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional offices/ZIETs.

Subject: - Time-Table and Re-distribution of periods allotted to Scholastic and co-scholastic periods.

Madam/Sir,

Based on the inputs received from various stakeholders, review of the Time-Table and Re-distribution of periods allotted to Scholastic and co-scholastic subjects was carried out at KVS HQs level. The Committee constituted for the purpose after examining the issue in detail has recommended the Time-Table period distribution annexed herewith. The new Time-Table and Re-distribution of period was also discussed in the Annual Dy Commissioners Conference held in last week of June 2014. The following aspects have been taken into consideration while framing the new Time-Table and distribution of periods:-

1. Provision of two periods for CCA (Co-curricular activities) which includes BS&G/Cub and Bulbul, NCC, Clubs activities etc.
2. Provision for "Art Education" periods which includes drawing, dance, music, dramatics etc. as envisaged in NCF.
3. Provisions for life skill, value education and gender sensitivity etc.
4. Provision of periods for lab oriented activities in Mathematics, Science etc.
5. Provision of periods for practical/project activities in subjects other than Science and Maths as prescribed by CBSE.

Note: - The staff-sanction strength of a KV, however, will remain the same.

The 08 period Time-Table and period distribution as applicable viz. Class I-V (Annexure I), Class VI-VIII (Annexure II), Class IX-X (Annexure III) and Class XI-XII (Annexure IV) duly approved by Competent Authority is hereby enclosed for implementation with immediate effect.

Yours faithfully

(P. K. Koul) 4/8/14

Dy Commissioner (Acad.)

Enclosures: - As stated.

Copy to: - The Dy. Commissioner (Acad.)/EDP Cell KVS (HQ), New Delhi for uploading on KVS website.



केन्द्रीयविद्यालयसंगठन / KENDRIYA VIDYALAYA SANGATHAN

(Min. of HRD, Deptt. of Education, Govt. of India)

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F.11016/01/2013-15/KVS (HQ)/Acad/ASC/ATR

Dated: 21-01-2015

Office Memorandum

Subject: Amendment in Article 108 of the Education code for Kendriya Vidyalayas.

Board of Governors of KVS in its 100th meeting held on 10.12.2014 has ratified the recommendations of 42nd Academic Advisory Committee (AAC) meeting held on 26.11.2014 on Amendment in Article 108 of the Education code for Kendriya Vidyalayas.

The Amendment are as under:

Existing Provision	Amended Provision
A. Classes I to II (1) Hindi (2) English (3) Mathematics (4) Art of Healthy and Productive living	A. Classes I to V (1) Hindi (2) English (3) Mathematics (4) Environmental Studies
B. Classes III to V Scholastic subjects: (1) Hindi (2) English (3) Mathematics (4) Environmental Studies Non-Scholastic subjects: (5) Work Experience (6) Art (7) Physical Education/Games (8) Music (Computer awareness programme as a part of work experience shall be provided from class III onwards if, facilities are available.)	Co Scholastic Subjects: (5) Art Education (6) Work Education (7) Health and Physical Education (8) ICT skills * Art Education includes Music, Drawing, Dance & Drama.

Distribution of periods for Primary Classes (I-V)

The primary classes function five days per week with 8 period Time Table.

Sl. No.	Subject	No. of periods existing	No. of periods proposed
1	English	6	6
2	Hindi	6	6
3	Mathematics	6	6
4	Environmental Studies	6	6
5	Work Education	2	2
6	Art Education *	5 (Music-3 and Art & Craft-2)	4
7	Library	2	2
8	Physical & Health Education (Games & Yoga)	4	4
9	Computer Literacy	2	2
10	CCA#	1	2
	Total	40	40

* Art Education includes music (2 periods), drawing, dance activities, etc.

CCA includes Bharat Scout & Guide activities (Cub & Bulbul), Club activities, etc.

Note: Mass PT to be arranged as part of morning assembly. New PT Exercises can be taken up for few minutes as warm up in games periods.

PROFORMA

KENDRIYA VIDYALAYA SANGATHAN , RAIPUR REGION

SUBJECT:EVs

NAME : _____ CLASS&SECTION: _____ ROLL NO: _____

First Term:

FA1	OBSERVATION	IDENTIFICATION	DISCOVERING FACTS
VALUE POINTS			

FA2	A1				A2				A3				A4					
VALUE POINTS																		

SA 1	OBSERVATION	IDENTIFICATION	DISCOVERY OF FACT

Second Term:

FA3	OBSERVATION	IDENTIFICATION	DISCOVERING FACTS
VALUE POINTS			

FA4	A1				A2				A3				A4					
VALUE POINTS																		

SA2	OBSERVATION	IDENTIFICATION	DISCOVERING FACTS
VALUE POINTS			

KENDRIYA VIDYALAYA SANGATHAN , RAIPUR REGION

SUBJECT:ENGLISH/HINDI

NAME : _____ CLASS&SECTION: _____ ROLL NO: _____

First Term:

FA1	READING	PROSE& POETRY	GRAMMER	CREATIVE WRITING	SPELLING	HAND WRITING
VALUE POINTS						

FA2	A1				A2				A3				A4			
VALUE POINTS																

SA1	READING	PROSE& POETRY	GRAMMER	CREATIVE WRITING	SPELLING	HAND WRITING
VALUE POINTS						

Second Term:

FA3	READING	PROSE& POETRY	GRAMMER	CREATIVE WRITING	SPELLING	HAND WRITING
VALUE POINTS						

FA4	A1				A2				A3				A4			
VALUE POINTS																

SA2	READING	PROSE& POETRY	GRAMMER	CREATIVE WRITING	SPELLING	HAND WRITING
VALUE POINTS						

KENDRIYA VIDYALAYA SANGATHAN , RAIPUR REGION

SUBJECT: MATHEMATICS

NAME : _____ CLASS&SECTION: _____ ROLL NO: _____

First Term:

FA1	KNOWLEDGE	UNDERSTADING	ABILITY TO COMPUTE	PROBLEM SOLVING
VALUE POINTS				

FA2	A1				A2				A3				A4			
VALUE POINTS																
SA1	KNOWLEDGE				UNDERSTADING				ABILITY TO COMPUTE				PROBLEM SOLVING			
VALUE POINTS																

Second Term:

FA3	KNOWLEDGE	UNDERSTADING	ABILITY TO COMPUTE	PROBLEM SOLVING
VALUE POINTS				

FA4	A1				A2				A3				A4			
VALUE POINTS																
SA2	KNOWLEDGE				UNDERSTADING				ABILITY TO COMPUTE				PROBLEM SOLVING			
VALUE POINTS																

SUBJECT: EVS SESSION _____

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 2 (FIRST TERM)

AREA 1						Specific remarks on Diagnosis remediation if any
	(WRITTEN ASSIGNMENT)					
AREAS OF ASSESSMENT	April	May/June	July	Aug		
1.Regularity (5)						
2.Neatness (5)						
3.Presentation (5)						
4.Correctness (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 2						Specific remarks on Diagnosis remediation if any
	(GROUP PROJECT)					
AREAS OF ASSESSMENT	April	May/June	July	Aug		
1.Inquisitiveness (5)						
2.observation skills (5)						
3.Application of knowledge (5)						
4.Computing skills (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 3						Specific remarks on Diagnosis remediation if any
	(MCQ)					
AREAS OF ASSESSMENT	April	May/June	July	Aug		
1.Concept (5)						
2.Reasoning (5)						
3.Alertiveness (5)						
4.Interest (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 4						Specific remarks on Diagnosis remediation if any
	(ORALQUIZZ/PRESENTATION OF CURRENT TOPIC/SURVEY)					
AREAS OF ASSESSMENT	April	May/June	July	Aug		
1.Thinking Skills (5)						
2.Alertness (5)						
3.Time Management(5)						
4.Application of Knowledge (5)						
TOTAL (20)						
REDUCED TO 10						

SUBJECT: EVS SESSION _____

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 4 (SECONDTERM)

AREA 1						Specific remarks on Diagnosis remediation if any
	(WRITTEN ASSIGNMENT)					
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Regularity (5)						
2.Neatness (5)						
3.Presentation (5)						
4.Correctness (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 2						Specific remarks on Diagnosis remediation if any
	(GROUP PROJECT)					
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Inquisitiveness (5)						
2.observation skills (5)						
3.Application of knowledge (5)						
4.Computing skills (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 3						Specific remarks on Diagnosis reduction if any
	(MCQ)					
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Concept (5)						
2.Reasoning (5)						
3.Alertiveness (5)						
4.Interest (5)						
TOTAL (20)						
REDUCED TO 10						
AREA 4						Specific remarks on Diagnosis remediation if any
	(ORALQUIZZ/PRESENTATION OF CURRENT TOPIC/SURVEY)					
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Thinking Skills (5)						
2.Alertness (5)						
3.Time Management(5)						
4.Application of Knowledge (5)						
TOTAL (20)						
REDUCED TO 10						

A Brief Description of the activity

(What, how conducted, participation of students etc.,)

SUBJECT : ENGLISH/HINDI SESSION _____

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 2 (FIRST TERM)

AREA 1		(WRITTEN ASSIGNMENT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSEMENT		April	May/ June	July	Aug		
1.Regularity	5						
2.Neatness	5						
3.Presentation	5						
4.Correctness	5						
TOTAL20							
REDUCED TO	10						
AREA 2		(LISTENING COMPREHENSION)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT		April	May/ June	July	Aug		
1.Expression	5						
2.Concept	5						
3.Attentiveness	5						
4.Grammar	5						
TOTAL 20							
REDUCED TO	10						
AREA 3 CONVERSATION/ DAILOGUE)		(CONVERSATION/ DAILOGUE)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT		April	May/ June	July	Aug		
1.Verbal Exp5							
2.Prounciation	5						
3.Fluency	5						
4.Participation	5						
TOTAL	20						
REDUCED TO	10						
AREA 4		(ORAL QUIZZ/STORY TELLING/PROJECT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT		April	May/ June	July	Aug		
1.Thinking Skills/Inquisitiveness5							
2.Alterness/Observation	5						
3.Time Management	5						
4.Application of Knowledge	5						
TOTAL	20						
REDUCED TO	10						

SUBJECT : ENGLISH/HINDI SESSION

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 4 (SECOND TERM)

AREA 1	(WRITTEN ASSIGNMENT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSEMENT	Oct	Nov	Jan	Feb		
1.Regularity 5						
2.Neatness 5						
3.Presentation 5						
4.Correctness 5						
TOTAL 20						
REDUCED TO 10						
AREA 2	(LISTENING COMPREHENSION)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Expression 5						
2.Concept 5						
3.Attentiveness 5						
4.Grammar 5						
TOTAL 20						
REDUCED TO 10						
AREA 3 CONVERSATION/ DAILOGUE)	(CONVERSATION/ DAILOGUE)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Verbal Exp 5						
2.Prounciation 5						
3.Fluency 5						
4.Participation 5						
TOTAL 20						
REDUCED TO 10						
AREA 4	(ORAL QUIZZ/STORY TELLING/PROJECT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	Oct	Nov	Jan	Feb		
1.Thinking Skills/Inquisitiveness5						
2.Alterness/Observation 5						
3.Time Management 5						
4.Application of Knowledge 5						
TOTAL 20						
REDUCED TO 10						

SUBJECT : MATHEMATICS SESSION _____

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 2 (FIRST TERM)

AREA 1	(WRITTEN ASSIGNMENT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	APR	MAY JUNE	JULY	AUG		
1.Regularity 5						
2.Neatness 5						
3.Presentation 5						
4.Correctness 5						
TOTAL 20						
REDUCED TO 10						
AREA 2	(GROUP PROJECT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	APR	MAY JUNE	JULY	AUG		
1.Inquisitiveness 5						
2.observation skills 5						
3.Application of knowledge 5						
4.Computing skills 5						
TOTAL 20						
REDUCED TO 10						
AREA 3	(MATHS LAB)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	APR	MAY JUNE	JULY	AUG		
1.Identifying a problem 5						
2.Observation skills 5						
3.Testing 5						
4.Analysis & Interpretation 5						
TOTAL 20						
REDUCED TO 10						
AREA 4	(ORAL QUIZZ/ESTIMATION/ DATA HANDLING/PUZZLES)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	APR	MAY JUNE	JULY	AUG		
1.Thinking Skills 5						
2.Alertness 5						
3.Time Management 5						
4.Application of Knowledge/Decision making 5						
TOTAL 20						
REDUCED TO 10						

SUBJECT : MATHEMATICS SESSION _____

NAME: _____ **CLASS/SEC:** _____ **ROLL NO :** _____

FORMATIVE ASSESSMENT 4 (SECOND TERM)

AREA 1	(WRITTEN ASSIGNMENT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	OCT	NOV	JAN	FEB		
1.Regularity 5						
2.Neatness 5						
3.Presentation 5						
4.Correctness 5						
TOTAL 20						
REDUCED TO 10						
AREA 2	(GROUP PROJECT)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	OCT	NOV	JAN	FEB		
1.Inquisitiveness 5						
2.observation skills 5						
3.Application of knowledge 5						
4.Computing skills 5						
TOTAL 20						
REDUCED TO 10						
AREA 3	(MATHS LAB)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	OCT	NOV	JAN	FEB		
1.Identifying a problem 5						
2.Observation skills 5						
3.Testing 5						
4.Analysis & Interpretation 5						
TOTAL 20						
REDUCED TO 10						
AREA 4	(ORAL QUIZZ/ESTIMATION/ DATA HANDLING/PUZZLES)					Specific remarks on Diagnosis remediation if any
AREAS OF ASSESSMENT	OCT	NOV	JAN	FEB		
1.Thinking Skills 5						
2.Alertness 5						
3.Time Management 5						
4.Application of Knowledge/Decision making 5						
TOTAL 20						
REDUCED TO 10						

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

CLASS III / IV / V SECTION _____

AREA - MUSIC / DANCE

S.No	Name of the student	I Term			II Term		
		Interest	Rhythm	Melody	Interest	Rhythm	Melody

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

CLASS III / IV / V SECTION _____

AREA :GAMES

S.No	Nameof the student	I Term				II Term			
		Enthusiasm	Discipline	Team Spirit	Talent	Enthusiasm	Discipline	Team Spirit	Talent

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

CLASS III / IV / V SECTION _____

AREA : Computer

S.No	Nameof the student	I Term		II Term	
		Skills	Aptitude	Skills	Aptitude

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

CLASS III / IV / V SECTION _____

AREA : Art / Craft

S.No	Nameof the student	I Term			II Term		
		Interest	Creativity	Skill	Interest	Creativity	Skill
1							
2							

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

CLASS III / IV / V SECTION _____

AREA : Health

S.No	Nameof the student	I Term		II Term	
		Height(Cms)	Weight(kg)	Height(Cms)	Weight(kg)

KENDRIYA VIDYALAYA SANGATHAN , RAIPUR REGION

RECORD OF CO-SCHOLASTIC AREAS FOR THE YEAR _____

Class I to V

AREA : Personality Development

R N O	Name of the student	Term 1								Term 2							
		Courteousness/ Sharing and caring	Confidence	Neatness	Regularity & Punctuality	Initiative	Self Control/Behavior	Respect For others property	Responsibility	Courteousness/ Sharing and caring	Confidence	Neatness	Regularity & Punctuality	Self Control/Behavior	Respect For others property	Responsibility	

KENDRYA VIDYALAYA SANGATHAN, RAIPUR REGION

CAL & TAL Register (Class Wise)

Class :- Sec:-

S.NO	Date	Name of the Teacher	Period	Subject	Topic	Sign of Teacher	Sign. Of Monitor

Signature of H.M

KENDRYA VIDYALAYA SANGATHAN,RAIPUR REGION

CAL/ TAL Records (Teacher Wise)

Name Of the Teacher _____

Designation _____

S.NO	Date of Show	Class & Sec	Period	Subject	Topic	Sign of Teacher

Signature of H.M

ANECDOTAL RECORD FORM

Name of Student _____ Class/Section _____ Session _____

S.NO	Date/Occasion & Place	Incident of Situation observed by the teacher/ reported to the class teacher	Teachers Comments or suggestions if any & signature with date

Class Teacher

HM

Principal

ANNEXURE IX

KENDRIYA VIDYALAYA SANGATHAN

PERFORMANCE PORTFOLIO SHEET NO. _____ (To be maintained by HMs)

Name of Teacher : _____ K.V. _____ Month _____

Class	Subject	Strength (With justification)

Area of Improvement

Area of Improvement	HM's Suggestions	Targets for next cycle of 30 days	Assessment of target achievement in 30 days (Yes/No, if not reasons thereof)
1			
2			
3			
4			

Signature of Teacher

Signature of HM

Principal

ANNEXURE VII LESSON WISE ACTIVITY PLAN

Class/Section _____ Subject _____ Lesson_ No. of Periods required _____

Date of Comm. _____ Expected date of Comp. _____ Actual date of Comp _____

Competency wise Expected Learning Outcome	Activities Planned	Group	Role Definition		Resource Aids Required
			Teacher	Student	

- **Recapitulation strategy**
- **Correlation/Value**
- **Evaluation & Feedback**

Signature of teacher with date

Signature of HM/Vice - Principal/Principal

NOTE: Primary Teachers need to write Lesson wise Activity Plan only in place of Teacher`s Diary.

KENDRIYA VIDYALAYA SANGATHAN RAIPUR REGION
ACTIVITIES FOR DIFFERENT COMPETENCIES IN ENGLISH LANGUAGE

Sr .	Listening	Speaking	Reading	Writing textual/grammar	Creative writing	Spelling	Handwriting
1	Story telling	Speak about self	Textual reading and writing answers	Textual question/answers	Picture composition	Missing letters	Formation of letters
2	Textual writing	Speaking about school	Reading story books/newspapers	New words	Letter writing	Jumbled words	Proper upward and downward strokes
3	Oral question-answers	Speaking about friends	Group reading	Framing sentences	Making a story using key words	Making many words(word building)	Copy writing
4	Loud reading by a child	Speaking about animals	Individual reading	Use of present/past tense	Usage of cartoon pictures and dialogue delivery	Dictation	Cursive writing practice
5	Video recordings	Speaking about favorite fruit	Reading with a purpose to find noun/pronoun...parts of speech	Use of direct/indirect speech	Finding articles from newspaper/magazines and story books to narrate about people or things in it	Choosing correct word	Copying textual passage/poetry
6	Listening conversation	Polite expressions	Reading and finding new words	Helping words to write short essays(with key words)	Narrating personal experiences	Writing words in alphabetical order	
7	Listening phonetics for proper pronunciation	Framing question/answers	Reading to frame question/answers	Comprehension passage		Finding words using dictionary	
8	Framing story	Conversation/dialogue	Reading to learn dialogue/conversation	Rhyming words		Oral drill of spelling for phonetic	
9	Reading cards(A-Z cards)	Watch a video clip and speak about it	Seen passage	Compound words		Matching words with pictures	
10	Listening rhymes/poems with proper rhythm	Role play	Unseen passage	Singular/plural		Homophones / synonyms/ antonyms	

KENDRIYA VIDYALAYA SANGATHAN RAIPUR REGION

ACTIVITIES FOR DIFFERENT COMPETENCIES IN HINDI LANGUAGE

सुनना	बोलना	पढ़ना	लिखना	रचनात्मक लेख	वर्तनी	सुलेख
कहानी सुनना'	अपना परिचय	पाठ्य पुस्तक पढ़ना व उत्तर लिखना	पाठ्य पुस्तक से प्रश्न उत्तर लिखना	चित्र आधारित संरचना	शब्द पूरा करो	सुलेख लेखन
वार्तालाप	अपने विद्यालय के बारे में बोलना	समाचार कहानी / पढ़ना	कठिन शब्द	पत्र लेखन	शब्दों को सही क्रमांक में लिखो	पाठ्य पुस्तक से कविता लिखना
कहानी बनाना	फूल के बारे में बोलना	समूह बनाकर पढ़ना	वाक्य बनाना	अक्षरों के माध्यम द्वारा कहानी बनाना	शब्दों का उलट फेर	पाठ्य पुस्तक से पाठ लिखना
कविता को उचित भाव व लय के साथ पढ़ना	फल के बारे में बोलना	संज्ञा सर्वनाम शब्दों को पाठ्य पुस्तक पढ़ते समय पहचानना	काल का प्रयोग	चित्रों द्वारा संवाद बोलना	शब्दों का खेल	अक्षरों की बनावट
अक्षरों व मात्राओं का ज्ञान	जानवर के बारे में बोलना	पढ़कर कठिन शब्द को ढूँढना	अक्षरों के माध्यम द्वारा अनुच्छेद लिखना	व्यक्तिगत अनुभव बताना	वर्णमाला के आधार पर शब्दों को सही क्रमांक में लिखो	
मौखिक प्रश्न उत्तर	संवाद	पढ़कर प्रश्न व उत्तर खुद बनाना	तुक वाले शब्द	कहानी का व्याख्यान करना	अक्षरों का ज्ञान	
तुक वाले शब्द सुनना	नाटक	पठित गद्यांश	विलोम शब्द		शुद्ध वर्तनी	
पाठ्य पुस्तक पढ़ना	वार्तालाप	अपठित गद्यांश	लिंग बदलो		जोड़े मिलाओ	
	प्रश्न व उत्तर बनाना		वचन बदलो		विलोम शब्द	
	चित्र देखकर उसके बारे में बोलना		नुक्त वाले शब्द		सामान अर्थ वाले शब्द	

KENDRIYA VIDYALAYA SANGATHAN RAIPUR REGION

ACTIVITIES FOR DIFFERENT COMPETENCIES IN MATHS

Forming numbers	Understanding basic concepts	Ability in computation	Problem solving
<ol style="list-style-type: none"> 1) Introducing ordinal numbers by showing objects like pens, erasers etc. 2) Skip counting by jumping on the floor. 3) Collecting twigs And making bundles of tens. 4) By using abacus. 5) Using object(Laddu/Chapati) as an example for fraction. 6) Paper folding activity showing halves and quarters and three fourths. 7) Number system through number cards. 8) To make smallest and greatest numbers by the numbers. 9) Jumping activity- children jump equal steps in a number line and count the no. of jumps taken. 	<ol style="list-style-type: none"> 1) Measuring the height of a student, by using measuring tape and making them short or long 2) Knowing manufacture and expiry dates by using different Medical/any products. 3) Different shapes(example given from the classroom). 4) knowing weight of the different objects. 5) Designs with circle using craft paper 6) Using mirror for mirror image. 7) Read a clock and tell the time both in 12 hour and 24 hour time. 8) Estimating duration of familiar events. 9) Compare the volume of different things by putting them into jar filled with water. 10) Find the center of a circle by folding. 11) Coding and decoding a secret message. 	<ol style="list-style-type: none"> 1) By using graph papers finding area. 2) Puzzles. 3) Children standing in a row according to their height (ascending and descending order). 4) By sharing chocolates equally(Division and subtraction) 5) Life span of different animals. 6) Sequential arrangement of jumbled pictures of making of a brick pattern.. 7) Find the length of boundary of math's textbook, teachers table etc. 8) Estimate the distance from school to home, market, park etc. 9) Find the tallest shortest member of their class, family. 10) Collect time of sunrise / sunset from newspaper calculate day span. 	<ol style="list-style-type: none"> 1) Buying vegetables from the vegetable market 2) Train ticket, bus ticket price and information. 3) Mock junk shop showing buying and selling of junk items. Make list of things sold in the junk market 4) Map reading 5) Framing word problems using four basic operation. 6) Number operations related to problems pertaining to a trip such as: no. of students ,no. of seats in the bus, time management. 7) Mock bank showing lending and borrowing / buying and selling. 8) Solving day to day life problems using a price list.

KENDRIYA VIDYALAYA SANGATHAN RAIPUR REGION

SUGGESTED ACTIVITIES FOR EVS ACTIVITIES OF CLASSES III ,IV,V

S NO	OBSERVATION	IDENTIFICATION	DISCOVERY OF FACTS
1	Features of Animals, Observation of Ants, CD on Animal behavior.	Classification of Animals, collect information about National parks, Animal keepers/wildlife sanctuaries.	Draw and stick pictures, picture cards, paper elephant, and dramatization on animals using masks. Locate National Parks in India Map, Mask of Tiger. Draw Snakes and make snake Puppet.
2	Features of Birds and insects, making of Nests by Birds.	Identify the birds by seeing feathers ,beaks, claws etc.	Collecting feathers make different nests.
3	Plants, trees / leaf pattern, Seedlings of onions, charts on Cultivation, Observe the fruits and Vegetable surfaces.	Different Root System, edible roots, stilt roots (show specimens) make implements models, find out crops grown in your Area. Classify Vegetables in groups of their Preservation.	Visit to nearby market. Germination in bowls observes and record, find out difference in growth of plants and animals. Sprouting Seeds, germination process.
4	PPT on valley of flowers, madhubani and make mala using needle and thread and flowers.	Collection of Leaves of different shapes, uses of honey, beehive, colonial life of insects.	Naming of trees in their localities. Making Bouquet, collection of different flowers, poems/songs on flowers, decoration with flowers, rangoli cards using dry flowers.
5	Observation of water sources, bodies/storage at house, pictures/clippings on Pollution of water, experiment of dissolving materials.	Different forms of water	Draw Rainbow and name the colors , causes of floods, collect pictures of water Pollution.
6	Family , Pictures of Marriage, child birth	List out members in family problems faced in families, items prepared on marriages, migration of family, and people from different states.	Family tree- pictures/ photos, showing newspaper clippings on children rights
7	PPT on partition of Pakistan/ India, construction of houses/ materials / position of toilet.	Types of house, high rise buildings, facilities available, problems faced In new areas, pictures of Mumbai	Draw your house, helpers, and pictures of building houses, materials used in making, make models.
8	Food- observation of different food items. Methods of cooking. Observation of food they ate and classify in groups, experiment on bread mould.	Distinguish Baby Food and Food for Old. List out food items and No. of days preserved.	Make a list of food items prepared at home during Sunday.
9	PPT on Means of Transport.	Identify number ofwheels of a train. Languages of states/ food, reading railway time table.	Make a model of train.

10	Observe kitchen at respective homes	Classification of utensils and different fuels.	Preparation of vegetable salad, make utensils with clay.
11	India political and physical map, showing different currency.	Different means used by school, children to reach school	Map pointing of states in India map. Collect currency of different countries.
12	PPT on festivals, harvest festival-Bihu , community lunch	Occasions of eating together, Mid-Day meal importance	Pictures of festival chart.

KENDRIYA VIDYALAYA SANGATHAN, RAIPUR REGION

UTILISATION OF TLM REGISTER (CLASS WISE)

Class _____ Sec: ____

S.N O	Date of Purchase & Bill No	Name of the Teacher	Name of the TLM	Subject	Topic	Sign of Teacher

Signature of H.M

KENDRIYA VIDYALAYA SANGATHAN ,RAIPUR REGION

Utilisation of TLM Register (Teacher Wise)

Name Of the Teacher _____

S.N O	Date of Purchase & Bill No	Name of the TLM	Used in Class & Sec	Subject	Topic	Sign of Teacher

Signature of H.M

CLASSROOM LIBRARY

Class:

Section.....

Date:

Sl. No.	Book Name	Student Name	Signature

KENDRIYA VIDYALAYA SANGATHAN, RAIPUR REGION

Film Show Register (Teacher Wise)

Name Of the Teacher _____

Designation _____

S.N O	Date of Film Show	Name of the Teacher	Period	Class &Sec	Name of the Film	Sign of Class Monitor	Sign of Teacher

Signature of H.M

KENDRIYA VIDYALAYA SANGATHAN, RAIPUR REGION

Film Show Register (Class Wise)

Class & Sec _____

S.NO	Date of Film Show	Name of the Teacher	Period	Name of the Film	Sign of Class Monitor	Sign of Teacher

Signature of H.M

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
3	<u>MORE IN PAINT</u>	3.1 Selection-Rectangular Selection, Freeform Selection 3.2 View Menu 3.3 Zoom In 3.4 Zoom Out 3.5 Full Screen	8
4	<u>ABOUT DESKTOP AND COMPUTER PERIPHERALS</u>	4.1 Purpose of Desktop 4.2 Identify Icons on Desktop 4.3 Start Button and Taskbar 4.4 My Computer 4.5 Recycle bin 4.6 Input and Output Devices 4.7 Keyboard, mouse, monitor, printer, speaker 4.8 Memory Devices 4.9 Primary and Secondary Memory 4.10 CPU	4
5	<u>WORD PROCESSOR</u>	5.1 Introduction to Word 5.1.1 What is Word Processor 5.1.2 Features of Word Processor 5.1.3 History of Word Processor 5.1.4 Steps for Starting Word 5.2 Components of Word Screen 5.3 Creating a new Word Document 5.4 Opening an existing Word Document 5.5 Editing text in the Word Document 5.5.1 Typing text. 5.5.2 Selecting the text 5.5.3 Copy, Cut and Paste the text 5.5.4 Deleting text 5.6 Saving the Document	12

Minimum level of learning

- Student should be able to explore the windows.
- Should be able recognize and work on basic computer parts
- Should be able to open, create and save word file.
- Should be able to edit the contents in word file.

Quarter – October to December

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
6	<u>FORMATTING</u> <u>WORD</u> <u>DOCUMENT</u>	6.1 Formatting Text 6.1.1 Font size, style, color, sub/super script. 6.1.2 Bold, Italic, underline, background color. 6.1.3 Numbering and Bullets. 6.1.4 Alignment 6.1.5 Change Case 6.1.6 Inserting the special characters and symbols. 6.2 Insert Menu 6.2.1 Word Art 6.2.2 Page Break 6.2.3 Images 6.2.4 Clip Art 6.2.5 Shapes 6.2.6 Text Box 6.2.7 Page Number 6.2.8 Date and Time	12

Minimum level of learning

Student should be able to format the text.

Should be able to insert pictures from clip art and pictures stored in computer.

Should be able to format heading using word art.

Should be able to insert page number, date and time.

Should be able to draw shapes.

Quarter – January to March

7	<u>INTERNET</u>	7.1 Introduction 7.2 Need of Internet 7.3 Requirements for an Internet Connection. 7.4 Steps to open Web Browser 7.5 Search Engines 7.6 Finding / Downloading / Saving Images	12
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Minimum level of learning

Student should be able to open the Google.

Should be able to search the images and text.

Should be able to download and save image.

KENDRIYA VIDYALAYA SANGATHAN

COMPUTER SYLLABUS OF CLASS IV

Quarter – April to June

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
1	<u>COMPUTER HISTORY</u>	1.1 Understanding Generations 1.2 Classification of Computer	4
2	<u>WORD PROCESSOR</u>	2.1 File Menu 2.1.1 Create a new file 2.1.2 Open an existing file 2.1.3 Save the current file 2.1.4 Save As – saving the file with different name (Copy a file) 2.1.5 Close the file 2.2 View Menu 2.2.1 Print Layout 2.2.2 Web Layout 2.2.3 Full Screen 2.2.4 Zooming 2.2.5 Ruler	6
3	<u>EXPLORING WINDOWS</u>	3.1 Starting windows Explorer 3.2 Components of Explorer Window 3.3 Panes of the Explorer Window 3.4 Working with folder in left pane 3.5 Managing files and folders in windows Explorer 3.6 Modes of View 3.7 File naming convention 3.8 Searching Files 3.9 Creating Shortcuts	4

Minimum level of learning

Student should know the various inventions in computers.

Student should know the difference between Save and Save As option.

Student should be able to open the existing file.

Should be able to work on different views.

Student should be able create/rename/delete/move a folder and making its shortcut on desktop.

Student should be able to search a particular file and folder in computer.

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
4	<u>POWERPOINT PRESENTATION</u>	4.1 Starting Powerpoint 4.1.1 Create a new file 4.1.2 Open an existing file 4.1.3 Save the current file 4.1.4 Save As – saving the file with different name (Copy a file) 4.1.5 Close the file 4.2 Formatting a Presentation 4.2.1 Changing the Font 4.2.2 Changing the Font Size, Style, Color, 4.2.3 Formatting Paragraphs 4.2.4 Changing Text Alignment 4.2.5 Modifying Line Spacing 4.2.6 Creating Bulleted and Numbered Lists 4.2.7 Copying Formatting 4.3 Insert Menu / Inserting 4.3.1 Images 4.3.2 Table 4.3.3 Clip Art 4.3.4 Screen Shot 4.3.5 Shapes and SmartArt 4.3.6 Chart 4.3.7 Text Box, WordArt, Date & Time, Slide Number, Symbols, 4.3.8 Moving & Resizing an Image 4.4 SLIDE SHOW MENU 4.4.1 from Beginning 4.4.2 from current slide 4.4.3 Custom Slide show 4.4.4 Setup slide show	24

Minimum level of learning

Student should be able to format the presentation.

Student should be able to insert various objects in the powerpoint slide.

Student should be able to run the powerpoint slides.

<u>Quarter – October to December</u>			
SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
5	<u>EXCEL SPREADSHEET</u>	5.1 Working in Excel 5.2 Introduction – Workbook & Worksheet 5.3 Use in day to day life. 5.4 Steps to start Excel 5.5 Components of Excel Screen 5.6 Various data types 5.7 Entering Data in Spreadsheet 5.8 About the cell & cell address 5.9 Auto Sum 5.10 Formatting the Data in the Table	10
Minimum level of learning			
Student should be able to create a file in Excel. Student should be able to identify components of Excel Screen. Student should be able to make a mark sheet in spreadsheet. Student can auto generate the series like Serial no., days, months etc.			
<u>Quarter – January to March</u>			
6	<u>WINDOWS ACCESSORIES</u>	6.1 Calculator 6.2 Onscreen Keyboard 6.3 Magnifier 6.4 Games 6.5 Virus & Anti-Virus	2
7	<u>CONTROL PANEL</u>	7.1 Display Properties 7.2 Setting of Mouse 7.3 Taskbar and Start Menu 7.4 Date and Time Settings	8
Minimum level of learning			
Student should be able to use calculator, onscreen keyboard, magnifier. Student should be able to change desktop background, time and date etc. Student should be able to change the view of start menu and customize task bar.			

Quarter – July to September

SL. NO.	UNITS	CONTENTS	NO. OF PERIODS
3	<u>WORKING IN EXCEL</u>	3.1 Working with Sheets 3.1.1 Creating / Deleting Sheets 3.1.2 Renaming Sheets 3.1.3 Copying / Moving Sheets 3.2 Inserting New Row and Column 3.3 Deleting / Hiding the Rows and Columns 3.4 Changing the width and height of the column and row. 3.5 Find and Select the data in a given range. 3.6 VIEW MENU 3.6.1 Gridlines 3.6.2 Freeze Panes 3.6.3 View side by side 3.6.4 Synchronous Scrolling	14
4	<u>MULTIMEDIA</u>	4.1 Introduction to Multimedia 4.1.1 Definition 4.1.2 Uses of Multimedia 4.1.3 Hardware and Software required 4.2 Media Player: 4.2.1 How to open and use. 4.3 Sound Recorder: 4.3.1 How to open and use. 4.4 Movie Maker: 4.4.1 Inserting image 4.4.2 Setting timeline 4.4.3 Publishing movie.	10

Minimum level of learning

Student should be able to create a sheet with his/her own name.

Student should be able to create an album of CCA activity using movie maker.

MUSIC SYLLABUS (CLASS I—V)

2015-16

Class I & II:

1. School prayer with shlokas.
2. National Anthem
3. Any two action songs.
4. Two alankaars with Aroh and Avroh.
I—Aroh— saarogaamaa pa Qaainasaa
Avroh—saainaQaa pamaagaarosaa

II- Aroh-- saasaarorogaagaamaamaapapaQaaQaainainasaasaa
Avroh-- saasaainainaQaaQaa pa pamaamaagaagaarorsaasa
5. Practically rhythmic knowledge through clapping.
6. Any two Balgeet.
7. Recognition of musical instruments.

Class III & IV:

1. Vidyalaya prayer & National Anthem.
2. ANauv`atgalt
3. saarojahaḌsaoAcCaihndÜstahmaara
4. [tnalSaskthmadnaa data
5. Any two other two patriotic songs
6. Definition of Music
7. Basic Knowledge Taal
 - Kaharvataal(8 matras)
 - Dadra Taal (6 matras)
- 8 Instrumental Music
 - Harmonium
 - Key board
 - Kongo
 - Drum Set
 - Base drum
 - Dholak
 - Moracuss
 - Dhuply

- 9 Any two folk dances
- 10 Welcome Song.
- 11 SaraswatiVandana
- 12 Alankars
13. Knowledge of any five renowned musicians or vocalist.

Class V:

Definition of the following:

- Swar : Komal, tivar and sthaiswar
- Saptak: Mandar, Madhya & tar Saptak
- Sangeet
- Taal : tal, Kahrva & Dadra.
- Any five Alankaras
- Knowledge of four renowned musicians and vocalist.
- Difference between Classical and western music instruments.
- Orchestra with following musical instruments:
 - Kongo
 - Harmonium
 - Key board
 - Drum Set
 - Base drum
 - Dholaks
 - Moracuss
 - Dhuply
 - Guitar
- Three Community songs
 - KVS song
 - Flag song
 - Any two other soings
 - SaraswatiVandana
 - Welcome Song

KENDRIYA VIDYALAYA SANGATHAN, RAIPUR REGION

SPLIT UP SYLLABUS 2015-16

CLASS-I		SPOKEN ENGLISH		TERM-I	
S.No	Months	Activities			
1	April	☐ Exchanging greetings (Pair work)			
2		☐ Introducing yourself (Pair work)			
3	May	☐ Talking about family (Group work)			
4	June	☐ Talking about time (Pair work)			
5	July	☐ Talking about past and future (Pair work)			
6	August	☐ May I go to ----- (Asking permission)			
7	September	☐ Exchanging thanks (Pair work)			
CLASS-I SPOKEN ENGLISH TERM-II					
8	October	☐ Making simple questions (pair work)			
9	November	☐ Talking about classroom			
10	December	☐ Singular plural			
11	January	☐ Gender			
12	February	☐ Question tags -what, How etc			

SPLIT UP SYLLABUS 2015-16

SPOKEN ENGLISH		Class II		TERM-I	
S.No	Months	Activities			
1	April	☐ Exchanging greetings (Pair work)			
2		☐ Introducing yourself (Pair work)			
3	May	☐ Talking about family (Group work)			
4	June	☐ Talking about time (Pair work)			
5	July	☐ Talking about past and future (Pair work)			
6	August	☐ May I go to ----- (Asking permission)			
7	September	☐ Exchanging thanks (Pair work)			

TERM-II

8	October	□ Making simple questions (pair work)
9	November	□ Talking about classroom
10	December	□ Singular plural
11	January	□ Gender
12	February	□ Question tags -what. How etc

SPLIT-UP SYLLABUS OF CLASS III

SPOKEN ENGLISH		CLASS III
TERM-I		
S.No	Months	Activities
1	April	□ Talking about family
2	May -June	□ Short questions & answers Eg. Yes, they are. No, they aren't?
3	July	□ Describing things (Group work)
4	Aug	□ Comparing things—eg. My pen writes fast / My pen writes faster than yours
5	September	□ Talking about abilities- can and cannot
TERM-II		
6	October	□ Talking about time- half past
7	November	□ Talking about past and future—Building up with key sentences
8	December	□ Talking about likes/dislikes (Group work)
9	January	□ Talking about school (Group work)
10	February	□ Question tags -Do , does, did, have ,has

SPLIT-UP SYLLABUS OF CLASS IV 2015-16

SPOKEN ENGLISH		CLASS IV
TERM-I		
S.No	Months	Activities
1	April	Talking about family (Group work)
2	May -June	Talking about time (Quarter past--)
3	July	Conversation on good eating habits
4	Aug	Conversation on environment
5		Conversation on Health/ hygiene
6	September	Describing things
TERM-II		
7	October	Describing families
8	November	Talking about school
9	December	Talking about favourite things
10	January	Conversation with contractions - Are your friends coming? / Yes, they are.
11	February	Questions--which /whom why

SPLIT-UP SYLLABUS CLASS V 2015-16

SPOKEN ENGLISH		CLASS V	TERM-I
S.No	Months	Activities	
1	April	Talking about family (Group work)	
2	May -June	Talking about time (Quarter past--)	
3	July	Conversation on good eating habits	
4	Aug	Conversation on environment	
5		Conversation on Health/ hygiene	
6	September	Describing things	
TERM-II			
7	October	Describing families	

8	November	Talking about school
9	December	Talking about favorite things
10	January	Conversation with contractions - Are your friends coming? / Yes, they are.
11	February	Questions—which /whom why

Month	syllabus	Class I	Class II	Class III	Class IV	Class V
April	Drawing & sketching	Geometrical shapes and Simple forms	Simple Geometrical Shapes & Drawing with geo shapes.	Drawing of vegetables, flowers.	Drawing of birds & fruits	Drawing of animals & human beings.
May June	Print making	Finger Prints	Paper crush printing & Finger Printing.	Texture printing	Resist printing	Leave Printing.
July	Collage Making	Colour paper collage	Gold / Silver paper collage	News paper/ colour paper collage	Mixed collage	Collection of different types of paper & mixed collage.
Aug ust	Paper Mask	Drawing of Mask	2 D Dimensional mask, eye move	Birds Mask	Animal Mask	3 D Mask of Animals, Human Face.
Sept emb er	Drawing & Painting	Simplified objects & Introduction of colours	Simple composition use of colours	Composition & Copy Work Use of colours	Composition on Simple topics Use of colours	Composition on topics Use of colours (Primary and Secondary colours)
Octo ber	Drawing & Painting	Simplified objects & Introduction of colours	Simple composition use of colours	Composition Coping Work & Use of colours	Composition on Simple topics & Use of colours	Composition on topics & Use of colours
Nov emb er	Clay modeling	Ball , Coil. Bowl , Pot	Simple fruits	Easy & small Insects	Clay Relief , Tile Pattern	Clay Relief , Tile Pattern
Dec emb er	Greeting card preparation	Greeting card preparation	Greeting card preparation	Greeting card preparation	Greeting card preparation	Greeting card preparation

January	Design pattern	Simple floral Design	Simple Floral/ Geo Design	Floral Design for Flower	Rangoli Design	Floral / Geo design for borders
February	Collection of Natural forms	Collection of shells & pebbles etc.	Collection of shells & pebbles, leaves etc.	Collection of coconut shell & make design & decoration	Collection of natural form & artistic use	Collection of natural form & artistic use

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION
Session 2015-16
Syllabus Work Experience (Primary)

Material Required

- Foil - ALUMINIUM
- Card board
- Sutli
- Paper
- Fevicol
- Pot dew
- Best out of waste
 - Ice Cream Stick
 - Cardboard Box
 - Paper plates
 - Disposable Glass
 - Egg tray
 - Cotton
 - File cover
 - Ribbon, stick
 - Cut pieces of mirror, star.

Class Wise Syllabus

Class: I

- Finger & thumb printing – on sheet on any shape.
- Origami (simple)
- Tearing and pasting of papers in simple forms.

Class:II

- Hand print & foot print using
Poster colours (on chart)

- Vegetable printing (Potato, Onion, Lady finger)
- Origami
- Cutting & colouring card board or sheets (cut-outs)
- Making of faces using cotton on paper or paper plate
- Simple stick puppet using ice cream sticks

Class III

- Collage work using colour paper pieces, cloth pieces or dried leaves etc.
- Fur sticks – Ribbon (satin ribbon) & bamboo stick or broom
- Greeting cards
- Decoration of thermacol glasses & plates with painting & decorative material.
- Wall hanging (simple) with card board.

Class IV

- Making of decoration/faces use glass & plates (with paint & other decorative material)
- Wall hanging using (egg tray) & other decorative material
- Decoration of files.
- Painting on pot using clay motives.
- Fur sticks use two ribbon on Bamboo or Broom sticks
- Greeting cards

Class V

1. Mural simple – Cardboard, Sutli, Fevicol, Foil Paper & Colouring with Golden, Silver, Paints etc.
2. Wall hanging – using egg trays & cut outs of card boards in any shape.
3. File Cover - - making of file cover with handmade sheet, cutting of flower papers.
4. Painting on cut out of Thermacol Sheets with Poster Colours.
5. Paper / Card Models

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL RAIPUR REGION
SYLLABUS

PHYSICAL EDUCATION

FOR CLASS I TO V

CLASS I

April May June	<p>1) MOVEMENT ORIENTATION</p> <p>a) Walk first in straight line and then in a circle - run , hop , jump, skip, etc.</p> <p>b) Walk first in straight line and then in a circle - run , hop , jump, skip, etc. with music and drum.</p> <p>c) Walk around the circle on your heels and vary the type of locomotion- walk backwards , sideways, sidestepping etc.</p> <p>d) Walk around the circle on your tip toes and heels alternately and vary the type of locomotion.</p>
July August	<p>2) LOCOMOTOR COORDINATION.</p> <p>a) Walk and hop</p> <p>b) Walk and leap</p> <p>c) Hop and side walk</p> <p>d) Gollap and walk</p>
September	<p>3) IMITATION, STORY PLAYS AND MIME TICS:</p> <p>a) Imitation – like elephant, frog , lion etc.</p> <p>b) Mime tics – Horse, Dog, Cat , etc.</p> <p>c) Story Plays – Fox and Grapes , Thirsty Crow etc.</p>
October	<p>4) SMALL AREA GAMES:</p> <p>a) Cats and Rats</p> <p>b) Motioning the tall</p>
November	<p>5)SMALL AREA GAMES:</p> <p>d) Statue</p> <p>e) Follow the leader</p> <p>f)In the pond, on the bank and the like.</p>
December	<p>6) DEVELOPMENT OF SKILLS:</p> <p>a) Ball sense</p> <p>b) Free play with ball</p>
January	<p>7)DEVELOPMENT OF SKILLS:</p> <p>a) Rolling the ball</p> <p>b) Bouncing the ball</p> <p>c) Catching and throwing the ball</p>
February	<p>8) SIMPLE COMBATIVE:</p> <p>a) Hand push</p> <p>b) Hand pull</p> <p>c) Back to back push</p>

	CLASS II
April May June	1) MOVEMENT ORIENTATION a) Walk / Run ZigZag b) Jump on heels- moving forward, backward , sideward, climbing etc. c) Jumping over different obstacles d) Balancing on the toes and heels.
July	2) LOCOMOTOR COORDINATION. a) Bend and stretch b) Swing and push
August	3) LOCOMOTOR COORDINATION. a) Push and pull b) Strike and Dodge c) skipping
September	4) IMITATION, STORY PLAYS AND MIME TICS: a) old man soldier, monkey, bear etc. b) mime tics – bird fly, bear, camel, lamb etc. c) Story play – Fox and Crocodile, trip to sea etc
October	4) SMALL AREA GAMES: a) Fire on the mountain b) Crocodile cannot catch me c) Blind man’s buff etc.
November	5) SMALL AREA GAMES a) Ball throw b) Frog race c) Potato race
December	6) DEVELOPMENT OF SKILLS: a) Practices and develop variety of ways of sending, receiving and travelling with a ball.
January	7) SMALL AREA GAMES a) Balloon race b) Skipping
February	6) SIMPLE COMBATIVE: a) back to back lift b) Back to Back Stick pull c) Pushing into pit.

SYLLABUS

PHYSICAL EDUCATION

CLASS III

April May June	1) MOVEMENT ORIENTATION a) Exercises for stretching , bending , twisting , turning etc. b) Jumping forward and backward and sideward c) Zig – Zag running
July August	2) LOCOMOTOR COORDINATION. a)Run and Hop b)Run and Skip c)Run and Gallop
September	3) SMALL AREA GAMES: a) Raja Rani b)Lion and the Cave c) Find out the leader
October	4) SMALL AREA GAMES: a) Comic tag b) Number game
November	5) Preparation for Bala Divas as per the cluster events a) Athletics b) Games
December	6) DEVELOPMENT OF SKILLS: a) Receiving and throwing the ball to the partner b) Drilling the ball c) Kicking the ball
January	7) SIMPLE COMBATIVE: a) Dog fight b) Cock fight
February	8) SIMPLE COMBATIVE: a) Lame duck fight b) Knock over fight

SYLLABUS

PHYSICAL EDUCATION

CLASS IV

April May June	<p>1) FREE MOVEMENTS AND COMMANDS</p> <p>a) Free movements</p> <p>i) Swinging, bending, twisting, turning, stretching of different body parts</p> <p>ii) Locomotors movements – running, jumping , hopping, skipping and rolling combination of their movements.</p> <p>iii)Commands : line up , attention, stand at ease , and stand easy, as you were.</p>
July	<p>2) RHYTHMIC MOVEMENTS:</p> <p>a) Arms Swing Progression</p> <p>b) Foreword and backward progression</p>
August	<p>3) RHYTHMIC MOVEMENTS:</p> <p>a) Side bend progression</p> <p>b) Performing two and four count exercises with music.</p>
September	<p>4) Lead up games:</p> <p>a) Circle Kho-Kho</p> <p>b) Line Kho-Kho</p>
October	<p>5) Lead up games:</p> <p>a) Pin football</p> <p>b) Circle football</p> <p>c) Tenicoit ring.</p>
November	<p>6) Preparation for Bala Divas as per the cluster events</p> <p>a) Athletics</p> <p>b) Games</p>
December	<p>7) SMALL AREA GAMES:</p> <p>a) Crows and cranes</p> <p>b) Chain tag</p> <p>c) Find your partner</p> <p>d) Bean bag scramble</p>
January	<p>8)SIMPLE COMBATIVE:</p> <p>a) Push of the bench</p> <p>b) Push of stole</p>
February	<p>9)SIMPLE COMBATIVE:</p> <p>a)Stepping on the toes etc.</p>

SYLLABUS

PHYSICAL EDUCATION

CLASS V

April May June	1) CALISTHENICS: Four and eight count exercises involving different body parts done to command /Music.
July	2) COMMANDS AND MARCHING Repetition of attention , stand at ease, stand easy, as you were , line formation, right and left dress, eye front, count the numbers, turn while standing , mark time, break off and dismiss,
August	3) ATHLETICS a) Short Sprints : 50 M and 80 M standing staets b) Endurance: 200 m
September	c) Throwing Ball throws d) Hoping – 15 to 30 M
October	4) Games: a) Dodge ball b) Simon says c) Bombing the City d) Dog and the ones e) The games popular in the different regions.
November	5) Preparation for Bala Divas as per the cluster events a) Athletics b) Games
December	6) RELAYS: a) Simple relays b) Zig – Zag Relays
January	7) RELAYS: a) Hop and Run b) Tunnel Ball c) Passing the Ball
February	8) Lead UP Games: Leaden games involving fundamental skills in football, cricket, Kabaddi, Kho-Kho, to be taught in the form of Relays, small area Games etc.



केन्द्रीय विद्यालय संगठन(मु0)
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एफ 110333/01/2011/केविसंमु.(शैक्षिक)/70077087

दिनांक: 12.05.2014

उपायुक्त,
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय ।

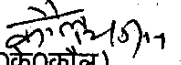
विषय:- प्राथमिक शिक्षकों एवं मुख्य अध्यापकों द्वारा शनिवार (कार्य दिवस) को किए जाने वाले कार्यों के संबंध में ।

महोदया/महोदय,

विषय से संबंधित केन्द्रीय विद्यालय संगठन, मुख्यालय का अंग्रेजी भाषा में जारी पत्र संख्या एफ 110333/01/2011/केविसंमु.(शैक्षिक) /2856-2890 दिनांक 04.04.2014 का हिन्दी अनुवाद एतद द्वारा प्रेषित किया जा रहा है।

हिन्दी एवं अंग्रेजी पत्रों के कथन के अर्थ में यदि कोई विरोधाभास प्रतीत हो, उस स्थिति में अंग्रेजी संस्करण ही मान्य होगा ।

संलग्न- यथोपरोक्त ।

भवदीय,

(पी0के0कौल)
उपायुक्त(शैक्षिक)

प्रतिलिपि:-

1. आयुक्त महोदय, के.वि.सं.(मु.) के निजी सचिव को सूचनार्थ ।
2. अपर आयुक्त (शैक्षिक), के.वि.सं.(मु.) के निजी सचिव को सूचनार्थ ।
3. संयुक्त आयुक्त (प्रशिक्षण/शैक्षिक) के.वि.सं.(मु.) को सूचनार्थ ।
4. निदेशक, समस्त केविसं, शिक्षा एवं प्रशिक्षण के आंचलिक संस्थान को सूचना और आवश्यक कार्रवाई हेतु ।
5. केविसं(मु0) के अन्य सभी अधिकारी/ केविसं(मु0) नई दिल्ली के सभी अनुभाग अधिकारी ।
6. उपायुक्त (शैक्षिक/ई.डी.पी.) को केविसंमु0 की वेबसाइट पर लोड करने हेतु।



केन्द्रीय विद्यालय संगठन(मु0)
18 सांस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110602
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, Institutional Area, S.J. Marg, New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

एफ 110333/01/2011/केविसंमु.(शैक्षिक) /2856-2890

दिनांक: 04.04.2014

उपायुक्त,
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय ।

विषय:- प्राथमिक शिक्षकों एवं मुख्य अध्यापकों द्वारा शनिवार (कार्य दिवस) को किए जाने वाले कार्यों के संबंध में ।

महोदया/महोदय,

आपका ध्यान इस कार्यालय के दिनांक 10.03.2014 के समसंख्यक कार्यालय जापन की ओर आकर्षित किया जाता है। प्राथमिक कक्षाओं के छात्रों के लिए सप्ताह में 05 कार्य दिवस किए जाने के कारण शनिवार (कार्य दिवस) को प्राथमिक शिक्षकों एवं मुख्य अध्यापकों द्वारा किए जाने वाले कार्य के बारे में केन्द्रीय विद्यालय संगठन (मुख्यालय) के स्तर पर चर्चा की गई और सक्षम अधिकारी ने प्राथमिक शिक्षकों एवं मुख्य अध्यापकों द्वारा निम्नलिखित गतिविधियां किए जाने का अनुमोदन किया है:-

• कार्य योजना एवं तैयारी:-

शिक्षक प्रत्येक महीने के एक शनिवार को अपनी कक्षा के लिए अगले महीने के लिए ई.सी.टी.एल.टी. की तैयारी, ई सामग्री की तैयारी, विभिन्न गतिविधियों की तैयारी, शिक्षक वर्क शीट, टी.एल.एम. कार्य इत्यादि की योजना बनाने को दे सकते हैं।

• छात्र की उपलब्धि का आकलन एवं उपचार कार्यों की तैयारी

एक ही विषय पढ़ाने वाले अध्यापकगण स्तरीय प्रश्न पत्र तैयार करने, छात्रों की प्रगति व विभिन्न स्तर के विद्यार्थियों के पठन के लिए विभिन्न प्रश्न की गतिविधियां डिजाइन करना, उपचार अध्यापन के रणनीति तैयार करना इत्यादि व विभिन्न प्रकार की गतिविधियों का आयोजन कर सकते हैं।

• कार्याशालाएं व प्रशिक्षण कार्यक्रम

सी.एम.पी. की कलस्टर स्तरीय कार्याशालाएं, समावेशी शिक्षा, स्वास्थ्य एवं शारीरिक शिक्षा, जीवन कौशल, विद्यार्थी परामर्श, अभिभावक परामर्श नवीनतम शैक्षिक तकनीकी, शिक्षा में उभरती प्रवृत्तियां, शिक्षकों द्वारा अनुसरण किए अर्न्तसदनीय नमूना पाठों का विश्लेषण व विचारविमर्श इत्यादि जैसे विषयों पर विशेषज्ञ अतिथि वक्ताओं के व्याख्यान आदि का

पुस्तकालय संसाधनों का उपयोग

सभी प्राथमिक शिक्षकों को प्रत्येक शनिवार को एक घंटा शिक्षा, बाल-मनोविज्ञान, उत्साहवर्धन, सम्प्रेषण कौशल, इत्यादि पर अच्छी पुस्तकों को पढ़ने के लिए दिया जाए। इसके अलावा व्यवसायिक विकास, एवं सहायता, व्यक्तित्व विकास इत्यादि से संबंधित पुस्तकों पर भी चर्चा की जाए ।

अभिभावक-शिक्षक बैठक

प्राचार्य अथवा मुख्य अध्यापक द्वारा विभिन्न कक्षाओं के अभिभावकों के साथ बैठक की जाए । प्रत्येक महीने के एक शनिवार को संबंधित शिक्षकों के साथ अभिभावकों के संवाद के लिए खुले-सत्र आयोजित किए जाए ।

केन्द्रीय विद्यालय संगठन (मुख्यालय), या क्षेत्रीय कार्यालय, प्राचार्य या मुख्य अध्यापक द्वारा समय-समय पर दिए गए अन्य कार्य ।

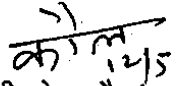
यह सूची एक सुझावपूरक है न कि अन्तिम। इसके अलावा, आमतौर पर विद्यालय व विशेषतः शिक्षक उन गतिविधियों का आयोजन करते रहे जो कि शिक्षक की भूमिका के लिए पूरक है। तथापि जब भी किसी गतिविधि की योजना तैयार की जाती है, यह भी ध्यान रखा जाए कि:

1. इस प्रकार की गतिविधि विद्यालय के सम्पूर्ण पाठन-पठन वातावरण में सुधार में सहायक हो ।
2. पूरे शैक्षिक सत्र में शनिवार (कार्य दिवस) को की जाने वाली गतिविधियों के लिए विद्यालय व क्षेत्रीय कार्यालय सुनियोजित अनुसूची तैयार करें ।
3. पूरे शैक्षिक सत्र में तैयार इस अनुसूची के आधार पर विद्यालय प्रत्येक शनिवार (कार्य दिवस) को शिक्षक द्वारा करवाई जाने वाली गतिविधि के लिए टाइम टेबल भी बना सकता है ।
4. गतिविधियों को तैयार करने एवं क्रियान्वित करने में कुछ शिथिलता प्रदान की जाए परन्तु उपलब्ध समय के प्रभावी प्रयोग के लिए प्राचार्य/मुख्य अध्यापकों को एक महत्वपूर्ण भूमिका निभाना चाहिए ।
5. शिक्षकों द्वारा करवाई जाने वाले गतिविधियों के मूल्यांकन आंगतुक अधिकारियों द्वारा किये जाने का प्रावधान भी रखा जाए ।

तदनुसार सभी संबंधित को जानकारी दी जाए । आपके स्तर पर आवश्यक कार्रवाई एवं सूचना हेतु ।

हिन्दी एवं अंग्रेजी पत्रों के कथन के अर्थ में यदि कोई भी विरोधाभास प्रतीत हो, उस स्थिति में अंग्रेजी संस्करण ही मान्य होगा ।

भवदीय,


(पी०के०कौल) 12/5/14

उपायुक्त(शैक्षिक)

प्रतिलिपि:-

1. आयुक्त महोदय, के.वि.सं.(मु.) के निजी सचिव को सूचनार्थ ।
2. अपर आयुक्त (शैक्षिक), के.वि.सं.(मु.) के निजी सचिव को सूचनार्थ ।
3. संयुक्त आयुक्त (प्रशिक्षण/शैक्षिक) के.वि.सं.(मु.) को सूचनार्थ ।
4. निदेशक, समस्त केविसं,शिक्षा एवं प्रशिक्षण के आंचलिक संस्थान को सूचना और आवश्यक कार्रवाई हेतु
5. केविसं(मु०) के अन्य सभी अधिकारी/ केविसं(मु०) नई दिल्ली के सभी अनुभाग अधिकारी ।
6. उपायुक्त (शैक्षिक/ई.डी.पी.) को केविसंमु० की वेबसाइट पर लोड करने हेतु।

- **Use of Library Resources**

One hour time to be provided to all primary teachers on every Saturday, to read and reflect on good books on education, child psychology, motivation, Communication skills, etc. Besides books on professional development, books on self-help, personality development etc. need to be discussed and shared.

- **Parents-Teacher Meeting**

Sessions may be conducted for parents of various classes by HM or Principal. Open sessions with parents for one to one interaction with teacher concerned also need to be organized at least on one Saturday every month.

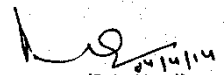
- Any other work as assigned from time to time by the H.M., Principal, RO or KVS (HQ) etc.

This list is only suggestive and not an end in itself. In addition to this, the Vidyalayas in general and teachers in particular may also carry out activities that can supplement their role as a teacher. However, as and when any activity is planned, it may be kept in mind that:

1. Such activities help in improvement of over-all teaching learning environment of the Vidyalaya.
2. Each Vidyalaya and R. O. prepares a well-planned schedule of activities to be carried out on these Saturdays (working) for the entire academic session.
3. Based on this schedule for entire academic session, Vidyalayas may also prepare a Time-table for such activities to be carried out by teachers on each Saturday (working).
4. Some scope for flexibility in preparing & executing activities may be allowed but in any case Principal and HM should play a vital role in effective use of the available time.
5. There should be a scope for visiting Officers to take an appraisal of the activities carried out by teachers and account for the same.

All concerned may be informed accordingly. This is for information and further action at your end, please.

Yours faithfully


(P. K. Koul)

Dy. Commissioner (Acad.)

Copy to:

1. P.S. to Commissioner, KVS (HQ), New Delhi.
2. P.S. to Addl. Commissioner (Acad.), KVS (HQ), New Delhi.
3. The Joint Commissioner (Training/Acad.), KVS (HQ), New Delhi.
4. The Director, All ZIETs.
5. All other Officers of Academic Wing, KVS (HQ), New Delhi.
6. Guard File.
7. The Deputy Commissioner (EDP), KVS for uploading on KVS website under Circulars- Academics.

Kendriya Vidyalaya Bacheli

List of CDs

1. BAAL CHITRA SAMITI, BHARAT
2. Masterji Hindi
3. Dost hind
4. Char dost hind
5. Gilli Gilli Att
6. Ladli
7. Pehle Aap
8. Nani Maa (The Grandma)
9. Kaya Patal
10. Triyantri
11. Sixer
12. Karamati coat
13. Hunbhi kutch kum nahi
14. Chhutkan Ki Mahabharat
15. Bhago Bhoot
16. Aasman se gira
17. Ek Ajooba
18. Abhay
19. Kabhi Pass Kbhi Fail
20. Kuk Doo Koo
21. Heda Hoda
22. Uranchoo
23. Lukka Chuppi
24. Malli
25. Bapu Ne Kaha Tha
26. Rhino
27. Choo Lenge Akash
28. Bandhu Boxer
29. Dubashi
30. The Goal

31. Halo
32. Sikandar
33. Dost Magarmachch
34. ANMOL TASVEER
35. Tsunami
36. Chota Sipahi
37. Main Phir Aaunga
38. Yeh Hai Chakkad Bakkad Bumbe Bo

Responsibilities of the HMs

- To discharge the responsibility to ensure the primary classes academics with quality.
- In-charge of CMP
- To maintain records - CMP, TLM, CCA, CCE, Parent-Teacher Meeting etc.
- To hold the meeting of teachers handling elementary classes
- Upkeep of the primary wing
- To ensure the Cluster level Activities & meetings
- Supervision / Observation of the classes
- Maintain the records of stock register
- To ensure the class room library optimum use
- To ensure the slow learners care and remedial classes
- To ensure the copy / work correction work
- To ensure the qualitative conduction of FA-II & FA IV CCE activities
- To ensure the smooth conduction of the CCE worksheet & Evaluation - FA I, FA III, SA I & SA II
- To ensure the result preparation
- School readiness programme
- Meetings & short workshop/demonstration lesson
- To inspire the primary staff and play a positive role as a chain between Principal and primary staff
- To ensure the proper conduction of Co-scholastic subjects
- Counseling of the students, Parents & Teachers.
- Teacher's Diaries to be maintained properly. - Innovative & experimenting
- 12 teaching periods.

Article 27. Headmaster

- (1) The Headmaster will be responsible for running primary sections under the overall guidance of the Principal and perform the under mentioned duties:
 - a) To function as a Supervisor of the Primary Department.
 - b) To help and guide the Primary Teachers.
 - c) To organize workshops for the Primary Teachers for curriculum and syllabi in use, with a view to analyzing the objectives of teaching of various topics and adopting the instructional programmes suitable to them.
 - d) To ensure that the teachers' diaries are maintained properly.
 - e) To ensure that lesson plans/units are prepared regularly.
- (2) In a Kendriya Vidyalaya where the post of Headmaster has been sanctioned and the same is lying vacant or the Headmaster or Headmistress has gone on leave for more than two months, the senior most primary teacher who will perform the current duties of the Headmaster will be entitled to draw a special pay of Rs.200/- per month for that period. The officiating Headmaster will perform these functions in addition to his / her regular work.

The Supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed for the day to day development and problems through various daily returns to be prescribed by the Principal.

No additional post of Primary teacher will be sanctioned on this account and the Supervisor will be expected to take classes as usual. However, where necessary, minor adjustments in the number of periods allotted to the Supervisor may be made by the Principal.

Note: Specific cases, where the Primary Wings are located in separate buildings away from the main school building and where it is considered essential, a TGT or PGT may be appointed as supervisor on payment of special pay by the Sangathan in consultation with the Finance Member.

Class Observation /Supervision - A Follow-up tool

Aims & Objectives

-1. An overall Improvement in- Infra-structure, Upkeep of resources & Congenial Learning atmosphere - neatness of labs, Activity room, washrooms, corridors, playground & surroundings & Displays

2. Awareness of Teaching Learning transactions

Preparation & Planning of the teachers Pedagogies adopted by the teachers which ensures that all children are included - slow / bright

Justification of learning outcome, Quality Oral & Written work , Correction by the teacher, Follow up of correction Assessment & Evaluation Implementation of CMP parameters and Uses of TLMs

Monitoring of Other Activities-

Morning Assembly / House wise Comp. Quality of the programme, House Master/Class Teacher's, Involvement Discipline during the programme

Levels of Observation - At school level & At regional level

First hand and authentic feedback of the teachers :

Strength and weakness , Area to strengthen, Methodology implemented, Awareness of CMP norms, Quality of duty discharged, Suggestions and follow up, Construction of the knowledge,

Regional Level Supervision/ Annual Panel Inspection -

During such supervision H M is presented well prepared: Assessment & evaluation record

Records of Activities of FA II, IV, Pedagogy adopted on the day, TLM used on the day, Up-date correction work, Rehearsed Teaching,

Result / Possibilities of Annual supervision-

The suggestions are being followed up or not after the annual Panel Supervision, The teacher is really fruitful for round the year ?, Consistency in record preparation, TLM used judiciously always, Regularity in correction work, Activities to develop competency, Slow learners are really addressed, HM/Principal of the school should have follow up of the suggestions by Panel Team. It should not be limited merely to an inspection, Inspection team should be provided with the real information of the teacher's attitude towards work for the correct assessment with no controversy, The 10 observation reports of the teacher may be given to the team before hand.

H M's general observations -

1. Class Room Supervision 2. Note book/Assignment/ CCE records 3. Daily Supervision by H M

Class-room Supervision tool 2014-15

1. Name and Designation of the teacher _____
2. Class/Section _____
3. Students strength :- On roll _____ Present _____ Absent _____
4. Subject _____ Topic _____ /Subtopic _____ /Competency _____
5. The duration of observation of the class by the supervisor : Time _____ /Period _____
6. Introduction to the Lesson /Topic: _____
7. Observation on the lesson plan:
 - (i) Frequency /quality of implementation in the class room _____
 - (ii) Whether the teacher has accommodated slow /bright learners in his/her planning _____

1. Observation

- (i) Interaction between the teacher and the student: _____
- (ii) Application of TLM and use of audio visual aids including ICT: _____
- (iii) Involvement of the students _____
- (iv) Frequency and quality of class work/project work given _____
- (v) Frequency of correction and quality _____

2. Findings on the competence of the children on a random sample basis (eg. by means of a written test /question answer /answers written by the students on the black board /verification of homework record with actual question answer sessions/formative assessment record with some sample checking etc.)

3. Communication Skills of the teacher in English and Hindi. _____
4. Observation on maintenance of notebooks and CCE Records. _____
5. Observations on the innovations planned /experiments under taken by the teacher and its Implementation in the class room teaching _____

6. Areas which require improvement in the teacher :

- (i) _____ (ii) _____
- (iii) _____ (iv) _____

7. Any other specific observation on the class room teaching :

8. Suggestions for the teacher: _____

9. Overall grading of the teacher: _____

(Outstanding /Very Good/Good/Average /Below Average)

Note:- If the teacher has been graded average /below average ,the supervisor must give a brief note highlighting the areas of concern and remedial measures to be taken by the Principal

Date :

Signature of the Inspecting Authority: _____

Name & Designation : _____

Signature of the Teacher with date _____

Date : ____/____/20

NOTE BOOKS /ASSIGNMENT /CCE CHECKING & OBSERVATION (2014-15)

To be filled by the subject Teacher Concerned

Subject Teacher: -		Designation :-	
1	Class & Section		
2	Subject		
3	No. of Students on Roll	No. of Note Books /Assignment Note books submitted	
4	Name of Defaulters		
5	State the reasons for non-submission of note books by students		
Signature of Subject Teacher with date :			
(To be filed by Principal /Sr.PGT /HM			
1	Whether note books have been neatly covered ?		
2	Whether Index maintained ?		
3	Whether index is signed as per the dates of checking of note books by subject teacher		
4	Whether Quantum of Homework /Assignments are sufficient?		
5	Quality of note book checking?		
6	Whether Grades/remarks have been given?		
7	Whether follow-up action on remarks has been taken by teacher ?		
8	Frequency of note book checking		
9	A note on the handwriting & legibility of students work		
10	Overall observation /suggestion to teachers for the improvement		
Signature of Principal /Sr.PGT/HM		Signature	
		Name & Designation	
Signature of Subject Teacher with date for having noted the suggestions /observations.			

DAILY SUPERVISION /DAILY DIARY OF PRINCIPAL /HM 2014-15

Date & Day: _____

S.No. and Item for Supervision	Obsevation /Remarks	Suggestions , if any
1. Morning Assembly (Class & Section)		
	Teacher In-charge:-	
A. Discipline		
B. Quality of Programme		
C. Involvement of Class Teacher		
2. Cleanliness of Vidyalaya Plant /Infrastructure		
A. Class rooms & Labs		
B. Toilets		
C. Corridors		
D. Playground		
E. Surroundings		
3. Discipline (Mention name of Class /Teacher /Time etc.		
A. Class Room		
B. Between period		
C. Arrival		
D. Departure		
4. Class Supervision by Principal /HM (Name of Class & Sec. Teacher subject etc.		
5. Nate Books /CCE Correction Class & Subjects		
6. Indiscipline Cases of Students (Reported /Observed)		
7. Visit of VIPs/Officers with details		
8. Any other Observation :		

Signature of Principal /HM: _____