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**The Principal  
All Kendriya Vidyalayas  
Bhopal Region**

**Sub: Maintaining Vidyalaya Discipline - reg.**

**Madam/Sir,**

KVS is a family. The word family means a very strong bond among the “teachers - students - Principal - Parents -management.” A sense of oneness, belonging makes us very affectionate and dear ones to each other.

ॐ सह नाववतु ।

सह नौ भुनक्तु ।

सह वीर्यं करवावहे ।

तेजस्वि नावधीतमस्तु मा विद्विषावहे ।

ॐ शान्तिः शान्तिः शान्तिः ॥

gives a very emotional message that “ शिक्षक छात्र साथ साथ मिलकर ज्ञान का आदान प्रदान करे एक दूसरे के कल्याण, समृद्धि, सुगति, सलामती के लिए हमेशा तत्पर रहे। ”

Principal has to create a conducive and inclusive atmosphere with the teachers in the school. Teachers should always be ready by heart to see that “ It is our school and no one will allow anyone to tarnish its image” Principal and teachers have to develop mutual trust. Teachers should feel that the Principal is our patron and they are in safe hands. Similarly, Principal should have this feeling that teachers are my eyes, hands, ears and all senses.

Similarly, students should feel that in this KV, I am in safe hands and no one better than my teachers can deliver the best for my future.

Parents should have confidence in the Principal and teachers that their wards are being looked after nicely and are safe, secure with the school.

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02. **Principal and staff reaching early in the morning :**  
It is very important for the Principal and teachers to reach the Vidyalaya early at least 10-15 minutes before the school time, stand at the gate and other places where students and parent can very well see and feel, that Principal and teachers are present and welcoming them. Similarly, the difficult children (if any) may be checked. More over a positive message will go to the parents and masses by and large. Similarly, they may stay back a few minutes at the closure of the school for facilitating students leave comfortably.
03. **Class teachers/Co-class teachers taking lunch in the class with students:**  
Teachers should take lunch with the students in their classes. However, secondary classes students may be allowed to take lunch themselves under supervision of teaching and supportive staff.
04. **Counseling:**  
Counseling plays very important role. In addition to regular counselor in the school who is taking individual case and prepares a case study for regular monitoring and follow-up with the support of parents, every teacher who is in the contact of students should act as counselor, because the students are with the teachers under observation in his period regularly.
05. **Talks by professional counselors.**  
For the students of (VI & VIII, IX & X and XI & XII) professional counselors may be invited in the Vidyalaya and audio video counseling with the befitting examples and stories counseling sessions should be arranged.
06. **Code of conduct for students :**  
Once at the beginning of new session, the code of conduct for students should be read out in the morning assembly by the Principal followed by sending a hard copy or through e-mail to all the parents, subsequently conduct rules for students be displayed in bold letters at the prominent places in the school building which can be read by students easily.
07. **Mobile Phones :**  
In the beginning of the session itself, all students should be informed that mobile phones are restricted in the schools, through an announcement in the morning assembly and inform through e-mail to the parents. However, in the exceptional cases where some students are suffering from chronic disease/ "Divyang", children who may be allowed with the prior permission of the Principal. Principal/class teacher should keep complete records of such cases and monitor regularly. The same may be applicable to teachers and other

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members of staff. This is in accordance with CBSE Circular No. 2 dated 29/07/2009 (copy available on CBSE website – be downloaded and used).

**08. Convening staff Meeting during school hours:**

Principal should preferably convene staff meetings only after schools hours until it is extremely necessary otherwise. No such meeting should be called when classes are running and students be not left being controlled by the monitors or seniors students. For any such occasions principal may talk to the teachers in small groups in their free periods only.

**09. VMC be better involved:**

It is very important to have nice rapport between the Principal, Chairman and Vidyalaya Management Committee. It is prime duty of the principal to inform all important activities/ events taking place in the Vidyalaya to the Chairman, VMC from time to time and seek guidance followed by the timely and prompt informative liaisoning with the higher authorities of KVS (Regional office authorities). As far as possible in such communications, utmost honesty, sincerity and transparency should be observed which definitely will help the principal to carry out all the school activities very smoothly.

**10. Other teachers involvement:**

TGT (P&HE), yoga teachers, expert coaches (if engaged) should be actively involved in the discipline maintaining process. It is seen that most active and difficult students' energy can be well channelized by diverting his /her mind to sports/game activities. Principal should take TGT (P&HE) into confidence and plan to re-channelize energy of such students through physical activities.

**11. Close monitoring at main entrance gate:**

A very careful watch and monitoring to be done at the entrance gate/points in the Vidyalaya. A Register where name, purpose to visit KV, to whom he/she wants to meet, mobile no etc. should be invariably recorded. For this task, contractor of outsourcing services should be called and directed to ensure security at all the entrance points into the Vidyalaya as identified by the Principal.

12. Students should not be left unattended at any moment during school hours, following are the instances where generally students left unattended for one or other reasons.

**a. Going to morning assembly and Back:**

Class teachers or co-class teachers should take all the students to the assembly ground every day after the attendance is taken. They should stand in front of their classes. While going back after assembly class monitor or captain will lead the class to the class room, assisted by the teacher(s).

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**b. Going to games / WE /Arts/Yoga/Computer lab/Science Lab/Library / multimedia room/activity room:**

All students should leave the class in one go, not in small groups, led by class captain/ vice-captains and come back to their class room. During transit, if any, teachers come across with children, should invariably ask students "where are they going?" this will give message that students are being watched by everyone in the Vidyalaya.

**c. Lunch break:**

Lunch break duty of all the teachers periodically. Wing/corridors, area wise, at least 04 to 05 teachers at a time in a day. If any teacher is on leave next stand by teacher also be placed on duty. This duty should be prepared in advance for coming month and be got noted down on last working day through an office order, which should be placed on all prominent places of the school building.

**d. At the time of final disposal after the school is over:**

Teacher who is handling last period should ensure proper and safe dispersal of students upto the exit gate and also monitor their smooth leaving for their homes.

**e. Going to different subject combination classes in small group like Hindi /Bio, Maths/ Bio , Hindi/Maths, Hindi/IP etc.**

For this, the teacher who has to take class should be made responsible to see that all the students in their subjects have come in time.

**f. Parents Meetings :**

Parents meetings is a platform where teachers and parents share their experiences for the progress of their wards. It is observed that the parents meeting called at the end of SA-I, once in 06 months. Meeting with the parents should not be only linked with the examination ending time; parents may be invited regularly and for low achievers and difficult students' parents on monthly basis. Proper liasoning with the parents be done through e-mail, telephone and even visiting parents home, if required. This way miscommunication between teachers –students can be ruled out and proper monitoring can be done. Further, it is invariably seen that the parents of low performing students are adamant to attend parents meeting, the reason perhaps- teachers start blaming the children and parent for low performance. Parent in such circumstances feels embraced and insulted in public, hence stops coming to school thereafter, such child left alone, and gradually became problem child. Principal- teachers in such case should

treat the parent in different way like- initiate discussion with words of praise and appreciation for their ward on any one good trait observed in the child and then come to the weak points. This way parent & child would feel better satisfied.

The way of communication thoughts is an art. Principals, teachers should always remain cautious, conscious and alert while conveying message to the students, parent, management, communicating agencies and other stakeholders in the society.

It is very significant to ensure that, all the communications are always with positive sense in the wider interest of this noble organization. It is reiterated that for any important, sensitive issue/event principal should not avoid communication unilaterally, instead of such attitude endeavor should be to have pragmatics and fruitful approach of the communication.

**Remember its "Team" which always works effectively.**

**I wish you a happy and prosperous Deepawali.**

Yours faithfully,

  
(Sumi Shrivastava)  
Assistant Commissioner

28/10/16