

डॉ दिनेश कुमार

अपर आयुक्त (शैक्षिक)

Dr. Dinesh Kumar

Addl. Commissioner (Acad.)



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र / 18, Institutional Area,
शहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg,
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F.8-17/85-KVS(Wks)/M&R

28th August, 2012

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The Deputy Commissioner,
Kendriya Vidyalaya Sangathan
All Regional Offices

Sub: Daily upkeep, Annual Repair & Maintenance of school building & staff quarters works etc.

It has been observed during the inspection of the some of Kendriya Vidyalayas by KVS officials that despite clear guidelines and directions to all the Regional Offices to ensure proper daily upkeep of school campus and to undertake Annual Repair & Maintenance/ Preventive maintenance on regular basis in the Kendriya Vidyalayas, this issue could not attract due attentions. As a result, conditions of school campuses have been found in pathetic state. Besides daily upkeep, Annual Repair & Maintenance of school campuses (to be carried out at Vidyalaya level out of VVN under the overall supervision of executive committee of VMC) is also not being done properly. The slackness on the part of the Vidyalaya in upkeep and carrying out Annual Repair & Maintenance regularly is not only defeating sole aim of creation of Vidyalaya Vikas Nidhi (VVN), but also causing damages to school building fabric, inconvenience to the students and staff and also escalating the cost of special repair.

In view of the circumstances explained above, you are hereby directed to ensure that proper daily upkeep of the Kendriya Vidyalayas under your jurisdiction, preventive nature Annual Repairs of the campus (excluding staff quarters for which fund is separately provided) out of VVN by following the laid down procedure.

Hence it should be made clear to all Kendriya Vidyalayas under your region that **"If the upkeep of the school campus during inspection is found unsatisfactory disciplinary action will be taken against those responsible for the negligence."** The Principal of the Vidyalaya concerned should be asked to move resolution in VMC meeting in the beginning of the year clearly enumerating "Annual Action Plan" for daily upkeep and to carry out various nature Annual Repair & Maintenance works. For compliance, Monitoring mechanism must be developed at regional level. All officers of the region

during their inspection/ visit to the school for any purpose must ensure to submit a brief report to Deputy Commissioner of the region enumerating upkeep of the campus and Annual Repair & Maintenance. They must ensure that Principal of the Kendriya Vidyalaya must comply with their direction and follow up the issue.

Aging is a continuous process which is accelerated by continuous use of the building by masses and lack of preventive repair & maintenance. In a passage of time some components of the building need special repair to ensure planned life of the building. Hence, as per procedure, on receipt of request from the Vidyalaya with the recommendation of the regional office, sanction of funds for staff quarter works is granted by KVS(HQ) to carry out the work through government/ approved construction agency. It has been observed in the past that due to negligence/ lack of interest in daily upkeep of the campus and irregularity in Annual Repair & Maintenance at Vidyalaya level, different components of the school building get deteriorated badly. As a result the proposal of special repair in the exorbitant cost is submitted to KVS(HQ) for approval.

As you are aware, KVS is having limited resources for carrying out special repair of school buildings, staff quarters etc. under the head "KVS M&R works" under Non-Plan budget. To ensure that permanent school buildings and staff quarters constructed by KVS remain intact and attain planned life, thrust must be given to those school buildings and staff quarters which are old in age and in dire need of special repair. Hence you are directed to ensure that while recommending any proposal of special repair for approval KVS(HQ), priority should be given to the school buildings which are old in age. Further, Principals of all Kendriya Vidyalayas should be directed not to include any item relating to cosmetic changes like - white washing, painting, patch plaster, replacement of water supply, sanitary fittings & fixtures viz tape flushing cistern, wash-basin etc covered in VVN guidelines should not be catered in special repair estimate so that maximum number of Kendriya Vidyalayas could be covered for special repair in the amount available with KVS(HQ). You are further directed to ensure that Kendriya Vidyalayas which have accumulated huge amount in VVN account and not undertaking Annual Repair & Maintenance works in school as per laid down procedure should be taken to task.

Yours faithfully,

Dinesh Kumar

(Dr. Dinesh Kumar)

Addl. Commissioner (Admn.)

ओ. एम. प्रभाकरन

संयुक्त आयोग (प्रशासन एवं सतर्कता)



M. Prabhakaran

Joint Commissioner (Admn. & Vig.)



केन्द्रीय विद्यालय संगठन

KENDRIYA VIDYALAYA SANGATHAN

18, संस्थागत क्षेत्र / 18, Institutional Area,

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F. 6-5/2005-KVS/Works Branch

Dated: 2/07/2011

To

The Assistant Commissioner
Kendriya Vidyalaya Sangathan
Regional Office
Guwahati, (Assam)

Sub.: Proper up-keep of campus & development of integrated school campus - reg.

Sir

Commissioner, KVS has recently visited some of the Kendriya Vidyalayas of North-Eastern states falling under your Region and observed that the Vidyalaya's buildings are in a pathetic condition and require immediate repair & maintenance, developmental works, besides up-gradation of school building to meet the demand of admission due to consequential growth of KV concerned.

As you are aware that the annual repair & maintenance of school building is being carried-out by the Vidyalaya under the overall supervision of Executive Committee of Vidyalaya Management Committee of KV concerned by following laid down procedure. It is, therefore, not understood as to why the condition of KVs are in poor state. Such issues are not only defeating the aim of creation of VVN but also cause damage to the buildings and in-convenience to the students. You are, therefore, directed to issue necessary directions to all the KVs under your region to ensure proper up-keep of the school campus & building on regular basis & undertake preventative measures as well as Annual Repair & Maintenance of building out of VVN by following laid down procedure so that Vidyalaya should not give shabby look. If similar condition were found prevailing during the next round of visit by KVS officials, disciplinary action shall be taken against those responsible for their negligence.

In respect of KVs functioning in the temporary building provided by the sponsoring agencies or by project authorities or IHL, the Chairman, VMC should immediately be requested to undertake repair of such building out of their own resources as it is their responsibility. The poor conditions of the building are not only tarnishing the image of esteemed pace setting institutions like KVS but becoming eye sore.

Whenever, schools are functioning in their own permanent school building constructed by KVS and are in need of special repair to be carried-out under the supervision of qualified engineer, Principa should be directed to immediately approach CPWD, MES or Ar.PPWD to ascertain the estimates and submit the same alongwith photographs, justification with your specific recommendation for the approval of Competent Authority of KVS.

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
Similarly, some KVs are lacking required infrastructure facilities to develop ideal school campus. For the development of such KVs, estimates for campus development work alongwith copy of master/ site plan, drawings, etc. should be ascertained and submitted to KVS(HQ.).

KVs which are in need of up-gradation to meet the consequential growth, you are requested to ascertain the estimate for construction of additional accommodation from any one of the above said agency and submit to KVS(HQ.) for approval.


Lastly, you are once again directed to act on these instructions/guidelines to ensure that KVs of your region must function in good and properly maintained school buildings and wherever additional facilities/strengthening is required may be provided timely.



This may be treated as 'Urgent' & 'Top Priority' may be accorded.

Yours faithfully


o/c (O. M. Prabhakara
Joint Commissioner(Admn. & Vic

Copy for information & necessary action to:

- 
12-7-11 01) PS to Commissioner, KVS - for information.
02) All Technical Officers(Works), KVS - for necessary follow-up action.

To (P) - 
12/7
To (G) - 
12/7

o/c 
Joint Commissioner(Admn. & Vi



Top priority
Personal Attention

KENDRIYA VIDYALAYA SANGATHAN
(WORK-BRANCH)

18, Institutional Area
Shaheed Jeet Singh Marg
New Delhi - 110 016.

No. 8-17 / 95 KVS (WKB)MCR

Dated: 30th Oct:1995

The Principals,
All Kendriya Vidyalayas.

Subject: Need for proper upkeep and daily maintenance of Vidyalaya facilities and its surrounding campus environment.

Sir/Madam,

There is always scope for improvement in every area of our activity. The upkeep/daily maintenance of Vidyalaya facilities and its surrounding campus needs further improvement. Lack of proper attention to this important aspect leads to deterioration of vidyalaya assets, increase in annual repair cost, and unsatisfactory environment for effective teaching - learning. Similar is the condition about the surrounding environment of buildings where bushes, unwanted weeds are not cut regularly specially on the roof top. Chocking of rainwater pipes & unwanted weeds are the source of leakages in various parts of the building. Such avoidable situations are found in many of the K,Vs as per the feed-back from various sources, as well as my personal surprise visits to some of the Kendriya vidyalayas.

2. After a careful analysis of inspections the main reasons for the present state of affairs are highlighted as under:-

2.1 Annual Repairs

2.1.1. In respect to the newly constructed buildings after taking over from the construction agency, defects are not got rectified by an effective, coordinated, sincere efforts of all concerned in the Vidyalaya, resulting in cracks in the building, leakage etc.

2.1.2. Non submission of specific priorities to the construction agency about the annual repair needs of the Vidyalaya.

2.1.3 Ineffective planning, supervision and monitoring of annual repair works. Infact except white-washing, distemper, most of the real repairs are not got carried out after fixing priorities as stipulated in each sanction.

2.1.4 Reoccurrence of the same repair problem on account of improper supervision

of quality of repair works carried out and not pointing out the defects to the construction agency at appropriate level & at proper time.

2.2 Daily Upkeep & Maintenance

- 2.2.1 Non issue of clear cut and proper instructions for daily upkeep of Vidyalaya by various Group 'D'/sweepers.
- 2.2.2 Non availability of adequate tool and equipments for daily cleaning and upkeep by the concerned staff.
- 2.2.3 Irregular and inadequate supply of daily consumable for cleaning of various facilities.
- 2.2.4 Lack of involvement of teachers in daily cleanliness and concerned aspects by not assigning proper supervision duties from time to time.
- 2.2.5 Lack of inspection of building spaces and the components both inside & outside the campus daily by the Principal concerned.

3. I am really shocked to see the poor condition of the schools which is basically due to low priority assigned and lack of involvement and concern towards these essential aspects for efficient functioning of a school. It is really painful to see that the child for whom we all are there in an organised form has been totally lost sight of.

4. I may once again clarify that the daily upkeep aspects are in no way the concern of the construction agency which carries out the annual repairs (B/R. & E/M). These daily upkeep aspects require attention of the staff & Principal and are well within the purview of the present administrative set up of the school. Though Sangathan has issued several instructions from time to time to avoid such state of affairs, there has been no perceptible improvements.

5. The following instructions are, therefore, being issued specially for day to day upkeep of school buildings and these are in no way connected with the work of the regular construction agency. These aspects are under the overall responsibility of the Principal and his team. These instructions are not only to be read or kept in files but are to be implemented with immediate effect:-

5.1 Annual Repairs

5.1.1 The annual repair to be done by the construction agency be got completed by an effective coordination and supervision so as to ensure that quality of work, complex repair problems are attended in real sense. In no case such repair works be allowed to continue beyond 3 months time. The help of parents, teachers, members of VMC can be taken through 'Monitoring committee' for achieving this target.

5.1.2. The "date of start", "date of completion" and the final account of annual repair work be taken from the construction agency soon after completion of work. Once the annual repair works are completed, it should be taken over after checking of the repairs which are done. In no case the works should continue over 6 months time after the date of issue of sanction.

5.1.3. Since such annual repairs are done once in a year, each space should have proper locking arrangement so as to avoid incidence of theft/wilful damage.

5.1.4. The following charts should be stuck on a picture rail inside each classroom/ other teaching space.

- (1) Instructions for students. **(Appendix-A)**
- (2) Inventory of the class. **(Appendix-B)**
- (3) Time-table and other details of the class. **(Appendix-C)**

(Note : A sample set of these appendices are enclosed which may be got laser printed or prepared with the help of drawing teachers nicely. These may be changed from time to time to keep them attractive).

5.2 Daily upkeep & maintenance

5.2.1 Pupil - Fund

The following items may immediately be procured out of pupils Funds after adopting a proper resolution of the PF committee.

- (a) One dustbin painted inside white & outside bright green with class and section neatly written on it be kept in each class room at a fixed location.
- (b) Bigger size dustbins painted inside white and outside bright blue be kept inside the lobby and around the building so that waste material, paper clippings, lunch packets etc. are thrown in these. These dustbins should be marked with symbol 'USE ME' and with an attractive eye catching coloured symbol / cartoon. Minimum size and dimensions of these dustbins are given in **Appendix-D**
- (c) One big trolley and two small trolleys (wheel barrows) should be procured for quick removal of garbage from the building and campus.
- (d) Flexible PVC pipe of good quality, proper dia. and of suitable lengths for maintaining lawns / filling water drums in toilets etc. be procured.
- (e) One grass cutter manually driven so that the grass level does not exceed 1 inch, for students safety. One scissor be also procured for trimming of outgrown trees, plants, hedge, shrubs etc.

- (f) Other essential tools for daily upkeep such as: pick, spade, khurpi, axe, shovel etc. These items may be issued to the Group 'D' and be kept in a proper place under lock and key.
- (g) Every school with strength over 960 should have atleast 2 drinking water coolers alongwith filter so as to ensure good quality water at an appropriate temperature in summer season. These coolers can be procured with the help of sponsoring organization and through CSD in case of K.Vs in Defence sector. Each water cooler with 150 liter capacity will be located either in separate blocks or in respective floors. The cooler be fixed properly so that theft, rusting of base, short circuiting is avoided.

The resolution of PF committee for purchase of such coolers from Pupils Fund may be sent immediately to the KVS Hqrs. for formal approval.

5.2.2 Brooming and dusting of classroom and other spaces.

- a) No child in any circumstances should be asked to broom the classroom or other spaces. Sweepers be asked to broom classroom after school hours daily.
- b) The Group 'D' should be clearly assigned the job of dusting the classroom & furniture daily before the child enters the class in the morning.

5.2.3 Classroom furniture

- a) Classroom furniture should be given due importance and there should be regular repair of the serviceable furniture as and when broken or parts loosened.
- b) The unservicable furniture may be disposed off immediately instead of piling/stocking them either on roof top or by blocking classrooms.
- c) The students should be given training by the class teachers to keep their furniture in classroom neat & tidy and there should be no scope of scribbling over the desk and benches.
- d) Polish and painting of the furniture may be arranged atleast once in two year so as to keep it attractive and for longevity.
- f) It should be ensured that all Black Boards are workable & are painted quarterly.

5.2.4. Drinking water system

- (a) Drinking water arrangement needs lot of improvement keeping in view total water consumption as well as its proper distribution to the various outlets / units.

- b) All drinking water troughs placed inside the building and drinking water kiosk outside should be provided with taps. These taps may be replaced as and when they become non-functional. In no case there should be any missing or blocked drinking watertap.
- (c) Water troughs be cleaned daily so that surface of trough is shining without any dirty spot.
- (d) The tank supplying drinking water be cleaned every quarter and date of last cleaning be written over it.

5.2.5. Student toilets

- a) Each toilet should be cleaned atleast thrice i.e. after school hours, morning before start and after recess with brush and phenyl so that there is no dirty spots on W.C & tiles or stinking smell or stagnation of water.
- b) Each toilet should be allotted to concerned sweeper/Group 'D' and a sign board at its entrance doors should be fixed as given in **Appendices - E (1) to E (3)**.
- c) Each toilet should have a big drum with full of water to ensure cleanliness, in case there is casual distruption of water supply.
- (d) To catch the attention of students & teachers for keeping WC's cleaned after use, a sign board on each door be displayed as given in **Appendix-F**.
- (e) For each toilet (i.e. girls and boys) a Lady Teacher and a Gents Teacher be made incharge for 2-4 weeks time to supervise the work of sweepers regularly. Principal shall ensure that he inspects the campus/toilets atleast twice a day. There should be a roaster duty of teachers block-wise or floor-wise depending upon the type & size of building.
- (f) The exhaust fans in all the toilets should be in working condition.
- (g) As regards daily cleaning material (consumable), a register be maintained separately and be kept at a common place. It should have an index of all materials, date of issue, after fixing average level of consumption weekly/ fortnightly.

5.2.6. Students discipline

The prime aim of the school is to train students with desired discipline, develop concern for their belongings and property of the nation, maintain good behaviour with their peer group, pay respect towards their teachers and elders etc. Children learn good and bad habits through our actions and their interaction in the formal environment of the school. The teacher and the Principal at large

should remain as main source of inspiration to one and all. Following few aspects are mentioned in this regard:-

- (a) Students should be made responsible by inculcating above qualities so that the classroom and other facilities are maintained properly in the vidyalaya.
- (b) Students should be asked to join hands to work for beautification, betterment and maintaining overall conducive hygenic environment in school campus-both inside and outside.
- (c) The Principal should ensure that a proper academic discipline is maintained and no class remain without the teacher either in classroom or elsewhere inside the campus.
- (d) In the periods of PET / YOGA the concerned PET & YOGA teachers should remain on the ground along with the students. The students be escorted from the class to the field & back in a proper queue.
- (e) In case teacher is on leave or there is a vacancy, proper substitute arrangement should be made for maintaining students discipline in the class.
- (f) In no case students be found loitering in the campus or specially near canteen except during the recess.

5.2.7. Students cleanliness

- (a) It may be ensured that students come in proper, neat and tidy uniform.
- (b) The students should be asked to polish their shoes and cut the nails regularly.

5.2.8 Conservation of Resources

- (a) There is shortage of water every where, hence students should be told & encouraged not to waste water. Appropriate play-cards or stickers should be hanged/pasted near all water outlets to attract the concern of everybody for conservation of water as given in **Appendix-G**
- (b) Similarly conservation of electricity should also be given priority. Use of lights & fans should be resorted to only in adverse weather conditions/requirements. For example use of light should be restricted for the days when visibility is poor. The lights / fans should be put off soon after the classes are over.
- (c) Student should be instructed not to willfully damage any of their belongings in or outside class in the school campus, so as to save financial resources.

(Note : All the play cards / sign boards can be further improved or developed or designed with the creative efforts of the teachers using attractive shape, colour, pictorial, symbol to catch the desired attention of all concerned. Some of these can be on plastic plates & be fixed permanently. If these are made on paper / sheets, the same should be replaced regularly when faded).

5.2.9 SUPW / NSS Programme

- (a) Students should be involved in gardening, planting saplings and their maintenance.
 - (b) Students should be involved in creative works like: clay modelling, painting, preparing posters for cleanliness drive and eco-friendly activities etc.
 - (c) Students should be involved in displaying exhibits, charts, maps, house activities, achievements of Vidyalaya in various fields etc. in the lobby, corridors, classrooms periodically & methodically so as to make spaces aesthetically attractive.
 - (d) Students should be involved in various small projects (breaking it floorwise or blockwise) concerning physical facilities and requiring the applications of various concepts learnt by them like:
 - (i) **Measurement** : Length of compound wall, perimeter of plot, dimensions of rooms etc.
 - (ii) **Surface Area** : Inside / outside area of compound wall above ground, floors, openings (doors & windows), inside / outside walls, ceilings, corridors etc.
 - (iii) **Calculations** : Total area of internal white & external colour wash, openings (doors & windows), ground coverage etc.
- (Note : No student should be allowed to climb on top floors for safety reasons).
- (e) Students may be encouraged to look after the gardening of seasonal flowers with the help of SUPW and Bio-teachers.

5.2.10 Drainage system

- (a) All open drains surrounding building in the campus be got cleaned atleast quarterly by removing debris, brick bats, vegetations to ensure smooth flow of waste or rain water, thereby avoiding damage to foundation.
- (b) In case of deep drains covered with concrete slabs, the broken or missing intermittent slabs should be replaced / covered by stone slab or precast concrete.
- (c) Septic tank / sewers be got cleaned regularly for reason of safety of building and from hygienic considerations.

5.2.11 Garbage Disposal

- (a) Disposal of sweepings, waste material, garbage etc. may be done in a systematic manner. This may be stored at one in-accessible corner (rear side) of School campus. The present practice of dumping it everywhere in the campus be stopped.
- (b) Principals may make suitable arrangement for lifting of garbage with the help of local civic authorities or using harmless mode of burring it under ground or burning at a-regular interval.

5.2.12 Suggestion Box

- (a) A suitable size suggestion box be kept in the entrance lobby for obtaining suggestions from parents/students about various problems of academics, physical facilities, sports & games, discipline etc.
- (b) It should be locked and be opened on alternate days in presence of a committee.
- (c) The remedial action taken on each suggestion be recorded in a register.

5.2.13 VMC Meetings

- (a) Principal should ensure that atleast one meeting of vidyalaya VMC is held in every quarter. In such meetings atleast 5 to 10 parents may also be called as **special invitees** for seeking their involvement in various affairs of the vidyalaya.
- (b) The minutes of the meeting should be properly recorded and circulated to all the members with copy to Regional Office/KVS (Hqrs).

5.2.14 Safety considerations

- (a) If the school is located on main traffic road, all efforts be made to contact and request local body/traffic police so that atleast 2 speed breakers with proper sign of school are put on both side of the road.
- (b) All out-grown plants & trees should be trimmed, bushes, other weedings and undesired vegetations cut atleast once in a quarter to avoid unwanted casualties due to insects, snakes etc.
- (c) The primary children park with the play equipments should be maintained properly. All devices i.e. play equipment should be checked by the PET or concerned teacher at a regular interval so that there is no weakened or defective part which may cause any injury or casualty.

- (d) For proper contrast all primary children play equipments, goal posts etc. should be painted at least once in a year with attractive colours.
- (e) Students play facilities like: badminton net, volley-ball net should be of proper colour and quality. These should be replaced from time to time when faded or torn.
- (f) All manholes be covered. In case the covers are broken/stolen, these should be replaced immediately for students safety.
- (g) Once the annual repairs (Elect.) is completed by the Construction Agency, and inspite of best efforts to maintain the installations, if still there are any instance of unsafe electrical system, precautions be taken for student safety. All naked/ exposed wires be wrapped with good quality insulation. In case where major problem is anticipated, proper protection, Sign board marking "Danger" be made so as to prevent the children from coming in contact with such live wiring. The system should be immediately got repaired so as to avoid any untoward incidents.
- (h) The safety fencing / sign board be also put in the campus to check students movements close to areas or spots or pockets like: transformer, overhead tank, underground sump, pump house, depressions etc.
- (i) The First Aid Box should be available in each Vidyalaya with all essentials. It should be maintained regularly and kept in Medical Unit.

5.2.15 Theft & willful damage

- (a) All efforts be made to reduce replacement problems due to theft of various fittings and fixtures as well as mishandling of various components and fittings.
- (b) Students should be trained with proper discipline, safe handling system, feeling of belongingness and a positive concern for their school property, so as to avoid unnecessary replacement problem of fittings & fixtures.
- (c) All fittings & fixtures as given in inventory be verified quarterly by a team of teachers to check shortages due to theft, if any.
- (d) All rooms should be locked after school hours and night watchman be made responsible for external fittings & fixtures. In case of theft or wilful damage, suitable action be taken as per rules.

5.2.16 Campus Security

- (a) Once the school starts, the main gate be kept closed to prevent entry of unauthorised persons.

- (b) Near main gate a sentry post be provided, to be controlled by students and assisted by a Group - D
- (c) Instructions regarding meeting hours for parents/public should be displayed at the main entrance gate near compound wall.

5.2.17 Condemnation

In Kendriya Vidyalayas where furniture, sports and other unserviceable articles are stored in rooms or piled up at roof top, the proposal of condemnation be expedited as per procedure within **next two months** positively.

5.2.18 Gardening and Horticulture

- (a) Proper gardening is must for beautification of the school campus. Saplings of ceremonial trees at proper location need to be planted. Some shadowee trees may also be grown near the entrance and other places.
- (b) Thick hedges may be planted alongwith the compound wall or barbed wire fencing. Creepers on entrance portico of the building may also be planted.
- (c) The flower pot of proper size may also be procured and be kept in corridors, administrative block and near the entrance.
- (d) Greenery in the lawns should be maintained properly and trimming of grass, plants, hedges, outgrown trees may be done regularly with the help of Group 'D' once in a quarter.
- (e) For horticulture work a proper scheme be prepared in consultation with the Architect of the construction agency or Social Forestry Department as per master plan of the campus.
- (f) In campus, flowers beds, lawn should be demarked by laying bricks in an attractive pattern or using kerb stone / cement blocks. These may be white / colour washed as and when faded.
- (g) Teachers should be encouraged to develop front lawns and on rear side a kitchen garden in the staff quarters area. If required, fencing, / hedge / bricks can be laid to demarcate the area.

5.2.19 General Aspects

- (a) The bottom rails of all channel gates be got cleaned atleast once in a month, so as to avoid its rusting and damage to the school property.
- (b) The wildly vegetation or debris from the roof should be got cleaned once in a

quarter, including all rain water pipes so as to avoid stagnation of water. This is the main cause of leakage in most of the vidyalaya buildings.

- (c) Area around the periphery of the building (i.e. plinth protection) be cleared of the debris, plants and seasonal vegetation so as to avoid seepage or percolation of water underneath the foundations. This also causes settlement of building and development of cracks.
- (d) In case of cracks developed in columns & masonry, settlement of plinth protection etc, the matter should be reported the Chief Engineer of the construction agency requesting for arranging inspection and to suggest remedial measure for safety of structures.
- (e) School sign board of proper size may be installed in the front side of the campus adjacent to the boundary wall. A Small sign board at main traffic road-intersection may also installed to make it visible to parents/public. These sign boards shall be got painted at least once in two years.
- (f) In case of tented schools with brick work in plinth, the side walls be white-washed in every two months. All voids or cavities in the floors be plugged, space between two such plinth be cleaned off the vegetation. Lime mixed with gamaxin be sprinkled weekly in between platforms for maintaining desired hygiene.
- (g) Food and Snacks prepared in canteen should be got tested (surprise.) by Public Health Department once in a quarter.

5.2.20 Maintenance staff

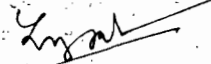
- (a) Orders should be issued from time to time to sweepers/Group 'D' supervising team of teachers and should be implemented in all respects. The cases of default should be intimated to AC and KVS Hqrs.
- (b) In case there are vacancies of Group 'D' or sweepers, these should be filled in consultation with the Asst. Commissioner. The case of long leave may be got compensated by hiring daily wages out of school contingency/pupils fund for a day or two so as to avoid worsening of cleanliness aspect, specially that of toilets.
- (c) At the end of each quarter on two consecutive holidays a crash programme of cleanliness of building and the campus be planned with the help of existing Group 'D' or sweepers and also 2-3 casual labours/sweepers to be paid out of school contingency or pupil fund.

5.2.21 Awareness campaign

- (a) Principal should work out a monthly incentive scheme for the students in the form of prizes / awards for the best maintained classroom.

- (b) A running shield for the primary and secondary level can also be introduced and be awarded at the annual day function.
- (c) Group 'D' (sweepers & peons) can also be given well planned incentive (i.e. prize or award) for their overall performance during the year.
- 6.0 You are requested to ensure that there is no lapse on our part to keep the school premises clean and hygienic. In this endeavor, we should involve everybody at school level and work whole-heartedly for the improved physical condition which would provide the required environment for an effective teaching, learning process.
- 7.0 The receipt of this letter be acknowledged and an **Action Taken Report** with all details and few photograph be sent to the undersigned by **15th December 1995**.

Yours faithfully,



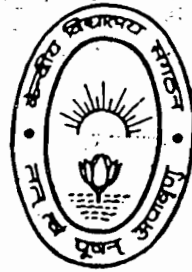
(LIZZIE JACOB)
Commissioner

Copy to :

1. All the Assistant Commissioner of the Regions to ensure that these aspects of cleanliness are inspected personally by the officials of the Regions during their visits to the Vidyalaya for any purpose and a report sent to me in the format enclosed (**Appendix - G**).
2. The Chairman, Vidyalaya Management Committee, All Kendriya Vidyalayas.
3. The Director Education (Army), (Air Force), (Navy), New Delhi.
4. The Director (L&M), Railway Board, Rail Bhawan, New Delhi
5. The Director (Estt. Welfare), Railway Board, Rail Bhawan, New Delhi
6. The Director General (CRPF), (BSF), (ITBP), (CISF), New Delhi
7. The Director General (OF), Calcutta
8. E-In-C Branch MES, Kashmir House, New Delhi
9. The Director General (CPWD), Nirman Bhawan, New Delhi
10. All the Officers in KVS Hqrs
11. Guard File of Works Branch



(Commissioner)



KENDRIYA VIDYALAYA COLABA, BOMBAY

- This is OUR vidyalaya.
- This classroom is OURS.
- Proper use of dustbins keeps the classroom NEAT & CLEAN
- Light, fans and fittings are for OUR COMFORT:
- Blackboards are provided for effective LEARNING.
- Windows are provided for VENTILATION & DAYLIGHT.
- Proper arrangement of furniture ensures OUR SAFETY.
- To maintain OUR class room environment FUNCTIONAL, is OUR Collective responsibility.
- This responsibility does not end here, as this is just a BEGINNING.....

OUR BELONGINGS

Items/components

Nos.

- Light fixtures**
 - a) Tube lights -----
 - b) Bulbs -----
- Fans** -----
- Switch Board**
 - a) Switches -----
 - b) Fan Regulators -----
 - c) Power plugs -----
- Display Boards** -----
- Doors** -----
- Windows** -----
- Furniture**
 - a) Desks & Benches -----
 - b) Table & Chairs -----
- Built in Almirahs**
 - 1. With shutter -----
 - 2. Without shutter -----
 - 3. Steel Almirahs -----
- Window glass panes** -----
- Aldrops** -----
- Tower Bolts** -----
- Door Handles** -----
- -----
- -----

Monitor

Class Teacher

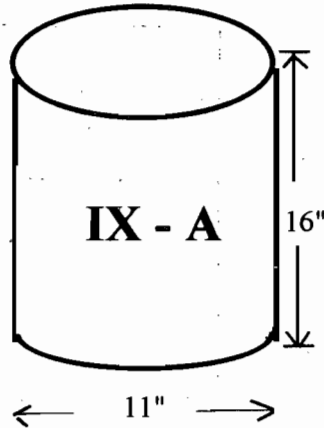
CLASS TIME - TABLE

- Class :
- Section :
- Class Teacher :
- Co-Class Teacher :

- Monitors
- Girls 1 :
- 2 :
- Boys 1 :
- 2 :

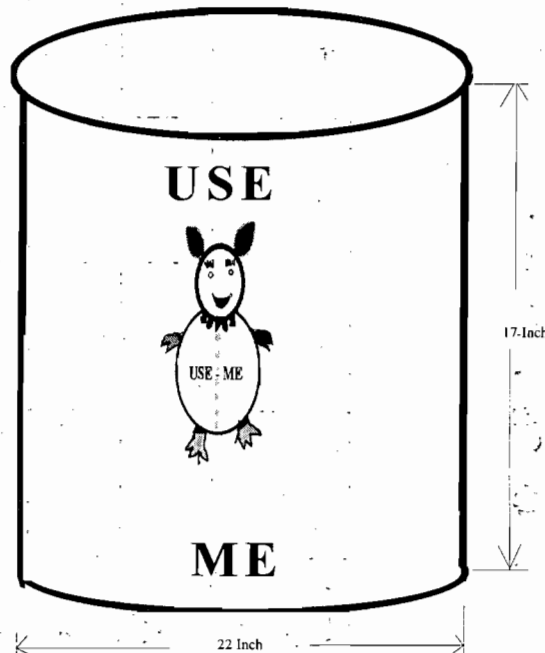
Period \ Days	1	2	3	4	5		6	7	8	9
Mon.						R				
Tues.						E				
Wedn.						C				
Thurs.						E				
Fri.						S				
Sat.						S				

Class Room Dust Bin



(Note : Used paint drums can be procured)

CORRIDOR / CAMPUS DUSTBIN



(Note : Used mobil oil drums cut into two pieces can be procured)

**THIS TOILET IS
MAINTAINED BY**

Sri/Smt :-----

T O I L E T
(BOYS)

T O I L E T
(GIRLS)

T O I L E T
(*GENTS*)

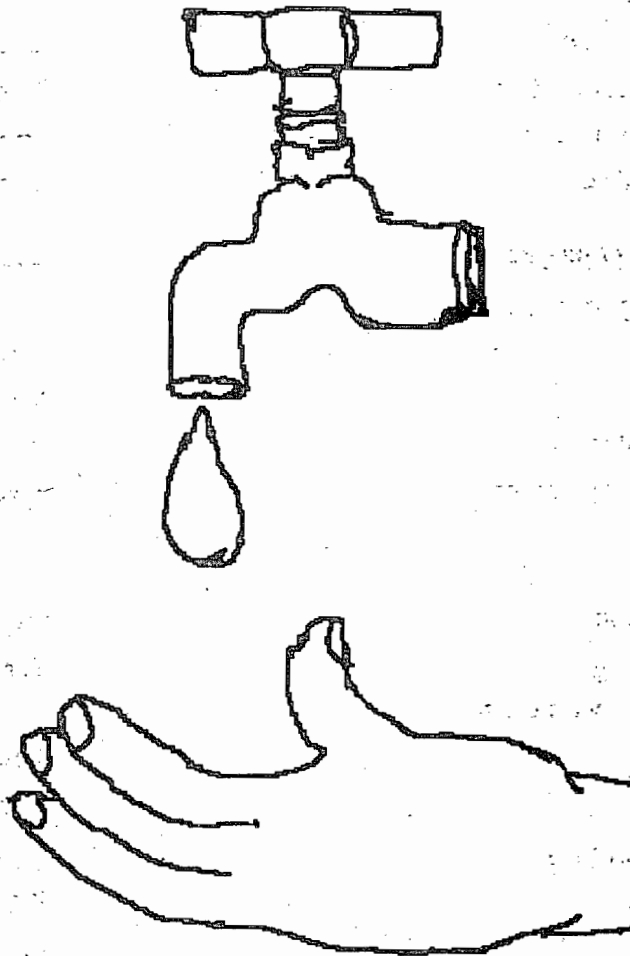
T O I L E T
(*LADIES*)

OUR AIM IS TO
KEEP THIS

T
O
I
L
E
T

CLEAN

SAVE EVERY DROP OF WATER



**INSPECTION FORMAT FOR ASSTT. COMMISSIONER/EDUCATION
OFFICER FROM REGIONS VISITING KENDRIYA VIDYALAYAS.**

1. Name of K. V.

2. Date of visit

3. Purpose of visit

4. Facilities inspected

4.1 Drinking water system

- | | |
|--|--------|
| a. Water supply adequate | Yes/No |
| b. Water tank regularly cleaned | Yes/No |
| c. Water tank last cleaned on - | _____ |
| d. Water trough surface
clean / hygenic | Yes/No |
| e. No. of taps missing / plugged | _____ |
| f. Area near drinking water trough.. | |
| (i) slippery | Yes/No |
| (ii) dirty | Yes/No |
| (iii) Stagnating water | Yes/No |
| g. Waste water disposal proper | Yes/No |

4.2 Toilets

- | | |
|------------------------------------|--------|
| a. Flooring unclean / dirty | Yes/No |
| b. Exhaust fan working | Yes/No |
| c. Urinal pots / w.c. / wash basin | |
| (i) broken | Yes/No |
| (ii) dirty / blakish | Yes/No |
| d. Flushing cistern working | Yes/No |
| e. Lighting adequate | Yes/No |
| f. Toilet door intact | Yes/No |
| g. Water supply Functional | Yes/No |
| h. Dustbins provided | Yes/No |
| i. Stand by water storage made | Yes/No |

4.3 Class Room Environment -

- | | |
|---------------------------------------|--------|
| a. Classrooms cleaned / broomed daily | Yes/No |
| b. Classrooms Dusted daily | Yes/No |
| c. Lights functional | Yes/No |
| d. Fans working | Yes/No |
| e. Black boards workable | Yes/No |
| f. Dustbins provided | Yes/No |

4.4 Campus environment -

- | | |
|-------------------------------|----------------------|
| a. Shrubs / grass cutting | Done/not done |
| b. Trimming of plants / hedge | <u>Done/not done</u> |
| c. Removal of garbage | Done/not done |
| d. Open drains cleaned | Yes/No |
| e. Manholes covered | Yes/No |
| f. Upkeep of sports ground | Good / Poor |
| g. Covered drains | Broken / Intact |

5. General Remarks -

- 1.
- 2.
- 3.
- 4.
- 5.

6. Action taken on the spot for
defeciency / restoration

- 1.
- 2.
- 3.
- 4.
- 5.

Date.....
Place

(Signature)
Name,
Designation.....

प्रज्ञा रिखा श्रीवास्तवा
(प्रशासन एवं शिक्षण)
Pragya Richa Srivastava IPS
Joint Commissioner (Admn.)



केन्द्रीय विद्यालय संगठन,
नई दिल्ली - 110 016
फोन : 26855532 फैक्स : 26514179
KENDRIYA VIDYALAYA SANGATHAN
18, Institutional Area, Shaheed Jeet Singh Marg,
New Delhi - 110 016
Ph: 26855532. Fax: 26514179
E-mail : pragya_rsrivastava@yahoo.com

F. 8-17/95-KVS(WKB)MCR

Dated: 07/04/2008

To

The Assistant Commissioner
Kendriya Vidyalaya Sangathan
ALL REGIONAL OFFICES.

Sub.: Need for proper upkeep and daily maintenance of Vidyalaya facilities and its surrounding campus environment.

Sir/Madam,

I am writing this to you regarding proper upkeep and daily maintenance of school campus of the Kendriya Vidyalayas under your region. In this connection, exhaustive instructions were earlier issued by the Commissioner, KVS vide this office letter of even No. dt. 30/10/1995 wherein thrust was given on various aspects of daily upkeep & maintenance of school campus. In over a period of decade it has been observed that some of the crucial areas are not being looked after properly resulting deterioration of Vidyalaya assets, increase in cost of special repair un-satisfactory environment for effective teaching & learning besides in-convenience to students & staff besides spoiling the aesthetic look of campus.

In order to draw your kind attention to the core areas of daily upkeep I am hereby again enclosing the copy of the letter dt. 30/10/1995 with the direction to circulate it to all the Vidyalayas under your region for compliance as per the procedure/norms.

You are once again directed to ensure that there is no lapse on the part of school, up-keeping the school premises clean and in hygienic condition.

Yours faithfully

(Pragya Richa Srivastava)
Joint Commissioner(Admn.)

Encl.: As above.