

(ACADEMIC SECTION)

GENERAL GUIDELINES FOR CALCULATING STAFF OF KVs

	Workload of teachers per week is as follows:- PGT-33 periods per week TGT-36 periods per week PRT-39 periods per week <i>4 33 Periods per 5 days</i>
2	Calculation for No. of Primary Teachers (including one post of Music Teacher) (No. of Sections in Class I to V) x 48 = <u>39</u> PRT= MT= _____
3	Post of HM will be sanctioned in a KV having two sections from I to X where primary wing is running in separate campus, one HM may be sanctioned.
4	Periods allotted to the H.M. -16 per week. <i>or 13 periods per 5 days</i>
5	Teaching workload is to be calculated for 48 periods per week including CCA periods.
6	Periods for each subject is to be calculated taking into account total periods in a subject per week. These periods are to be distributed among the subject teachers. Workload of PGTs is to be calculated then the balance periods are to be distributed among the TGTs of that subject.
7	Wherever, TGT(Sanskrit) teachers do not have full workload balance periods of Hindi may be adjusted by allotting teaching periods of Hindi.
8	Wherever PGTs do not have full workload in senior secondary classes, balance periods will be adjusted by allotting periods of secondary classes.
9	Practical batches for Science subjects at + 2 would be of 20 students. For single batch periods will be 9 instead of 13 in practical subjects such as Physics, Chemistry, Biology, Computer Science etc.
10	Post of VP will be sanctioned in a KV having three sections from I to X. Similarly two posts of VP will be sanctioned in a KV having six sections from I to X.
11	Post of Principal Gr.II will be sanctioned in a KV up to class VIII .
12	Post of Principal Gr.I will be sanctioned in a KV from class-IX .
13	The post of each TGT(P&HE & WE) will be sanctioned in a KV having at least one section from I to VIII.
14	The of post of Art teacher will be sanctioned in a KV having at least one section each from class I to X.
15	New post of Yoga teacher is not to be sanctioned, however, existing Yoga teacher will continue.
16	The post of Librarian will be sanctioned in a KV having class-VI onwards.
17	Periods allotted to the Principal – 5 per week. Not to be calculated in total workload.
18	Periods allotted to the Vice Principal -22 per week. Not to be calculated in total workload.
19	During sanction of any teaching post for common subjects the actual workload of teacher and students in a class should be taken into account. (for eg. in English class-XI(Sc.) there are 10 students and XI(Com.) there are 6 students then both the classes can be merged together.
20	Period of other category of teachers (like: PRT-Music/TGT(P&HE)/ TGT(AE)/TGT(WE), Librarian and existing Yoga teachers also) may also be allotted as per existing norms.
21	Do not sanction any post in place of any other category of teachers post(eg. if in a KV having two post of PGT(Maths) as per guidelines, no need to delete one post of PGT(Maths) and sanction of another post of PGT(Computer Sc.) in place of PGT(Maths.) etc.
22	For students of classes XI and XII who have not opted Computer Science/IP, Computer literacy can be provided during Work Education and General Studies Classes.
23	Proposal for sanction of new stream at +2 levels or additional sections should be sent duly approved by Chairman, VMC subject to the availability of suitable and safe infrastructure.
24	The staff sanction strength of a KV will not change after the redistribution of periods allotted to scholastic and co-scholastic subjects. Instructions have already been issued in this regard vide letter No. 110333/1/2011-KVSHQ(Acad)/Time-Table/3406-07 dated 04.08.2014.
25	Regional offices to ensure that proposals of all KVs should be sent within the prescribed time in one go only making three different bunches for Civil, Defence and Project KVs separately. Piece meal proposals will not be entertained.
26	In case of consequential/additional increase in Class XI workload of teachers should be calculated by adding the periods of Class XII also.
27	Only one post of PGT (Bio) will be sanctioned up to the full strength of one section, however, if number of sections increases, than additional post of PGT(Bio) may be sanctioned and the post of TGT(Science) may be increased/decreased accordingly.
28	Additional post of PGT (Computer Science) can be sanctioned on the basis of actual workload of Computer Science and IP in +2 Classes
29	Up to 3 section KVs(i.e. I to X-3 section in each class).Post of Assistant-1/UDC-1/LDC-1will be sanctioned.
30	Up to 4 section KVs(i.e. I to X-4 section in each class).Post of Assistant-1/UDC-1/LDC-2 will be sanctioned.
31	Up to 5 sections and above KVs (i.e. I to X-5 section in each class). Posts of Asst.-1/UDC-2/LDC-2 will be sanctioned.
32	During calculation of sub staff in a KV the provision of ratio of outsourcing and regular sub staff must be kept in the mind.
33	Existing provisions of one LDC , one Sub staff & one Nurse in the Vidyalaya having hostel facilities will continue.