

**Kendriya Vidyalaya Sangathan**  
**Headquarters**  
**(Academic Section)**

6 Jan 2012  
KVS (H.Q.)

**Guidelines for calculating Staff of KVs**

1	Workload of teachers per week is as follows:- <ul style="list-style-type: none"><li>* PGT- 33 periods per week</li><li>* TGT- 36 periods per week</li><li>* PRT- 39 periods per week</li></ul>
2	Teaching workload has to be calculated for 48 periods per week. Rest CCA.
3	Periods for each subject is to be calculated taking into account total periods in a subject per week. This is distributed among the teachers of that subject according to their workload. First the workload of PGTs is calculated. Thereafter, the balance periods are distributed among the TGTs of that subject.
4	Wherever, TGT (Sanskrit) teachers do not fulfill their requisite workload, balance periods will be adjusted by allotting teaching periods of TGT (Hindi).
5	Wherever, PGTs do not fulfill their requisite workload balance periods will be adjusted with periods of TGTs.
6	Practical batches for Science subjects at +2 would be of 20 students.
7	Distribution of periods/subject is already given in staff sanction proposal proforma (Copy of distributions of time periods is enclosed for ready reference).
8	Post of HM upto 10 <sup>th</sup> two section KVs (i.e I to X-2 Section each).
9	Post of VP in 3 section KVs (i.e. I to X-3 section KVs).
10	Post of Principal sanction from class IX only.
11	Post of Principal Gr.II up to class VIII only.
12	Sanction of post of PET/WET in KVs where one section KVs upto VIII (i.e. I to VIII). Only one post in a KV.
13	Post of Drawing teacher from class I to X one section. Only one post in a KV.
14	Post of Yoga teacher is not to be sanctioned.
15	Period of Principal-5
16	Period of Vice Principal-16