केंद्रीय विघालय

KENDRIYA VIDYALAYA

……..

तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

पुस्तकालयाध्यक्ष की दैनिकी

LIBRARIAN'S DIARY

पुस्तकालयाध्यक्ष का नाम
Name of the Librarian……..

अनुक्रमणिका

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पुस्तकालयाध्यक्ष का पूर्ण विवरण
1. RESUME OF THE LIBRARIAN

1. Name of the Librarian :.....
   पुस्तकालयाध्यक्ष का नाम

2. Qualifications :.....
   शैक्षणिक योग्यताएँ

3. Seniority No. :.....
   वरीयता नं.

4. Employee Code :.....
   कर्मचारी कोड

5. Date of Birth :.....
   जन्म तिथि

6. Date of joining KVS :.....
   के. वि. संगठन में कार्य-भार सँभालने की तिथि

7. Date of joining present KV
8. मौजूदा केंद्रीय विद्यालय में कार्य-भार सँभालने की तिथि :.....

9. Qualification in NCC, Scouting, etc :.....
   एन. सी. सी., स्काऊट आदि की योग्यता

10. GPF/CPF No.
11. भविष्य निधि/ अशदाई भविष्य निधि खाता संख्य :.....

12. PAN No. :.....
    स्थायी आयकर खता संख्य

13. Residential Address with Phone No. & Email Id :.....
    आवासीय पता एवं दूरभाष संख्य .....

    .....

    .....

    .....

    .....

2. CODE OF CONDUCT

Article 59. For Teachers

The provisions of the CCS (Conduct) Rules, 1964 shall apply mutatis mutandis to all the employees of the Kendriya Vidyalaya Sangathan. In addition to this, the following code of conduct shall also be applicable to teachers. Violation of these shall make an employee liable for action under the CCS (CCA) Rules, 1965.

1. Every teacher shall, by precept and example, instill in the minds of the pupil, entrusted to his care, love for the motherland.

2. Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.

3. Every teacher shall organize and promote all school activities which foster a feeling of universal brotherhood amongst the pupils.

4. Every teacher shall, by precept and example, promote tolerance for all religions amongst his pupils.

5. No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party. He shall also not have any association with either any political party or any organization which has been declared by the Sangathan to be carrying out its activities against the aims, objects and functions of Kendriya Vidyalayas.

6. The teacher shall always be on the alert to see that his pupils do not take active part in politics.

7. No teacher shall be a member of the State or Central Legislature. He shall resign his job before contesting for elections as a candidate.

8. Every teacher shall take a stand against unhealthy and bad customs and practices in modern society and must strive his best to instill in the minds of his pupils the principles of co- operation and social service.

9. Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.

10. Every teacher shall be strictly impartial in his relations with all his pupils. He shall be sympathetic and helpful particularly to the slow learners.

11. Every teacher shall be a learner throughout his life not only to enrich his own knowledge, but also of those who are placed in his care. He shall plan out his work on approved lines and do it methodically and vigilantly, eschewing all extraneous considerations.

12. Every teacher shall regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
13. Every teacher shall be temperate and sober in his habits. He shall scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.

14. Every teacher shall have an exemplary moral character. His dealing with the members of the opposite sex in the Vidyalaya or outside, shall not be such as would cause reflection on his character or bring discredit to the Vidyalaya.

15. Every teacher shall take pride in his calling and try to promote the dignity and solidarity of his profession.

16. Every teacher shall be an advocate of freedom of thought and expression and the development of scientific temper in himself and his students.

17. No teacher shall indulge in or encourage any form of malpractice connected with examinations or other school activities.

18. Confidential matters relating to the institution and the Department shall not be divulged by any teacher.

19. No teacher shall undertake private tuition or private employment or otherwise engage himself in any business.

20. Every teacher shall be clean and trim. He shall not be casual and informal, while on duty. His dress shall be neat and dignified. He shall on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of students and his colleagues.

21. Every teacher shall be punctual in attendance in respect of his class work as also for any other work connected with the duties assigned to him by the Principal. He shall realize that he is a member of the team and shall help in developing a corporate life in the school.

22. Every teacher shall abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.

23. Every teacher shall avoid monetary transaction with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.

24. No teacher shall prepare or publish any text-book or keys or assist directly or indirectly in their preparation, or use such publications without obtaining prior approval of the Sangathan.

25. No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.

26. No teacher shall apply for an assignment or job outside the Sangathan directly. He shall invariably forward his application through proper channel.

27. No teacher shall present his grievances, if any, except through proper channel, nor will he canvass for any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.

28. Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same with prudence and care as he would do in respect of his own property or funds.

29. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya except as provided under Rule 13 of the CCS (Conduct) Rules,1964.

30. No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio, publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person , which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of

embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign state.

31. No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution or other collections in cash or in kind in pursuance of any object whatsoever.

32. It shall be the duty of every teacher:
    (i) To respect the National Flag and the National Anthem.
    (ii) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities and to renounce practices derogatory to the dignity of women.
    (iii) To develop scientific temper, humanism and spirit of enquiry and reform.
    (iv) To safeguard public property and to abjure violence.
    (v) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.

33. If a teacher is convicted by a Court of Law or arrested, it shall be his duty to inform his immediate superior the fact of his conviction or arrest and the circumstances connected therewith as soon as it is possible for him to do so. Failure to do so, will be regarded as deliberate suppression of material information.

34. (a) Every teacher shall at all times
    (i) Maintain absolute integrity.
    (ii) Maintain devotion to duty.
    (iii) Do nothing which is unbecoming of an employee of the Sangathan
    (b) Nothing contained in part (a) of this Article shall be deemed to take away or abridge the right of a teacher:-
    (i) to appear at any examination to improve his qualification;
    (ii) to become or to continue to be a member of any Literary, scientific or professional organization;
    (iii) to make any representation for the redressal of any bonafide grievances, subject to the condition that such representation is not made in any rude or indecorous language.

35. Every teacher shall ensure that he/she should not use mobile phones in the class rooms in order to avoid teaching process.

36. It is the responsibility of the class teacher or the teachers to ensure security and safety of the children under his control and supervision in the discharge of his duties. The teachers who are to escort children to excursions, tours, Scout& Guide camp, NCC Camps, & Sports Meets, etc., shall ensure the safety and security of the children.

    A teacher is described as a role model, a guru from time immemorial and he should maintain moral and ethical values and set an example to the children. He must not demonstrate un ethical activities towards the children. He should keep reasonable distance from the female students and female teachers and shall not indulge in un welcome sexually determined behaviour like (i) physical contact and advances(ii) demanding or requesting for sexual favours (iii) passing on sexually coloured remarks (iv) showing any pornography and(v) any other unwelcome physical, verbal or non verbal conduct of sexual nature.

शैक्षिक एवं गैर शैक्षिक उत्तरदायित्व

3. ACADEMIC AND NON-ACADEMIC RESPONSIBILITIES

S. No	Academic Responsibilities	Non-Academic Responsibilities

सेवाकालीन प्रशिक्षण का विवरण

4. DETAILS OF IN-SERVICE COURSE ATTENDED

S. No क्रम. सं	Course Attended प्रशिक्षण	Date दिनांक	Venue स्थान

स्थानांतरण विवरण

5. TRANSFER DETAILS

S. No क्रम. सं	KV के वि	Period of Stay		स्थानांतरण का कारण
		From से	To तक	

पुस्तकालय सारिणी

6. LIBRARY TIME TABLE

(Entries to be made in pencil only)

दिन **DAYS**	1.कालांश 1.Period	2.कालांश 2.Period	3.कालांश 3.Period	4.कालांश 4.Period		5.कालांश 5.Period	6.कालांश 6.Period	7.कालांश 7.Period	8.कालांश 8.Period
सोम Monday					**BREAK** भोजन अंतराल				
मंगल Tuesday									
बुध Wednesday									
बृहस्प Thursday									
शुक्र Friday									
शनि Saturday									

7. DETAILS OF THE LIBRARY BUDGET

Financial Year : …….

Total Budget allocation for the Library (A) : ……..

BOOKS						
S. No.	**Quarter**	**Amount spent (Rs)**	**Number of New Books**		**Librarian's Signature**	**Principal's Signature**
			Hindi	**English**		
1.	April-June					
2.	July-September					
3.	October-December					
4.	January-March					
	TOTAL (B) (31st March)					
PERIODICALS & NEWSPAPERS						
S. No.	**Quarter**	**Amount spent (Rs)**			**Librarian's Signature**	**Principal's Signature**
1.	April-June					
2.	July-September					
3.	October-December					
4.	January-March					
	TOTAL (C) (31st March)					

Total Amount spent in the year (B+C) : Rs……..

Balance (A-(B+C)) (+/-) : Rs……

Number and cost of Books written off in the preceding year: ……Rs……

8. LIBRARY STATISTICS

A. RESOURCES

Year:……

S. No.	Quarter	Total number of Books	Number of Reference Books	Number of Text Books	Number of Books for Class Libraries	Subject-wise number of Books		Number of Periodicals	Number of Multimedia (CDs/DVDs)	Librarian's Signature	Principal's Signature
1.	April-June					GK & Comp. Sc.					
						Philosophy					
						Religion					
						Social Science					
						Language					
						Science					
						Technology					
						Arts					
						Literature					
						Geography & History					
2.	July-September					GK & Comp. Sc.					
						Philosophy					
						Religion					
						Social Science					
						Language					
						Science					
						Technology					
						Arts					
						Literature					
						Geography & History					
3.	October-December					GK & Comp. Sc.					
						Philosophy					
						Religion					
						Social Science					
						Language					
						Science					
						Technology					
						Arts					
						Literature					
						Geography & History					
4.	January-March					GK & Comp. Sc.					
						Philosophy					
						Religion					
						Social Science					
						Language					
						Science					
						Technology					
						Arts					
						Literature					
						Geography & History					

8. LIBRARY STATISTICS

B. USERS

Year:……

S. No.	Quarter	Total number of Users (Cass VI-XII+ Staff Members)	Total number of Users of Class Libraries (Cass I-V)	Number & percentage of collection issued on any given day	Number of books issued during stated period	Average books issued per user per unit time	Number of recommendations received for purchase of books per year	Librarian's Signature	Principal's Signature
1.	April-June								
2.	July - Sept								
3.	October-Dec.								
4.	January-March								

9. LIST OF PERIODICALS AND NEWSPAPERS

S.No.	Name of the Periodical	Periodicity	S. No.	Name of the Periodical	Periodicity
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		
11.			12.		
13.			14.		
15.			16.		
17.			18.		
19.			20.		
21.			22.		
23.			24.		
25.			26.		
27.			28.		
29.			30.		
31.			32.		
33.			34.		

35.			36.		
37.			38.		
39.			40.		
41.			42.		
43.			44.		
45.			46.		
47.			48.		
49.			50.		
S.No	**Name of the Newspaper**	**Language**	**S. No.**	**Name of the Newspaper**	**Language**
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		

10. LIST OF LIBRARY COMMITTEE MEMBERS

S. No	Position	Name of the Member	Designation
1.	**Chair Person**		
2.	**Member Secretary**		
Teacher Members			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Student Members		**Name of the Student**	**Class & Div.**
11.			
12.			
13.			
14.			
15.			
SUB COMMITTEE MEMBERS			
16.	Document Selection		
17.	Stock Verification		
18.	Class Library		

11. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting	Gist of the Decisions/Suggestions	Follow up Taken

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Date of Meeting	Gist of the Decisions/Suggestions	Follow up Taken

11. RECORD OF LIBRARY COMMITTEE MEETINGS

Date of Meeting	Gist of the Decisions/Suggestions	Follow up Taken

12. LIST OF READERS' CLUB COMMITTEE MEMBERS

S. No	Position	Name of the Member	Class & Div.
1.	President		
2.	Secretary		
Class Representatives			
3.	Class VI		
4.	Class VII		
5.	Class VIII		
6.	Class IX		
7.	Class X		
8.	Class XI		
9.	Class XII		
Teacher Members		Name of the Teacher	Designation
10.			
11.			
	Convener		
12.			

13. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Month & Date	Gist of the Decisions/Suggestions	Follow up Taken

13. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Month & Date	Gist of Decisions/Suggestions	Follow-up Taken

13. RECORD OF READERS' CLUB COMMITTEE MEETINGS

Month & Date	Gist of Decisions/Suggestions	Follow-up Taken

14. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

14. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

14. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

14. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

14. RECORD OF STAFF MEETINGS

Month & Date	Important/Relevant Points

15. ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S. No.	Proposed Dates/Month	Activity	Remarks

15. ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S. No.	Proposed Dates/Month	Activity	Remarks

15. ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S. No.	Proposed Dates/Month	Activity	Remarks

15. ANNUAL LIBRARY ACTIVITY PLAN (ALAP)

S. No.	Proposed Dates/Month	Activity	Remarks

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:…….		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

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S. No.	**Activities**	**Outcome**

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Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
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Month & Year:……..		
S. No.	**Activities**	**Outcome**

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Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

16. SUMMARY OF MONTHLY LIBRARY ACTIVITIES

Month & Year:……..		
S. No.	**Activities**	**Outcome**

17. SUMMARY OF QUARTERLY READERS'CLUB ACTIVITIES

Quarter & Year:……..		
S. No.	**Activities**	**Outcome**

17. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter & Year:……..		
S. No.	**Activities**	**Outcome**

17. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter & Year:……..		
S. No.	**Activities**	**Outcome**

17. SUMMARY OF QUARTERLY READERS' CLUB ACTIVITIES

Quarter & Year:……..		
S. No.	**Activities**	**Outcome**

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

18.MONTH WISE DETAILS OF LIBRARY TECHNICAL / MANAGERIAL WORKS DONE

Month:……
Month: …….

19. DETAILS OF PROJECTS / INNOVATIONS / EXPERIMENTS UNDERTAKEN

19. DETAILS OF PROJECTS / INNOVATIONS / EXPERIMENTS UNDERTAKEN

20. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

20. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

20. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

20. DETAILS OF COLLABORATIVE LEARNING ACTIVITIES WITH TEACHERS AND STUDENTS

S.No	Date	Name of the Teacher(s)/Students	Details

21. RECORD OF INFORMATION & COMMUNICATION TECHNOLOGY/COMPUTER AIDED ACTIVITIES

Date	Class	Activity	Type of Aid used

21. RECORD OF INFORMATION & COMMUNICATION TECHNOLOGY/COMPUTER AIDED ACTIVITIES

Date	Class	Activity	Type of Aid used

22. LIST OF PROFESSIONAL READING, DONE BY THE LIBRARIAN

S. No.	Author	Title	Imprint	Gist & Relevance

23. DETAILS OF WORK DONE, OTHER THAN LIBRARIANSHIP

Months	Details	Signature of Principal/Vice Principal
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		
Achievements		

24. RECORD OF CL / CCL / HPL / EL

S. No	Date		No. of Days	Nature of Leave	Remarks

24. RECORD OF CL / CCL / HPL / EL

S. No	Date		No. of Days	Nature of Leave	Remarks

NOTES