

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE CHENNAI
Academic Plan for the academic year 2024-2025

Name of the KV: CUDDALORE NLC/NLC NEYVELI

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
A.					
1	School Time-table	Time table prepared as per KVS norms	Mar-24	Time Table Committee	completed and handed over to subject and class teachers
2	Analysis of Board & Internal Exam results	analysis to be done	March and May	Exam incharge CBSE incharge and Principal	Internal exam analysis completed
3	Checking of HW&CW of Children	To check periodically	Once a month	Principal vice Principal and HM	Subject teachers correct the note books inece ia week for secondary and twice in a week for primary
4	Remedial teaching	Monitor regularly	As per time table	Academic monitoring Committee and Principal	Claase commenced on 3 April 2024
5	Guidance to Bright children	Monitor regularly	Weekly	Academic monitoring Committee and Principal	Work in progress
Supervision of:					
6	i). Laboratory work	Complete practicals	Oct-24	Academic monitoring Committee and Principal	Work in progress
	ii) SUPW Programme	prepare and implement plan	As per time table	Academic monitoring Committee and Principal	
	iii) Library	Implement Library policy and conduct quarterly review meetings	Regularly	Library Committee and Principal	As per KVS Norms
	iv) Other work	As and when assigned by kvs HQ and RO			
Examinations:					
7	Periodic Assessments	To complete assigned work	As per KVS SCHEDULE	Principal and Exam Dept	PTMs to discuss and plan strategies for better performance
	Half yearly exam	To complete assigned work	As per KVS SCHEDULE	Principal and Exam Dept	
	Session ending exam	To complete assigned work	As per KVS SCHEDULE	Principal and Exam Dept	
	Pre-Board exam for ClassX and XII	To complete assigned work	As per KVS SCHEDULE	Principal and Exam Dept	
	Monthly tests for Classes X and XII	To complete assigned work	As per KVS SCHEDULE	Principal and Exam Dept	
8	Subject Committee Meetings	To conduct meetings to discuss subject related matters and conduct demo classes	Once a month	Principal and concerned subject commette	
9	Innovative Academic Projects	To prepareas many possible projects	As per KVS calendar	All teachers and Principal	
10	Other Programmes	As per kvs guidelines and instructions			
B. Co-Curricular					
1	Investiture ceremony	to Constitute school council	July 1st week	CCA committe	
2	Finalisation of CCA Schedule	Prepare CCA Calendar of activities	March last week	CCA committe	
3	Organisation of Hobby Clubs	Different clubs formation	April 1st week	CCA committe	
4	House-wise competitions in:	To conduct weekly and on days of national/international importance	Once in a Week during CCA periods	CCA committe	
5 Primary Section:					
	i) Story	Maximum Participation and encouragement	31/12/2024	CCA committee Primary	
	ii) Poetry Recitation Hindi/English	Maximum Participation	31/12/2024	CCA committee Primary	
	iii) Calligraphy	Maximum Participation	31/12/2024	CCA committee Primary	
	iv) Drawing	Maximum Participation	31/12/2024	CCA committee Primary	
	v) Music	Maximum Participation	31/12/2024	CCA committee Primary	
	vi) Dance	Maximum Participation	31/12/2024	CCA committee Primary	
	vii) Fancy Dress	Maximum Participation	31/12/2024	CCA committee Primary	
	viii) Any other	Maximum Participation	31/12/2024	CCA committee Primary	

6	Secondary & Sr.Secondary				
	i) Elocution	Maximum Participation	31/12/2024	CCA committee secondary	
	ii) Music	Maximum Participation	31/12/2024	CCA committee secondary	
	iii) Dance	Maximum Participation	31/12/2024	CCA committee secondary	
	iv) Poetry Recitation	Maximum Participation	31/12/2024	CCA committee secondary	
	v) Dramatics	Maximum Participation	31/12/2024	CCA committee secondary	
	vi) Any other	Maximum Participation	31/12/2024	CCA committee secondary	
	vii) Participation in activities organised by other agencies.	Science olympiad, Green Olympiad etc	As per KVS calendar	concerned committees	
7	Publication of Vidyalaya Patrika, News letter & Class magazine etc	Will be published by giving opportunity for students and staff to write articles	As per KVS calendar	CCA committee of both Primary and secondary	
C.	Games and Sports				
1	Primary Section:				
	Organisation of:	Activity cards will be provided	Period wise	All Primary Teachers	
	i) Mass participation	MPT and MINI SPORTS	Monthly	TGT (PHE): Coach	
	ii) Physical efficiency tests	Athletics, skipping, tennis ball throw, vertical jump,	July 2024	TGT (PHE): Coach	
	iii) Athletics- Housewise competitions	Kho-Kho, Football, Relay race, tug of war, Athletics			
	iv) School meet	Maximum Participation	Nov-24	TGT (PHE): Coach	
2	Secondary & Sr.Secondary:				
	Organisation of :				
	i) Mass participation drive	Swachh Bharat Abhiyan, Fit India, MPT	weekly Activities	All teachers and Principal	
	ii) Physical Efficiency test	As per the CBSE guidelines	Monthly	TGT (PHE): Coach	
	iii) Housewise competitions:				
	i) Athletics	100m,200,400, Long Jump, High Jump	July 2024	TGT (PHE): Coach	
	ii) Team games	Kho-Kho, Basketball Khabadi, Throw Ball, Volleyball, Football	July 2024	TGT (PHE): Coach	
	iv) School meet	Maximum Participation	Sep-24	All teachers and Principal	
	Yoga practice & display	Daily Morning and in one period on Saturday	Yoga day and sports day annual day	Yoga coach and Teachers	
	Inter school/Cluster/Regional meets etc	To improve number of participants	As per KVS calendar	TGT (PHE): Coach	
	v) Any other	As per kvs guidelines and instructions	
	vi) Participation in activities organised by other agencies	As per kvs guidelines and instructions	
		

D.	Other Activities				
1	Environmental Awareness Programme	Planting more trees and taking care of them, observing different significant days	AS per requirement and calendar	School level committee	
2	Science Exhibition	School level, Regional level	As per KVS calendar	Committee	
3	EBSB & Kala Utsav	School, Cluster, Regional level	As per KVS calendar	Committee	
4	Youth Parliament	Nil			
5	Value Education Programme	Value talk by the teachers/experts/councillor	as per need	CCA committee	
6	School Annual Day	Conduct annual day by including cultural activities	Nov-24	CCA committee	
7	Celebration of festivals and important days	National Festivals and important days will be celebrated in the assembly	as per calendar	CCA committee	
8	Morning Assembly	mass Participation of students in various activities	Daily	CCA committee, all teachers	
9	Scouting & Guiding Training/Camps	Maximum Participation	As per KVS calendar	S & G teachers	
10	Trekking etc.	Maximum Participation	whenever required	TGT (PHE): Coach	
11	Health Checkup of students twice a year	Twice annually	August, Feb	TGT (PHE): Coach	
12	Any other- NCC	Maximum participation	As per schedule by NCC BN	Third Officer from K.V. Malleswaram- Sachin Verma	
E.	Miscellaneous				
1	Talks by experts	For AEP, Guidance	Monthly	AEP In-charge	
2	Proposals for Inservice Courses	Sponsor and relieve teachers	as per KVS calendar	Principal I/C	to monitor performance after the training
3	Organisation of Inservice Course/Vidyalaya level workshops	As per KVS policies	As per KVS calendar	Principal I/C	
4	Proposals for National/ICT/Innovative & experimentation Awards	teachers are motivated to adopt innovative practices and present the reports	As per KVS instructions	All teachers	
5	Community Oriented programmes	Swachh Bharat abhiyan	As per govt of India instructions	All Students/ teachers/ parents	
6	NAEP/Counseling services	To carry out effectively	Weekly	AEP committee	
7	Services of Special educator	Need based	As per time table	Class teachers and special educator	
8	School sanitation initiatives	monitoring of conservancy staff by cleanliness committee and principal			
9	Maintenance of School Campus				
	Cleanliness and upkeep of				
	i) Campus	To keep campus clean	regular	Monitoring by cleanliness committee	
	ii) Toilets &	To keep toilets clean	regular	Monitoring by cleanliness committee	
	iii) Provision of drinking water	Installed RO units in Feb 2024	servicing of RO units once in three months	Monitoring by cleanliness committee	
10	Development & upkeep of Lawns and gardens, Plantation drive	To add more flowering plants/ornamental plants/ Medicinal garden/ vegetable Garden	maintained daily by Gardener	Beautification committee	
11	Flower pots and their maintenance	To keep adding pots with plants as per need	do	Beautification committee	
12	Installation of Fire Extinguishers/Availability of sand and water buckets	Available in the Vidyalaya	As per Fire Safety Guidelines	Building Safety Committee	

Signature of Principal_MANPREET
Name of KV : CUDDALORE NLC/NLC NEVELI

K V NLC NEYVELI/CUDDALORE NLC

Institutional Plan for the academic year 2024-25

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	<u>A. ADMINISTRATION</u>				
	Staff sanction proposals.	To prepare the proposal with VMC	As per KVS Norms	Principal	
	Proposals for upgradation/additional sections etc.	NIL			
2	Selection of staff for contractual appointments	Prepared a Panel for all posts	24th February 24	VMC and Principal	Completed
3	<u>Construction Works:</u>				
	i) New works	NIL		Principal	TILING OF CLASS ROOMS AND CORRIDORS
	ii) Maintenance & Repairs	As per Need and requirement Electrical and civil	servicing of water purifiers & cleaning of tanks ,drainage pipes and sewage tanks periodically	Miatenance Incharge and Committee	carried out regularly
	iii) Developmental work	Development of Garden/ wellness centre/ Toy Library as per PM SHRI norms	31st March 24	Principal and various committes	completed for the year 23-24 as per budget allotted
	iv) Colouring/white washing of school buildinf and staff quarters	Quotaion will be invited for the colour wash of the exterior wall	Jul-24	VMC and Principal	M& R of Staff qrts completed
	v) Transfer of land/execution of lease deed etc. if required.	Documents submitted to chairman for transfer of land Lease deed not completed.Documents submitted to chairman for transfer of land			
4	<u>Furniture:</u>				
	1. Procurement of new furniture	GeM bidding for procuremnt of furniture Primary	Jun-24	Furniture Incharge	
	2. Repair of old furniture	M&R of serviceable items	Jun-24	Furniture Incharge	Completed.

5	Procurement of Stores				
	i) Office stationery	Required items through GeM procurement	.August 2024	LPC and school Committee	
	ii) Laboratory articles	Required items through GeM procurement	.August 2024	LPC and school Committee	
	iii) Library Books	Required items through GeM procurement	.August 2024	LPC and school Committee	
	iv) Workshop material	Required items through GeM procurement	.August 2024	LPC and school Committee	
	v) Games/Sports material	Required items through GeM procurement	.August 2024	LPC and school Committee	
	vi) Any other	Stationery items	During trainings and workshops	LPC and school Committee	
6	Condemnation				
	i) Unserviceable furniture	Condemnation and write off		All the HOD to submit the	
	ii) Other unserviceable stores	NIL		condemnation list	
7	Annual stock verification	COMPLETED		All the HODs	Work in progress
8	Vidyalaya Management Committee Meetings.	3 meetings in a year	August24, Dec24 and Feb 25	Principal and teacher representative	
Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
9	Financial Management				
	i) Budget proposals	To be prepared	24-Aug	Principal VMC	to be completed
	ii) Revised Estimates	To be prepared	24-Aug	Principal VMC	
	iii) VVN	To be prepared	24-Aug	Principal VMC	
10	Audit of school accounts.				
	Follow up of a Audit objections	Prepare reply and follow up	01-Nov	SSA and Principal	
11	Maintenance of School Campus				
	cleanliness and upkeep of				
	i) Campus	To keep campus clean	Always	Monitoring by the committee formed	
	ii) Toilets &	To keep toilets clean	Always	Monitoring by the committee formed	
	iii) Provision of drinking water	RO units are in working condition	Always	Monitoring by the committee formed	

12	Development & upkeep of Lawns and Gardens	To keep adding more flowering plants/ornamental plants/ Medicinal garden/ vegetable Garden	maintained daily by Gardener	Beautification committee	work in progress
13	Plantation of trees	plantation of saplings in pots because of non availability of space	maintained daily by Gardener	Beautification committee	work in progress
	Flower pots and their maintenance.	will keep adding flower pots as per need	maintained by Gardener	Beautification committee	work in progress
14	Settlement of Courtcases				
	<u>B. ACADEMICS</u>				
1	School Time-table	Time table prepared as per KVS norms and distributed to teachers and students	march 24	Time Table committee	completed
2	Analysis of Board & Internal	analysis to be done	March and May	Exam incharge CBSE incharge and Principal	Internal exam analysis completed and sent to RO
	Exam.results				
3	Implementation of NEP				
4	Implementation of FLN				
5	Checking of written work of classes	To check periodically	Once a month	Principal vice Principal and HM	Work in progress
6	Checking of Teachers' Diaries	not yet printed	Monthly once	Principal/ vice Principal/ HM	Work in progress
7	Checking of class Registers	To check periodically	Last working day	Principal/VicePrincipal	Work in progress
Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
8	Remedial teaching	Monitor regularly	As per time table	Academic monitoring Committee and Principal	Commence on 3 April 2024
9	Guidance to Bright children	Monitor regularly	Weekly	Academic monitoring Committee and Principal	Work in progress
10	<u>Supervision of:</u>				
	i). Laboratory work	Complete practicals	Oct-24	Academic monitoring Committee and Principal	Work in progress
	ii) SUPW Programme	prepare and implement plan	As per time table	Academic monitoring Committee and Principal	Work in progress

	iii) Library	Implement Library policy	Quartrely meetings	Library Committee and Principal	As per KVS Norms
	iv) Other work	As and when assigned by kvs HQ and RO			
11	Examination & Assessments				
	<u>Model tests</u>				
	Half yearly exam/Summative assessments	Periodic Assessments	To complete assigned work as per KVS plan	Exam Dept	
	Session ending exam/Summative assessments	To complete assigned work	As per KVS plan	Exam Dept	
	Unit Tests/Formative assessment	To complete assigned work	As per KVS plan	Exam Dept	
12	Subject Committee Meetings	To conduct regularly	Once a month	Principal and concerned subject committe	
13	Innovative Academic Projects	To present as many possible projects	As per KVS calendar	All teachers and Principal	
14	Other Programmes				
	<u>C. CO-CURRICULAR:</u>				
1	Investiture ceremony	Elections for the School Captain	July 1st week	CCA committe	
2	Finalisation of CCA Schedule	Different programes with dates	Mach last week	CCA committe	
3	Organisation of Hobby Clubs	Different clubs formation	April 1st week	CCA committe	
4	House-wise competitions in:	To conduct regularly	Once in a Week during CCA periods	CCA committe	
	<u>Primary Section:</u>				
	i) Story	Maximum Participation	31/12/2024	CCA committee Primary	
	ii) Poetry Recitation Hindi/English	Maximum Participation	31/12/2024	CCA committee Primary	
	iii) Calligraphy	Maximum Participation	31/12/2024	CCA committee Primary	
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4	Secondary & Sr.Secondary				
	i) Elocution	Maximum Participation	31/12/2024	CCA committee secondary	
	ii) Music	Maximum Participation	31/12/2024	CCA committee secondary	
	iii) Dance	Maximum Participation	31/12/2024	CCA committee secondary	
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	v) Dramatics	Maximum Participation	31/12/2024	CCA committee secondary	
	vi) Any other	Maximum Participation	31/12/2024	CCA committee secondary	
	vii) Participation in activities organised by other agencies.	Science olympiad, Green Olympiad etc	As per KVS calendar	concerned committies	
5	Publication of Vidyalaya Patrica, Newsletter etc.	will Publish patrika	As per KVS calender	CCA committee of both Primary and secondary	completed FOR 2023-24
	<u>D. GAMES & SPORTS</u>				
	<u>Primary Section:</u>				
	Organisation of:				
	i) Mass participation	Activity cards will be provided	Period wise	All Primary Teachers	
	ii) Physical efficiency tests	MPTand MINI SPORTS	Monthly	TGT (PHE): Coach	
	iii) Athletics- Housewise competitions	Athletics, skipping, tennis ball throw, ver Kho-Kho, Football, Relay race, tug of war, Athletics	July 2024	do	
	iv) School meet	Maximum Participation	Nov, 24	TGT (PHE): Coach	
	<u>Secondary & Sr.Secondary:</u>				
	Organisation of :				
	i) Mass participation drive	Swachh Bharat Abhiyan, Fit India, MPT	weekly Activities	All teachers and Principal	
	ii) Physical Efficiency test	As per the CBSE guidelines	Monthly	TGT (PHE): Coach	
	iii) Housewise competitions:				
	i) Athletics	100m,200,400, Long Jump, High Jump	July 2024	TGT (PHE): Coach	
	ii) Team games	Kho-Kho, Basketball Khabadi, Throw Ball, Vollyball, Football	July 2024	TGT (PHE): Coach	
	iv) School meet	Maximum Participation	Sep-24	All teachers and Principal	
	Yoga practice & display	Daily Morning and in one period on Saturday	Yoga day and sports day annual day	Yoga coach and Teachers	
	Inter school/Cluster/Regional	To improve number of participants	As per KVS calendar	TGT (PHE): Coach	

	meets etc.				
	v) Any other	As per kvs guidelines and instructions	
	vi) Participation in activities organised by other agencies	As per kvs guidelines and instructions	
	<u>E. OTHER ACTIVITIES;</u>				
1	Environmental Awareness PROGRAMME	Planting more trees and taking care of them, observing different significant days	AS per requirement and calander	Committee	
2	Science Exhibition	School level, Regional level	As per KVS calendar	Committee	selected project to be sent to National
3	Social Science Exhibition	School, Cluster, Regional level	As per KVS calendar	Committee	selected project to be sent to National
4	Youth Parliament	Nil			
5	Value Education Programme	Value talk by the teachers/ experts/councillor	as per need	CCA committe	
6	School Annual Day	Conduct annual day by including cultural activiites	Nov-24	CCA committe	
7	Celebration of Festivals & important days	National Festivals and important days will be celebrated in the assembly	as per calendar	CCA committe	
8	Morning Assembly	Maximum Participation	Daily	CCA committee , all teachers	
9	Bulletin Boards	According to theme of the month, or festivals or important days to be celebrated	Once a month	CCA committee, all class teachers and house masters	
10	Scouting/Guiding Training	Maximum Participation	As per KVS calendar	S & G teachers	
11	Scouting / Guiding Camps				
Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
12	Trekking etc.	Maximum Participation	whenever required	TGT (PHE): Coach	
13	Any other-				
14	Health check up of students	Twice annually	August, Feb	TGT (PHE): Coach	
	twice a year				
	<u>F MISCELLANEOUS;</u>				
1	Talks by experts	Talks by experts	For AEP, Guidance	Monthly	AEP In-charge

2	Proposals for Inservice Courses	For newly inducted teachers	as per KVS calendar	Principal I/C	
3	Organisation of Inservice Course	Sponsor and relieve teachers	as per KVS calendar	Principal I/C	to monitor performance after the training
4	Proposals for National/ Incentive awards	teachers are motivated to adopt innovative practices and present the reports	As per KVS instructions	All teachers	
5	Community oriented programmes, -if any	Swacch Bharat abhiyan	As per govt of India instructions	All Students/ teachers/ parents	
6	NAEP	To carry out effectively	Weekly	NAEP i-c	
7	School sanitation initiatives				
	<u>H. Any other</u>				

Name of K V CUDDALORE NLC/NLC NEYVELI

Name of the Principal: MANPREET

Signature of Principal :