



केन्द्रीय विद्यालय संगठन, नई दिल्ली  
Kendriya Vidyalaya Sangathan, New Delhi

# VIDYALAYA PLAN

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**VIDYALAYA PLAN (2024-25)****PART - A****1-VIDYALAYA PROFILE****1(A)-GENERAL INFORMATION**

NAME OF THE VIDYALAYA	PM SHRI KENDRIYA VIDYALAYA NAMKUM, RANCHI	REGION	Type of Building A1/A/B/C/D/E
SCHOOL CODE	1185	AFFILIATION NO.* (upload affiliation Letter issued by CBSE)	3400020
YEAR OF ESTABLISHMENT	1986	SECTOR	
GEOGRAPHICAL LOCATION (COORDINATES)	23°19'56.18" N 85°23'0.15" E	UDISE No.	20140808713
AREA (Built up in meter square)		TOTAL AREA (Built up in meter square)	60702.8
ADDRESS OF THE VIDYALAYA	ARMY AREA NAMKUM, RANCHI	CONSTITUENCY OF THE VIDYALAYA	RANCHI
e-Mail of the Vidyalaya	kvn ranchii@gmail.com	RURAL/URBAN	URBAN
PM SHRI SCHOOL	YES / NO	IF YES, SANCTION YEAR	
NAME OF THE PRINCIPAL	SOMIT KUMAR	Landline (o)- 0651-2910429 Landline (R)- Mobile-9800500836 E-mail- kvnranchii@gmail.com	
DATE OF JOINING IN	PRESENT KV- 01.09.2022	PRESENT POST- 28.12.2015	
NAME OF THE PERSON WHO CAN BE CONTACTED IN ABSENCE OF PRINCIPAL			
	BIPIN KUMAR SAH	Mobile No. 8210504903	
NAME OF THE CHAIRMAN* (Upload list of VMC Members approved by KVS RO)	Brigadier Umesh A Parab	Landline (o)- Landline (R)- Mobile- E-mail- education124library124@gmail.com	
ADDRESS OF THE CHAIRMAN OFFICE	124 Brigade, Namkum, Ranchi		

**1(B)(i) SCHOOL DATA (as on 31<sup>ST</sup> March, 2024)**

(I) STUDENTS ENROLMENT POSITION									
PRIORITY CATEGORYWISE	I		II	III	IV	V	VI	TOTAL	
BOYS									
GIRLS									
	TOTAL								
SOCIAL CATEGORYWISE	SC			ST		OBC (CL)	OBC (NCL)	GEN	TOTAL
BOYS									
GIRLS									
	TOTAL								
COMMUNITY	HINDU	MUSLIM	SIKH	CHRISTIAN	BUDDHIST	JAIN	ZOROASTRIAN	OTHER	TOTAL
BOYS									
GIRLS									
	TOTAL								
DIVYANG/ STUDENTS WITH SPECIAL NEEDS (As per RPwD Act 2016, 21 identified disabilities)	ORTHOPEDICALLY CHALLENGED		VISUALLY CHALLENGED			HEARING IMPAIRED	AUTISTIC	OTHERS	TOTAL
BOYS									
GIRLS									
	TOTAL								

(II) TOTAL FRESH ADMISSIONS DURING SESSION: 2023-24									
PRIORITY CATEGORYWISE	I		II	III	IV	V	VI	TOTAL	
BOYS									
GIRLS									
	TOTAL								
SOCIAL CATEGORYWISE	SC			ST		OBC (CL)	OBC (NCL)	GEN	TOTAL
BOYS									
GIRLS									
	TOTAL								
COMMUNITY	HINDU	MUSLIM	SIKH	CHRISTIAN	BUDDHIST	JAIN	ZOROASTRIAN	OTHER	TOTAL
BOYS									
GIRLS									
	TOTAL								
DIVYANG/ STUDENTS WITH SPECIAL NEEDS (As per RPwD Act 2016, 21 identified disabilities)			ORTHOPEDICALLY CHALLENGED	VISUALLY CHALLENGED	HEARING IMPAIRED	AUTISTIC	OTHERS	TOTAL	
BOYS									
GIRLS									
	TOTAL								
ADMISSIONS UNDER “RTE”			SC	ST	OBC (NCL)	EWS / BPL	DA / CWSN	TOTAL	
BOYS									
GIRLS									
	TOTAL								

**1(B)(ii) STAFF POSITION**

		STAFF POSITION													
Cadre	<a href="#">Staff Sanctioned*</a> (Upload staff sanction letter from KVS)	In Position				Category wise						DIFFERENTLY ABLED			
		Male	Female	Third Gender	Total	SC	ST	OBC (CL)	OBC (NCL)	Minority	Gen/ Unreserved	OH	VH	HH	Others
Principal	1	1	0		1	0	0	0	1	0	0	0	0	0	0
VP/Principal Gr.II	0	0	0		0	0	0	0	0	0	0	0	0	0	0
PGT	11	7	4		11	1	2	0	6	0	2	0	0	0	0
TGT	9	2	7		9	1	3	0	2	0	3	0	0	0	0
TGT (WE)	1	1	0		1	0	0	0	1	0	0	0	0	0	0
TGT (AE)	1	1	0		1	0	0	0	1	0	0	0	0	0	0
TGT (P&HE)	1	1	0		1	0	0	0	0	0	1	0	0	0	0
HM	1	1	0		1	0	1	0	0	0	0	0	0	0	0
PRT	11	4	7		11	0	2	0	2	0	4	0	0	0	0
PRT (MUSIC)	1	1	0		1	0	0	0	1	0	0	0	0	0	0
ASO	0	0	0		0	0	0	0	0	0	0	0	0	0	0
SSA	1	1	0		1	0	0	0	1	0	0	0	0	0	0
JSA	1	0	1		0	0	0	0	0	0	1	0	0	0	0
LIBRARIAN	1	0	1		1	0	1	0	0	0	0	0	0	0	0
SUB STAFF	7	0	1		1	0	0	0	0	0	2	0	0	0	0
Hostel Staff	0	0	0		0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>47</b>	<b>19</b>	<b>18</b>		<b>41</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**1(B)(iii)- Appointing/ Engaging of Doctor, Nurses, Special Educator, Counsellors and Coaches (Sports, Performing arts etc.)**

Sl. No	Post	Gender	Date of Appointment
1	Counsellor	Female	21.06.2023
2	Nurse	Female	21.06.2023
3	Doctor	NA	
4	Sports Coach		
5	Special Educator	NA	
6	Vocational Instructor (for skill courses)	NA	
7	Any Other		

**1(C) - VISION, MISSION AND PLANNING OF THE VIDYALAYA**

Sl. No	Activity/Programme	Planned achievement targets	Expected date of completion	Actual Date of Completion/ Actual achievements/ Status Report
1	Fixing vision and mission statements and a set of standard operating procedures.	<b>Vision statement of the Vidyalaya:</b>  <b>Mission Statement of the Vidyalaya:</b>	<b>Mission:</b>	
2	Fixing long term and short term plans commensurate with its vision and mission statement for institutional planning.	<b>Long term Plan:</b>  <b>Short term Plan:</b>	<b>Long Term plan:</b>  <b>Short Term plan:</b>	
3	Promotion of innovation by introducing creative methods and techniques that equip students and the institution with 21st century skills.			
4	Any other project undertaken by the vidyalaya			

**PART - B**

**1- INFRASTRUCTURE PLAN**

**(A) - Building Plan:\* (Upload photographs -one each)**

	Available in No.	Proposed / Expansion (2024-25)	Budget plan (2024-25)
Principal Room	1	0	NA
Class Rooms	26	6	
Smart /e-Class Rooms	13		
Physics lab	1	0	NA
Chemistry lab	1	0	NA
Bio labA	1	0	NA
Jr. Science lab	1	0	NA
Geography Lab	0	0	NA
Computer Lab	2	0	NA
Maths Lab	1	0	NA
Digital Language Lab	1	0	NA
Social Science Lab	0	0	NA
Vocational Lab/Composite Lab	1	0	NA
Yoga Room	0	0	NA
Medical Room	1	0	NA
Art Room	1	0	NA
Resource Room	0	0	NA
ATL LAB	0	0	NA
Music Room	1	0	NA
Activity Room	1	0	NA
Staff Room	1	0	NA
Conference Hall / Auditorium	2	0	NA
Games & Sports Room	1	0	NA
Library	1	0	NA
Children's Park	1	0	NA
Playgrounds	2	0	NA
Garden	1	0	NA
Science/ Maths Park	0	0	NA
Admin Office	1	0	NA
Canteen	0	0	NA
Hostel	0	0	NA
Bathrooms: (Total)			
I. Boys	3	0	NA

II. Girls	2	0	NA
<b>Toilets: (Total)</b>			
I. Boys			
II. Girls			
<b>Facilities for the disposal of sanitary items:</b>			
I. Incinerator	2	0	NA
II. Vending Machine	1	0	NA
<b>Green school initiatives:</b>			
I. Herbal Garden	1	0	NA
II. Kitchen Garden	1	0	NA
III. Medicinal Garden	1	0	NA
IV. Composting Pit / Vermicompost pit	1	0	NA
V. Swachha Vidyalaya implementation	1	0	NA
VI. Rain water harvesting, Water treatment	1	0	NA
VII. Availability of solar plant, Use of LED lights			
<b>Facilities for Promoting Inclusive Education (As per the modalities of RPwD Act 2016)</b>			
i. Ramp	1	0	NA
ii. Special Toilet	1	0	NA
iii. Wheel Chair			
iv. Barrier free access			

**(B) - Assets (Furniture)**

Furniture Type	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
Dual Desk	240	20	
Single Desk	377	80	
Teacher's Table	36	05	
Teacher's chair	35	05	
Almirah	41	04	
Computer Table	40	05	
Computer Chair	42	04	
Lab Table	NIL	NIL	
Lab Stools	0	200	
Bed for Medical Room	1	1	
Podiums	2	1	

**(C) - Assets (lab equipment (Value above Rs. 15,000/-)**

Name of Lab	Availability of infrastructure as per benchmark of labs	Availability of equipment as per benchmark of labs	Proposed development of infrastructure/acquisition (2024-25)

**(D) - Assets (IT Infrastructure) (Value above Rs. 15,000/-)**

Articles	Available in No.	Proposed Procurement / Repair (2024-25)	Remark
Computer	72	30/10	
Projector	12	08	
Printer	05	NIL	

**(E) - Assets (Library)**

Sl. No.	Articles	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
1	Tables	05		
2	Chairs	03		
3	Almirah	16		
4	Bookshelves	16		
5	Interactive panel	0		
6	Desktop Computers	2	8	
7	Books in Hindi	1841		
8	Books in English	4918		

**(F) - Assets (Music) (Upload photographs -max. two)**

Sl. No.	Articles	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
1	Harmonium	04		
2	Synthesizer (Key Board)	02		

3	Tabla	01		
4	Dholak	01		
5	Congo	3 SET		
6	Flute	NIL		
7	Voilin	NIL		
8	Mouth organ	NIL		
9	Khanjari	NIL		
10	Dufflee	02		
11	Miracus	01		
12	Marching Triangle	NIL		
13	Marching drum	01		
14	Symbate	NIL		
15	Jazz drum set	01		
16	Any other			

**(G) - Assets (Workshop/Art & Craft/Sport) (Value above Rs. 15,000/-)**

Department	Articles	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
Work Experience / Skill Courses	Voice Recorder	03	02	
	Invertors	01	02	
	PA System	01	01	
	Aqua Guard	02	02	
Art & Culture				
Sports	Handball Post	02	02 Steel Almirah	
	Judo Taekwondo Kit	04		
	Cricket Roller	02		
	Cricket Net	02		
Gardening	Sprinkler	01	01/01	
	Grass cutter	02		
Scout and Guide				
Any other department				

**(H) - Assets (Office) (Value above Rs. 15,000/-)**

Articles	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
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**(I) - Medical Room Facilities \*(Upload photographs -max. two)**

Facilities	Available in No.	Proposed Acquisition/ Repair (2024-25)	Remark
First Aid Kit	02		
Infrared Thermometer			
Medical Bed			
Wheel Chair			
Almirah for Medicine			
Stethoscope			
Sphygmanometer			
Glucometer			
Sanitizer dispenser			
Pulse oximeter			
Stretcher			
Oxygen Cylinder			
Medical Examination Table			
Eye Testing Drum			
Others			

**(J) - Suggestion Box/Student Gratitude Box\* (Upload photographs max. two)**

1. Whether the Suggestion Box is installed: YES
2. Whether the Suggestion Box is opened every week: YES
3. Whether the record is being maintained regarding suggestions: YES
4. The Action taken on Suggestions: AS PER NEED
5. Whether Gratitude Box is installed: NO
6. Whether the Gratitude Box is opened every week:NA

S.No	Suggestion	Action Taken

### 1.1- SAFETY & SECURITY

#### (A) -(i) Safety Plan\* (Upload photographs -one of each)

Security features Installed	No. of articles/ Installed	Whether functioning or not	Location Where installed	Proposed new location for installation (2024- 25)	No. of articles required	*Date of refilling/ ** Backup period
Fire Extinguishers *	08	YES	Chem Lab, Bio Lab, Principal Chamber, Office, Examination and Corridor			
Fire Alarm	2	YES				
CCTV Camera **						
Public Announcement System						

#### (ii) Emergency Supplies/ Facilities\* (Upload photographs -one of each)

Facilities	Existing Position	Proposed for Expansion (2024-25)	Article required
Sufficient Drinking Water points (taps etc.)	08		
Water purifier & water coolers	02		
Emergency Lighting System			
First Aid Kits	20		
Emergency Evacuation Plan			
Emergency Communication System			
Water Tanks			
Sanitation Supplies/ facilities for Disposal			
Boundary wall/ Fencing			
Exit/Entrance Gate			
Display of Emergency Phone Numbers			
Display of Vidyalaya Map			

(iii) Security Personnel/Conservancy staff

No. of Persons	Male	Female	Remark

(B) - School Staff Training/Mass Drill:\* (Upload photographs -one of each )

Training Area	No of Staff & Students Trained	Proposed Plan for training (2024-25)
A. Evacuation Drills		
B. Basic First Aid/ First Responder Skills		
C. Safety Training		
D. Use of Fire Extinguisher		
E. How to turn off electricity, water and gas		
F. Psychological First Aid		
G. Other: _____		

(C) - MANDATORY CERTIFICATES\* as per CBSE Affiliation norms (Upload photographs - each )

Sl. No.	Certificates	Date of Issue	Valid Till
	Fire safety certificate		
	Building safety certificate		
	Water and sanitation certificate		

(D) - SCHOOL RESPONSE TEAMS

Sl.No	Particulars	Name of Team Leader (2024-25)	Members with Designation	Contact Details
1.	Child Rights Protection Cell / POCSO Committee (As per NCPCR)	Smt. Jyoti Bela Minz, PGT (Bio)	1 Kumari Kanak Lata, PGT (Comm) 2 Shri S K Sinha, PGT (Maths) 3 4 5	
2.	Evacuation Team/ School Disaster Management Committee/ Search & Rescue Team (As per NDMA Act)		1 2 3 4 5	
3.	First Aid & Medical Team	Ms J B Minz, PGT Bio	1 Staff Nurse 2 3 4 5	



4.	Team for monitoring Implementation of facilities for Inclusive and equitable education, facilities for SEDG's (As per RPwD Act)		1 2 3 4 5	
5.	Internal Complaint Committee (ICC) (As per directions of KVS HQ)		1 J. B. Minz, PGT (Bio) 2 S. K. Sinha, PGT (Maths) 3 4	
6.	Grievance Redressal Committee	Sh S K Sinha, PGT (Maths)	1 Kumari Kanak Lata, PGT (Comm) 2 Shri Ravi Prakash, PGT (CS) 3 Shri Rohit Kumar, TGT (Maths)	

## 2- ACADEMIC

### (2.1)- ACHIEVEMENTS AS ON 31<sup>st</sup> March, 2024

#### (A) - Curricular Achievements

CLASSES	EXAMINATION (CBSE) (FOR LAST RESULT DECLAIRED BY CBSE)								Name of position Holders
	Enrollment	Appeared	Passed	Pass %	PI	% of students getting 90% and above marks	% of students scoring marks between 75%-89%	% of students scoring marks between 60%-74%	
XII (Sc.)	28	28	28	100	63.13	7.14	39.29	42.86	I _____ II _____ III _____
XII (Comm.)	22	22	22	100	56.48	0	36.36	50	I _____ II _____ III _____
XII (Hum.)	19	19	19	100	55.00	0	26.32	47.37	I _____ II _____ III _____
X	77	77	77	100	58.64	5.19	22.08	41.56	I _____ II _____ III _____
	EXAMINATION (Home)								

XI (Sc.)									I _____ II _____ III _____
XI (Comm.)									I _____ II _____ III _____
XI (Hum.)									I _____ II _____ III _____
IX									I _____ II _____ III _____

(B) THE LEARNING ATTAINMENT OF STUDENTS & TARGET

1) Foundational Stage

Class	Learning Attainment of Students for the year 20__ - 20__ (% of Students)					Target for the year 20__ - 20__ (% of Students)					Remarks	
	A+ Grade	A Grade	B Grade	C Grade	D Grade	A+ Grade	A Grade	B Grade	C Grade	D Grade		
I												
II												

2) Preparatory Stage

Class	Learning Attainment of Students for the year 20__ - 20__ (% of Students)						Target for the year 20__ - 20__ (% of Students)						Remarks	
	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%		
III														
IV														
V														

3) Middle Stage

Class	Learning Attainment of Students for the year 20__ - 20__ (% of Students)						Target for the year 20__ - 20__ (% of Students)						Remarks
	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%	
VI													
VII													
VIII													

#### 4) Secondary Stage

Class	Learning Attainment of Students for the year 2023 - 2024 (% of Students)						Target for the year 2024 - 2025 (% of Students)						Remarks
	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%	90% and above	75%-89%	60%-74%	45%-59%	33%-44%	Below 33%	
IX													
X													
XI													
XII													

S No.	CLASS	% of Students who obtained 75% and above marks
1	XI-XII	
2	IX- X	
3	VI-VIII	
4	III- V	
		% of Students who obtained grade "B" and above
5	I-II	
TOTAL		

#### LEARNING ATTAINMENT TEST (SAFAL)

Class	% of students obtained 75% and above
CLASS 3	
CLASS 5	
CLASS 8	

LEARNING ATTAINMENT TEST <b>(ORF)</b>						
CLASS	SUBJECT	WCPM between 0 - 14	WCPM between 15 - 34	WCPM between 35 - 53	WCPM between 54 - 69	WCPM > = 70

C) QUALITY OF RESULTS

(i) EXAMINATION (Competitive)

Admission for professional courses	JEE Mains	JEE Advance	NEET	IISER/ NISER	CUCET	CLAT	NDA	OTHERS
No. of students Selected								
Targets								
Target for next session								

(ii) National Level Scholarship/ Talent Search Examinations

Name of the Scholarship / Examination			
No. of students Appeared			
No of students Selected			
Target for next session			

(iii) KV has registered on National Scholarship portal for Pre Matric & Post Matric Scholarships – Yes/ No

No. of students Registered			
No of Students Received scholarship			

(D) - CO-CURRICULAR ACTIVITIES AS ON 31<sup>st</sup> MARCH 2024

a) Achievements in Sports\* **(Upload certificates of position holders)**

NUMBER OF PARTICIPANTS			NUMBER OF POSITION HOLDER		
Regional level	National Level	SGFI/ Associations/Federation/KHELO INDIA (Open)	Regional level	National Level	SGFI/ Associations/Federation/ KHELO INDIA (Open)

**b) School level and cluster level participation (Total 10 points)**

Event	Number of events organized /inter house competitions	Percentage of Participants achieving benchmark	No of position holders
School level			
Cluster level			

**c) Participation in other competitions\* (Upload certificates of position holders)**

Event	Number of events the school participated	Number of Participants	No of position holders
District level			
State level			
Others			

**d) Health Checkup and Maintenance of Physical Health Profile (twice in a year)**

	Status of Health checkup and follow up (% of completion)	Status of maintenance of Health card (% of completion)
Primary		
Secondary		

**e) EBSB/ KALA UTSAV ACTIVITIES\* (Upload certificates of position holders)**

NUMBER OF PARTICIPANTS				NUMBER OF POSITION HOLDERS			
School level	Cluster Level	Regional level	National Level	School level	Cluster Level	Regional level	National Level

**f) SCIENCE ACTIVITIES AND ACHIEVEMENTS \_ (Upload certificates of position holders)**

AREA	NUMBER OF PARTICIPANTS			NUMBER OF POSITION HOLDER		
	Regional Level	KVS National	National Level	Regional Level	KVS National	National Level
National Children Science Congress						
Rashtriya Bal Vaigyanik Puraskar						
INSPIRE AWARD Manak						
Maths Olympiad (RMO/INMO/NMO)						
YUVIKA						
PRAYAAS						
VIGYAN JYOTI						
Others						

**g) Action taken by the school to promote scientific temper**

Sl. No	Name of the activity (Activities performed under introduction of AI and other subjects as skill subject in Class VIII/maintenance of ATL lab and activities under it/ Celebration of National Science Day etc)	Percentage of students participated
	National and International Activity if Any	

	Skill Education	
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**h) BHARAT SCOUT & GUIDE ACHIEVEMENTS\* (Upload certificates of qualifiers)**

Sl. No	Number of participants appeared for given stage(level)			Number of participants qualified in the stage (certificate awarded)		
	Rashtrapati Purashkar/Golden Arrow	Rajya Purashkar/Chaturth Charan	Tritiya Sopan/Tritiya Charan	Rashtrapati Purashkar/Golden Arrow	Rajya Purashkar/Chaturth Charan	Tritiya Sopan/Tritiya Charan
Scout & Guides						
Cub & Bulbul						

**i) TARUNOTSAV**

S.NO	Name of the activity	No. of students trained	Remarkable achievements if any

**(E) -OTHER REMARKABLE ACHIEVEMENTS (In 100 words)**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**(F) -Status of Foreign & Regional Language:**

S.NO	NAME OF THE LANGUAGE	NO. OF STUDENTS ENROLLED FOR THE LANGUAGE													
		VI	% of students	VII	% of students	VIII	% of students	IX	% of students	X	No of students certified	XI	% of students	XII	No of students certified

	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
--	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

**(2.2)- PLANNING FOR THE YEAR (2024-25)**

**(A) -Strategic goals and plan for expected improvement of quality & quantity of result for 2024-25**

Class	Enrollment		Pass %		PI		Strategies / Plan of Action	Remarks
			Achieved (2023-24)	Target (2024-25)	Achieved (2023-24)	Target (2024-25)		
	Previous Session (2023-24)	Current Session (2024-25)	Previous Session	Current Session	Previous Session	Current Session		
XII (Sc.)								
XII (Comm.)								
XII (Hum.)								
X								
XI (Sc.)								
XI (Comm.)								
XI (Hum.)								
IX								

**(B) -**

**(i) Vidyalaya level workshops to be planned for all teachers (Including online workshops):**

Short duration workshops to be organized at Vidyalaya level	Strategies	Target	Expected Achievement	Remarks
Content enrichment through Demonstration/Meeting/seminars in concerned subjects				
21 <sup>st</sup> century Skills				
Life Skills/Adolescent Education programme/Gender sensitization				
Pedagogical practices-experiential learning/socio emotional learning, sports/arts integration/Multidisciplinary Approach/CBE/Digital pedagogy and blended learning				
Safety, Rights and security of children/POCSO Act/RTE Act				
Inclusive and Equitable Education				
Workshop for planning the TLM/Activity and graded assignments/Question Bank				
To familiarize teachers with the spirit and content of NCF and Recommendations of NEP				



To familiarize teachers with the curriculum documents and support material brought out by CBSE				
To familiarize teachers with the curriculum documents and support material brought out by NCERT Like Learning Outcomes & Exemplar				
Induction program for newly recruited staff member at Vidyalaya level				
Any other training				

(ii) Workshops for capacity building

Name of the Workshop	Name of teacher	Designation / Subject	Area of concern	Strategies

(iii) Teachers' Achievements\* (Upload relevant documents)

Name of the Teacher	Achievements

(iv) Expected Co-curricular activities for 2024-25 (Current Session):

Activities	Planned Targets/ Date of completion	Actual Date of Completion	Remarks/ Shortfall (if any)
Investiture ceremony			
Finalization of CCA schedule			
Value Education Programme/Awakened Citizen Programme			
School Annual Day/ Sports Day			
Educational Excursions			
Adventure Activities			
Health Checkup of Students			
National Adolescence Education Programme			
Library Week			
Book Fair			
EBSB/KALA UTSAV			
Art Exhibition			
Bal Mela (Under NIPUN)			
Club Activities- Eco Club, Democracy Club, Standard Club etc.			

RBVP			
National Children Science Congress			
Publication of Vidyalaya Patrika			
News Letter			
Scout & Guide Activities:			
1. Pratham Sopan Test			
2. Dwitiya Sopan Test			
Cub & Bulbul Activities:			
1. Prathama Charan			
2. Dwitiya Charan			
3. Tritiya Charan			
Any Other			

**(v) COMPENSATION OF ACADEMIC LOSS PROGRAMME (CALP)**

S.No	Class	No. Of Programmes organized	Activities Planned

**(vi) PUSTAKOPAHAR**

No of Books Gifted by the students	No of Books taken by students

**(vii) NCC**

Wing (Army/Navy/ Airforce)	No. of Troops	No of Students

**(viii) NSS**

Teacher Head	No of Students

**(ix) SCHOOL BAND Type of School Band**

School Band	
Teacher Head	No. of Students Trained

(x) **ACTIVITIES PLANNED/TARGET FOR NATIONAL/REGIONAL/CLUSTER LEVER PARTICIPATION 2024-25**

Activities	Percentage of participants at school Level	No. of students targeted for selection to higher level		
		Cluster	Regional	National
Maths Olympiad				
National Children Science Congress				
RBVP				
INSPIRE AWARD-Manak				
YUVIKA				
PRAYAAS				
VIGYAN JYOTI				
JIGYASA				
EBSB				
Kala Utsav				
Youth Parliament				
<b>Games &amp; Sports:</b>				
Name of the Event	Percentage of participants at school Level	No. of students targeted for selection to cluster level	No. of students targeted for selection to Regional level	No. of students targeted for selection to National level
Scout & Guides	Pravesh	Golden Arrow	Rajya Puraskar	Rashtrapati Puraskar
<b>OTHERS (Mention any sports, cultural, science, international event etc outside KVS) (Science Olympiad, Cyber Olympiad, Green Olympiad, IGBC Green building contest etc)</b>	Percentage of participants at school Level	Percentage of participants at _____ Level(Fill the appropriate level)	Percentage of participants at _____ Level(Fill the appropriate level)	Percentage of participants at _____ Level(Fill the appropriate level)

### 3- ADMINISTRATION & FINANCE

S No	Activity/Programme	Planned achievement targets	Expected date of completion	Actual Date of Completion/ Actual achievements/ Status Report
1	Maintenance of Records			
1.1	Service Books with entries like service verification, leave entries, EWS, increments ,GPF nomination etc.			
1.2	No of cases pending i) Probation Reports ii) Confirmation Cases iii) Senior/Selection Cases iv) Leave in conjunction with vacation & Breaks			
1.3	Staff attendance Register with Leave entries			
1.4	Staff Sanction Proposals for upgradation/ Additional Section Etc.(As per CCEA Approval 2 Section KVs)			
1.5	Antecedent verification & Police verification of all employees posted in the vidyalaya			
1.6	Verification of Caste Certificates			
2	<b>Selection of staff for contractual appointments</b>			
3	Vidyalaya Management Committee/ Vidyalaya Executive Committee Meetings			
4	CBSE Affiliation			
5.1	Class Attendance Register and data of Fee collection			
5.2	Students Admission & TC issue register			
5.3	Status of Grants/Scholarships for eligible students (SC/ST/OBC(NCL)/OBC/) etc.			
6	Construction Works:			
	i) Maintenance & Repairs			
	ii) Development work			
	iii) Colouring/White washing of school building and staff quarters, etc.			
	iv) Proposal for additional class room			
7	Transfer of land/execution of lease deed etc. if required			
8	Annual stock verification/ condemnation & Disposal of condemnation Article			
	i) Disposal of e-waste through District e-waste proposal and auction of Condemned articles			

9	Preparation of Vidyalaya Asset Register/ Maintenance of Stock Register			
10	Financial Management			
	i) Budget proposals			
	ii) Revised Estimates			
	iii) Rectification if any			
11	<b>Rajbhasha Implementation</b> * (Upload Rajbhasha reopors in single file)			
	Activity	Target Date	Actual Date of Completion	Remarks
	Timahi Meetings			
	Installation of Bilingual Sign Boards			
	Installation of Achievement Boards (Bilingual)			
	Installation of Incumbency Boards (Bilingual)			
	Availability of bilingual rubber stamps			
	Report sent to RO for all Meetings			
	Reports Sent to TOLIC/ Official Language Site			

## 12. Correspondence in Hindi

Target for the year 20__ in %	Achievement in %

## 13. Audit of school accounts

Activity/Programme	Total Paras Pending at the beginning of the year	Expected Date of Settlement	Actual No. of Paras Settled	Remarks
Audit Paras (A) Internal Audit Para				
(B) A G Audit Para				

## 14. Disposal of Court cases/RTI queries

No. of Cases/queries	Subject of litigation/query	Current Status	Remarks

## 4- BENEFICIARY SATISFACTION ( COMMUNITY PARTICIPATION )

**(A) - FOR STUDENTS**

Student Council Meetings (Meetings to be conducted before staff meeting for the month) **\*(Upload Photographs and minutes of meeting**

Sl No	Date of Meeting	Main points discussed	Follow up/Action taken

**(B) - FOR TEACHERS**

Sl No	Opportunities for teachers to voice out concerns/Committees to redress teachers' grievances	No of meetings	Main points discussed	Follow up/Action Taken
1	Staff Meetings			
2	ICC			

**(C) - FOR PARENTS**

Is visiting hour specified for parents?

Whether suggestion/complaint /Gratitude box maintained? Give details

Whether separate mail id is maintained for taking parents' suggestions/complaints?

Number of PTMs conducted

Sl.No	Type of meeting	Details of Meeting [Specify classes, date of meeting, purpose etc]	Action Taken/Remarks
	Class PTM		
	PTA		
	Parent Advocacy programmes		
	Parent awareness meetings		
	Any other		

**(D) - FOR COMMUNITY**

Sl. No	Programme Organised	Date of conduct	Target group	Brief description
	Skill hub			
	ATL outreach programmes			

**(E) - Plan to encourage Community & Social Services by the students**

Program/ Campaign	Objective of Program/ Campaign	Target Area/ Population	Resources required

**(F) - Plan for Sharing facilities/ resources with less developed school**

Program/ Campaign	Objective of Program/ Campaign	Target schools	Resources required

**(G) -ALUMNI \* (Upload photograph of activities)**

- **Outstanding Alumni** (Alumni who has recognition at local/ state/ National/ International level in different fields-Cultural, Technical, scientific, medicine, political, administrative etc) – only prominent members restricted to only 10
- Whether alumni association is constituted?
- Number of Activities Organized (2024 - 2025): NIL
- Number of Classes/ Sessions taken by Alumni (2024 - 2025): NIL
- Activities Planned under Alumni (2024 - 2025): NIL
- Any other contribution by Alumni in the Vidyalaya: NIL

**(H) - EFFICIENT RESOURCING AND EFFECTIVE GOVERNANCE THROUGH SCHOOL COMPLEXES/CLUSTERS**

S No	Area	Activity Planned	Achievement
1	Sharing of Teachers/Resources/Contribution to cluster		
2	Academic/Sports/arts/crafts events		
3	Improved support for children with special needs		
4	School as “Samajik Chetna Kendra”		

**(I) - Activities under Vidyanjali**

Type of contribution done by volunteer	Name and other details of the volunteer	Details of contribution done (services/activities/sponsorship/assets/material/equipment/M&R work done)
Contribution in Generic Level services/ activities		
Contribution in Sponsorship activities		
Contribution of assets/material/equipment		

**5- INCLUSIVE PRACTICES**

**(A) Detail of Admission**

Category	No of application received (20---20--)	No of admissions granted	Admissions to (Specify class)	REMARKS
RTE				
DA (CWSN)				
MINORITIES				

**(B) - Facilities offered for CWSN\* (upload photograph(s) - one of each)**

Type of facility	Description	Whether functional?	Whether adequate?	Remarks
Ramp to the ground floor	Available	YES	YES	
Ramp to the first floor	Not available	NA	NO	
Wheel chair	01	YES	YES	
Sign board	Available			
Wash rooms				
Furniture				
Sports facilities offered				
Academic resources offered				
Any other support offered				

**(C) - Whether special educator is appointed / engaged?**

**(D) - Whether different assessment strategies are devised for CWSN cases as per the requirement?**

**(E) - Details of awareness programs and programs for empowerment done.**

Sl No	In house awareness programs conducted for empowerment of :	Brief description	Follow up/Remarks
	Teachers		
	Parents		
	Students		



## SUMMARY

Sl.No.	CBSE SQAA		KVS ASSESSMENT TOOL	
	DOMAIN	WEIGHTAGE	DOMAIN	WEIGHTAGE
1.	SCHOLASTIC PROCESSES	25%	SCHOOL PLANT	20 %
2.	COSCHOLASTIC PROCESSES	15%	ACADEMIC	40 %
3.	INFRASTRUCTURE	10%	SCHOOL ADMINISTRATION, MANAGEMENT & GOVERNANCE, LEADERSHIP	6.5 %
4.	HUMAN RESOURCES	10%	FINANCE	4.5 %
5.	INCLUSIVE PRACTICES	10%	STAKEHOLDER SATISFACTION AND AUDIT/ ACTIVITIES ORGANISED UNDER COMMUNITY PARTICIPATION	10 %
6.	MANAGEMENT AND GOVERNANCE	10%	INCLUSIVE PRACTICES	10 %
7.	LEADERSHIP	10%	GRACE POINTS	8%
8.	BENEFICIARY SATISFACTION	10%	OVER ALL OBSERVATION BY AC/DC IN THE LIGHT OF THE CONSTRAINTS FACED BY THE VIDYALAYA	1%

### Links for uploading documents through Google drive

1. Affiliation No. (Upload affiliation Letter issued by CBSE)
2. Name of The Chairman\*(Upload list of VMC Members approved by KVS RO)
3. Staff Sanctioned\* (Upload staff sanction letter from KVS)
4. Achievements in Sports\* (Upload certificates of position holders)
5. Participation in other competitions\* (Upload certificates of position holders)
6. EBSB / KALA UTSAV ACTIVITIES/ (Upload certificates of position holders)
7. Science Activities and Achievements \* (Upload certificates of position holders)
8. Bharat Scout & Guide Achievements\*(Upload certificates of qualifiers)
9. Building Plan:\* (Upload photographs -one each)
10. Assets (Music) (Upload photographs -max. two)
11. Medical Room Facilities \*(Upload photographs -max. two)
12. Suggestion Box/Student gratitude Box\* (Upload photographs max. two)
13. Safety Plan\* (Upload photographs -one of each)
14. Emergency Supplies/ Facilities\* (Upload photographs -one of each)
15. School Staff Training/Mass Drill:\* (Upload photographs -one of each)
16. Mandatory Certificates\* (Upload photographs - each)
17. Teachers' Achievements\* (Upload relevant documents)
18. Rajbhasha Implementation \* (Upload Rajbhasha reports in single file)
19. Alumni \* (Upload photograph of activities)
20. Facilities offered for CWSN\* (upload photograph(s) - one of each)
21. Student Council Meetings \*(Upload Photographs and minutes of meetings)
22. Any other Document(s)