

**Academic Plan For The Academic Year 2024-2025
PM SHRI KENDRIYA VIDYALAYA MEG & CENTRE, BENGALURU**

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation
1	2	3	4	5
A.				
1	School Time-table	To prepare school time table, special time table for classes X & XII and monitor their implementation	March	Timetable I/C / Principal
2	Analysis of Board & Internal Exam results	To analyse board results and internal exam results to be sent to KV(RO)	May and March	CBSE I/C and Exam . I/C
3	Checking of HW&CW of Children	Weekly correction of notebooks by teachers and monitoring by Principal /V P and HM	Periodically	Subject teachers and Principal /V P/HM
4	Remedial teaching	To prepare a plan for remedial teaching and implementation of the same as per schedule	From April for classes III to XII	Subject teachers and Principal /V P/HM
5	Guidance to Bright children	Career counselling session for bright children	June and December	Principal / Career Counselling committee /experts in the field
6	Supervision of:			
	i). Laboratory work	to conduct lab work as per manual	As per the timetable	Subject teachers
	ii) SUPW Programme	To conduct activities for students		Subject Teacher
	iii) Library	To organize library activity		Librarian
	iv) Other work - CwSN	To adress their needs (academic & personal)	As and when required	Special educator and subject
7	Examinations:			
	Periodic Assessments	To conduct as per the schedule given by KVS(RO)	PTI--July (III to X) and August (XI) PT-2 -September (IX&X)January (III to VIII & XI)	Subject Teachers and Exam .I/C
	Half yearly exam	To conduct as per the schedule given by	September- October	Subject Teachers and Exam .I/C
	Session ending exam	To conduct as per the schedule given by	February - March	Subject Teachers and Exam .I/C
	Preboard exam for ClassX and XII	To conduct as per the schedule given by	November to January	Subject Teachers and Exam .I/C
	Monthly testsfor Classes X and XII	To conduct as per the schedule given by Exam .Dept.	April , July , August and September	Subject Teachers and Exam .I/C
8	Subject Committee Meetings	Regular meeting for academic excellence	3rd/4th week of every month	Convenors/ Principal/V P/H M
9	Innovative Academic Projects	Promote, encourage the teachers to participate and submit them	As per the circular sent by KVS (HQ)	Principal /V P/HM
10	Other Programmes	Parent -teacher meeting	Classes X and XII - every month and other classes - after the test/exam	All concerned teachers /Principal / V P/HM
B.	Co-Curricular			
1	Investiture ceremony	Handing over of badges to student council as per the duty allotted	August	CCA I/C /House masters
2	Finalisation of CCA Schedule	Schedule of inter House CCA activites and celebrating important days	Planned in March for the entire year	CCA I/C ,Principal ,V P & HM
3	Organisation of Hobby Clubs	Hobby clubs as per KVS guidelines	March	Club incharges and CCA I/C.
4	House-wise competitions in:	Weekly CCA inter -house competitions as per CCA schedule	March	CCA I/C /House masters and Members
5	Primary Section:			
	i) Story	To motivate students to take part in story telling competition	July	Primary CCA I/C /HM
	ii) Poetry Recitation Hindi/English	To encourage students to recite with correct pronunciation	August	Primary CCA I/C /HM
	iii) Calligraphy	Mass participation to develop writing skills	July	Primary CCA I/C /HM
	iv) Drawing	Mass participation to develop free hand drawing	April	Primary CCA I/C /HM
	v) Music	To develop singing skills along with rhythm , melody	August	Primary CCA I/C /HM
	vi) Dance	To develop physical and aesthetic skills	November	Primary CCA I/C /HM
	vii) Fancy Dress	To learn to imitate the mannerism of any character	November	Primary CCA I/C /HM
	viii) Any other - Cooking without fire , mask making and collage	To inculcate creativity in making salads,sandwiches ;mask & collage making through different competitions	June and October	Primary CCA I/C /HM

6	<u>Secondary & Sr.Secondary</u>			
	i) Elocution	Conduct elocution events in Hindi & English to enhance speaking skills	July , September & November	Language Teachers
	ii) Music	Group song and solo song on EBSB paired states and patriotic songs	July & August	Evaluated as per the criteria.
	iii) Dance	Group , solo and , classical / semi classical and folk dance and Kala Utsav activities	April & August	Evaluated as per the criteria.
	iv) Poetry Recitation	Sanskrit , Hindi and English non-text based poems	August, September & December	Evaluated as per the criteria.
	v) Dramatics	Mono -acting , Role plays and skits	August, September & December	Evaluated as per the criteria.
	vi) Any other	Display board decoration , Instrumetal Music, story / slogan narration & writing , painting , drawing , craft and quiz	April, July , October , December	Evaluated as part of inter house events
	vii) Participation in activites	Quiz (ThinQ Indian Navy) , Quiz (UBI U Genius) Debate / cartooning / Elocution (Vigilance Depts)	August , November	As per the department requirements .
	organised by other agencies.			
7	Publication of Vidyalaya Patrika, News letter &Class magazine etc	To publish Vidyalaya patrika showcasing the talents of students, staff, quarterly newsletter.	November	Publication Committee
C.	<u>Games and Sports</u>			
1	<u>Primary Section:</u>			
	Organisation of:			
	i) Mass participation	To ensure mass participation activities in morning assembly, games provided by coaches, PET	For 5 mins , light physical exercise daily in assembly .Mass PT on every Saturday.	All class teachers , PET , Coaches & Yoga
	ii) Physical efficiency tests	Yoga	Daily Morning assembly	All class teachers , PET , Coaches & Yoga
	iii) Athletics- Housewise competitions	To chalkout a vidyalaya level plan and conduct competitions, encouragement for students	April to June	PET and coaches
	iv) School meet	To organize sport meet and award their performance	December	PET and coaches
2	<u>Secondary & Sr.Secondary:</u>			
	Organisation of :			
	i) Mass participation drive	To ensure mass participation activities in morning assembly& games	For 5 mins , light physical exercise daily in assembly	All class teachers , PET , Coaches & Yoga
	ii) Physical Efficiency test	Yoga and mass drill	Daily Morning assembly	All class teachers , PET , Coaches & Yoga
	iii) Housewise competitions:			
	i) Athletics	House wise competitions to ensure mass participation and selection of students for cluster/ Regional competitions	April / June	PET and coaches
	ii) Team games	House wise competitions to ensure mass participation and selection of students for cluster/ Regional competitions	April / June	PET and coaches
	iv) School meet	House wise competitions to ensure mass participation and selection of students for cluster/ Regional competitions	April / June	PET and coaches
	Yoga practice & display	Yoga practice in morning assembly	Daily Morning assembly	
	Inter school/Cluster/Regional	To prepare and send maximum participants for these meets.	As per schedule	PET and coaches
	v) Any other	Special programme to be organised on special days	As per the scdeule	PET and coaches
	vi) Participation in activities	Chess , Taekwondo and Kabaddi	As per schedule given by the agencies	PET and coaches
	organised by other agencies			

D.	<u>Other Activities</u>			
1	Environmental Awareness Programme	To celebrate days of environmental importance, to hold activities for students on these days	Plantation drive - July Swachta Pakwada - September	All Incharges / Principal
2	Science Exhibition	Motivate students and to organize school level exhibitions & prepare them for further competitions.	April - RSBVP , September -NCSC ,August - Inspire	Science Committee
3	EBSB&Kala Utsav	Motivate students and to organize school level exhibitions & prepare them for further competitions.	as per schedule	All Incharges for song and dance. Art Teacher, Music teacher
4	Youth Parliament	Motivate students from classes IX to XII for inculcation of parliament procedures and participation.	as per schedule	SST dept. and Principal /V P
5	Value Education Programme	Activities in the morning assembly on every Saturday under AEP , special days and hold activities under club	Every Saturday and important days	By the allotted Teachers and Counselors
6	School Annual Day	To celebrate annual day in a grand way showcasing achievement of the vidyalaya &	June/July	Achievements and talents in various fields showcased
7	Celebration of festivals and important days	To celebrate important days and organize competitions on these days.	As per the schedule	CCA I/C ,Assembly I/C
8	Morning Assembly	Classwise assembly with various activities for students	every working day	Assembly I/C & class teachers
9	Scout&Guide Training/Camps	Conduct activities in the vidyalaya,to organize camps as per instruction.	Every Saturday	Scout & Guide Committee
10	Trekking etc.	Organise for classes IX and XI	December	PET
11	Health Checkup of students twice a year	To conduct two rounds of checkup ,follow up instructions to parents.	August & January	Doctors,Nurse & class teachers
12	Any other			
E.	<u>Miscellaneous</u>			
1	Talks by experts	To conduct career guidance talk by experts	November	Counselors and class teachers
2	Proposals for Inservice Courses	To forward the names of teachers as per priority	April	Office / Principal
3	Organisation of Inservice Course/Vidyalaya level workshops	NEP - Vidyalaya level workshop , Gender sensitisation	April	Princippal , Educational Counselors & Biology teacher
4	Proposals for National/ICT/Innovative&experimentation Awards	To motivate the teachers and forward their application in time for awards	June	Principal
5	Community Oriented programmes	Community Lunch	November	All classes
6	NAEP/Counseling services	To form a committee in school and organize NAEP activities, competitions for students	As per the timetable	By the teachers
7	Services of Special educator	to ensure mental wellbeing of students	Daily	Principal/ councillor/V P/HM
8	School sanitation initiatives	To ensure proper cleaning by the house keeping agency	Daily check -up	Nurse and cleanliness committee
9	Maintenance of School Campus			
	Cleanliness and upkeep of			
	i) Campus	To give a new and impressive look to the campus	Daily check -up	Nurse and cleanliness committee
	ii) Toilets &	To ensure proper cleaning by the house keeping agency	Daily check -up	Nurse and cleanliness committee
	iii) Provision of drinking water	To provide clean drinking water for students and staff regularly. Maintenance of water coolers, filters	Periodic check -up	Incharge
10	Development & upkeep of Lawns and gardens,Plantion drive	To monitor and instruct the gardener & service agency to ensure proper upkeep of lawns & gardens.	Daily check -up	Beautification committee & Gardener

11	Flower pots and their maintenance	To monitor and instruct the gardener & service agency to ensure proper upkeep of flower pots	Daily check -up	PET I/C
12	Installation of Fire Extinguishers/Availability of sand and	Installed in Chemistry , Physics , Primary , Senior Computer Lab. and Office	Periodic check -up	Incharge