

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE BANGALORE
Institutional Plan for the academic year 2024-2025

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/ Evaluation	Remarks
1	2	3	4	5	6
1	<u>A. ADMINISTRATION</u>				
	Staff sanction proposals.	Done as per the KVS Hq & RO Bengaluru instruction	September 2024		
	Proposals for upgradation/ additional sections etc.	As per the Instruction of KVS RO Bengaluru			
2	Selection of staff for contractual appointments.-	Interview for contractual teachers already been conducted for academic year 2024-25	February 2024	by the Principal	
3	<u>Construction Works:</u>			By the Principal and M&R Incharge	
	i) New works	1 vocational Lab is to be constructed as per KVS HQ instruction for that 1 st installment already paid to MES for the same	May-Aug 2024		
	ii) Maintenance & Repairs	Minor M&R will be done if fund available for the same	May-Aug 2024		
	iii) Developmental work	As per KVS HQ instruction.	March 2025		
	iv) Colouring/white washing of school building and staff quarters, etc.	It will be done if fund permits	March 2025		
	v) Transfer of land/execution	Not applicable	NA		

	of lease deed etc. if required.	Not applicable	NA		
4	<u>Furniture:</u>				
	1. Procurement of new furniture	After construction of Vocational Lab procurement of new furniture may be done if fund permits.	May to Dec 24	Furniture Incharge and Principal	
	2. Repair of old furniture	It will be done if fund permits	May - June 24		
5	<u>Procurement of Stores</u>		April 2024 to March 2025	Incharges of various depts	
	i) Office stationery	Procurement will be done on need basis			
	ii) Laboratory articles	Procurement will be done on need basis			
	iii) Library Books	Procurement will be done on need basis			
	iv) Workshop material	Procurement will be done on need basis			
	v) Games/Sports material	Procurement will be done on need basis			

	vi) Any other	Procurement will be done on need basis			
6	<u>Condemnation</u> i) Unserviceable furniture ii) Other unserviceable stores	To be completed on or before 31.03.2025	March 2025	Furniture Deptt I/C and other deptt I/Cs	
		To be completed on or before 31.03.2025			
7	Annual stock verification	It will be completed on or before 31.03.2025	March 2025	Stock I/Cs	
8	Vidyalaya Management Committee Meetings.	VMC meetings will be conducted as per rules on or before 31.03.2025	June / July 2024 Nov /Dec 2024 March 2025		
9	Financial Management				

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	i) Budget proposals	It will be prepared as per instruction from KVS RO Bengaluru	July 2024	By the Principal	
	ii) Revised Estimates	It will be prepared as per instruction from KVS RO Bengaluru	August 2024		
	iii) VVN	It will be prepared as per instruction from KVS RO Bengaluru			

10	Audit of school accounts.	As per the direction of KVS	September		
	Follow up of a Audit objections	RO Bengaluru	2024		
11	Maintenance of School Campus cleanliness and upkeep of				
	i) Campus	To maintain cleanliness in the classrooms, in and around the school campus	Daily and throughout the year	Monitored on daily basis by respective incharges and Principal	
	ii) Toilets &	To maintain cleanliness and hygiene in all the toilets	Thrice a day and throughout the year.		
	iii) Provision of drinking water	Drinking water facility is provided in Secondary and Primary	Daily and throughout the year		
12	Development & upkeep of	Lawns and gardens to be maintained to enhance the beauty of the school Maintenance of plants purchased under Pm Shri scheme	Daily and throughout the year	Monitored on daily basis	
	Lawns and Gardens				
13	Plantation of trees	Purchase of plants , maintenance of plants sent by BBMP	On a regular basis.	Monitored by Gardener and Eco Club	
	Flower pots and their	Replacing the broken pots and purchase of new ones wherever required	On a regular basis.		
	maintenance.				
				Monitored by Gardener. Students gift flower pots and	

				saplings on the occasion of their birthdays.	
14	Settlement of Court Cases	06 court cases due to administrative transfer of employees	As per dates of hearing	By the Principal	

B. ACADEMICS

1	School Time-table	To prepare the timetable as per KVS norms in the primary and secondary sections. To modify the timetable to customize the needs of students.	March 2024 ; TT came into effect from 1st April 2024 After the board exam result. Internal exam results analysis done on 27-3-24 On a regular basis.	Teacher's presence in the classes is ensured. Leave vacancy/transfer vacancy classes are adjusted with contractual teachers/ arrangement classes Analyzing the performance of students through Class test, Monthly test, Periodic test, Cumulative test, Term exams, Assignments and Projects	
2	Analysis of Board & Internal Exam.results	Target fixed for Principal, Teachers and students After board exam result			
3	Implementation of NEP	As per the recommendation of NEP, activities like MDP, Toy based learning, Experiential learning , Competency Based Learning, activities promoting critical and creative thinking to be implemented			
4	Implementation of FLN	Regular reading practice arranged in the Library period			

				To be monitored by all subject teachers and records to be maintained in Teachers' Diary.	
5	Checking of written work of classes	To do constructive correction and improve the written work qualitatively	Weekly Twice or thrice per set	Random scrutiny by the Principal and guiding the teachers to help students do better. And also feedback and follow up work to be taken up.	
6	Checking of Teachers' Diaries	To be submitted by all teachers after completing all aspects	To be submitted by teacher before 5th of every month	Regular submission is monitored by the Principal and HM	
7	Checking of class Registers	To be submitted by all class teachers after completing all aspects of the register	To be submitted by class teachers on last working day of every month	Completion of register is monitored by the Principal and HM. Fees details will be verified by the office.	

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8	Remedial teaching "Remedial classes are carried out and well planned remedial strategies are implemented as per the need of the student to ensure 100% pass in classes X and XII."		"As per the remedial time table from 01.07.2024"	Monitoring the performance of the students in monthly tests, periodic tests, half yearly examinations and pre board examinations. Details of remedial measures are recorded.	
9	Guidance to Bright children	To help them hone their talents and participate in many activities and competitive exams . To help them to solve application based questions, sums with higher difficulty level, HOTS etc.,	"throughout the year as and when required"	Performance in the tests/ board exams/Competitive exams	
10	<u>Supervision of:</u>				
	i). Laboratory work	To be performed and completed as per split up syllabus	During Assigned practical periods and classes as per the time table	Incharge teacher and principal will ensure that the practicals are conducted regularly.	
	ii) SUPW Programme	To motivate the students	Throughout the	Monitored by WE	

		to develop vocational skills	year	teacher and Principal.	
	iii) Library	To Promote Reading Habits among students throughout the year by organizing various activities	As per ALAP planned	"Ensured Reading Activities are done as per schedule & as per KVS Library Policy" by the Librarian	
	iv) Other work				
11	<u>Examination&Assessments</u>				
	Formative assessments	To complete the exams as per the calendar of exams	16-7-24 to 25-7-24	Ensure the completion as per guidelines.	
	Half yearly exam	To complete the exams as per the calendar of exams			
	Session ending exam	To complete the exams as per the calendar of exams	23-9-24 to 4-10-24		
	Pre Board examination	To complete the exams as per the calendar of exams	As per KVS direction 20-11-24 to 30-11-24 (PB 1) 16-1-25 to 25-1-25(PB 2)		
12	Subject Committee Meetings	To discuss the monthly plan , new ideas, problem solving in teaching the subjects, improving the performance of slow learners, sharing	Monthly plan is already in effect	Monitoring classes by Principal and HM, Review of the previous meeting	

		ideas among teachers, Demo classes by teachers, effective teaching learning plan etc			
13	Innovative Academic Projects	Motivate teachers to take up research and experimentation	NA	If staff submit their project , it will be evaluated and forwarded further for next level selection	
12	Other Programmes				
<u>C. CO-CURRICULAR:</u>					
1	Investiture ceremony	1.Selection /election of the school council members 2. Formal investiture ceremony	15/07/24 19/07/2024	CCA I/C will monitor and ensure Students' Council Constitution	
2	Finalization of CCA Schedule	for the academic year 2024- 2025	31/03/2024	Incorporated in students' Calendar	Awaiting students' diary to be printed.
3	Organization of Hobby Clubs	Once a month	Fridays preceding Second Saturdays of every month	Club incharges	
4	House-wise competitions in:	First, Third and Fourth Fridays of every month if not holidays or exam scheduled		CCA Committee	
	<u>Primary Section:</u>				

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	i) Story	Yearly plan has been made and will be made available to parents through the school diary	Competitions will be held on Fridays	Good speakers will be thus selected for Independence Day speech and other competitions with outside schools	
	ii) Poetry Recitation Hindi/English	Kavitha patha for classes 1 and 2 , doha competition for classes 3 to 5. To promote Hindi literature's classic works	July 24	Judgment based on suitable parameters "Prizes for this are given based on the	
	iii) Calligraphy	To improve the handwriting and style of writing and promote aesthetics	Throughout the year	handwriting in all the subject notebooks rather than conducting it as a competition"	
	iv) Drawing	To bring out latent skills among the students who are artistically inclined	July 24	Judgment based on suitable parameters	
	v) Music	Action song/group song competitions	April 24	"Learning all the	
	vi) Dance	To promote mass participation	April 24	community songs, folk songs and	
	vii) Fancy Dress	Children's Day	14/NOV/2024	other children's songs"	
	viii) Any other	Grandparents Day	October 24	Judgment based on	

		Celebration		suitable parameters Monitored by HM and Teachers	
4	<u>Secondary & Sr.Secondary</u>				
	i) Elocution	Tentatively organized as per schedule			
	ii) Music	Tentatively organized as per schedule			
	iii) Dance	Tentatively organized as per schedule			
	iv) Poetry Recitation	Tentatively organized as per schedule			
	v) Dramatics	Tentatively organized as per schedule			
	vi) Any other	As per Head Quarter's and R.O's instructions, various activities will be conducted.			
	vii) Participation in activities	Spell Bee, Roots to Routes, AFWWA,PRERANA etc.,			
	organized by other agencies.				
5	Publication of Vidyalaya Patrika,Newsletter etc.	To release Vidyalaya Patrika as per KVS norms	10-4-24	Monitoring by principal and ensure completion in time	
<u>D. GAMES & SPORTS</u>					
	<u>Primary Section:</u>				

	Organization of:				
	i) Mass participation	"To make them active learners throughout the day, To realize the objectives of Developmental Goal 1"	"Everyday in the morning assembly and in the games period"	Monitored by P & HE and Class teachers	
	ii) Physical efficiency tests	"To make them active learners throughout the day, To realize the objectives of Developmental Goal 1"	August and January	Entry in the Medical Card	
	iii) Athletics- Housewise competitions	"To make them active learners throughout the day, To realize the objectives of Developmental Goal 1"	September-October	Events are organized and prizes will be given	
	iv) School meet	To conduct the activities as given by KVS	November	"Events are organized and prizes will be given"	
	<u>Secondary & Sr.Secondary:</u>				
	Organisation of :				
	i) Mass participation drive	Every day during morning Assembly taught to the students Attention,Stand at ease,Right turn,Left Turn,About turn,Right dress, calisthenics,Pranayama,Simple yoga and Clapping	Daily during morning Assembly	monitored on a daily basis and improvised as per need.	

		therapy etc	September and February 2024		
	ii) Physical Efficiency test	As per KVS norms yearly two times KHELO iNDIA BATTERY TEST will be conducted			
	iii) Housewise competitions:				
	i) Athletics	A,B,C & D division wise events will be conducted like Track and Field events from classes VI to XII as per KVS	Last week of November 2024		
	ii) Team games	Kho Kho, Football, Chess, Volleyball and Handball will be conducted for U-14 & U-17 Boys and Girls as per KVS	End of October 2024		

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	iv) School meet	Annual sports meet will be conducted in the month of November 2024	Last week of November 2024		

	Yoga practice & display	All students will participate in Yoga display during International Yoga Day and .Morning assembly also students will be taught Yoga	21st June and Daily morning Assembly		
	Inter school/Cluster/Regional meets etc.	Our students will be participating in the regional level Athletics, Chess, Swimming, Taekwondo ,Boxing, Kho Kho, Football and Handball etc	July 2024		
	v) Any other	Some students will be participating in the other than KVS meet like District, State and National etc in various games and sports	Throughout the year 2024-25		
	vi) Participation activities	All students will be participating in the Unity Run, Plogging etc.	October		
	organised by other agencies				
E. OTHER ACTIVITIES;					
1	Environmental Awareness programme	Plan activities under the Eco	Throughout the	Ensuring the completion	

		club on a monthly basis, Cleanliness drive under swachhata pakhwada to be conducted	year during club activities/ CCA	of all activities as per the plan	
2	Science Exhibition	Vidyalaya level RSBVP, will be conducted as per the instructions of KVS HQ and RO. One student achieved Ist position in the National level at KV IIT Bhubaneswar from 8-10 Apr 2024	As per instruction from RO	To ensure the selections	
3	Social Science Exhibition	As per the directions of kvs HQ and Ro	As per instruction from RO	To ensure the selections	
4	Youth Parliament	As per the directions of kvs HQ and Ro	As per instruction from RO	To ensure the selections	
5	Value Education Programme	Awakened citizen programme	Throughout the year	Monitored by trained teachers	
6	School Annual Day	To organize annual day in a grand manner	November 24	To ensure proper planning and execution	
7	Celebration of Festivals important days.	All the festivals and important days have been celebrated	As per the Calendar year	Monitored by Principal and CCA dept	
8	Morning Assembly	Maximum participation and effective presentation	Everyday	Monitored by Class Teachers and CCA committee	
9	Bulletin Boards	To decorate the bulletin board as per the theme decided by the committee	April	Monitored by CCA dept and principal	

10	Scouting/Guiding Training	Once a week	on Saturdays	monitored by the Trained teachers and Principal
11	Scouting /Guiding Camps	As per directions of KVS and RO		
12	Trekking etc.	Planned for January 2025	Planned for January 2025	Monitored by Sports and Scout Department
13	Any other	Road safety, vigilance awareness week, swachhata awareness etc..	As per Calendar of activities	Monitored by Principal and a team of teachers
14	Health check up of students twice a year	As per the directions given by KVS	August and January	"Parents will be informed about any anomaly found among students"
	<u>F MISCELLANEOUS;</u>			
1	Talks by experts	Value Education, Green school, General Counselling ,Career Guidance	Once in two months	Monitored by Science ,Social and mathematics circle and Principal
2	Proposals for Inservice Courses	As per instructions of KVS and R O before summer vacation	As per Regional office orders	Monitored by R O

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3	Organization of Inservice Course	for Primary teachers			
4	Proposals for National Sports Meet Venues	Regional level Kho-Kho			
5	Community oriented programmes, if any,	Hand holding school			

6	NAEP	1. Conducting counselling sessions for students , Conducting expert talks. adolescent education modules 2. Adolescent education modules through counsellor	Regular counselling sessions, One monthly session on NAEP to be conducted	Monitored by the Principal. Counsellor' s feedback on students is to be provided to the Principal on a daily basis.	
7	School sanitation initiatives	1 Cleaning of Premises and classes by student-participation 2. Maintenance of clean toilets 3. Providing potable water 2. No plastic zone 3. Composting of leaves and biodegradable waste	1. Class-wise on Saturdays. 2. Housekeeping services to be monitored 3. Regular maintenance of the RO/water filters	To be monitored by respective class teachers and members of the Sanitation Committee and Eco club.	
	H. Any other				

Name of the KV: PM SHRI KV NO2 AFS JALAHALLI EAST

NamePrincipal: Smt Jyoti Sharma

Signature of Principal _____