

PM SHRI KENDRIYA VIDYALAYA , ASC CENTRE(S), 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>	Done as per the KVS HQ & RO Bengaluru's instructions and schedule	As per KVS Schedule.		
	Staff sanction proposals.				
	Proposals for ungradation/ additional sections etc.	As per KVS instructions, new sections are suggested to be added for Balvatika 1(5 new sections), 2 (5 new sections) and 3 (4 new sections). But due to constraints in availability of classrooms, no new sections of Balvatika proposed			
2	Selection of staff for contractual appointments.-	Interview for contractual teachers conducted for academic year 2024-25	8th February 2024	by the Principal	

3	<u>Construction Works:</u>			By the Principal, M&R Incharge and Monitoring Committee
	i) New works	1 vocational Lab under the PM SHRI scheme is to be constructed, as per KVS HQ instructions. 1 st instalment of Rs 10 Lakhs has already been released to MES for the same .	May-Aug 2024	
	ii) Maintenance & Repairs	Request for estimate for repair and maintenance work of the middle block, already sent to CPWD. Receipt of the same awaited.	March 2025	
	iii) Developmental work	Request for estimate for incorporating fire safety measures recommended by district Fire Officer already sent to CPWD. Receipt of the same awaited.	January 2025	
	iv) Colouring/white washing of school building and staff quarters, etc.	Will be done if and as per budget allocation.	March 2025	
	v) Transfer of land/execution of lease deed etc. if required.	Not applicable	NA	

4	<u>Furniture:</u>				
	1. Procurement of new furniture	Student Desks will be procured.	May to Dec 24	Furniture Incharge and Principal	
2. Repair of old furniture	Broken Furniture (desks, tables etc) will be repaired	May - June 24			
5	<u>Procurement of Stores</u>		April 2024 to March 2025	Incharges of various deptts	
	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	To be completed on or before 31.03.2025	March 2025	Furniture Deptt I/C and other deptt I/Cs	
ii) Other unserviceable stores	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	VMC meetings will be conducted as per rules on or before 31.03.2025	June / July 2024		
	Committee Meetings.		Nov /Dec 2024 March 2025		
9	Financial Management				

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	i) Budget proposals	To be prepared as per KVS Guidelines	July 2024	By the Principal & Office	
	ii) Revised Estimates	To be prepared as per KVS Guidelines	August 2024		
	iii) VVN	To be prepared as per KVS Guidelines			
10	Audit of school accounts.	As per the directions	October		

	Follow up of a Audit objections	received from KVS RO Bengaluru	2024		
11	Maintenance of School Campus cleanliness and upkeep of		Daily and throughout the year	Monitored on daily basis by respective incharges and Principal	
	i) Campus	To maintain cleanliness in the classrooms, in and around the school campus	Thrice a day and throughout the year.		
	ii) Toilets &	To maintain cleanliness and hygiene in all the toilets	Daily and throughout the year		
	iii) Provision of drinking water	Drinking water facility is provided in Secondary and Primary			
12	Development & upkeep of Lawns and Gardens		Daily and throughout the year	Monitored on daily basis	

13	Plantation of trees Flower pots and their maintenance.	More plants and grass to be Procured. Replacing the broken pots, repainting of existing ones and purchase of new ones wherever required	On a regular basis.	Maintained by Gardener. Monitored by Eco Club I/c and Principal.	
14	Settlement of Court Cases	Nil	N/A	N/A	

B. ACADEMICS

1	School Time-table	Time table to be prepared as per KVS norms in the primary and secondary sections. To incorporate changes as suggested by KVS HQ in Time table of class III and VI.	March 2024 ; TT came into effect from 1st April 2024	Teacher's presence in the classes is ensured. Leave vacancy/transfer vacancy classes are adjusted with contractual teachers/	
2	Analysis of Board & Internal	Target fixed for Principal,	After the board exam		

	Exam.results	Teachers and students After board exam result	result. Internal exam results analysis done on 27-3-24	arrangement classes	
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	On a regular basis.	Analyzing the performance of students through Class test, Monthly test, Periodic test, Cumulative test, Term exams, Assignments and Projects To be monitored by all subject teachers and records to be maintained in Teachers' Diary.	
4	Implementation of FLN	Regular reading practice arranged in the Library period			

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 08.04.2024	Monitoring the performance of the students in monthly tests, periodic tests, half yearly examinations and pre board examinations. Details of remedial measures are recorded.	

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9	Guidance to Bright children	To help them hone their talents and participate in many activities and competitive exams . To help them to solve Competency based questions, sums with higher difficulty level, HOTS, etc.,	Throughout the year as and when required	Performance in the tests/ board exams/Competitive exams	
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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 will ensure that the practicals are conducted regularly. VP and Principal will monitor	
	ii) SUPW Programme	To motivate the students to develop vocational skills	Throughout the year	Monitored by WE 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	
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	23-9-24 to 4-10-24		
	Session ending exam	To complete the exams as per the calendar of exams	As per KVS direction		
	Pre Board examination	To complete the exams as per the calendar of exams	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 ideas among teachers, Demo classes by teachers, effective teaching learning plan etc	Conducted Monthly.	Review of the previous meeting and Monitoring classes by Principal, VP and HM.	
13	Innovative Academic Projects	Remedial Classes since the very beginning of the session. Model Lesson Plans and teaching to be demonstrated by Senior teachers to New/Recent Recruits.	NA	Staff to be encouraged to take up and submit their project.	
<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	
3	Organization of Hobby Clubs	CCA Periods to be utilised	On all 3 Saturdays of every month	Club incharges	

4	House-wise competitions	First, Third and Fourth Saturday of every month if not holidays or exam scheduled		CCA Committee	
	Primary Section:				

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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	20/11/2024	Judgment based on suitable parameters "Prizes for this are given based on the handwriting in	

	iii) Calligraphy	To improve the handwriting and style of writing and promote aesthetics	Throughout the year	all the subject notebooks rather than conducting it as a competition" Judgment based on suitable parameters "Learning all the community songs, folk songs and other children's songs" Judgment based on suitable parameters Monitored by HM and Teachers		
	iv) Drawing	To bring out the potential of students who are artistically inclined	Throughout the year			
	v) Music	Action song/group song competitions	Throughout the year			
	vi) Dance	To promote mass participation	April 24			
	vii) Fancy Dress	Children's Day	14/NOV/2024			
	viii) Any other	Grandparents Day Celebration	October 24			
4	Secondary & Sr.Secondary					
	i) Elocution/DEBATE	Tentatively to be organized as per schedule	DEC 2024 Aug 2024		CCA I/C to monitor along with a team of judges	
	ii) Music	Tentatively to be organized as per schedule	JULY 2024			

	iii) Dance	Tentatively to be organized as per schedule			
	iv) Poetry Recitation	Tentatively to be organized as per schedule	June-July 2024	CCA I/C to monitor alongwith a team of judges	
	v) Dramatics	Tentatively to be 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 organized by other agencies.	Spell Bee, Roots to Routes, AFWWA,PRERANA etc.,		External CCA I/C to monitor alongwith a team of judges	
5	Publication of Vidyalaya Patrika,Newsletter etc.	To release Vidyalaya Patrika as per KVS norms	10- 04-24. Already Done	School Magazine I/C Monitoring by principal and ensure completion in time	

D. GAMES & SPORTS

	<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 students are taught Attention,Stand at ease,Right turn,Left Turn,About turn,Right dress, calisthenics, Pranayama,Simple yoga and Clapping therapy etc	Daily during morning Assembly	monitored on a daily basis by PET and improvised as per need.	
	ii) Physical Efficiency test	As per KVS norms yearly two times KHELO iNDIA BATTERY TEST will be conducted	September and February 2024		
	iii) Housewise competitions:				

	i) Athletics	All Track and Field events to be conducted from classes VI to XII as per KVS guidelines	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 Guidelines	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	PRINCIPAL AND CCA I/C PET	

	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	PET		
	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			PET
	vi) Participation activities	All students will be participating in the Unity Run,Plogging etc.	October			

	organised by other agencies	AS AND WHEN INVITED			
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E. OTHER ACTIVITIES;

1	Environmental Awareness programme	Plan activities under the Eco club on a monthly basis, Cleanliness drive under swachhata pakhwada to be conducted	Throughout the year during club activities/CCA	Ensuring the completion 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.	As per instruction from RO	To ensure selections by the Science Faculty	
3	Social Science Exhibition	As per the directions of KVS HQ and RO	As per instruction from RO	To ensure selection preparation by So Sc Faculty	
4	Youth Parliament	As per the directions of KVS HQ and RO Bengaluru	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	

7	Celebration of Festivals important days.	All the festivals and important days will be celebrated	As per the Calendar year	execution 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 HQ 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 As per Regional office orders	Monitored by Science ,Social and mathematics circle and Principal	
2	Proposals for Inservice Courses	As per instructions of KVS and R O		Monitored by R O	

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3	Organization of Inservice Course	for Primary teachers	19.6.24 – 23.6.24	By the Principal and HM By the PET and Principal	
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 1. Class-wise on Saturdays. 2. Housekeeping services to be monitored 3. Regular maintenance of the RO/water filters	Monitored by the Principal. Counsellor's feedback on students is to be provided to the Principal on a daily basis. To be monitored by respective class teachers and members of the Sanitation Committee and Eco club.	
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			
	H. Any other				

Name of the KV : PM SHRI KV ASC CENTRE(S), BENGALURU

Name of the Principal: Smt NAMITA BALODI

Signature of Principal : _____