

KENDRIYA VIDYALAYA CRPF, YELAHANKA, BENGALURU
Institutional Plan for the academic year 2024-25

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	A. ADMINISTRATION				Na
	Staff sanction proposals.	Sanctioned strength as in previous year	Jul-24	Principal Chairman VMC	
	Proposals for upgradation	No upgradation	NA	NA	Balavatika 3 sections to be started if new block is built
	Additional sections etc.	No additional sections	NA	NA	
2	Selection of staff for contractual appointments.-	i) Interview will be conducted in Feb ii) Qualified teachers as per KVS recruitment rules will be appointed	Feb-24	Principal Chairman VMC	Due to Model code of conduct old panel executed for April 2024
3	Construction Works:				
	i) New works	Construction of Vocational lab	Jul-24	Principal TGT(WE) CPWD	
	ii) Maintenance & Repairs	i) Acid wash of toilets ii) Plumbing work & repair of taps	Acid wash on 2nd Saturdays, M& R work on regular basis as per requirement	TGT(WE)	

	iii) Developmental work	i) Reviving the lawn and garden	Jun-24	Mrs.Sujatha, PGT(Bio)	
	iv) Colouring/white washing of school building and staff quarters	i) Proposal for colourwash sent to KVS (Hqs) ii) Colourwash of staff quarters completed	June 24 March 2024	TGT(WE)	
	v) Transfer of land/execution of lease	NA	NA	NA	
4	<u>Furniture:</u>				
	1. Procurement of new furniture	i)Furniture for 2 classes will be procured	Jun-24	Dr.Vivek, PGT(Chem)	PM SHRI fund
	2.Repair of old furniture	i) Repair of old furniture is being	Apr-24	Dr.Vivek, PGT(Chem)	
5	<u>Procurement of Stores</u>				
	i) Office stationery	i) Placed order through GeM	Apr-24	Mrs.Saly George, ASO	
	ii) Laboratory articles	i) Procured through GeM	May-24	Lab incharges	
	iii) Library Books	Procured	Jun-24	Mrs.Anu Soman.	
	iv) Workshop material	Vocational lab material purchased	Apr-24	Mr.G V Prasad, TGT(WE)	
	v) Games/Sports material	i) Procured through GeM	May-24	Mr.Jaiswal, TGT(P& HE)	
	vi) Any other	NA			

6	Condemnation				
	i) Unserviceable furniture	i) Condemnation list prepared for 6 lakhs	Apr-24	Dr.Vivek, PGT(Chem)	
	ii) Other unserviceable stores	i) Computers worth 16lakhs to be condemned	May-24	Mr.Jitendra, PGT(CSc)	
7	Annual stock verification	1) Annual stock verification and condemnation list prepared	Apr-24	Department incharges	
8	Vidyalaya Management	i) Renewal request sent to RO	Mar-24	Principal	
	Committee Meetings.	i) Regular meeting in Aug. Dec. Feb	Aug, Dec, Feb	Principal Teacher	
9	Financial Management				
	i) Budget proposals	i) Proposal will be given in consultation with all incharges	Aug	Mrs.Saly George, ASO	
	ii) Revised Estimates	i) Will be submitted in time	Aug	Mrs.Saly George, ASO	
	iii) VVN	i) Will be spent judiciously	April onwards	Mrs.Saly George, ASO	
10	Audit of school accounts.				
	Follow up of a Audit objections	i) No pending paras	NA	Mrs.Saly George, ASO	
11	Maintenance of School Campus				
	cleanliness and upkeep of	.etc.			
	i) Campus	i) Trimming of branches, Plumbing repair work ii) Drip irrigation completed.	April onwards	TGT(WE)	

	ii) Toilets &	Blockage of pipes cleared, door repair and painting of washroom area	April	TGT(WE)	
	iii) Provision of drinking water	Repair of purifiers, 2 new purifiers purchased	April	TGT(WE)	
12	Development & upkeep of Lawns and Gardens	i) Maintenance of lawn ii) Drip irrigation to be extended to Floriculture garden	April	Mrs.Sujatha, PGT(Bio)	
13	Plantation of trees	Will be done during rainy season	July	Mrs.Sujatha, PGT(Bio)	
	Flower pots and their maintenance.	i) New pots to be procured ii) Repotting to be done	Jun-24	Mrs.Sujatha, PGT(Bio)	
14	Settlement of Courtcases	Court case on admission of CatV settled	March	Principal	

B. ACADEMICS

1	School Time-table	i) To prepare Timetable as per KVS norms ii) Allocation of 16 periods for HM, 5 periods for Principal iii) Accommodate period for Kannada teacher & Counsellor iv) To make remedial time table for low achievers v) To prepare timetable for class3 & 6 as per NCERT directions	March 31st April 10th	Time table committee	
2	Analysis of Board & Internal Exam result	i)To analyse subject wise PI ii) To plan for remediation iii) To list out weak areas and extend remedial help to students of other classes as well iv) Bridge the gap between class 5 & Class 6. To bridge the gap between	01-04-2024 / Jun 2024	Principal & Subject committee convenors	

3	Implementation of NEP	i) Pre vocational skill classes implemented ii) Vocational skill AI for classes 9 & 10 implemented iii) Competency based learning & assessment iv) Lakshyas displayed v) Outcome based teaching. vi) Periodic CPD	April onwards	Principal HM	
4	Implementation of FLN	i) Activity based teaching for ensuring FLN ii) Phonics will be implemented both in Hindi & English. iii) Numeracy will be ensured through	April onwards	Principal HM	
5	Checking of written work of Classes	i) Schedule for notebook scrutiny will be circulated on monthly basis	April, Sept, November, January	Principal HM	
6	Checking of Teachers' Diaries	i) Teachers diary to be submitted by 5th of every month	monthly basis	Principal	
7	Checking of class Registers	i) Signed by Principal on the last working	monthly basis	Principal	

8	Remedial teaching	<p>i) To list the low achievers based on monthly test performance</p> <p>ii) To extend remedial help for low achievers</p> <p>iii) To collect NOC from parents for conducting Remedial</p>	April	<p>Subject teachers</p> <p>HM</p> <p>Principal</p>	
9	Guidance to Bright children	<p>i) Once a week for each subject</p> <p>ii) Students have been asked to answer questions from sample question. Papers as and when a topic is completed in separate notebooks and submit the same to subject teachers for evaluation</p> <p>iii) Teachers have been instructed to give their comments for further improvement of presentation</p>	April	<p>Subject teachers</p> <p>HM</p> <p>Principal</p>	
10	Supervision of:				

	i). Laboratory work	i) Display of list of experiments ii) Display of Safety measures poster iii) KVS lab benchmark will be displayed iv) Procurement of	Apr-24	Lab incharges & Principal
	ii) SUPW Programme	i) To follow Skill modules for classes 6 to 8 ii) To follow KVS split up syllabus	Apr-24	TGT(WE), Principal
	iii) Library	i) To purchase books for library as per budget allocation ii) To spend 50% on hindi books iii) To give facelift to	Apr-24	Librarian, Principal
	iv) Other work	NA	NA	NA
11	Examination & Assessments			
	Formative assessments	i) Various subject enrichment activities would be conducted ii) Periodic tests would be	April onwards 16th July to 25th July ,23rd September to 4th October	Principal HM Exam i/c
	Half yearly exam	i) Revision and model question paper will be provided ii) Sanctity of exam	Oct-24	Principal Hm Exam i/c

	Session ending exam	monitoring the evaluation of answer sheets and taking remedial measures to fill the learning gap	Mar-25	Principal HM Exam i/c	
	Preboard examination	i) structured revision will be conducted ii) remedial help will be extended	Nov, Jan 2025	Principal HM Exam i/c	
12	Subject Committee Meetings	i) Agenda for subject committee meeting circulated one day beforehand ii) Demo lessons presented during Subject Committee meetings iii) Remedial measures discussed iv) Innovative methods of teaching	April onwards	Principal HM	
13	Innovative Academic Projects	i) To encourage teachers to take up innovative projects ii) To guide them in taking up case based projects	Apr-24	Principal VP	
12	Other Programmes				

C. CO-CURRICULAR:					
1	Investiture ceremony	i) To accept nomination from candidates. ii) To interview the candidates by a committee iii) To select the best candidates	July	CCA i/c & TGT(P & HE) House masters	
2	Finalisation of CCA Schedule	i) To prepare the list of activities and schedule. ii) To get it printed in the Student Diary. iii) To conduct	March 31st	CCA i/c	
3	Organisation of Hobby Clubs	i) To plan for club activities - Maths club, Eco club, Literary club, Integrity Club, Yuva club, AEP, Literary club, sports and yoga club ii) To conduct	March 31st	CCA i/c	
4	House-wise competitions in:	i) To conduct competitions as per CCA schedule during CCA periods every Saturday	Apr-24	CCA i/c TGT(P & HE)	
	Primary Section:				
	i) Story	Increase verbal proficiency	30-08-2024	CCA I/C	

	ii) Poetry Recitation Hindi/English	Improve voice inflection and phonetic awareness	20-09-2024	CCA I/C
	iii) Calligraphy	Develops motor skills	13-09-2024	CCA I/C
	iv) Drawing	Enhance creativity	05-07-2024	CCA I/C
	v) Music	Improve memory and reduce stress	23-08-2024	CCA I/C
	vi) Dance	Learn perseverance and self motivation	22-11-2024	CCA I/C
	vii) Fancy Dress	Shows social interaction skills	14-11-2024	CCA I/C
	viii) Any other		as per CCA schedule	CCA I/C
4	Secondary & Sr.Secondary			
i	HOUSE DISTRIBUTION	i)To encourage healthy competition. ii) To develop	06-04-2024	CCA I/C
ii	DISPLAY BOARD	i) To hone creative skills ii) To improve	20-04-2024	CCA I/C
iii	SANSKRIT SHLOKA	i) To develop recitation skill	27-04-2024	CCA I/C
iv	ENGLISH /HINDI CALLIGRAPHY	i) To improve the handwriting in Hindi and English	22-06-2024	CCA I/C
v	ELOCUTION	i) To train student in spoken English and knowledge of various topics	29-06-2024	CCA I/C

vi	FEETS ON FIRE (GROUP DANCE)	i) To improve motor skill and knowledge of various dance	06-07-2024	CCA I/C
vii	INVESTITURE CEREMONY	i) To develop leadership skill.	20-07-2024	CCA I/C
vii	ENGLISH POEM RECITATION	i) To improve the flair for languages	27/724	CCA I/C
ix	MAGICAL VOCALS (GROUP SONG)	i) To tap the skill in singing	03-08-2024	CCA I/C
x	BATTLE OF WORDS (DEBATE COMPETITION)	i) To improve spoken English. ii) To help students speak confidently their	17-08-2024	CCA I/C
xi	SURANJALI (SOLO SONG)	i) To improve singing skill	24-08-2024	CCA I/C
xii	DOTS & FLOWERS(RANGOLI COMPETITION)	i) To improve skill in designing. ii) To enhance	31-08-2024	CCA I/C
xiii	काव्यांजल (ॐहउदः क वता वाचन)	i) To encourage hindi recitation	21-09-2024	CCA I/C
xiv	वचन मंथन (आशुभाषण)	i) To improve spoken Hindi	28-09-2024	CCA I/C
xv	रंगोसव (DRAWING & PAINTING COMPETITION)	i) To enhance creative skill	05-10-2024	CCA I/C
xvi	MATHELETICS (MENTAL MATHS COMPETITION)	i) To improve computational skill	19-10-2024	CCA I/C
xvii	ENGLISH SKIT COMPETITION	i) To encourage theatre & dramatics	26-10-2024	CCA I/C
xviii	QUIZ COMPETITION	i) To improve General knowledge	16-11-2024	CCA I/C
xix	NUKKAD NATAK	i) To create awareness on social	23-11-2024	CCA I/C

xx	ART & CRAFT EXHIBITION	i) To showcase talent of students	Aug-24	CCA I/C
xxi	VIVID VISTAS: A TAPESTRY OF TALENT	i) To hone talent of students	April 2024- Dec 24	CCA I/C
5	Publication of Vidyalaya Patrika,Newsletter etc.	i) To encourage students and staff members to contribute articles. ii) to design cover page with help of drawing teacher iii)to ensure vidalya patrika is published and distributed as per schedule	July	CCA I/C

D. GAMES & SPORTS

	Primary Section:			
	Organisation of:			
	i) Mass participation	Mass PT Once in a week during Morning Assembly	Every Wednesday	Sports In-Charge
	ii) Physical efficiency tests	Medical Test for all Children which includes Height, Weight, Eye Test by professional doctors	July'2024	Class Teacher
	iii) Athletics- Housewise com- petitions	Planned for Primary Sports Meet	August'2024	Sports In-Charge
	iv) School meet	Planned for Primary Sports Meet	Nov'2024	Sports In-Charge
2	Secondary & Sr.Secondary:			
	Organisation of :			

	i) Mass participation drive	Mass PT Three days in a week during Morning Assembly	Every Saturday	Sports In-Charge
	ii) Physical Efficiency test	Medical Test for all Children which includes Height, Weight, Eye Test by professional doctors	November & Decmber	Sports In-Charge
	iii) Housewise competitions:			Sports In-
	i) Athletics	Planned for secondary Sports	August & September	Sports In-Charge
	ii) Team games	Regional sports meet	July	Sports In-
	iv) School meet	Planned for Annual Sports Meet	Nov-24	Sports In-Charge
	Yoga practice & display	Yoga Three days in a week during Morning Assembly	every month	Sports In-Charge
	Inter school /Cluster /Regional Meets etc.	As per RO schedule	June & july	Sports In-Charge
	v) Any other	Intarnational yoga	June	Sports In-
		Mini Spoets meet (Primary),Unity Run	November ,october	Sports In-Charge
	vi) Participation in activities	kvs nationals,SGFI	As per RO schedule	Sports In-Charge
	Organised by other			
D.	Other Activities			

1	Environmental Awareness Programme	i) To nurture the school garden ii) To recycle waste through vermicomposting iii) To create awareness on No to plastic iv) To	April onwards	Eco club members Mrs.Sujatha, PGT(Bio)	
2	Science Exhibition	i) To encourage students to make working models as per the subthemes ii) To conduct Vidyalaya level	Aug-24	Mrs.Ankita, TGT(Sc)	
3	EBSB&Kala Utsav	i) To integrate the EBSB activities in morning assembly ii) To train student for Kala Utsav	Sept	Rathod, TGT(SSt) Mr.Deepak Dongre TGT(AE). Mrs.Sudhalaks	
4	Youth Parliament	i) To train student for Mock Parliament	Oct	Mr Jayram Rathod, TGT(SSt) Mr.Deepak Dongre	
5	Value Education Programme	i) ACP periods allotted to the respective teachers.	April	ACP trained teachers	

6	School Annual Day	i) Students would be trained in various cultural programme	Dec-24	CCA committee	
7	Celebration of festivals and important days	i) All festivals would be celebrated in the morning assembly as part of Special item	April onwards	ClassTeachers & CCA dept	
8	Morning Assembly	To be conducted daily as per the monthly schedule circulated by CCA	April onwards	ClassTeachers & CCA dept	
9	Scouting&Guiding Training/Camps	i)Scouts & Guides activities would be conducted every Wednesday. ii) Students would be trained for Tritya Sopan, Rajya	April onwards	Mr JP Rai Mrs.Nikita	
10	Trekking etc.	Students would be encouraged to participate	Oct	TGT(P&HE)	
11	Health Checkup of students twice a year	To be conducted twice a year	Jun-jul 2024 ,dec -jan 2025	Nurse, TGT(P&HE)	
12	Any other	Pre vocational	April onwards	TGT(WE)	
	F MISCELLANEOUS;				
1	Talks by experts	i) To arrange talk by CRPF Doctors on Health & Hygiene ii) Talk on Career guidance	Sept 2024 Oct 2024	Mrs.Sujatah, PGT(Bio)	
2	Proposals for Inservice Courses	i) The proposal will be sent to RO in prescribed format	Apr-24	Principal	

3	Organisation of Inservice Course/Vidyalaya leel workshops	i) Will organise as per the instructions of DC RO	Jun-24	Principal HM	6
4	Proposals for National/ICT/Innovative& experimentation Awards	i) Teachers would be encouraged to take up projects for various awards	Jul-24	Principal HM	
5	Community Oriented programmes	i) The scouts & Guides would be encouraged to take up awareness programme on Say NO to plastic ii) Students would	Nov-24	TGT(P&HE)	
6	NAEP/Counseling services	i) AEP activities would be taken up on wednesday during Zero periods	April onwards	Dr. VIVEK, PGT(Chem) Mrs. Sujatha , PGT(Bio)	
7	Services of Special educator	i) Special Educator would be appointed to take care of the differently abled	Apr-24	Principal HM	
8	School sanitation initiatives	i) Regular purchase of Sanitary items through GeM ii) Daily monitoring and documentation by Sanitation	April onwards	Sanitation committee Principala HM	
	Any other:				
9	Maintenance of School Campus				
	Cleanliness and upkeep of				

	i) Campus	i) Housekeeping ladies have been assigned duties. ii) The work is monitored by Nurse	ongoing process	Principal TGT(WE)	
	ii) Toilets &	i) Housekeeping ladies have been assigned duties. ii) The work is monitored by Nurse	ongoing process	Principal TGT(WE)	
	iii) Provision of drinking water	i) RO water provision in all the floors ii) Regular servicing of the filter	on going process	Principal TGT(WE)	
10	Development & upkeep of Lawns and gardens,Plantion drive	i) Beautification plan for facelift to garden	on going process	Mrs.Sujatha, PGT Bio	
11	Flower pots and their maintenance	i) Flower pots painted and maintained by gardener ii) More pots are to	Oct-24	Mrs.Sujatha, PGT Bio Garden committee	
12	Installation of Fire Extinguishers/Availability of sand and water buckets	i) Refilling of Fire extinguishers by CRPF on regular	Sept 2024 Jan 2025	Mr.Prasad, TGT(WE)	

Name of KV

PMSHRI KV CRPF

Name of Principal

Dr(Mrs) Rubina M R

Signature of Principal