

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: Proposals for upgradation /additional sections etc.	Staff sanction order for the session 2024 has been accorded by the commissioner kvs	15/2/2024	Office Incharges	
2	Selection of staff for contractual appointments.-	Advertisement in local news paper	22/2/2024	Office incharges	
		conduct of walk in interview	29/03 /2024 and 1/3/2024		
		Approval of panel from vmc	2nd week of march		
		joining of new contractual teachers	21/6/2024		
		orientation programme for newly	Last week of june		
3	<u>Construction Works:</u>	Bhima River connection to Meet water shortage	may/ june 2024	Maintanance incharge	
		Aluminum wiring in full vidyalaya			
		Fixing exhaust fans in all			
		Fixing street light in vidyalaya			
		Solar lights ,solar streetlights			
		Water cooler			
		RO plant			
		Broken window glasses replaced			
	ii) Maintenance & Repairs	*ceiling fan checking in all	may/ june 2024		
		*Fixing LED tubelights and			
		*plumbing works valves taps,sink			
		*cleaning water tanks			
		*Running generator by purchasing			
	iii) Developmental work	Primary stage and Fixing assembly	Sept 2024		
	iv) Colouring/white washing of school building and staff quarters, etc.	White washing is required	October 2024		
	v) Transfer of land/execution	NA			
4	<u>Furniture:</u>				
	1. Procurement of new furniture	Collecting data for procurement of new furniture class wise and department wise to meet the requirements of the furniture 1. To supervise the use of furniture by the students. 2. purchase of 200 plastic chairs	April and june 2024		
	2. Repair of old furniture	To ensure maximum use of old furniture in the school by repairing and fixing furniture and checking To plan for repair & purchase of Vidyalaya furniture for students & staff in various classrooms & departments as per requirement &budget. 3. To clear / get shifted un utilized furniture 4. To get classroom, black boards, name boards, etc. painted and maintained.	Through out year	Maintanance incharge	

5	Procurement of Stores				
	i) Office stationery	List is being prepared	April 2024	Office incharge	
	ii) Laboratory articles	List is prepared	April 2024	Lab incharges	
	iii) Library Books	Purchase of new hindi,English books	April 2024	Library Incharge	
	iv) Workshop material	Electronic circuit modules to	April 2024	Teaching Aid incharges	
		Tools like screwdriver set, hammers	April 2024	Teaching Aid incharges	
Gardening tools		JUNE	Teaching Aid incharges		
v) Games/Sports material	Football size 5, training bibs,	May-June 2024	Sports incharge		
6	Condemnation				
	i) the Unserviceable furniture	For year 2023-2024 nearly 3 lakh	October	Condemnation Committee	
	ii) Other unserviceable stores	Music Rs56000-/ computer Rs 911000-/ 			
7	Annual stock verification	Stock verification preparation of cs-49	Mar-24		
8	Vidyalaya Management Committee Meetings.	Arrangement of VMC/VEC Meeting VMC meeting	1st week of July and Jan. VEC 1st week of Oct and February.	Office incharge	
9	Financial Management				
1	2	3	4	5	6
	i) Budget proposals/ii)	1. To estimate requirements at the	Apr-24	Office incharge	
	iii) VVN	Monthly Finance Report, Monthly	As per KVS direction.		
10	Audit of school accounts.	Pending audit paras	Apr-24	Office incharge	
		A G audit - 02			
		Previous internal audit- 03			
		Present other objection- 02			
	Follow up of a Audit				
11	Maintenance of School Campus	1. Monitoring the display boards gardening works 2. Making every corner of the Vidyalaya beautiful	Every day	Maintenance incharge	
	cleanliness and upkeep of	1.To look after the proper cleanliness	Every day		
	i) Campus	.To look after the proper cleanliness	Every day		
	ii) Toilets &	1 Proper cleanliness2. Writing	Every day		
	iii) Provision of drinking water	Cleaning of water tanks,/Sump	Every day		
		Supply safe and potable drinking	Every day		
		Efforts for bhima river water	Every day		
12	Development & upkeep of Lawns and Gardens	Grass for lawn,new flowering plants In Front of main building,beautification by developing the area beside medical room,trimming of tree in the campus,pipe lines for water in garden area, getting more water resources, procurement of equipments for garden	By end of April 2024		
13	Plantation of trees	Maintenance of existing	whenever it is needed		
	Flower pots and their	Purchase of 100 flower pots with			
14	Settlement of Court Cases	NA			
B. ACADEMICS					
15	School Time-table	Time table for the academic session	As per the kvs scheduled		
		Preparation of Time Table For Class	Month of March 2024		

15	School time-table	& VI as Per NCF - SE 2023			
		Preparation of Time Table for	Apr-24		Time table incharge/ Exam incharge
16	Analysis of Board & Internal Exam.results	class x Result analysis will prepared class vi to viii 100% target of class ix exam above 90%	Regular activity		
17	Implementation of NEP	Conduct of workshops , preparation			
18	Implementation of FLN	Conduct of workshops , Design of as per FLN	Regular activity		NEP/FLN incharge
19	Checking of written work of classes	Weekly once CW/HW	Regular activity		Subject incharges
20	Checking of Teachers' Diaries	Checking of Teachers' Diaries 5th	Every month		HM/Principal
21	Checking of class Registers	Checking of class Registers last	Every month		Class teachers
22	Remedial Teaching	To Prepare schedule for extra	Apr-24		Subject incharges
23	Guidance to Bright children	Organizing guidance and	Oct-24		counsellor
24	Supervision of:				
	Laboratory work				
	iii) Library	. Procurements/proper issue of the	JULY		Library incharge
25	Examination Assessments				
	Formative assessments	asAs per the scheduled given kvs ro BGR	Jul-24		
	Half yearly exam	asAs per the scheduled given kvs ro BGR	Sep-24		
	Session ending exam	asAs per the scheduled given kvs ro BGR	Mar-25		Exam incharge
	CBSE	preparation of error free LOC and -collect and deposit fees as per	July/Aug 2024		
	Pre Board examination	asAs per the scheduled given kvs ro BGR	Nov-24		
26	Subject Committee Meetings	Subject committee meeting will be हिंदी विषय की बैठक हर महीने ली	14 सितंबर Every month		Subject head Subject head Subject head Subject head
	Science	Science subject committee meeting	Every month		
	Social science	Subject committee meeting will be	Every month		
27	Innovative Academic		MDP		All teachers
29	Other Programmes				
C. CO-CURRICULAR:					
1	Investiture ceremony	To successfully complete the	22-Jun		Scout/ Guide incharges
30	Finalization of CCA Schedule	A tentative schedule for CCA activities for the academic year has been prepared.Based on the prepared schedule activities should be conducted.	6 April 2024 to 22 February 2024		CCA incharges
31	Organization of Hobby Clubs	There are 7 clubs in the school. All	6-Apr-24		Sport dept
		The following house wise			
		1. Elocution	1. Elocution - 20 July		
		2. Painting Competition	2. Painting Competition -		
		3. Rakhi Making	3. Rakhi Making - 03		
		4. Debate	4. Debate - 24 August		
		5. Poetry Recitation	5. Poetry Recitation - 21		
		6. Group Song	6. Group Song - 26		
		7. Solo Dance	7. Solo Dance -5 October		
		8. Instrumental Music	8. Instrumental Music - 19		
		9. Rangoli Competition	9. Rangoli Competition - 15		
		10. Group Dance	10. Group Dance - 16		
32	House-wise competitions in:				CCA INCHARGE

		11. Skit	11. Skit - 23 November		
		12. Greeting Card Making	12. Greeting Card Making -		
		13. GK Quiz	13. GK Quiz - 21		
	Primary Section:				
33	2	3	4	5	6
	i) Story	Moral Story, Motivational Story	27.09.2024	CCA INCHARGE	
	ii) Poetry Recitation	Poetry recitation in English and	06.09.2024		
	iii) Calligraphy	Will Conduct Both English & Hindi	19 /04/2024 & 20.9.2024		
	iv) Drawing	Creative Drawing, Rangoli	7/5/2024		
	v) Music	Patriotic, Playing of Musical	16.08.2024		
	vi) Dance	Solo & Group Dance	02.08.2024		
	vii) Fancy Dress	National Leaders, (Mass Participation Class I & II)	08.11.2024 14.11.2024		
	viii) Any other	Toy Making, Sand Art , Clay	As Per CCA Plan		
34	Secondary & Sr.Secondary				
	i) Elocution	To conduct Elocution house wise in both English and Hindi	Elocution - 20 July Solo Song- 6 July Group Song - 03 August	CCA INCHARGE	
	ii) Music	To organize competitions on Solo	Oct 2024		
	iii) Dance	Group and Solo Dance competition	Solo Dance- 05 Oct Group Dance - 16 Nov		
	iv) Poetry Recitation	Poetry recitation in English and Hindi will be held	Poetry Recitation - 21 Skit - 23 November		
	v) Dramatics	Planning to include skit as a	Rangoli - 26 Oct		
	vi) Any other	Rangoli and Greeting card making to	Card Making - 07		
	vii) Pa System	To ensure maximum participation	On the dates given or		PA System incharge
35	Publication of Vidyalaya patrika	1) To collect the articles. 2) To edit the ar	April 2024	CCA Incharges	
36 D. GAMES & SPORTS					
	Primary Section:				
	Organization of:			Sports incharge	
	i) Mass participation	MPT	Every saturday		
	ii) Physical efficiency tests	During fun day and MPT peroids			
	iii) Athletics- Housewise	Inter house competitions like	Oct-24		
	iv) School meet	Conduct of mini sport meet	Nov-24		
	Secondary & Sr.Secondary:				
	Organization of :			Sports incharge	
	i) Mass participation drive	March-Past, Aerobics and Mass	Nov 2024		
	ii) Physical Efficiency test	Modified AAPHER test by kvs			
	iii) Housewise competitions:	As per plan	Regular work		
	i) Athletics	100m, 200m, 4*100m relay,	Dec 2024	Sport incharge	
	ii) Team games	Volleyball,	Dec 2024		
	iv) School meet	As per plan	April /may		
	Yoga practice & display	yoga asana, regional meet for	June 2024		
	Inter school/Cluster/Regional	as per kvs plan	July 2024		
	v) Any other	Command training	July 2024		
	vi) Participation activities	Local tournaments organized by	Nov 2024		
E. OTHER ACTIVITIES;					
37	Environmental Awareness	Guidance to the students about	Aug 2024	CCA Dept	
38	Science Exhibition	It is planned	April 2024	Science incharge	

38	SCIENCE EXHIBITION	Allotment of topics	April 2024	SCIENCE incharge	
39	Social Science Exhibition	Purpose of a social science	As per schedule RO	Social science incharge	
40	Youth Parliament	The target is to engage youth in a participative dialogue in a format that has never been done before. Youth have become deeply opinionated but at times are frustrated with the lack of opportunity to get their voice and opinions heard. We will try to make the children capable of this.	February 2024	Social science incharge	
41	Value Education Programme/guidance	Organizing guidance and counseling sessions as per needs of students.	Sep-24	CCA incharge	
42	School Annual Day	school Annual Day Will Be	Month of Dec 2025	CCA incharge	
43	Celebration of Festivals &	As per kvs list			
44	Morning Assembly	Yoga, Aerobics, Mass	Daily	CCA incharge	
45	Bulletin Boards	allotted theme based topics to	Month wise	CCA incharge	
46	Scouting/Guiding Training	दल गठन हेतु बच्चों का चयन , दीक्षा संस्कार का आयोजन , प्रवेश, प्रथम ,द्वितीय ,तृतीय टेस्टिंग के छात्रों को तैयार करना ,प्रोफेसियेसी बेजेज के लिए योजना	अप्रैल - दूल् गठन हेतु बच्चों का	Scouting/Guiding incharge	
			जून -जुलाई - प्रवेश, प्रथम		
			अगस्त - ,तृतीय टेस्टिंग के छात्रों		
			सितम्बर -विभिन्न विद्यालयीय		
			अक्टूबर:- स्थानिक हाईक के का		
			नवम्बर :-शान्ति रैली का		
47	Scouting /Guiding Camps	,सामुदायिक सेवा कार्य की योजना , स्वच्छता कार्य की योजना ,वन महीत्सव की योजना विभिन्न विद्यालयीय गतिविधियों के लिए छात्रों को तैयार करना ,सर्व -धर्म प्रार्थना का आयोजन करना ,शान्ति रैली का आयोजन करना ,स्थानिक हाईक का आयोजन करना , ऐतिहासिक स्थलों का परिभ्रमण , लार्ड वेदन पावेल जयंती का आयोजन ,विद्यालयीय गतिविधियों में बच्चों की	As per kvs date sheet		
48	Trekking etc.				
49	Olympiads and other	1. Encouraging the students and	As per kvs dates	concern incharges	
50	Health check up of students	Arrangement of doctors for medical	Aug 2024 ,jan2025		
F MISCELLANEOUS;					
51	Talks by experts	As per requirement	Feb 2025		
52	Proposals for Inservice	As per kvs shedule	As per kvs shedule		
54	Organisation of Inservice	As per kvs shedule	As per kvs date		
55	Proposals for National Sports	kvs shedule	As per kvs date		
56	Community oriented programmes,	kvs shedule			
57	NAEP				
58	School sanitation initiatives	•Proposal for procurement of 15	•Financial approval awaiting •June / July •August/ September • Septemberl		
		•AMC to be for annual maintenance.			
		•30 computers to be purchased			
		• CCTV CAMERA with latest technology to be purchased			

		• To make the school wifi accessible		
59	H. Any other			
Name of KV :KALABURAGI		Name of Principal : BHUPENDRA BURAHADIYA		