

INSTITUTIONAL PLAN FOR THE ACADEMIC YEAR 2024-25

S.NO.	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
	<u>A.ADMINISTRATION</u>				
1.	Staff sanctions proposals. Proposals for up gradation /additional sections etc.	As per KVS schedule	Upto February 2024	Principal monitored personally	Proposal sent to KVS RO BGR for approval
2.	Selection of staff for contractual appointments.	Finalized by 7 th March, 2024	Approved panel for 2024-25 ready by 07.3.2024	Process completed as per KVS norms.	To be appointed after summer vacations due to MCC.
3.	<u>Construction Works:</u>				
	i) New works	Proposal being sent for KVS approval to build Vocational Lab	1 st week of March 2024	To coordinate with CPWD, Chairman VMC, & KVS RO	First instalment of money transferred to executive engineer CPWD
	ii) Maintenance & Repairs	Regular maintenance and repair plan	April 2024	M&R committee	To be taken up as per needs.
	iii) Developmental work	Preparing plan of action as per need	April 2024	M&R committee	To be taken up as per needs.
	iv) Colouring/white washing of school building and staff quarters, etc.	1.Proposal being prepared for school building 2. No staff quarters	May 2024	M&R committee	Proposal sent to CPWD for providing estimates
	v) Transfer of land/execution of lease deed etc. if required.	N/A	N/A	N/A	N/A

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4.	<u>Furniture:</u>				
	i)Procurement of new furniture	Process underway as per requirement	June 2024	The appointed committee will monitor and evaluate periodically	Purchase process being taken up.
	ii)Repair of old furniture	As per need raised	As and when required	Appointed committee	Regular maintenance of furniture is done.
5.	<u>Procurement of Stores</u>				
	i)Office stationery	As per need	15.07.2024	purchase committee	As per kvs norms and guidelines
	ii)Laboratory articles	As per requirement submitted by lab I/Cs	As & when funds of PM SHRI was sanctioned	purchase committee	As per kvs norms and guidelines
	iii)Library Books	As per the suggestion made by teachers		purchase committee	As per kvs norms and guidelines
	iv)Workshop material	As per the requirement to be submitted by the I/Cs		purchase committee	As per kvs norms and guidelines
	v)Games/Sports material	As per the requirement to be submitted by the I/Cs		purchase committee	As per kvs norms and guidelines
6.	<u>Condemnation</u>				
	i)Unserviceable furniture	Proposal to be made	30.04.2024		To accomplish as per KVS guidelines
	ii)Other unserviceable stores	Do	Do		-----do-----
7.	Annual stock verification	31.3.2024	31.3.2024	Each dept. head will take up the duty	-----do-----
8.	Vidyalaya management Committee meetings	Thrice in the year	July 2024, Dec. 2024, Feb. 2024	By the Principal	-----do-----
9.	<u>Financial Management</u>				
	i) Budget proposals	To be prepared till august	15.8.2024	By the Principal	As per KVS schedule
	ii)Revised Estimates	To be prepared	15.8.2024	By the Principal	As per KVS schedule
	iii)VVN	01.8.2024	15.8.2024		

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10.	Audit of school accounts				
	Follow up of Audit objections	As per schedule issued by KVS	By the Principal	KVS guidelines to be followed
11.	Maintenance of school campus cleanliness and upkeep of				
	i) Campus	Regular schedule	On regular basis	Appointed committee	Regular supervision
	ii) Toilets&	To be done regularly	On regular basis	Appointed committee	Regular supervision
	iii)Provision of drinking water	On regular basis/days	On regular basis/days	Appointed committee	Regular supervision
12.	Development & upkeep of Lawns and gardens	On regular basis/days	On regular basis/days	Appointed committee	Regular supervision
13.	Plantation of trees, flower pots and their maintenance	On regular basis/days	On regular basis/days	Appointed committee	Regular supervision
14.	Settlement of court cases	On priority basis if any		By the Principal	Top priority

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	<u>B. Academics</u>				
1.	School Time-table	20.03.2024	01.04.2024	The in-charge will monitor & evaluate	As per KVS guidelines
2.	Analysis of Board& Internal exam results	Internals – immediately after exams, (27.03.2024)	Internals – immediately after exams, (27.03.2024)	Examination	As per KVS schedule
3.	Checking of written work of classes	fortnightly	fortnightly	principal	As per KVS guidelines
4.	Checking of Teachers’ Diaries	fortnightly	fortnightly	principal	As per KVS guidelines
5.	Checking of class registers	monthly	On monthly basis	principal	As per KVS guidelines
6.	Remedial teaching	After tests/assessments identification of students and remedial plan to be chalked out as per the need of children	After PT/Monthly tests/assessments	Teachers concerned, academic IC and Principal	As per KVS guidelines -
7.	Guidance to Bright children	regularly	regularly	Teachers and experts	Efforts carried out during Tarunotsav
8.	Supervision of:				
	i)Laboratory work	As per schedule	As per schedule	Academic coordinator	As per KVS guidelines
	ii)SUPW Programme	Daily	Daily	WET	As per KVS guidelines
	iii)Library	Regularly	regularly	Librarian/principal	As per KVS guidelines
	iv)Other Work	As per schedule	As per schedule	By the head of the department	As per KVS guidelines

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9.	Model tests				
	Formative assessment	As per KVS schedule	As per KVS schedule	Examination under the guidance of the principal	As per KVS guidelines
	Half Yearly	As per KVS schedule	As per KVS schedule	Examination under the guidance of the principal	As per KVS guidelines
	Session Ending	As per KVS schedule	As per KVS schedule	Examination under the guidance of the principal	As per KVS guidelines
	Pre Board Examinations	As per KVS schedule	As per KVS schedule	Examination under the guidance of the principal	As per KVS guidelines
10.	Subject Committee Meetings	Regularly and as per need	Every month/as required	subject committee convenors/principal	As per KVS guidelines
11.	Innovative Academic Projects	New session	Entire academic year 2024-25	By the Principal	As per KVS guidelines
12.	Other Programmes				
	C.CO-CURRICULAR				
1.	Investiture ceremony	July 2024	By 15th July 2024	CCA Department	Formation of Students' Council & House formation
2.	Finalisation of CCA schedule	As the session begins	1.4.2024	CCA committee	W.e.f. April 2024
3.	Organisation of Hobby Clubs	To be formed/reorganised in April 2024	Second week of April	----- do -----	2 nd week of April

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4a.	House-wise competitions in:				
	Primary Section:	CCA calendar	As per CCA calander	----- do -----	
	i)Story	CCA calendar	As per CCA Calander	----- do -----	
	ii)Poetry Recitation Hindi/English	CCA calendar	As per CCA Calander	----- do -----	
	iii)Calligraphy	CCA calendar	As per CCA Calander	----- do -----	
	iv)Drawing	CCA calendar	As per CCA Calander	----- do -----	
	v)Music	CCA calendar	As per CCA Calander	----- do -----	
	vi)Dance	CCA calendar	As per CCA Calander	----- do -----	
	vii)Fancy Dress	CCA calendar	As per CCA Calander	----- do -----	
	viii)Any other	CCA calendar	As per CCA calendardo.....	
4b	Secondary &Sr.Secondary				
	i)Elocution	CCA calendar	As per CCA Calander	----- do -----	
	ii) Music	CCA calendar	As per CCA Calander	----- do -----	
	iii) Dance	CCA calendar	As per CCA Calander	----- do -----	
	iv) Poetry Recitation	CCA calendar	As per CCA Calander	----- do -----	
	v) Dramatics	CCA calendar	As per CCA Calander	----- do -----	
	vi) Any other	CCA calendar	As per CCA Calanderdo.....	
	vii) Participation in activities organised by other agencies.	Participation ensured as per significance of the activity	Whenever scheduled	----- do -----	Top priority to other government agencies.
5	Publication of Vidyalaya Patrika, Newsletter etc.	As per timeline set by KVS	July 2024, February 2024	Committee headed by IC

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	<u>D. Games & Sports</u>				
	Primary Section				
	Organisation of:				
	i) Mass participation	To be ensured through inter house competition	As per schedule	Concerned IC/TGT PHE/coach	
	ii) Physical efficiency tests	To be carried out from 1.4.2024	From 1.4.2024	-----do-----	
	iii) Athletics- Housewise competitions	As per scheduled programme for 2024-25	As per scheduled programme for 2025-25	-----do-----	
	iv) School meet	December 2024	December 2024	-----do-----	
	Secondary & Sr.Secondary				
	Organisation of:				
	i) Mass participation drive	April 2024	April 2024	-----do-----	
	ii) Physical efficiency test	April 2024	April 2024	-----do-----	

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	iii) House wise competitions			-----do-----	
	a) Athletics	As per schedule	As per schedule prepared	-----do-----	
	b) Team games	As per schedule	As per schedule prepared	-----do-----	
	iv) School meet	As per schedule	As per schedule prepared	-----do-----	
	Yoga practice & display	Regularly	Yoga during morning assembly	-----do-----	Regular practice of Asanas and meditation
	Inter school/cluster/Regional meets etc	As per schedule	As per schedule	-----do-----	Cluster/Regional as per KVS programme
	v) Any other				
	vi) Participation activities organised by other agencies	On invitation	As and when information /invitation received.	-----do-----	Promoting talented students and giving exposure

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	E. Other Activities				
1.	Environmental Awareness programme	Eco club activities and under CCA	Regularly	Eco Club/Teacher IC	
2.	Science Exhibition	Aug 2024/As per KVS schedule	Aug 2024/As per KVS schedule	-----do-----	
3.	Social Science Exhibition	Aug 2024/As per KVS schedule 2024	Aug 2024/As per KVS schedule	-----do-----	
4.	Youth Parliament	As per KVS information	As per KVS information	-----do-----	
5.	Value Education Programme	As per Time Table prepared	As per Time Table prepared	-----do-----	
6.	School Annual Day	Proposed November/December 2024	November/December 2024	-----do-----	
7.	Celebration of Festivals & important days	scheduled	As per schedule during morning assembly and special programmes	Teacher IC/CCA committee	Promoting culture and preserving heritage
8.	Morning Assembly	Daily	Daily	TGT PHE/Music teacher/CCA coordinator/House on duty	
9.	Bulletin Boards	Monthly	Monthly	Houses/IC/Clubs	
10.	Scouting/ Guiding Training	weekly	weekly	IC BS&G	
11.	Scouting/ Guiding Camps	As per KVS information	As per KVS information	The in-charge	

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12.	Trekking etc	As per schedule prepared	As per schedule prepared	The in-charge to monitor & evaluate	
13.	Any other				
14.	Health check up of students twice a year	As per schedule	July 2024 and January 2025	Teacher in-charge	
	F. Miscellaneous				
1.	Talks by experts	Need based and as per KVS norms	Need based and as per KVS norms	Teacher IC	
2.	Proposals for In-service Courses	As per KVS schedule	As per KVS schedule	By the principal	
3.	Organisation of In-service Courses	As per KVS instructions	As per KVS instructions	By the principal	
4.	Proposals for National Sports Meet Venues	As per KVS schedule	As per KVS schedule		
5.	Community oriented programmes, if any	Once in a month under CMP programme	Once in a month under CMP programme	The in-charge to monitor & evaluate	
6.	NAEP	weekly	weekly	The in-charge	
7.	School Sanitation Initiatives	Regular schedule	On Regular Basis	The committee/ in-charge	

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	H.ANY OTHER				
1	PTA meetings	Secondary –after every Periodic Test/Monthly Test Primary –on monthly basis(once in a month on Saturdays- class wise)	Secondary –after every semester Primary –on monthly basis(once in a month on Saturdays- class wise)	Examination and academic coordinator under the guidance of Principal	Parents are contacted whenever the need b'e
2	Educational Excursions	To be completed by Dec.2024	To be completed by Dec.2024	The in-charge	

Name of KV: PM SHRI KV No.3 Macche Belagavi

Name of Principal: Sh. Anil Kumar

Signature of Principal _____