KENDRIYA VIDYALAYA NO. 2 BANA BAY AFS BIKANERA (RAJASTHAN)-334002
INSTITUTIONAL PLANNING FOR AY 2023-2024 (W.E.F. 01.04.23)

| S NO | ACTIVITY/PROGRAMME | ACHIEVEMENT TARGETS | DATES/TIME | MONITORING/EVALUATION | REMARKS |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | **A. ADMINISTRATIVE** | | | | |
| | Staff meeting minutes | Staff meeting notes, the Resolutions 2023 has been recorded in the Communication Book | 1/03/2024 | Office Incharge | |
| | Research for remodeling/additional work | Being a Type-II Building, the school is practically operating in a single section school. Proposal for the remodeling/additional work of the building has been sent to RO. | 15/03/2024 | Office Incharge | |
| 2 | **Selection of staff for contractual appointm** | Newspaper Advertisement, Conduct of Walk In Interviews, Selection & Approval of Panel by VMC Chairm | Completed on 29 Feb. 2024 | Committee for Contractual Teachers | As MEC is to have libraries architectural staff to be appointed under 21 June 2023. |
| 3 | **Construction Works:** | | | | |
| | i) New works | Works related to WHSHR Shelter, New Toilets & Washrooms | 1st/August 2024 | AM & Incharge | |
| | ii) Maintenance & Repairs | Painting of boundary compound wall, Remodeling of Herbal Garden and Rain Garden, Water tank cleaning, Water tank repairs, Water of Water in Sensitive Area | 1st/August 2024 | AM & Incharge | |
| | iii) Developmental work | Proposal for Solar Fencing, Proposal for Solar Water Heaters, Proposal for Solar Lights | 1st/July 2024 | AM & Incharge | |
| | iv) Miscellaneous works (Electrical Work | Proposal for the service of RWA for addressing/upgrading of the entire lightning/wiring. Microwave oven to be installed in one room of a PTRR with effect from AY 2023-24. | Regular | AM & Incharge | |
| | v) Transfer of institution/office/ground | NA | | | |
| 4 | **Furniture** | | | | |
| | i. Procurement of new furniture | Tentative procurement of new furniture through SDR for the School Library, Staff Room, Laboratories, Classrooms & all the departments. | 1st/August 2024 | Furniture Incharge | |
| | ii. Repair of old furniture | As and when was informed, Repairs of damaged furniture, Re-polishing, use of old furniture where | Throughout the year | Furniture Incharge | |
| 5 | **Procurement of Items** | | | | |
| | i) Electronics | To be procured through SDR | 30th/June 2024 | Office Incharge | |
| | ii) Consumables | To be procured through SDR | 1st/July 2024 | Procurement Committee | |
| | iii) Library Books | Books as of Reference Books, Short & Practice Books | 1st week/October, completion | Librarian | |
| | iv) Workshop material | Puzzles, Gardening tools, Electrical tools | During class hours | Subject wise subject expert under the guidance of Principal | |
| | v) Sports/Sports material | Volleyball, Basketball, Shuttle, Rackets, Badminton net, Chess Board, Carrom Boards, Powder & coin, Table Tennis Boards, Table Tennis Bats, Table Tennis Balls, Cricket Bats, Cricket Balls, Cricket Stumps, Skip ropes, Bows and Arrows, Basketball net, Carrom board powder and coin set, 100m, 4gm, 80m, 8gm, 25m laser, size of Kho Kho posts, air scums, etc. | June/July 2024 | TGT (PHE) | |
| 6 | **Construction** | | | | |
| | i) Commenced in Session | Commenced in the AY 2023 | Practical Exercises, NGO | Construction Committee | |
| | ii) Recommended in phase | Recommended in the AY 2023 | Practical Exercises, NGO | Construction Committee | |
| 7 | Annual book verification | Annual Book Verification of all the Departments | 15th, 31 | Office Incharge | |
| | i) Physical | Physicals will be conducted as per the schedule received from KVS (RO) NOW | 1st/August 2024 | Office Incharge | |
| 8 | Midterm Measurement Committee Meeting | As per norms of KVS MC meeting is to be conducted thrice in a year. Conducted in the year 2023-24 and will be conducted thrice in the academic year 2024-25 | Mid Term of December 24, Mid Term of December 25 | Principal | |
| 9 | **Financial Management** | | | | |
| | i) Budgetary | Budgetary will be prepared as per the schedule received from KVS (RO) NOW | 1st/August 2024 | Office Incharge | |
| | ii) Revised Estimates | Revised estimates will be prepared as per the schedule received from KVS (RO) NOW | As per the schedule given to KVS R | Office Incharge | |
| | | Monthly Finance Report, Monthly Statement of SF and VVN, Quarterly Statement, Budget of SF and VVN, Annual Account, Monthly Statement of Staff, Monthly Bills, Medical Bills, Children Education Allowance | As per the schedule given to KVS R | Office Incharge | |
| 10 | **Audit of school accounts** | | | | |
| | i) Internal audit of school accounts | Regular Internal audit of school accounts, Book Of Authority to be taken within a month | Nov 24 | | |
| 11 | **Maintenance of school Campus cleanliness and safety** | | | | |
| | i) Toilets & | Cleaning of Toilets, Washrooms & Hand Washing are essential. Hand Washing Demonstration | Nov 24 | | |
| | ii) Provision of drinking water | Provision & Storage, Regular Cleaning & Maintenance of Water Coolers, Water Tanks, Water Filters, Water Tanks, Water Pipes, Water Taps, Water Pumps, Water Tubes, Water Pots, Water Bottles, Water Glasses, Water Jugs, Water Buckets, Water Mugs, Water Bowls, Water Spoons, Water Ladles, Water Spatulas, Water Tongs, Water Forks, Water Knives, Water Spoons, Water Cups