


# VIDYALAYA PLAN

**INDEX**
**PART – A**

**VIDYALAYA PROFILE**

(A) - GENERAL INFORMATION

(B) - (i) School Data (As On 31st March, 2025)

(ii) Staff Position

(iii) Appointment of Doctor, Nurses, Special Educators, Counselors and Coaches (Sports, Performing arts etc.)

(C) -VISION, MISSION AND PLANNING OF THE VIDYALAYA

**PART –B**

**1. INFRASTRUCTURE PLAN**

(A) -Building Plan:
(B) - Assets (Furniture)
(C) - Assets (lab equipment (Value above Rs. 15,000/-)
(D) -Assets (IT Infrastructure) (Value above Rs. 15,000/-)
(E) - Assets (Library)
(F) - Assets (Music)
(G) -Assets (Workshop/Art & Craft/Sport) (Value above Rs. 15,000/-)
(H) -Assets (Office) (Value above Rs. 15,000/-)
(I) - Medical Room Facilities
(J) - Suggestion Box/Student grievance Box

**1.1 SAFETY & SECURITY**

(A) - (i) Safety Plan
(ii) Emergency Supplies/Facilities
(iii) Security Personnel/Conservancy staff
(B) - School Staff Training/Mass Drill:
(C) - Mandatory Certificates
(D) - School Response Teams

**2- ACADEMICS**

**(2.1) ACHIEVEMENTS AS ON 31ST MARCH, 2024 (A TO D)**

**(A) CURRICULAR ACHIEVEMENTS**

(B) LEARNING ATTAINMENT OF STUDENTS & TARGET

1) Foundational Stage
2) Preparatory Stage
3) Middle Stage
4) Secondary Stage

**(C)** Quality of Result

i. Examination (Competitive)
ii. Scholarship/Talent Search Examinations
iii. KV has registered on National Scholarship portal for Pre Matric & Post Matric Scholarships

**(D) CO-CURRICULAR ACTIVITIES AS ON 31st March 2024**

a) Achievements in Sports
b) School level and cluster level participation
c) Participation in other competitions*
d) Health Check-up and Maintenance of Physical Health Profile (twice in a year)
e) Ek Bharat Shreshtha Bharat / Kala Utsav
f) Science Activities and Achievements
g) Action Taken by the KV to Promote Scientific Temper
h) Bharat Scout & Guide Achievements
i) Tarunotsav

**(E) - OTHER REMARKABLE ACHIEVEMENTS (In 100 words)**

**(F) - STATUS OF FOREIGN & REGIONAL LANGUAGE:**

**(2.2) PLANNING FOR THE YEAR (2024-25) (E & F)**

**(A)** - Strategic goals and plan for expected improvement of quality & quantity of result for 2024-25

(**B**) - (i) Vidyalaya level workshops to be planned for all teachers (Including online workshops):
(ii) Workshop for capacity building
(iii) Teachers' Achievements
(iv) Expected Co-curricular activities for 2024-25
(v) Compensation of Academic Loss Program (CALP)
(vi) Pustakopahar
(vii) NCC
(viii)NSS
(ix) School Band
(x) Activities Planned/Target for National, Regional & Cluster Lever Participation

**3- ADMINISTRATION & FINANCE**

1. Maintenance of Office Records
2. Selection of Staff for Contractual Appointments
3. Vidyalaya Management Committee/ Vidyalaya Executive Committee Meetings
4. CBSE Affiliation
5. Class Attendance Register and Fee Collection/SR/TC/Scholarship
6. Construction Works:
7. Transfer of Land/Execution of Lease Deed Etc. If Required
8. Annual Stock Verification/ Condemnation & Disposal of Condemnation Article

9. Preparation of Vidyalaya Asset Register/ Maintenance of Stock Register
10. Financial Management
11. Rajbhasha Implementation
12. Correspondence in Hindi
13. Audit of School Accounts
14. Disposal of Court Cases/RTI Queries

**4- <u>BENEFICIARY SATISFACTION (Community Participation)</u>**

(A) For Students
(B) For Teachers
(C) For Parents
(D) For Community
(E) Plan To Encourage Community & Social Services By The Students
(F) Plan For Sharing Facilities/ Resources With Less Developed School
(G) ALUMNI Portal / Samagam Portal
(H) Efficient Resourcing and Effective Governance Through School Complexes/Clusters
(I) Activities under Vidyanjali

**5- <u>INCLUSIVE PRACTICES</u>**

(A) Detail of Admission
(B) Facilities offered for CWSN
(C) Whether special educator is engaged?
(D) Whether different assessment strategies are devised for CWSN cases as per the requirement?
(E) Details of awareness programs and programs for empowerment done.

# VIDYALAYA PLAN (2024-25)

## PART – A

## 1-VIDYALAYA PROFILE

### 1(A)-GENERAL INFORMATION

| | | | |
|---|---|---|---|
| **NAME OF THE VIDYALAYA** | **KENDRIYA VIDYALAYA AKAMPAT** | **REGION** | **Type of BuildingA1/A/B/C/D/E** |
| | | | SEMI PACCA (TEMPORARY) |
| **SCHOOL CODE** | 2317 | AFFILIATION NO.* (upload affiliation Letter issued by CBSE) | 1200008 |
| **YEAR OF ESTABLISHMENT** | 2016-17 | SECTOR | Civil |
| **GEOGRAPHICAL LOCATION (COORDINATES)** | LONGITUDE: 93.7611E<br>LATITUDE: 24.8232N | UDISE No. | 14070204810 |
| **AREA (Built up in meter square)** | NA | TOTAL AREA (Built up in meter square) | Temporary |
| **ADDRESS OF THE VIDYALAYA** | | **CONSTITUENCY OF THE VIDYALAYA** | Khurai |
| **e-Mail of the Vidyalaya** | newkvakampat@gmail.com | **RURAL/URBAN** | Urban |
| **PM SHRI SCHOOL** | YES / NO | **IF YES, SANCTION YEAR** | |
| **NAME OF THE PRINCIPAL** | MRS. BINA YUMNAM,<br>PRINCIPAL I/C | Landline (o)-03852423000<br>Landline (R)-<br>Mobile-9774015874<br>E-mail- binayumnam@gmail.com | |
| **DATE OF JOINING IN** | PRESENT KV- 19-07-2018 | PRESENT POST- 09/08/1995 | |
| **NAME OF THE PERSON WHO CAN BE CONTACTED IN ABSENCE OF PRINCIPAL** | MRS. BIONA TAYENJAM | | |
| | | Mobile No. 7005724225 | |
| **NAME OF THE CHAIRMAN* (Upload list of VMC Members approved by KVS RO)** | DR. NIVEDITA LAIRENLAKPAM, IAS | Landline (o)- 3852458385<br>Landline (R)-<br>Mobile-<br>E-mail-dc-impe@nic.in | |
| **ADDRESS OF THE CHAIRMAN OFFICE** | POROMPAT DC OFFICE | | |

**1(B)(i) SCHOOL DATA (as on 31ST March, 2025)**

| **(I)** STUDENTS ENROLMENT POSITION | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **PRIORITY CATEGORYWISE** | I | II | III | IV | V | VI | TOTAL | | |
| **BOYS** | 49 | 36 | 48 | 0 | 62 | 0 | 195 | | |
| **GIRLS** | 50 | 26 | 57 | 3 | 67 | 0 | 203 | | |
| | TOTAL | | | | | | | | |
| **SOCIAL CATEGORYWISE** | SC | | ST | | OBC (CL) | OBC (NCL) | GEN | | TOTAL |
| **BOYS** | 22 | | 9 | | 0 | 54 | 110 | | 195 |
| **GIRLS** | 17 | | 13 | | 0 | 53 | 120 | | 203 |
| | TOTAL | | | | | | | | |
| **COMMUNITY** | HINDU | MUSLIM | SIKH | CHRISTIAN | BUDDHIST | JAIN | **ZOROASTRIAN** | OTHER | TOTAL |
| **BOYS** | 164 | 5 | 0 | 0 | 0 | 0 | **0** | 26 | 195 |
| **GIRLS** | 173 | 6 | 0 | 0 | 0 | 0 | **0** | 24 | 203 |
| | TOTAL | | | | | | | | |
| **DIVYANG/ STUDENTS WITH SPECIAL NEEDS (As per RPwD Act 2016, 21 identified disabilities)** | ORTHOPEDICALLY CHALLENGED | | VISUALLY CHALLENGED | | HEARING IMPAIRED | AUTISTIC | OTHERS | | TOTAL |
| **BOYS** | 2 | | | | | 2 | | | 4 |
| **GIRLS** | | | | | | | | | |
| | TOTAL | | | | | | | | |

**(II)** TOTAL FRESH ADMISSIONS DURING SESSION: 2025-26

| **PRIORITY CATEGORYWISE** | I | II | III | IV | V | VI | TOTAL |
|---|---|---|---|---|---|---|---|
| **BOYS** | 5 | 14 | 3 | 0 | 7 | | 29 |
| **GIRLS** | 6 | 8 | 2 | 0 | 6 | | 22 |
| | TOTAL | | | | | | |

| **SOCIAL CATEGORYWISE** | SC | ST | OBC (CL) | OBC (NCL) | GEN | TOTAL |
|---|---|---|---|---|---|---|
| **BOYS** | 4 | 1 | 0 | 6 | 18 | 29 |
| **GIRLS** | 2 | 2 | 0 | 8 | 10 | 22 |
| | TOTAL | | | | | |

| **COMMUNITY** | HINDU | MUSLIM | SIKH | CHRISTIAN | BUDDHIST | JAIN | **ZOROASTRIAN** | OTHER | TOTAL |
|---|---|---|---|---|---|---|---|---|---|
| **BOYS** | 28 | | | 1 | | | | | 29 |
| **GIRLS** | 19 | 1 | | 2 | | | | | 22 |
| | TOTAL | | | | | | | | |

| **DIVYANG/ STUDENTS WITH SPECIAL NEEDS (As per RPwD Act 2016, 21 identified disabilities)** | ORTHOPEDICALLY CHALLENGED | VISUALLY CHALLENGED | HEARING IMPAIRED | AUTISTIC | OTHERS | TOTAL |
|---|---|---|---|---|---|---|
| **BOYS** | | | | 1 | 1 | 2 |
| **GIRLS** | | | | | | |
| TOTAL | | | | | | |

| **ADMISSIONS UNDER "RTE"** | SC | ST | OBC (NCL) | EWS / BPL | DA / CWSN | TOTAL |
|---|---|---|---|---|---|---|
| **BOYS** | 0 | 1 | 9 | 0 | 2 | 12 |
| **GIRLS** | | | | | | |
| TOTAL | | | | | | |

**1(B)(ii) STAFF POSITION**

| | | STAFF POSITION | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Cadre** | **Staff Sanctioned* (Upload staff sanction letter from KVS)** | **In Position** | | | | **Category wise** | | | | | | **DIFFERENTLY ABLED** | | | |
| | | Male | Female | Third Gender | Total | SC | ST | OBC (CL) | OBC (NCL) | Minority | Gen/ Unreserved | OH | VH | HH | Others |
| **Principal** | 1 | | | | | | | | | | | | | | |
| **VP/Principal Gr.II** | 0 | | | | | | | | | | | | | | |
| **PGT** | 0 | | | | | | | | | | | | | | |
| **TGT** | 6 | 0 | 4 | | 4 | | | | | | 4 | | | | |
| **TGT (WE)** | 1 | | | | | | | | | | | | | | |
| **TGT (AE)** | 1 | | | | | | | | | | | | | | |
| **TGT (P&HE)** | 1 | 1 | | | 1 | 1 | | | | | | | | | |
| **HM** | 0 | | | | | | | | | | | | | | |
| **PRT** | 6 | | 4 | | 4 | | | | 2 | | 2 | | | | |
| **PRT (MUSIC)** | 1 | 1 | | | 1 | 1 | | | | | | | | | |
| **ASO** | 0 | | | | | | | | | | | | | | |
| **SSA** | 1 | | | | | | | | | | | | | | |
| **JSA** | 1 | 1 | | | 1 | | | | 1 | | | | | | |
| **LIBRARIAN** | 1 | | | | | | | | | | | | | | |
| **SUB STAFF** | 3 | | 1 | | 1 | | 1 | | | | | | | | |
| **Hostel Staff** | 0 | | | | | | | | | | | | | | |
| ***TOTAL*** | 23 | 3 | 9 | | 12 | 2 | 1 | | 3 | | 6 | | | | |

**1(B)(iii)- Appointing/ Engaging of Doctor, Nurses, Special Educator, Counsellors and Coaches (Sports, Performing arts etc.)**

| Sl. No | Post | Gender | Date of Appointment |
|---|---|---|---|
| 1 | Counsellor | | Not Appointed since 31st October 2023 due to unavailability of Funds |
| 2 | Nurse | Female | 01/04/2025 |
| 3 | Doctor | | Not Appointed |
| 4 | Sports Coach | | Not Appointed |
| 5 | Special Educator | Female | 01/04/2025 |
| 6 | Vocational Instructor (for skill courses) | | Not Appointed |
| 7 | Any Other | Female | Regional Language Instructor 01/04/2025 |

**1(C) - VISION, MISSION AND PLANNING OF THE VIDYALAYA**

| Sl. No | **Activity/Programme** | **Planned achievement targets** | **Expected date of completion** | **Actual Date of Completion/ Actual achievements/ Status Report** |
|---|---|---|---|---|
| **1** | Fixing vision and mission statements and a set of standard operating procedures. | **Vision statement of the Vidyalaya:** Our Vidyalaya believes in imparting knowledge/values and nurturing the talent, enthusiasm and creativity of its students for seeking excellence through high quality educational endeavours thereby making education more flexible, holistic and multidisciplinary.<br><br>**Mission Statement of the Vidyalaya:**<br>Our Vidyalaya believes that a happy child is a successful one. We are committed to provide a positive, safe and stimulating environment for children to learn, where all are valued. We intend that all children should enjoy their learning, achieve their potential and become independent life-long learners. | **Mission: March 2026** | |

| | | | | |
|---|---|---|---|---|
| **2** | Fixing long term and short term plans commensurate with its vision and mission statement for institutional planning. | **Long term Plan:**<br>1. Academic excellence.<br>2. Holistic Development.<br>3. Regular training and professional development programs.<br><br>**Short term Plan:**<br>1. Provide a supportive and innovative learning environment<br>2. periodic review and updating of policies to align with educational advancements. | **Long Term plan: March 2026**<br><br>**Short Term plan: August 2025** | |
| **3** | Promotion of innovation by introducing creative methods and techniques that equip students and the institution with 21st century skills. | | | |
| **4** | Any other project undertaken by the vidyalaya | | | |

## PART – B

### 1- INFRASTRUCTURE PLAN

**(A) - Building Plan:*** **(Upload photographs -one each)**

| | Available in No. | Proposed / Expansion (2025-26) | Budget plan (2025-26) |
|---|---|---|---|
| Principal Room | 1 | 0 | 0 |
| Class Rooms | 10 | 0 | 0 |
| Smart /e-Class Rooms | 2 | 0 | 0 |
| Physics lab | 0 | 0 | 0 |
| Chemistry lab | 0 | 0 | 0 |
| Bio lab | 0 | 0 | 0 |
| Jr. Science lab | 0 | 0 | 0 |
| Geography Lab | 0 | 0 | 0 |
| Computer Lab | 1 | 0 | 0 |
| Maths Lab | 0 | 0 | 0 |
| Digital Language Lab | 0 | 0 | 0 |
| Social Science Lab | 0 | 0 | 0 |
| Vocational Lab/Composite Lab | 0 | 0 | 0 |
| Yoga Room | 0 | 0 | 0 |
| Medical Room | 1 | 0 | 0 |
| Art Room | 1 | 0 | 0 |
| Resource Room | 1 | 0 | 0 |

| | | | |
|---|---|---|---|
| ATL LAB | 0 | 0 | 0 |
| Music Room | 1 | 0 | 0 |
| Activity Room | 1 | 0 | 0 |
| Staff Room | 1 | 0 | 0 |
| Conference Hall / Auditorium | 0 | 0 | 0 |
| Games & Sports Room | 1 | 0 | 0 |
| Library | 1 | 0 | 0 |
| Children's Park | 0 | 0 | 0 |
| Playgrounds | 0 | 0 | 0 |
| Garden | 0 | 0 | 0 |
| Science/ Maths Park | 0 | 0 | 0 |
| Admin Office | 0 | 0 | 0 |
| Canteen | 0 | 0 | 0 |
| Hostel | 0 | 0 | 0 |
| **Bathrooms: (Total)** | 0 | 0 | 0 |
| **I.** Boys | 0 | 0 | 0 |
| **II.** Girls | 0 | 0 | 0 |
| Toilets: (Total) | 6 | 0 | 0 |
| **I.** Boys | 3 | 0 | 0 |
| **II.** Girls | 3 | 0 | 0 |

| | | | |
|---|---|---|---|
| Facilities for the disposal of sanitary items: | | | |
| **I.** Incinerator | 0 | 0 | 0 |
| **II.** Vending Machine | 1 | 0 | 0 |
| **Green school initiatives:** | 0 | 0 | 0 |
| **I.** Herbal Garden | 0 | 0 | 0 |
| **II.** Kitchen Garden | 0 | 0 | 0 |
| **III.** Medicinal Garden | 0 | 0 | 0 |
| **IV.** Composting Pit / Vermicompost pit | 0 | 0 | 0 |
| **V.** Swachha Vidyalaya implementation | 0 | 0 | 0 |
| **VI.** Rain water harvesting, Water treatment | 0 | 0 | 0 |
| **VII.** Availability of solar plant, Use of LED lights | 25 | 0 | 0 |
| Facilities for Promoting Inclusive Education (As per the modalities of RPwD Act 2016) | | | |
| **i.** Ramp | 1 | 0 | 0 |
| **ii.** Special Toilet | 1 | 0 | 0 |
| **iii.** Wheel Chair | 1 | 0 | 0 |
| **iv.** Barrier free access | 0 | 0 | 0 |

**(B) - Assets (Furniture)**

| Furniture Type | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|
| Dual Desk | 86 Duel Desk + 170 Chairs, 60 Long Desk & 60 Long Bench | | |
| Single Desk | 0 | | |
| Teacher's Table | 10 | | |
| Teacher's chair | 17 | | |
| Almirah | 13 | | |
| Computer Table | 11 | | |
| Computer Chair | 45 | | |
| Lab Table | 0 | | |
| Lab Stools | 0 | | |
| Bed for Medical Room | 1 | | |
| Podiums | 1 | | |

**(C) - Assets (lab equipment (Value above Rs. 15,000/-)**

| Name of Lab | Availability of infrastructure as per benchmark of labs | Availability of equipment as per benchmark of labs | Proposed development of infrastructure/acquisition (2025-26) |
|---|---|---|---|
| **NA** | NA | NA | NA |

**(D) - Assets (IT Infrastructure) (Value above Rs. 15,000/-)**

| Articles | Available in No. | Proposed Procurement / Repair (2025-26) | Remark |
|---|---|---|---|
| **1. Interactive Board** | 2 | 0 | |
| **2. Projector (LCD)** | 1 | 2 | |
| **3. Computer** | 25 | 25 | |

**(E) - Assets (Library)**

| Sl. No. | Articles | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|---|
| 1 | Tables | 9 | 4 | |
| 2 | Chairs | 0 | 0 | |
| 3 | Almirah | 4 | 1 | |
| 4 | Bookshelves | 4 | 2 | |
| 5 | Interactive panel | 0 | 0 | |
| 6 | Desktop Computers | 1 | 0 | |
| 7 | Books in Hindi | 237 | 200 | |
| 8 | Books in English | 638 | 300 | |

**(F) - Assets (Music) (Upload photographs –max. two)**

| Sl. No. | Articles | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|---|
| 1 | Harmonium | 1 | | |
| 2 | Synthesizer (Key Board) | 1 | 1 | |
| 3 | Tabla | 1 pair | | |
| 4 | Dholak | 1 | 1 | |
| 5 | Congo | 1 | | |
| 6 | Flute | 1 | | |
| 7 | Violin | NA | | |
| 8 | Mouth organ | NA | | |
| 9 | Khanjari | 1 | | |
| 10 | Dufflee | | | |
| 11 | Miracus | 1 | | |
| 12 | Marching Triangle | | | |
| 13 | Marching drum | 1 | | |
| 14 | Symbate | | | |
| 15 | Jazz drum set | | | |
| 16 | Any other | | | |

**(G) - Assets (Workshop/Art & Craft/Sport) (Value above Rs. 15,000/-)**

| Department | Articles | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|---|
| Work Experience / Skill Courses | Cassie, Spade, Bucket etc | | | |
| Art & Culture | Colors, Brush, Drawing Paper, Color Chart Paper etc | In ample quantity | | |
| Sports | TT-Board | 1 | | |
| Gardening | | | | |
| Scout and Guide | | | | |
| Any other department | Amplifier 1, Speaker 2, Podium Stand with Speaker 1 | | | |

**(H) - Assets (Office) (Value above Rs. 15,000/-)**

| Articles | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|
| **Photocopier machine** | 1 | 1 | |
| **Laser Printer** | 2 | 1 | |
| **Color Printer (Inkjet)** | 1 | 1 | |

**(I) - Medical Room Facilities *(Upload photographs –max. two)**

| Facilities | Available in No. | Proposed Acquisition/ Repair (2025-26) | Remark |
|---|---|---|---|
| First Aid Kit | 1 | 1 | |

| | | | |
|---|---|---|---|
| Infrared Thermometer | 1 | 5 | |
| Medical Bed | 1 | 2 | |
| Wheel Chair | 1 | 2 | |
| Almirah for Medicine | 1 | 1 | |
| Stethoscope | 1 | 1 | |
| Sphygmanometer | 0 | 1 | |
| Glucometer | 0 | 5 | |
| Sanitizer dispenser | 1 | 2 | |
| Pulse oximeter | 0 | 5 | |
| Stretcher | 0 | 2 | |
| Oxygen Cylinder | 0 | 1 | |
| Medical Examination Table | 0 | 1 | |
| Eye Testing Drum | 0 | 1 | |
| Others | | | |

**(J) -** **Suggestion Box/Student Gratitude Box*** **(Upload photographs max. two)**

1. Whether the Suggestion Box is installed: Yes
2. Whether the Suggestion Box is opened every week: Yes
3. Whether the record is being maintained regarding suggestions: Yes
4. The Action taken on Suggestions: NA
5. Whether Gratitude Box is installed: Yes
6. Whether the Gratitude Box is opened every week: Yes

| S.No | Suggestion | Action Taken |
|---|---|---|
| 1 | To Install RO | Installed 2 RO through CSR from SBI |

## 1.1- SAFETY & SECURITY

### (A) -(i) Safety Plan* (Upload photographs –one of each)

| Security features Installed | No. of articles/ Installed | Whether functioning or not | Location Where installed | Proposed new location for installation (2025-26) | No. of articles required | *Date of refilling/ ** Backup period |
|---|---|---|---|---|---|---|
| Fire Extinguishers * | 5 | Yes | Campus | | | |
| Fire Alarm | 1 | Yes | Campus | | | |
| CCTV Camera ** | 10 | Yes | Campus | | | |
| Public Announcement System | | | | | | |

### (ii) Emergency Supplies/ Facilities* (Upload photographs –one of each)

| Facilities | Existing Position | Proposed for Expansion (2025-26) | Article required |
|---|---|---|---|
| Sufficient Drinking Water points (taps etc.) | 6 | | |
| Water purifier & water coolers | 6 | | |
| Emergency Lighting System | 0 | | |
| First Aid Kits | 1 | | |
| Emergency Evacuation Plan | Yes | | |
| Emergency Communication System | No | | |
| Water Tanks | 4 | | |
| Sanitation Supplies/ facilities for Disposal | Yes | | |
| Boundary wall/ Fencing | No | | |
| Exit/Entrance Gate | Yes | | |
| Display of Emergency Phone Numbers | Yes | | |
| Display of Vidyalaya Map | Yes | | |

### (iii) Security Personnel/Conservancy staff

| No. of Persons | Male | Female | Remark |
|---|---|---|---|
| 4 | 4 | 0 | 1 Security Personal deployed for only 12 Days |

**(B) - School Staff Training/Mass Drill:* (Upload photographs –one of each )**

| Training Area | No of Staff & Students Trained | Proposed Plan for training (2025-26) |
|---|---|---|
| **A.** Evacuation Drills | 367 | 44 |
| **B.** Basic First Aid/ First Responder Skills | | |
| **C.** Safety Training | 367 | 44 |
| **D.** Use of Fire Extinguisher | 367 | 44 |
| **E.** How to turn off electricity, water and gas | 367 | 44 |
| **F.** Psychological First Aid | | |
| **G.** Other: _____ | | |

**(C) - MANDATORY CERTIFICATES* as per CBSE Affiliation norms (Upload photographs - each )**

| Sl. No. | Certificates | Date of Issue | Valid Till |
|---|---|---|---|
| | Fire safety certificate | 04/06/2024 | 03/06/2025 |
| | Building safety certificate | 10/07/2024 | 09/07/2025 |
| | Water and sanitation certificate | 05/06/2024 | 04/06/2025 |

**(D) - SCHOOL RESPONSE TEAMS**

| Sl.No | Particulars | Name of Team Leader (2024-25) | Members with Designation | Contact Details |
|---|---|---|---|---|
| **1.** | Child Rights Protection Cell / POCSO Committee (As per NCPCR) | Ms. Priya Singh PRT | 1 Ms. Priya Singh PRT<br>2 Mrs. Geeta Kumari PRT<br>3 Mrs. Neelima Bisht, TGT-Maths<br>4 Mr. Y William Singh TGT-P&HE<br>5 Ms. Rohini, PRT | 8572892952 |
| **2.** | Evacuation Team/ School Disaster Management Committee/ Search & Rescue Team (As per NDMA Act) | Mr. Y William Singh TGT-P&HE | 1 Mr. Y William Singh TGT-P&HE<br>2 Ms. Rohini, PRT<br>3 Mr. Johni Kumar, PRT-Music<br>4 Mrs. Kirandeep PRT<br>5 Mrs. Neelima Bisht, TGT-Maths | 7005452074 |

| | | | | |
|---|---|---|---|---|
| **3.** | First Aid & Medical Team | Mrs. Neelima Bisht, TGT-Maths | 1 Mrs. Neelima Bisht, TGT-Maths<br>2 Ms. Gurumayum Sweety, Nurse<br>3 Ms. Rohini, PRT<br>4 Ms. Priya Singh PRT<br>5 Mrs. Kirandeep PRT | 9462841066 |
| **4.** | Team for monitoring Implementation of facilities for Inclusive and equitable education, facilities for SEDG's (As per RPwD Act) | Mrs. Lovely Kumari, TGT-Hindi | 1 Mrs. Lovely Kumari, TGT-Hindi<br>2 Ms. Rohini, PRT<br>3 Mr. Y William Singh TGT-P&HE<br>4 Ms. Priya Singh PRT<br>5 Mr. Johni Kumar, PRT-Music | 8789296160 |
| **5.** | Internal Complaint Committee (ICC) (As per directions of KVS HQ) | Mrs. Lovely Kumari, TGT-Hindi | 1 Mrs. Lovely Kumari, TGT-Hindi<br>2 Mr. Y William Singh TGT-P&HE<br>3 Ms. Rohini, PRT<br>4 Mrs. Kirandeep PRT | 8789296160 |
| **6.** | Grievance Redressal Committee | Mr. Y William Singh TGT-P&HE | 1 Mr. Y William Singh TGT-P&HE<br>2 Mrs. Neelima Bisht, TGT-Maths<br>3 Mr. Johni Kumar, PRT-Music | 7005452074 |

## 2- ACADEMIC

### (2.1)- ACHIEVEMENTS AS ON 31st March, 2025

### (A) - Curricular Achievements

| | EXAMINATION (CBSE) (FOR LAST RESULT DECLARED BY CBSE) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **CLASSES** | Enrollment | Appeared | Passed | Pass % | PI | % of students getting 90% and above marks | % of students scoring marks between 75%-89% | % of students scoring marks between 60%-74% | Name of position Holders |
| **XII (Sc.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |
| **XII (Comm.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **XII (Hum.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |
| **X** | 29 | 29 | 29 | 100 | 58.45 | 2 | 5 | 13 | I Debdutta Thiyam and Chingulemba Lourembam 93.8 %<br>II Nongdamba Nongmaithem 87%<br>III Mukti Kumari 85.4 % |
| | EXAMINATION (Home) | | | | | | | | |
| **XI (Sc.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |
| **XI (Comm.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |
| **XI (Hum.)** | NA | NA | NA | NA | NA | NA | NA | NA | I_____<br>II_____<br>III_____ |
| **IX** | 43 | 43 | 31 | 73.8 | NA | 0 | 2 | 11 | I Henthoiba Lairenlakpam 77.75 %<br>II PUYAM. MUKTAREI 73.25<br>III SINTHANGAMBI THOKCHOM 72.75 % |

(B) THE LEARNING ATTAINMENT OF STUDENTS & TARGET

1) Foundational Stage

| **Class** | Learning Attainment of Students for the year 2024 - 2025 **(% of Students)** | | | | | Target for the year 2025 - 2026 **(% of Students)** | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | A+ Grade | A Grade | B Grade | C Grade | D Grade | A+ Grade | A Grade | B Grade | C Grade | D Grade | |
| I | 23 | 20 | 0 | 0 | 0 | 40 | 3 | 0 | 0 | 0 | |
| II | 25 | 15 | 0 | 0 | 0 | 38 | 2 | 0 | 0 | 0 | |

2) Preparatory Stage

| **Class** | Learning Attainment of Students for the year 2024 - 2025 **(% of Students)** | | | | | | Target for the year 2025 - 2026 **(% of Students)** | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | |
| III | 0 | 4 | 26 | 9 | 1 | 2 | 4 | 25 | 9 | 1 | 2 | | |
| IV | 17 | 12 | 8 | 1 | 0 | 2 | 19 | 15 | 5 | 1 | | | |
| V | 12 | 20 | 10 | 2 | 0 | 1 | 17 | 20 | 7 | 1 | | | |

3) Middle Stage

| **Class** | Learning Attainment of Students for the year 20__ - 20__ **(% of Students)** | | | | | | Target for the year 20__ - 20__ **(% of Students)** | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | |
| VI | 0 | 7 | 14 | 7 | 0 | 13 | 7 | 14 | 7 | 13 | 0 | 0 | |
| VII | 1 | 6 | 12 | 9 | 0 | 9 | 10 | 6 | 12 | 9 | | | |
| VIII | 0 | 6 | 12 | 5 | 1 | 14 | 14 | 6 | 12 | 6 | | | |

4) Secondary Stage

| **Class** | Learning Attainment of Students for the year 20__ - 20__ **(% of Students)** | | | | | | Target for the year 20__ - 20__ **(% of Students)** | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | 90% and above | 75%-89% | 60%-74% | 45%-59% | 33%-44% | Below 33% | |
| IX | 0 | 2 | 11 | 8 | 12 | 7 | 7 | 11 | 2 | 20 | | | |
| X | 2 | 5 | 13 | 8 | 1 | | 8 | 12 | 7 | | | | |
| XI | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | |
| XII | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | NA | |

| S No. | CLASS | % of Students who obtained 75% and above marks |
|---|---|---|
| **1** | XI-XII | NA |
| **2** | IX- X | 12.6 |
| **3** | VI-VIII | 17.24 |
| **4** | III- V | 51 |
| | | **% of Students who obtained grade "B" and above** |
| **5** | I-II | 100% |
| TOTAL | | |

| LEARNING ATTAINMENT TEST **(SAFAL)** | |
|---|---|
| Class | **% of students obtained 75% and above** |
| CLASS 3 | **64** |
| CLASS 5 | **62** |
| CLASS 8 | **43** |
| | |

LEARNING ATTAINMENT TEST **(ORF)**

| CLASS | SUBJECT | WCPM between 0 - 14 | WCPM between 15 - 34 | WCPM between 35 - 53 | WCPM between 54 - 69 | WCPM > = 70 |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

C) QUALITY OF RESULTS

**(i) EXAMINATION (Competitive)**

| **Admission for professional courses** | **JEE Mains** | **JEE Advance** | **NEET** | **IISER / NISER** | **CUCET** | **CLAT** | **NDA** | **OTHERS** |
|---|---|---|---|---|---|---|---|---|
| **No. of students Selected** | NA | NA | NA | NA | NA | NA | NA | NA |
| **Targets** | NA | NA | NA | NA | NA | NA | NA | NA |
| **Target for next session** | NA | NA | NA | NA | NA | NA | NA | NA |

**(ii) National Level Scholarship/ Talent Search Examinations**

| **Name of the Scholarship / Examination** | | | |
|---|---|---|---|
| **No. of students Appeared** | NA | NA | NA |

| | | | |
|---|---|---|---|
| **No of students Selected** | NA | NA | NA |
| **Target for next session** | NA | NA | NA |

**(iii) KV has registered on National Scholarship portal for Pre Matric & Post Matric Scholarships – Yes / No**

| | | | |
|---|---|---|---|
| **No. of students Registered** | **NA** | **NA** | **NA** |
| **No of Students Received scholarship** | NA | NA | NA |

**(D) - CO-CURRICULAR ACTIVITIES AS ON 31st MARCH 2025**

**a) Achievements in Sports* (Upload certificates of position holders)**

| NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|---|---|---|---|---|---|
| **Regional level** | National Level | SGFI/Associations/Federation/KHELO INDIA (Open) | Regional level | National Level | SGFI/Associations/Federation/ KHELO INDIA (Open) |
| **7** | 5 | 0 | 5 | | |

**b) School level and cluster level participation (Total 10 points)**

| Event | Number of events organized /inter house competitions | Percentage of Participants achieving benchmark | No of position holders |
|---|---|---|---|
| **School level** | | | |
| **Cluster level** | | | |

**c) Participation in other competitions* (Upload certificates of position holders)**

| Event | Number of events the school participated | Number of Participants | No of position holders |
|---|---|---|---|
| **District level** | | | |
| **State level** | | | |
| **Others** | | | |

**d) Health Checkup and Maintenance of Physical Health Profile (twice in a year)**

| | Status of Health checkup and follow up (% of completion) | Status of maintenance of Health card (% of completion) |
|---|---|---|
| Primary | 100% | 100% |
| Secondary | 100% | 100% |

**e) EBSB / KALA UTSAV ACTIVITIES* (Upload certificates of position holders)**

| NUMBER OF PARTICIPANTS | | | | NUMBER OF POSITION HOLDERs | | | |
|---|---|---|---|---|---|---|---|
| School level | **Cluster Level** | **Regional level** | **National Level** | **School level** | **Cluster Level** | **Regional level** | **National Level** |
| | | | | | | | |

**f) SCIENCE ACTIVITIES AND ACHIEVEMENTS * (Upload certificates of position holders)**

| AREA | NUMBER OF PARTICIPANTS | | | NUMBER OF POSITION HOLDER | | |
|---|---|---|---|---|---|---|
| | **Regional Level** | **KVS National** | **National Level** | **Regional Level** | **KVS National** | **National Level** |
| National Children Science Congress | NA | NA | NA | NA | NA | NA |
| Rashtriaya Bal Vaigyanik Puraskar | NA | NA | NA | NA | NA | NA |
| INSPIRE AWARD Manak | 1 | 1 | 1 | 1 | 1 | 1 |
| Maths Olympiad (RMO/INMO/NMO) | NA | NA | NA | NA | NA | NA |
| YUVIKA | NA | NA | NA | NA | NA | NA |
| PRAYAAS | NA | NA | NA | NA | NA | NA |
| VIGYAN JYOTI | NA | NA | NA | NA | NA | NA |
| Others | NA | NA | NA | NA | NA | NA |

**g) Action taken by the school to promote scientific temper**

| Sl. No | Name of the activity (Activities performed under introduction of AI and other subjects as skill subject in Class VIII/maintenance of ATL lab and activities under it/Celebration of National Science Day etc) | Percentage of students participated |
|---|---|---|
| | National and International Activity if Any | |
| | Skill Education | |

**h) BHARAT SCOUT & GUIDE ACHIEVEMENTS*(Upload certificates of qualifiers)**

| Sl. No | Number of participants appeared for given stage(level) | | | Number of participants qualified in the stage (certificate awarded) | | |
|---|---|---|---|---|---|---|
| | **Rashtrapati Purashkar/Golden Arrow** | **Rajya Purashkar/ChaturthCharan** | **Tritiya Sopan/Tritiya Charan** | **Rashtrapati Purashkar/Golden Arrow** | **Rajya Purashkar/Chaturth Charan** | **Tritiya Sopan/Tritiya Charan** |
| Scout & Guides | NA | NA | NA | NA | NA | NA |
| Cub & Bulbul | NA | NA | NA | NA | NA | NA |

**i) TARUNOTSAV**

| S.NO | Name of the activity | No. of students trained | Remarkable achievements if any |
|---|---|---|---|
| **1** | **Career Counselling** | **71** | |
| | | | |
| | | | |

**(E) -OTHER REMARKABLE ACHIEVEMENTS (In 100 words)**

1.
2.

**(F) -Status of Foreign & Regional Language:**

| S.NO | NAME OF THE LANGUAGE | NO. OF STUDENTS ENROLLED FOR THE LANGUAGE | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | VI | % of students | VII | % of students | VIII | % of students | IX | % of students | X | No of students certified | XI | % of students | XII | No of students certified |
| | | | | | | | | | | | | | | | |

**(2.2)- PLANNING FOR THE YEAR (2025-26)**

**(A) -Strategic goals and plan for expected improvement of quality & quantity of result for 2024-25**

| Class | Enrollment | | Pass % | | PI | | Strategies / Plan of Action | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | **Achieved (2024-25)** | **Target (2025-26)** | **Achieved (2024-25)** | **Target (2025-26)** | | |
| | **Previous Session (2024-25)** | **Current Session (2025-26)** | **Previous Session** | **Current Session** | **Previous Session** | **Current Session** | | |
| **XII (Sc.)** | NA | NA | NA | NA | NA | NA | | |
| **XII (Comm.)** | NA | NA | NA | NA | NA | NA | | |
| **XII (Hum.)** | NA | NA | NA | NA | NA | NA | | |
| **X** | 29 | 33 | 100 | 100 | 58 | 75 | | |
| **XI (Sc.)** | NA | NA | NA | NA | NA | NA | | |
| **XI (Comm.)** | NA | NA | NA | NA | NA | NA | | |
| **XI (Hum.)** | NA | NA | NA | NA | NA | NA | | |
| **IX** | 43 | 42 | 73.81 | 100 | | | | |

**(B) -**

**(i) Vidyalaya level workshops to be planned for all teachers (Including online workshops):**

| Short duration workshops to be organized at Vidyalaya level | Strategies | Target | Expected Achievement | Remarks |
|---|---|---|---|---|
| **Content enrichment through Demonstration/Meeting/ seminars in concerned subjects** | MINIMUM ONE WORKSHOP IN A MONTH BY THE SENIOR PRT & TGT | TO UTILIZE THE SKILLS OF SENIOR PRT & TGT | | |
| **21st century Skills** | ONE WORKSHOP PER MONTH BY THE LANGUAGE TEACHERS | | | |
| **Life Skills/Adolescent Education programme/Gender sensitization** | ONE WORKSHOP BY THE TGT-WE, TGT-AE PER MONTH | | | |
| **Pedagogical practices-experiential learning/socio emotional learning, sports/arts integration/Multidisciplinary Approach/CBE/Digital pedagogy and blended learning** | MINIMUM ONE WORKSHOP IN A MONTH BY THE SENIOR PRT & TGT | TO UTILIZE THE SKILLS OF SENIOR PRT & TGT | | |
| **Safety, Rights and security of children/POCSO Act/RTE Act** | ONE WORKSHOP BY THE TGT-WE, TGT-AE PER MONTH | | | |
| **Inclusive and Equitable Education** | MINIMUM ONE WORKSHOP IN A MONTH BY THE SENIOR PRT & TGT | TO UTILIZE THE SKILLS OF SENIOR PRT & TGT | | |
| **Workshop for planning the TLM/Activity and graded assignments/Question Bank** | ONE WORKSHOP BY THE TGT-WE, TGT-AE PER MONTH | | | |
| **To familiarize teachers with the spirit and content of NCF and Recommendations of NEP** | MINIMUM ONE WORKSHOP IN A MONTH BY THE SENIOR PRT & TGT | TO UTILIZE THE SKILLS OF SENIOR PRT & TGT | | |
| **To familiarize teachers with the curriculum documents and support material brought out by CBSE** | ONE WORKSHOP BY THE TGT-WE, TGT-AE PER MONTH | | | |
| **To familiarize teachers with the curriculum documents and support material brought out by NCERT Like Learning Outcomes & Exemplar** | MINIMUM ONE WORKSHOP IN A MONTH BY THE SENIOR PRT & TGT | TO UTILIZE THE SKILLS OF SENIOR PRT & TGT | | |

| | | | | |
|---|---|---|---|---|
| **Induction program for newly recruited staff member at Vidyalaya level** | | | | |
| **Any other training** | | | | |

**(ii) Workshops for capacity building**

| Name of the Workshop | Name of teacher | Designation / Subject | Area of concern | Strategies |
|---|---|---|---|---|
| | | | | |

**(iii) Teachers' Achievements* (Upload relevant documents)**

| Name of the Teacher | Achievements |
|---|---|
| **Mrs. Bina Yumnam** | 100% Result in Class X CBSE Exam |
| **Mrs. Lovely Kumari** | 100% Result in Class X CBSE Exam |
| **Mr. M Hitler** | 100% Result in Class X CBSE Exam |
| **Mr. Bishorjit Sharma** | 100% Result in Class X CBSE Exam |
| **Ms. Sushma Chanu** | 100% Result in Class X CBSE Exam |
| **Mr. Somochand** | 100% Result in Class X CBSE Exam |

**(iv) Expected Co-curricular activities for 2025-26 (Current Session):**

| **Activities** | **Planned Targets/ Date of completion** | **Actual Date of Completion** | **Remarks/ Shortfall (if any)** |
|---|---|---|---|
| **Investiture ceremony** | April 2025 | May 2025 | |
| **Finalization of CCA schedule** | 01/04/2025 | 02/04/2025 | |
| **Value Education Programme/Awakened Citizen Programme** | 06/04/2025 | | |
| **School Annual Day/ Sports Day** | September 2025 | | |
| **Educational Excursions** | August 2025 | | |
| **Adventure Activities** | NA | | |
| **Health Checkup of Students** | May 2025 | | |
| **National Adolescence Education Programme** | Once in a week | | |
| **Library Week** | June 2025 | | |
| **Book Fair** | June 2025 | | |
| **EBSB /KALA UTSAV** | | | |
| **Art Exhibition** | August 2025 | | |
| **Bal Mela (Under NIPUN)** | December 2025 | | |

| | | | |
|---|---|---|---|
| **Club Activities- Eco Club, Democracy Club, Standard Club etc.** | November 2025 | | |
| **RBVP** | | | |
| **National Children Science Congress** | NA | | |
| **Publication of Vidyalaya Patrika** | Quarterly | | |
| **News Letter** | Quarterly | | |
| **Scout & Guide Activities:** | | | |
| **1.** Pratham Sopan Test | | | |
| **2.** Dwitiya Sopan Test | | | |
| **Cub & Bulbul Activities:** | | | |
| **1.** Prathama Charan | June 2025 | | |
| **2.** Dwitiya Charan | June 2025 | | |
| **3.** Tritiya Charan | June 2025 | | |
| **Any Other** | | | |
| | | | |

**(v) COMPENSATION OF ACADEMIC LOSS PROGRAMME (CALP)**

| S.No | Class | No. Of Programmes organized | Activities Planned |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**(vi) PUSTAKOPAHAR**

| No of Books Gifted by the students | No of Books taken by students |
|---|---|
| **125** | 124 |

**(vii) NCC**

| Wing (Army/Navy/ Airforce) | No. of Troops | No of Students |
|---|---|---|
| **Army** | **1** | **25** |

**(viii) NSS**

| Teacher Head | No of Students | |
|---|---|---|
| | | |

**(ix) SCHOOL BAND Type of School Band**

| **School Band** | |
|---|---|
| Teacher Head | No. of Students Trained |
| **Mr. Johni Kumar, PRT-Music** | 12 |

**(x) ACTIVITIES PLANNED/TARGET FOR NATIONAL/REGIONAL/CLUSTER LEVER PARTICIPATION 2025-26**

| **Activities** | **Percentage of participants at school Level** | **No. of students targeted for selection to higher level** | | |
|---|---|---|---|---|
| | | Cluster | Regional | National |
| **Maths Olympiad** | 100 | | | |
| **National Children Science Congress** | | | | |
| **RBVP** | 45% | | | |
| **INSPIRE AWARD-Manak** | 1 | | | |
| **YUVIKA** | | | | |
| **PRAYAAS** | | | | |
| **VIGYAN JYOTI** | | | | |
| **JIGYASA** | 100.0 | | | |
| **EBSB** | 100.0 | | | |
| **Kala Utsav** | 100.0 | | | |
| **Youth Parliament** | NA | | | |
| **Games & Sports:** | | | | |
| **Name of the Event** | **Percentage of participants at school Level** | **No. of students targeted for selection to cluster level** | **No. of students targeted for selection to Regional level** | **No. of students targeted for selection to National level** |
| **Chess, Athletic and Football** | 15 | 7 | 5 | |
| **Scout & Guides** | Pravesh | Golden Arrow | Rajya Puraskar | Rashtrapati Puraskar |
| | | | | |
| **OTHERS (Mention any sports, cultural, science, international event etc outside KVS) (Science Olympiad, Cyber Olympiad,** | Percentage of participants at school Level | Percentage of participants at _____ Level(Fill the appropriate level) | Percentage of participants at _____ Level(Fill the appropriate level) | Percentage of participants at _____ Level(Fill the appropriate level) |

| | | | | |
|---|---|---|---|---|
| **Green Olympiad, IGBC Green building contest etc)** | | | | |
| | | | | |

## 3- ADMINISTRATION & FINANCE

| S No | Activity/Programme | Planned achievement targets | Expected date of completion | Actual Date of Completion/ Actual achievements/ Status Report |
|---|---|---|---|---|
| **1** | Maintenance of Records | 01.04.2025 | 01.04.2025 | 01.04.2025 |
| **1.1** | Service Books with entries like service verification, leave entries, EWS, increments ,GPF nomination etc. | 01.04.2025 | 01.04.2025 | 01.04.2025 |
| **1.2** | No of cases pending<br>i) Probation Reports<br>ii) Confirmation Cases<br>iii) Senior/Selection Cases<br>iv) Leave in conjunction with vacation & Breaks | <br>0<br>8<br>0<br>Nil | | On Probation |
| **1.3** | Staff attendance Register with Leave entries | Every month | Last date of month | Last date of month |
| **1.4** | Staff Sanction Proposals for upgradation/Additional Section Etc.(As per CCEA Approval 2 Section KVs) | Mar-2025 | Mar-2025 | Mar-2025(Approved by RO) |
| **1.5** | Antecedent verification & Police verification of all employees posted in the vidyalaya | | | |
| **1.6** | Verification of Caste Certificates | Done | Done | Done |
| **2** | **Selection of staff for contractual appointments** | Feb-2025 | Mar-2025 | Mar-2025 |
| **3** | Vidyalaya Management Committee/ Vidyalaya Executive Committee Meetings | | | |
| **4** | CBSE Affiliation | | | |
| **5.1** | Class Attendance Register and data of Fee collection | Every Month | Every Month | Every Month |
| **5.2** | Students Admission & TC issue register | Updated | Updated | Updated |
| **5.3** | Status of Grants/Scholarships for eligible students (SC/ST/OBC(NCL)/OBC/) etc. | | | |
| **6** | Construction Works: | | | |
| | i) Maintenance & Repairs | | | |
| | ii) Development work | | | |

| | | | | |
|---|---|---|---|---|
| | iii) Colouring/White washing of school building and staff quarters, etc. | | | |
| | iv) Proposal for additional class room | | | |
| **7** | Transfer of land/execution of lease deed etc. if required | NA | NA | NA |
| **8** | Annual stock verification/ condemnation & Disposal of condemnation Article | Mar-2025 | | |
| | i) Disposal of e-waste through District e-waste proposal and auction of Condemned articles | | | |
| **9** | Preparation of Vidyalaya Asset Register/ Maintenance of Stock Register | Mar-2025 | Apr-2025 | Apr-2025 |
| **10** | Financial Management | | | |
| | i) Budget proposals | | | |
| | ii)Revised Estimates | | | |
| | iii)Rectification if any | | | |

| **11** | **Rajbhasha Implementation** * (Upload Rajbhasa reopors in single file) | | | |
|---|---|---|---|---|
| | Activity | Target Date | Actual Date of Completion | Remarks |
| | Timahi Meetings | 28-03-2025 | 28-03-2025 | |
| | Installation of Bilingual Sign Boards | **01-04-2025** | 01-04-2025 | |
| | Installation of Achievement Boards (Bilingual) | **01-04-2025** | 01-04-2025 | |
| | Installation of Incumbency Boards (Bilingual) | **01-04-2025** | 01-04-2025 | |
| | Availability of bilingual rubber stamps | **01-04-2025** | 01-04-2025 | |
| | Report sent to RO for all Meetings | **04-04-2025** | 04-04-2025 | |
| | Reports Sent to TOLIC/ Official Language Site | **01-04-2025** | 01-04-2025 | |

**12. Correspondence in Hindi**

| Target for the year 20___ in % | Achievement in % |
|---|---|
| | |
| | |

**13. Audit of school accounts**

| **Activity/Programme** | **Total Paras Pending at the beginning of the year** | **Expected Date of Settlement** | **Actual No. of Paras Settled** | **Remarks** |
|---|---|---|---|---|
| **Audit Paras**<br>**(A)** Internal Audit Para | | | | |

| | | | | |
|---|---|---|---|---|
| **(B)** A G Audit Para | | | | |

**14. Disposal of Court cases/RTI queries**

| No. of Cases/queries | Subject of litigation/query | Current Status | Remarks |
|---|---|---|---|
| | | | |

**4- BENEFICIARY SATISFACTION ( COMMUNITY PARTICIPATION )**

**(A) - FOR STUDENTS**

Student Council Meetings (Meetings to be conducted before staff meeting for the month) *(Upload Photographs and minutes of meeting

| Sl No | Date of Meeting | Main points discussed | Follow up/Action taken |
|---|---|---|---|
| | | | |
| | | | |

**(B) - FOR TEACHERS**

| Sl No | Opportunities for teachers to voice out concerns/Committees to redress teachers' grievances | No of meetings | Main points discussed | Follow up/Action Taken |
|---|---|---|---|---|
| **1** | Staff Meetings | 3 | Student Discipline | |
| **2** | ICC | | | |
| | | | | |

**(C) - FOR PARENTS**

Is visiting hour specified for parents?

Whether suggestion/complaint /Gratitude box maintained? Give details

Whether separate mail id is maintained for taking parents' suggestions/complaints?

Number of PTMs conducted

| Sl.No | Type of meeting | Details of Meeting [Specify classes, date of meeting, purpose etc] | Action Taken/Remarks |
|---|---|---|---|
| | Class PTM | | |
| | PTA | | |

| | |
|---|---|
| Parent Advocacy programmes | |
| Parent awareness meetings | |
| Any other | |

**(D) - FOR COMMUNITY**

| Sl. No | Programme Organised | Date of conduct | Target group | Brief description |
|---|---|---|---|---|
| | Skill hub | | | |
| | ATL outreach programmes | | | |
| | | | | |

**(E) - Plan to encourage Community & Social Services by the students**

| Program/ Campaign | Objective of Program/ Campaign | Target Area/ Population | Resources required |
|---|---|---|---|
| | | | |

**(F) - Plan for Sharing facilities/ resources with less developed school**

| Program/ Campaign | Objective of Program/ Campaign | Target schools | Resources required |
|---|---|---|---|
| | | | |

**(G) -ALUMNI** * **(Upload photograph of activities)**

- **Outstanding Alumni** (Alumni who has recognition at local/state/National/International level in different fields-Cultural, Technical, scientific, medicine, political, administrative etc) – only prominent members restricted to only 10
- Whether alumni association is constituted?
- Number of Activities Organized (20__ - 20__):
- Number of Classes/ Sessions taken by Alumni (20__ - 20__):
- Activities Planned under Alumni (20__ - 20__):
- Any other contribution by Alumni in the Vidyalaya:

**(H) - EFFICIENT RESOURCING AND EFFECTIVE GOVERNANCE THROUGH SCHOOL COMPLEXES/CLUSTERS**

| S No | Area | Activity Planned | Achievement |
|---|---|---|---|
| 1 | Sharing of Teachers/Resources/Contribution to cluster | | |
| 2 | Academic/Sports/arts/crafts events | | |
| 3 | Improved support for children with special needs | | |
| 4 | School as "Samajik Chetna Kendra" | | |

**(I) - Activities under Vidyanjali**

| **Type of contribution done by volunteer** | **Name and other details of the volunteer** | **Details of contribution done (services/activities/sponsorship/assets/material/equipment/M&R work done)** |
|---|---|---|
| Contribution in Generic Level services/activities | | |
| Contribution in **Sponsorship activities** | | |
| | | |
| ***Contribution of assets/material/equipment*** | | |

**5- INCLUSIVE PRACTICES**

**(A) Detail of Admission**

| **Category** | **No of application received (20---20--)** | **No of admissions granted** | **Admissions to (Specify class)** | **REMARKS** |
|---|---|---|---|---|
| **RTE** | | | | |
| **DA (CWSN)** | | | | |
| **MINORITIES** | | | | |

**(B) - Facilities offered for CWSN* (upload photograph(s) – one of each)**

| **Type of facility** | **Description** | **Whether functional?** | **Whether adequate?** | **Remarks** |
|---|---|---|---|---|
| **Ramp to the ground floor** | | | | |
| **Ramp to the first floor** | | | | |
| **Wheel chair** | | | | |
| **Sign board** | | | | |
| **Wash rooms** | | | | |
| **Furniture** | | | | |
| **Sports facilities offered** | | | | |

| | | | | |
|---|---|---|---|---|
| **Academic resources offered** | | | | |
| **Any other support offered** | | | | |

**(C) - Whether special educator is appointed / engaged?**
**(D) - Whether different assessment strategies are devised for CWSN cases as per the requirement?**

**(E) - Details of awareness programs and programs for empowerment done**.

| Sl No | In house awareness programs conducted for empowerment of : | Brief description | Follow up/Remarks |
|---|---|---|---|
| | Teachers | | |
| | Parents | | |
| | Students | | |

**SUMMARY**

| Sl.No. | CBSE SQAA | | KVS ASSESSMENT TOOL | |
|---|---|---|---|---|
| | **DOMAIN** | **WEIGHTAGE** | **DOMAIN** | **WEIGHTAGE** |
| 1. | SCHOLASTIC PROCESSES | 25% | SCHOOL PLANT | **20 %** |
| 2. | COSCHOLASTIC PROCESSES | 15% | ACADEMIC | **40 %** |
| 3. | INFRASTRUCTURE | 10% | SCHOOL ADMINISTRATION, MANAGEMENT & GOVERNANCE, LEADERSHIP | **6.5 %** |
| 4. | HUMAN RESOURCES | 10% | FINANCE | **4.5 %** |
| 5. | INCLUSIVE PRACTICES | 10% | STAKEHOLDER SATISFACTION AND AUDIT/ACTIVITIES ORGANISED UNDER COMMUNITY PARTICIPATION | **10 %** |
| 6. | MANAGEMENT AND GOVERNANCE | 10% | INCLUSIVE PRACTICES | **10 %** |
| 7. | LEADERSHIP | 10% | GRACE POINTS | **8%** |
| 8. | BENEFICIARY SATISFACTION | 10% | OVER ALL OBSERVATION BY AC/DC IN THE LIGHT OF THE CONSTRAINTS FACED BY THE VIDYALAYA | **1%** |

## Links for uploading documents through Google drive

1. Affiliation No. (Upload affiliation Letter issued by CBSE)
2. Name of The Chairman*(Upload list of VMC Members approved by KVS RO)
3. Staff Sanctioned* (Upload staff sanction letter from KVS)
4. Achievements in Sports* (Upload certificates of position holders)
5. Participation in other competitions* (Upload certificates of position holders)
6. EBSB / KALA UTSAV ACTIVITIES/(Upload certificates of position holders)

7. Science Activities and Achievements * (Upload certificates of position holders)
8. Bharat Scout & Guide Achievements*(Upload certificates of qualifiers)
9. Building Plan:* (Upload photographs -one each)
10. Assets (Music) (Upload photographs –max. two)
11. Medical Room Facilities *(Upload photographs –max. two)
12. Suggestion Box/Student gratitude Box* (Upload photographs max. two)
13. Safety Plan* (Upload photographs –one of each)
14. Emergency Supplies/ Facilities* (Upload photographs –one of each)
15. School Staff Training/Mass Drill:* (Upload photographs –one of each)
16. Mandatory Certificates* (Upload photographs - each)
17. Teachers' Achievements* (Upload relevant documents)
18. Rajbhasha Implementation * (Upload Rajbhasha reports in single file)
19. Alumni * (Upload photograph of activities)
20. Facilities offered for CWSN* (upload photograph(s) – one of each)
21. Student Council Meetings *(Upload Photographs and minutes of meetings)
22. Any other Document(s)