

KENDRIYA VIDYALAYA KARWAR

BENGALURU

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>				With more than 60 registrations of category I alone for class I, there is need for another section.
	Staff sanction proposals.	Proposal for one more section for Class I		Mr D R Bhandari PGT Eng.	
	Proposals for upgradation/additional sections etc.	Balavatika is proposed to be opened for the year 2024-25		Ms Sonia Arora PGT CS	
2	Selection of staff for contractual appointments.-	Interview was conducted and panel is kept ready to be operationalised after summer vacation as per RO guidelines.	21.06.2024	Mr Amarchand	
3	<u>Construction Works:</u>			SACHIN DABAS	
	i) New works	A stand is proposed to be set up inside the school campus.			
	ii) Maintenance & Repairs	Electrical fittings and fixtures in the building and inside the class rooms to be taken care of.			
	iii) Developmental work				
	iv) Colouring/white washing of school building and staff quarters, etc.	White washing of the school building –Interior	By June 24 of 2024.		
	v) Transfer of land/execution of lease deed etc. if required.	Nil			
4	<u>Furniture:</u>				
	1. Procurement of new furniture	Sofa set , Visitors' Table and chair , One office Grand Chair for the Principal Chamber . Toy Library Furniture will be procured. Pigeon Hole cupboard is proposed to be procured for the Primary.	By June 2024	AMAR CHAND SHIVAM SHUKLA AMOL RAJU PANDIT	
	2. Repair of old furniture	Repair of repairable furniture and			

		black boards will be taken up		
5	<u>Procurement of Stores</u>		Mr H M Meena	
	i) Office stationery			
	ii) Laboratory articles			
	iii) Library Books			
	iv) Workshop material			
	v) Games/Sports material	A sports ground roller will be purchased.		
	vi) Any other	Primary Exam Dept intends to procure a Printer. A grass cutting tool will be procured. Student answer books and A 4 size paper will be procured for the year 2024-25. Musical Instruments costing around 7 lakhs will be procured this year. A speaker's stand to be procured this year.		
6	<u>Condemnation</u>			
	i) Unserviceable furniture	Approval is already obtained for the disposal of items for the year 2023-24. They will be written off.	Ms Sonia Arora, PGT CS	
	ii) Other unserviceable stores			
7	Annual stock verification	Done for the year 2023-24 by March 2024.	Mr Amarchand TGT Sst	
8	Vidyalaya Management	VMC meeting will be held thrice a year as per the schedule- April, July and January 2025.	Mr Amaarchand TGT SSt	
	Committee Meetings.			
9	Financial Management			

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	i) Budget proposals		July 2024	Ms Nusrat, PGT Comm. Kanchan Varma	
	ii) Revised Estimates				
	iii) VVN				
10	Audit of school accounts.	Audit paras highlighted will be attended to.	15 May 2024	Mr Jaipala, Librarian Ms Nusrat, PGT Comm.	
	Follow up of a Audit objections				
11	Maintenance of School Campus			Mr H M Meena, PGT Hindi	
	cleanliness and upkeep of				
	i) Campus	Regular duty of conservancy staff			
	ii) Toilets &	Daily monitoring			
	iii) Provision of drinking water	Water points installed on all floors			
12	Development & upkeep of		June 2024	Ms Salini, PGT Bio and Science teachers.	
	Lawns and Gardens	Plantations planned with the onset of monsoon. It is proposed to develop a kitchen garden . Children's park is also proposed to be set up.			
13	Plantation of trees	Vanamahotsav is planned and plantation drive in the area will be taken up	The plantation activity is planned during the rainy season.	The Science Dept is entrusted with the responsibility of ensuring the same. Mr Surendra, TGT Sanskrit to monitor plantations.	
	Flower pots and their maintenance.	The indoor flower plants are watered and pruned regularly.	The gardener ensures that indoor flower pots are taken care of.		
14	Settlement of Court cases	No court cases are pending.	NIL	NIL	
B. ACADEMICS					
1	School Time-table	Sanctioned post wise time table is drawn up. Vocational Edn periods for VI Class	The time table committee ensures its implementation on daily basis.	PRIYANKA PADESHI D R BHANDARI	
2	Analysis of Board & Internal Exam. results	23-24 result awaited			
3	Implementation of NEP	Phased implementation of NEP is to be ensured.			
4	Implementation of FLN	FLN is implemented with teachers being trained to implement the same.			
5	Checking of written work of classes	To be done once a week.			

6	Checking of Teachers' Diaries	To be completed on fortnightly basis.	A check list is maintained to ensure its submission.	Ms Shruti Singh	
7	Checking of class Registers	To be done on monthly basis .	Random checking of class register is taken up.	Ms. Kanchana Varma	

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8	Remedial teaching planned in April Month itself.	Remedial classes are		D R BHANDARI	
9	Guidance to Bright children	Classes will be divided homogeneously on the basis of performance after coverage			
10	Supervision of:				
	i). Laboratory work	Regular visit to labs to check its contents and its usage.		AKSHATHA K E	
	ii) SUPW Programme				
	iii) Library	Library stocks will be reviewed every now and then .	Mr Jaipala, Librarian.	Principal	
	iv) Other work				
11	Examination Assessments				
	Formative assessments	To be held as per the schedule given by RO.	As per the schedule given by KVS RO.	Mr D R Bhandari	
	Half yearly exam	To be held from 23 Sept to 04 Oct 24.			
	Session ending exam	to be held as per KVS RO datesheet			
	Pre board examination	20 Nov to 30 Nov 2024 First PB 16 Jan to 25 Jan 2024 II PB			
12	Subject Committee Meetings	Will be held on the last working day every month and minutes will be recorded.		SALINI K G	
13	Innovative Academic Projects	Project work will be assigned to students during the summer vacation and breaks as per the curricular activities of the year.			
12	Other Programmes				
C. CO-CURRICULAR:					
1	Investiture ceremony	Is planned in June 2025.			
2	Finalization of CCA Schedule	Will be finalized by April end 2025.		VINAY KUMAR MANI TRIPATHI	
3	Organization of Hobby Clubs	Hobby clubs will be operationalised during CCA periods	Will be monitored		

			by the CCA I/C and report is maintained.		
4	House-wise competitions in:	Inter house competitions will be held every week and points will be awarded for the overall championship.			
	Primary Section:				

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	i) Story	The CCA to be carried out as per the schedule.	As per the CCA programme worked out for the year.	Mr Vinay Kumar Tripathi TGT English, CCA In Charge will see to it that its implemented SHWETA, MANJU KUMARI	
	ii) Poetry Recitation Hindi/English				
	iii) Calligraphy				
	iv) Drawing				
	v) Music				
	vi) Dance				
	vii) Fancy Dress				
4	<u>Secondary & Sr.Secondary</u>				
	i) Elocution	Preparing students for Cluster level, regional Programmes		Chetan Kumar Malviya Manchala Devi	
	ii) Music	Preparing students for Cluster level, regional Programmes			
	iii) Dance	Preparing students for Cluster level, regional Programmes			
	iv) Poetry Recitation				
	v) Dramatics	Inter House competition will be carried out strictly as per the pre set schedule			
	vi) Any other				
	vii) Participation in activities organized by other agencies.				
5	Publication of Vidyalaya Patrika, News letter etc.		Will be brought out in July 2024 Already E patrika published	Mr D R Bhandari PGT English Mr H M Meena, PGT Hindi.	

D. GAMES & SPORTS

	<u>Primary Section:</u>			AMOL RAJU PANDIT Meenakshi Rana	
	Organisation of:	Inter House competitions in sports will be held.			
	i) Mass participation				
	ii) Physical efficiency tests				
	iii) Athletics- Housewise competitions				
	iv) School meet				
	<u>Secondary & Sr.Secondary:</u>	Mini Sports meet will be held			
	Organisation of :			Sachin Dabas Musama singh	
	i) Mass participation drive	Sports and games periods will be utilized to scout sports talent.			
	ii) Physical Efficiency test				
	iii) Housewise competitions:				
	i) Athletics				
	ii) Team games				

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	iv) School meet	Lottery conducted for class 2 nd to 9th	/04/2024	Sachin Dabas	
	Yoga practice & display	Conducted Mass PT every Wednesday			
	Inter school/Cluster/Regional meets etc.				
	v) Any other	Library exhibition	14/08/2024		
	vi) Participation activities organized by other agencies				

E. OTHER ACTIVITIES;

1	Environmental Awareness programme	Tree plantation	05/06/2024	Surendra Kumar I/C	
2	Science Exhibition	Preparing student for cluster level and regional programs.	During September	Shalini I/C	
3	Social Science Exhibition	Preparing student for cluster level and regional programs.	During July	Amarchand verma I/C	
4	Youth Parliament	Preparing student for school level.	During November	Manchala Mehta I/C	
5	Value Education Programme	Cultivate not just knowledgeable individuals but also morally upright citizens who contribute positively to society	During July	Liberian I/C	
6	School Annual Day	Opportunity to recognize and reward students for their achievements in academics, sports, and the arts.	During December	Sachin Dabbas I/C	
7	Celebration of Festivals & Important days.	A way of spreading unity and harmony among people.			
8	Morning Assembly	Help students hone their public speaking skills and eliminate their stage fright.	Every day	CCA I/C	
9	Bulletin Boards				
10	Scouting/Guiding Training	To be held as per the schedule given by RO	As per the schedule given by the KVS RO	DINESH SINGH SOLANKI Akshata Jain I/C DESAI PRIYANKA MOTIRAM THIMMAPURAM RAMA KRISHNA	
11	Scouting /Guiding Camps	Planned to be conducted at school level and regional level			
12	Trekking etc.				
13	Any other			SALINI K G I/C	
14	Health check up of students twice a year	Help in the early detection of many conditions and diseases	During January	Sakina	

	F MISCELLANEOUS;		
1	Talks by experts		DINESH SINGH SOLANKI
2	Proposals for Inservice Courses	To be held as per the schedule given by RO	HARI MOHAN MEENA

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3	Organisation of Inservice Course	To be held as per the schedule given by RO.	As per the schedule given by the KVS RO.	HARI MOHAN MEENA	
4	Proposals for National Sports Meet Venues	Exposure to various games.			
5	Community oriented programmes, if any,	Awareness of RTE in Community participation.		Vinay kumar tripathi I/C	
6	NAEP		Everyday	SALINI K G , Sakina Hari mohan meena I/C	
7	School sanitation initiatives	To maintain hygiene			
	H. Any other				

Name of KV PM SHRI KV KARWAR

Name of Principal ASHOK KUMAR

Signature of Principal _____