

INSTITUTIONAL PLAN FOR THE ACADEMIC YEAR 2024-25

S.NO.	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
	A.ADMINISTRATION				
1.	Staff sanctions proposals. Proposals for up gradation /additional sections etc.	Submission as per KVS schedule/confirmation	December 2023-February 2024	Personal attention by the Principal	Sent the proposal to KVS RO BGR for approval as per KVS sanction order for 2023-2024
2.	Selection of staff for contractual appointments.	By 26 AND 27 th Feb 2024	Approved panel for 2024-25 ready by 10.3.2024	Completed the process as planned as per KVS guidelines	To appoint the teachers by 21.06.2024
3.	Construction Works:				
	i) New works	To seek KVS approval for constructing new Vocational Lab and Development of Children's park/bore well	1 st week of March 2024	To coordinate with MES,Chairman VMC, & KVS RO	First instalment of money transferred to MES
	ii) Maintenance & Repairs	To identify works and prepare a plan of action	April 2024	To entrust the job to M&R committee	To be taken up in summer vacation
	iii) Developmental work	To identify works and prepare a plan of action	April 2024	To entrust the job to M&R committee	To be taken up in summer vacation
	iv) Colouring/white washing of school building and staff quarters, etc.	1.Colouring/white washing of staff quarters. 2. Colouring/white washing of school building	Feb 2024 May 2024	To entrust the job to M&R committee	To be taken up in summer vacation Preliminary estimate from MES awaited.

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	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	Plan of action by 30.4.2024	July 2024	The committee will monitor and evaluate periodically	To get prospective suppliers registered in April 2024
	ii)Repair of old furniture	Planned	May/June 2024	The committee will monitor and evaluate periodically	To attend to in summer vacation
5.	<u>Procurement of Stores</u>				
	i)Office stationery	30.4.2024	30.6.2024	----- do-----	To procure as per KVS purchase procedure from the registered suppliers
	ii)Laboratory articles	30.4.2024	As & when funds of PM SHRI was sanctioned	----- do-----	-----do-----
	iii)Library Books	30.4.2024		----- do-----	-----do-----
	iv)Workshop material	30.4.2024		----- do-----	-----do-----
	v)Games/Sports material	30.4.2024		----- do-----	-----do-----
6.	<u>Condemnation</u>				
	i)Unserviceable furniture	20 March 2024	28 March 2024		To accomplish as per KVS guidelines
	ii)Other unserviceable stores				-----do-----
7.	Annual stock verification	30.3.2024	30.3.2024	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-----

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9.	Financial Management				
	i) Budget proposals	01.08.2024	15.8.2024	By the Principal	As per KVS schedule
	ii) Revised Estimates	01.8.2024	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 KVS Schedule		By the Principal	To attend and clear, following KVS guidelines
11.	Maintenance of school campus cleanliness and upkeep of				
	i) Campus	On regular basis/days	On regular basis/days	The committee formed will monitor regularly	Periodic reports will be reviewed for better upkeep
	ii) Toilets &	On regular basis/days	On regular basis/days	The committee formed will monitor regularly	-----do-----
	iii) Provision of drinking water	On regular basis/days	On regular basis/days	The committee formed will monitor regularly	-----do-----
12.	Development & upkeep of Lawns and gardens	On regular basis/days	On regular basis/days	The committee formed will monitor regularly	-----do-----

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13.	Plantation of trees, flower pots and their maintenance	On regular basis/days	On regular basis/days	The committee formed will monitor regularly	-----do-----
14.	Settlement of court cases	On priority basis if any		By the Principal	At the earliest as and when occurs

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	<u>B. Academics</u>				
1.	School Time-table	20.3.2024	1.4.2024	The in-charge will monitor & evaluate	As per KVS guidelines
2.	Analysis of Board& Internal exam results	Internals – immediately after exams,(27.3.2024)	Internals – immediately after exams,(27.3.2024)	The in-charge will monitor & evaluate	As per KVS schedule
3.	Checking of written work of classes	On fortnightly basis	On fortnightly basis	By the principal	-----do-----
4.	Checking of Teachers’ Diaries	On fortnightly basis	1 st and 16 th of every Month	By the principal	-----do-----
5.	Checking of class registers	On monthly basis	On monthly basis	By the principal	-----do-----
6.	Remedial teaching	w.e.f 03.4.2024 for classes X and XII.for other Classes after PT-1	w.e.f 03.4.2024 for classes X and XII.for other Classes after PT-1		-----do-----
7.	Guidance to Bright children	On daily basis	On daily basis		-----do-----

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8.	Supervision of:				
	i)Laboratory work	As per schedule	As per schedule	By the head of the department	As per KVS guidelines
	ii)SUPW Programme	Daily	Daily	By the head of the department	As per KVS guidelines
	iii)Library	On regular/ periodically	On regular/ periodically	By the head of the department	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	The in-charge will monitor & evaluate	As per KVS guidelines
	Half Yearly	As per KVS schedule	As per KVS schedule	The in-charge will monitor & evaluate	As per KVS guidelines
	Session Ending	As per KVS schedule	As per KVS schedule	The in-charge will monitor & evaluate	As per KVS guidelines
	Pre Board Examinations	As per KVS schedule	As per KVS schedule	The in-charge will monitor & evaluate	As per KVS guidelines
10.	Subject Committee Meetings	Monthly basis as per schedule	As per subject wise schedule prepared	By the Principal/subject committee convenor	As per KVS guidelines
11.	Innovative Academic Projects	From 1.4.2024	Entire academic year 2024-25	By the Principal	As per KVS guidelines

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12.	Other Programmes				
	C.CO-CURRICULAR				
1.	Investiture ceremony	1 st week of July 2024	1 st week of July 2024	The in-charge to monitor & evaluate	Formation of Students' Council & House formation
2.	Finalisation of CCA schedule	1.4.2024	1.4.2024	The in-charge to monitor & evaluate	To implement from 1 st week of April 2024
3.	Organisation of Hobby Clubs	1.4.2024	1.4.2024	----- do -----	To implement from 1 st week of April 2024
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4.	House-wise competitions in:				
	Primary Section:	As per schedule prepared	As per schedule prepared	----- do -----	
	i)Story	As per schedule prepared	As per schedule prepared	----- do -----	
	ii)Poetry Recitation Hindi/English	As per schedule prepared	As per schedule prepared	----- do -----	

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	iii)Calligraphy	As per schedule prepared	As per schedule prepared	----- do -----	
	iv)Drawing	As per schedule prepared	As per schedule prepared	----- do -----	
	v)Music	As per schedule prepared	As per schedule prepared	----- do -----	
	vi)Dance	As per schedule prepared	As per schedule prepared	----- do -----	
	vii)Fancy Dress	As per schedule prepared	As per schedule prepared	----- do -----	
	viii)Any other				
S.NO.	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
	Secondary &Sr.Secondary				
	i)Elocution	As per schedule prepared	As per schedule prepared	----- do -----	
	ii) Music	As per schedule prepared	As per schedule prepared	----- do -----	
	iii) Dance	As per schedule prepared	As per schedule prepared	----- do -----	

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	iv) Poetry Recitation	As per schedule prepared	As per schedule prepared	----- do -----	
	v) Dramatics	As per schedule prepared	As per schedule prepared	----- do -----	
	vi) Any other				
	vii) Participation in activities organised by other agencies.	As per information received without affecting academics	As per information received without affecting academics	----- do -----	
5	Publication of VidyalayaPatrika, Newsletter etc.	July /August 2024, February 2024	July 2024, February 2024	The in-charge to monitor & evaluate	The principal to monitor schedule
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	<u>D. Games & Sports</u>				
	Primary Section				
	Organisation of:				
	i) Mass participation	As per schedule	As per schedule	Monitored by PET/Coaches/Class	

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				teachers/House masters	
	ii) Physical efficiency tests	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 prepared	As per schedule prepared	-----do-----	
	b) Team games	As per schedule prepared	As per schedule prepared	-----do-----	

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	iv) School meet	As per schedule prepared	As per schedule prepared	-----do-----	
	Yoga practice & display	As per schedule prepared	As per schedule prepared	-----do-----	
	Inter school/cluster/Regional meets etc	As per schedule prepared	As per schedule prepared	-----do-----	
	v) Any other				
	vi) Participation activities organised by other agencies	As per information received & not affecting academic schedule	As per information received & not affecting academic schedule	-----do-----	
S.NO.	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
	E. Other Activities				
1.	Environmental Awareness programme	Alternate weekly basis	Alternate weekly basis	The committee to monitor & evaluate	
2.	Science Exhibition	Aug 2024/As per KVS schedule	Aug 2024/As per KVS schedule	-----do-----	

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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	December 2024	December 2024	----do-----	
7.	Celebration of Festivals & important days	As per the occasion	As per the occasion	----do-----	
8.	Morning Assembly	Daily basis	Daily basis	----do-----	
9.	Bulletin Boards	Monthly basis	Monthly basis	----do-----	
10.	Scouting/ Guiding Training	Alternate weekly basis	Alternate weekly basis	The in-charge to monitor & evaluate	
11.	Scouting/ Guiding Camps	As per KVS information	As per KVS information	The in-charge to monitor & evaluate	
12.	Trekking etc	As per schedule prepared	As per schedule prepared	The in-charge to monitor & evaluate	
13.	Any other				
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14.	Health check up of students twice a year	Aug 2024, February 2024	Aug 2024, February 2024	The in-charge to monitor & evaluate	
	F. Miscellaneous				

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1.	Talks by experts	Need based and as per KVS norms	Need based and as per KVS norms	The in-charge to monitor & evaluate	
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	Alternate weekly basis	Alternate weekly basis	The in-charge to monitor & evaluate	
7.	School Sanitation Initiatives	On Regular Basis	On Regular Basis	The in-charge to monitor & evaluate	
	H.ANY OTHER				
1	PTA meetings	Secondary –after every Periodic Test/Monthly Test	Secondary –after every semester	The in-charge to monitor & evaluate	

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		Primary –on monthly basis(once in a month on Saturdays- class wise)	Primary –on monthly basis(once in a month on Saturdays- class wise)		
2	Educational Excursions	To be completed by Dec.2024	To be completed by Dec.2024	The in-charge to monitor & evaluate	

Name of KV: PM SHRI KV No.1 AFS Sambra

Name of Principal: Sh. Sandeep Acharya

Signature of Principal _____

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