

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE BANGALORE
Academic Plan for the academic year 2024-25

Name of the KV: KV UDUPI

Sl.N	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
A.					
1	School Time-table	Prepared in the Month of March 2024	Implemented from 01.04.2024 and will continue till the end of this academic year	Regular Classes are conducted based on time table and Principal is Observing classes	
2	Analysis of Board & Internal Exam results	To achieve 100 % Results with PI 67 as per KVS Guidelines / Schedule from RO	Implemented from 01.04.2024 and will continue till the end of this academic year	Special Class and Remedial time table prepared and being conducted from 3rd April 2024	
3	Checking of HW&CW of Children	Note books to be checked minimum 3 times per month by each subject teachers and recorded in their Teachers Diary	Implemented from 01.04.2024 and will continue till the end of this academic year	Subject teachers are following the schedule as per KVS instructions and Principal is doing the counter checking	
4	Remedial teaching	List of Low achievers prepared based on SEE 2024. Slow learners Identified and remedial classes planned accordingly	Implemented from 01.04.2024 and will continue till the end of this academic year	Subject teachers had identified slow learners and special classes are conducted for them and Principal is monitoring the same	
5	Guidance to Bright children	Gifted Students identified and recorded. Useful books and websites suggested to Motivate / guide them to improve their results	Implemented from 01.04.2024 and will continue till the end of this academic year	Subject teachers will identify Bright Students and extra activities / Projects are given to them.	
<u>Supervision of:</u>					
6	i). Laboratory work	All the activities mentioned in the NCERT text books and practicals for IX,X as per CBSE are being conducted in Jr. Science Lab, Atal Tinkering Lab to be Utilised to their optimum level	As per Time table, Subject teacher is conducting experiments / activities in Lab.	Science teacher and Computer Instructor are monitoring and evaluating the Projects assigned to students	
	ii) SUPW Programme	All craft work like Toy Making, Paper Craft works etc. are to be implemented	During Swachhta Pakhwada , Best out of Waste conducted to reuse the Waste materials	All the Teachers are involved in monitoring of this activity.	
	iii) Library	To conduct Library activities according to the Library Activity plan and to procure more books for the Library	E Granthalaya 4 to be procured by this academic year. Librarian is conducting Library Activities / Library periods as per Time Table and Library Activity Plan	Librarian is Monitoring the activities of students through Book review checking/ Observation during Library periods	
	iv) Other work	Committee to be formed to plan and execute any other work which is required for the smooth functioning of the school	Implemented from 01.04.2024 and will continue till the end of this academic year	I/C and Members of different committes are assigned to monitor the process and principal will guide them with timely instructions	
<u>Examinations:</u>					

7	Periodic Assessments	Monthly Tests for Class X is Regularly Conducted and the parents are apprised about their wards performance.For other classes to conduct all the Periodic Assessment as per KVS and CBSE norms and Schedule	Implemented from 01.04.2024 and will continue till the end of this academic year	Subject Teachers are Evaluating and Exam I/C will be monitoring the progress. Principal will Guide them with timely updations from KVS and CBSE	
	Half yearly exam	To Complete the Syllabus by first week of september 2024,followed by structured revision as per the Blue Print , Question Patern from KVS / CBSE	As per the Exam Schedule given by the RO / HQ	Subject Teachers will Evaluate and Exam I/C will Monitor the progress. Principal will be guiding them with timely updations from KVS	
	Session ending exam	To Complete the Syllabus, Prepare / Discuss Question Papers and conduct the Session Ending Exam as per KVS and CBSE Norms and Schedule	As per the Exam Schedule given by the KVS RO / HQ and CBSE	Subject Teachers will be Evaluating (Except Class X) and Exam I/C will be Monitoring the progress. Principal will be Guiding them with timely updations from KVS and CBSE	
	Preboard exam for ClassX and XII	To conduct all the Pre board Exams as per KVS Norms and Schedule	As per the Exam Schedule given by the RO / HQ	Subject Teacherswill be Evaluating and Exam I/C will be Monitoring the progress. Principal will be Guiding them with timely updations from KVS	
	Monthly tests for Classes X and XII	To conduct all the Monthly Test for Class X as per KVS Norms and Schedule	As per the Exam Schedule given by the KVS RO / HQ	Subject Teachers will be Evaluating and Exam I/Cwill be Monitoring the progress. Principal will be Guiding them with timely updations from KVS	
8	Subject Committee Meetings	During the Subject Committee meeting, the following points are considered. 1) Subject Enrichment, 2) Model Classes taken by teachers using innovative methods , 3) Sharing of any interesting Methodology of teaching with Colleagues.	Implemented from 01.04.2024 and will continue till the end of this academic year	Subject Committee I/C and Members will be conducting the meeting. Principal will guide them with timely information from RO	
9	Innovative Academic Projects	Each teacher must undertake one Innovative / Experiment in teaching during this academic session.	Implemented from 01.04.2024 and will continue till the end of this academic year	Principal will motivate / guide the teachers to adapt innovative projects	
10	Other Programmes	Committees to be formed to plan and execute programmes like Kala Utsav, EBSB , NCSC, SCOUTS AND GUIDES, VEER GATHA, FIT INDIA SPORTS	Implemented from 01.04.2024 and will continue till the end of this academic year	I/C and Members of different committes are assigned to monitor the process. Principal is guiding them with timely instructions	
B.	<u>Co-Curricular</u>				
1	Investiture ceremony	To form Student Council and assign responsibilities in various disciplines for the Captains	Organised in july 2024 in the School Campus with the participation of all students and teachers	CCA I/C is Planning and Executing the same. Principal is guiding with timely instructions	

2	Finalisation of CCA Schedule	To be finalised As per CCA Calender from RO/ School Level	Implemented from 01.04.2024 and will continue till the end of this academic year	CCA I/C is Planning and Executing the same. Principal is guiding with timely instructions	
3	Organisation of Hobby Clubs	Committees to be formed to plan and execute Hobby Club programmes which is required for the overall development of the students	Readers Club, Herbal Garden Club, Eco Club are formed	Committee I/C and members are monitoring the Activities and Principal is guiding them with timely instructions	
4	House-wise competitions in:	To be planned and organised As per CCA Calender	Competitions are held Implemented from 01.04.2024 and will continue till the end of this academic year	CCA I/C is Planning and Executing the same. Principal is guiding with timely instructions	
5	Primary Section:				
	i) Story	To be planned and organised As per CCA Calender / FUNDAY time table	Story Telling for Primary students were conducted during Reading month celebration	Librarian, CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	ii) Poetry Recitation Hindi/English	To be planned and organised As per CCA Calender / FUNDAY time table	Poetry Recitation for Primary students were conducted during Reading month celebration	Librarian, CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	iii) Calligraphy	Included in the Activities list and will be organised as per CCA Calender / FUNDAY time table	Calligraphy competitions will be conducted during CCA periods in the month of april and july 2024	CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	iv) Drawing	To be planned and organised As per CCA Calender / FUNDAY time table	Under Veer Gatha 3.0 project, Primary student participated in Drawing Competitions	CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	v) Music	Instruments such as Congo, Drms, Keyboard and Harmonium is Regularly used during music periods, everyday in morning assembly and to prepare students in cultural activities.	Music teacher is conducting regular classes for all the primary students and special training is given to the Vidyalaya Quire group	CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	vi) Dance	To be planned and organised As per CCA Calender / FUNDAY time table	Implemented from 01.04.2024 and will continue till the end of this academic year	CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
	vii) Fancy Dress	To be planned and organised As per CCA Calender / FUNDAY time table	Implemented from 01.04.2024 and will continue till the end of this academic year	CCA I/C and FUNDAY I/C is Planning and Executing the same with the coordination of all teachers. Principal is guiding with timely instructions	
6	Secondary & Sr.Secondary				
	i) Elocution	To be planned and organised As per CCA Calender	Elocution Competition will be conducting during Hindi Pakhwada	HINDI teacher and CCA I/C is Planning and Executing the same with coordination of all teachers. Principal is guiding with timely instructions	

	ii) Music	To be planned and organised As per CCA Calender / Programme schedule from KVS	Solo Song and Group Song Competitions will be conducting for selection to Kala Ustav and EBSB Participants	KALA UTSAV, EBSB and CCA I/C teachers are Planning and Executing the same with coordination of all teachers. Principal is guiding with timely instructions	
	iii) Dance	To be planned and organised As per CCA Calender / Programme schedule from KVS	Solo Dance and Group Dance Competitions will be conducting for selection to Kala Ustav and EBSB Participants	KALA UTSAV, EBSB and CCA I/C teachers are Planning and Executing the same with coordination of all teachers. Principal is guiding with timely instructions	
	iv) Poetry Recitation	To be planned and organised As per CCA Calender	Poerty Recitation in Sanskirt (Slokas) will be conducting during SANSKRIT Pakhwada and in hindi it will be conducting during the month of september during hindi pakhwada	SANSKRIT\ HINDI teacher and CCA I/C is Planning and Executing the same with coordination of all teachers. Principal is guiding with timely instructions	
	v) Dramatics	To be planned and organised As per CCA Calender	Drama Competitions are conducted for selection to Kala Ustav and EBSB Participants	KALA UTSAV, EBSB and CCA I/C teachers are Planning and Executing the same with coordination of all teachers. Principal is guiding with timely instructions	
	vi) Any other	Students should be motivated to participate in different activities such as drawing competitions, QUIZ competitions.	Many students will be registerered for different activities, Quiz competions etc.	Class teachers are collecting information from students and achievements are announced during morning assembly.	
	vii) Participation in activites organised by other agencies.	Students should be motivated to participate in different activities such as SCIENCE and MATHS OLYMIADS , YUVIKA	Many students will be registred for different Olympiads, YUVIKA etc.	Class teachers / Subject teachers are motivating students to participate in different activities.	
7	Publication of Vidyalaya Patrika, News letter & Class magazine etc	To be completed as per the guidelines from KVS RO	As per the Schedule given by the RO / HQ	Committee I/C and members are monitoring the progress and Principal is guiding them with timely instructions	
C.	<u>Games and Sports</u>				
1	<u>Primary Section:</u>				
	Organisation of:				
	i) Mass participation	MASS PT to be planned and organised As per School Time table / Programme Schedule From RO	During Morning School Assembly, MASS PT Exercise are conducted for all Students	Sports Coach and all teachers will be involved in the smooth conduct of this activity	
	ii) Physical efficiency tests	To be planned and organised As per School Time table / Programme Schedule From RO	Physical Efficiency test will be conducted during FIT India programme	Sports Coach and all teachers will be involved in this and Principal will be guiding them with timely instructions	
	iii) Athletics- Housewise competitions	Athletics to be planned and organised As per School Time table / Programme Schedule From RO	Different athletics competitions will be held for the selection of students for Regional Sports meet and on National Sports day 2024	Sports Coach and all teachers will be involved in the smooth conduct of house wise competitions	

	iv) School meet	School meet to be planned and organised As per School Time table / Programme Schedule From RO	School Annual sports meet will be conducted during this session as per Schedule	Sports Coach and all teachers are involved in the smooth conduct of Annual Sports day	
2	<u>Secondary & Sr.Secondary:</u>				
	Organisation of :				
	i) Mass participation drive	MASS PT to be planned and organised As per School Time table / Programme Schedule From RO	During Morning School Assembly, MASS PT Exercise are conducted for all Students	Sports Coach and all teachers will be involved in the smooth conduct of this activity	
	ii) Physical Efficiency test	To be planned and organised As per School Time table / Programme Schedule From RO	Physical Efficiency test will be conducted during FIT India programme	Sports Coach and all teachers will be involved in this and Principal will be guiding them with timely instructions	
	iii) Housewise competitions:	To be planned and organised As per School Time table / Programme Schedule From RO	Implemented from 01.04.2024 and will continue till the end of this academic year	Sports Coach and all teachers will be involved in the smooth conduct of house wise competitions	
	i) Athletics	Athletics to be planned and organised As per School Time table / Programme Schedule From RO	As per School Time table / Programme Schedule From RO	Sports Coach and all teachers will be involved in the smooth conduct of house wise competitions	
	ii) Team games	Team Games to be planned and organised As per School Time table / Programme Schedule From RO	As per School Time table / Programme Schedule From RO	Sports Coach and all teachers will be involved in the smooth conduct of house wise competitions	
	iv) School meet	School meet to be planned and organised As per School Time table / Programme Schedule From RO	As per School Time table / Programme Schedule From RO	Sports Coach and all teachers will be involved in the smooth conduct of house wise competitions	
	Yoga practice & display	Regular Yoga Classes as per School Time table And YOGA DAY celebrations to be conducted	International day of Yoga will be conducted in School on 21.06.2024	Sports Coach and all teachers are involved in the smooth conduct of Yoga Day Celebration	
	Inter school/Cluster/Regional meets etc.	Teams / Individuals to be trained and Prepared for Cluster/Regional meets	As per School Time table / Programme Schedule From RO	Sports Coach will be involved in the preparation / training of students	
	vi) Participation in activities organised by other agencies	Students should be motivated to participate in different activities organised by other agencies.	Many students will participating in competitions held by other agencies	Sports coach will be motivating and guiding students to participate in different activities.	

D.	<u>Other Activities</u>				
1	Environmental Awareness Programme	Committee to be formed to plan and execute Environmental Awareness Programme	Earth Day were celebrated 22.04.2024 different activities will be celebrated as per school calender	Scince Teacher and members of the committee will be involved in smooth conduction of this programme	
2	Science Exhibition	Committee to be formed to plan and execute Science Exhibition	Science Exhibition will be conducted as school level in the month of november 2024	Science Teacher and members of the committee are involved in smooth conduction of this programme	
3	EBSB&Kala Utsav	Committee to be formed to plan and execute EBSB & Kala Utsav activities	As per School Time table / Programme Schedule From RO	Music Teacher and Committee members will be involved in planning and execution of this programme	
4	Youth Parliament	Committee to be formed to plan and execute Youth Parliament	As per School Time table / Programme Schedule From RO	Social Scince Teacher and members of the committee will be involved in smooth conduction of this programme	
5	Value Education Programme	Indian Culture , Values and Traditions are practiced by every student in the School.	The Value of Patriotism is inculcated by Observing the Following National Day Celebrations such as Independence Day, Republic Day, Gandhi Jayanthi etc.	Music Teacher and other teachers ensured participation in all national day celebration, Singing Patriotic songs / Community songs	
6	School Annual Day	Committee to be formed to plan and execute the School Annual Day	As per School Time table / Programme Schedule From RO	All Teachers and staff members will be involved planning and execution of this programme.	
7	Celebration of festivals and important days	Committee to be formed to be plan and conduct various celebration as per KVS Schedule / Guidelines	Implemented from 01.04.2024 and will continue till the end of this academic year	All Teachers and staff members will be involved monitoring the smooth conduction of Morning Assembly.	
8	Morning Assembly	To be planned and conducted as per KVS Schedule	Implemented from 01.04.2024 and will continue till the end of this academic year	Class teachers / Music Teacher will plan and monitoring the smooth conduction of Morning Assembly.	
9	Scouting&Guiding Training/Camps Trekking etc.	To be planned and conducted as per KVS Schedule	Scouts and Guides will be participating in different camps as per KVS schedule	Master will be Guiding the Students	
11	Health Checkup of students twice a year	Health Checkup of students to be planned and organised as per KVS guidelines	As per School Time table / Programme Schedule From RO.	Staff Nurse is planning and Monitoring the Health Check up	

12	Any other	To be planned with the association of different Educational Institutions / Govt. Depts	Programme Such as Student Police Cadet will be organised as per the school time table or scheduled by RO	Sports Coach and I/C teacher will plan and organise the programme. Principal will guiding them with timely instructions	
E.	<u>Miscellaneous</u>				
1	Talks by experts	To be planned and organised as per the convenience of the Expert / School Time table	will be invited frequently and Ocassionally as per school time table	All Teachers will be involved in smooth conduction of this programme. Principal will guiding them with timely instructions	
2	Proposals for Inservice Courses	All newly appointed teachers will be undergoing induction training programme in various RO centres	Will be trained as per RO schedule	Principal will Inform the concerned teacher about the induction training programme	
3	Organisation of Inservice Course/Vidyalaya level workshops	Teachers are instructed to attend all training programmes / workshops as per KVS guidelines	All the school teachers will participate in various course and school workshop	Principal and Senior Teachers will plan and execute the activity as per the guidelines	
4	Proposals for National/ICT/Innovative&experimentation Awards	Teachers are to be motivated to apply for National/ICT/Innovative&experimentation Awards	All the teachers are instructed to keep record of their work in order to send it for selection of awards	Principal will guide them with suggestions and timely instructions	
5	Community Oriented programmes	To be Planned and organised as per KVS guidelines	Conducting as per school time table	Students are exposed to the traditions and cultural activities including Yakshgana.	
6	NAEP/Counseling services	To be Planned and organised as per KVS guidelines	Teachers are instructed to attend all the counselling services planned by CBSE NCERT	NCERT, CBSE, Cluster I/C, Principal / Senior Teachers are conducting the sessions and All teachers are participating in it.	
7	Services of Special educator	Special Educator to be appointed in school	As per the requirement of the school recruitment of special educator will be done in due course of time	Based on the contractual interview special educator will be appointed with due approval of principal	
8	School sanitation initiatives	Committee to be formed to plan and execute School sanitation initiatives	Regular cleaning of toilets will be done on daily basis.	Staff Nurse and Science teacher along with other teachers will be regularly monitoring the sanitisation work of the school	
9	Maintenance of School Campus				
	Cleanliness and upkeep of				
	i) Campus	Regular Cleaning / Grass Cutting inside the Campus is to be ensured.	At regular intervals cleanliness drive in the school will be carried out	Principal and Committee members for Cleanliness and Sanitization are timely doing the monitoring of Cleanliness	

	ii) Toilets &	All the toilets to be Cleaned minimum 3 times per day on a daily basis	The house keeping staff will clean the toilets on daily basis	Regular monitoring by Staff Nurse and other Committee memebtrs will be done	
	iii) Provision of drinking water	The existing water coolers to be checked and maintained as per Health Dept Guidelines	3 nos. Water purifier / Cooler is istalled in the vidyalaya and will be checked at regular interval by Staff nurse and house keeping staff.	Regular monitoring by Staff Nurse and other Committee memebtrs will be done	
10	Development & upkeep of Lawns and gardens,Plantion drive	To be maintained and developed as per the instructions	At regular intervals cleanliness drive and plantion drive in the school will be carried out	Regular monitoring by the Committee memebtrs will be done	
11	Flower pots and their maintenance	To be maintained and developed as per the instructions	The maintainance of the flower pots and other decorative items will be done on regular basis and students will be motivated for their maintainance	Regular monitoring by the Committee memebtrs will be done	
12	Installation of Fire Extinguishers/Availability of sand and water buckets	To be checked and maintained as per Fire Dept Guidelines	To be checked and maintained as per Fire Dept Guidelines	Regular monitoring by the Committee memebtrs will be done	

Signature of Principal _____

Name of KV - KV UDUPI