

**KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE BANGALORE**  
**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	<b>A. ADMINISTRATION</b>				
	Staff sanction proposals.	Already received for 4 posts; TGT-HINDI-01, TGT-ENG-01, TGT-SCI-01, TGT-SST-01	15-02-24	Monitored	
	Proposals for up-gradation/additional sections etc.	No	NA		
2	<b>Selection of staff for contractual appointments.-</b>	Interview conducted and selected 11 candidates; 01 PGT, 02 TGTs, 02 PRTs, 06 MISC.	17-02-24	Monitored	
3	<b><u>Construction Works:</u></b>				
	i) New works	4 rooms are under construction	As per Project Organisation		
	ii) Maintenance & Repairs	Being maintained and repaired time to time	As and when needed	Being monitored	
	iii) Developmental work	Tiling work done on floor, Goddess Saraswati's statue painted & shed developed, Glass windows installed in classes, 10 Smart boards have been approved	As per Project Organisation		
	iv) Colouring/white washing of school building and staff quarters, etc.	School building painted and staff quarters are being painted	As per Project Organisation		
	v) Transfer of land/execution of lease deed etc. if required.	Being taken care by Project Organisation- NMDC	As per Project Organisation		
4	<b><u>Furniture:</u></b>				
	1. Procurement of new furniture	Some chairs procured	As per Project Organisation	Being monitored	
	2. Repair of old furniture	Being taken care by Project Organisation- NMDC	As per Project Organisation		
5	<b><u>Procurement of Stores</u></b>				
	i) Office stationery	YES	As and when needed		
	ii) Laboratory articles	Labs (Physics, Chemistry & Biology) to become modular, proposal made	As per Project Organisation	Being monitored	
	iii) Library Books	YES	As and when needed		
	iv) Workshop material	YES	As and when needed		
	v) Games/Sports material	YES	As and when needed		
	vi) Any other	Additional Internet Connection to be	As per Project Organisation		

		provided			
<b>6</b>	<b>Condemnation</b> i) Unserviceable furniture ii) Other unserviceable stores	To be condemned To be condemned	As per Project Organisation	Being monitored	
<b>7</b>	<b>Annual stock verification</b>	Done	31.03.2024	Monitored	
<b>8</b>	<b>Vidyalaya Management Committee Meetings.</b>	To be conducted	20.07.24	Being monitored	
<b>9</b>	<b>Financial Management</b>				
<b>Sl.No</b>	<b>Activity/Programme</b>	<b>Achievement Targets</b>	<b>Date(s)/Time</b>	<b>Monitoring/Evaluation</b>	<b>Remarks</b>
<b>1</b>	<b>2</b> i) Budget proposals	<b>3</b> To be prepared	<b>4</b> August/September	<b>5</b> Being monitored	<b>6</b>
	ii) Revised Estimates	To be prepared	August/September		
	iii) VVN	To be prepared	August/September		
<b>10</b>	<b>Audit of school accounts.</b> Follow up of a Audit objections	Being done	As per KVS RO	Being monitored	
<b>11</b>	<b>Maintenance of School Campus cleanliness and upkeep of</b> i) Campus	Cleaned	Everyday	Being monitored	
	ii) Toilets &	Available and cleaned two times			
	iii) Provision of drinking water	Available and water point is cleaned two times			
<b>12</b>	<b>Development &amp; upkeep of Lawns and Gardens</b>	Garden developed and being maintained	Everyday	Being monitored	
<b>13</b>	<b>Plantation of trees</b>	New trees planted and being maintained	Everyday	Being monitored	
	<b>Flower pots and their maintenance.</b>	Flower pots procured and being maintained	Everyday	Being monitored	
<b>14</b>	<b>Settlement of Court cases</b>	NA	NA		
<b>B. ACADEMICS</b>					
<b>1</b>	<b>School Time-table</b>	Prepared and being followed as per KVS norms	Everyday		
<b>2</b>	<b>Analysis of Board &amp; Internal Exam. results</b>	Internal results analyzed Board result to be analyzed	27.03.2024-31.03.2024 After declaration of result by CBSE	Being monitored	
<b>3</b>	<b>Implementation of NEP</b>	Being done	As per KVS Circulars	Being monitored	

4	Implementation of FLN	Being done	As per KVS Circulars	Being monitored	
5	Checking of written work of classes	Fortnightly	Once in fortnight	Being monitored	
6	Checking of Teachers' Diaries	FORTNIGHTLY	Once in a fortnight	Being monitored	
7	Checking of class Registers	MONTHLY	Last day of month	Being monitored	
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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
8	Remedial teaching	Remedial Time Table prepared	Everyday	Being monitored	
9	Guidance to Bright children	During classes	Everyday	Being monitored	
10	<u>Supervision of:</u>				
	i) Laboratory work	Lab manuals, activities to be conducted	Once in a month	Being monitored	
	ii) SUPW Programme	Activities and Projects	Once in a month	Being monitored	
	iii) Library	Day wise activities, period wise planned	Periodically	Being monitored	
	iv) Other work	-			
11	<u>Examination &amp; Assessments</u>				
	Formative assessments	PT-1, PT-2, Pt-3as per KVS calendar	July, September, January	Being monitored	
	Half yearly exam	HYE as per KVS calendar	September, November	Being monitored	
	Session ending exam	SEE as per KVS calendar	As per KVS directions	Being monitored	
	Preboard examination	PB-1, PB-2 as per KVS calendar	November, January	Being monitored	
12	Subject Committee Meetings	MONTHLY	Last day of every month	Being monitored	
13	Innovative Academic Projects	Feedback from the stakeholders	End of each PTM	Being monitored	

<b>12</b>	<b>Other Programmes</b>	-			
<b>C. CO-CURRICULAR:</b>					
<b>1</b>	Investiture ceremony	July	First week of July	Being monitored	
<b>2</b>	Finalisation of CCA Schedule	Prepared and Followed as per KVS guidelines	As per schedule	Being monitored	
<b>3</b>	Organisation of Hobby Clubs	July	First week of July	Being monitored	
<b>4</b>	House-wise competitions in:	To be conducted	As per CCA schedule	Being monitored	
	<b>Primary Section:</b>				
<b>Sl.No</b>	<b>Activity/Programme</b>	<b>Achievement Targets</b>	<b>Date(s)/Time</b>	<b>Monitoring/Evaluation</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	i) Story	Being followed as per KVS norms	As per CCA schedule	Being monitored	
	ii) Poetry Recitation Hindi/English	Being followed as per KVS norms	As per CCA schedule	Being monitored	
	iii) Calligraphy	Being followed as per KVS norms	As per CCA schedule		
	iv) Drawing	Being followed as per KVS norms	As per CCA schedule		
	v) Music	Being followed as per KVS norms	As per CCA schedule		
	vi) Dance	Being followed as per KVS norms	As per CCA schedule		
	vii) Fancy Dress	Being followed as per KVS norms	As per CCA schedule		
	viii) Any other	-			
<b>4</b>	<b>Secondary &amp; Sr.Secondary</b>				
	i) Elocution	Being followed as per KVS norms	As per CCA schedule	Being monitored	
	ii) Music	Being followed as per KVS norms			
	iii) Dance	Being followed as per KVS norms			
	iv) Poetry Recitation	Being followed as per KVS norms	As per CCA schedule	Being monitored	
	v) Dramatics	Being followed as per KVS norms			
	vi) Any other	-			
	vii) Participation in activities organised by other agencies.	Being followed as per KVS norms			
<b>5</b>	<b>Publication of Vidyalaya Patrika,Newsletter etc.</b>	To be published	As per schedule	Being monitored	
<b>D. GAMES &amp; SPORTS</b>					
	<b>Primary Section:</b>				
	Organisation of:				
	i) Mass participation	To be conducted			

	ii) Physical efficiency tests	Being conducted	As per schedule	Being monitored	
	iii) Athletics- Housewise com- petitions	To be conducted			
	iv) School meet	To be conducted			
	<b><u>Secondary &amp; Sr.Secondary:</u></b>				
	Organisation of :				
	i) Mass participation drive	To be conducted	As per schedule	Being monitored	
	ii) Physical Efficiency test	Being conducted			
	iii) Housewise competitions:				
	i) Athletics	To be conducted	As per schedule	Being monitored	
	ii) Team games	To be conducted	As per schedule	Being monitored	
<b>Sl.No</b>	<b>Activity/Programme</b>	<b>Achievement Targets</b>	<b>Date(s)/Time</b>	<b>Monitoring/Evaluation</b>	<b>Remarks</b>
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	iv) School meet				
	Yoga practice & display	To be conducted	As per schedule		
	Inter school/Cluster/Regional meets etc.	To be conducted	As per KVS calendar	Being monitored	
	v) Any other	-			
	vi) Participation activities organised by other agencies	-			
<b><u>E. OTHER ACTIVITIES:</u></b>					
<b>1</b>	Environmental Awareness programme	Being conducted	As per KVS calendar	Being monitored	
<b>2</b>	Science Exhibition	To be conducted as per KVS circulars	As per KVS calendar	Being monitored	
<b>3</b>	Social Science Exhibition	To be conducted	As per KVS calendar	Being monitored	
<b>4</b>	Youth Parliament	To be conducted as per KVS circulars	As per KVS calendar	Being monitored	
<b>5</b>	Value Education Programme	To be conducted	As per KVS calendar	Being monitored	
<b>6</b>	School Annual Day	To be conducted	As per KVS calendar	Being monitored	
<b>7</b>	Celebration of Festivals & important days.	Being conducted	As per KVS calendar	Being monitored	
<b>8</b>	Morning Assembly	Being conducted as per KVS norms	Everyday	Being monitored	

9	Bulletin Boards	To be conducted as per KVS circulars	As per KVS calendar	Being monitored	
10	Scouting/Guiding Training	To be conducted as per KVS circulars	As per KVS calendar	Being monitored	
			As per KVS calendar		
11	Scouting /Guiding Camps	To be conducted as per KVS circulars			
12	Trekking etc.	May be planned	As per plan	Being monitored	
13	Any other	-			
14	Health checkup of students				
	twice a year	To be conducted	As per KVS calendar	Being monitored	
	<b><u>F MISCELLANEOUS:</u></b>				
1	Talks by experts	May be planned	As per plan	Being monitored	
2	Proposals for In service Courses	Proposed for some teachers	As per KVS calendar	Being monitored	

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3	Organisation of In service Course	School Level workshop to be conducted	As per KVS Calendar	Being monitored	
4	Proposals for National Sports Meet Venues	Teachers are being encouraged	As per KVS schedule	Being monitored	
5	Community oriented programmes, if any,	To be conducted	As per KVS Calendar	Being monitored	
6	NAEP	Counselling sessions are being conducted	As per KVS Calendar	Being monitored	
7	School sanitation initiatives	Initiatives being taken	Everyday	Being monitored	
	<b>H. Any other</b>	-			

**Name of KV:** KV Donimalai

**Name of Principal:** Shri Banshi Lal (I/C)

**Signature of Principal**