

K V MALLESWARAM S2					
Institutional Plan for the academic year 2024-25					
Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	<u>A. ADMINISTRATION</u>				
	Staff sanction proposals.	To prepare the proposal with VMC	As per KVS Norms	Principal	
	Proposals for upgradation/additional sections etc.	NIL			
2	Selection of staff for contractual appointments	Prepared a Panel for all posts	28th February 24	VMC and Principal	Completed
3	<u>Construction Works:</u>				
	i) New works	NIL		Principal	The school building is very old so further constructional activities not feasible as per CPWD
	ii) Maintenance & Repairs	As per Need and requirement Electrical and civil	servicing of water purifiers & cleaning of tanks ,drainage pipes and sewage tanks periodically	Miatenance Incharge and Committee	carried out regularly
	iii) Developmental work	Development of Garden/ wellness centre/ Toy Library as per PM SHRI norms	31st March 24	Principal and various committes	completed for the year 23-24 as per budget allotted
	iv) Colouring/white washing of school buildinf and staff quarters	Quotaion will be invited for the colour wash of the exterior wall	Jul-24	VMC and Principal	Permission taken from VMC
	v) Transfer of land/execution of lease deed etc. if required.	NA			
4	<u>Furniture:</u>				
	1. Procurement of new furniture	GeM bidding for procuremnt of furniture Primary	Jun-24	Furniture Incharge	
	2. Repair of old furniture	M&R of serviceable items	Jun-24	Furniture Incharge	Completed.
5	<u>Procurement of Stores</u>				
	i) Office stationery	Required items through GeM procurement	.August 2024	LPC and school Committee	

	ii) Laboratory articles	Required items through GeM procurement	.August 2024	LPC and school Committee	
	iii) Library Books	Required items through GeM procurement	.August 2024	LPC and school Committee	
	iv) Workshop material	Required items through GeM procurement	.August 2024	LPC and school Committee	
	v) Games/Sports material	Required items through GeM procurement	.August 2024	LPC and school Committee	
	vi) Any other	Stationery items	During trainings and workshops	LPC and school Committee	
6	Condemnation				
	i) Unserviceable furniture	Condemnation and write off		All the HOD to submit the	
	ii) Other unserviceable stores	NIL		condemnation list	
7	Annual stock verification	COMPLETED		All the HODs	Work in progress
8	Vidyalaya Management Committee Meetings.	3 meetings in a year	August24, Dec24 and Feb 25	Principal and teacher representative	
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9	Financial Management				
	i) Budget proposals	To be prepared	24-Aug	Principal VMC	to be completed
	ii) Revised Estimates	To be prepared	24-Aug	Principal VMC	
	iii) VVN	To be prepared	24-Aug	Principal VMC	
10	Audit of school accounts.				
	Follow up of a Audit objections	Prepare reply and follow up	1-Nov	SSA and Principal	
11	Maintenance of School Campus cleanliness and upkeep of				
	i) Campus	To keep campus clean	Always	Monitoring by the committee formed	
	ii) Toilets &	To keep toilets clean	Always	Monitoring by the committee formed	
	iii) Provision of drinking water	RO units are in working condition	Always	Monitoring by the committee formed	
12	Development & upkeep of Lawns and Gardens	To keep adding more flowering plants/ornamental plants/ Medicinal garden/ vegetable Garden	maintained daily by Gardener	Beautification committee	work in progress

13	Plantation of trees	plantation of saplings in pots because of non availability of space	maintained daily by Gardener	Beautification committee	work in progress
	Flower pots and their maintenance.	will keep adding flower pots as per need	maintained by Gardener	Beautification committee	work in progress
14	Settlement of Courtcases				
	<u>B. ACADEMICS</u>				
1	School Time-table	Time table prepared as per KVS norms and distributed to teachers and students	march 24	Time Table committee	completed
2	Analysis of Board & Internal	analysis to be done	March and May	Exam incharge CBSE incharge and Principal	Internal exam analysis completed and sent to RO
	Exam.results				
3	Implementation of NEP				
4	Implementation of FLN				
5	Checking of written work of classes	To check periodically	Once a month	Principal vice Principal and HM	Work in progress
6	Checking of Teachers' Diaries	not yet printed	Monthly once	Principal/ vice Principal/ HM	Work in progress
7	Checking of class Registers	To check periodically	Last working day	Principal/VicePrincipal	Work in progress
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8	Remedial teaching	Monitor regularly	As per time table	Academic monitoring Committee and Principal	Commence on 3 April 2024
9	Guidance to Bright children	Monitor regularly	Weekly	Academic monitoring Committee and Principal	Work in progress
10	<u>Supervision of:</u>				
	i). Laboratory work	Complete practicals	Oct-24	Academic monitoring Committee and Principal	Work in progress
	ii) SUPW Programme	prepare and implement plan	As per time table	Academic monitoring Committee and Principal	Work in progress
	iii) Library	Implement Library policy	Quartrely meetings	Library Committee and Principal	As per KVS Norms
	iv) Other work	As and when assigned by kvs HQ and RO			

11	Examination & Assessments				
	<u>Model tests</u>				
	Half yearly exam/Summative assessments	Periodic Assessments	To complete assigned work as per KVS plan	Exam Dept	
	Session ending exam/Summative assessments	To complete assigned work	As per KVS plan	Exam Dept	
	Unit Tests/Formative assessment	To complete assigned work	As per KVS plan	Exam Dept	
12	Subject Committee Meetings	To conduct regularly	Once a month	Principal and concerned subject committee	
13	Innovative Academic Projects	To present as many possible projects	As per KVS calendar	All teachers and Principal	
14	Other Programmes				
	<u>C. CO-CURRICULAR:</u>				
1	Investiture ceremony	Elections for the School Captain	July 1st week	CCA committee	
2	Finalisation of CCA Schedule	Different programmes with dates	March last week	CCA committee	
3	Organisation of Hobby Clubs	Different clubs formation	April 1st week	CCA committee	
4	House-wise competitions in:	To conduct regularly	Once in a Week during CCA periods	CCA committee	
	<u>Primary Section:</u>				
	i) Story	Maximum Participation	31/12/2024	CCA committee Primary	
	ii) Poetry Recitation Hindi/English	Maximum Participation	31/12/2024	CCA committee Primary	
	iii) Calligraphy	Maximum Participation	31/12/2024	CCA committee Primary	
	iv) Drawing	Maximum Participation	31/12/2024	CCA committee Primary	
	v) Music	Maximum Participation	31/12/2024	CCA committee Primary	
	vi) Dance	Maximum Participation	31/12/2024	CCA committee Primary	
	vii) Fancy Dress	Maximum Participation	31/12/2024	CCA committee Primary	
	viii) Any other	Maximum Participation	31/12/2024	CCA committee Primary	
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4	<u>Secondary & Sr.Secondary</u>				
	i) Elocution	Maximum Participation	31/12/2024	CCA committee secondary	
	ii) Music	Maximum Participation	31/12/2024	CCA committee secondary	

	iii) Dance	Maximum Participation	31/12/2024	CCA committee secondary	
	iv) Poetry Recitation	Maximum Participation	31/12/2024	CCA committee secondary	
	v) Dramatics	Maximum Participation	31/12/2024	CCA committee secondary	
	vi) Any other	Maximum Participation	31/12/2024	CCA committee secondary	
	vii) Participation in activities organised by other agencies.	Science olympiad, Green Olympiad etc	As per KVS calendar	concerned committees	
5	Publication of Vidyalaya Patrica, Newsletter etc.	will Publish patrika	As per KVS calendar	CCA committee of both Primary and secondary	completed FOR 2023-24
	<u>D. GAMES & SPORTS</u>				
	<u>Primary Section:</u>				
	Organisation of:				
	i) Mass participation	Activity cards will be provided	Period wise	All Primary Teachers	
	ii) Physical efficiency tests	MPT and MINI SPORTS	Monthly	TGT (PHE): Coach	
	iii) Athletics- Housewise competitions	Athletics, skipping, tennis ball throw, ver Kho-Kho, Football, Relay race, tug of war, Athletics	July 2024	do	
	iv) School meet	Maximum Participation	Nov, 24	TGT (PHE): Coach	
	<u>Secondary & Sr.Secondary:</u>				
	Organisation of :				
	i) Mass participation drive	Swach Bharat Abhiyan, Fit India, MPT	weekly Activities	All teachers and Principal	
	ii) Physical Efficiency test	As per the CBSE guidelines	Monthly	TGT (PHE): Coach	
	iii) Housewise competitions:				
	i) Athletics	100m,200,400, Long Jump, High Jump	July 2024	TGT (PHE): Coach	
	ii) Team games	Kho-Kho, Basketball Khabadi, Throw Ball, Volleyball, Football	July 2024	TGT (PHE): Coach	
	iv) School meet	Maximum Participation	Sep-24	All teachers and Principal	
	Yoga practice & display	Daily Morning and in one period on Saturday	Yoga day and sports day annual day	Yoga coach and Teachers	
	Inter school/Cluster/Regional meets etc.	To improve number of participants	As per KVS calendar	TGT (PHE): Coach	
	v) Any other	As per kvs guidelines and instructions	
	vi) Participation in activities organised by other agencies	As per kvs guidelines and instructions	

	E. OTHER ACTIVITIES:				
1	Environmental Awareness PROGRAMME	Planting more trees and taking care of them, observing different significant days	AS per requirement and calander	Committee	
2	Science Exhibition	School level, Regional level	As per KVS calendar	Committee	selected project to be sent to National
3	Social Science Exhibition	School, Cluster, Regional level	As per KVS calendar	Committee	selected project to be sent to National
4	Youth Parliament	Nil			
5	Value Education Programme	Value talk by the teachers/ experts/councillor	as per need	CCA committe	
6	School Annual Day	Conduct annual day by including cultural activiites	Nov-24	CCA committe	
7	Celebration of Festivals & important days	National Festivals and important days will be celebrated in the assembly	as per calendar	CCA committe	
8	Morning Assembly	Maximum Participation	Daily	CCA committee , all teachers	
9	Bulletin Boards	According to theme of the month, or festivals or important days to be celebrated	Once a month	CCA committee, all class teachers and house masters	
10	Scouting/Guiding Training	Maximum Participation	As per KVS calendar	S & G teachers	
11	Scouting / Guiding Camps				
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12	Trekking etc.	Maximum Participation	whenever required	TGT (PHE): Coach	
13	Any other- NCC	Maximum participation	As per schedule by NCC BN	Third Officer from K.V. Malleswaram- Sachin Verma	
14	Health check up of students	Twice annually	August, Feb	TGT (PHE): Coach	
	twice a year				
	F MISCELLANEOUS:				
1	Talks by experts	Talks by experts	For AEP, Guidance	Monthly	AEP In-charge
2	Proposals for Inservice Courses	For newly inducted teachers	as per KVS calendar	Principal I/C	
3	Organisation of Inservice Course	Sponsor and relieve teachers	as per KVS calendar	Principal I/C	to monitor performance after the training

4	Proposals for National/ Incentive awards	teachers are motivated to adopt innovative practices and present the reports	As per KVS instructions	All teachers	
5	Community oriented programmes, -if any	Swacch Bharat abhiyan	As per govt of India instructions	All Students/ teachers/ parents	
6	NAEP	To carry out effectively	Weekly	NAEP i-c	
7	School sanitation initiatives				
	<u>H. Any other</u>				

Name of KV: Malleswaram Shift 2

Name of the Principal: NEELAM KAUR

Signature of Principal :