

## VIDYALAYA PLAN (SESSION 2024-25)

### 1. Institutional Planning- Definition

“Institutional planning is a program of development and improvement prepared by an educational institution on the basis of its felt needs and the resources available or likely to be available, with a view to improving the school programme and school practices. It is based on the principle of optimum utilization of the resources available in the school and the community.”

–M. B. Buch

### 2. School Information:

- |                                      |   |
|--------------------------------------|---|
| i. Name of school                    | :Kendriya Vidyalaya STPS Suratgarh  |
| ii. Address                          | :STPS Colony Suratgarh  |
| iii. Contact No                      | :01509-245407   |
| iv. CBSE Affiliation NO/ School Code | :1700055/ 14180   |
| v. KV Code                           | 1640  |
| vi. Website                          | : <a href="https://stpssuratgarh.kvs.ac.in">https://stpssuratgarh.kvs.ac.in</a> |
| vii. Email ID                        | :stpskvsuratgarh@gmail.com  |
| viii. Highest Class                  | :12 <sup>th</sup> (Science)   |
| ix. Delhi Head                       | :Commissioner KVS(HQ).New Delhi.  |
| x. Regional Head                     | :Mr. B.L. Morodiya<br>Deputy Commissioner ,Jaipur Region                        |
| xi. Name of Lok Sabha MP             | :Nihal Chand Meghwal  |
| xii. Chairman's Name and Address     | :Mr. T. R. Soni STPS Colony   |
| xiii. Principal's Name & contact No  | :Mr. Sumer Singh M:9414094652   |

### 3. Mission statement

To create a learner friendly ambience for the harmonious development of the social skills and to inculcate values, moulding the personality of the contributing citizens of the society and world at large.

### 4. VISION

- All round development of a child.
- Motivational approach towards co-scholastic activities.
- Professional counseling of a student.

### 5. Strengths

- Dedicated and highly educated teaching force.
- Good infrastructure of the Vidyalaya
- Financially stable getting time to time government fund for the development.
- Located in Rural area.

### 6. Weakness

#### Task

- Trying to achieve 100% quantitative and qualitative result (With 70 PI).
- All round personality development of the students.

## 7. Opportunities

- Use of TAL/CAL and E-classroom.
- Development of playground leads to increase in physical strength, expertise in different games as well as mental ability of the student.

## 8. Core Values

- Our school represents mini India.
- We facilitate the idea of National integration.
- We serve to build a strong future society and a nation

## 9. Future Planning related to infrastructure

- Renovation of school to develop better infrastructure.
- Playground and Children Park for primary students.

## 10. Stake Holders

- Members: Students, Parents and Society.
- Aim: Welfare of the society.

## 11. Best practices adopted in the school:

- Congenial atmosphere.
- Learning by doing.
- CAL/TAL.

## 12. Any other innovation by student/staff:

- All employee tries to satisfy student with their skill and knowledge

## 13. Calendar of activities(Academic, Curricular & Co-curricular):

# Academic, Administrative & Financial calendar of Activities

APRIL & MAY 2024

## ACADEMIC PLAN

- Analysis of Internal Exams (Re-exam and Supplementary) and Result on 30<sup>th</sup> April
- Discussion on Result Analysis of Internal Examination.  
**Ek Bharat Shrestha Bharat**
  - Various activities during Morning Assembly. Like Quiz, Cultural activity, Competition etc.
  - Vocal & Classical Music.
- Planning and Allocation students to Houses and House Meeting.
- Planning and Beginning of CCA.
- Subject Committee meeting/Strategy forming session
- Appointment of contractual teachers
- CBSE Examination work.
- Selection of Class Monitor.
- Requisition of articles needed for new academic session by various Stock In-charges and condemnation process.
- Celebration of World Earth Day/Health Day/World Day for Water/Environment Day and Dr. Ambedkar's Birthday.
- Admission to class I onwards.
- Story Telling Competition for Primary.

- Primary Section-Cluster level CMP Meeting
- Fit India Mission
- First NIPUN meeting
- Scout & Guide registration
- Art Integrated Project to students.
- Holidays Home Work/Project to be given to students for Summer Vacations.
- Vidyalaya Level Sports Competition.
- Intra House Competition.

## ADMINISTRATIVE PLAN

- Submission of monthly reports-Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc. by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Planning and preparation of list of duties and work to be done during vacation.

## JUNE & JULY 2024

## ACADEMIC PLAN

- School readiness programme for class I students.
- Pravesh Utsav for 1<sup>st</sup> class students and parents.
- Result Analysis of Board Classes X and XII (2023-24).
- Registration and Admission to Class XI.
  - Ek Bharat Shrestha Bharat-
    - Various activities during Morning Assembly.
    - Classical and Folk Dance
    - Visual Art (Solo)
    - Indigenous Toys and Games (Solo)
    - Digital Photo Collage making on paired State (Class 6th onwards)
- Career Counselling.
- LABV is it under JIGYASA.
- Submission of Holidays Home Work and Projects on reopening of School after Summer Vacation.
- Subject Committee Meeting:
- Greeting Card Making Competition.
- Distribution of student diary.
- International Yoga Day Celebration (21<sup>st</sup> June)
- RAJBHASHA Meeting.
- International Day against Drug Abuse & Illicit Trafficking. (Scout & Guide Activity)
- World Forest Day Celebration (Scout & Guide Activity)
- Intra House competition
- Periodic Test 1 (Pen Paper Test - Classes III to X).
- Monthly assessment of Class XII
- Registrations for Science, Mathematics and Cyber Olympiads.
- Registration for KVS Olympiad
- Fit India Mission
- Inter House Games and Sports Competition.
- PTM of all classes.
- Classroom Decoration Competition.
- Story Telling Competition.
- Investiture Ceremony (House Council)
- Book Week
- Investiture ceremony. (Student Council)

- Sports & Games
  - Cluster Level(First Week)
  - Regional Level(Last Week)
- World Population Day(Scout & Guide Activity)
- Preparation of Regional level Competition.
- Van Mahotsav -Target-'One Child One Plant'

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc. by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Procurement of stocks for various department and library.
- Credit of HPL/EL and update of other entries in the Service Book of employees.

#### **AUGUST, 2024**

#### **ACADEMIC PLAN**

- Sanskrit shapath celebration.
- Monthly Test Class XII
- Fit India Mission
- 2<sup>nd</sup> NIPUN Meeting.
- Kala utsav celebration - Cluster level Competition. (28 August to 29 August 2024)
- Scouting/Guiding: Camps Regional Level/ KVS level
- Selection under NCSC.
- Medical/Health check-up of students.
- PTM of weak students of all classes.
- InternationalYouthDayCelebrationon12<sup>th</sup> August.
- Independence Day Celebration on 15<sup>th</sup> August.
- Sadbhawana Diwas Celebration on 20<sup>th</sup> August. (Scout & Guide Activity)
- Subject Committee Meeting and Planning for remedial teaching.
- Rakhi Making Competition
- Khel Diwas - 28 August.
- Ek Bharat Shrestha Bharat-
  - Various activities during Morning Assembly.
  - Cultural Competition - Folk Dance, Patriotic Song, Etc.
- Medical Health Check-up
- Regional Level Sports Meet.

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Relieving of transferred out employee and joining of transferred in employee if any

#### **SEPTEMBER, 2024**

## ACADEMIC PLAN

- Swachhata pakhwada celebration.
- Half Yearly Examination for Class III-VIII
- Periodic Test -II for Class -IX & X
- Monthly Assessment for class XII
- Verification of List of Candidates (LOC) for Class X and XII (Tentative)
- Online CBSE Registration of Class IX & XI (Tentative)
- Poshan mah celebration.

### Ek Bharat Shrestha Bharat-

- Various activities during Morning Assembly.
- Video Conferencing with Students of Paired States.

- PTM of all classes.
- Subject Committee Meeting and Planning for Remedial teaching.
- Celebration of Teachers Day, Hindi Pakhwara and World Literacy Day.
- Mathematics Olympiad-Phase I.
- Teacher's Day Celebration.
- Celebration of Hindi Diwas on 14<sup>th</sup> Sept.
- Celebration of Hindi Pakhwada
- Grand Parents Day Celebration
- Follow up of decisions of Principal Conference.
- RAJBHASHA Meeting.
- World Literacy Day (Scout & Guide Activity)
- International Day Peace (Scout & Guide Activity)
- Annual Registration for Scout & Guide.
- Intra House Competition.

## ADMINISTRATIVE PLAN

- Submission of monthly reports- Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## OCTOBER, 2024

## ACADEMIC PLAN

- SOF Olympiad
- Scout Guide pravesh test at Vidyalaya level
- Preparation & Compilation of class magazine.
- Remedial Class for week Students(Class X and XII)
- Ek Bharat Shrestha Bharat-
  - Various activities during Morning Assembly.
  - Celebration National Unity Day.
- Celebration of Gandhi Jayanti and Lal Bahadur Shastri's Birth Day on 2<sup>nd</sup> October.
- Subject Committee Meeting.
- Community Lunch.
- Group Dance Competition.
- National Children Science Congress at regional level.
- Primary Section
  - i) School level Sports under CMP
  - ii) School level CMP Meeting (I,II&III)
- Autumn Break from 08-10-2024 to 17-10-2024

- Assignments for Autumn Break
- Online submission of class IX/XI students to CBSE website.
- Fit India Quiz.

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports-Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- RAJBHASHA Meeting.

### **NOVEMBER, 2024**

#### **ACADEMIC PLAN**

- Monthly Test
- 3<sup>rd</sup> NIPUN Meeting
- 1<sup>st</sup> Pre-Board exam: X and XII(4<sup>th</sup> week).
- Subject Committee Meeting Review.
- Half yearly examinations for Class XI
- PTM Classes IX to XII (weak students)
- Celebration of Ekta Diwas (Flag Day-7 Nov) and festivals. (Scout & Guide Activity)
- Deepawali Celebration.
- Excursion for classes.
- Children's Day Celebration on 14<sup>th</sup> November
- Subject Committee Meeting and planning for remedial teaching.
- Poem Competition-English and Hindi.
- Extempore Competition.
- National Education Day
- Primary Section
  - i) Bal Diwas & Community Lunch
  - ii) School level CCA under CMP
- Intra House Competition.

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports- Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

### **DECEMBER, 2024**

#### **ACADEMIC PLAN**

- Ek Bharat Shrestha Bharat-
  - Various activities during Morning Assembly.
  - Student exchange programme with paired states.
- Celebration of World AIDS Day, Human Rights Day(Scout & Guide Activity)
- X-Mas Day and New Year.
- Celebration of KVS Foundation Day-15<sup>th</sup> December
- Study Camp for Class X and XII.
- Inspire Awards MANAK National Level.
- Thinking Day

- Winter Break (24.12.2024 to 02.01.2025)
- Winter Break-Study Camp for X and XII
- Subject Committee Meeting.
- Assignments for Winter Break.
- Primary Section -Cluster Level Cubs & Bulbul Utsav
- Sport Day Celebration.

### ADMINISTRATIVE PLAN

- Submission of monthly reports-Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup>of the month.
- Conduct of Staff Meeting.

### JANUARY, 2025

#### ACADEMIC PLAN

- Periodic Test 2(VI to IX AND XI) tivities)
- Internal Assessment.
- Project and Practical assessment
- **Ek Bharat Shrestha Bharat-**
  - Various activities during Morning Assembly.
  - Preparation of Art Project for School Level.
- 2<sup>nd</sup> Pre-Board exam (Third Week), Remedial teaching for weak students of all classes.
- PTM of X and XII.
- Subject Committee Meeting.
- Fit India Mission
- Celebration of Republic Day, Martyr Day, Subhash Chandra Bose Birth Day.
- Celebration of National Youth day
- Second Round Medical check-up
- School Excursion
- Preparation for class XII CBSE Practical Examinations
- Pratham Sopan/Dwitiya Sopan(Scout & Guide Activity)
- 4<sup>th</sup> NIPUN Meeting
- Weekly Troop/Company/Pack/Flock meeting at Vidyalaya Level.
- Medical Health Check-up.
- Intra House Indoor Games.

### ADMINISTRATIVE PLAN

- Submission of monthly reports- Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup>of the month.
- Conduct of Staff Meeting.
- VMC Meeting
- Crediting leaves and updating of other record in Service Book of employees.
- Meeting of purchase committee .

### FEBRUARY, 2025

#### ACADEMIC PLAN

- Internal Assessment for Class III & VIII
- **Ek Bharat Shrestha Bharat-**
  - Various activities during Morning Assembly.
  - School Report Patrika.

- Revision Classes for Preparation of SEE.
- Practical exam of Board Classes.
- Farewell party for Class XII.
- Completion of Result registers.
- Moderation Committee Meeting.
- Completion of Syllabus of all Subjects in every class.
- Subject Committee Meeting.
- Celebration of National Science Day.
- Primary Section- School level CMP Meeting(I,II&III)
- Youth Day/Thinking Day Celebration(Scout&Guide Activity)
- Intra House Indoor Games.
- Recreation Games.

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports-Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

#### **MARCH, 2025**

#### **ACADEMIC PLAN**

- Session Ending Examination for school
- Class XI-Session Ending Examination(1<sup>st</sup> Week)
- CBSE Board Exam-2025
- Celebration of Women;s day
- Result Distribution of all classes.
- Interview and Panel List for contractual staff appointment.
- Completion of all formalities for New-Academic Session.
- Preparation of Time Table for New-Academic Session.
- Planning for House wise competition for New-Academic session.
- Planning and distribution of Vidyalaya committee.
- Planning and beginning of CMP.
- Planning and effective utilization of the sources available.
- Finalization of CCA & CMP schedule.
- Admission to Class I as per KVS schedule.
- Stock Verification and Staff Verification.
- Annual Appraisal Performance report to be filled by staff.
- Printing of Student and Teacher Diary for next session.
- RAJBHASHA Meeting.
- International Women's Day Celebration.
- Intra House Indoor Games.
- Recreation Games.
- Indigenous Games.

#### **ADMINISTRATIVE PLAN**

- Submission of monthly reports- Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.