

PM SHRI KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE GURUGRAM

Institutional Plan for the Academic year 2024-25

School: PM SHRI KV Dharamshala Cantt

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time Target	Monitoring /Evaluation	Remark
1	2	3	4	5	6
1	A. ADMINISTRATION				
	Staff sanction proposals.	Online Mode	As per RO Schedule	At School & RO Level	
	Proposals for upgrada-	NIL	NA	NA	
	tion/additional sections etc.				
2	Selection of staff for contractual appointments.-	Contractual Panel has been prepared for the current Session 2024-25 through Contractual Interviews held on 20 FEB, 2024.	Teachers in Position w.e.f 01-04-2024	At School Level	
3	Construction Works:			At Vidyalaya Level as well as with the Help of MES & RO and KVS(HQ) Level	
	i) New works	Kabbadi Play Ground	July,2024		
	ii) Maintenance & Repairs	Minor Repairs	June, 2024		
	iii) Developmental work	Swings & Slides in Primary Park	Aug, 2024		
	iv) Colouring/white washing	Complete white wash of the building. Rs. 1000000/- has been deposited to Construction Agency (MES)	Aug,2024		
	of school building and staff				
quarters, etc.					

	v) Transfer of land/execution of lease deed etc. if required.	NA	NA		
4	<u>Furniture:</u>				
	1. Procurement of new furniture	3 Steel Almirahs : 1 for CBSE, 1 for Office; 1 for Resource Room. 15 Computer cabinets. 10 coloured Toys' Shelves	June, 2024	By Furniture I/C & Principal	
	2. Repair of old furniture	Repair of Furniture	Oct,2024		
5	<u>Procurement of Stores</u>	Being Purchased through GeM	As and when required (Till 20th Feb ,2024)	At Vidyalaya level & Sr. PGTs	
	i) Office stationery				
	ii) Laboratory articles				
	iii) Library Books				
	iv) Workshop material				
	v) Games/Sports material vi) Any other				
6	<u>Condemnation</u>				
	i) Unserviceable furniture	Condemnation of Old ICT Equipments & other outdated items will be	Till July ,2024	At Vidyalaya Level	
	ii) Other unserviceable stores	Condemnation up 25000/- (Furnitures & Labs)			
7	<u>Annual stock verification</u>	Verification of Stock has been done for Session 2024- 25	Done in March ,2024	At Vidyalaya Level	

8	Vidyalaya Management	Three meetings during the Session	First meeting- 29 June, 2024; Second in Nov' 2024 and Third in Feb' 2024	Principal & Chairman VMC	
	Committee Meetings.				
9	Financial Management			At Vidyalaya and KVS(RO) Level	
	i) Budget proposals	Submitted in Annual Accounts	April,2024		
	ii) Revised Estimates	Submitted as per KVS(RO) Schedule (on time)	Aug, 2024		
	iii) VVN	Submitted as per KVS(RO) Schedule (on time)	Aug, 2024		
10	Audit of school accounts.	Settlement of Maximum No.s of Paras	June, 2024		
	Follow up of a Audit objections				
11	Maintenance of School Campus		During the whole session :2024-25(As and when required - Additional steps shall be ensured.)	Drinking Water Quality will be tested through External Agency Once a Year and Monitoring of the same will be done by The Principal at Vidyalaya Level.	
	Cleanliness and upkeep of	1. Proper Cleanliness & maintenance of Vidyalaya Campus and Toilets throughout the session.			
	i) Campus				
	ii) Toilets &				
iii) Provision of drinking water	2. Provide Clean drinking water to Students & Staff				
12	Development & upkeep of	Maintenance of Gardens, Plantation of plants and acquiring additional plants.	During the entire session 2024-25		
	Lawns and Gardens				
13	Plantation of trees	Plantation of Trees during Van- Mahotsav with plants being procured from Forest	July & August,2024		

		being procured from Forest Department of Dharamshala.		Regular watering and weeding of plants by all the members of KV Dharamshala Cantt.(Students, Teachers, Sub Staff , Outsourcing Staff and Principal).	
	Flower pots and their maintenance.	purchasing ,maintenance of new pots and plants .			
14	Settlement of Court Cases	No Cases	Nil	NA	
B. ACADEMICS					
1	School Time-table	Time Table for Session 2024-25 has been prepared as per KVS Norms and is being implemented w.e.f 01-04-2024	Implemented w.e.f 01-04-2024	Is being Monitored at Vidyalaya Level by the Principal and Time Table I/C	
2	Analysis of Board & Internal Exam Results	1. Result Analysis of Internal Examination has been prepared as per mentioned Schedule of KVS(RO) ,Gurugram. 2. Result Analysis of Board Classes(X & XII) for Session 2023-24 has been prepared after the Declaration of SSCE & SSE Result.	1. a) Result Analysis of Internal Examination has been submitted on 16th April 2024. b)Result Analysis of Internal Examination has been submitted on 27-03-2024	Is being Monitored at RO Level by AC, KVS RO Gurugram and at Vidyalaya Level by The Principal , Internal Exam I/C and CBSE I/C	
3	Implementation of NEP	AS PER DIRECTION OF NCERT, CBSE, KVS HQ and KVS(RO) Gurugram	Targets as per provided Schedule.	Is being Monitored at the Vidyalaya Level by Principal	

	School level workshops on NEP	AWARENESS AND IMPLEMENTATION OF NEP Workshops.	LAST WORKING DAY OF EVERY MONTH		
4	Implementation of FLN and NIPUN	AS PER KVS Schedule 2023-24	28-02-2025	Is being Monitored at Vidyalaya Level by Principal and Senior Most PRT	
	Evaluation of Learning outcomes(Lakshayas)	AS PER KVS Schedule 2023-24	END OF EVERY MONTH	Is being Monitored at Vidyalaya Level by Principal Cluster I/C. and Senior Most PRT	
	Implementation of Vidya Pravesh	Conduction of ' Vidya Pravesh ' and dissemination of information to all the Parents of Class 1st on 7th May,2024 and conducting all the activities of ' Vidya Pravesh '.	May,2024		
	Assessment of FLN (Entry/Mid Term/Year end)	AS PER SCHEDULE GIVEN BY RO	AS PER SCHEDULE GIVEN BY RO	Is being Monitored at Regional Level by AC, KVS RO Gurugram and at Vidyalaya Level by The Principal	
	Conduct of LAT (Learning Achievement Test)	ENHANCEMENT OF KNOWLEDGE AND SKILL	29th April 2024		
	One School level Project under FLN	SPOKEN ENGLISH IMPROVEMENT	28-02-2025		Monitoring by Principal, PGT and TGT(English).
5	Checking of Written Work of Classes	TWICE IN A Month	15th and 30th/31st of Every Month	By The Principal	
6	Checking of Teachers' Diaries				

7	Checking of class Registers				
8	Remedial teaching	Remedial Teaching and Extra Classes for Slow Bloomers of Classes X & XII are being conducted w.e.f 01-04-2024	Through out the Session Till 28-02-2025.	At Vidyalaya Level	
9	Guidance to Bright children	Above 90% CBSE Result in Class X & XII for at Least 4 Students.	Special Sessions and Micro- Teaching during selected days.	At Vidyalaya Level by Principal and Guidance & Counselling I/C.	
		Career Counselling	1- Session of Counselling per Month.	Class Teachers and Special Educator.	
		Emotional support	Through out the Year.		
10	Supervision of:				
	i). Laboratory work	Completion of all Lab Experiments and Upgradation	As per Academic Schedule & Split up of Syllabus provided KVS(RO), Gurugram .	Teachers and Principal at Vidyalaya Level.	
	ii) SUPW Programme	1. M&R of the school by TGT WET 2. BaLA by TGT (AE)	As and when feasible	Principal	
	iii) Library	Acquiring 10 COMPUTERS and COMPUTER CABNETS(PM SHRI) for the Current Session.	By June,2024	Librarian and PGT (CS)	
	iv) Other work	CBSE Hub of School Meeting	July,2024	Principal & CBSE I/C	
		PPP Visits and Interaction	June,2024;November,2024 and Feb,2025	Principal & PPP I/C	

11	Examination&Assessments				
	Formative Assessments	Will be Conducted as per KVS(RO),Gurugram Schedule	As per KVS(RO), Academic Schedule	At Vidyalaya & RO Level	
	Half-Yearly Exam				
	Session-Ending Exam				
	Pre-Board Examination		November & December,2024		
12	Subject Committee Meetings	Subject Committee Meetings are conducted on the Last Working Day of each month and Additionally during Recess if Possible.	Are being conducted on each Last Working Day From April,2024 On wards	Faculty Heads and Principal	
13	Innovative Academic Projects	Each Teacher has proposed One Innovative project for the Session 2024-25	Teachers will submit the Complete Project Report as and when the projects conclude.	Teachers & Principal	
1	Investiture ceremony	Alloting portfolio and selecting all Prefects and Captains(Students' Council)	30th July,2024	Principal and I/C Integrity Club	

2	Finalisation of CCA Schedule	सत्र 2024- 24 के लिए पाठ्य सहगामी गतिविधियों का विस्तृत विवरण तैयार किया गया है, जिसका उद्देश्य छात्रों का शैक्षिक उपलब्धियों के साथ-साथ छात्रों का बहुमुखी व्यक्तित्व विकास होगा। सभी क्रियाकलापों का समय पर निष्पादन किया जाएगा।	<p align="center">CCA ACTIVITIES FOR PRIMARY SECTION</p> <p align="right">01-04-2024 सोमवार उत्कल दिवस</p> 07-04-2024 शनिवार विश्व स्वास्थ्य दिवस 06-04-2024 शनिवार सदन आवंटन /सदन बैठक 14/4/2024 शनिवार डॉ भीमराव अम्बेडकर जयंती 20/4/2024 शनिवार संघ/क्लब गतिविधियां/ पट-सज्जा प्रतियोगिता(सदन) 22/4/2024 सोमवार बुध्वी दिवस 27/4/2024 शनिवार दौड़ा समारोह 04-05-2024 शनिवार लोक गीत (देशभक्ति) 21/6/2024 शुक्रवार अंतराष्ट्रीय योग दिवस 22/6/2024 शनिवार काव्य पाठ(अंग्रेजी) 29/6/2024 शनिवार लोक नृत्य प्रतियोगिता 06-07-2024 शनिवार संघ/क्लब गतिविधियां 20/7/2024 शनिवार सुलेख(अंग्रेजी) 27/7/2024 शनिवार होस्टर निर्माण 3-8-2024 शनिवार पुस्तक/ अखबार पठन 15/8/2024 गुरुवार स्वतंत्रता दिवस 17/8/2024 शनिवार शही निर्माण प्रतियोगिता 24/8/2024 शनिवार धरिधान प्रतियोगिता(जन्माष्टमी) 26/8/2024 सोमवार संस्कृत सप्ताह 29/8/2024 गुरुवार खेल दिवस 31-08-2024 शनिवार बुक मार्क निर्माण प्रतियोगिता 05-09-2024 गुरुवार शिक्षक दिवस 14/9/2024 शनिवार हिन्दी दिवस /पखवाड़ा 21/9/2024 शनिवार कविता वाचन(हिन्दी) 28/9/2024 शनिवार खिलौना निर्माण प्रतियोगिता	निर्धारित समय सारणी के अनुसार प्राचार्या और सी. सी. ए. प्रभारी द्वारा मूल्यांकन	
3	Organisation of Hobby Clubs	छात्रों को विभिन्न क्लब में बांटना ताकि उनमें विभिन्न रुचियों का पल्लवन किया जा सके	सत्र के प्रत्येक माह में एक क्लब गतिविधि का आयोजन किया जाएगा	विद्यालय प्राचार्या द्वारा सतत मूल्यांकन	
4	House-wise competitions:	पाठ्य सहगामी गतिविधियों का आयोजन सदन के आधार पर किया जाएगा	प्रत्येक माह निर्धारित सारणी के अनुसार गतिविधियों का आयोजन	निर्धारित सारणी के अनुसार आयोजन एवं प्राचार्या द्वारा मूल्यांकन	
Primary Section:					
	i) Story	छात्रों का भाषायी विकास	April, 2024	At Vidyalaya Level by Principal and	

	ii) Poetry Recitation Hindi/English	छात्रों का भाषायी विकास	Sept, 2024	CCA I/C(Primary)
	iii) Calligraphy	छात्रों का लेखन विकास	Aug, 2024	
	iv) Drawing	छात्रों का कलात्मक और सृजनात्कामक विकास	Dec,2024	
	v) Music	छात्रों का कलात्मक और सृजनात्कामक विकास	Dec,2024	
	vi) Dance	छात्रों का कलात्मक और सृजनात्कामक विकास	Nov, 2024	
	vii) Fancy Dress	छात्रों का कलात्मक , प्रस्तुतीकरण , वाचन कौशल व् सृजनात्कामक विकास	Nov, 2024	
	viii) Any other(BOOK MARK MAKING)	छात्रों का कलात्मक और सृजनात्कामक विकास	July, 2024	
4	<u>Secondary & Sr.Secondary</u>			
	i) Elocution	House Wise Competitions	Sept, 2024	
	ii) Music	PREPARE STUDENTS FOR PRAYER (VOCAL AS WELL INSTRUMENTAL) INTRODUCE SILENT NATIONAL ANTHEM	Nov, 2024	At Vidyalaya Level by Principal , CCA I/C & Music Teacher
	iii) Dance	TALENT SEARCH COMPETITION , INTER GROUP COMPETITION	Dec,2024	

	iv) Poetry Recitation	Conduct Poetry Recitation Competition	Aug, 2024		
	v) Dramatics	Skit Competition	Jan,2025		
	vi) Any other	SPIC MACAY and Routes to	As and when received / Intimated		
	vii) Participation in activities	Giving more exposure to all the students.	As and when received / Intimated		
	organised by other agencies.				
5	Publication of Vidyalaya Patrika,Newsletter etc.	Compilation of all the Activities of the Session; Students' literary Creation and photographs of all important events of Secondary Section in Vidyalaya Patrika(Annual) and CMP Magazine for The Primary Section.	31st July,2024[School Magazine] the end of Each Quarter [CMP Magazine]	At	Principal , PGT Eng., PGT Hindi & CMP I/C.

D. GAMES & SPORTS

	<u>Primary Section:</u>				Is being Monitored at Vidyalaya Level by Principal and PET, Yoga Teacher, Martial Arts Instructor & KVS(RO) Level
	Organisation of:				
	i) Mass participation	Composite Exercises	Throughout the Session		
	ii) Physical Efficiency tests	As per EBSB and FIT INDIA	Nov,2024		
	iii) Athletics- Housewise competitions	One Sports Activity Per Month	Jan,2025		
	iv) School meet	Annual Sports Meet.	October,2024		
	<u>Secondary & Sr.Secondary:</u>				
	Organisation of :				

	i) Mass participation drive	Composite Exercises	Throughout the entire Session		
	ii) Physical Efficiency test	As per SBSB and FIT INDIA	As KVS(RO), Gurugram Sports Schedule		
	iii) Housewise competitions:	One Sports and games Activity Per Month	Throughout the entire Session		
	i) Athletics				
	ii) Team games				
	iv) School meet	Annual Sports Meet.	October,2023		
	Yoga practice & display	Yoga Exercises as per KVS Directions and Yoga Day Celebration.	Throughout the Session ,2024-25 and Yoga Day on 21st June ,2024.		
	Inter school/Cluster/Regional	Enthusiastic and Meaningful Mass Participation in Sports & Games	As KVS(RO), Gurugram Sports Schedule and as & when the opportunity arises for participation at State and District Level		
	v) Any other				
	vi) Participation activities organised by other agencies				
E. OTHER ACTIVITIES;					
1	Environmental Awareness programme	To organise Quiz, Painting , Essay and slogan writing etc. as per Green Olympiad and Similar Green Initiative for maximum participation and Eco Awareness.	During the entire session -2024-25	Principal & Eco Club I/C	
2	Science Exhibition	Ensuring selection of at least 3 students .	Session 2024-25	School level conduction of exhibition by Science and Maths Faculties.	

3	Social Science Exhibition	Celebration of Rashtriya Ekta Parv ;Conducting AKAM & EBSB Activities in a Dedicated Manner.	During the entire session 2024-25	Principal , Social Science Faculty & Integrity Club I/C	
4	Youth Parliament	Preparation & Conduction of Youth Parliament	During the session as per schedule issued by NYPS	Principal , Social Science Faculty & Integrity Club I/C	
5	Value Education Programme	Active learning of students via counselling programme ; AEP and ACP.	During the entire Session	Principal , Guidance & Counselling I/C and ACP I/Cs	
6	School Annual Day	छात्रों को सम्मानित करना,विभिन्न प्रस्तुतियों में छात्रों की प्रतिभागिता	नवम्बर ,2024	Principal , CCA I/C , PRT Music & All the Class Teachers.	
7	Celebration of Festivals & important days.	छात्रों को प्रेरित करना,विभिन्न प्रस्तुतियों में अधिकाधिक छात्रों की प्रतिभागिता सुनिश्चित करना	During the entire Session	Principal , CCA I/C , PRT Music & All the Class Teachers.	
8	Morning Assembly	To Conduct Morning Assembly as per KVS Instructions and familiarize all the students with the meaning of the Shlokas . Ensuring maximum participation and providing exposure to all the Students(values & Current Affairs).	During the entire Session	CCA I/C & Music Teacher	
9	Bulletin Boards	Updating all the Bulletin Boards	निर्देशानुसार अद्यतन करना	CCA Team & Concerned	
10	Scouting/Guiding Training	Basic, Advance BS&G training	As per KVS(RO), Gurugram Schedule and ASOC	At Vidyalaya Level ,	

11	Scouting /Guiding Camps	To Conduct Scout & Guide Events/ Activities like PRATHAM SOPAN, DWITYA SOPAN ,TRITYA SOPAN , RAJAYA PURSKA and RASTRAPATI AWARD CERTIFICATE TEST etc.		District Level and National Level as per the Schedule by Designated BS&G Officials	
12	Trekking etc.	Excursion and Building of Team Spirit.	Dec,2024	Excursion Team & PET	
13	Any other				
14	Health check up of students	Health Check Up of Students for Sending Health Feedback to the Parents.	July,2024 and Feb,2024	Students will be scrutinised based upon the Health	
	twice a year				
	<u>F MISCELLANEOUS:</u>				
1	Talks by Experts	Providing - CAREER GUIDANCE ; FINANCIAL GUIDANCE , SOCIAL GUIDANCE, EMOTIONAL GUIDANCE, HYGIENE GUIDANCE etc.	One Session per Month	Guidance & Councelling I/C and Special Educator	
2	Proposals for Inservice Courses	Capacity Building and Familiarization with latest pedagogies	As per KVS(RO), Gurugram Schedule and KVS(HQ)	Vidyalaya ,KVS(RO) and KVS(HQ) Level	
3	Organisation of Inservice Course				
4	Proposals for National	Enhancement of Capabilities			
5	Community oriented programmes if any,	Community Participation and Awareness			
6	AEP	Conduction of all the activities stipulated by KVS for all around development of all the Adolescent students.	During Entire session 2024-25	Principal, PGT Bio & AEP Mentors.	

7	School Sanitation Initiatives	Having clean surrounding and building a team of zealous & Cleanliness conscious students as "NIRMAL SENA"	During entire session-2024-25	Checking of personal hygiene of the students during assembly by the Class Teachers.
	H. Any other	नाराकास में सक्रिया प्रतिभागिता ; हिन्दी भाषा में संपूर्ण प्रोत्साहन एवम् हिन्दी गतिविधियों में भी सार्थक प्रतिभागिता ।	नाराकास द्वारा निर्धारित त्रैमासिक एवम् वार्षिक लक्ष्यों के अनुरूप	प्राचार्या , स्नातक (हिन्दी) , स्नातकोतर (हिन्दी) एवं कनिष्ठ सचिवालय सहायक

Name of KV : PM SHRI KV DHARAMSHALA CANTT

Name of Principal: MRS. PUSHPA SHARMA

Sd/-

Pushpa Sharma