

KENDRIYA VIDYALAYA GILL NAGAR, CHENNAI

Institutional plan for the academic year 2016-17

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	A. ADMINISTRATION				
	Staff sanction proposals	Proposal sent during Nov-2015	As & when required by KVS	Staff strength sanction received from KVS for the session 2016-17	
	Proposals for upgradation /additional sections etc	Not Required	N/A	N/A	
2	Selection of Staff for contractual appointments	For vacant posts at Cluster/vidyalaya level	In the month of March/April	Wide publicity of the vacancies made through news papers	
3	Construction works:				
	i) New works	As & When required			
	ii) Maintance & Repairs				
	iii) Developmental work				
	iv) colouring/white washing of school building & staff quarters	once in three years	In the month of May/June	Maintenance & Repair Committee	
	v) Transfer of land/exeuction of lease ded etc. if required	Not Applicable			
4	Furniture:				
	1 Procurement of new furniture	Not Required	N/A	By purchase Committee Through Quotations from already regd. Firms	
	2. Repair of old furniture	Repairing & Painting of old furniture (Renovation)	01-Jan	By Furniture Committee.	
5	Procurement of stores				
	i) Office Stationery	As & When required		By purchase Committee Through Quotations from already regd. Firms	
	ii) Laboratory articles	As & When required		By purchase Committee Through Quotations from already regd. Firms	
	iii) Library books	As & When required		By purchase Committee Through Quotations from already regd. Firms	
	iv) Workshop Material	As & When required		By purchase Committee Through Quotations from already regd. Firms	
	v) Games/Sports material	As & When required		By purchase Committee Through Quotations from already regd. Firms	
	vi) Any other				

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
6	Condemnation				
	i) Unserviceable Furniture	Condemnation to be done after annual stock verification	Aug-16	Through condemnation board	
	ii) Other Unserviceable stores	Condemnation to be done after annual stock verification	Aug-16	Through condemnation board	
7	Annual Stock verification	To ensure all stocks are in good & serviceable condition and as per details in stock register	April-2016 (completed)	Duties for carrying out annual stock verification allotted to the various teachers well in time and the list of unserviceable items for written off obtained.	
8	Vidyalaya Management Committee meetings	At least Two meetings	August 2016 & Feb 2017	Ensure that the relevant points related to admin/physical facilities are to be raised & solution sought and review the task & targets set for this session	
9	Financial Managements				
	i) Budget Proposals	Budget to be prepared as per KVS schedule & norms taking in view the requirement of the vidyalaya.	To be sent to RO as per schedule Aug/Sept 2016	After discussion & approval from VMC	
	ii) Revised estimates	Budget to be prepared as per KVS schedule & norms taking in view the requirement of the vidyalaya.	To be sent to RO as per schedule Aug/Sept 2016	After discussion & approval from VMC	
	iii) VVN	As per the requirement, within the financial powers	As and when required	Monthly basis	
10	Audit of School Accounts				
	Follow up of Audit objections	Replies of audit objections have been sent to RO	N/A	Is in touch with RO KVS Chennai	
11	Maintenance of School Campus				
	cleanliness & upkeep of				
	i) Campus	To ensure that students are provided with clean & healthy environment in the KV Campus	Through out the year	To develop clean habits among the students by sanitation committee. Committee Members will ensure that the campus is maintained properly	
	ii) Toilets &				
	iii) Provision of drinking water				

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
12	Development & Upkeep of lawns & Gardens	To keep and maintain the available area with pot plants	Through out the Year	By Beautification committee	
13	plantations of trees Flower pots & their maintenance	To keep and maintain the available area with pot plants	Through out the Year	By Beautification committee and Scouts & Guides	
14	Settlement of Courtcases	No pending cases	N/A	N/A	
B. ACADEMICS					
1	School Time Table	Proper time table according to KVS norms to be implemented	Mar-16	Continuous supervision of classes as per the time table and substitute arrangement for leave vacancies.	
2	Analysis of Board Exam & Internal exam Results	After every Pre-Board Examination for class XII and X After every term for other classes	By Feb-15 of every year and revision thereafter	Targetting qualitative and quantitative results	
3	Checking of written work of classes	Copies to be checked three times in a year as per schedule	July 2016, Oct 2016 & Jan 2017	Continuous monitoring of written work by the subject conveners and the Principal	
4	Checking of Teacher's Diaries	To be checked twice in a month	5th & 20th of the every month	Circulating good lesson plan among staff members especially fresh appointee/part time teachers	
5	Checking of class registers	Proper Maintenance of class registers	Monthly, Last working day of the month	CS 54, CS 11 & CS 9 to be maintained & checked under In charge teacher will be made responsible for checking of the fee collection made in every class then signed by the under signed.	

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
6	Remedial teaching	To bring the slow learners up to the mark	Through out the session 2016-17	U T results & other class tests will be reviewed to find the weak areas for extra efforts	
7	Guidance to Bright Children	Preparing the students to adjust with stress and time management by counselling them and guiding them to solve previous years question papers	Regularly	Take some various difficult topics will be arranged. Books/ literature as per requirement of students will be made available	
8	Supervision of:				
	i) Laboratory work	Weekly	Any day of the week	Being monitored by HM(Primary wing) and the Principal as a whole	
	ii) SUPW Programme	Weekly	Any day of the week		
	iii) Library	Weekly	Any day of the week		
	iv) other Work				
9	Model tests				
	Haif Yearly Exam/Summative Assesments	Half yearly for class XI and XII/SA-I and SA-II for class III to X	As per KVS Schedule	To ensure that the test/exam. to be held as per the schedule & prescribed syllabus	
	Session ending exam/Summative Aessesments	As per KVS(RO) Schedule and calender of activities framed	As per KVS Schedule	Being monitored by the Principal	
	Unit tests/Formative Assessments	3 UT of 40 marks each for class XI/FA-1,FA-2,FA-3,FA-4 for class III to X	As per KVS Schedule		
10	Subject committee meetings	Useful & innovative suggestions to the teachers in respective subject	Last working day of every month	Attending various subjects committee meeting s	
11	Innovative academic projects	To motivate the teachers to undertake various projects.	As per the schedule by the teacher in charge	Continuous feedback among the students & teachers group discussion on the topic taken for the project.	
12	Other programms	-----	-----	-----	
C.CO-CURRICULAR					
1	Investiture ceremony	Selection of Council members/Office bearers	Planned to conduct in the month of July-16	Successfully completed on 08.07.2016	
2	Finalisatiopn of the CCA schedule	Prepration of CCA Schedule-March-2016(Primary & Secondary)	Schedule to be published in School Diary	Successfully done.	

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
3	Organisation of the hobby club	To motivate the Students to undertake Online activities like Quiz,crossword..etc	As per the schedule by the teacher in charge	Continuous feedback among the students.	
4	Housewise competition - Primary section , Secondary &Sr. .Secondary	Strict adherence to CCA Schedule with all competetion.(PRI&SEC)	Completion of CCA by Dec 2016	Completed all competitions as per Schedule	
5	Publication of vidyalaya patrika Newsletter etc	Planned to realese on Annual Day	Annual Day	Being monitored by CCA Co-ordinator	

D GAMES & SPORTS

1	Primary Section	As per CMP Sports Schedule	Based on CMP meet	Completed as per the Schedule.	
2	Organisation of				
3	i)Mass participation drive	Mass PT for students of classes VI to XII	Mass P T organizing on every Wednesday.	All teachers	
4	ii)Physical efficiency test	To students physically fit	July 2015 & January 2016	Height & Weight to know BMI and information to parents.	
	iii)House wise competition	As per KVS Directions	as per Games and Sport Committee	Different competitions	
	i)Atheletics				
	ii)Team games	Kabaddi & Kho kho	July,Aug,Sept,Oct	Being monitored by the Principal	
	iv)School Meet	planned to conduct in the month of August 2016	Conducted in the third week of August	Completed as per the Schedule.	
	Yoga practice and display	Planned to Appoint a Yoga trainer as per KVS rules	Appointed	Displayed during Sports day, Independence day and Republic Day	
	Inter school /Cluster/Regional Meet etc	Planned to participate in all	Participated	At Regional Level Kabbadi U-19 Girls won Gold Medal & Kabaddi U-14 Girls won Silver Medel	
	v)Any other	-----	-----	-----	
	vi)Participation in activities organised by other agencies	Planned to participate if Time permits			

E OTHER ACTIVITIES :

1	Environment Awareness programme	Planned to observe Van Mahotasva	Observed	Being monitored by the Principal	
2	Science Exhibition	To develop the scientific temperament among the students	As per KVS Schedule		
3	Social Science Exhibition	As per information received by KVS	As per KVS Schedule		
4	Youth Parliament	As per information received by KVS	As per KVS Schedule		

S.N	Activity/Programme	Achievements / Targets	Date(s)/Time target	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
5	Value Education programme	To inculcate the value among the students	Weekly in morning assembly	Talks by teacher / educational Councillor/ Invitees in the morning assembly	
6	School Annual Day	Planned to conduct in the month of Dec 2016	Celebrated on 18.01.2017	completed	
7	Celebration of festivals and important dates	To ensure important day festivals are celebrated in true spirit and to inculcate the value among the students regarding communal harmony and tolerance for their religions	All National Festivals and Birth Anniversary of great Leaders as per the circular received from KVS(HQ)/RO	Well Planned Annual Calendar of all Activities	
8	Morning Assembly	To ensure morning assembly its essential elements is completed with in the prescribed time every day	Daily	By Morning Assembly Committee	
9	Bulletin Boards	Based on specific themes	Once in fortnight	Monitored by House Masters	
10	Scouting /Guiding Training	As per KVS Schedule	On Friday every week by following zero period time table	Scout Master/ Guide Captains to conduct scouting activities once in every week.	
11	Scouting /Guiding Camps	As per KVS Schedule	As per KVS Schedule	Through active participation	
12	Trekking etc	-----	-----	-----	
13	Any other	-----	-----	-----	
14	Health check up of students twice a year	Health Checkup of students twice in the session	Aug 2016 & Jan 2017	Qualified Doctors from recognised Hospital were called.	
	F. Miscellaneous	-----	-----	-----	
1	Talks by experts	Experts to give talks as per the consent of the invitee	Once in a month	As per expert available	
2	Proposals for inservice course	AS per KVS Schedule	As per KVS Schedule		
3	Organisation of Inservice Course	Planned for TGT(History)	As per KVS Schedule	completed	
4	Proposals for National/Incentive Awards	To give wide publicity about these awards among the teachers and as to motivate them to aspire for achievement	As per KVS Schedule	Being monitored by Principal	
5	Community oriented programmes, if any	Planned to conduct as and when required	Dec-16		
6	NAEP	Planned to conduct Counselling classes for the students with adolescent and stress problems	Quarterly report uploaded as per KVS instruction.	Principal/Class Teachers/Counsellors/Doctors were appointed as guest lecturers	
	G.Any other	-----	-----	-----	