# VIDYALAYAPLAN 2016-17

**VidyalayaProfile**

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| **1** | Name ofthe KV-  | :**KENDRIYA VIDYALAYA NO.2, O.F. DEDEHU RAOD, PUNE 412101** |  |
| **2** | Sector | :DEFENCE (ORDNANCE FACATORY)  |
| **3** | Vidyalaya Building | :C- TYPE (LEASE PAID UPTO 2020) |
| **4** | Established in | :1985 |
| **5** | Classes upto | :XII (Science And Humanities Stream) |
| **6** | No. ofSections | :Class I To X Three Sections XI and XII Two Sections |
| **7** | StreamsAvailable | :Science and Humanities. |
| **8** | TotalEnrollment of the students | :1410 |
| **9** | No. of Sanctioned Postsa Principal | :01 |
|  | b Vice Principal | :01 |
|  | c Head Master | :01 |
|  | d TeachingStaff | :PGT= 10 TGT= PRT= 17+ 1 ( Musics) Misc = 1 |  |  |
|  | e Non-TeachingStaff | :9 |  |  |
| **10** | Vacancies | :Principal- 01 PGT-01 (Economics), TGT- 3 (2 Maths+1 S.Sci.) PRT- 1(PNJ) |  |  |
| **11** | Academic Results (2015-16)

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| **Class** | **Pass %** | **PI /%ofGrades /%ofstudentsScoring 75 %and above** | **Remarks** |
| XII | 100 | P.I.=63.44 /% of studentsScoring 75 %and above= 31.89 % |  |
| X | 100 | P.I.=76.14 /% of students Scoring GRADES 7.4 and above= 58.34 % |
| XI | 100 | /% of students Scoring GRADE 7.4 and above= 42.63% |  |
| IX | 100 | % of students Scoring GRADE 7.4 and above= 66.67 % |  |
| VIII | 100 | % of students Scoring GRADE 7.4 and above= 54.09 % |  |
| VII | 100 | % of students Scoring GRADE 7.4 and above= 54.79 % |  |
| VI | 100 | % of students Scoring GRADE 7.4 and above= 47.89 % |  |
| I-V | 100 | % of students Scoring GRADE 7.4 and above=  |  |

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1. a b c
2. a b

 cNo. of Internal Audit Paras pending as on 31 March 2015-16------4

No. of AG Audit Para’s pendingas on 31 March 2015-16----- Nil

No. of Internal Audit Paras settled during 2015-16---- Nil

No. of AG Audit Para’s settled during 2015-16--- 4

 VVN Balance as on 31 March 2016—Rs 38,289

Approx. estimation of Collection of VVN per Quarter ----Rs16 Lakhs

# Development and Maintenance of Infrastructural and Other Facilities

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| **SN.** | **Activity /Program** | **Status** | **Planned Achievement/Target** | **Expected Date/Time of Completion** | **Key Result Areas** | **Programme of Action/Action Plan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |

* 1. Construction Work

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| a | Construction proposal for one multipurpose hall and four class rooms.  | Point raised in VMC agenda July 2016 | KVS Head quarter Civil work department will look after the matter. | Sorted for approval with higher authorizes for further necessary action. | Due to shortage of class rooms and non-availability of indoor sports activity hall.  | Proposal will be sort out in the VMC meeting  |
| b | Construction of Ramp on Primary and Secondary wing Ground Floor for Disabled | Quotation/Tender was send to the government construction agencies for estimate and design. | Waiting for the reply. | Sorted for approval with higher authorizes for further necessary action. | Construction for the accessible to students and staff.  | Work will commence immediately after the approval of the competent authority. |

* 1. Special Repairs

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| a | Replastering of the Wall (1500+ 1500 SqMtr with 300 Sq.Mtr Paint Area) damaged due tosepage | Under the head M & R minor civil work is carried from time to time.  | Estimate is prepared, and requirement of fund is raised to KVS RO. | Sorted for approval to the RO KVS for fund allocation | As per schedule period for white washing and painting of the entire Vidyalaya building.  | Sorted for approval to the RO KVS for fund allocation |

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| b | Mathematical Garden | Mathematical garden is already developed. | It is being used by the students and subject teacher. | NA | NA | NA  |
| b | BALA (Buildings Learning Aid) | Students are being trained and guided by the concerned teachers about the design of school’s building and premises.  | BALA is co-related with the learning specially in Mathematics, Art and SUPW. | NA | Most of the students are aware about geometrical shape and colour of the school building.  | It is reflected in teaching learning methodology. |

* 1. Regular Annual Repairs

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| a | White Wash and Paint | Entire building from outside is due for painting work. Proposal for fund allocation will be send to DC Mumbai. | Entire sq. feet area is calculated for painting.  | During Autumn break.  | Under the head beautification of Vidyalaya . | Proposal is to be send with estimate to DC RO Mumbai. |  |  |  |  |

* 1. Maintenance of Infrastructural Facilities

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|  | Maintenance of Children Park ,Water Cooler, ACs | Are being maintained and checked periodical. AMC is given for water Cooler. ACs are marinated on call basis. | The assets and maintained and are in working condition. | As per the schedule card.  | They are well maintained  | As per the schedule card.  |

* 1. Procurement of Services

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| 1 | Conservancy | Services rendered by a firm as per the quotation.  | Firm is providing the services satisfactorily.  | Services are in continuation.  | Monitoring is being done from time to time to check.  | Duties are being allotted and supervision is being done.  |
| 2 | Security |
| 3 | Gardening |
| 4 | Printing | Two photo copier and two printers are being provided by the KVS | Almost all the printing is being done in the school.  |  | As and when required printing is done in the school only.  | All the printers and photo copiers are in working conditions.  |
| 5 | AMC Computers | Engineers are being called on the call basis | All the computers are in working conditions.  |  | Beside computer lab the departments are being provided the computers.  | Teaching learning process is carried out.  |
| 6 | AMC Other Gadgets | Engineers are being called on the call basis | All the Gadgets are in working condition.  |  | All are in working condition.  | Optimum utilization of the gadgets.  |

* 1. Cleanliness

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|  | Toilets | 34 toilets are being cleaned regularly and are well maintained.  | Sanitary accessories and equipment are being provided |  |  | Health and hygiene is maintained.  |
|  | Drinking Water Area | 4 Reverse Osmosis is fitted in the Vidyalaya and AMC is given to the agency and the area is regularly cleaned and maintained | Because of installation of RO’s Whole Vidyalaya is getting pure water.  |  |  |
|  | Corridors | Mopping of corridors with disinfected phenyl is being done regularly.  | Regular supervision is being done by the committee members.  |  |  |

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|  | Class Rooms | All the classrooms are broom every day and dust bin are provided. | Neat and tidy.  |  |  | Class room cleanliness inspection is done by the teacher every day and forth nightly by the committee members and principal.  |
|  | School Ground | Well maintained. All litter papers are being prick up.  | Well maintained.  |  |  | TGT(PH & E) submit the report to the principal from time to time.  |

* 1. Development of Garden

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|  | Botanical Garden | All types of plants and saplings have been planted and labeled with the botanical names.  | Every individual should know about the medicinal uses of plant and botanical name.  | Planation is done during Monsoon season.  | The area is being provided for the botanical garden in the Vidyalaya premises.  | PGT Biology and committee members look after the maintenance of plants and saplings and purchase is done from time to time.  |
|  | Flower Garden | All types of flowers have been planted and labeled with their bionomical names.  | Students get aware of different types of flowers and use for practical purpose.  | Planation is done during Monsoon season. | The area is being provided in the Vidyalaya premises. | PGT Biology and committee members look after the maintenance of plants and saplings and purchase is done from time to time. |

* 1. Development of Play Ground, Children Park ,BS &G Corner ,NCC Corner, Activity Room, Resource Room, Maths Lab, JSL etc.

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| a | Play Ground | Vidyalaya has two children play ground along with all the playing articles.  | Sports events are being carried out on the playground.  | In games period, cluster level, regional level, national level sports competition and during annual sports day.  | Utilization of ground.  | Every student is getting opportunity to do the practices of various discipline of the sports.  |
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| b | Children Park | Vidyalaya has one well maintained kid’s corner with all the playing articles | Students of the Vidyalya are availing the facility for physical fitness.  | The ground is open for the whole day after school hours also. | Safty and security of the students is maintained by the TGT(PH & E) and sports coaches.  | Data base is prepared and record of each discipline is maintained by the TGT(PH & E) |

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| c | BS &G Corner | Bharat scout and guide corner is functioning in the vidyalya and various training and testing camps are being organized from time to time. | Every year students are participating in Rajya Puruskar and Rashtripati Puruskar. | Every year on 22nd February Baden Powell day is celebrated in the vidyalya | Encourage the students and teachers for maximum participation.  | Every year on 22nd February Baden Powell day is celebrated in the vidyalya. As per KVS schedule.  |
| d | Activity Room | CCA activity is carried out in the Vidyalya | Vidyalya CCA calendar is being followed and implementated. | As per CCA calendar. | Optimum use of activity room | Various activities like CCA, Social science exhibition etc.  |
| e | Resource Room | Primary resource room is in existence with TLM, teaching aids, electronic gadgets etc. | Frequently used for of learning and activity.  | As per the academic calendar. | All subject teachers use for teaching and learning processes.  | The principal and HM monitor the use of resource room. |
| f | Maths Lab | Maths lab is functioning and all the necessary teaching aids are being installed and kept.  | Frequently used for of learning and activity.  | As per the academic calendar. | Maths faculty use the room as and when required.  | Principal and department in charge monitor the use of maths lab. |
| g | Junior Science Lab | Junior science lab is functioning and all the necessary instruments are kept and being used regularly by the teachers and students.  | Frequently used for practical and activity.  | As per the subject teacher time table and academic calendar. | Practicals are being conducted with all the safety measure under the supervision of subject teachers.  | Principal and department in charge monitor the use of Junior Science lab. Log book is maintained.  |

* 1. Purchase of Lab Equipment, Consumables, Computer and Accessories, Generator,ACs, Coolers, Stationary, Audio-VisualAids

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| a | Purchase of Lab Equipment ,Consumables ,Computer and Accessories, Stationary ,Furniture etc. | At the beginning of the session, requisition is being asked for the procurement of material/ assets from the department in charges and are being purchased as per the fund allocation form the KVS.  | Planning is being done at the beginning of the session, and supply is being placed to the reputed firms.  | Quotations are being called at the beginning of the session. | All departments are instructed to keep the stock register updates along with condemnation list and procurement of materials.  | Principal department in charges and office make it sure that no lapses should be there while purchasing the material assets.  |
| b | Purchase of Generator | Requirement for purchasing generator is raised in VMC agenda | Quotation is being called from the reputed firms for generator. On a long run it has been decided to set up a solar panel to avoid maintaining by the fuel.  | During the current academic session. | For the benefit of the Vidyalya.  | Waiting from the VMC approval.  |
| c | Purchase of ACs | At present ACs are being installed in the computer labs, Principal room and office | Planning to purchase more ACs for CCA hall, primary computer lab and resource room.  | Under process.  | To keep all the electronic gadgets safe in the department.  | Sorted for the VMC approval.  |
| d | Purchase of Audio-Video Aids | Teaching aid department and audio-video aids department are having audio video electronic gadgets.  | One computer interactive board and LCD projector is being installed in the department.  | KVS has provided audio video aids for various departments and classes.  | Department and classes. | Department in charge maintain the log book to keep the record of use of audio video aids by the teachers and students.  |
| e | Purchase of Water Coolers | Waters coolers are installed in the Vidyalaya.  | Vidyalaya is planning for more water coolers | During the current session.  | Installed near drinking area. | Time to time cleaning and servicing is being done by the service provider.  |
| f | Purchase of Water Purifier | ROs are installed in the Vidyalya and aqua guards are fitted in staff room, office etc.  | Vidyalaya is planning for few more ROs and aqua guards.  | During the current session.  | Installed near drinking area, staff room and office.  | AMC has been given and monitoring is done from time to time.  |

* 1. Purchase requirements to Sports, SUPW, Art, Music,Yoga

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|  | Sports, SUPW, Art, Music, Yoga | At the beginning of the session, requisition is being asked for the procurement of material/ assets from the department in charges and are being purchased as per the fund allocation form the KVS. | Planning is being done at the beginning of the session, and supply is being placed to the reputed firms.  | Quotations are being called at the beginning of the session. | All departments are instructed to keep the stock register updates along with condemnation list and procurement of materials.  | Principal department in charges and office make it sure that no lapses should be there while purchasing the material assets.  |

* 1. Purchase of Library Books ,Journals ,News Papers etc.

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| a | Books | The library is equipped with all the books, magazines, journals news papers etc.  | Easy to accesses and well equipped with library information and fully automated as per KVS library policy.  | Every year purchase procedure and requisitions are asked from the various subject faculties and is updated.  | Sufficient study materials are available for all the classes. For the lower classes books are being issued and class library is maintained | Status of all the books as well as status of books issued to the individual teachers and students are updated in Vidyalaya automation library software. Library committee and principal observe the functioning. |
| b | Journals /Magazines | Weekly, fortnightly and daily magazines are in circulation. As per KVS guidelines some magazines and journals are being subscribed on yearly basis. | Weightage is given for subscription of Journals and Magazines in Hindi and English.  | Weekly, fortnightly and yearly subscription of the magazines and Journals are done.  | Emphasis has been given for each subject. | Times to time new magazines and Journals have been added as per KVS guidelines. |
| c | Newspapers | Edition is being subscribed for English Hindi and Marathi news papers | They are being read by the students as well as teachers. | Daily newspapers and employment news are subscribed. | The newspaper stand is kept in the Vidyalaya corroders staffroom and visitors room. | Latest news are being read in the morning assembly and are highlighted on House notice board just after the assembly is over.  |

* 1. Stock Verification

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|  | Annual Stock Verification | Every year annual stock verification of all the departments is being done.  | List of condemnation article are prepared and proposed for condemnation to the approval of VMC | At the end of the session stock verification is being done. | All the department in charges keep the record of the stock with the sign of the stock checker and principal. | Principal and stock checkers verify the record of each and every departments and raised the demand for new purchases.  |

* 1. Condemnation

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|  | Condemnation of Furniture and other unserviceable goods | Every year condemnation is being done in the furniture department and status of the furniture is being maintained.  | All the furniture stocks is being computerized and accession of each furniture is being done.  | At the end of session condemnation is done. | All the condemnation and un serviceable furniture is segregated and recommended for condemnation and dispose off/ write off as per life asset given by the KVS | Auction of condemnation furniture is being done and CS-12 is being cut from the party.  |

* 1. Plantation

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| a | Plantation | Every year plantation is done in the Vidyalya. This year primary garden is also being developed and different types of sapling are planted by the students and staff.  | Every year new areas is being traced for plantation and 100% plantation is being done.  | During the monsoon season. | Vidyalaya campus is well shaded with trees. | Garden committee and principal is looking the maintenance of the plant.  |
| b | Beautification (Flowering etc.) | Vidyalaya is having a garden with various flowering plants.  | Every year beautification committee purchase new sapling, fertilizers and soil. | During the monsoon season. | The Vidyalaya front side is beautified with all the decorative flowering plants in the garden.  | Gardener is being appointed to look after the beautification of the premises and is observed by the committee.  |

* 1. Development/Improvement of Ambience

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| a | BALA (Building As Learning Aid) | Students are being trained and guided by the concerned teachers about the design of school’s building and premises.  | BALA is co-related with the learning specially in Mathematics, Art and SUPW. | NA | Most of the students are aware about geometrical shape and colour of the school building.  | It is reflected in teaching learning methodology. |
| b | White Wash and Painting | As per KVS provision white wash and painting is being done.  | Estimate and approval is being taken form VMC and RO | During summer vacation, autumn break and winter break. | Entire Vidyalaya building. | Work is being carried out after two years as per KVS norms.  |

* 1. Provision of Basic Amenities - Drinking Water ,Toilets ,Fire Safety Precautions, Barrier Free Accessibility

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| a | Drinking Water | The drinking Hubs is accessible to all the students and staff.  | Provision is being carried out to the area for specially gifted child and staff. | Sorted for approval.  | All drinking water areas.  | Estimation is called and approval will be taken from the RO. |
| b | Toilets | Provision for barrier free is being done near all the toilet area. | VMC approval is done more toilets and renovation of old toilets.  | Estimation for the same being called. | All toilet areas.  | Estimation is called and approval will be taken from the RO |
| c | Fire Safety Precautions | Every department and corroders are fitted with the fire extinguisher. | Refilling and maintenance is being done from time to time. | As per the schedule. | All fire prone areas.  | The office and chemistry department look after the maintenance of the fire safety devices.  |
| d | Barrier Free Access | Proposal for construction of Ramp is being sorted out in the VMC agenda.  | Bid for estimates will be called shortly. | During the session. | All the main entrance and exit points of the Vidyalya building. | Quotation is being forwarded to the reputed government construction agencies. Awaiting for the bid. |
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**17. *Procurement of Internet /BroadBand facility***

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|  | Internet/Broad Band | Internet broad band connection of BSNL is taken. | All the departments along with computer labs is well connected with internet broad band hubs.  | Installation is done in the previous financial year.  | Computer labs, department office, library, resource room etc.  | Higher mbps broad band speed is recommended for smooth functioning. |

# Academic &RelatedActivities

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| **SN.** | **Activity /Program** | **Status** | **Planned Achievement/Target** | **Expected Date/Time of Completion** | **Key Result Areas** | **Programme of Action/Action Plan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 | Allotment of Duties | As per KVS time table distribution.  | Subject wise work load is being allotted.  | During the beginning of the session.  | All the subjects.  | Strictly adhered to the time table schedule.  |
| 2 | Formation of Committees | Various committees have been formed and chart is being prepared for various celebrations  | Successful implementation is being done without any failure.  | As per the calendar year.  | During the CCA activities, festivals and commemoration of national leaders.  | Calendar of activities and records is being maintained by the CCA in-charge.  |
| 3 | Formation of Time Table | As per KVS time table distribution norms.  | Smooth functioning of academic schedule.  | During the beginning of the session.  | For all the subject faculty.  | Time table in charge is being appointed for preparation of time table of the Vidyalaya and for the remedial classes.  |
| 4 | Syllabus to all the Teachers | CBSE/KVS split up syllabus is being circulated to all the subject teachers at the beginning of the session.  | Completion of syllabus as per the academic calendar activities.  | According to the academic calendar and examinations.  | All the subject faculty members.  | Monitoring is done by the principal and authorities of the RO |
| 5 | Split up Syllabus | CBSE/KVS split up syllabus is being circulated to all the subject teachers at the beginning of the session. | Syllabus is completed as per schedule time.  | Academic calendar plan.  | All the subject faculty members.  | Monitoring is done by the principal, HM subject conveners and authorities of the RO |
| 6 | Planning Compulsory activities lesson wise in all subjects and in all classes. | Labs and resource rooms is being used for activities.  | Record is being kept under co-scholastic record book for primary as well as secondary. | The activities for various subjects are being conducted during term- I and term- II.  | For all the subjects. | Records have been kept and updated and are monitored by the Principal and HM. |
| 7 | ***Planning of class-wise and month-wise activities in:*** |  |
| a | Spoken English | English lab is set up in the Vidyalaya with all the electronic gadgets and equipment..  | Practice of phonetics and ASL is being carried out in the department.  | As per the time table and calendar of activities.  | English department.  | Marks/records are being uploaded on CBSE website and are monitored by the Principal.  |

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| b | Computer Instructor | Computer instructors are being appointed on purely contractual basis.  | Primary computer instructor for I to V and secondary computer instructor of VI to X. | At the beginning of the session. | Classes I to X. | Principal and HM monitors the classes regularly.  |
| c | Art | One substantive teacher as per KVS staff sanction.  | Development in art subject from classes VI to X.  | Period allocation as per KVS time table distribution.  | Classes VI to X. | Exhibitions and CCA activities is carried out at different levels.  |
| d | Sports | One substantive teacher as per KVS staff sanction. | Sports coach in various discipline have been appointed.  | During the beginning of the session and period allocation as per KVS time table.  | All classes from I to XII. | Sports meet, cluster, regional and national sports meet is being conducted as per KVS. |
| e | Music | One substantive teacher as per KVS staff sanction. | During morning assembly and various CCA activities annual day and exhibitions.  | As per KVS calendar of activities.  | For primary classes.  | Principal and HM monitors the functioning of cultural activities of music for various occasion.  |
| f | SUPW | One substantive teacher as per KVS staff sanction. | Basic ideas for electrical and electronic gadgets from classes VI to XII.  | As per KVS academic syllabus.  | For classes VI to XII | Monitoring by the Principal.  |
| g | Yoga | One Yoga teacher is appointed on purely contractual basis.  | During the morning assembly meditation is done by the students and staff.  | Morning assembly and classes from I to XII | For classes I to XII | Principal and HM monitors the classes.  |
| h | Dance | Students are being trained under the supervision of music teacher, CCA co-coordinators and house masters.  | During the exhibition sports meet and National celebrations and annual day. | At all the celebrations.  | 100% participation of the students during the various celebrations in the Vidyalaya.  | Principal, HM, CCA coordinators and house masters monitors the functions.  |
|  8 | Planning Library Activity | Book exhibitions are being organized in the Vidyalaya every year. Every year old books are being exchanged by the students so that needy ones are benefited.  | At the beginning of the session. | During the session.  | In the Vidyalaya premises.  | Maximum books are being purchased by the student s and staff and also by the Vidyalaya.  |
| 9 | Fixation of School-wise and Subject wise targets of academic results | Every year at the beginning of the session target is being fixed. | Low achievers and bright students are identified at the beginning of the session and remedial classes are run during the breaks. | Throughout the academic year, | All the classes. | Principal and RO monitors the result analysis throughout the year.  |
| 10 | Fixation of school-wise Targets in academic subjects both in terms of quality and quantity | Every year at the beginning of the session target is being fixed | Efforts have been taken to achieve the target. | Throughout the academic year, | All the classes | Principal and RO monitors the result analysis throughout the year |
| 11 | Fixation of School-wise targets in non-academic areas and misc. subjects | Every year at the beginning of the session target is being fixed. | Adheres to the norms of CBSE syllabus.  | Throughout the academic year, | All the classes | Principal and RO monitors the result analysis throughout the year |
| 12 | Fixation of class and subject–wise targets for non-academic subjects and Misc. subjects | Every year at the beginning of the session target is being fixed. | Adheres to the norms of CBSE syllabus.  | Throughout the academic year, | All the classes | Principal and RO monitors the result analysis throughout the year |
| 13 | Class room supervision by Principal, Vice Principal and Head Master | Regular class supervision is being observed by the officers.  | Officers get the status of the performance of the individual teachers.  | Throughout the academic year, | All the classes | Principal and RO monitors the result analysis throughout the year |

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| 14 | General Supervision by Principal | Regular class supervision is being observed. | Record has been maintained and kept for the perusal of inspection team.  | Throughout the academic year, | All the classes | Principal and RO monitors the performance of the teacher/ individual and APAR grading is being awarded accordingly.  |
| 15 | Plan – CCA | CCA activity plan is being prepared at the beginning of the session. | Strictly stick to the plan and get the things done properly. | As per calendar of activities.  | During CCA activities.  | Judges are appointed for various activites and result sheets are stored for awarding the prizes and shield to the winner house.  |
| 16 | Plan – Sports Activities | Calendar of activities is circulated by the KVs | Arrangements are done in the Vidyalaya for various sports discipline | As per KVs calendar. | Indoor, outdoor games, activities for cluster, regional and national level.  | Chalk out plan is being prepared at the beginning of the session and requisition for the same is taken from the sports teachers.  |
| 17 | Plan – CMP & EQUIP | CMP meetings are being held as per calendar of activities.  | Various targets are being fixed and implementation of new teaching methodology is carried out for the primary section.  | Throughout the academic year, | Primary classes.  | HM and principal monitor the implementation.  |
| 18 | Plan – to meet the requirements as per the benchmarking of labs | As per the KVs benchmarks the equipment and other lab items are being procured and labs are being setup accordingly.  | Every year requisitions of items are being prepared as per the bench mark.  | During the beginning of the session.  | All the departments | Principal, department in charges and office look after the requirement of the labs.  |
| 19 | Examination Schedule | As per the KVS calendar of activities and CBSE exam schedule.  | Various exams are conducted strictly as per KVS and CBSE schedule.  | Throughout the year. | All the classes including board classes.  | Schedule is being circulated amongst the parents and their wards.  |
| 20 | CCE Schedule | As per the KVS calendar of activities and CBSE norms.  | Records are updated for scholastic and non-scholastic subjects.  | Throughout the year. | All the classes including board classes. | Indicators, marks and grades are uploaded on the CBSE website.  |

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| 21 | Plan -Adventure Activities | As per the KVS calendar of activities. | Escort duties are allotted for the adventures activities.  | Adventure club is formed and willingness is taken from the students under scout guide  | Under sports and scout guide activities.  | Adventures club is formed and is headed by the principal.  |
| 22 | Plan -BS &G Activities | As per the KVS calendar of activities. | Registration is done every year for cub, bulbul, scout and guide.  | Names of the students are sent for various testing camps. | School level, Rajya puruskar and Rashtrapati Puruskar.  | Scout masters and guide captions keep the records of the students.  |
| 23 | Plan -NCC Activities | NA | NA | NA | NA | NA |
| 24 | Division of Students into Houses | Students are divided into four houses on STAR basis | Mass participation in Co-curricular activities.  | At the beginning of the session. | Vidyalaya level.  | The house masters and associate house masters monitors the acitivities and record is being maintained.  |
| 25 | Formation of Clubs | Various clubs have been formed according to KVs circular.  | Work is carried out in different club activities and record is maintained.  | Throughout the year.  | Vidyalaya level.  | All the clubs are headed by the principal and supervision is done from time to time.  |
| 26 | ***Planning for*** |  |  |  |  |  |
| a | Annual Day | Every year annual day is celebrated in the Vidyalaya.  | Mass participation of the students. | At the beginning of the session. | Vidyalaya. | Principal and CCA in charge chalk out the plan for celebration of annual day.  |
| b | Sports Day | Every year sports day is celebrated in the Vidyalaya. | Mass participation of the students. | At the end of the session.  | Vidyalaya.  | House masters, coaches and sports teacher identifies the students in various disciplines and record is being maintained.  |

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| c | Open Day | After every examination open day is announced. | Performance of the students is conveyed to the parents and necessary action is being taken.  | After every examination | The results and performance of the students is discussed with the parents and remedial action is taken.  | Principal and exam in charge monitor the record of the open day.  |
| d | Science Exhibition | Date schedule provided by the KVS. | Various innovative projects are prepared by the students and kept for the exhibition.  | During the academic session.  | All science projects.  | Subject teachers mentors the students for helping out in the projects.  |
| e | Art Exhibition | During CCA and in Vidyalaya level  | Overall development in Art and drawing performance.  | During the academic session. | All the students.  | TGT (AE) maintains the record.  |
| f | SUPW Exhibition | Various projects is being carried out at the vidyalaya level.  | Technical skill in in built amongst the students. | During the academic session. | All the students. | TGT (WE) maintains the record.  |
| g | Music Exhibition | During CCA and in Vidyalaya level  | Overall development in Music and drawing performance.  | During the academic session. | All the students.  | Primary music maintains the record.  |
| h | Yoga Exhibition | Morning assembly.  | Meditation and physical fitness. | Throughout the year.  | All the students and staff | TGT (PH & E) maintains the records.  |
| i | Sports Exhibition | As per the KVS calendar of activities. | Physical fitness and performance in group and individual games.  | Throughout the year.  | All the students and staff | TGT (PH & E) maintains the records.  |
| j | Photo Exhibition | CCA and all other programme photos is exhibited on the display board.  | Recognition of individual teacher and student on the Vidyalaya portal and display board.  | After every programme.  | Vidyalaya portal and display board.  | For every celebration and programme photographs are being captured and kept in CCA record.  |
| 27 | Planning of VMC Meetings | As per KVS schedule VMC meetings are being conducted regularly, and VMC committee has been constituted.  | To discuss regarding academic , sports and infrastructure development.  | For every academic session. | Analysis and performance of the students as well as new development in infrastructure and welfare of the staff.  | Record of the VMC meetings is maintained and compliance of the report is sorted for the approval of the VMC chairman.  |
| 28 | Planning for PTA Meetings | As per KVS schedule PTA meetings are conducted regularly after every exam.  | Analysis performance of the students with the parents according to their weak and strong areas.  | Throughout the year and after every exam.  | Students performance and remedial action for improvement. | Record are being maintained and kept for the perusal of the principal and inspection team.  |
| 29 | Distribution of Students &Teachers Diaries | Students and teacher diaries are distributed every year to the students at the beginning of the session. | To keep the records by the teachers, students and parents.  | Remarks and assessment of the students is being recorded in the student’s diary as well as in teacher’s diary.  | It reveals the transparency relating to the performance of the individual and data information is recorded.  | Every fortnightly teacher diary are being monitored by the principal and HM. |

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| 30 | Identification of Slow Bloomers and Bright Students | Slow bloomers and bright students are identified well in advance at the beginning of the academic session.  | Proper planning and strategies are carried out to improve the performance of each and every student to achieve 100% result with good quality.  | Remedial classes are started for the slow bloomers from the beginning of the session after school hours and assembly time.  | To uplift the academic performance of the students and to improve the quality wise result of the school.  | Separate time table for remedial classes are framed and implemented accordingly under the supervision of Principal and HM. |
| 31 | Remedial Action and Study Camps | Remedial classes are being run in the Vidyalaya level and study camp is being organized by the KVS are RO level.  | Improvement in the performance of the result of individual as well as school result. | Remedial classes are being carried out throughout the year and study camps are organized by the KVS in winter break.  | Teachers are being deputed for the study camp and video lectures uploaded on the KVS portal are used regularly.  | Principal and inspecting team monitors the achievements of the students |
| 32 | In-House Training | Every year workshops are organized at the Vidyalaya level and demo classes are run during the training camps. | To upgrade the knowledge and to improve the academic efficiency of the teachers with new innovative ideas.  | Throughout the year. | Workshops are organized for all subject faculties. | Principal and HM keep the record of performance and achievement of the training programme. |
| 33 | Conducting staff meeting, demonstration lessons, subject committee meetings, training sessions, specific work committee meetings. | Staff meetings are conducted on the last working day of the month as well as from time to time as an when required.  | To know about various circulars regarding academic and administrative and their implementation. To upgrade the knowledge and to improve the academic efficiency of the teachers with new innovative ideas | Throughout the year.  | At the Vidyalaya level and nearby educational institutions.  | Record are being kept by the subject conveyer and countersigned by the Principal.  |
| 34 | Printing of Vidyalaya Magazine and Newsletter | Vidyalaya magazine and newsletter are published every year at the beginning of the session. But last year the same could not be published due to paucity of funds.  | To depict the overall performance of the students and Vidyalaya in various fields.  | At the beginning of the session.  | The students and the staff come up with their creative ideas and articles, literature in three main languages English, Hindi and Sanskrit. Achievements in the field of academic, sports and co-scholastic areas | The subject faculty and convener segregate the ideas/materials for printing of the Vidyalaya magazine and newsletter under the guidance of Principal.  |

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| 35 | Health Checkup of the students | Every year health checkup is done in the Vidyalaya. Doctor and nurse are appointed at the beginning of the session to maintain the health status report card of the individual.  | To update the health record of the students.  | Throughout the year.  | To monitor the health status of the students and necessary suggestions are given to the parents. The health status of the students is reflected in their report card.  | Doctor and nurse keep the record of health status of each and every student. Principal countersigns the health record.  |
| 36 | Planning of Educational Trips | Educational trips are well planned in the beginning of the session.  | Various study tours are organized and various historical places are visited every year. Students are guided to co-relate their studies with the educational trip.  | The trips are being organized as per the schedule planned.  | Educational tour, historical tour and sightseeing are organized.  | Committee is formed at the beginning of the session headed by the Princpal and HM.  |
| 37 | Planning of Youth Parliament, CMP & EQUIP Meeting | Youth parliament is organized by the subject faculty members. CMP and EQUIP meetings are conducted from time to time as per KVS schedule. | Functioning of the parliamentary procedure. For the betterment of the primary education along with purchase of new tools used for teaching and TLM | Youth parliament is organized during CCA activities. CMP meeting are conducted as per the KVS schedule.  | To enhance the functioning of the parliamentary proceedings. New innovative ideas are being shared in the teaching learning methods.  | The head conveyer of the Social Science department maintains the record. HM maintains the records of CMP & EQUIP meetings.  |
| 38 | Planning of ASL,OTBA, and PSA | As per the CBSE/KVS date schedule.  | The record of ASL is maintained by the head of the English department. OTBA and PSA are conducted as per the schedule provided by the CBSE/KVS. | Under the Continuous Comprehensive Evaluation is done throughout the year.  | Assessment of each and every individual is done by the audio video aids. Guidance is given to the students for preparation of PSA and OTBA. | Records maintained by the faculty members are uploaded on the CBSE portal as and when asked.  |
| 39 | Issue of Awards/Merit Certificates | Every year Merit certificates are awarded by the CBSE and MHRD and awards are given by the KVS.  | Recognition of students and teachers.  | After the announcement of result.  | Academic and administrative works.  | Principal forwards the names of deserving students and staff as and when asked by the KVS/CBSE |
| 40 | Appreciation of Good Work | APAR, incentive awards, and national awards etc. | Every year APAR forms are filled by the principal on the assessment of the individual.  | Analysis is being done by the Principal throughout the year, and inspection team also appreciates the achievement of the individual.  | Academic and other works.  | Principal keeps the assessment of each individual for recommendation  |

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| 41 | Moral education/Value Education | In morning assembly every teacher delivers the speech on moral values. The students are also being asked to delivers the talk on the topics under CCE. | To improve the behavior and attitude amongst the students and inculcate the good moral values amongst them.  | Throughout the year. | Morning assembly and classes.  | Individual teacher keeps the records under CCE.  |
| 42 | Environmental Awareness | Environmental club has been formed in the Vidyalaya.  | Lectures are organized by the teacher as well as by NGOs. For the environmental awareness amongst the students.  | From time to time.  | Vidyalaya premises.  | Nukkad natak is organized during the morning assembly, CCA programme to create awareness amongst the students. Rally and painting competition is organized on the world environmental day.  |
| 43 | Talks by Expert | Faculties are invited for the talks and presentations on various subjects.  | For extra knowledge about the subject and to motivate the students.  | From time to time. | In the Vidyalaya assembly and lecture hall.  | Sorted out with the permission of the Principal.  |
| 44 | Guidance and Counseling Services | Counselor is appointed at the beginning of the academic session. |  The counselor helps the students for the betterment of personality development and in academics.  | Daily continuous process. | Vidyalya counseling room. | Principal and HM keep the records of the students.  |

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| 45 | Awareness of Important Issues and Current Affairs | GK programme is being organized during daily morning assembly and as well as in CCA activities. News is being read daily in the assembly.  | To update the students about important issues and current affairs.  | Throughout the year.  | Morning assembly, library and CCA activities.  | CCA in-charge organized the programme and records are maintained.  |
| 46 | Special coaching of students to various sports and games competitions, Olympiads, CCA activities, Special Days etc. | Coaches have been appointed at the beginning of the session in various disciplines.  | To improve the performance in Vidyalaya level, cluster level, regional level and National level.  | During and after the school hours.  | In-door and outdoor complex of the Vidyalaya.  | TGT (PH & E) maintains the records under the supervision of Principal.  |
| 47 | Conducting of Bridge Course | Every year bridge course are conducted for the classes VI and XI at the beginning of the year.  | Academic excellence of the students is improved.  | At the beginning of the academic session. | Students of classes VI and XI. | Subject teachers maintain the records and Principal monitors it.  |
| 48 | Conducting School Readiness Programme to Class I students | At the beginning of the session in the month of April. | To get acquainted with the Vidylaya, classes, departments and Vidyalya premises. | At the beginning of the session. | Students of the class I | HM along with Primary teacher chalk out the programme.  |
| 49 | Morning Assembly |  The CCA in-charge, the house masters, co-coordinators and class teachers look after the smooth functioning of the morning assembly.  | The main focus is to make morning assembly alive and knowledgeable.  |  During the morning assembly. | Corus singing along with music. Development of leadership quality, and to remove the stage fear.  | Monitoring by Principal and HM. |
| 50 | Classes for MPT, BS &G | On every Wednesday.  | Physical health, and to improve social status.  | Throughout the year.  | Vidyalaya assembly ground and BS & G corner.  | TGT (PH & E) and scout master maintain the records. |

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| 51 | Utilization of Extra 1 Hour20Minutes | The time is utilized as per the convenience of the teacher and record is maintained.  | For analyzing the things properly.  | After school hours.  | The Vidyalaya.  | Records are maintained by the teacher.  |
| 52 | BALA | The building is well equipped with all the learning assessment like computer labs, and all science labs.  | Students should get well acquainted with the geometrical shapes and size of the building.  | During the subject being taught.  | Vidyalya premises, building and labs.  | Subject teachers maintain the records |

# Financial Administration

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| **SN.** | **Activity /Program** | **Status** | **Planned Achievement/Target** | **Expected Date/Time of Completion** | **Key Result Areas** | **Programme of Action/Action Plan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 | Planning of Activities | Financial year plan of budget is being submitted to the RO, KVS | To carry out the development projects according to the fund allocation.  | At the beginning of the session. | Payment of contractual teachers, out sourcing agencies, teacher’s bill.  | Office keeps the record.  |
| 2 | Taking Requirement from each department.  | Requisition is prepared at the beginning of the session.  | For the smooth functioning of the department.  | At the beginning of the session. | All departments including office.  | Department heads maintain the records.  |
| 3 | Preparation of Budget-SF | The budget is prepared as per the KVS proforma.  | Demand of fund is raised under the head SF in the requisite proforma o the meet the expenditure of work under SF. | During the beginning of the session. | Maintenance of staff quarters etc.  | Office maintained the record |
| 4 | Preparation of Budget-VVN | The budget is prepared as per the KVS proforma | Demand of fund is raised under the head VVN in the requisite proforma to meet the expenditure. | During the beginning of the session. | Maintenance of the Vidyalaya building, payment of the contractual etc.  | Office keeps the record. |
| 5 | Re appropriation of Budget where ever required | Sanction is taken form the RO. | For excess expenditure.  | As and when required.  | For the M&R work.  | Office keeps the record. |

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| 6 | Pre-Approval from RO where Required | Approval is sorted to the RO for the work beyond Principal and VMC power.  | To meet the expenditure of the work.  | As and when required.  | For the M&R work.  | Office keeps the record. |
| 7 | Plan of Action -UDC /LDC /Asst. | Work has been allotted as per KVS  | Office work is carried out smoothly. | The work is done in stipulated period. | VVN and SF. | Monitoring and supervision done by the principal.  |
| 8 | Plan -Collection of Fees | Fees is being collected form the UBI fee portal.  | 100% fee collection is done on the UBI portal. | Quarterly collection of fees every academic year.  | It is convenient for the students are their parents to deposit the fee online 24 X 7 | The class teacher and the administrator monitor the collection of fees.  |
| 9 | Settlement of Internal Audit Para | For every financial incumbency year audit Para are raised y the audit party | Settlement of Para with justification is done by the office. | Within the stipulated period.  | Vidyalaya SF and VVN funds. | Record is maintained by the office.  |
| 10 | Settlement of AG Audit Para | AG audit is being conducted by the KVS. | Audit of SF fund is being done.  | As per KVS plan. | Vidyalaya SF fund. | Record is maintained by the office. |
| 11 | Payment of Pay and Allowances | Pay and allowance is disbursed to the staff and requirement of fund is raised in the PFR of KVS. | No pending bills of pay and allowances. | Fund is raised for every month and from time to time. | Payment of salaries and allowances of the staff. | Record is maintained by the office. |
| 12 | Purchase Procedures for purchase of Items and Services | As per KVS account code purchase procedure is fallowed.  | High and standard graded items/materials is purchased. | Requisition is asked for the purchasing at the beginning of the month. | All the departments including office.  | Department in-charges maintain the record with the signature of the stake holder.  |

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| **(IV)** | **Other Administrative Works** |

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| **Ss.noN.** | **Activity /Program** | **Status** | **Planned Achievement/Target** | **Expected Date/Time of Completion** | **Key Result Areas** | **Programme of Action/ Action Plan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 | Appointment of part time teachers | Advertisement is published before the beginning of the session for every academic year. | For smooth functioning of academic | At the beginning of the academic year | All streams. | Status of vacancy is taken out by the Principal and according advertisement is published. |
| 2 | Sending Teachers to In-service Course | Every year teachers are being send for in-service course according to the schedule plan of ZIET’s | For enhancing the performance of the teacher with new innovative and creative ideas. | During whole academic session. | All subject faculties including admin staff. | The schedule dates are intimated to the individual as the calendar activities of ZIET’s |
| 3 | Sending List-Selection Scale/Sr. Scale/Confirmation /MACP of Staff | Time to time KVS is sending circular for the same and information is being send accordingly. | Record is been sorted out as per service book. | At the beginning of the session | All the teachers and staff including Principal and V. Principal. | Every year proposal is send for approval in prescribed format.  |
| 4 | Maintenance of Service Record | At the end of the year service books are maintained and are verified by the Principal.  | 100% service records have been updated and kept intact in Principal office. The service books are shown to the teachers.  | At the beginning of the session and as and when required. | All the staff.  | Carried out at regular intervals. |
| 5 | Submission of Proposal of Staff strength | As and when called for by KVS RO | As per KVS guidelines within a stipulated time.  | Within stipulated time. | ---- | ------ |
| 6 | Writing APARs, Probation Reports | Completed.  | It has been submitted within time. | By 30th April. | All the staff. | ------- |
| 7 | Forwarding Application for Transfer of Personal | Done as per KVS instructions. | Yes, as per KVS transfer guidelines. | Within the stipulated time. | All the staff.  | As per KVS transfer guidelines. |
| 8 | Proposals for Awards | Circular circulated amongst the staff, but no application is received.  | Teachers have been motivated in this direction hoping for the response in the next session. | As per KVS circular.  | Mostly in academics | ---- |
| 9 | Conducting Admissions | Completed as per KVS admission guidelines.  | Admission is over as per the KVS guidelines.  | As per KVS guidelines schedule.  | Students of all the categories as per the KVS guidelines. | ----- |
| 10 | Formation and Conducting Students Councils | Student’s council is formed. | Student’s council is formed and work in progress.  | Done | All round development of the students.  | Plan done at the beginning of the session and it is carried out throughout the year. |
| 11 | Raj bhasha Activities | Activities are carried out regularly.  | Raj Bhasha working committee is formed and they look after all the activities pertaining to Raj Bhasha.  | Completion as per the plan. | Nearly 90% of the work is carried out in Hindi.  | As and when required.  |
| 12 | Income tax related works | Completed as on date.  | Deduction of income tax is completed and they have been deposited. Form 16 is distributed to the staff. | Activity completed by 31st July. | Implemented to all the staff.  | ------ |
| 13 | Issue of Id Cards to students and Staff members | Done at the beginning of the session.  | Id’s are distributed to all the students and the staff.  | Within a month.  | All the staff and students have been provided the ID’s | Monitored by the Principal.  |
| 14 | Website Maintenance | Maintained and updated.  | Updated.  | Updated and is maintained as and when required.  | Activities of the schools are uploaded.  | Monitored by the Principal.  |
| 15 | Issue of Transfer Certificate | Done regularly as and when required.  | Done and uploaded on school website.  | As and when required.  | Students. | Monitored by the principal.  |
| 16 | Enrollment of students of examinations and Olympiads etc. | Yes. Regularly as and when circular comes.  | Done regularly.  | As and when required.  | Students.  | Monitored by the principal.  |
| 17 | Arrangement of Escorts | Escort duties are allotted to all the teachers.  | Escorts are arranged for girls and boys according to the KVS norms. | As and when required.  | Academic, sports and excursion.  | The record is maintained in the office as well as the individual departments.  |
| 18 | Annual Academic Inspection | Scheduled time table is provided by the KVS. | Officers guide for the improvement of excellence of the result.  | As per KVS norms.  | Panel inspection and surprise inspection of the Vidyalaya.  | ------- |
| 19 | Visits of Various High Officers | As per the schedule by KVS | To improve the education and infrastructure of the Vidyalaya. | As per KVS norms. | Complete profile of the Vidyalaya | ------- |
| 21 | Conducting Internal and AG Audits | As per the KVS schedule.  | All the records pertaining to the audit are well maintained. | As and when required. |  |  |
| 22 | Maintenance of Records | Well maintained. | All the records as well maintained as per the KVS norms. | Is done regularly and as and when required. | All the records of the Vidyalaya.  | Monitored by the Principal. |
| 23 | Printing and Distribution of study materials | As per KVS schedule is in progresses. | Will be supplied by the KVS RO | As per KVS norms. | To enhance the academic excellence amongst the students.  | Monitored by KVS RO. |
| 24 | Conducting Accreditation Process of the Vidyalaya | Is in progresses.  | Is in progress.  | As per the norms given by the CBSE. | Complete profile of the Vidyalaya | Monitored by the principal. |
| 25 | RTE | Is followed strictly as per the norms.  | As per the norms of RTE and KVS guidelines. | As per KVS norms. | Providing the education to all the sections of the society.  | Monitored by the principal. |
| 26 | RTI | As and when asked.  | Is done regularly as and when required. | --- | As per the norms of the KVS. | Monitored by the principal.  |