

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	2016	29/11/2016 for 2016-17		
	Proposals for up gradation /additional sections etc.	additional science stream	29/11/2016	Through chairman	
2	Selection of Staff for contractual appointments	Jun-16	Feb / June 2016	Appointment of contractual teachers for additional section -XI std	
3	Construction works:				
	i) New works	6 class rooms initiated	By the end of March 2017	By GSO	
	ii) Maintance & Repairs	Done by GSO	As fixed by GSO		
	iii) Developmental work	As and When required	As fixed by GSO	By GSO	
	iv) colouring/white washing of school building & staff quarters	Done	As fixed by GSO	By GSO	
	v) Transfer of land/execution of lease ded etc. if required	Not Applicable	-	-	
4	Furniture:				
	1 Procurement of new furniture	July /Mar '17	July - Dec / Mar Year 2017	Principal/Furniture In charge /Office	
	2. Repair of old furniture	Vacation Time	As and When required	Carpenter/GSO/Out sourcing	
5	Procurement of stores				
	i) Office Stationery	Half Yearly	Sep 16,/Mar 17	UDC	
	ii) Laboratory articles	Every Year by Quotation in the month of April	Apr-Nov every year	Principal / Lab I/C	

	iii) Library books	Total Books : 7442	From Apr to Dec	Principal, Librarian, Library Purchasing committee	16645 in total
	iv) Workshop Material	Purchased by Office	As per Requirement	Principal/UDC	
	v) Games/Sports material	Every Year by Quotation in the month of May	Purchased in June - Dec	Principal/TGT PHE	All the major games items
	vi) Any other				
6	Condemnation				
	i) Unserviceable Furniture	Condemnation to be done in February	Feb-17	Principal/Furniture In charge	
	ii) Other Unserviceable stores	Condemnation to be done in February	Feb-17	Principal/Furniture In charge	
7	Annual Stock verification	In the month of March every year	Feb-Mar 17	Stock verification committee	
8	Vidyalaya Management Committee meetings	As per KVS codes ( 3 meetings), 27/02/16,20/08/16,21/01/17	1.First meeting conducted on 27/02/2016 2.Second meeting conducted on 20/08/2016 Next meeting is proposed on 21.01.2017 at 10.00 A.M	Chairman, Nominee Chairman,Principal and VMC Members	
9	Financial Managements				
	i) Budget Proposals	Prepared and submitted to KVS	Jul-16	UDC	
	ii) Revised estimates	Prepared and submitted to KVS	Jul-16	UDC	
	iii) VVN	Prepared and submitted to KVS	Jul-16	UDC	
10	Audit of School Accounts	Internal Audit completed	16-Dec	UDC	
	Follow up of Audit objections	Followed	16-Dec	UDC	
11	Maintenance of School Campus	Administrative committee of KV1 ,and GSO Kalpakkam	Every day	Principal KV1 kalpakkam and his team	
	cleanliness & upkeep of				
	i) Campus	Two times in a day	Morning and Afternoon	Teachers are assigned duties for monitoring - Month wise	

	ii) Toilets &	Three times in a day	Morning,12.00 O'clock and afternoon	Teachers are assigned duties for monitoring - Month wise	
	iii) Provision of drinking water	5 RO's and 24 taps , Filtered drinking water facility for the school	Tanks will be cleaned in every 15 days last cleaned on 4.1.17	Checked by GSO Kalpakkam	
12	Development & Upkeep of lawns & Gardens	Principal, Teachers and outsourcing agency.	Outsourcing Labours every day basis	Principal and his team	
13	plantations of trees Flower pots & their maintenance	3 gardens and many flower pots are maintained by the school	Every day by the gardener	Supervision by Principal and PGT BIO	
14	Settlement of Courtcases	Nil			

	B. ACADEMICS				
1	School Time Table	Beginning of March for the next session	April 1st new time table may be issued	Principal/ Time table I/C	
2	Analysis of Board Exam & Internal exam Results	XII - 100%, X- 100% VI - VIII - 100% XI- 100%, IX - 100%	By March 2017 By March 2017 By March 2017	Principal/ Exam I/C Principal/ Exam I/C Principal/ Exam I/C	
3	Checking of written work of classes	Twice in a week for classes I to VIII Once in a week for classes IX to XII	Every week	Subject teachers and Principal	
4	Checking of Teacher's Diaries	Once in fortnight	1-5 th of every month and 16 th of every month	Principal	
5	Checking of class registers	Once in a Month	Every Last working day	Principal and HM	
6	Remedial teaching	Every day Subject wise for secondary Every Saturdays for Primary	2.40 to 3.30 in every working day for classes 6 to 12 9.30 to 10.30 English for Primary 10.30 to 11.30 Hindi for Primary	Principal , HM and all subject teachers	
7	Guidance to Bright Children	Concerned subject teachers	In all Classes	Principal	
8	Supervision of:				
	i) Laboratory work	Concerned subject teachers during their practical periods	All Practical Periods as per time table	Principal ,Lab I/C and Lab attenders	
	ii) SUPW Programme	SUPW Teacher	Every day in the concerned period for classes 6 to 12	Principal	
	iii) Library	Librarian	Every day in the concerned period for classes 5 to 12	Principal	
	iv) other Work				
9	Model tests	For XII monthly test/Half Yry/I PB/II PB	Every Month	Principal/ Exam I/C	
	Half Yearly Exam/Summative Assessments	Nov for class XI September SA1	As per the Vidyalaya Plan	Principal/ Exam I/C	

	Session ending exam/Summative Assessments	March SA2 & Session ending	As per the Vidyalaya Plan	Principal/ Exam I/C	
	Unit tests/Formative Assessments	FA1 & FA3 is July to Dec-16	As per the Vidyalaya Plan	Principal/ Exam I/C	
10	Subject committee meetings	Regular monthly meeting	Assessment of low Achievers & High Achievers + Action plan	Principal / Subject committee convenors	Basic testing + Hots
11	Innovative academic projects	INSPIRE, NCSE, ICT, OLYMPIADS AND OTHER COMPETITIVE EXAMS	As Per the time target given by concerned authorities	In charge Teachers	
12	Other programms				
	<b>C .CO-CURRICULAR</b>				
1	Investiture ceremony	Organized on 28.08.2016		Principal , CCA In Charge , Associates, House Masters	
2	Finalisation of the CCA schedule	Before the starting of New academic session	March	Principal , CCA In Charge , Associates, House Masters	
3	Organization of the hobby club	After the starting of New academic session	April	Principal , CCA In Charge , Associates, House Masters	
4	Housewise competition - Primary section , Secondary & Sr. Secondary	Completed by December 2016	16/12/2016 for Primary	Principal , CCA In Charge , Associates, House Masters	
5	Publication of Vidyalaya patrika Newsletter etc.	In the Month of July	July	Principal and Members of Editorial Board	
	<b>D GAMES &amp; SPORTS</b>				
1	Primary Section	CMP Sports Meet our children got Overall Championship		Principal, TGT PHE and Coaches	
2	Organization of	U-14/U-19 Foot ball Regional Meets		Principal, TGT PHE and Coaches	
3	i) Mass participation drive	Mass drill/Skill test		Principal, TGT PHE and Coaches	

4	ii)Physical efficiency test	Medical checkup for all the classes/Jul-Aug & Dec-Feb	Twice in an year	Principal, TGT PHE and Doctors	
	iii)House wise competition	Completed in July - Aug	due for next academic year	Principal, TGT PHE and Coaches	
	i)Athletics	Completed 50m, 100m, long jump	due for next academic year	Principal, TGT PHE and Coaches	
	ii)Team games	April-Aug	due for next academic year	Principal, TGT PHE and Coaches	
	iv)School Meet	Sports events Aug in Every Year	Completed in Aug	Principal, TGT PHE and Coaches	
	Yoga practice and display	Sports day displayed/regular classes have been conducted	Everyday as per time table	Principal and Yoga Coach	
	Inter school /Cluster/Regional Meet etc.	Cluster level	Achieved the target ( Championship)	Principal, TGT PHE and Coaches	
	v)Any other	Manuscript magazine	Achieved target	Principal, TGT PHE and Coaches	
	vi)Participation in activities organized by other agencies	Nesco, Ganesh chaturthi, Children's day	Participated	Principal, TGT PHE and Coaches	

E OTHER ACTIVITIES :				
1	Environment Awareness programme	Planting saplings in the school campus. Taking care of School garden	Doing activities for Science club and Environmental club Taken care by club members time to time	Club in charge and associate teachers
2	Science Exhibition	Conducted School level exhibition in the month of Dec 2016	20/12/2016 Vidyalaya Level Science Exhibition 6 Projects are selected for Regional Level	Principal and Science Subject committee
3	Social Science Exhibition	Conducted School level exhibition on 6.8.16	In regional Level Rishikaa of class 12 got 2nd prize in quiz	Principal and Social Science Subject committee
4	Youth Parliament	Not Applicable		
5	Value Education programme	Value Education programme going on with Awakened Citizen Programme (ACP)	For classes 7 th A,B,C	Principal and Trained teachers
6	School Annual Day	26.04.2016	Apr-17	Principal , All the teachers and Students of Vidyalaya
7	Celebration of festivals and important dates	As Per standard Protocol	KVS/National Events as per given dates	Principal
8	Morning Assembly	As Per KVS Education code	Excellent Quality Control	Principal and CCA In charge
9	Bulletin Boards	Regularly Updated	Excellent Quality Control	Principal and Incharge teachers
10	Scouting /Guiding Training	4 students completed Rajya Puraskar and 14 students completed Tertiya Sopan camp	As Per KVS Direction	Principal and Scouts and Guides teachers
11	Scouting /Guiding Camps	2 adult leaders trained for advanced course	As Per KVS Direction	Principal and Scouts and Guides teachers
12	Trekking etc.	Refresher course Attended by one adult Leader at KV Sulur 2016-17	As Per KVS Direction	Principal and Scouts and Guides teachers
13	Any other	Azadi rally was organized from school to pudupatinam		Principal and Scouts and Guides teachers
14	Health check up of students twice a year	First Medical checkup done on 10.11.2016 to 11.11.2016	Second checkup yet to be complete in the month of January	Principal, TGT PHE and Doctors

	F. Miscellaneous				
1	Talks by experts	DST Science camp . Students of class XI participated.	7-11 January 2017	Organized by SRM University	
2	Proposals for in-service course	As Per KVS Direction			
3	Organization of In-service Course	As Per KVS Direction			
4	Proposals for National/Incentive Awards	July in every year			
5	Community oriented programmes, if any	As Per KVS Direction			
6	NAEP	Every month one hour is allotted for AEP for classes 8 to 11	going on as per schedule	Principal, AEP Incharge/AEP Mentors	
	G.Any other				















