

**KV:-ASC CENTER BANGALORE**  
**Institutional Plan for the academic year 2017-18**

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
<b>1</b>	<b>A. ADMINISTRATION</b>				
	Staff sanction proposals.	Proposal worked	Apr-17	Office / Principal	
	Proposals for upgrada- tion/additional sections etc.	out as per our requirement			
<b>2</b>	<b>Selection of staff for contractual appointments.-</b>	Preparation of Panel for various subjects/ engaging teachers as and when vacancy arises	Mar-17	Office /Principal/VMC	
<b>3</b>	<b>Construction Works:</b>	i) Staircase, Assembly Stage			
	i) New works		Jul-17		
	ii) Maintenance & Repairs	ii) M & R of Vidyalaya building	May,June-17		
	iii) Developmental work	iii) M & R of Staff quarters	Oct-17	Through committees	
	iv) Colouring/white washing of school building and staff quarters, etc.	iv) Compound wall Main block white washing to be taken up	May-17		
	v) Transfer of land/execution of lease deed etc. if required.				
<b>4</b>	<b>Furniture:</b>				
	1. Procurement of new furniture	Procuring new furniture	Sep-17		
	2. Repair of old furniture	repair of broken furniture	May/June- 17	Committee members &Principal and VMC	
<b>5</b>	<b>Procurement of Stores</b>				
	i) Office stationery	to be procured after getting	Jul-17		
	ii) Laboratory articles	demand of article/ related materials from		Committee members &Principal and VMC	
	iii) Library Books	Departments			
	iv) Workshop material				
	v) Games/Sports material				
	vi) Any other				
<b>6</b>	<b>Condemnation</b>				
	i) Unserviceable furniture	To dispose unserviceable			
	ii) Other unserviceable stores	articles of labs and Departments.	Sep-17	Committee members &Principal and VMC	
<b>7</b>	<b>Annual stock verification</b>	Stock verification in all departments and office	Mar-17	Dept. in-charges and Principal	
<b>8</b>	<b>Vidyalaya Management Committee Meetings.</b>	VMC / VEC meetings	July-17,sept- 17&Feb-17	Office/Prtincipal	
<b>9</b>	<b>Financial Management</b>		Feb-17		
	i) Budget proposals	Budget proposals of VVN & school fund	Aug-17		

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	ii) Revised Estimates	Revised estimate as per	Aug-17	Office/Principial	
	iii) VVN	the budget			
10	<b>Audit of school accounts.</b> Follow up of a Audit objections	Timely response	Jun-17	Office/Principial	
11	<b>Maintenance of School Campus cleanliness and upkeep of</b>	Neatness / hygiene to be sensitized	day to day basis	Committees/Principal/ VP/HM	
	i) Campus				
	ii) Toilets &				
	iii) Provision of drinking water				
12	<b>Development &amp; upkeep of Lawns and Gardens</b>	Beautification of gardens	day to day basis	by the committee members	
13	<b>Plantation of trees</b>	New plants to be added including hostel	Jul-17	by the committee members supervised by Principal	
	<b>Flower pots and their maintenance.</b>	Flower pots to be added including hostel	continuous process		
14	<b>Settlement of Courtcases</b>	NA	NA	NA	

**B. ACADEMICS Activity/Programme**

1	<b>School Time-table</b>	Implementation to be effectively monitored	Apr-17	Exam Dept/tt incharge & Principal	
2	<b>Analysis of Board &amp; Internal Exam.results</b>	After the board results analysis to be prepared			
3	<b>Checking of written work of classes</b>	Checking of notebooks, records and projects Once in a month.	Continuous process	Principal / VP/ HM	
4	<b>Checking of Teachers' Diaries</b>	Once in a month (before 5th of every month)	Every month	Principal / VP/ HM	
5	<b>Checking of class Registers</b>	Once in a month (last working day of the month)	Every month	Principal / VP/ HM	
6	<b>Remedial teaching</b>	Special time table for remedial measures	continuous process	Time table committee & Principal	
7	<b>Guidance to Bright children</b>	Preparation of separate assignments/ HOT questions etc	continuous process	Subject teachers supervised by Principal/VP/HM	
8	<b>Supervision of:</b>				
	i). Laboratory work	Enthuse scientifc temper through competitions	continuous process		

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	ii) SUPW Programme	Plan or schedule of SUPW activities	continuous process	through WET	
	iii) Library	Developing reading habits	continuous process	through library activities	
	iv) Other work				
<b>9</b>	<b>Model tests</b>				
	Half yearly exam/Summative assessments	Timely conduct of scholastic and non scholastic tests etc	as per KVS calender	through exam department	
	Session ending exam/Summative assessments				
	Unit Tests/Formative assessments				
<b>10</b>	<b>Subject Committee Meetings</b>	Effective monitoring of agenda in the subject committee	Every month	Subject Committee convenor/members supervised by the Principal	
<b>11</b>	<b>Innovative Academic Projects</b>	Encouragement to teachers	Regular basis	Principal /VP/ HM	
<b>12</b>	<b>Other Programmes</b>	-	-	-	
<b>C. CO-CURRICULAR:</b>					
<b>1</b>	Investiture ceremony	Planning and execution	Jul-17	Committees/Principal	
<b>2</b>	Finalisation of CCA Schedule	Weekly competitions of various activities	Apr-17	through house master	
<b>3</b>	Organisation of Hobby Clubs	planning/organizing activities .	time to time	through CCA activities	
<b>4</b>	House-wise competitions in:	plan of schedule of activities involving variety to be strictly followed.	on weekly basis as per schedule	House wise judgement	
	<b>Primary Section:</b>				
	i) Story				
	ii) Poetry Recitation Hindi/English	develop language skills		CCA coordinator supervised by	
	iii) Calligraphy	develop creativity		Principal/VP/	
	iv) Drawing	develop team spirit	July - sep 17	HM	
	v) Music	develop sense of music	July - sep-17		
	vi) Dance	develop dancing skills	July-sep 17		
	vii) Fancy Dress	Sense of costume selection	July-sep 17		
	viii) Any other	National Integration			
<b>4</b>	<b>Secondary &amp; Sr.Secondary</b>				
	i) Elocution	Develop art of public speaking	regular basis	CCA coordinator supervised by	
	ii) Music	develop sense of music	as per schedule	Principal/VP/	
	iii) Dance	skills/tone/musical sense		HM	
	iv) Poetry Recitation	Developing /encouraging various skills	as per calendar	supervised by Principal/VP/	

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	v) Dramatics	role playing,	of activities	HM	
	vi) Any other	dialogue delivery etc.,,			
	vii) Participation in activities organised by other agencies.				
5	Publication of Vidyalaya Patrika, Newsletter etc.	Bringing out real talent nurturing creative skills of students through Patrika	Jul-17	through editorial board supervised by Principal/VP/HM	

#### **D. GAMES & SPORTS**

	<b><u>Primary Section:</u></b>	Conduct of athletics/ games/sports events to hone students sports skills	Aug - sep 17	through sports committee supervised by Principal	
	Organisation of:				
	i) Mass participation				
	ii) Physical efficiency tests				
	iii) Athletics- Housewise competitions				
	iv) School meet	planning/organizing activities .	Nov-17		
	<b><u>Secondary &amp; Sr.Secondary:</u></b>				
	Organisation of :				
	i) Mass participation drive	Conduct of mass PT for health fitness, yoga practices asanas/ medication	as per KVS Calendar	committee members Principal/VP/HM	
	ii) Physical Efficiency test				
	iii) Housewise competitions:	Housewise competition			
	i) Athletics	healthy competitions to be encouraged fair play to be emphasized			
	ii) Team games				
	iv) School meet				
	Yoga practice & display				
	Inter school/Cluster/Regional meets etc.				
	v) Any other				
	vi) Participation activities organised by other agencies				

#### **E. OTHER ACTIVITIES;**

1	Environmental Awareness programme	Awareness to be stressed upon	day to day basis	speeches / Special items in morning assembly	
2	Science Exhibition	planning of organizing	Aug-17	Science subject teachers	
3	Social Science Exhibition	science exhibition / social science exhibition,		committee members / Principal	

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4	Youth Parliament		As per KVS calendar		
5	Value Education Programme	inculcation of values	continuous process	involvement of all staff members	
6	School Annual Day	presentation of cultural items	Nov-Dec17	through various committees	
7	Celebration of Festivals & important days.	showcasing talents of students in various fields			
8	Morning Assembly	timely planning of morning assembly,		various committees	
9	Bulletin Boards	befitting topics for display	regularly	committees	
10	Scouting/Guiding Training	Conduct of scouts/guide activities	as per KVS direction	S&G members Principal /VP / HM	
11	Scouting /Guiding Camps	planning for camps etc			
12	Trekking etc.	to hone adventure skills	May-June 17	Committee/Principal	
13	Any other			Monitoring thru	
14	Health check up of students twice a year	timely planning of health checkups	Jul-17 Jan-18	PET/class teachers supervised by Principal/VP/HM	
<b>F MISCELLANEOUS;</b>					
1	Talks by experts	to be arranged	time to time	CCA I/C/Principal/VP/HM	
2	Proposals for Inservice Courses	To depute teachers	as per	from time	
3	Organisation of Inservice Course	Implentation by the teachers in day to day teaching	KVS direction	to time	
4	Proposals for National/ Incentive Awards	Motivation / sending proposals for awards			
5	Community oriented programmes, if any,				
6	NAEP	Awareness activities of NAEP to be planned / organized	cca periods	guidance by trained supervised by Principal/VP/ HM	
<b>H. Any other</b>					

Name of KV                K V ASC CENTRE

Name of Principal                                Mr.P.Ramakrishna

Signature of Principal \_\_\_\_\_

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#### VIDYALAYA PROFILE

1	NAME OF KV	KV ASC CENTRE(S)			
2	SECTOR	DEFENCE			
3	VIDYALAYA BUILDING	PERMENANT			
4	YEAR OF ESTABLISHMENT		1963		
5	CLASS UP TO	XII (05 SECTIONS UP TO X, 03 SECTIONS OF SCIENCE 01 SECTION EACH IN COMMERCE AND HUMANITIES			
6	TOTAL STUDENTS STRENGTH AS ON 31-03-2017		2823		
7	NO OF STAFF SANCTIONED AS ON 31-03-2017		100		
8	STAFF VACANCY POSITION AS ON 31-03-2017	VP-1,,TGT--5,PRT-2, SUBSTAFF-1,LDC-1,ASSISTANT-1,NURSE-1,Grp D-2			
9	HAVING GIRLS HOSTEL	YES CAPACITY-45 STUDENTS			