

KV:-ASC CENTER BANGALORE
Institutional Plan for the academic year 2015-16

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/Evaluation	Remarks
1	2	3	4	5	6
1	A. ADMINISTRATION				
	Staff sanction proposals.	Proposal worked	Apr-15	Office / Principal	
	Proposals for upgradation/additional sections etc.	out as per our requirement			
2	Selection of staff for contractual appointments.-	Preparation of Panel for various subjects/engaging teachers as and when vacancy arises	Mar-15	Office /Principal/VMC	
3	Construction Works:	i) Staircase, Assembly Stage			
	i) New works		Jul-15		
	ii) Maintenance & Repairs	ii) M & R of Vidyalaya building	May,June-15		
	iii) Developmental work	iii) M & R of Staff quarters	Oct-15	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-15		
	v) Transfer of land/execution of lease deed etc. if required.				
4	Furniture:				
	1. Procurement of new furniture	Procuring new furniture	Sep-15		
	2. Repair of old furniture	repair of broken furniture	May/June- 15	Committee members &Principal and VMC	
5	Procurement of Stores				
	i) Office stationery	to be procured after getting			
	ii) Laboratory articles	demand of article/	Jul-15		
	iii) Library Books	related materials from			
	iv) Workshop material	Departments			
	v) Games/Sports material				
	vi) Any other				
6	Condemnation				
	i) Unserviceable furniture	To dispose unserviceable			
	ii) Other unserviceable stores	articles of labs and Departments.	Sep-15	Committee members &Principal and VMC	
7	Annual stock verification	Stock verification in all departments and office	Mar-15	Dept. in-charges and Principal	
8	Vidyalaya Management Committee Meetings.	VMC / VEC meetings	July-15,sept-15&Feb-15	Office/Prtincipal	
9	Financial Management		Feb-15		
	i) Budget proposals	Budget proposals of VVN & school fund	Aug-15		

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	ii) Revised Estimates	Revised estimate as per	Aug-15	Office/Principial	
	iii) VVN	the budget			
10	Audit of school accounts.	Timely response	Jun-15	Office/Principial	
	Follow up of a Audit objections				
11	Maintenance of School Campus cleanliness and upkeep of	Neatness / hygeine to be sensitized	day to day basis	Committees/Principal/ VP/HM	
	i) Campus				
	ii) Toilets &				
	iii) Provision of drinking water				
12	Development & upkeep of Lawns and Gardens	Beautification of gardens	day to day basis	by the committee members	
13	Plantation of trees	New plants to be added including hostel	Jul-15	by the committee members supervised by Principal	
	Flower pots and their maintenance.	Flower pots to be added including hostel	continuous process		
14	Settlement of Courtcases	NA	NA	NA	

B. ACADEMICS Activity/Programme

1	School Time-table	Implementation to be effectively monitored	Apr-15	Exam Dept/tt incharge & Principal	
2	Analysis of Board & Internal Exam.results	After the board results analysis to be prepared			
3	Checking of written work of classes	Checking of notebooks, records and projects Once in a month.	Continuous process	Principal / VP/ HM	
4	Checking of Teachers' Diaries	Once in a month (before 5th of every month)	Every month	Principal / VP/ HM	
5	Checking of class Registers	Once in a month (last working day of the month)	Every month	Principal / VP/ HM	
6	Remedial teaching	Special time table for remedial measures	continuous process	Time table committee & Principal	
7	Guidance to Bright children	Preparation of separate assignments/ HOT questions etc	continuous process	Subject teachers supervised by Principal/VP/HM	
8	Supervision of:				
	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				
9	Model tests				
	Half yearly exam/Summative assessments	Timely conduct of scholastic and	as per KVS calender	through exam department	
	Session ending exam/Summative assessments	non scholastic tests etc			
	Unit Tests/Formative assessments				
10	Subject Committee Meetings	Effective monitoring of agenda in the subject committee	Every month	Subject Committee convenor/members supervised by the Principal	
11	Innovative Academic Projects	Encouragement to teachers	Regular basis	Principal / VP/ HM	
12	Other Programmes	-	-	-	
C. CO-CURRICULAR:					
1	Investiture ceremony	Planning and execution	Jul-15	Committees/Principal	
2	Finalisation of CCA Schedule	Weekly competitions of various activities	Apr-15	through house master	
3	Organisation of Hobby Clubs	planning/organizing activities .	time to time	through CCA activities	
4	House-wise competitions in:	plan of schedule of activities involving variety to be strictly followed.	on weekly basis as per schedule	House wise judgement	
	Primary Section:				
	i) Story				
	ii) Poetry Recitation Hindi/English	develop language skills		CCA coordinator supervised by Principal/VP/ HM	
	iii) Calligraphy	develop creativitiy			
	iv) Drawing	develop team spirit	July - sep 15		
	v) Music	develop sense of music	July - sep-15		
	vi) Dance	develop dancing skills	July-sep 15		
	vii) Fancy Dress	Sense of costume selection	July-sep 15		
	viii) Any other	National Integration			
4	Secondary & Sr.Secondary				
	i) Elocution	Develop art of public speaking	regular basis	CCA coordinator supervised by Principal/VP/ HM	
	ii) Music	develop sense of music	as per schedule		
	iii) Dance	skills/tone/musical sense			
	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-15	through editorial board supervised by Principal/VP/HM	

D. GAMES & SPORTS

	Primary Section:	Conduct of athletics/	Aug - sep 15	through sports committee supervised by Principal	
	Organisation of:	games/sports events to hone			
	i) Mass participation	students sports skills			
	ii) Physical efficiency tests				
	iii) Athletics- Housewise competitions				
	iv) School meet	planning/organizing activities .	Nov-15		
	Secondary & Sr.Secondary:				
	Organisation of :				
	i) Mass participation drive	Conduct of mass PT for	as per KVS Calendar	committee members Principal/VP/HM	
	ii) Physical Efficiency test	health fitness, yoga practices asanas/ medication			
	iii) Housewise competitions:	Housewise competition			
	i) Athletics	healthy competitions to be			
	ii) Team games	encouraged fair play to be			
	iv) School meet	emphasized			
	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-15	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-Dec15	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 15	Committee/Principal	
13	Any other			Monitoring thru	
14	Health check up of students twice a year	timely planning of health checkups	Jul-15	PET/class teachers supervised by	
			Jan-15	Principal/VP/HM	
	F MISCELLANEOUS;				
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	
	H. Any other				

Name of KV K V ASC CENTRE

Name of Principal

Mr.R.Pramod

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 31-03-2015		2884		
7	NO OF STAFF SANCTIONED		102		
8	STAFF VACANCY POSITION	PGT-1,TGT--3,PRT-2, SUBSTAFF-1,LDC-2,ASSISTANT-1,NURSE-1			
9	HAVING GIRLS HOSTEL	YES CAPACITY-45 STUDENTS			