

KENDRIYA VIDYALAYA WELLINGTON, REGIONAL OFFICE, 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	As per KVS norms	As per KVS norms	As per KVS norms	Done as per the order of the KVS
	Proposals for upgradation /additional sections etc	N.A.			
2	Selection of Staff for contractual appointments	Twice Done	In KV Aravankadu on June, 20 2016 In KV Wellington On july 13.	By the Principals of KV Wellingto, Ooty and aravankadu.	Done as per KVS Rules
3	Construction works:	N.A.			
	i) New works	N.A.			
	ii) Maintance & Repairs	Minor repair works done eith the approval of the VMC	Before the end of financial year	As per KVS Rules	All repairs of civil,electrical, plumbing,etc completed
	iii) Developmental work	N.A.			
	iv) colouring/white washing of school building & staff quarters	Not done in this financial year			
	v) Transfer of land/exeuction of lease ded etc. if required	N.A.			
4	Furniture:	Purchased		By the Committee	For Rs 308150
	1 Procurement of new furniture	Purchased		By the Committee	For Rs 308150
	2. Repair of old furniture	All repairs done	Time to time	By the Committee	All the furniture needing repair completed.
5	Procurement of stores	All the consumables purchased	As per quoted amount	By the Committee	Stationary and other consumables were purchased.
	i) Office Stationery	Purchased	As per quoted amount	By the Committee	Stationary and other consumables were purchased.

	ii) Laboratory articles	Purchased	As per quoted amount	By the Committee	All consumables purchased
	iii) Library books	Purchased	As per quoted amount	By the Committee	Newspapers and Magazines were subscribed to. New books were purchased
	iv) Workshop Material				
	v) Games/Sports material	Purchased	As per quoted amount	By the Committee	Purchased very few items as the PET was appointed in October only
	vi) Any other	NIL			
6	Condemnation	Done	Office Order dated 26.6.2015	By the Committee approved by Chairman	Condemnation done for Rs 74618 of d
	i) Unserviceable Furniture	NIL			
	ii) Other Unserviceable stores	NIL			
7	Annual Stock verification	To be done in March 2017			
8	Vidyalaya Management Committee meetings	Conducted for two times	July 5th and december 29th.	By the Principal	Estimates for construction of additional building to start second section is requested for from the MES.
9	Financial Managements				
	i) Budget Proposals	Preped and submitted in time	As per KVS Rule	By the Office	Approved by the Chairman,VMC.
	ii) Revised estimates	Preped and submitted in time	As per KVS Rule	By the Office	Approved by the Chairman,VMC.
	iii) VVN	All records maintained	Financial upload done in Shala darpan on a daily basis	By the Office	Timely completion and updation
10	Audit of School Accounts	InternalAudit of Accounts was conducted	23rd and 24th January 2017	By the team appointed by the DC	All the Reports have been complied with
	Follow up of Audit objections	Done immediately within the same month			Recoveries made through the Paybill
11	Maintenance of School Campus	Well maintained	Daily supervision	By the Committee and personally by the Principal	Gardener has been outsourced
	cleanliness & upkeep of				
	i) Campus	Well maintained	Daily supervision	By nthe Committee and Principal	Beautiful garden is maintained with seasonal flowers
	ii) Toilets &	Neat and clean	Hourly supervision	By nthe Committee and Principal	Hygienic and clean
	iii) Provision of drinking water	Potable water is provided.	water filter is available	By the Committee	Enoughpotable water is made available
12	Development & Upkeep of lawns & Gardens	Well maintained	Daily supervision	By the Committee and personally by the Principal	Outsourced labourers are engaged
13	plantations of trees Flower pots & their maintenance	Trees have been trimmed to conical shapes on either sides of the road.Rose garden and pot flowers available	Daily supervision	By the Committee and personally by the Principal	Outsourced labourers are engaged
14	Settlement of Courtcases	N.A			

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B. ACADEMICS					
1	School Time Table	Implmented	As per KVS Rules	By the Committee	Special timetables are prepared for Board class
2	Analysis of Board Exam &				
	Internal exam Results	100%	Monthly supervision	By the Principal	All the programmes and modifications are implemented time to time
3	Checking of written work of classes	Schedule was circulated and adhered to	twice every term	By the Principal and Seniormost PRT	Suggestions for improvements were given and followed up
4	Checking of Teacher's Diaries	Done by the Principal	Fotrnightly	By the Principal	All the teachers are supplied with Teachers Diary
5	Checking of class registers	Done by the princiap and seniormost PRT	Daily	By the Principal and Seniormost PRT	Maintained by all the scholastic and co-scholastic teachers
6	Remedial teaching	Steps taken by all the teachers in all the classes in all the subjects	Daily	By the Subject Teadhers and Principal.	Suggestion for Improvement is given and routinely monitored.
7	Guidance to Bright Children	Steps taken by all the teachers in all the classes in all the subjects	Daily	By the Subject Teadhers and Principal.	Suggestion for Improvement is given and routinely monitored.
8	Supervision of:				
	i) Laboratory work	Supervised by the Principal	Weekly	By the Principal and respective lab incharge	Labs are fully equipped and periodically practicals are conducted
	ii) SUPW Programme	Supervised by the Principal	Weekly	By the Principal and respective lab incharge	TGT (WET) post is vacant
	iii) Library	Supervised by the Principal	Weekly	By the Principal and respective librarian. Class library of Primary by respective class teachers	Enough books available for students and teachers
	iv) other Work	Supervised by the Principal	Weekly	By the Principal and respective incharge	

9	Model tests				
	Haif Yearly Exam/Summative Assessments	Conducted adhering to the schedule of the KVS RO	In September	By the respective Subject teachers	
	Session ending exam/Summative Assessments	Conducted adhering to the schedule of the KVS RO	In March	By the respective Subject teachers	
	Unit tests/Formative Assessments	Conducted as per the Annual plan.	Timely	By the respective Subject teachers	
10	Subject committee meetings	Conducted by the respective In charges	Monthly	Suprvised by the principal	
11	Innovative academic projects				
12	Other programmms				
	C .CO-CURRICULAR				
1	Investiture ceremony	Conducted	April	Co-Ordinator	
2	Finalisation of the CCA schedule	Done	April	Co-Ordinator and House masters.	
3	Organistion of the hobby club	Done	One activity in a month	Incharge of the Club	
4	Housewise competition - Primary section , Secondary &Sr. .Secondary	Conducted	During CCA periods	Co-Ordinator and House masters.	
5	Publication of vidyalaya patrika Newsletter etc	Not Done			
	D GAMES & SPORTS				
1	Primary Section	Competitions were conducted	weekly	By the PRTs	Interhouse Competitions
2	Organisation of				
3	i)Mass participation drive	Mass PT and yoga	Once in a week	P E Teacher & Yoga Coach	
4	ii)Physical efficiency test	Done	Once annually	Monitored by the class teachers	
	iii)House wise competition	Conducted	In CCA Periods	By House masters and Asst. House masters.	House system is followed
	i)Atheletics	Conducted	On sports day	By the PET and Teachers	On 13th and 14th february 2017
	ii)Team games	Conducted	In CCA Periods	By House masters and Asst. House masters.	House system is followed
	iv)School Meet	Conducted	On 14.02.2017	All teachers	Annual Sports day was celebrated.
	Yoga practice and display	Conducted	Every Wednesday	By Yoga Coach	Display and mass yoga in morning assembly
	Inter school /Cluster/Regional Meet etc	Participated	As per KVS calender	PET	Participated in selected events.
	v)Any other				
	vi)Participation in activities organised by other agencies	Various competitions	Time to time	By teachers and escorts	participated and won

E OTHER ACTIVITIES :					
1	Environment Awareness programme	Programme was conducted at school level.	One programme every month	By respective teachers	Through club activities
2	Science Exhibition	Participated in IIT campus	In February	By the incharge	
3	Social Science Exhibition	Participated	As per the plan of the KVS	By the Incharges	
4	Youth Parliament				
5	Value Education programme	Conducted	Morning assembly talks	By the Principal	Programmes are conducted by the teachers also along with teaching.
6	School Annual Day	Conducted	26th April	By all staff members	Annual day was celebrated.
7	Celebration of festivals and important dates	Conducted	Morning assembly Special Programme	By students and whole school	Awareness is created and GK is imparted.
8	Morning Assembly	Conducted	On all working days	Assembly Committee	
9	Bulletin Boards	Maintained	Daily	Assembly Committee	
10	Scouting /Guiding Training	Activities conducted	Weekly once	By the BS &G incharge	
11	Scouting /Guiding Camps	Participated	in January	By the BS &G incharge	participated in KV Coimbatore
12	Trekking etc	Organised	in january	By Escort Teachers	Visited Mettupalayam
13	Any other	Enrichment of vocabulary	daily	Assembly Committee	One new word is introduced everyday.
14	Health check up of students twice a year	Done	Once in august and once in january	By medical Doctor	Vaccination was given
	F. Miscellaneous				
1	Talks by experts				
2	Proposals for inservice course	Submitted			
3	Organisation of Inservice Course				
4	Proposals for National/Incentive Awards				
5	Community oriented programmes, if any				
6	NAEP	Programmes are conducted	Term wise	By the in charges	
	G.Any other				