

KENDRIYA VIDYALAYA SANGATHAN, 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	Nov-16	Nov-16		
	Proposals for upgradation /additional sections etc	Nov-16	Nov-16		
2	Selection of Staff for contractual appointments	Apr-16	Apr-16		
3	Construction works:				
	i) New works				
	ii) Maintenance & Repairs	Thoroughout the year as per the need	Thoroughout the year as per the need		
	iii) Developmental work				
	iv) colouring/white washing of school building & staff quarters				
	v) Transfer of land/exeuction of lease ded etc. if required				
4	Furniture:				
	1 Procurement of new furniture	Apr-16	Apr-16		
	2. Repair of old furniture	Jun-16	Jun-16		
5	Procurement of stores				
	i) Office Stationery	Apr-16	Apr-16		
	ii) Laboratory articles	Apr-16	Apr-16		
	iii) Library books	Apr-16	Apr-16		
	iv) Workshop Material				
	v) Games/Sports material	Oct-16	Oct-16		

	vi) Any other	Oct-16	Oct-16		
6	Condemnation				
	i) Unserviceable Furniture	Mar-17	Mar-17		
	ii) Other Unserviceable stores	Mar-17	Mar-17		
7	Annual Stock verification	Mar-17	Mar-17		
8	Vidyalaya Management Committee meetings	Sep,2016 and Feb 2017	Sep,2016 and Feb 2017		
9	Financial Managements				
	i) Budget Proposals	Aug-16	Aug-16		
	ii) Revised estimates	Aug-16	Aug-16		
	iii) VVN	Aug-16	Aug-16		
10	Audit of School Accounts				
	Follow up of Audit objections	Dec-16	Dec-16		
11	Maintenance of School Campus				
	cleanliness & upkeep of				
	i) Campus	Daily	Daily		
	ii) Toilets &	Daily	Daily		
	iii) Provision of drinking water	Daily	Daily		
12	Development & Upkeep of lawns & Gardens	Daily	Daily		
13	plantations of trees Flower pots & their maintenance	Oct-16	Oct-16		
14	Settlement of Courtcases	Nil	Nil		

	B. ACADEMICS				
1	School Time Table	Apr-16	Apr-16		
2	Analysis of Board Exam & Internal exam Results	May-16 After every exam	May-16 After every exam		
3	Checking of written work of classes	Aug-2016 and Nov-2016	Aug-2016 and Nov-2016		
4	Checking of Teacher's Diaries	Fortnightly	Fortnightly		
5	Checking of class registers	Monthly	Monthly		
6	Remedial teaching	From April 2016	From April 2016		
7	Guidance to Bright Children	Monthly	Monthly		
8	Supervision of:				
	i) Laboratory work	Daily	Daily		
	ii) SUPW Programme	Daily	Daily		
	iii) Library	Daily	Daily		
	iv) other Work				
9	Model tests				
	Half Yearly Exam/Summative Assesments	Sept-2016 and March-2016	Sept-2016 and March-2016		
	Session ending exam/Summative Assessments	Mar-17	Mar-17		
	Unit tests/Formative Assessments	July-2016 and Dec-2016	July-2016 and Dec-2016		
10	Subject committee meetings	Monthly	Monthly		
11	Innovative academic projects	Monthly	Monthly		
12	Other programmes				

	C .CO-CURRICULAR				
1	Investiture ceremony				
2	Finalisatiopn of the CCA schedule				
3	Organiation of the hobby club				
4	Housewise competition - Primary section , Secondary &Sr. .Secondary				
5	Publication of vidyalaya patrika Newsletter etc				
	D GAMES & SPORTS				
1	Primary Section	Sep-16	Sep-16		
2	Organisation of	Jan-16	Jan-16		
3	i)Mass participation drive	Jan-16	Jan-16		
4	ii)Physical efficiency test	Jan-16	Jan-16		
	iii)House wise competition	Dec-16	Dec-16		
	i)Atheletics				
	ii)Team games	Dec-16	Dec-16		
	iv)School Meet	Dec-16	Dec-16		
	Yoga practice and display	Aug-16	Aug-16		
	Inter school /Cluster/Regional Meet etc	Jul-16	Jul-16		
	v)Any other				
	vi)Participation in activities organised by other agencies				

	E OTHER ACTIVITIES :				
1	Environment Awareness programme	Nov-16	Nov-16		
2	Science Exhibition	Jan-17	Jan-17		
3	Social Science Exhibition	Aug-16	Aug-16		
4	Youth Parliament				
5	Value Education programme				
6	School Annual Day	Jan-17	Jan-17		
7	Celebration of festivals and important dates				
8	Morning Assembly	DAILY	DAILY		
9	Bulletin Boards	DAILY	DAILY		
10	Scouting /Guiding Training	Weekly	Weekly		
11	Scouting /Guiding Camps				
12	Trekking etc				
13	Any other				
14	Health check up of students twice a year	JULY 2016, DECEMBER 2016	JULY 2016, DECEMBER 2016		
	F. Miscellaneous				
1	Talks by experts	Jan-17	Jan-17		
2	Proposals for inservice course	Dec-16	Dec-16		
3	Organisation of Inservice Course				
4	Proposals for National/Incentive Awards	Aug-16	Aug-16		
5	Community oriented programmes, if any				
6	NAEP				
	G.Any other				

