

# KENDRIYA VIDYALAYA PALUWAS



## INSTITUTIONAL PLANNING (2020-21)

**SUNIL KUMAR  
PRINCIPAL**

# **KENDRIYA VIDYALAYA PALUWAS**

**MARCH-APRIL, 2020**

## **ACADEMIC PLAN**

- ◆ **CBSE Board Exam, SEE and SA-2 Examination-2020**
- ◆ **Declaration of Result (27/03/2021)**
- ◆ **Admission to class 1 as per KVS schedule**
- ◆ **Planning for the next session**
- ◆ **Designing and Printing of Student Diary**

- ◆ **Evaluation of copies of Internal and CBSE Examination**
- ◆ **Analysis of Internal Examination and Result on 28<sup>th</sup> March**
- ◆ **Distribution of Monitors` Diary, Attendance Registers and Teacher Diary and Daily diary.**
- ◆ **Planning and Allocation of Houses to Students & House Meeting**
- ◆ **Selection of Monitors, School Captain and Vice Captain**
- ◆ **Planning and Beginning of CCA**
- ◆ **Notification of committees**
- ◆ **Curriculum /Co- Curricular Activities:**

**Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>03.04.2020</b>	<b>Friday</b>	<b>House Distribution of Students</b>	<b>House Meeting of Students (Talent Hunt)</b>
<b>10.04.2020</b>	<b>Friday</b>	<b>English Calligraphy</b>	<b>Selection of Captains House wise</b>
<b>17.04.2020</b>	<b>Friday</b>	<b>Spell Bee Competition</b>	<b>Spell Bee Competition</b>
<b>24.04.2020</b>	<b>Friday</b>		

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
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<b>04.04.2020</b>	<b>Saturday</b>	<b>House Meeting of Students (Talent Hunt)</b>	<b>House Meeting of Students (Talent Hunt)</b>
<b>18.04.2020</b>	<b>Saturday</b>	<b>Slogan Writing Competition</b>	<b>Slogan Writing Competition</b>
<b>25.04.2020</b>	<b>Saturday</b>	<b>Extempore Competition (Hindi) Solo Song Competition</b>	<b>Extempore Competition (Hindi) Solo Song Competition</b>

- ◆ **Supplementary Exams and enhancement exams in Class XI – and class IX respectively in the 3<sup>rd</sup> week of April and Result on 30<sup>th</sup> April 2020**
- ◆ **Selection of Head Boy/ Head Girl/ House Captain /Class Monitor/ Investiture ceremony**
- ◆ **Requisition of articles needed for new academic session by various Stock In-charges and condemnation process**
- ◆ **Distribution of student diary, students attendance register, monitor’s diary, teacher’s diary, teacher’s daily diary and detailed Syllabus along with list of books**
- ◆ **Days to be Celebrated:**
  - **International Women’s Day (08.03.2021)**
  - **World Health Day (07.04.2020)**
  - **Baisakhi (13.04.2020)**
  - **Dr. Ambedkar’s Birthday (14.04.2020)**
  - **World Heritage Day (18.04.2020)**
  - **Earth Day (22.04.2020)**

## **FINANCIAL PLAN**

**Preparation of Budget estimates of VVN**

**Submission of Annual Account & other returns to R.O**

**Issue of Form -16 for Income Tax to each employee by 30<sup>th</sup> April**

**Condemnation of Articles-list to be submitted to the office**

**Planning for Works and Procurement of Goods**

## **ADMINISTRATIVE PLAN**

- ◆ **Assessment of Annual Maintenance work**

**MAY, 2020**

## **ACADEMIC PLAN**

- ◆ **Holidays Home work/Project to be given to students for Summer Vacation**
- ◆ **Adventure Activities-Trekking**

- ◆ **In-Service Training Course-Seminar/Workshop**
- ◆ **Result Analysis of Board Examination-2020 Result**
- ◆ **Annual Day**
- ◆ **Curricular Activities:**

**Primary & Secondary:**

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>May</b>	<b>01.05.2020</b>	<b>Friday</b>	<b>Formation of student council</b>	<b>Formation of student council</b>
<b>May</b>	<b>02.05.2020</b>	<b>Saturday</b>	<b>Formation of student council</b>	<b>Formation of student council</b>

**FINANCIAL PLAN**

- ◆ **Annual maintenance and repair works**
- ◆ **Filing of Annual returns of salaries in Form-24 of Income Tax by 31<sup>st</sup> May**

**ADMINISTRATIVE PLAN**

## **JUNE, 2020**

### **Primary & Secondary:**

<b>Month</b>	<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>June</b>	<b>26.06.2020</b>	<b>Friday</b>	<b>Poem Recitation Competition</b>	<b>Poem Recitation Competition</b>
<b>June</b>	<b>27.06.2020</b>	<b>Saturday</b>	<b>Poem Recitation Competition</b>	<b>Poem Recitation Competition</b>

## **ACADEMIC PLAN**

- ◆ **Result Analysis of Board Classes X and XII**
- ◆ **Registration and Admission to Class XI**
- ◆ **Career Counseling**
- ◆ **Adventure activities**
- ◆ **Submission of Holidays Home work and projects on reopening of School after summer vacation**
- ◆ **Subject Committee Meeting: Participants of In service Course sharing their new ideas with other teachers and Planning for effective teaching in different subjects**

## **FINANCIAL PLAN**

- ◆ **Annual maintenance and repair works**
- ◆ **Audit of school records and follow up of observations and audit objections**
- ◆ **Purchasing of items for various activities in departments**

## **ADMINISTRATIVE PLAN**

**JULY, 2020**

## **ACADEMIC PLAN**

- ◆ **Conduct First term Unit Test for class XI, monthly test for class XII and FA1 for other classes and preparation of result( 2nd week of July)**
- ◆ **Vidyalaya level Social Science and Science exhibition/ Junior Science Congress**
- ◆ **PTM of all classes**
- ◆ **Remedial teaching to class X and XII before and after the school hours**
- ◆ **Subject Committee Meeting**
- ◆ **Follow up of the decisions of Principals` Conference**
- ◆ **Publication of Vidyalaya Patrika by the 2nd week of July**
- ◆ **Curricular Activities:**



**Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>03.07.2020</b>	<b>Friday</b>	<b>Class Decoration</b>	<b>Class Decoration</b>
<b>10.07. 2020</b>	<b>Friday</b>	<b>Drawing</b>	<b>Drawing</b>
<b>17.07. 2020</b>	<b>Friday</b>	<b>English Poem Recitation</b>	<b>English Poem Recitation</b>
<b>24.07. 2020</b>	<b>Friday</b>	<b>Rakhi Making</b>	<b>Rakhi Making</b>
<b>31.07. 2020</b>	<b>Friday</b>	<b>Kite Making</b>	<b>Kite making</b>

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
<b>04.07.2020</b>	<b>Saturday</b>	<b>Poster Making (World Population Day)</b>	<b>Poster Making (World Population Day)</b>
<b>18.07.2020</b>	<b>Saturday</b>	<b>Display Board Competition: Topic: 1. Book Review 2. Our Music Maestros 3. Our Cultural Heritage 4. India and Her Neighbours</b>	<b>Display Board Competition: Topic: 1. Book Review 2. Our Music Maestros 3. Our Cultural Heritage 4. India and Her Neighbours</b>
<b>25.07.2020</b>	<b>Saturday</b>	<b>Display Board Competition: Topic: 1. Book Review</b>	<b>Display Board Competition: Topic: 1. Book Review</b>

		<b>2. Our Music Maestros</b> <b>3. Our Cultural Heritage</b> <b>4. India and Her Neighbours</b>	<b>2. Our Music Maestros</b> <b>3. Our Cultural Heritage</b> <b>4. India and Her Neighbours</b>
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◆ **Games Activities:**

**Primary:**

Date	Activities	Houses
/07/2020	Throw Ball (Girls)	Ashoka v/s Raman
	Kho-Kho (Boys)	Shivaji v/s Tagore
/07/2020	Throw Ball (Girls)	Shivaji v/s Tagore
	Kho-Kho (Boys)	Ashoka v/s Raman

**Secondary:**

Date	Activities	Houses
/07/2020	Volley Ball ( Boys)	Shivaji v/s Tagore
		Ashoka v/s Raman
	Basket Ball (Girls)	Raman v/s Ashoka
		Tagore v/s Shivaji
/07/2020	Volley Ball (Girls)	Raman v/s Ashoka
		Shivaji v/s Tagore
	Basket Ball (Boys)	Shivaji v/s Tagore
		Ashoka v/s Raman

**Days of Celebration:**

- **World Population Day (11.07.2020)**
- **World Nature Conservation Day (28.07.2020)**
- **Munshi Prem Chand's Birthday (31.07.2020)**

### **FINANCIAL PLAN**

- ◆ **Procurement of stocks for various department and library**
- ◆ **Credit of HPL/EL and update of other entries in the service book of employees**

### **ADMINISTRATIVE PLAN**

**AUGUST, 2020**

### **ACADEMIC PLAN**

- ◆ **Regional level/KVS level Science Exhibition**
- ◆ **Regional level/KVS level Social Science Exhibition**
- ◆ **Inter House Games & Sports Competition**
- ◆ **Scouting / Guiding: Camps Regional Level**
- ◆ **Medical / Health check-up of students**

◆ **Subject Committee Meeting and planning for remedial teaching**

◆ **Curricular Activities:**

**Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>07.08.2020</b>	<b>Friday</b>	<b>House Meeting</b>	<b>House Meeting</b>
<b>14.08. 2020</b>	<b>Friday</b>	<b>Patriotic Group Song</b>	<b>Patriotic Group Song</b>
<b>21.08. 2020</b>	<b>Friday</b>	<b>English Spelling</b>	<b>English Spelling</b>
<b>28.08. 2020</b>	<b>Friday</b>	<b>Solo Bhajan Singing</b>	<b>Solo Bhajan Singing</b>

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
<b>01.08.2020</b>	<b>Saturday</b>	<b>Fancy Dress/ Our National Leaders Hindi Debate</b>	<b>Our National Leaders Hindi Debate</b>
<b>22.08.2020</b>	<b>Saturday</b>	<b>House Meeting /Talent Hunt</b>	<b>House Meeting /Talent Hunt</b>
<b>29.08.2020</b>	<b>Saturday</b>	<b>Rakhi Making</b>	<b>Rakhi Making</b>

◆ **Games Activities:**

**Primary:**

<b>Date</b>	<b>Activities</b>	<b>Houses</b>
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<b>.08.2020</b>	<b>Throw Ball (Boys)</b>	<b>Shivaji v/s Tagore</b>
	<b>Kho-Kho (Girls)</b>	<b>Ashoka v/s Raman</b>
<b>.08.2020</b>	<b>Throw Ball (Boys)</b>	<b>Ashoka v/s Raman</b>
	<b>Kho-Kho (Girls)</b>	<b>Shivaji v/s Tagore</b>

**Secondary:**

<b>Date</b>	<b>Activities</b>	<b>Houses</b>
<b>.08.2020</b>	<b>Volley Ball ( Boys)</b>	<b>Final</b>
		<b>Hardline</b>
	<b>Basket Ball (Girls)</b>	<b>Final</b>
		<b>Hardline</b>
<b>.08.2020</b>	<b>Volley Ball (Girls)</b>	<b>Final</b>
		<b>Hardline</b>
	<b>Basket Ball (Boys)</b>	<b>Final</b>
		<b>hardline</b>

**◆ Days of Celebration:**

- **Independence Day (15.08.2020)**
- **Rajiv Gandhi's Birthday (20.08.2020)**
- **Mother Teresa's Birthday (27.08.2020)**

**FINANCIAL PLAN**

- ◆ **Revised Budget Estimates of VVN**
- ◆ **Meeting to plan purchases by purchase committee of Vidyalaya.**

## **ADMINISTRATIVE PLAN**

**SEPTEMBER, 2020**

## **ACADEMIC PLAN**

- ◆ **2nd Term Unit Test for class XI (IIIrd Week of Sept.) and SA1 for other classes**
- ◆ **Monthly test XII**
- ◆ **Submission of Examination form of X and XII to CBSE**
- ◆ **PTM of all classes**
- ◆ **Subject Committee Meeting and Planning for Remedial teaching**
- ◆ **Regional Sports Meet: 1st Week**
- ◆ **Mathematics Olympiad-Phase I**
- ◆ **Scouting and Guiding Camps – KVS Level**
- ◆ **Youth Parliament at Zone Level**
- ◆ **Autumn Break**

◆ **Assignment for Autumn Break**

◆ **Curricular Activities:**

**Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>04.09.2020</b>	<b>Friday</b>	<b>Hindi Spelling</b>	<b>Hindi Spelling</b>
<b>11.09.2020</b>	<b>Friday</b>	<b>Hindi Calligraphy</b>	<b>Hindi Calligraphy</b>
<b>18.09.2020</b>	<b>Friday</b>	<b>Hindi Poem Recitation</b>	<b>Hindi Poem Recitation</b>
<b>25.09.2020</b>	<b>Friday</b>	<b>Hindi Story telling Competition</b>	<b>Hindi Story telling Competition</b>

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
<b>05.09.2020</b>	<b>Saturday</b>	<b>Teacher's Day</b>	<b>Teacher's Day</b>
<b>19.09.2020</b>	<b>Saturday</b>	<b>Latest Discovery in Hindi language</b>	<b>Latest Discovery in Hindi language</b>
<b>26.09.2020</b>	<b>Saturday</b>	<b>Folk Dance of India</b>	<b>Folk Dance of India</b>

◆ **Games Activities:**

**Primary:**

<b>Date</b>	<b>Activities</b>	<b>Houses</b>
<b>.09.2020</b>	<b>Throw Ball (Girls)</b>	<b>Final</b>
		<b>Hardline</b>
	<b>Kho-Kho (Boys)</b>	<b>Final</b>
		<b>Hardline</b>
<b>.09.2020</b>	<b>Throw Ball (Boys)</b>	<b>Final</b>
		<b>Hardline</b>
	<b>Kho-Kho (Girls)</b>	<b>Final</b>
		<b>Hardline</b>

**Secondary:**

<b>Date</b>	<b>Activities</b>	<b>Houses</b>
<b>.09.2020</b>	<b>Football (Boys)</b>	<b>Shivaji v/s Tagore</b>
		<b>Raman v/s Ashoka</b>
	<b>Football (Girls)</b>	<b>Shivaji v/s Tagore</b>
		<b>Raman v/s Ashoka</b>
<b>.09.2020</b>	<b>Football (Boys)</b>	<b>Final</b>
		<b>Hardline</b>
	<b>Football (Girls)</b>	<b>Final</b>
		<b>Hardline</b>

◆ **Days of Celebration:**



- **Teacher's Day (05.09.2020)**
- **World Literacy Day (08.09.2020)**

## **OCTOBER, 2020**

### **ACADEMIC PLAN**

- ◆ **Mathematics Olympiad in 1st Phase up to 4th week of October**
- ◆ **Preparation & Compilation of class magazine**
- ◆ **Adventure and Cultural activities on special occasions**
- ◆ **PTM of class X and XII**
- ◆ **Sports Day preparation and Celebration up to 20th Oct**
- ◆ **Subject Committee Meeting**
- ◆ **KVS National level Games & Sports**
- ◆ **Curricular Activities:**

#### **Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
<b>21.10.2020</b>	<b>Friday</b>	<b>Diwali Card Making</b>	<b>Diwali Card Making</b>
<b>28.10.2020</b>	<b>Friday</b>	<b>Diya Decoration</b>	<b>Diya Decoration</b>

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
<b>01.10.2020</b>	<b>Saturday</b>	<b>Card Making/Diya Decoration/Extempore Competition (English)</b>	<b>Card Making/Diya Decoration/Extempore Competition (English)</b>
<b>22.10.2020</b>	<b>Saturday</b>	<b>English Calligraphy</b>	<b>English Calligraphy</b>

◆ **Games Activities:**

**Primary:**

<b>Date</b>	<b>Activities</b>
<b>.10.2020</b>	<b>Athletics Events :- Primary Section ( I to V )</b>
<b>.10.2020</b>	<b>Annual Sports Day</b>

**Secondary:**

<b>Date</b>	<b>Activities</b>
<b>.10.2020</b>	<b>Athletics Events :- Middle Section ( VI to VIII)</b>
<b>.10.2020</b>	<b>Athletics Events :- Senior Secondary Section ( IX to XII)</b>
<b>.10.2020</b>	<b>Annual Sports Day</b>

- ◆ **Days of Celebration:**
  - **Gandhi Jayanti and Lal Bahadur Shastri (02.10.2020)**
  - **Dusherra (11.10.2020)**
  - **U. N. O. Day (24.10.2020)**
  - **Diwali (30.10.2020)**

**31<sup>st</sup> October Sardar Ballabh bhai Patel's birthday as National Unity day**

### **FINANCIAL PLAN / ADMINISTRATIVE PLAN**

**NOVEMBER, 2020**

### **ACADEMIC PLAN**

- ◆ **Half yearly Examination and Distribution of Report cards**
- ◆ **Completion of Syllabi of class XII**
- ◆ **Celebration of Ekta Divas and Festivals**
- ◆ **Excursion for classes**
- ◆ **Release of Class Magazine**

- ◆ **Sports Day (Primary)**
- ◆ **Subject Committee Meeting and planning for remedial teaching**
- ◆ **Curriculum /Co- Curricular Activities:**

**Primary:**

Date	Day	Sub Junior Group Classes I & II	Junior Group Classes III, IV & V
04.11.2020	Friday	Rhyming Words	Poetry Writing
11.11.2020	Friday	Fancy Dress	Fancy Dress
18.11.2020	Friday	Best Out of Waste	Best Out of Waste
25.11.2020	Friday	Group Dance	Group Dance

**Secondary:**

Date	Day	Junior Group	Senior Group
05.11.2020	Saturday	Drawing (Women Leaders)	Painting (Women Nobel Laureates)
19.11.2020	Saturday	Spell Bee Competition	Spell Bee Competition
26.11.2020	Saturday	Group Dance	Group Dance

◆ **Days of Celebration:**

- **World Science Day (10.11.2020)**
- **Children's Day/World Diabetes Day (14.11.2020)**
- **Mrs. Indira Gandhi's Birthday/Ekta Diwas/Maths Olympiad (19.11.2020)**

**DECEMBER, 2020**

**ACADEMIC PLAN**

- ◆ **Ist Pre-Board exam: XII (Ist week)**
- ◆ **Adventure and Cultural activities**
- ◆ **Parent Teacher Meeting**
- ◆ **Study Camp for Class XI & XII**
- ◆ **Subject Committee Meeting**
- ◆ **Assignments for Winter Break**
- ◆ **Curricular Activities:**

**Primary:**

<b>Date</b>	<b>Day</b>	<b>Sub Junior Group Classes I &amp; II</b>	<b>Junior Group Classes III, IV &amp; V</b>
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<b>02.12.2020</b>	<b>Friday</b>	<b>Creative Prose Writing</b>	<b>Creative Prose Writing</b>
<b>09.12.2020</b>	<b>Friday</b>	<b>Quiz Competition</b>	<b>Quiz Competition</b>
<b>16.12.2020</b>	<b>Friday</b>	<b>Christmas &amp; New Year Card Making</b>	<b>Christmas &amp; New Year Card Making</b>

**Secondary:**

<b>Date</b>	<b>Day</b>	<b>Junior Group</b>	<b>Senior Group</b>
<b>03.12.2020</b>	<b>Saturday</b>	<b>Quiz Competition</b>	<b>Quiz Competition</b>
<b>17.12.2020</b>	<b>Saturday</b>	<b>Display Board: 1. Resplendent Nature 2. Sports Star 3. Stress Management</b>	<b>Display Board: 1. Resplendent Nature 2. Sports Star 3. Stress Management</b>

**◆ Days to be Celebrated:**

- **World AIDS Day (01.12.2020)**
- **National Pollution Day (02.12.2020)**
- **Human Rights Day (10.12.2020)**
- **National Energy Conservation Day (14.12.2020)**
- **KVS Foundation Day (15.12.2020)**

**JANUARY, 2021**

## **ACADEMIC PLAN**

- ◆ **2nd Pre-Board Exam**
- ◆ **Remedial teaching for academically challenged students of all classes**
- ◆ **3rd Term Unit Test**
- ◆ **Parent Teacher Meeting**
- ◆ **Subject Committee Meeting**
- ◆ **Completion of Syllabus of all Subjects in every class**
- ◆ **Days to be celebrated:**
  - **Vivekanand's Birthday/National Youth Day (12.01.2021)**
  - **Subhash Chandra Bose's Birthday (23.01.2021)**
  - **Republic Day (26.01.2021)**
  - **Martyr's Day (30.01.2021)**

## **FINANCIAL PLAN/ADMINISTRATIVE PLAN**

- ◆ **Crediting leaves and updating of other record in service books of employees**
- ◆ **Meeting of Purchase Committee**

**FEBRUARY, 2021**

## **ACADEMIC PLAN**

- ◆ **Farewell party for Class XII.**
- ◆ **Practical Exams of Board Classes**
- ◆ **Completion of Result Registers**
- ◆ **Moderation Committee Meeting**
- ◆ **Subject Committee Meeting**
- ◆ **Medical and Health Check up of students**
  - ◆ **Days to be celebrated:**
    - **Baden Powel's Birthday (22.02.2021)**
    - **National Science Day (28.02.2021)**

## **FINANCIAL PLAN / ADMINISTRATIVE PLAN**



- ◆ **Income Tax formalities to be completed.**

**MARCH, 2021**

## **ACADEMIC PLAN**

- ◆ **Board Exam-2020-21 and Session Ending Exam of other classes**
- ◆ **Result Distribution of all classes in the last week**
- ◆ **Completion of all formalities for New-Academic Session**
- ◆ **Preparation of Time Table for New-Academic Session**
- ◆ **Finalization of CCA schedule**
- ◆ **Stock Verification and Staff Verification**
- ◆ **Selection of staff for contractual appointment**

## **FINANCIAL PLAN / ADMINISTRATIVE PLAN**

- ◆ **Submission of Condemnation list by various stocks In-charge**
- ◆ **Closure of Financial Year**

◆ **Completion of all accounts and their closure**