

**KENDRIYA VIDYALAYA, RAILWAY COLONY, BANGALORE-560 023.**

**THE CALENDAR OF ACTIVITIES**

Annexure-I

Session- 2009-2010

NAME OF KENDRIYA VIDYALAYA:- RAILWAY COLONY, BANGALORE CITY- 560 023.

Name of the Principal: Shri P.PARAMASIVAM

Sl. No.	Activity/Programme	Achievement Targets	Date(s)/ Time Target	Monitoring/Evaluation	Remarks
01.	<b><u>A - ADMINISTRATION</u></b> Staff sanction proposals, Proposals for upgradation/ Additional sections etc.,	Staff sanction proposals for the year 2009-2010 was sent as per KVS direction	Aug/sept..or earlier as per KVS instructions to submit on or before August/sept.	Principal/ Time Table Incharge Office	Already received for the Year 2009-2010
02.	Selection of Staff for contractual appointments	Vacant posts are to be filled in the beginning of the academic year	As & When Vacancy arises	Principal	1 Comp Instr. & 1TGT (SST) – (Appt. on contractual basis)
03.	<b><u>CONSTRUCTION WORK:</u></b>				
	i) New works	Classes are running in pucca permanent building.	-----	---	-----
	ii) Maintenance	-----	-----	---	----
	iii) Developmental work	Pending with KVS for sanction for construction of additional 12 classrooms.	During the vacation of 09-10 will be taken	Principal	.Proposal has to be sent as per KVS estimate for Additional class room
	iv) Colouring/White washing of School building and staff Quarters etc.,	Painting & White washing of the building was done 2006-2007 Staff qtrs. internal painting was done 2007-08 and external painting was done in 2008-09	Maintenance will be taken in Jul, Aug & Sept.09 in stf. Qtr.	Principal & Repair & Maintenance Committee	----- .
	v) Transfer of land/ execution of lease deed etc. if required	A piece of land, measuring 1736 sqm. for leasing out to K.V. and constructed for staff quarters.	Principal	Principal	-----
04.	<b><u>FURNITURE:</u></b>				
	i) Procurement of new furniture	To be notified in .Aug.2009calling for quotation	-- N/A --	Principal, Furniture in-charge	New furniture is required for Labs/ class rooms New Furniture will be procured for labs / staff room.
	ii) Repair of Old Furniture	To be taken up in 2009-2010	-----	---do---	---

05.	<u>PROCUREMENT OF STORES</u>	To be procured, as per requirement				
	i) Office Stationery	Quotations have already been called and processed	Before October. 2009	U.D.C/ Principal/Teachers	-----	
	ii) Laboratory Articles	To procure, as and when required & depending on the availability of funds.	During the academic year	Principal/Lab. I/C's	-----	
	iii) Library	Books required will be purchased throughout the year	As far as before Dec. 2009	Librarian/Principal/ Trs.	----	
	iv) Work shop material	To call for quotations in Sept./Oct.2009	December 2009	W.E.Teacher/Principal	-----	
	v) Games and Sports material	To call for quotations in June / July 2009	September 2009	P.E.T./ Principal/Office		
06.	Condemnation of Unserviceable articles/Furniture and Stores	April/June/July 2009	June/ July 2009	Principal/ Office Stock Holders	----	
	Annual Stock Verification	March 2009.	March 2009	Principal/ Office Stock Holders		Stock verification work was carried out in March 09
07.	V.M.C. MEETING	Held on 29 <sup>th</sup> APRIL 2009	As per minutes of VMC	Principal/Chairman, VMC	---	
08.	<u>FINANCIAL MANAGEMENT:</u>					
	i) Budget Proposals	August 2009	March 2010	U.D.C./ Principal		New Proposals accepted. Planned VMC meeting
	ii) Revised estimates	---do---	After 3 Months	--do-- Executive Committee		During Aug/Sept.09
	iii) Vidyalaya Vikas Nidhi	April 2009				
09.	Audit of School accounts follow up audit objections	As per Audit party programme Immediately after audit	K.V.S (R.O) Programme	Internal Audit Party/A.G.'s Audit Party	---	
10.	Maintenance of Vidyalaya Campus- cleanliness and upkeep	To keep neat and Clean	Daily	Principal / U.D.C/House Keeping contractual people.		Teachers were allotted daily duties
	- Campus		Daily			Toilets are sufficient
	- Toilets		Daily			Aquaguards are installed in all the 3 floors
	- Provision of Drinking Water		Daily			
11.	Development and upkeep of Land and Gardens	Develop on beautiful garden. To maintain the campus neat & clean	Daily	Group 'D' / Principal / Staff / Students.		Garden work is being taken-up
12.	Plantation of trees, flower pots and their maintenance	To maintain flower pots & plant more trees	Daily	---do---		Plantation works/flower pots – well maintained

	<b>B. <u>ACADEMICS</u></b>				
01.	Time Table	To be given on the first day of the academic year	01.04.2009	TimeTable Incharge/ Principal	Done for 2009 also prepared for 09-10 & distributed in Apl.09
02.	Analysis of Board and Internal Examination Results.	Analysis of Interanl Exam. Results are to be submitted in April 2009 Board results to be submitted in June 2009.	April & June	Principal/Academic Council Committee	Done – internal/preboard/board result analysis for 08-09 is submitted
03.	Checking of written work of Classes	As per Time Table to be given in April 2009	Throughout the academic session	Principal/ Staff	
04.	Checking of Teacher's diaries	Month-wise	Monthly Periodically	Principal	Monitored
05.	Remedial teaching	To bring weak students to the expected standard. To be planned after I U.T.	Daily/ Montly/	Principal/ Subject teachers	Remedial time table is made including class X for 09-10 & for class XII daily 09-109
06.	Checking of Class Registers	Monthly on the Last working day	Monthly/Periodically	Principal/ Class teachers	Monitored
07.	Guidance for Bright Children	Library/Lab. Facilities to be extended- Staff to be requested for additional assistance To bring out their potentials.	Daily	Principal/ Staff Academic Council	Found very effective
08.	Supervision of i) Laboratory Work ii) S.U.PW. Programme iii) Library iv) Programme- Computer Class.	Throughout the year to enable students to make the best use ---do--- ---do--- Regular Classes as per Time Table.	Daily -do- -do- -do- -do-	Principal/Staff concerned ---do--- ---do--- ---do--- ---do---	Separately taken up Taken up throughout the year ---do--- ---do--- Taken-up As per KVS directions
09.	Model Tests – • Half yearly exam. • Session ending exam. • Unit Tests	As per K.V.S. Instructions already planned- As per plan, Evaluation/ would be taken up ---do---	Class X – Every fortnight As per Time Table through out the year. --do—	Principal/ Exam. In-charge/ Subject Teacher ---do--- ---do---	As per KVS directions ---do--- ---do--- ---do---
10.	Subject Committee Meetings	Monthly meetings, during M.P.T & C.C.A.	Every month	Principal / Conveners	Held on last working day of every month /week
11.	Innovative Academic Projects	As per Teacher's interest	As per the schedule sent by KVS RO	Principal	---
12.	Computer.	K.V.S. Syllabus – Class-wise, Will be taught.	As per the time table	Principal/PGT Comp.Sci	Comp. Classes are held as per KVS syllabus
	<b>C. <u>CO-CURRICULAR</u></b>				
01.	Finalisation of C.C.A. Schedule	Finalised / to be included in the student's diary	April 2009	Principal / C.C.A. Co-ordinators	CCA calendar activities have been planned for 2009-10, and incorporated in student's dairy.
02.	Organisation of Hobby Clubs	During Zero period	June./Dec.-2009.	Principal / Conveners/ House masters	

03.	<u>Primary Section</u> <ul style="list-style-type: none"> <li>• Story telling</li> <li>• Poetry Recitation ( Hindi &amp; English)</li> <li>• Calligraphy</li> <li>• Drawing</li> <li>• Music</li> <li>• Dance</li> <li>• Fancy Dress</li> <li>• Any Other</li> </ul>	To bring out the latest talents in students	CCA Periods	Principal / CCA Coordinators & Teachers	Done for 2008-09. Also prepared for 2009-10 and incorporated in students' dairy.
04.	<u>SECONDARY / Sr. SECONDARY</u> <ul style="list-style-type: none"> <li>• Elocution</li> <li>• Music</li> <li>• Dance</li> <li>• Drawing</li> <li>• Poetry Recitation</li> <li>• Dramatics</li> <li>• Quiz</li> <li>• Any Other</li> <li>• Participation in activities organised by other agencies</li> </ul>	As per calendar of activities.  ----do----	2009-2010	C.C.A. Co-ordinator	Done for 2008-09. Also prepared for 2009-10 and incorporated in students' dairy.
<b><u>D. GAMES AND SPORTS:</u></b>					
01.	Organization of <ul style="list-style-type: none"> <li>• Mass participation</li> <li>• Physical efficiency tests</li> <li>• Athletics- House wise competition</li> </ul>	Activities planned for mass participation- as per K.V.S. plan and schedule given by K.V.S.  As and when indformation received. To be planned/ taken up July 2009.	Before Sept. 2009  August 2009	P.E.T. / Other Staff P.E.T./ PRTs  ---do---	Development of play ground is required  No play ground No play ground
02.	Secondary/ Sr. Secondary organization of <ul style="list-style-type: none"> <li>• Mass participation</li> <li>• Physical efficiency test</li> <li>• Team grams</li> <li>• School meet</li> <li>• Inter School / Cluster/ Regional meets etc.</li> <li>• Yoga practice Display</li> </ul>	Sports meet As and when information received P.T. & M.P.T. periods Athletic meet  As perKVS programme  No trained teacher on Yoga	Before Aug/Sept. 2009 ---- Throughout the year and during Athletic meet. Before Sept/ Oct. 2009  -----	P.E.T./ Staff P.E.T. P.E.T./ Staff  KVS Hqtrs. / KVS (RO) Vidyalaya -----	No Yoga teacher
03.	Participation in activities Organized by other agencies	As and when information is received	During the academic year	P.E.T / Prncipal.	-
<b><u>E. OTHER ACTIVITIES</u></b>					
01.	Environmental awareness programme	As per Scouts & Guides plan	Through out the year	Principal / Scouts & Guides Teacher.	S/G activities. HAM Radio activities. Participation in Rally as well as Aug.15 <sup>th</sup> , Jan.26 <sup>th</sup> is taken up

02.	Science exhibition	To be organised in July 2009 in the Vidyalaya / to participate in other exhibition	Before August 2009 – KVS schedule	Principal / Staff	---
03.	Social Science exhibition	-----do-----	-----do-----	-----do-----	---
04.	Youth parliament	July 2009 / Aug.09	July/August 2009	-----	---
05.	Value Education Programme	Daily in Assembly / Class room	Through out the year	Principal / Staff / Students	---
06.	School Day	To be planned - April 2009	-----	Principal / Staff / Students.	Conducted on May 2nd
07.	Celebration of festivals and important days	As per C.C.A. plan	Through out the year	C.C.A. Co-ordinator	Observation of Festivals & important days observed
08.	Morning Assembly	As per plan – reflected in student’s diary	Daily	C.C.A. Co-ordinator/House masters	Fixation of bulletin Boards/ House boards was done
09.	Bulletin Boards	As per C.C.A. plan & Daily to maintain	Daily	----do---	
10.	Scouting / Guiding Training	As per KVA Plan	Through out the year	Principal/ Scouts/ Guide Teachers	Names have to be forwarded to AC’s office for advance course / Basic Course
11.	Trekking etc	---do---	---do---	Principal	
12.	Scouting / Guiding Camps	----do---	----do---	---do---	
13.	Any Other	----do-----	---do---	---do---	photography club – taken up
14.	Health check up of students twice in an year.	To be taken up in Aug. 2009 and Jan. 2010		C.M.S. Railway Hospital.	
<b><u>F. MISCELLANEOUS</u></b>					
01.	Talks by experts	To be invited	Once/ Twice a month	Principal / Staff	----
02.	Proposals of Inservice Course.	To be submitted as and when asked for	---	Principal/ Staff/ U.D.C	
03.	Organisation of Inservice Course	As per KVS Schedule	As per convenience through out the year	---	During May – some teachers attended in-service course
04.	Proposals for National / Incentive awards	To be submitted as and when invite	-----	---	Circulation was done for applicability
05.	Community oriented programmes, if any	----	-----	Community Lunch	Parent Teacher Meeting/ Participation of Pulse Polio/ Aids Awareness etc., programme.

**COUNTER SIGNATURE OF  
THE ASSISTANT COMMISSIONER.**

**SIGNATURE OF THE PRINCIPAL.**