

Kendriya Vidyalaya Matanhail

Institution Plan 2021-22

*Guiding Principles and preview:*

1. **Interest of the Vidyalaya is supreme.**
2. All Communication/order should be clear, well directed, routed through the Principal.
3. Delegation and work designs are aimed at overall improvement of the institution. It should be taken up in the spirited manner and must be carried forward promptly.
4. An improvement in Co-ordination is always desired. **Job clarity** and fair work distribution should form the basis of conflict free work environment
5. Timely planning and defined accountability will lead to effectiveness.
6. Keeping the exception of the unforeseen and unperceivable, the routine jobs can be planned in advance so that priorities are clearly laid down, individual creativity takes precedence, **Standard Operating Processes (SOPs) are well observed.**
7. **Automation** in certain areas can be reached.
8. There is minimum resistance while carrying out the professional responsibilities.
9. **All departments are required to prepare the annual calendar of activities in so that development action in the vidyalaya is initiated at the right time.**
10. A Positive and **constructive approach** is needed from all Team leaders/ Dept. Heads and committee members. In cases, where there is perception of higher workloads, well worked out delegation which has to be routed through the Principal will be done.

## A. Internal Committees/ Functional Groups and Departments:

Sr. No	Committee/Functional Group/ Department	Composition	Key roles & responsibilities
1.	CCA	<p>Ms Mamta Singh TGT Hindi Ms Poonam Sain TGT Sost (IC EBSB)</p> <hr/> <p>Ms Namarat Gund Music Tr Ms Aarti Sharma, (sp days) Mr Amandeep</p>	<ul style="list-style-type: none"> <li>• Working out CCA calendar with important targets/dates during the session,</li> <li>• Printing of student diaries</li> <li>• Procuring material/prizes in advance, Stock keeping,</li> <li>• Organization of various inter house/ inter school competitions</li> <li>• Conduct of Morning assembly,</li> <li>• Day to day Inter/Intra activities,</li> <li>• Compilation of results and reporting at the appropriate levels</li> <li>• Observance of important days,</li> <li>• Theme allotment for the house/other display boards.</li> <li>• Annual day and prize distribution etc.</li> <li>• Operationalizing house system through HMS</li> <li>• Decoration of display boards according to themes allotted</li> <li>• Stage setting and decorations for all occasions.</li> </ul>
2	Beautification, Reception	Ms Namrata Gund, PRT 6( Ms Sheetal) Ms Suman , Nurse	<ul style="list-style-type: none"> <li>• Setting up a separate stock for Beautification of the vidyalaya campus.</li> <li>• Advance procurement of utilities/items</li> <li>• Training children for Dance/Music and other performing arts.</li> <li>• Choir Group for the Morning Prayers on stage</li> </ul>

3.	Extra-Curricular Activities(ECA) Literary Society, Academic Affairs	1.Mr Jai Prakash TGT Eng 2. Ms Rashmi, (Pisa coordinator ) 3. Ms Suman, Nurse ( to assist in Medical check ups)	<ul style="list-style-type: none"><li>• Implementation of Alternative Academic calendar</li><li>• Assisting in running of online classes</li><li>• Conduct of VMC/ staff meetings-</li><li>• Setting up agenda, maintenance of minutes etc.</li><li>• Organizing of PTMs/ general body meeting</li><li>• Arranging for subject committee meetings, follow up</li><li>• Arranging for School excursion</li><li>• Alumni Association</li><li>• Periodic scrutiny of the written work/ Schedule for submission of Written work of children.</li><li>• Publication of Vidyalaya Patrika/ News letter</li><li>• Setting up a literary society/reader club</li><li>• Medical checkups of students on periodic basis</li><li>• Pisa/CCT</li><li>• ACP</li></ul>
4	Hospitality, Reception, Publicity and Public relations	Ms Rashmi, TGT SC	<ul style="list-style-type: none"><li>• Institutional readiness for official visits,</li><li>• Welcome/ Reception/ presentation of bouquets etc</li><li>• Tea/ Lunch etc</li><li>• Image building / Banners etc</li><li>• Promotion and publicity etc</li></ul>

5.	Examination	<ol style="list-style-type: none"> <li>1. Mrs Sarita Kadian</li> <li>2. Mr Pawan Kumar, IC Primary</li> <li>3. Sh MDS Zaffar, IC CBSE</li> </ol>	<ul style="list-style-type: none"> <li>• Overall co-ordination and conflict resolutions</li> <li>• Upkeep of examination records- award lists, certificates etc.</li> <li>• Result Analysis</li> <li>• Liaising and communication</li> <li>• Meticulous planning and smooth conduct of all Tests/ Examination in a free and fair manner</li> <li>• Examination schedules</li> <li>• Preparation and Moderation of question papers</li> <li>• Procuring the Examination materials</li> <li>• Seat plans and Roaster of Invigilators etc.</li> <li>• Modal Evaluation/internal assessments</li> <li>• Registration /Enrollments for Olympiads/ other competitive Exams. Evidence of Assessments</li> <li>• Account keeping/settlements</li> </ul>
6	School Safety, Students welfare And Discipline	<ol style="list-style-type: none"> <li>1. Ms Ms Rashmi,</li> <li>2. Ms Poonam</li> <li>3. Mr Deep Kumar</li> <li>4. Ms Saroj Bala, TGT WE</li> </ol>	<ul style="list-style-type: none"> <li>• <u>Prevention of physical / mental abuse to students and members of staff</u></li> <li>• Taking measures in overall welfare of the students</li> <li>• Counseling (in sensitive cases, using services of the counselor)</li> <li>• Regular meetings with the Principal to discuss, report cases if any (a daily diary has to be maintained) disposal (written monthly report is to be filed)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Taping of the house system for positive behavioral changes among students,</li> <li>• Developing a sense of responsibility among students</li> <li>• Ensuring proper uniforms and punctuality</li> </ul>

7	Sports Management Committee	<ol style="list-style-type: none"> <li>1. Mr Deep Kumar, PET</li> <li>2. Mr Amandeep</li> </ol>	<ul style="list-style-type: none"> <li>• Working out an effective sports calendar for the vidyalaya keeping the concurrency of various KVS regional, national events in mind and highlighting the major targets for the year with clarity.</li> <li>• List of Games/Team selection as per the deadlines in the sports calendar</li> <li>• Conduct of intra house/ inter house sports</li> <li>• Proper record keeping of the vidyalaya's participation and achievements thereof.</li> <li>• Sports prize (in phased manner)</li> <li>• Culmination of sports activities in Sports Day.</li> <li>• Fit India movement activities</li> </ul>
8	Teaching aids and Resource Center	<ol style="list-style-type: none"> <li>1. Ms Poonam Sain, TGT</li> <li>2. Mr Monu Yadav, PRT</li> <li>3. Comp Instructor</li> </ol>	<ul style="list-style-type: none"> <li>• Working out the need based and feasible Teaching resources as per requirements of teachers</li> <li>• Procurement and Stock keeping of teaching aids.</li> <li>• Setting up a TAL center- (Technology Aided Learning)/Resource room</li> </ul>
9	Admission and Withdrawal	<ol style="list-style-type: none"> <li>1. M S Zaffar</li> <li>2. Computer Instructor</li> <li>3. PRT-6</li> <li>4. JSA</li> </ol>	<ul style="list-style-type: none"> <li>• Overall planning for the admission and facilitating withdrawals</li> <li>• Coordination with class teachers</li> <li>• Realization of fees and fines/ reconciliation etc.</li> <li>• Maintenance of UBI portal and fees verification</li> <li>• Issue of online TCs and uploading / updating of Website for verification.</li> </ul>
10	Time Table and Staff Strength	<ol style="list-style-type: none"> <li>1. Mrs Sarita K</li> <li>2. Mr Monu Yadav</li> </ol>	<ul style="list-style-type: none"> <li>• Managing Human Resources efficiently/ rationally</li> <li>• Time Schedules</li> <li>• Weekly/ monthly –Teacher wise summary</li> <li>• Consolidated Time table for Display</li> <li>• Roaster based substitution duties</li> </ul>
11	Science Society	<p>Ms Rashmi, TGT Ms Sarita Kadian, TGT</p>	<ul style="list-style-type: none"> <li>• Planning for Science Exhibition at all levels.</li> <li>• Participation of students in IAPT</li> <li>• Participation of students in Children Science Congress.</li> </ul>

		All EVS/ Maths/computer teachers	<ul style="list-style-type: none"> <li>• Preparation and guidance to students for NTSEs, KVPY, Intra House/ Inter House Quizzes</li> <li>• <b>Promoting Scientific Activities in the Vidyalaya</b></li> <li>• Setting up Science Talk –promoting local research,</li> <li>• Presenting Activities based on Common science in the morning assembly.</li> </ul>
12	ICT Infrastructure	1.M S Zaffar 3. Comp.Instructor.	<ul style="list-style-type: none"> <li>• Maintenance /Updating of website</li> <li>• ICT Infra.</li> <li>• AMC for ICTs in the school</li> <li>• Overall coordination for use of ICTs by others</li> <li>• Promoting/ Publicizing the achievements</li> <li>• Cyber Awareness</li> <li>• Tapping of resources for Image building of the vidyalaya through the school website.</li> </ul>
13	M&R	Mr Deep Kumar,TGT PHE Ms Saroj Bala,TGT WE Mr Rajesh Kumar PRT	<ul style="list-style-type: none"> <li>• Setting up priorities and timely action for the best upkeep of the vidyalaya building.</li> <li>• Ensuring the potable drinking water/ Ro systems</li> <li>• Maintenance of Electrical fixtures</li> <li>• White washing and repairs etc.</li> <li>• P A systems</li> <li>• Cleanliness of the vidyalaya campus</li> <li>• Training of the sanitary staff and Upkeep of the toilets, corridors etc.</li> <li>• Random check- ups of class rooms, dark spots and suitable remediation thereof and cleanliness drives.</li> </ul>
14	Social Science Society	Ms Poonam Sain Mr Jaiprakash Music Tr	<ul style="list-style-type: none"> <li>• Planning for the regional/ National social science and National integration camp.</li> <li>• Projects and write up for Integration Camp.</li> <li>• Initiating and motivating children for creative exhibits.</li> <li>• Preparation of annual calendar of activities</li> </ul>

16	Scout and Guide Movement	1 Jaiprakash 2.Rajesh Kumar	<ul style="list-style-type: none"><li>• Annual Calendar of event (list of Weekly activities)</li><li>• Increasing enrollment of students to BS&amp;G</li><li>• Maintenance of a BS&amp;G Display Board</li><li>• Ensure participation in all competition inside /outside school</li></ul>
18	Implementation of Rajbhasha Hindi	Ms Mamta Singh TGT Sanskrit Mr Amandeep	<ul style="list-style-type: none"><li>• Records keeping</li><li>• Attending of all meetings</li><li>• Initiating measures to ensure the directions of the District/ state and Central administration for group A Regions for 100 % work in Rajbhasha.</li></ul>
19	Emergency Response Team	Mr Deep Kumar Mr Monu Yadav, Mr Rajesh Kumar Computer Instructor Nurse	<ul style="list-style-type: none"><li>• Implementation of Covid -19 Sops</li><li>• Sanitization of School Campus</li><li>• Emergency care and alarm/alert for quick responses including isolation , first aid and hospitalization facilities.</li></ul>

Principal