

Kendriya Vidyalaya Matanhail

Institutional Plan 2023-24

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/hesitation (exceptionally bonafide reasons beyond individual's control) while carrying out the
9. professional responsibilities.
10. **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.**
11. **A Positive, unconditional and constructive approach is needed from all Teachers,Team leaders/ Dept. Heads and c o m m i t t e e 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 |
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| 1. | CCA | <p>Ms Mamta Singh TGT Hindi Ms Poonam Sain TGT SOST (IC EBSB)</p> <p>Ms Namarat Gund Music Tr Ms Aarti Sharma PRT , (Spl days) Mr Azad Singh PRT</p> | <ul style="list-style-type: none"> • Working out CCA calendar with important targets/dates during the session, • Printing of student diaries • Procuring material/prizes in advance, Stock keeping, • Organization of various inter house/ inter school competitions • Conduct of Morning assembly, • Day to day Inter/Intra activities, • Compilation of results and reporting at the appropriate levels • Observance of important days, • Theme allotment for the house/other display boards. • Annual day and prize distribution etc. • Operationalizing house system through HMS • Decoration of display boards according to themes allotted • Stage setting and decorations for all occasions. |
| 2 | Beautification/ Cleanliness | <ol style="list-style-type: none"> 1. Ms Saroj Bala, TGT WE 2. Mod. S Zaffar Librarian 3. Mr Jai Prakash TGT Eng 4. Ms Namrata Gund, PRT Music 5. Ms. Anshupriya Batra PRT 6. Ms Poonam Nurse | <ul style="list-style-type: none"> • Setting up a separate stock for Beautification of the vidyalaya campus. • Advance procurement of utilities/items • Training children for Dance/Music and other performing arts. • Choir Group for the Morning Prayers on stage |

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

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| 5. | Examination | <ol style="list-style-type: none"> 1. Mr. Deepak Kumar TGT SKT, IC Exam (VI-X) & CBSE 2. Mrs Sarita Kadian TGT Maths 3. Ms Aarti Sharma, IC Primary 4. Mr. Monu Yadav PRT | <ul style="list-style-type: none"> • Overall co-ordination and conflict resolutions • Upkeep of examination records- award lists, certificates etc. • Result Analysis • Liaising and communication • Meticulous planning and smooth conduct of all Tests/ Examination in a free and fair manner • Examination schedules • Preparation and Moderation of question papers • Procuring the Examination materials • Seat plans and Roaster of Invigilators etc. • Modal Evaluation/internal assessments • Registration /Enrollments for Olympiads/ other competitive Exams. Evidence of Assessments • Account keeping/settlements |
| 6 | School Safety, Students welfare And Discipline | <ol style="list-style-type: none"> 1. Ms Saroj Bala, TGT WE I/C 2. Ms Poonam Sain TGT Social Science 3. Mr Deep Kumar TGT P&HE | <ul style="list-style-type: none"> • <u>Prevention of physical / mental abuse to students</u> and members of staff • Taking measures in overall welfare of the students • Counseling (in sensitive cases, using services of the counselor) • 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) <hr/> <ul style="list-style-type: none"> • Taping of the house system for positive behavioral changes among students, • Developing a sense of responsibility among students • Ensuring proper uniforms and punctuality |

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| 7 | Sports Management Committee | <ol style="list-style-type: none"> 1. Mr Deep Kumar, TGT P&HE I/C 2. Mrs. Sukhjit Kaur TGT AE 3. Mr. Pawan Kumar PRT 4. Ms Aarti Sharma PRT | <ul style="list-style-type: none"> • 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. • List of Games/Team selection as per the deadlines in the sports calendar • Conduct of intra house/ inter house sports • Proper record keeping of the vidyalaya's participation and achievements thereof. • Sports prize (in phased manner) • Culmination of sports activities in Sports Day. • Fit India movement activities |
| 8 | Teaching aids and Resource Center | <ol style="list-style-type: none"> 1. Mrs. Sukhjit Kaur TGT AE I/C 2. Ms Poonam Sain, TGT Social Science 3. Mr Aazd Singh, PRT 4. Ms Seema Rani Comp Instructor | <ul style="list-style-type: none"> • Working out the need based and feasible Teaching resources as per requirements of teachers • Procurement and Stock keeping of teaching aids. • Setting up a TAL center- (Technology Aided Learning)/Resource room |
| 9 | Admission and Withdrawal | <ol style="list-style-type: none"> 1. Mod. S Zaffar Librarian I/C 2. Ms Seema Rani Comp Instructor 3. Mr. Pawan Kumar PRT 4. I/C Class Ist 2024-25 5. Ms. Sunita JSA | <ul style="list-style-type: none"> • Overall planning for the admission and facilitating withdrawals • Coordination with class teachers • Realization of fees and fines/ reconciliation etc. • Maintenance of UBI portal and fees verification • Issue of online TCs and uploading / updating of Website for verification. |
| 10 | Time Table and Staff Strength | <ol style="list-style-type: none"> 1. Mrs Sarita Kadian TGT Mathematics I/C 2. Mr Monu Yadav 3. Mr. Pawan Kumar | <ul style="list-style-type: none"> • Managing Human Resources efficiently/ rationally • Time Schedules • Weekly/ monthly –Teacher wise summary • Consolidated Time table for Display • Roaster based substitution duties |

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| 11 | Science & Mathematics Society | <ol style="list-style-type: none">1. Ms D. Kanta Singh TGT Bio I/C2. Ms Sarita Kadian, TGT Mathematics I/C | <ul style="list-style-type: none">• Planning for Science Exhibition at all levels.• Participation of students in IAPT/INSPIRE MANAK Award etc.• Participation of students in Children Science Congress.• Planning & Participation for Mathematics Exam at all levels |
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| | | All EVS/ Maths/computer teachers | <ul style="list-style-type: none"> • Preparation and guidance to students for NTSEs, KVPY, Intra House/ Inter House Quizzes • Promoting Scientific Activities in the Vidyalaya • Setting up Science Talk –promoting local research, • Presenting Activities based on Common science in the morning assembly. |
| 12 | ICT Infrastructure | 1.Md. S Zaffar Librarian I/C 2. Ms Seema Rani Comp.Instructor. | <ul style="list-style-type: none"> • Maintenance /Updating of website • ICT Infra. • AMC for ICTs in the school • Overall coordination for use of ICTs by others • Promoting/ Publicizing the achievements • Cyber Awareness • Tapping of resources for Image building of the vidyalaya through the school website. |
| 13 | M&R | 1.Ms Saroj Bala,TGT WE I/C 2.Mr. JaiPrakash TGT English 3.Mrs. Sukhjit Kaur TGT AE 4.Mr. Azad Singh PRT 5.Mr. Azad Singh SSA | <ul style="list-style-type: none"> • Setting up priorities and timely action for the best upkeep of the vidyalaya building. • Ensuring the potable drinking water/ Ro systems • Maintenance of Electrical fixtures • White washing and repairs etc. • P A systems • Cleanliness of the vidyalaya campus • Training of the sanitary staff and Upkeep of the toilets, corridors etc. • Random check- ups of class rooms, dark spots and suitable remediation thereof and cleanliness drives. |
| 14 | Social Science /Literary Society | 1.Ms Poonam Sain TGT Social Science I/C 2 Mr Jaiprakash TGT English I/C 3.Ms Namrata Gund PRT Music | <ul style="list-style-type: none"> • Planning for the regional/ National social science and National integration camp. • Projects and write up for Integration Camp. • Initiating and motivating children for creative exhibits. • Preparation of annual calendar of activities |

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| 15 | Scout and Guide Movement | 1 Jaiprakash TGT English I/C 2.Mrs. Sukhjit Kaur TGT AE I/C | <ul style="list-style-type: none"> • Annual Calendar of event (list of Weekly activities) • Increasing enrollment of students to BS&G • Maintenance of a BS&G Display Board • Ensure participation in all competition inside /outside school |
| 16 | Cub and Bulbul Activities | 1.Mr. Azad Singh PRT I/C 2.Ms Anshupriya Batra PRT I/C | <ul style="list-style-type: none"> • Annual Calendar of event (list of Weekly activities) • Increasing enrollment of students to Cub and Bulbul • Maintenance of a Cub and Bulbul Display Board • Ensure participation in all competition inside /outside school |
| 17 | Implementation of Rajbhasha Hindi | 1.Ms Mamta Singh TGT Hindi I/C 2.Mr. Deepak Kumar TGT SKT 3. Ms Sunita JSA | <ul style="list-style-type: none"> • Records keeping • Attending of all meetings • Initiating measures to ensure the directions of the District/ state and Central administration for group A Regions for 100 % work in Rajbhasha. |
| 18 | Emergency Response Team | 1. Mr Deep Kumar TGT P&HE 2. Mr. Deepak Kumar TGT SKT 3. Mr Monu Yadav PRT 4. Mr Pawan Kumar PRT 5. Ms. Poonam Nurse 6. All Teaching and Non-Teaching Staff. | <ul style="list-style-type: none"> • Implementation of Covid -19 Sops • Sanitization of School Campus • Emergency care and alarm/alert for quick responses including isolation , first aid and hospitalization facilities etc. |
| 19 | Local Purchase Committee | 1.Ms. Saroj Bala TGT WE 2. Jaiprakash TGT English 3. Md. S Zaffar Librarian 4. Mr. Pawan Kumar PRT | <ul style="list-style-type: none"> • To give recommendation / do market survey and ensure the procurement of the goods and services as per the guidelines of GFR 2017 and G-Em Portal. |

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| | | 5. Ms Namrata Gund PRT Music | |
| 20 | Office Management/ Correspondence/ Finance /Vouchers/ Annual Accounts/Staff Service Matters/Audit and all other official matters. | 1. Mr. Azad Singh SSA 2. Ms. Sunita JSA | <ul style="list-style-type: none">• To ensure all General Financial Administrative Matters/E-Mails/Replies/ATRs/RTIs/Audit to be taken up timely under the intimation to the DDO/Principal |

(Kanwar Singh)
Principal