

# Academic, Administrative & Financial calendar of Activities

APRIL, 2023

## ACADEMIC PLAN

- Analysis of Internal Exams (Re-exam and Supplementary) and Result on 30<sup>th</sup> April
- □ Discussion on Result Analysis of Internal Examination.
- Planning and Allocation students to Houses and House Meeting.
- Planning and Beginning of CCA.
- School readiness programme for class I students.
- Pravesh Utsav for 1<sup>st</sup> class students and parents.
- Subject Committee meeting/ Strategy forming session □ Appointment of contractual teachers □ CBSE Examination work.
- Selection of Class Monitor
- Requisition of articles needed for new academic session by various Stock In-charges and condemnation process.
- Celebration of World Earth Day/ Health Day/ World Day for Water/ Environment Day and Dr. Ambedkar's Birthday.
- Admission to class II onwards and other classes.
- Story Telling Competition for Primary.
- Primary Section - Cluster level CMP Meeting

## FINANCIAL PLAN

- Submission of quarterly reports before 7<sup>th</sup> of the month
  - Q4 report of School fund
  - Q4 report of VVN
  - Q4 report of Hindi Rajbhasha
- Submission of Annual A/c of VVN and SF to KVS(RO)
- Submission of Annual Account and other returns to Regional Office.
- Pre Income Tax deduction to start from April month's salary.
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.
- Fund Requisition for the month to KVS (RO).
- Condemnation of Article-list to be submitted to the office.

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Assessment of Annual Maintenance work
- Conduct of Staff Meeting.

MAY, 2023

## ACADEMIC PLAN

- Holidays Home Work/ Project to be given to students for Summer Vacations.
- In-service training Course-Seminar/ Workshop

- Result Analysis of Board Examination - 2022-23 Result.

## **FINANCIAL PLAN**

- Issue of Form-16 for Income Tax to each employee by 15<sup>th</sup> May.
- Preparation of Pay bill by 19<sup>th</sup> and disbursement of Staff Salary.

## **ADMINISTRATIVE PLAN**

- Submission of monthly reports - Enrolment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Relieving to Transfer Out Employees, if any
- Planning and preparation of list of duties and work to be done during vacation.

## **JUNE, 2023**

### **ACADEMIC PLAN**

- Result Analysis of Board Classes X and XII.
- Registration and Admission to Class XI.
- Career Counselling.
- Submission of Holidays Home Work and Projects on reopening of School after Summer Vacation.
- Subject Committee Meeting: Discussing workshop and In-service course material attended by teachers.
- Greeting Card Making Competition.
- Distribution of student diary.
- International Yoga Day Celebration (22<sup>nd</sup> June)

### **FINANCIAL/ ADMINISTRATIVE PLAN**

- Preparation of Pay bill by 19<sup>th</sup> and disbursement of Staff Salary.
- Purchasing of items for various activities in departments.

### **ADMINISTRATIVE PLAN**

- Submission of monthly reports - Enrolment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Relieving to Transfer Out Employees, if any
- □ Annual maintenance and repair work.

## **JULY, 2023**

### **ACADEMIC PLAN**

- Periodic Test-1 (MCQ - Classes I to X).

- First Unit Test for classes XI, XII (Last week of month) □ Registrations for Science, Mathematics and Cyber Olympiads.
- Registration for KVS Olympiad.
- PTM of all classes.
- Remedial teaching to class X and XII before the school hours.
- Subject Committee Meetings.
- Follow up of decisions of Principal Conference.
- Classroom Decoration Competition.
- Story Telling Competition.
- Investiture Ceremony
- Book Week
- Investiture ceremony. (Student Council)

## FINANCIAL PLAN

- Submission of quarterly reports before 7<sup>th</sup> of the month
  - ○ Q1 report of School fund
  - ○ Q1 report of VVN
  - ○ Q1 report of Hindi Rajbhasha
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.
- Fund Requisition for the month to KVS (RO).
- Preparation of Budget estimates of VVN

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Relieving to Transfer Out Employees, if any
- Procurement of stocks for various department and library.
- Credit of HPL/EL and update of other entries in the Service Book of employees.
- First VMC Meeting and Executive Committee Meeting.

## AUGUST, 2023

### ACADEMIC PLAN

- Van Mahotsava.
- Inter House Games and Sports Competition.
- □ Scouting/ Guiding: Camps Regional Level/ KVS level
- □ Medical/ Health check-up of students.
- PTM of weak students of all classes.
- International Youth Day Celebration on 12<sup>th</sup> August.
- Independence Day Celebration on 15<sup>th</sup> August.
- Sadbhawana Diwas Celebration on 20<sup>th</sup> August.
- Subject Committee Meeting and Planning for remedial teaching.
- Rakhi Making Competition
- Online submission of class IX/XI students to CBSE website
- Sports & Games

- Cluster Level (First Week)
- Regional Level (Last Week)

## FINANCIAL PLAN

- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.
- Revised Budget Estimates of VVN.
- Meeting to plan purchases by purchase committee of Vidyalaya.

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## SEPTEMBER, 2023

### ACADEMIC PLAN

- Periodic Test-2 (3<sup>rd</sup>/ 4<sup>th</sup> week of September)
- Second Unit Test - Class XI, XII
- Online submission of class XII students to CBSE website □ PTM of all classes.
- Subject Committee Meeting and Planning for Remedial teaching.
- Celebration of Teachers Day, Hindi Pakhwara and World Literacy Day.
- Mathematics Olympiad - Phase I.
- Scouting and Guiding Camps - KVS Level.
- Teachers Day Celebration.
- Celebration of Hindi Diwas on 14<sup>th</sup> Sept.
- Cyber Olympiad - phase 1
- Grand Parents Day Celebration
- Junior Mathematics Olympiad (KCV Level) / NHQ
- Autumn Break from 20.10.2023 to 29.10.2023
- Assignments for Autumn Break

### FINANCIAL PLAN

- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.

### ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## OCTOBER, 2023

## ACADEMIC PLAN

- Mid - Term Examination 2022 (Activities) [Classes I to VIII ]
- Pre-Mid Term Examination 2022 for Classes IX to XII
- Mathematics Olympiad in 1<sup>st</sup> Phase upto 4<sup>th</sup> week of October.
- Preparation & Compilation of class magazine.
- PTM of class X and XII.
- Sports Day preparation and Celebration.
- Celebration of Gandhi Jyanti and Lal Bahadur Shastri's Birth Day on 2<sup>nd</sup> October.
- Subject Committee Meeting.
- KVS National Level Games and Sports.
- Group Dance Competition.
- Online submission of class X students to CBSE website
- □ Science Olympiad.
- Social Science Exhibition at KV/Cluster Level
- Science Exhibition at KVS Level
- Coaching Camp (Sports)
- Sports & Team Games - National Level
- Scouting & Guiding
  - a) District
  - b) KVS (RO) level
  - c) KVS (HQ)
- School Excursion
- Primary Section
  - i) Grand Parents Day ii) School level
  - Sports under CMP iii) School level CMP
  - Meeting (I,II & III)

## FINANCIAL PLAN

- Submission of quarterly reports before 7<sup>th</sup> of the month
- ○ Q2 report of School fund
- ○ Q2 report of VVN
- ○ Q2 report of Hindi Rajbhasha
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.
- Fund Requisition for the month to KVS (RO).

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## NOVEMBER, 2023

### ACADEMIC PLAN

- Mid Term Examination for IX and XII by CBSE/KV
- □ Completion of Syllabii of Board Classes X and XII.
- Deepawali Celebration
- Celebration of Ekta Diwas (Flag Day - 7 Nov) and festivals. □ Community Lunch.

- Excursion for classes
- National Education Day on 11<sup>th</sup> November
- Children's Day Celebration on 14<sup>th</sup> November
- Subject Committee Meeting and planning for remedial teaching.
- Poem Competition - English and Hindi.
- Social Science Exhibition
  - a) RO Level
  - b) KVS Level
- Scouting & Guiding
  - a) Group-Cluster/LA
  - b) District
  - c) NHQ
- School Excursion
- Science Quiz Competition
- Extempore Competition
- Primary Section
  - i) Bal Diwas & Community Lunch
  - ii) School level CCA under CMP

## FINANCIAL PLAN

- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## DECEMBER, 2023

### ACADEMIC PLAN

- Formative Assessment 4 (Activities)
- 1st Pre-Board exam: X and XII (2nd week).
- PTM Classes IX, X and XII (weak students)
- Celebration of World AIDS Day, Human Rights Day, X-Mas Day and New Year.
- □ Celebration of KV Foundation Day - 15<sup>th</sup> December
- □ Study Camp for Class X and XII.
- Thinking Day
- Annual Day of School
- Winter Break (25.12.2023 to 13.01.2024)
- □ Winter Break - Study Camp for XII
- □ Subject Committee Meeting.
- Assignments for Winter Break.
- Primary Section - Cluster Level Cubs & Bulbul Utsav

## FINANCIAL PLAN

- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## JANUARY, 2024

## ACADEMIC PLAN

- 2<sup>nd</sup> Pre-Board exam (Second Week), Remedial teaching for weak students of all classes.
- Formative Assessment 3 (Pen Paper Test) □ Third Unit Test Class XI (3<sup>rd</sup> Week) □ PTM of X and XII.
- Subject Committee Meeting.
- Celebration of Republic Day, Martyr Day, Subhash Chandra Bose Birth Day.
- Second Round Medical check-up
- School Excursion
- Preparation for class XII CBSE Practical Examinations

## FINANCIAL PLAN

- Submission of quarterly reports before 7<sup>th</sup> of the month
  - ○ Q3 report of School fund
  - ○ Q3 report of VVN
  - ○ Q3 report of Hindi Rajbhasha
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.
- Fund Requisition for the month to KVS (RO).

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.
- Third VMC Meeting
- Crediting leaves and updating of other record in Service Book of employees.
- Meeting of purchase committee purchases.

## FEBRUARY, 2024

## ACADEMIC PLAN

- Registration for classes 1<sup>st</sup> and other except class XI.
- □ Formative Assessment 4 (Activities)
- □ Practical exam of Board Classes.
- Farewell party for Class XII.
- Completion of Result registers.
- Moderation Committee Meeting.
- Completion of Syllabus of all Subjects in every class.
- Subject Committee Meeting.
- Celebration of National Science Day
- Primary Section - School level CMP Meeting (I, II & III)

## FINANCIAL PLAN

- Income Tax formalities to be completed.
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.

## ADMINISTRATIVE PLAN

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

## MARCH, 2024

## ACADEMIC PLAN

- Summative Assessment II for school
- Class XI - Session Ending Examination (3<sup>rd</sup> Week)
- CBSE Board Exam - 2024
- Result Distribution of all classes.
- Interview and Panel List for contractual staff appointment.
- Completion of all formalities for New-Academic Session.
- Preparation of Time Table for New-Academic Session.
- Planning for House wise competition for New-Academic session.
- Planning and distribution of Vidyalaya committee.
- Planning and beginning of CMP.
- Planning and effective utilization of the sources available.
- Finalization of CCA & CMP schedule.
- Admission to Class I as per KVS schedule.
- Stock Verification and Staff Verification.
- Annual Appraisal Performance report to be filled by staff.
- Printing of Student and Teacher Diary for next session.

## FINANCIAL PLAN

- Income Tax formalities to be completed.
- Preparation of Paybill by 19<sup>th</sup> and disbursement of Staff Salary.

- Closure of Financial Year.
- Completion of all accounts and their closure.
- Preparation of Annual a/c of SF and VVN.

## **ADMINISTRATIVE PLAN**

- Submission of monthly reports - Enrollment Status, Staff Vacancy Position, ICT Report, SF and VVN a/c details, MIS Report, PIS Report, NPS/GPF Report, Staff Quarters allotment Report, Updation of School Website etc by 3<sup>rd</sup> of the month.
- Conduct of Staff Meeting.

### **1. Vidyalaya's academic result**

- Primary - 100%
- Secondary - 100%
- Class X - yet to announce by CBSE ➤
- Class XII - yet to announce by CBSE

### **2. Vidyalaya's achievements in sports and co-curricular activities**

- Primary
- Secondary