**Academic, Administrative & Financial calendar of Activities**

**APRIL, 2021**

**ACADEMIC PLAN**

* Analysis of Internal Exams (Re-exam and Supplementary) and Result on 30th 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 1st class students and parents.
* Subject Committee meeting/ Strategy forming session
* Appointment of contractual teachers
* CBSE Examination work.(The vidyalaya is Exam Center and last exam is on 22/4/2017)
* 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 7th 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 19th 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 3rd of the month.
* Assessment of Annual Maintenance work
* Conduct of Staff Meeting.

**MAY, 2021**

**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 – 2020-21 Result.

**FINANCIAL PLAN**

* Issue of Form-16 for Income Tax to each employee by 15th May.
* Preparation of Paybill by 19th 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 3rd 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, 2021**

**ACADEMIC PLAN**

* Result Analysis of Board Classes X and XII.
* Registration and Admission to Class XI.
* Career Counseling.
* 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 (22nd June)

**FINANCIAL/ ADMINISTRATIVE PLAN**

* Preparation of Paybill by 19th and disbursement of Staff Salary.
* Purchasing of items for various activities in departments.

**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 3rd of the month.
* Conduct of Staff Meeting.
* Relieving to Transfer Out Employees, if any
* Annual maintenance and repair works.

**JULY, 2021**

**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 7th of the month
	+ Q1 report of School fund
	+ Q1 report of VVN
	+ Q1 report of Hindi Rajbhasha
* Preparation of Paybill by 19th 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 3rd 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, 2021**

**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 12th August.
* Independence Day Celebration on 15th August.
* Sadbhawana Diwas Celebration on 20th 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 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**SEPTEMBER, 2021**

**ACADEMIC PLAN**

* Periodic Test-2 (3rd/ 4th 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 14th Sept.
* Cyber Olympiad – phase 1
* Grand Parents Day Celebration
* Junior Mathematics Olympiad (KCV Level) / NHQ
* Autumn Break from 11.10.2021 to 20.10.2021
* Assignments for Autumn Break

**FINANCIAL PLAN**

* Preparation of Paybill by 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**OCTOBER, 2021**

**ACADEMIC PLAN**

* Mid – Term Examination 2021 (Activities) [Classes I to VIII ]
* Pre Mid Term Examination 2021 for Classes IX to XII
* Mathematics Olympiad in 1st Phase upto 4th 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 2nd 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
1. District b) KVS (RO) level c) KVS (HQ)
* School Excursion
* Primary Section
1. Grand Parents Day
2. School level Sports under CMP
3. School level CMP Meeting (I,II & III)

**FINANCIAL PLAN**

* Submission of quarterly reports before 7th of the month
	+ Q2 report of School fund
	+ Q2 report of VVN
	+ Q2 report of Hindi Rajbhasha
* Preparation of Paybill by 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**NOVEMBER, 2021**

**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 11th November
* Children’s Day Celebration on 14th 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
	1. Group-Cluster/LA
	2. District
	3. NHQ
* School Excursion
* Science Quiz Competition
* Extempore Competition
* Primary Section
1. Bal Diwas & Community Lunch
2. School level CCA under CMP

**FINANCIAL PLAN**

* Preparation of Paybill by 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**DECEMBER, 2021**

**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 – 15th December
* Study Camp for Class X and XII.
* Thinking Day
* Annual Day of School
* Winter Break (22.12.2021 to 01.01.2022)
* 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 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**JANUARY, 2022**

**ACADEMIC PLAN**

* 2nd Pre-Board exam (Second Week), Remedial teaching for weak students of all classes.
* Formative Assessment 3 (Pen Paper Test)
* Third Unit Test Class XI (3rd 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 7th of the month
	+ Q3 report of School fund
	+ Q3 report of VVN
	+ Q3 report of Hindi Rajbhasha
* Preparation of Paybill by 19th 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 3rd 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, 2022**

**ACADEMIC PLAN**

* Registration for classes 1st 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 19th 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 3rd of the month.
* Conduct of Staff Meeting.

**MARCH, 2022**

**ACADEMIC PLAN**

* Summative Assessment II for school
* Class XI – Session Ending Examination (3rd Week)
* CBSE Board Exam – 2022
* 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 19th 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 3rd of the month.
* Conduct of Staff Meeting.
1. **Vidayalaya’s academic result**
* Primary - 100%
* Secondary - 100%
* Class X - yet to announce by CBSE
* Class XII - yet to announce by CBSE
1. **Vidayalaya’s achievements in sports and co-curricular activities**
* Primary
* Secondary