

Academic, Administrative & Financial calendar of Activities

APRIL, 2023

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.
- 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, Updation of School Website etc by 3rd 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

FINANCIAL PLAN

- Issue of Form-16 for Income Tax to each employee by 15th May.
- Preparation of Pay bill by 19th 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 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, 2023

ACADEMIC PLAN

- Result Analysis
- 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 (22nd June)

FINANCIAL/ ADMINISTRATIVE PLAN

- Preparation of Pay bill by 19th 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 3rd 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 IX).
- Registrations for Science, Mathematics and Cyber Olympiads.
- Registration for KVS Olympiad.
- PTM of all classes.
- 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, 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 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 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, 2023

ACADEMIC PLAN

- Periodic Test-2 (3rd/4th week of September)
- 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 20.10.2023 to 29.10.2023
- 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, 2023

ACADEMIC PLAN

- Mid – Term Examination 2023 (Activities) [Classes I to VIII]
- Pre-Mid Term Examination 2023 for Classes IX
- Mathematics Olympiad in 1st Phase upto 4th week of October.
- Preparation & Compilation of class magazine.
- 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.
- □ Science Olympiad.

- Social Science Exhibition at KV/Cluster Level
- Science Exhibition at KVS 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 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, 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 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
 - 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 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, 2023

ACADEMIC PLAN

- Formative Assessment 4 (Activities)
- PTM Classes IX (weak students)
- Celebration of World AIDS Day, Human Rights Day, X-Mas Day and New Year.
- Celebration of KV Foundation Day – 15th December
- 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 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, 2024

ACADEMIC PLAN

- 2nd Pre-Board exam (Second Week)
- Formative Assessment 3 (Pen Paper Test)
- Subject Committee Meeting.
- Celebration of Republic Day, Martyr Day, Subhash Chandra Bose Birth Day.

- Second Round Medical check-up
- School Excursion

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, 2024

ACADEMIC PLAN

- Registration for classes 1st and other
- Formative Assessment 4 (Activities)
- 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, 2024

ACADEMIC PLAN

- Summative Assessment II for school
- 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. Vidyalaya's academic result

- Primary - 100%
- Secondary - 100%

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

- Primary
- Secondary