**KENDRIYA VIDYALAYA NO.1, FEROZEPUR CANTT**

**Vidayalaya Month Wise Plan (Annual Calendar) 2023-24**

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| **S. No.** | **Month & Year** | **EVENTS/ ACTIVITIES for the MONTH** | **Remark** |
| 1 | April 2023 | 1. Welcome and Beginning of New Academic Session
2. Analysis and review of Home Examination results
3. Conduct of Annual Day
4. On Line Admission as per schedule
5. Notification for committees and institutional planning
6. Reporting of APAR of Staff (for previous session)
7. Parents Teachers’ meet
8. Re-verification of UBI Data and collection of fee for 1st quarter
9. Issuing Students Diaries and Form-16
10. Conduct of VMC meeting, preparation of Annual Accounts of School Fund and VVN
11. Conduct of Regional Sports Meet
12. Operationalize House System &Introduction of Calendar of Activities
13. Academic b) C.C.A. c)Sports
14. School Readiness Programme for Class 1 students
15. Scout and Guide Group Registration/ Re-registration
16. S&G Registration for PM Shield
17. Submission of all due Quarterly Reports (before 7th)
18. School fund, VVN & Contribution to Regional VVN fund
19. Contribution to Regional Sports Control Board, BS&G Fund
20. Rajbhasha Hindi Report
21. Enrolment Position and Progress Report CMP
22. Progress Report ICT & IT Returns
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| 2 | May 2023 | 1. Assignment to Students for Summer Vacation
2. Planning for maintenance & Repair work of building & furniture
3. Deputing teachers for In-Service courses
4. Registration for Admission to Class XI after declaration of Result by CBSE
5. Result Analysis of Board Classes and to RO
6. Adventure activities during summer vacation
7. Submission of duly filled APAR (including Principal) by 15 May

Summer Vacation |  |
| 3 | June 2023 | 1. Display of Selection list for admission to class XI& Admission
2. Safety Certificate of Building (Fire & Structural)
3. Potable water Report Collection
4. Repair /maintenance work to continue
5. Resume the normal work after summer vacation
6. Submission of proposals for MACP/confirmation to RO
7. Re-verification of UBI data
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| 4 | July 2023 | 1. Fee collection for 2nd Quarter
2. Nomination for Teacher’s Award
3. Environment /plantation / book week
4. Social Science and Science Exhibition at school level
5. Publication of VidyalayaPatrika (for previous session)
6. Complete/ update service record of staff
7. Preparation of budget for school fund & VVN
8. Constitution of Students Council and PTA
9. Presentation of quarterly report of School fund and VVN, Regional sports Control Board / BS&G fund, Rajbhasha Hindi, Student enrolment
10. National Sports Meet
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| 5 | Aug. 2023 | 1. Completion of service books of staff
2. PT Meeting
3. Celebration of Independence Day
4. Celebration of Sanskrit Week
5. Regional S.Sc. Exhibition
6. Science Exhibition at Regional Level
7. Awarding projects/assignments for the term
8. Investiture Ceremony for students council
9. Annual Subscription of BS&G
10. Health Checkup of students
11. Registration for Exam. on CBSE site
12. Annual subscription of BS&G as per enrolment on 1/8/2019
13. Conduct of VMC meeting
14. P-T meetingh
15. Academic loss compensation Programme (if required)
16. Periodic Test 1
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| 6 | Sept. 2023 | 1. Celebration of Teacher DAY
2. Celebration of Hindi diwas and Hindi Pakhwara
3. Celebration of SwachataPakhwara
4. KVS Junior Maths Olympiad
5. Staff Sanction Proposals for next session (by 10th Sept.)
6. Primary Mini Sports Meet and Annual Sports Day
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| 7 | Oct. 2023 | 1. Vigilance Awareness week
2. Celebration of Gandhi Jayanti
3. Collection of fee for 3rd quarter through UBI
4. Monitoring of progress of course (X & XII)
5. Special coaching classes for X & XII
6. HY Exam.
7. Submission of all dues quarterly report (before 7th)
8. Quarterly report of school fund and VVN
9. Contribution to Regional Sports Control Board /BS&G Fund
10. Contribution to Regional VVN Fund
11. Rajbhasha Hindi Report
12. Progress report CMP

Autumn Break |  |
| 8 | Nov. 2023 | 1. Children Day Celebration
2. National Education Day (11th Nov.)
3. Bal Mela/ Grandparents Day celebration at Cluster Level
4. Celebration of Foundation Day of BS&G (Flag Day) on 7th Nov.
5. P-T meetinh
6. 1st PB for Board Classes
7. Monitoring of performance in 1st PB by Result Analysis
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| 9 | Dec. 2023 | 1. Special Classes for X & XII
2. Deputing teachers of 2nd spell of in-service course
3. National Energy Conservation Day (14th Dec.)
4. Celebration of KVS foundation Day (15th Dec.)
5. VMC Meeting
6. Fire Safety and other basic amenities
7. 2nd PB for Board Classes
8. Monitoring performance of 2nd PB by Result Analysis
9. Re-verification of UBI data
10. Assignment to students for winter break

Winter Break |  |
| 10 | Jan2024 | 1. Conduct of 3rd PB (if necessary)
2. P-T meeting
3. Republic Day Celebration
4. Publishing advertisement to hold interviews for contractual appointments
5. Completion of service record of employees
6. Annual Property return for Gp’-A&B staff
7. Submission of all dues quarterly report (before 7th)
8. Quarterly report of school fund and VVN
9. Contribution to Regional Sports Control Board /BS&G Fund
10. Contribution to Regional VVN Fund
11. Rajbhasha Hindi Report
12. Progress report CMP
13. Enrolment position
14. Progress report of ICT
15. Income tax return
16. Periodic test II
17. Selection of Vidyalaya team/players for Vidyalaya level sports
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| 11 | Feb. 2024 | 1. Thinking Day Celebration,
2. Session Ending Practical Exam
3. Completion and Revision of Syllabus for all classes
4. Registration for fresh admission in Class I& other classes
5. Conduct of interviews for contractual appointments
6. Conduct of VMC meeting
7. Cub-Bulbul Utsav
8. Revision work for SE and Practice tests
9. Notice for outsourcing services for the next financial year
10. Health check up
11. Revision of lease deed / building status
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| 12 | March 2024 | 1. Session Ending & Board Exam for all classes
2. Printing of Studnts diaries and Teacher’s diaries
3. Planning for the next session
4. Declaration of result
5. Admission to class I as per KVS schedule
6. Framing of Time Table for new session
7. Notification of committees and clubs for the new session
8. Finalization of list of class teachers and co class teachers
9. Preparation of the calendar of CCA and Sports activities
10. Preparation of annual VVN budget
11. Staff Meeting
12. Innovation / experimentation awards report submission
13. Provide teacher’s diary, time table, attendance registers, to teachers for next session
14. Closing account for financial year
15. Distribution of APAR pro-forma
16. Preparation of panel for contractual appointment
17. Annual income tax return
18. Planning summer adventure activities
19. Submit GPF/CPF/NPS Broad Sheet and EWS account
20. Physical verification of stock
21. Monthly enrolment and ICT report
22. Addition of new admissions in UBI (Class I)
23. Class I Admission
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PRINCIPAL