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

**Vidayalaya Month Wise Plan (Annual Calendar) 2019-20**

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| **S. No.** | **Month & Year** | **EVENTS/ ACTIVITIES for the MONTH** | **Remark** |
| 1 | April 2019 | 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 |  |
| 2 | May 2019 | 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 2019 | 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 |  |
| 4 | July 2019 | 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 Vidyalaya Patrika (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 |  |
| 5 | Aug. 2019 | 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 |  |
| 6 | Sept. 2019 | 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 |  |
| 7 | Oct. 2019 | 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. 2019 | 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 |  |
| 9 | Dec. 2019 | 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 | Jan  2020 | 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 |  |
| 11 | Feb. 2020 | 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 |  |
| 12 | March 2020 | 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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