

## APRIL

### Principal's Planner

1. Welcome and Beginning of New Academic Session
2. Analysis and review of Home Examination results
3. Conduct of Annual Day
4. Vidyalaya Plan to be submitted to RO
5. Online admission as per schedule
6. Notification for committees & institutional planning
7. Reporting of APARs of staff (for the previous session)
8. Parent –Teachers' meet
9. Reverification of UBI Data and collection of fee for 1<sup>st</sup> Qtr
10. Issuing Student –Diaries and Form-16
11. Conduct of VMC meeting, Preparation of Annual Accounts of School Fund & VVN
12. Conduct of Regional Sports Meet
13. Operationalize House System & Introduction of Calendar of Activities
  - (a) Academic
  - (b) CCA
  - (c) Sports Activities
14. Registration/Re-registration of Bharat Scouts & Guides unit
15. Submission of all due Quarterly Reports (before 7<sup>th</sup>)
  - School fund, VVN & contribution to Regional VVN Fund
  - Contribution to Regional Sports Control Board, BS & Fund
  - Rajbhasha Hindi
  - Enrolment Position & Progress Report CMP
  - Progress Report ICT & IT Returns

## MAY

### Principal's Planner

1. Assignments of students for vacation (Summer Closing Vidyalayas)
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 board result
5. Result analysis of board classes and submission to RO
6. Adventure activities during summer vacation
7. Summer vacation starts (Summer Closing Vidyalayas)
8. Summer break for Winter Closing Vidyalayas

## JUNE

### Principal's Planner

1. Admission of class XI
2. Repair/maintenance work to continue
3. Resuming the normal work after vacation (Summer Closing Vidyalayas)
4. Safety certificate of the building

5. Submit proposals for MACP/confirmation etc
6. Summer vacation ends (Summer Closing Vidyalayas)
7. Re-verification of UBI data
8. Periodic test 1 for winter stations

## **JULY**

### **Principal's Planner**

1. Collection of fee for second quarter through UBI
2. Nomination for Teacher's awards
3. Environment/plantation/book week
4. Social science and Science Exhibition at school level
5. Publication of Vidyalaya Patrika (before 31<sup>st</sup> July for the previous academic session)
6. Complete/update service record of Staff-Include details of training undergone, if any
7. Prepare budget of school Fund & V.V.N and Parents' week
8. Constitution of School Council and PTA
9. Presentation of quarterly report (before 7<sup>th</sup>) of School fund & VVN, Regional Sports Control Board/Bharat Scouts & Guides fund, Rajbhasha Hindi, Students' Enrolment
10. National Sports Meet

## **AUGUST**

### **Principal's Planner**

1. Completion of service books of staff
2. Parents-teachers' meeting
3. Celebration of Independence Day
4. Celebration of Sanskrit Week
5. Social science exhibition at Regional level
6. Science exhibition at Regional level
7. Youth Parliament at RO level
8. Awarding projects/assignments for the term
9. Investiture Ceremony for the class monitors, house and school captains'/students council
10. Online CBSE registration (submission of fee for board classes)
11. Health checkup
12. Annual subscription of Bharat Scouts & Guides as per enrolment on 01.08.2019
13. Conduct of VMC meeting
14. Parents-Teacher Meeting
15. Academic Loss Compensation programme (ALCP) as per requirement
16. Periodic test 1 for summer schools and Half Yearly for winter stations

## **SEPTEMBER**

### **Principal's Planner**

1. Celebration of Teachers' Day
2. Celebration of Hindi Diwas and Pakhwada
3. KVS Junior Maths Olympiad
4. Staff Sanction Proposals for next session by 10<sup>th</sup> September
5. Primary Mini Sports Meet (Primary) and Annual Sports Day

## OCTOBER

### Principal's Planner

1. Gandhi Jayanti Celebration/Grand Parents' Day
2. Collection of fee for third quarter through UBI
3. Monitoring of progress of courses (X&XII)
4. Special coaching classes for X & XII
5. Half Yearly for Summer Stations and Pre-board for Winter Stations
6. Vigilance Awareness Week (ends 31<sup>st</sup>)
7. Submission of all dues quarterly reports (before 7<sup>th</sup>)
  - Quarterly report of school fund
  - Quarterly report of VVN
  - Contribution to Regional Sports Control Board/Bharat Scouts & Guides Fund
  - Contribution to Regional VVN Fund
  - Rajbhasha Hindi Meeting
  - Progress report CMP
  - Autumn break (Winter Closing)

## NOVEMBER

### Principal's Planner

1. Children's Day celebration
2. National Education Day (11<sup>th</sup> November)
3. Bal Diwas-Cluster level CMP activities for Primary
4. Monitoring of basic amenities
5. Long winter vacation starts (Winter Closing Vidyalayas)
6. Celebration of Foundation Day of BS&G on 7<sup>th</sup> Nov (Flag Day)
7. Parent Teacher meeting
8. Periodic test II for winter stations

## DECEMBER

### Principal's Planner

1. First Pre-Board in the First week for summer stations
2. Strategy for focused revision and follow up of pre-board
3. Parents-teachers' meeting for class XII
4. Special classes for class X & XII
5. National Energy Conservation Day (14<sup>th</sup> December)
6. K.V.S. Foundation Day (15<sup>th</sup> December)
7. Regional Incentive Award Ceremony
8. Conduct of VMC meeting
9. Assignment to students for vacation (Winter Closing Vidyalaya)/Break (Summer Closing Vidyalaya)
10. Deputing teachers for Second Spell of In-Service Courses
11. Fire safety and other basic amenities
12. Winter vacation starts (Winter Closing Vidyalaya)/Winter break starts (Summer Closing Vidyalaya)

## **JANUARY**

### **Principal's Planner**

1. Second Pre-Board for class XII, Periodic Assessment-2 classes III-XI (after 16 Jan)
2. Parent – Teacher Meeting
3. Republic Day Celebration
4. Publishing advertisement to hold interviews for contractual appointments.
5. Completion of service records/service books of staff-Update of details of Training Undergone, if any
6. Property returns 'GP'-A&B staff
7. Submission of all quarterly reports Before 7<sup>th</sup>
  - Quarterly report of VVN
  - Contribution to regional VVN fund
  - Rajbhasha Hindi
  - Enrolment position
  - Progress report CMP
  - Progress report ICT
  - Income Tax Returns
8. Winter vacation ends (Winter Closing Vidyalayas)
9. Periodical test II for Summer Station
10. Selection of Vidyalaya Team/Player-Vidyalaya Level Sport

## **FEBRUARY**

### **Principal's Planner**

1. Practical exam of class X and XII
2. Notification and registration for admission to class 1<sup>st</sup> and other classes
3. Printing of Brochures
4. Conduct interview for contractual appointments
5. Conduct of VMC meeting in first week
6. Cubs and Bulbul Utsav/celebration of Thinking Day
7. Revision work for session ending examination and practice test for class X
8. Notice for outsourcing services for next financial year
9. Health check up
10. Revision of lease deed/building status
11. Winter vacation ends (Long Winter Vidyalayas)
12. Vidyalaya level Sports will continue
13. Online admission starts

## **MARCH**

### **Principal's Planner**

1. Board Exam and Session Ending Examination for all classes
2. Printing of Student's diaries and Teacher's diaries for next session
3. Planning for the next session
4. Declaration of result

5. Admission to class as per KVS schedule
6. Framing of Time –Table for new session
7. Notification of committees & clubs for new session
8. Finalise the list of class teachers & co-class teachers
9. Preparation of the calendar of C.C.A. & sports activities
10. Preparation of annual VVN budget
11. Staff meeting
12. Innovative/experimentation awards-report Submission
13. Provide teacher's diary, time table, attendance registers, receipt books to teachers for next session on 31<sup>st</sup> March
14. Closing account for the 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 etc., Broad Sheet and EWS Accounts.
20. Physical verification of stock
21. Monthly enrolment and ICT report
22. Addition of new admissions in UBI (class 1)
23. Class one admission