

April 2021	
Scholastic/ Academics	Staff meeting- 30.03.2021
	Attendance Registers, logbook, Almanac to be prepared
	Distribution of the Teachers Time Table And Class time table
	Parent orientation for classes(I-IV) for students-31.03.21 Topic:- Happy Parenting/Parent's contribution to fun learning for children
	Parent orientation for classes(V-VIII) for students-01.04.21 Topic:- Structure and Limits-Preventing and managing Problematic behaviour.
	Parent orientation for classes(IX-XII) for students-03.04.21 Topic:-Parenting your Adolescent Communicating, connecting and accepting
	PTA body meeting 24.04.2021
Co-scholastic/ Cultural Events	Special Assemblies to be organised the following days: World Health Day: 07.04.2021 World Heritage Day: 18.04.2021 World Book & Copyright Day: 23.04.2021 EVENTS:- 10-04-2021: 'Say a tale' (1-5) Essay Writing-'2020' – The New Normal (6-12) Competition 17-04-2021: Model making- "Save Earth" (1-12) Competition 24-04-2021: Spot the Differences (Grade 1-5) Club Activity (Grade 6-8) CCA
	Award Function (Certificate of Excellence in Academic area) Certificate distribution:22.04.21
	Welcome to school: 05.04.2021
	World earth day: 22.04.2021
Administrative /Managerial	Agreements to be signed for the renewed annual contracts
	Allocation of duties among teaching staffs members for the academic session 2021-22
	Bus routes: Survey and finalization
	Water Testing
	Books and Uniform distribution
	New Teacher Joining
	Admission Process for 2021-22
Finance & Accounts	Distribution of fee slips to students
	Fee collection of first quarter for session 2021-22
	Finalization of fee concession cases for the session 2021-22
	Salary finalization and Distribution
Holidays	Sunday- 4,11,18,25 02/04/2021- Good Friday 14/04/2021- Ambedkar Jayanti 21/04/2021- Ram Navami 25/04/2021- Mahavir Jayanti

May 2021	
Scholastic/ Academics	<i>Teacher's Workshop</i>
	<ul style="list-style-type: none"> ● <i>Using ICT</i> ● <i>Remediation</i>
	Meeting of faculties of all subjects: 01.05.2021
	Last Working Day for Standard I to XII : 30.04.2021
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: Labour Day: 01.05.2021 Mother's Day: 10.05.2021
Administrative /Managerial	Repairing of furniture
	Cleaning of water tanks
	Cleaning of School Campus
	Transport Arrangements/ Contract renewal for the school buses
	Vehicle Maintenance / Insurance
	New Teacher Appointment
Finance & Accounts	Distribution of fee slips to students
	Fee collection of first quarter for session 2021-22
	Sending Notifications through GEMS
	Finalization of fee concession cases for the session 2021-2022
	Salary finalization and Distribution
Holidays	Sunday- 2,9,16,23,30 Summer Vacation 02/05/2021 - 06/06/2021 [For Students] 02/05/2021 - 31/05/2021 [For Teachers]

June 2021	
Scholastic/ Academics	School reopens on 7 th June 2021
	Plantation of new sapling on the occasion of World Environment Day
Co-scholastic/ Cultural Events	Special assemblies on World Environmental Day
	Investiture Ceremony-17.06.2021
	Grand Parent's Day Celebration: 24.06.2021
	EVENTS:- 12-06-2021: Quiz Competitions (Grade 1-12) 19-06-2021: A day with Dad (Grade 1-12) CCA 21-06-2020: 'Yoga with family' (Grade 1-12)CCA 26-06-2021: Fun with newspapers (Grade 1-5) Club Activity (Grade 6-8) CCA
Administrative /Managerial	Supervision of white wash and painting of school and hostel building
	Uniformity and allocation of student's furniture
	Allocation of staff room furniture
	Admission test of the transfer cases
Finance & Accounts	Salary Finalization and distribution
	Fee collection of first quarter for session 2021-22 Sending final Notifications through GEMS
Holidays	Sunday- 6,13,20,27 01.06.2021 to 05.06.2021: # Induction Programme for new Teachers/ new School Heads # Teachers' Training

July 2021

Scholastic/ Academics	PTA Body meeting : 03.07.2021
	Meeting on Interschool Science Exhibition: 15.07.2021
	Periodic Test-1/Mid Term-1 (Std I to Std XII): 13 th July – 19 th July
	PTM for Unit Test 1: 07.08.2021
	Meeting on Independence day Celebration: 31.07.2021
Co-scholastic/ Cultural Events	Special Assemblies will be organised on Rath Yatra and Eid World Population Day: 11.07.2021 Parent's Day: 25.07.2021
	EVENTS:- 03-07-2021: Club Activity (Grade 6-8), Shloka Recitation (Grade 1-5) CCA/ Competition 10-07-2021: Special Assembly- Founder's Day (Grade 1-12) CCA 24-07-2021: Word Scramble (Grade 1-5), Panel Discussion (Grade 6-12) CCA 31-07-2021: Club Activity (Grade 6-8) Puppet Show/Puppet making workshop (Grade 1-5) CCA
Administrative /Managerial	Food and water testing
	Admission Process for 2021-22 [Grade-11]
	New teacher's record creation/ Service book creation/updation
Holidays	Sunday- 4,11,18,25
	12/07/2021: Founder's Day
	21/07/2021: Bakri id / Eid - Ul - Adha
Finance & Accounts	Fee collection of second quarter for session 2021-22

August 2021

Scholastic/ Academics	<p>PTM for Periodic Test 1 :- 7th August 2021 Faculty Meeting of all Subjects (Std I to Std XII): 7th August 2021 Post Exam Analysis [Periodic Test-1]</p>
Co-scholastic/ Cultural Events	<p>Special Assemblies to be organised on some of the following days: International Youth Day: 12.08.2021 Independence Day: 15.08.2021 National Sports Day: 29.08.2021</p> <p>EVENTS:- 07-08-2021: Young Chef contest (Grade 1-12) Competition 14-08-2021: Patriotic SOLO Dance/Song (Grade 1-12)Competition 21-08-2021: Rakhi Making Competition (Grade 1-8) Competition 28-08-2021: Janmashtami Celebration- Dress up as Radha and Krishna (Grade 1-5) Club Activity (Grade 6-8) Competition CCA</p>
Administrative /Managerial	<p>Planning and Implementation of schedule for Teacher's day celebration.</p> <p>Collection of documents for grade 11 new students.</p> <p>Food and Water Testing</p> <p>Health Check-up of Students</p>
Holidays	<p>Sundays: 1,8,15,22,29</p> <p>15/08/2021: Independence Day 16/08/2021: Pateti 19/08/2021: Moharram 22/08/2021: Rakshabandhan 30/08/2021: Janmasthami</p>
Finance & Accounts	<p>Follow up of fee defaulters</p> <p>Salary Finalization and Distribution</p>

September 2021	
Scholastic/ Academics	Revision Classes after Syllabus Completion
	Half Yearly Exam: 19 th to 29 th September 2021
Co-scholastic/ Cultural Events	
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: Teacher's Day : 05.09.2021 International Literacy Day: 08.09.2021 International Ozone Day: 16.09.2021 International Peace Day: 21.09.2021 World Tourism Day: 27.09.2021
	EVENTS:- 04-09-2021: Teacher's Day Celebration and Activities (Grade 1-12) CCA 11-09-2021: Clay Modelling (Grade 1-5) Kalakar- painting Competition (6-12) Competition 25-09-2021: Decode the message (Grade 1-12) Competition
Administrative /Managerial	
Administrative /Managerial	Food and water Testing
	Printing of Forms
Holidays	
Holidays	Sundays: 5,12,19,26
	10/09/2021: Jain Samvatsari / Ganesh Chaturthi
	19/09/2021: Ganesh Visarjan
Finance & Accounts	
Finance & Accounts	Follow up of Fee defaulters
	Salary finalization and Distribution

October 2021	
Scholastic/ Academics	Staff meeting on SMSpace Fest- 01.10.2021
	PTM (Open House) of Half Yearly Exam: 09.10.2021
	Annual Day Celebration Planning Meeting: 16.10.2021
Co-scholastic/ Cultural Events	
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: International Day for the Elderly: Gandhi Jayanti: 02.10.2021 World Animal Welfare Day: 04.10.2021 World Teacher's Day: 05.10.2021 Indian Air Force Day: 08.10.2021 World Food Day: 16.10.2021 United Nation's Day: 24.10.2021
	09-10-2021: Navratri Celebration (Grade 1-12) Competition 12-10-2021: Makers' Day (Grade 1-12) Competition 16-10-2021: Movie Time (Grade 1-5) Club Activity (Grade 6-8) CCA 23-10-2021: Doodling (Grade 1-12) Club Activity (Grade 6-8) CCA 30-10-2021: Diwali Decorations –Mandala Art- (Grade 6-12) Competition
Administrative /Managerial	
Administrative /Managerial	Food and Water Testing
	Supervising and follow-up traffic rules among student and staff members
	Random checking and cleanliness of different blocks of School Building
Holidays	
Holidays	Sundays: 3,10,17,24,31
	02/10/2021: Gandhi Jayanti
	15/10/2021: Dussehra
	19/10/2021: Id - E - Milad
Finance & Accounts	Follow up of Fee defaulters

November 2021	
Scholastic/ Academics	Faculty Meeting of all subjects (I to XII): 30.10.2021 Term-1 Board Examination (To be declared)
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: National Education Day: (Birthday of Moulana Abdul Kalam Azad) : 11.11.2021 Children's Day: 14.11.2021 International Day For Tourism: 16.11.2021 Universal Children's Day: 21.11.2021 International Day for Elimination of violence against Women: 25.11.2021 EVENTS:- 27-11-2021: Club Activity (Grade 6-8) Card making- Thanks Giving (Grade 1-12) Competition/ CCA
Administrative /Managerial	Food and Water Testing PTA Body meeting: 27.11.2021
Holidays	Sundays: 7,14,21,28 Others: 19 (Guru Nanak Jayanti) Diwali Vacation: 01.11.2021 to 14.11.2021
Finance & Accounts	Follow up of fee defaulters Salary Finalization and distribution

December 2021	
Scholastic/ Academics	Faculty Meeting for Annual Sports Day Planning: 01.12.2021
	Periodic Test-2/Mid Term-2(Std I to Std XII): 13 th December – 18 th December 2021
	OLYMPIAD EXAMINATIONS
	Preliminary Examination – 1 (Grade X & XII) – 13/12 – 18/12/2021
	Admission Process for the session- 2022-23
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: World Aids Day: 01.12.2021 Indian Navy Day: 04.12.2021 Indian Armed Forces Day: 07.12.2021 Christmas Day: 25.12.2021
	Annual Day Celebration: 24.12.2021
	EVENTS:- 04-12-2021: Educational Field Trip (1-12) CCA 11-12-2021: Open Painting Competition (Grade 1-12) Competition 18-12-2021: Memory game (Grade 1-5) Club Activity (Grade 6-8) Competition
Administrative /Managerial	Physical Stock Verification: Department I/C to submit the reports
	Estimation of availability of various official documents for next session
	Printing of stationeries related to academics, attendance register, log books, Faculty meeting registers etc.
	Printing of materials related to accounts , fee books etc.
	Printing of materials related to Administration, TC register, School register, Student Dossier, Admission forms etc.
	Food and Water Testing
	Safety and security awareness programmes, transport, campus, on road preparation for renewal of contracts with outsources agencies on the basis of reports.
	Advertisement for New Admission.
	Book Shop, Tailor Shop, Security, house Keeping, School Clinic, Waste Management
	Various Games, coaches, School website
	Text book reviewing commences in faculty meetings and sample books observation for next session.
	Compilation of vacancies of teaching staffs
	Planning for recruitment of teaching staffs
	Planning for school Almanac for next session
Holiday's	Others: 25 (Christmas)
	Sunday- 5,12,19,26
Finance & Accounts	Follow up fee defaulter
	Preparation of fee structure for the session 2022-23
	Preparation of the budget for the financial year 2022-23
	Internal Audit for the first six months
	Reconciliation of fee up to December 2021
	Salary finalization and Distribution

January 2022	
Scholastic/ Academics	Finalization of Book List for the next session (2022-23) along with required stationeries.
	Faculty Meeting of all subjects on completion of syllabus and preparation of Sports Day: 03.01.2022
	Preliminary Examination – 2 (Grade X & XII) – 17/01 – 27/01/2022
	PTM for PT2 : 08.01.2022
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: National Youth day: 07.01.2021 National Voters Day: 25.01.2021 Republic Day: 26.01.2021 Annual Sports Day: 26.01.2021
	EVENTS:- 02-01-2022: Best out of Waste (Grade 1-12) Competition 09-01-2022: Slogan Writing – Youth Day (Grade 1-5) Ad Making- Social Issues (Grade 6-12) Competition 16-01-2022: Sports Day (1-12) Competition 23-01-2022: Rock Painting (Grade 1-5) Club Activity (Grade 6-8) Competition 30-01-2022: Young Orator- Martyr’s Day (Grade 1-5) Turn a coat- Martyr’s Day (Grade 6-12) Competition
Administrative /Managerial	Completion of physical verification report
	Estimation of furniture requirement for students and staff members as per class rooms and staff rooms
	Planning for procurement of furniture as per requirement for next session
	Distribution of ACR forms among staff members
	Intimation/ display of leave records of staff members
	Medical check-up round 2 for all the students
	Finalization of book list for the next session
	Reviewing of services for book shop and tailor shop on the basis of session 2021-22
	Reorganization of Bus routes for the next session on the basis of new administration.
	Printing of School Almanac
	Organisation of Demo Classes –recruitment of teachers for next session
Holidays	Sundays: 2,9,16,23,30
	01/01/2022: New Year 14/01/2022 - 15/01/2022: Uttarayan 26/01/2022: Republic Day
Finance & Accounts	Fee collection of 4 th Quarter and follow up of fee defaulters
	Internal Audit for last six months
	Utilization of budget of Financial Year 2021-22

February 2022	
Scholastic/ Academics	Final faculty meeting on Syllabus status
	Annual Exam preparation
	Remedial Classes for weak students (std III to IX & XI)
	Preliminary Examination – 3 (Grade X & XII) – 07/02 – 16/02/2022
	PTA Body Meeting : 12.02.2022
Co-scholastic/ Cultural Events	Special Assemblies to be organised on National Science Day: 28.02.2022
	Special Assemblies Motivational and to deal with Examination stress
	EVENTS:- 06-02-2022: Pictionary (Grade 1-5) Spell Bee (Grade 6-8) Competition
Administrative /Managerial	Infrastructure Planning for conduction of Annual Examination.
	Health Check-ups of Students
Holidays	Sundays: 6,13,20,27
Finance & Accounts	Salary Finalization and Distribution
	Follow up of Fee defaulters

March 2022

Scholastic/ Academics	Annual Examination: 03.03.2022 to 16.03.2022 Term-2 Board Examination (To be declared X & XII)
	Discussion and Preparation of marking schemes
	Cross evaluation of answer sheets
	Result Discussion of Different classes
	Open House : 29.03.2022
Co-scholastic/ Cultural Events	Special Assemblies to be organised on some of the following days: International Women’s Day: 08.03.2022 World Consumers right Day: 15.03.2022 World Forest Day: 21.03.2022 World water Day: 22.03.2022 World TB day: 24.03.2022
Administrative /Managerial	Class room allocation for the nest session.
	Venue/space allocation for book shop and tailor shop
	Ensuring availability of sufficient books and stationery items on Book shop
	Ensuring availability of sufficient uniform items
	Preparing school campus for beginning of next session.
	Procurement of items like markers, dusters etc. For the next session
	To ensure ready availability of documents like school Almanac, attendance register, class log book etc.
Holidays	Sundays: 6,13,20,27
	01/03/2022: Mahashivratri 18/03/2022: Dhuleti
Finance & Accounts	Salary finalization and Distribution
	Follow up of fee defaulters