

**ANNEXURE -IV  
CALENDAR OF ACTIVITIES**

**GOVT. MODEL SEN. SEC. SCHOOL, DULEHAR**

- I. ACADEMIC YEAR:** 1<sup>ST</sup> APRIL & ending on 31<sup>ST</sup> MARCH  
**II. SCHOOL TIMING (throughout the year):** 9.00 AM TO 3.00 PM  
**III. VACATION SCHEDULE:**

Sr. No.	Description	Duration
i.	Break after Results: w.e.f. 01 <sup>st</sup> April to 04 <sup>th</sup> April	04 days
ii.	Monsoon break: 22 <sup>nd</sup> June to 29 <sup>th</sup> July	38 days
iii.	Festival Break 02 days before & 02 after Diwali	04 days
iv.	Winter break 02 days before & 03 days after Lohri	06 days
<b>TOTAL</b>		<b>52 days</b>

**IV. ADMISSION AND PREPARATION OF TIME TABLE\***

i.	6th to 10th Classes	1st April to 7th April every year
ii.	+1 & +2 Classes (On 'Roll No' basis)	1st April to 10 <sup>th</sup> April

\*Teaching will start next day after regular admissions

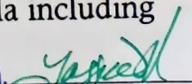
**V. MONTHLY CLASS / TERMINAL TESTS\* & ANNUAL EXAMINATIONS\***

A.	Monthly Class Test	Schedule
i.	First	Last week of May
ii.	Second	Last week of September
iii.	Third	Last week of October
iv.	Fourth	Last week of November
B.	TERMINAL TESTS	
i.	First	Last week of June
ii.	Second	Last week of December
C.	ANNUAL EXAMINATIONS	
i.	Annual Examinations	In the month of March
ii.	Declaration of Annual Results (9th and 11th)	31st March every Year

\*Intimation of Progress report of the Students through Report Cards will be sent to Parents after each Terminal / Annual Examinations.

**VI. MONTHLY PLAN**

i.	Expenditure Statement	First week of Every Month
ii.	Monthly Teacher's Diary	Writing of monthly teaching plan in Teacher's Diary by teachers and Checking by Head of Institution
iii.	Disposal of all communications	Weekly disposal of all communications received from DDHE/ DDEE / DHE-Shimla including Joining/ Relieving of the staff

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<b>iv.</b>	Co-curricular activities in houses	Co-curricular activities will be organised in each House in two periods to be kept together in the Time Table.
<b>v.</b>	Inter- House competition	Once in Last week of every month
<b>vi.</b>	Celebration of National, International & social relevance days	One day in a month (Celebration/Participation on Republic Day, Statehood Day, Independence day, Teachers Day, NCC/ NSS/BSGs).

## VII. QUARTERLY PLAN

### A. FIRST QUARTERLY PLAN (April to June):

#### APRIL

<b>i.</b>	1st Quarterly Establishment Statement and information of surplus staff to be sent as per departmental norms to DDHE Office and Directorate.
<b>ii.</b>	ACR's of Ministerial Cadre
<b>iii.</b>	Annual Statistical Data: (1) Financial data as on 31st March. (2) Numerical data as on 31st Sept. of previous year. Issue of Form 16 & TDS Statement on Form 24
<b>iv.</b>	Enrolment of students in Specific activities viz. NCC, NSS Scouts and Guides, Various clubs and Societies.
<b>v.</b>	Preparation of School Development Plan for academic year and to be sent to DDHE office.
<b>vi.</b>	Distribution of Free Text Books
<b>vi</b>	Formation of Houses of students of all classes and students from NCC, NSS Scouts and Guides in one house only

#### MAY

- i.** Selection of Teams for sports/ other Activities

#### JUNE

<b>i.</b>	Formation of editorial Board for School Magazine and Initiative of Process for publishing school Magazine
<b>ii.</b>	First Half-Yearly meeting with DDHE and submission of write off cases to DDHE for verification related to Govt. funds beyond their (principals) powers.
<b>iii.</b>	Constitution of SMC

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**B. SECOND QUARTERLY (July to September):****JULY**

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|------|---|
| i.   | Submission of 2nd Quarterly Established statement   |
| ii.  | TDS statement for first quarter to be filed at TIN centre   |
| iii. | Review of construction related activities including repairs and activities on campus development. |
| iv.  | Results of all classes to be sent to the concerned DDHE along with Board's Results                |

**AUGUST**

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| i.  | Demand for additional Budget/ 1st excess Surrender statement |
| ii. | Celebration/ Participation at Local level on 15th August     |

**SEPTEMBER**

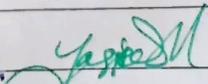
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|------|--|
| i.   | Submission of ACR's of Teachers  |
| ii.  | Zonal and District Sports Tournaments, Children Science Congress                         |
| iii. | Distribution/ filling of scholarship forms & after consolidation to be sent to DDHE(Hr.) |
| iv.  | Budget Estimates for the next year   |
| v.   | General House Meeting of SMC   |

**C. THIRD QUARTERLY (October to December):****OCTOBER**

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|------|--|
| i.   | 3rd Quarterly Establishment Statement  |
| ii.  | Children Science Congress as District Level  |
| ii.  | State Tournaments  |
| iv.  | Review of Action on Construction related activities including Repairs and Activities on campus development                                       |
| v.   | 2nd Half-Yearly Meeting with DDHE and Review of right of case with DDHE for verification related to Govt. funds beyond their (Principals) Powers |
| vi.  | TDS statement for 2nd Quarter to be filled at TIN centre   |
| vii. | Filling of Examination Forms to be sent to H.P. Board of School Education  |

**NOVEMBER**

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| i. | Children Science conference at State level |
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## DECEMBER

<b>i.</b>	Children Science Congress at National Level
<b>ii.</b>	Demand of Additional Budget/2nd Excess and surrender statement
<b>iii.</b>	Special NSS camp (if not held in July-August)

### D. FOURTH QUARTER (January to March):

#### JANUARY

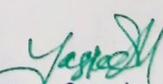
<b>i.</b>	4th Quarterly Establishment Statement
<b>ii.</b>	Celebration of Annual Prize Distribution Function in January/up to 15th February
<b>iii.</b>	Celebration / Participation in Republic Day
<b>iv.</b>	Review of Action on construction related activities including repairs and campus development activities.
<b>v.</b>	TDS Statement for 3rd Quarter to be filled at TIN centre

#### FEBRUARY

<b>i.</b>	Pre-Board Exams (10 <sup>th</sup> &12 <sup>th</sup> )
<b>ii.</b>	Finalisation of write-off cases purchased out of students' funds & Govt. funds (Principal) Powers.

#### MARCH

<b>i.</b>	Physical Verification of Stores, Labs., Library
<b>ii.</b>	Completion of Financial transactions
<b>iii.</b>	Printing and Distribution of School Magazine.
<b>iv.</b>	Annual Examination of classes 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> and 11 <sup>th</sup> .
<b>v.</b>	Declaration of Results 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> and 11 <sup>th</sup> .
<b>vi.</b>	Preparation of HPBOSE Board Exam Centre (10 <sup>th</sup> & 12 <sup>th</sup> )
<b>vii.</b>	General House Meeting of SMC
<b>viii.</b>	End of Session

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