

**KENDRIYA VIDYALAYA NO 2 HUBBALLI
SESSION 2021-22**

APRIL

Principal's Planner

1. 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. UBI fee collection 1st 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 7th)
 - 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 the 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)

JUNE

Principal's Planner

1. Admission to class XI
2. Repair/maintenance work to continue
3. Reopening of School after Summer vacation
4. Safety certificate of the building

5. Submit proposals for MACP/confirmation etc
6. Re-verification of UBI data

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 31st 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 PTA
9. Investiture Ceremony for the class monitors, house and school captains'/students' council
10. Presentation of quarterly report (before 7th) of School fund & VVN, Regional Sports Control Board/Bharat Scouts & Guides fund, Rajbhasha Hindi, Students' Enrolment
11. 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. CBSE registration (submission of fee for board classes)
10. Health checkup
11. Annual subscription of Bharat Scouts & Guides as per enrolment on 01.08.2020
12. Conduct of VMC meeting
13. Parents-Teacher Meeting
14. Academic Loss Compensation programme (ALCP) as per requirement
15. Periodic test 1

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 10th 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 /TERM I Exam
6. Vigilance Awareness Week (ends 31st)
7. Submission of all dues quarterly reports (before 7th)
 - 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 (11th November)
3. Bal Diwas-Cluster level CMP activities for Primary
4. Monitoring of basic amenities
5. Celebration of Foundation Day of BS&G on 7th Nov (Flag Day)
6. Parent-Teacher meeting
7. Vidyalaya level Sports Day

DECEMBER

Principal's Planner

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

JANUARY

Principal's Planner

1. Winter vacation ends
2. Second Pre-Board for class XII, Periodic Assessment-2 classes III-XI
3. Parent – Teacher Meeting
4. Republic Day Celebration
5. Publishing advertisements to hold interviews for contractual appointments.
6. Completion of service records/service books of staff-Update of details of Training Undergone, if any
7. Property returns 'GP'-A&B staff
8. Submission of all quarterly reports Before 7th
 - Quarterly report of VVN
 - Contribution to regional VVN fund
 - Rajbhasha Hindi
 - Enrolment position
 - Progress report CMP
 - Progress report ICT
 - Income Tax Returns
9. Periodic test II
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 1st and other classes
3. Printing of Brochures
4. Conduct interview for contractual appointments
5. Conduct of VMC meeting in the 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. 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, timetable, attendance registers, receipt books to teachers for next session on 31st 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
24. Promotion of students in UBI Portal and verification of data for fee collection of the next session