

APRIL 2025						
NO. OF WORKING DAYS 23				NO. OF TEACHING DAYS- 13		
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
<div>CCA</div>		1. New Session Begins Classes - Nur to 9 & 11	1. Planning for Vacation Ass. - HOD with teacher	1. Fee coll. update to pri. sir session 2024-25 - Accounts Dept.	1. Notice to teac. To prepaare ID Card details	Mata Karma Jayanti 
		2. Welcoming of students (PP)	2. Budget Working start - CCA	2. Followup of req. by coo. to Admin (Students, Staff ID card , Students diary , Teachers Daily Diary , Registers (Att, Log, Call)	2. Plan on exam time table for session 2025- 26 by exam dept.	
		3. Ass. By CCA	3. Teachers House declaration			
		4. Decleration of House masters by CCA & HOD by Pri. 	4. Bill Clearance by A/c dept for the session 2024-25			
6	7	8	9	10	11	12
Ram Navami  Healthy Week JAL CLUB	1. My School week begins - School Visit (PP) World Health Day  2. House wise ass. 3. Healthy Week begins - Activity 1-Yoga	1. Introduction of teachers - (PP) 2. Healthy Week - Activity 2-Zumba	1. Special Ass. 2. Holiday Circular 3. Vacation Ass. sub. - teacher to HOD 4. Demo on class room Manners (PP) 5. In-House Teacher Interview 6. Healthy Week - Activity 3-PT 7. Subjective Activity - Classes 1-3 & 7-9	 Mahavir Jayanti 1. Workshop - Pre Primary	1. Demo on wash room Manners (PP) 2. In-House Teacher Interview 3. Followup of req. by coo. to Admin (Students, Staff ID card , Students diary , Teachers Daily Diary , Registers (Att, Log, Call) 4. Healthy Week - Activity 4- Demo - Helathy life style	1. Special Assembly 2. Holiday Circular 3. Vacation Ass. sub. - HOD to Corr. 4. Out Door Play (PP) 5. Healthy Week - Activity 5- Nukkad Natak (Class - 9-10)
13	14	15	16	17	18	19
PRITHVI CLUB	 Dr. Ambedkar Jayanti	1. Hod'S Will Compile Vacation Assignment & Send It To Class Teachers 3. Summer treat (PP) - Watermelon party 2. Preparation of 1st PT, Mid term Blue print & sujective Activity	1. Subjective Activity - Classes 4-6 & 10-12	1. Special Assembly 2. Holiday Circular	Good Friday  World Heritage Day 	1. Copy Correction /Syllabus Status By HOD 2. Budget Working report to Co. & Pri.
20	21	22	23	24	25	26
VAYU CLUB	1. Sub. Of Hod Reg (1-6)to Corr 2. Planning of Inspiration Day , School Re-opening, Yoga , Investiture Ceremony plan by CCA	1. Sub. Of Hod Reg (7-12) to Corr 2. Planning of 1st PT que. Paper - Exam Dept World Earth Day 	1. Sub. Of Hod Reg (4-6)to Pri. 2. Subjective Activity (10-12) 3. Book Donation by teachers World Book Day 	1. Su. Of Hod Reg (7-12) to Pri.	1. Final Salary Att. Sheet from Admin to corporate	1. Tentative Last working Day (For the students) 2. Circular for summar Vacation & Vacation Assignment
27	28	29	30			
AGNI CLUB	1. Vacation Assignment to be posted for students by Class Teacher		1. Sub. of Bus reading report by Admin to Pri. 2. Fee updates to pri. from Acc. Dept			

Affirmation :

Coor - Coordinators
Subm. Submission
Req. - Requirement
A/c - Account

CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
Sub. - Subject

N.B. - Planned activities are tentative and subject to change

MAY 2025						
NO. OF WORKING DAYS- 26				NO. OF TEACHING DAYS- 00		
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
AGNI CLUB				INTERNATIONAL WORKER'S DAY 1. Discussion of Inspiration Day , School Re-opening, Yoga , Investiture Ceremony plan by CCA & Coordinators 	1. Exam cell & Teachers- PT 1 exam paper preparation Instructions 2. Pre.1st PT, question paper & Exam Activity starts	1. Subm. of Inspiration Day , School Re-opening, Yoga , Investiture Ceremony plan by CCA & Coordinators to Principal
4	5	6	7	8	9	10
JAL CLUB	1. Requirement of Inspiration Day , School Re-opening, Yoga , Investiture Ceremony By CCA to Admin	1. Sub.of dept. req. to Admin by Dept. Heads.			1. Sub. Of Monthly Expense Report to Pri. By A/c Dept. 2. Sub. Of Atd. Reg. To Coord.(Previous year)	1. Final Salary Att. Sheet from Admin to corporate 2. Last working day for teachers & 1st Slot of support staff
11	12	13	14	15	16	17
PRITHVI CLUB	BUDDHA PURNIMA 					1. Summer vacation for teachers & 1st Slot support staff
18	19	20	21	22	23	24
VAYU CLUB				1. Summer vacation 2nd Slot of support staff 2. 1st Slot support staff joining		
25	26	27	28	29	30	31
AGNI CLUB						2. Sub. of Bus reading report by Admin to Principal

Affirmation :

Coor - Coordinators
 Sub. Submission
 Req. - Requirement

CC - Copy Correction
 Att - Attendance
 Reg - Register

Ass. - Assignment
 Pri - Principal
 Coll - Collection

Stu - Students
 Dept - Department



N.B. - Planned activities are tentative and subject to change

JUN.25						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS- 13		
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
AGNI CLUB	1. Joining of New teaching Staff 2. Rejoining of Pri. & all teaching Staff 3. Seed Ball sub. by teachers		1. Fee coll. update to Pri. by Acc. Dept & HM 2. Subm. of 1st PT, question paper & Exam Activity to HOD from Sub Teac. 3. Req. of Answersheets for the session 2025-26 by Exam cell to Coordinators & Admin 4. Sub of paper bags by teachers	World Environment Day  World Environment Day 1. Fee notice	1. Req. of Answersheets for the session 2025-26 by Exam cell from Coord. to Pri. 2. Handover Of Requirement for Inspiration Day , School Re-opening, Yoga , Investiture Ceremony by Admin To Cca (Check Flags, Badges, Sash, Etc) 3. Holiday- Circular	Eid - Al - Adha Holiday
8	9	10	11	12	13	14
JAL CLUB	1. Subm. of 1st PT, question paper & Exam Activity from HOD to Coord.	1. Holiday Circular 2. Class 11 subject selection counselling	Kabir Jayanti  Holiday	1. Tentative date - School Re-opens classes 9-12		1. Circular_School reopens
15	16	17	18	19	20	21
Fathers Day  PRITHVI CLUB International Yoga Week	1. School Re-opens (All Classes) 2. Principal talk on father's Day 3. Special Assembly by teachers  4. International Yoga Week Activity begins 5. Welcoming - PP	1. International Yoga Week Activity 2. Prep. for academic Felicitation start	1. International Yoga Week Activity 2. 5s Felicitation	1. International Yoga Week Activity 2. Dry run academic Felicitation	1. International Yoga Week Activity 2. Fathers Day celebration (PP) 3. Academic Felicitation	1. Cl - 7-12 - Thanks giving card making for medical staff World Yoga Day  Out Door Play (PP)
22	23	24	25	26	27	28
Inspiration day VAYU CLUB	1. Submission of Report by Discipline Committee & HM to Admin 2. School Visit (PP) (KG 2) 3. Inspiration day & Foundation day celebration 4. Sweet distribution	1. School Visit (PP) (KG 1)	1. Final Salary Att. Sheet from Admin to corporate 2. Final Salary Att. Sheet from HM to Admin			Submission of Log & TD to Coordinator by CT Monthly expense mail to Principal by Acc. Dept & HM
29	30					
AGNI CLUB	1. Submission of Bus reading report by Admin to Principal 2. Month end report by HM 3. Submission of Attendance Register to Coordinator 4. Fee updates report to Pri. From A/c & HM 5. Month end sports AV					

Affirmation :

Coor - Coordinators	CC - Copy Correction	Ass. - Assignment	Stu - Students	A/c - Accounts
Sub. Submission	Att - Attendance	Pri - Principal	Dept - Department	AV - Activity
Req. - Requirement	Reg - Register	Coll - Collection	HM- Headmistress	Prep - Preparation

N.B. - Planned activities are tentative and subject to change

JUL.25							
NO. OF WORKING DAYS- 26				NO. OF TEACHING DAYS- 22			
SUN	MON	TUE	WED	THU	FRI	SAT	
AGNI CLUB		1 1. Sub. of Log Books & TDs Classes PP to Pri. & HM by Coor. 2. Student Council Selection begins by CCA National Doctor's Day  Happy Doctor's Day 3. Visit to Medical Hospital to dist.Cards to medical staff	2 1. Sub. of Log & TD Class 1-6 to Pri. & HM by Coor. 2. School Visit (Nur) 3. Fee notice	3 1. Sub. of Log & TD Class 7-12 to Pri. by Coor.	4 1. Sub. of P.P. Att. Reg.to Pri. & HM 2. Competitions - English Poem Recitation (PP)	5 1. Sub. of classes 1-6 Att. Reg.to Pri.& HM 2. Inter House Competitions Cl- 1-2 - Hand Writing (Hin + Eng) Cl - 3-4 - Story Telling With Prop Cl - 5-6 - Thanks giving card making 3. Final election (Student Council) 4. Bag less Day (Classes -7 -8)	
	6  Muharram JAL CLUB Health & Hygiene Week (PP)	7 1. Sub. of Primary HOD Reg. to Pri. 2. Health & Hygiene Week Begins (PP) Activity - Demo Of Washing Hands 3. Circular - Time table PT 1	8  Guru Purnima 1. Special Ass. by Music & dance dept 2. Sub. of Higher HOD Reg. to Pri.	9 1. Planning of Independence Day, Vande Bharat & Teachers Day By CCA 2. Demo Of Toilet Manners (PP)	10 1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Demo Of Table Manners & Cleanliness Rules In Class Rooms (PP)	11 1. Sub. of Coor. & HM Reg. to Pri. 2. Demo Of Personal Hygiene(PP)	12 1. Importance of Balanced Diet (PP) 2. Bag less Day (Classes -1 -6) 3. Health camp - PP (All branch)
	13 Environment Week PRITHVI CLUB	14 1. Environment Week Begins 2. Competitions C -1 -2 - Hand Paint	15 1. Subm. of Independence Day, Vande Bharat & Teachers Day planning by CCA to Coor & Principal 2. Rain Dance (PP) 3. Competitions C -3 -4 - Save earth Model	16 1. Competitions C -5 -6 - Create a flowering tree using fallen leaves , grass twigs.	17 1. Competitions C -7 -8 - Chlorophyll Painting	18 1. Requirement of Independence Day , Vande Bharat & Teachers Day By CCA to Admin 2. Competitions C -9 -10 - Poster on Zero water wastage	19 1. Competitions C -11 -12 - Poster on Zero electricity wastage 2. Environment Week ends Seed Ball distribution Van Mahotsav — Target 'एक पेड़ माँ के नाम'
	20 VAYU CLUB	21 1. Exam cell & Teachers-PT 1 exam conduction Instructions	22 1. Submission of Report by Discipline Committee & HM to Admin 2. 1st Periodic Test Begins 3. Holiday - Circular	23  Hareli	24 1. 1st Periodic Test 2. Final Salary Att. Sheet from Admin to corporate 3. Final Salary Att. Sheet from HM to Admin	25 1. 1st Periodic Test Kargil Vijay Diwas 2. Sawan Celebration (Pp) Activity : Sawan celebration for teachers 3. Green Day Celebration (PP)	
	27 AGNI CLUB	28 1. 1st Periodic Test 2. Monthly expense mail to Principal by Acc. Dept & HM 3. Submission of Log & TD to Coordinator by CT	29 1. 1st Periodic Test	30 1. 1st Periodic Test 2. Submission of Bus reading report by Admin to Principal 3. Submission of Attendance Register to Coordinator 4. Month end report by HM 5. Month end sports AV	31		

Affirmation :

Coor - Coordinators
Sub. Submission
Req. - Requirement

CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
HM- Headmistress

A/c - Accounts
AV - Activity
Prep - Preparation

N.B. - Planned activities are tentative and subject to change

AUG.25						
NO. OF WORKING DAYS- 20				NO. OF TEACHING DAYS- 19		
SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
AGNI CLUB					1. Sub. of Log Books & TDs Classes PP to Pri./ HM by Coor. 2. Blue day Celebration (PP) 3. Fee notice 4. Rain Party depend on the situation Boat Making Av	1. Sub. of Log & TD Class - 1-6 to Pri. by Coor. 2. Blue day Celebration (PP) 3. Fee notice 4. Rain Party depend on the situation Boat Making Av
3	4	5	6	7	8	9
Creativity Week	1. Sub. of P.P. Att. Reg.to Pri./ HM 2. Cl -1-2 - Krishna Leela (solo Dance)	1. Sub. of classes 1- 6 Att. Reg.to Pri. 2. Cl -3-4 - Rock & Pebbles Painting 3. Submission of PT-1 Tabulation & Result Analysis report by CT to Exam dept.	1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Cl -5-6 - Puppet Making	1. Sub. of Primary HOD Reg. to Pri. 2. Cl - 7 - 8 - Pottery & clay sculpture 3. Cl - 9 - 12 (Girls) - Non thermal cooking	1. Sub. of Higher HOD Reg. to Pri. 2. Holiday Circular 3. Submission of PT-1 Tabulation & Result Analysis report by exam department/ HM to Coor & Pri. 4. Cl - 9 - 12 (Boys) - Dahi Loot 5. PP - Rakhi Making comp.	Raksha Bandhan  Vishw Adiwashi Diwas 
JAL CLUB						
10	11	12	13	14	15	16
PRITHVI CLUB	1. Sub. of Log & TD Class - 7-12 to Pri. by Coor. 2. Competitions Cl - Nur - KG-1 - Flag colouring / Making Av Cl - KG-2 - Patriotic solo song comp. 3. Circular- PTM	1. Sub. of Coor./ HM Reg. to Pri. 2. 1st PT - PTM (Holiday for Stu.)	1. Pre. Mid Term, question paper preparation start	1. Independence day & Holiday _ Circular	 Independence Day  Janmashtami	 Independence Day  Janmashtami
17	18	19	20	21	22	23
VAYU CLUB		1. Sub. Mid Term, question paper to HOD by Sub. Teachers.	Sadbhavana Diwas 		1. Submission of Report by Discipline Committee to Admin 2. Sub. Mid Term, question paper to exam dept by HOD/ HM 3. PP - Bull Race	 1. Submission of Report by Discipline Committee & HM to Admin
24	25	26	27	28	29	30
AGNI CLUB	1. Final Salary Att. Sheet from Admin to coporate 2. Holiday Circular 3. Final Salary Att. Sheet from HM to Admin	Haritika teej  Happy Haritika Teej	 Happy Ganesh Chaturthi Ganesh Chaturthi	1. Monthly expense mail to Principal by Acc. Dept/ HM	National Sports Day  1. Circular - Vande Bharat 2. Sub of Atte Reg to Coordinator	1. Submission of Bus reading report by Admin to Principal 2. Month end report by HM 3. Sub. Mid Term, question paper to Exam cell & Coor. by HOD/ HM Vande Bharat 

Affirmation :

Coor - Coordinators
Sub. Submission
Req. - Requirement

CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
HM- Headmistress

A/c - Accounts
AV - Activity
Prep - Preparation

N.B. - Planned activities are tentative and subject to change

SEP.25						
NO. OF WORKING DAYS- 24				NO. OF TEACHING DAYS- 10		
SUN	MON	TUE	WED	THU	FRI	SAT
 हिन्दी सप्ताह AGNI CLUB	1 1. Sub. of Log Books & TDs Classes PP to Pri./ HM by Coor. 2. C - 1 & 2 - हिंदी कविता प्रतियोगिता C - 3 & 4 - निबंध लेखन 3. Activity (Nurery) चित्र को देखिए और सही स्वर पहचानिए 4. Circular - Time table mid term	2 1. Sub. of Log & TD Class - 1-6 to Pri. by Coor. 2. Fee notice 3. C - 5 & 6 - वणमाला की सजावट (Decoration of Vamamala) C - 7 & 8 - श्लोक या दोहा प्रतियोगिता 4. Activity (Kg 1) चित्र देखें और स्वर या व्यंजन पहचानें	3 1. Sub. of Log & TD Class - 7-12 to Pri. by Coor. 2. Activity (Kg 2) दिए गए हिंदी अक्षरों से नया शब्द बनाइए	4 1. Sub. of P. P. Att. Reg.to Pri./ HM 2. Holiday Circular 3. Special Ass. On Id e Milad - Agni house 4. Teachers Day celebration	5 Id - e - Milad   Teachers Day	6 1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Mid Term Syllabus completion & Revision Starts 3. Activity (PP) C1 - KG 1 & KG2 - Greeting Card making C - 9 & 12 - प्रसिद्ध हिंदी कवियों पर भाषण
7 JAL CLUB	8 International Literacy Day  1. Sub. of Higher HOD Reg. to Pri.	9 Grand Parent Day  1. Sub. of Coor./ HM Reg. to Pri. 2. Grand Parents Day celebration (PP)	10 1. Sub. of classes 1- 6 Att. Reg.to Pri.	11 	12 1. Exam cell & Teachers- Mid term exam conduction Instructions	13 1. Last date for submitting the form for Diwali advance 2. Tanaz Maams B day & Onam celebration 3. PL for students
14 Hindi Diwas  PRITHVI CLUB	15 1. Mid Term Begins 2. Sub. Of plan by sports dept & Science dept for Sports day & Science exhibition to CCA Incharge	16 World Ozone Day  2. AV - Science teacher	17 Vishwakarma Puja	18	19	20
21 International Day of Peace  VAYU CLUB	22 1. Mid Term 2. Budget ,List & Requirement of Programs / Plan - Sports Day , science exhibition & Annual Day by CCA to Coor. & Principal	23 1. Mid Term 2. Submission of Report by Discipline Committee & HM to Admin	24	25	26	27
28 AGNI CLUB	29 1. Tentative Dussehra holidays begins	30 1. Tentative Dussehra holidays				

Affirmation :

Coor - Coordinators
 Sub. Submission
 Req. - Requirement









CC - Copy Correction
 Att - Attendance
 Reg - Register

Ass. - Assignment
 Pri - Principal
 Coll - Collection

Stu - Students
 Dept - Department
 HM- Headmistress

A/c - Accounts
 AV - Activity
 Prep - Preparation

N.B. - Planned activities are tentative and subject to change

OCT. 25						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
AGNI CLUB			1. Tentative Dussehra holidays	Mahatma Gandhi Jayanti  GANDHI JAYANTI Dussehra Happy Dussehra 	1. Tentative Dussehra holidays 2. Tentative Class 12th trip	1. Tentative Dussehra holidays 2. Tentative Class 12th trip
5	6	7	8	9	10	11
JAL CLUB	1. Sub. of Log Books & TDs Classes PP to Pri./ HM	1. Annual Sports Begins 2. Sub. of classes P.P Att. Reg.to Pri./HM 3. Fee notice 4.Submission of Mid Term Tabulation & Result Analysis report by CT to Exam Dept.	1. Sub. of Higher HOD Reg. to Pri. Indian Air Force Day  Annual Sports	1. Sub. of Coor./ HM Reg. to Pri. 2. Annual Sports ends World post office day 	1. Sub. of Log & TD Class -1-6 to Pri. by Coor. 2.Submission of Mid Term Tabulation & Result Analysis report by exam dept/ HM to Pri.	International Day of Girl Child  2. Sub. of Primary HOD Reg. to Pri. 3. Activity CI Nur - KG 2 - Theme Transport 4. Sub. of classes 1- 6 Att. Reg.to Pri.
12	13	14	15	16	17	18
Nutrition Week PRITHVI CLUB	1. Sub. of Log & TD Class -7-12 to Pri. by Coor. 2. Nutrition Week Begins Av - Know your lunch 3. Sub. of classes 7-12 Att. Reg.to Pri.	1. Av - Use of Millets 2. Inter houe competition CI - 3-4 Cultural Performances Traditional music and dance CI - 5-6 Prepare Language Trees 3. Circular- PTM	1. Mid Term - PTM Holiday for stu.	World Food Day  1. Av - Importance of food 2. CI - 7-8 Folk tale narration (Hindi) CI - 9-10 Just A Minute" (JAM)	1. Av - Importance of staying Hydrated 2. Av - My signature in my mother tongue (Big Canvas) Class - 11 - 12	1. Holiday Circular 2. Competition: CI - Nur - KG2 (Diwali) 2. Av - Fruit Party 3. Special Ass. On Diwali - Prithvi House 4. Holiday Circular
19	20	21	22	23	24	25
VAYU CLUB	Diwali  Diwali holidays begins	1. Diwali holidays	1. Diwali holidays	1. Submission of Report by Discipline Committee & HM to Admin		1. Final Salary Att. Sheet from Admin to corporate 2. Pre of PT 2 & Pre board que ppaer begins 3. Final Salary Att. Sheet from HM to Admin
26	27	28	29	30	31	
Bhartiya Bhasha Utsav week AGNI CLUB	Chhat Pooja 		1. Monthly expense mail to Principal by Acc. Dept/ HM 2. Submission of Log & TD to Coordinator by CT	1. Submission of Bus reading report by Admin to Principal 2. Submission of Attendance Register to Coordinator	Rashtriya Ekta Diwas (Memorv of Sardar Patel)  1. CI - Nur - 2 - Fancy Dress (Theme- My Super Hero) 2. Month end report by HM	

Affirmation :
 Coor - Coordinators CC - Copy Correction Ass. - Assignment Stu - Students A/c - Accounts
 Sub. Submission Att - Attendance Pri - Principal Dept - Department AV - Activity
 Req. - Requirement Reg - Register Coll - Collection HM- Headmistress Prep - Preparation

N.B. - Planned activities are tentative and subject to change

NOV.25						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
30						1
AGNI CLUB						CG Foundation Day Holiday 1. Diwali Milan
2	3	4	5	6	7	8
हमर छातीसगढ़ सप्ताह 1. Sub. of Log & TD Class - 7-12 to Pri. by Coor. 2. Fee notice 3. हमर छातीसगढ़ सप्ताह JAL CLUB	1. Sub. of Log & TD Class - 7-12 to Pri. by Coor. 2. Fee notice 3. हमर छातीसगढ़ सप्ताह	1. Sub. of P.P. Att. Reg.to Pri./ HM 2. Holiday Circular 3. Special Ass. On Guru Nanak Jayanyhi - Jal Club 4. Inter house competition CI - III - IV - CG Group song	 Guru Nanak Jayanthi	1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Inter house competition CI - V - VI - Quiz (CG-Quiz) 3. Sub. PT 2 & Pre board , question paper to HOD by Sub Teacher	1. Sub. of Primary HOD Reg. to Pri. World Cancer awareness Day 2. Inter house competition CI - VII - VIII - CG Folk Art (Drawing)	1. Sub. of Higher HOD Reg. to Pri. 2. Inter House Competitions CI - XI - XII - Debate (Virtual learning is better than classroom learning) 3. Sub. PT 2 & Pre board , question paper to exam cell by HOD
9	10	11	12	13	14	15
PRITHVI CLUB	1. Sub. of Log & TD Class - 1-6 to Pri. by Coor. 2. Circular- Science Exhibition 3. CI - IX - X - Debate - Why democracy is the best form of govt? 4. Annual function plan sub. By Dance & Music dept to CCA	National Education Day  1. Sub. of classes 1- 6 Att. Reg.to Pri. 2. Sub. of Log Books & TDs Classes PP to Pri./ HM by Coor.	1. Sub. of Coor./ HM Reg. to Pri. 2. Sub. PT 2 & Pre board , question paper to exam cell by HOD	1. Circular- Funfair 2. Dry run - Science exhibition	Childrens Day  Fun Fair CHILDREN'S DAY Educational Exhibition	
16	17	18	19	20	21	22
VAYU CLUB				1. Syllabus completion_ Classes 10th & 12th 2. Exam cell & Teachers- Pre Board & PT 2 exam conduction Instructions	1. Exam cell & Teachers- 1st Pre Board exam conduction Instructions	1. Submission of Report by Discipline Committee & HM to Admin
23	24	25	26	27	28	29
AGNI CLUB	1. 1st Pre Board Begins  2. Final Salary Att. Sheet from Admin to corporate 3. Final Salary Att. Sheet from HM to Admin	1. 1st Pre Board 2. Final Salary Att. Sheet from Admin to corporate 3. Final Salary Att. Sheet from HM to Admin	1. 1st Pre Board Constitution Day	1. 1st Pre Board 2. Pre. 2nd PT, question paper preparation start	1. 1st Pre Board 2. Monthly expense mail to Principal by Acc. Dept/ HM 3. Submission of Log & TD to Coordinator by CT	1. 1st Pre Board 2. Submission of Bus reading report by Admin to Principal 3. Submission of Attendance Register to Coordinator 4. Month end report by HM

Affirmation :

Coor - Coordinators
 Sub- Submission
 Req. - Requirement

CC - Copy Correction
 Att - Attendance
 Reg - Register

Ass. - Assignment
 Pri - Principal
 Coll - Collection

Stu - Students
 Dept - Department
 HM- Headmistress

A/c - Accounts
 AV - Activity
 Prep - Preparation

N.B. - Planned activities are tentative and subject to change

DEC. 25						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
A week of Gratitude AGNI CLUB	1. Sub. of Log Books & TDs Classes PP to Pri./ HM by Coor. 2. Cl - I - II - Greeting card (Finger Painting) 3. Prep. For annual function begins (half day if requires)	1. Sub. of Log & TD Class - 1-6 to Pri. by Coor. Fee notice 2. Cl - III - IV - Spell Bee	1. Sub. of Log & TD Class - 7-12 to Pri. by Coor. 2. Cl - V - VI - Mandala Painting 3. Sub. 2nd PT, question paper to HOD by Sub. Teachers.	1. Sub. of P.P. Att. Reg.to Pri./ HM Navy Day  Cl - VII - VIII - Skit (Human Rights)	1. Sub. of classes 1- 6 Att. Reg.to Pri. 2. Cl - IX - X - Poster making save water/ save energy	1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Cl - PP - Activity related to theme 3. Cl - XI - XIII -Elocution Competition- Gratitude for Nature 4. Pre of Annual, question paper & Exam Activity
7	8	9	10	11	12	13
JAL CLUB	1. Sub. of Higher HOD Reg. to Pri.	1. Sub. of Coor. Reg. to Pri.	1. Sub. of Primary HOD Reg. to Pri. Human rights Day 	1. Sub. 2nd PT, question paper to Prin by Exam cell.		1. Start Full day Annual Day preparation
14	15	16	17	18	19	20
Hindi Diwas PRITHVI CLUB	1. Sub of Annual, question paper & Exam Activity to HOD by Sub Teac.		1. Holiday - Circular	Guru Ghasi Das Jayanti 	1. Sub of Annual, question paper & Exam Activity to examcell by HOD	Annual Function Indamara 
21	22	23	24	25	26	27
International Day of Peace VAYU CLUB	1. Pre. Annual , question paper preparation start 2.Submission of Report by Discipline Committee / HM to Admin	Annual Function City branch & Dgn 	1. Final Salary Att. Sheet from Admin to corporate 2. Final Salary Att. Sheet from HM to Admin 3.Tentative Christmas holidays start	Christmas 	1. Christmas holidays	1. Christmas holidays
28	29	30	31			
Day 2 AGNI CLUB	1. Monthly expense mail to Principal by Acc. Dept/ HM 2. Submission of Log & TD to Coordinator by CT		1. Submission of Bus reading report by Admin to Principal 2. Submission of Attendance Register to Coordinator 3. Holiday Circular 4. Month end report by HM			

Affirmation :

Coor - Coordinators
Sub. Submission
Req. - Requirement


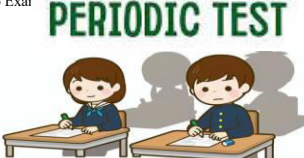



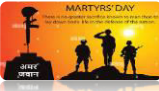
CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
HM- Headmistress

A/c - Accounts
AV - Activity
Prep - Preparation

N.B. - Planned activities are tentative and subject to change

JAN.26						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
AGNI CLUB				<p>New Year</p>  <p>Holiday</p>	<p>1. Sub. of Log & TD Class -1-6 to Pri. by Coor.</p> <p>2. Fee notice</p> <p>3. Exam cell & Teachers-2nd PT conduction</p> <p>4. Sub. Annual, question paper to HOD by Sub. Teachers.</p>	<p>1. Sub. of Log & TD Class -7-12 to Pri. by Coor.</p> <p>2. CI - PP - Activity related to theme</p>
4	5	6	7	8	9	10
JAL CLUB	<p>1. Sub. of classes 1- 6 Att. Reg.to Pri.</p>	<p>1. Sub. of classes 7-12 Att. Reg.to Pri.</p>	<p>1. Sub. of Primary HOD Reg. to Pri.</p>	<p>1. 2nd Periodic Test & 2nd Pre Board Begins</p> <p>2. Sub. of Higher HOD Reg. to Pri.</p> <p>Subm. of Annual, question paper & Exam Activitv from HOD/ HM to Exam</p>  <p>PERIODIC TEST</p>	<p>1. 2nd Periodic Test & 2nd Pre Board</p> <p>2. Sub. of Coor./ HM Reg. to Pri.</p>	<p>1. 2nd Periodic Test & 2nd Pre Board</p> <p>2.Sub. of P.P. Att. Reg.to Pri./ HM</p> <p>3. Holiday- Circular</p> <p>3. Annual function Report sub. By HM/ Dance & Music dept. to CCA</p>
11	12	13	14	15	16	17
<p>Excursion Week</p>  <p>PRITHVI CLUB</p>	<p>Cher Chera</p>  <p>Holiday</p>	<p>1. Excursion</p> <p>2. 2nd Periodic Test & 2nd Pre Board</p>	<p>Makar Sankranti / Pongal</p>  <p>1. Excursion</p> <p>2. 2nd Periodic Test & 2nd Pre Board</p>	<p>1. Excursion</p> <p>2. 2nd Periodic Test & 2nd Pre Board Ends</p>	<p>1. Excursion</p> <p>CI - Nur & KG1 - Saluja Farm</p>	<p>1. Excursion</p>
18	19	20	21	22	23	24
<p>International Day of Peace</p> <p>VAYU CLUB</p>				<p>1. Submission of PT -2 Tabulation & Result Analysis report by CT to Exam dept.</p>	<p>1. .Submission of Report by Discipline Committee / HM to Admin</p>  <p>Netaji subhas chandra bose jayanti</p>	<p>1. Final Salary Att. Sheet from Admin to corporate</p> <p>2. Final Salary Att. Sheet from HM to Admin</p>
25	26	27	28	29	30	31
AGNI CLUB	<p>Republic Day</p>	<p>1. Submission of PT -2 Tabulation & Result Analysis report by Exam dept./ HM to Pri.</p>	<p>1. Monthly expense mail to Principal by Acc. Dept/ HM</p> <p>2. Submission of Log & TD to Coordinator by CT</p>		<p>1. PTM Circular</p> <p>2. Month end report by HM</p>	<p>1. Submission of Bus reading report by Admin to Principal</p> <p>2. PT-2 - PTM</p> <p>3. Submission of Attendance Register to Coordinator</p> <p>4. Holiday for stu.</p>  <p>MARTYRS' DAY</p>

Affirmation :

Coor - Coordinators
Sub. Submission
Req. - Requirement



CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
HM- Headmistress

A/c - Accounts
AV - Activity
Prep - Preparation

N.B. - Planned activities are tentative and subject to change

FEB.26						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
AGNI CLUB	1. Sub. of Log & TD Class -1-6 to Pri. by Coor. 2. Fee notice	1. Sub. of Log & TD Class -7-12 to Pri. by Coor.	1. Sub. of P.P. Att. Reg.to Pri.	1. Sub. of classes 1- 6 Att. Reg.to Pri.	1. Sub. of classes 7-12 Att. Reg.to Pri. 2. Admit card distribution	1. Sub. of Primary HOD Reg. to Pri. 2. Staff Picnic
8	9	10	11	12	13	14
JAL CLUB	1. Sub. of Coor./ HM Reg. to Pri.	1. Sub. of Log Books & TDs Classes PP to Pri. by Coor.	1. Sub. of Higher HOD Reg. to Pri.	Vasant Panchami 		
15	16	17	18	19	20	21
Maha Shivratri  PRITHVI CLUB	1. Annual Exam Begins	1. Annual Exam	1. Annual Exam	1. Annual Exam	1. Annual Exam	1. Annual Exam
22	23	24	25	26	27	28
International Day of Peace VAYU CLUB	1. Annual Exam 2. Submission of Report by Discipline Committee / HM to Admin	1. Annual Exam	1. Annual Exam 2. Final Salary Att. Sheet from Admin to cormorate 3. Final Salary Att. Sheet from HM to Admin	1. Annual Exam	1. Annual Exam	1. Annual Exam 2. Monthly expense mail to Principal by Acc. Dept/ HM 3. Submission of Attendance Register to Coordinator 4. Submission of Log & TD to Coordinator by CT 5. Submission of Bus reading report by Admin to Principal 6. Month end report by HM

Affirmation :

Coor - Coordinators
Sub. Submission
Req. - Requirement


CC - Copy Correction
Att - Attendance
Reg - Register

Ass. - Assignment
Pri - Principal
Coll - Collection

Stu - Students
Dept - Department
HM- Headmistress

A/c - Accounts
AV - Activity
Prep - Preparation

N.B. - Planned activities are tentative and subject to change

MÄR.26						
NO. OF WORKING DAYS- 22				NO. OF TEACHING DAYS-		
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
AGNI CLUB	1. Sub. of Log & TD Class -1-6 to Pri. by Coor. 2. Fee notice	1. Sub. of Log & TD Class -7-12 to Pri. by Coor.	Holi 	Holi	1. Sub. of classes 7-12 Att. Reg.to Pri.	1. Annual Answer sheet showing 2. Sub. of Primary HOD Reg. to Pri.
8	9	10	11	12	13	14
JAL CLUB	1. New Session Begins 2. Sub. of Coor. Reg./ HM to Pri.	1. Sub. of Log Books & TDs Classes PP to Pri. by Coor.	1. Sub. of Higher HOD Reg. to Pri. 2. Submission of Annual Tabulation & Result Analysis report by CT, Exam Cell & Coor.	1. Sub. of P.P. Att. Reg.to Pri./HM	1. Sub. of classes 1-6 Att. Reg.to Pri.	1. Final Tab Sub. of Annual Tabulation & Result Analysis report by CT to Exam Cell
15	16	17	18	19	20	21
Hindi Diwas PRITHVI CLUB		1. Final Tab Sub. of Annual Tabulation & Result Analysis report by Exam Cell/ HM to Pri				
22	23	24	25	26	27	28
International Day of Peace VAYU CLUB	1. Submission of Report by Discipline Committee / HM to Admin	1. Graduation Day (PP) Indamara	1. Final Salary Att. Sheet from Admin to corporate 2. Final Salary Att. Sheet from HM to Admin	1. Graduation Day (PP) City branch / Dongargaon	1. Annual Result Declaration Indamara	1. Monthly expense mail to Principal by Acc. Dept/ HM 2. Submission of Log & TD to Coordinator by CT 3. Annual Result Declaration Other branch
29	30	31				
AGNI CLUB		1. Submission of Bus reading report by Admin to Principal 2. Submission of Attendance Register to Coordinator 3. Month end report by HM				

Affirmation :

Coor - Coordinators

Sub. Submission

Req. - Requirement

A/c - Accounts

CC - Copy Correction

Att - Attendance

Reg - Register

P.P. - Pre Primary

Ass. - Assignment

Pri - Principal

Coll - Collection

Stu - Students

Dept - Department

HM- Headmistress

A/c - Accounts

AV - Activity

Prep - Preparation

N.B. - Planned activities are tentative and subject to change