

KENDRIYA VIDYALAYA OFN RAJGIR
ACADEMIC PLANNER FOR THE SESSION 2021-22
APRIL 2021

1. Welcome & Beginning of New Academic Session
2. Conduct of Annual Day
3. Online admission as per schedule.
4. Notification for committees & institutional planning.
5. Reporting of APARS of staff for the previous session.
6. Re-verification of UBI Data and collection of fee for I Qtr.
7. Issuing student Diaries and Form-16
8. Preparation of Annual Accounts of School fund and VVN.
9. Conduct of Regional sports meets.
10. Operationalize House system & Introduction of calendar of activities
 - a. Academic
 - b. CCA
 - c. Sports Activities
11. Submission of all due quarterly Reports
 - a. School fund, VVN & Contribution to Regional VVN Fund
 - b. Contribution to Regional Sports Control Board, BS & Fund.
 - c. Rajbhasha Hindi
 - d. Enrolment Position & progress report CMP
12. Vidyalaya plan to be submitted to RO.

May 2021

1. Assignments to students for vacation (Summer Vacation)
2. Deputing teachers for In-Service Course.
3. Result analysis of board classes after result declaration and submission to RO.
4. Registration for admission to class XI after declaration of Board results.
5. Adventure activities during summer vacation.
6. Planning for maintenance & repair work of building & furniture.

June 2021

1. Admission of Class XI
2. Repair /maintenance work to continue.
3. Resuming the normal work after summer vacation.
4. Safety certificate of the building.
5. Submit proposals of MACP/confirmation etc.
6. Re-verification of UBI data.

July 2021

1. Collection of fee for II quarter through UBI.
2. Nomination for Teachers Awards.
3. Environment/plantation/book week.
4. Publication of Vidyalaya Patrika (Before 31st July)
5. Complete/Update service record of staff.
6. Prepare budget of School fund & VVN.
7. Constitution of School Council and PTA
8. Presentation of Quarterly report (Before 7th) of SF, VVN, reg. Sports Control Board/Bharat Scouts & Guides fund, Rajbhasha Hindi, Students Enrolments.
9. Periodic Test-I for summer schools.
10. Green Olympiad.

August 2021

1. Parents Teacher meeting.
2. Celebration of Independence Day.
3. Youth Parliament at RO Level.
4. Celebration of Sanskrit week.
5. Investiture ceremony for the Class Monitors, House and School Captains/Student Council.
6. Online CBSE Registration (Submission of fee for Board classes.)
7. Annual Subscription of Bharat Scouts & Guides as per enrolment.
8. Conduct of VMC meeting.
9. Academic loss compensation programme (ALCP) as per requirement.

September 2021

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 Sept.
5. Primary Mini Sports meet and Annual Sports day.

October 2021

1. Gandhi Jayanti celebration/Grand Parents' day.
2. Collection of III quarter fee through UBI.
3. Monitoring progress of X & XII courses.

4. Half Yearly for Summer Stations.
5. Vigilance Awareness week (ends 31st)
6. Submission of all dues quarterly reports i.e. School fund, VVN
7. Rajbhasha Hindi meeting.
8. Progress report CMP.
9. Autumn Break.

November 2021

1. National Education Day (11th November)
2. Children's Day celebration
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. Parents Teachers meeting.

December 2021

1. Pre-board-1 in the first week
2. Parent teachers meeting for class XII.
3. Special classes for X and XII.
4. National Energy Conservation Day (14th December)
5. KVS Foundation Day (15th December)
6. Conduct of VMC Meeting.
7. Assignment to students for vacation/break.
8. Deputing teachers for II spell of In-service course.
9. Fire safety and other basic amenities.
10. Winter vacation starts.
11. Fee verification of UBI data.

January 2022

1. Pre-board-2 for XII, periodic Assessment-2 (Classes III-XI)
2. Republic Day Celebration.
3. Publishing advertisements to hold interviews for contractual appointments.
4. Completion of service records/service books of staff- updation of details of training undergone if any. 5. Submission of all quarterly reports before 7th -VVN, Rajbhasha, Hindi, Enrolment position, CMP, ICT, Income tax return.

February 2022

1. Practical exams of class X and XII Board classes.
2. Notification and registration for admission to class 1st and other classes.
3. Printing of Brochures.

4. Conduct of VMC meeting in first week.
5. Cub and Bulbul Utsav /Celebration of Thinking day.
6. Conduct of interview for contractual teacher's appointment.
7. Revision work for session ending examination and practice test for class X.

March 2022

1. Board exams and Session Ending Examination for all classes
2. Printing of Students diaries and Teachers diaries for next session.
3. Declaration of result.
4. Admission to class as per KVS schedule.
5. Planning for the next session.
 - i. Planning of Time- table.
 - ii. Notification of committees & clubs.
 - iii. Finalize list of class teachers & co-class teacher.
 - iv. Preparation of CCA calendar & Sports activities.
 - v. Preparation of annual VVN budget.
6. Closing account for the financial year.
7. Annual Income tax return.
8. Submit GPF/CPF etc., Broad sheet & EWS Accounts.
9. Physical verification of stock.
10. Preparation of panel for contractual appointment.
11. Monthly enrolment and ICT report.
12. Addition of new admission in UBI (Class I)- Class I admission.
13. Distribution of APAR proforma.