

**MONTH WISE / DATE WISE ACTIVITIES**

**APRIL, 2010**

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>   | <b>In-charge / Responsibility/ To be Organised by</b>  |
|-------------------|-----------------|---|--|
| 01.04.2010        | Thursday        | <ol style="list-style-type: none"> <li>1. Session Begins/Gap analysis Test for II-X &amp; XII.</li> <li>2. Time table distribution.</li> <li>3. Text book details.</li> <li>4. Introduction of committees.</li> <li>5. Introducing the students of Class I to school readiness programme.</li> <li>6. MPT Scout &amp; Guide activity</li> </ol>               | <ol style="list-style-type: none"> <li>1. All Class Teachers</li> <li>2. Mr. K K Metariya</li> <li>3. All Class Teachers</li> <li>4. Principal</li> <li>5. Mr, A J Kadiyara</li> <li>6. Mr. Anil Shakya</li> </ol> |
| <b>02.04.2010</b> | <b>Friday</b>   | <b>Good Friday</b>  |  |
| 03.04.2010        | Saturday        | <ol style="list-style-type: none"> <li>1. Distribution of Houses(I-X &amp; XII).</li> <li>2. CCA Prog, Formation of Houses, House Captains allocation.</li> <li>3. Class room decoration.</li> <li>4. Submission of MPR to RO.</li> <li>5. Division of students in 4 different houses.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar</li> <li>2. Mr. Surjeet Kumar</li> <li>3. All Class Teachers</li> <li>4. Mr. R Bala</li> <li>5. Mr. Surjeet Kumar</li> </ol>                           |
| <b>04.04.2010</b> | <b>Sunday</b>   |   |  |
| 05.04.2010        | Monday          | <ol style="list-style-type: none"> <li>1. Display of list of candidates for admission test (Class II Onwards) First Round.</li> <li>2. Submission of diaries by teachers.</li> <li>3. MTP split up syllabus preparation.</li> <li>4. Closing balance/Monthly statement of VVN &amp; SF.</li> <li>5. Mathematics Talent Search (For Classes VI-XII)</li> </ol> | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya</li> <li>2. Subject Teacher</li> <li>3. Mr. R Bala</li> <li>4. Mr. R Verma</li> </ol>   |
| 06.04.2010        | Tuesday         | <ol style="list-style-type: none"> <li>1. <b>Admission test for class II-IX.</b></li> <li>2. Arrangement for class Library.</li> <li>3. Birth Day Card making Comp.(VI-IX)</li> </ol>   | <ol style="list-style-type: none"> <li>1</li> <li>2. PRT's &amp; Librarian</li> <li>3. Mr. Vinay Kumar</li> </ol>  |
| 07.04.2010        | Wednesday       | <ol style="list-style-type: none"> <li>1. Admission test (Class II Onwards) First Round</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena</li> </ol>   |
| 08.04.2010        | Thursday        | <ol style="list-style-type: none"> <li>1. Visit to R&amp;O Under CMP.</li> <li>2. Class I children to be introduce the various departments in school part of school readiness programme.</li> <li>3. Information about notebooks /Text book.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Kuldeep</li> <li>2. Mr. A J Kadiyara</li> <li>3. Subject teachers</li> <li>4. Mr. A Shakya</li> </ol>  |
| 09.04.2010        | Friday          | <ol style="list-style-type: none"> <li>1. Selection of House Captains and Ice Breaking(Intra Houses-Primary Section I-V).</li> <li>2. <b>Declaration of admission result Class II-IX.</b></li> <li>3. House meeting</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Palak Kachhia</li> <li>2. Mr. Amit Saxena</li> <li>3. Mr. Surjeet Kumar</li> </ol>   |
| <b>10.04.2010</b> | <b>Saturday</b> | <b>Second Saturday</b>  |  |
| <b>11.04.2010</b> | <b>Sunday</b>   |   |  |
| 12.04.2010        | Monday          | <ol style="list-style-type: none"> <li>1. Film show class I.</li> <li>2. Computer Quiz Class VI-XII</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. A J Kadiyara</li> <li>2. Mr. Amit Saxena</li> </ol>  |
| 13.04.2010        | Tuesday         | <ol style="list-style-type: none"> <li>1. Class supervision by the Principal.</li> <li>2. Submission of annual account to RO</li> </ol>   | <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Mr. R Bala</li> </ol>  |
| 14.04.2010        | Wednesday       | <b>Bagh Bihu/Vaishaki</b>   |  |
| 15.04.2010        | Thursday        | <ol style="list-style-type: none"> <li>1. Lecture on communication &amp; Networking &amp; Recent trends XI-XII.</li> <li>2. MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena</li> <li>2. Mr. Anil Shakya</li> </ol>   |
| 16.04.2010        | Friday          | <ol style="list-style-type: none"> <li>1. <b>Declaration of list for admission (Class II Onwards) First Round.</b></li> <li>2. Group Song(I-V).</li> <li>3. Last day for fee deposition.</li> <li>4. Submission of TRS diary TRS,</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena</li> <li>2.</li> <li>3. All Class Teachers</li> <li>4. Subject teachers</li> </ol>   |

|                   |               |  |  |
|-------------------|---------------|--|--|
| 17.04.2010        | Saturday      | <ol style="list-style-type: none"> <li>1. Selection of House Captains, Vice Captains, Sports Secretary, Cultural Secretary and Ice Breaking(Intra Houses-Secondary Section VI-XII).</li> <li>2. CCA Activity as per calendar, Visit to post office by primary children</li> </ol>                              | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar</li> <li>2. Mr. Surjeet Kumar</li> </ol>   |
| <b>18.04.2010</b> | <b>Sunday</b> |  |  |
| 19.04.2010        | Monday        | <ol style="list-style-type: none"> <li>1. Medical checkup.</li> <li>2. Community lunch of Class I.</li> <li>3. Guidance &amp; Counselling for secondary students.</li> <li>4. Checking of Text Books and Help Materials for Class X-XII</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. V K Mishra</li> <li>2. Mr. A J Kadiyara</li> <li>3. Mr. Sunil Kumar</li> <li>4. Mr. K K Metariya</li> </ol>  |
| 20.04.2010        | Tuesday       | <ol style="list-style-type: none"> <li>1. Class supervision by Principal/HM.</li> <li>2. Film show Class II</li> </ol>   | <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Class Teacher</li> </ol>   |
| 21.04.2010        | Wednesday     | <ol style="list-style-type: none"> <li>1. Class supervision by Principal/HM.</li> <li>2. Sample checking of note books.</li> <li>3. Sports activities.</li> <li>4. Conduct of VMC I.</li> <li>5. Admission (Class II Onwards) First Round</li> </ol>   | <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Subject Teacher</li> <li>3. Mr. Anil Shakya</li> <li>4. Mr. Kuldeep Singh</li> <li>5. Mr. Amit Saxena</li> </ol>                       |
| 22.04.2010        | Thursday      | <ol style="list-style-type: none"> <li>1. <b>Vidyalaya patrika collection of articles announcement for the articles through competition.</b></li> <li>2. Class room decoration.</li> <li>3. Earth Day Celebration under CMP.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol>                             | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya</li> <li>2. Class Teachers</li> <li>3. Mr. Kuldeep Singh</li> <li>4. Mr. Amit Saxena</li> </ol>   |
| 23.04.2010        | Friday        | <ol style="list-style-type: none"> <li>1. Mono acting(I-V).</li> <li>2. Meeting of class leaders with specific agenda</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Palak Kachhia.</li> <li>2. Principal</li> </ol>  |
| 24.04.2010        | Saturday      | <ol style="list-style-type: none"> <li>1. CCA Activity Group Song(VI-XII).</li> <li>2. Resource room inspection.</li> <li>3. <b>Stock verification &amp; Condemnation</b></li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Surjeet kumar</li> <li>2.</li> <li>3. Deptt. Holders</li> </ol>  |
| <b>25.04.2010</b> | <b>Sunday</b> |  |  |
| 26.04.2010        | Monday        | <ol style="list-style-type: none"> <li>1. Formative Assesment- I X / Monthly Assesment XII (26 Apr- 30 Apr).</li> <li>2. Formative assessment test in CCE monthly test for X &amp; XII.</li> <li>3. House wise activities</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. R Verma</li> <li>2. Mr. R Verma</li> <li>3. Mr. Surjeet Kumar</li> </ol>   |
| 27.04.2010        | Tuesday       | <ol style="list-style-type: none"> <li>1. <b>Preparation for annual day arrangements.</b></li> <li>2. Submission of requirement from all department</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya</li> <li>2. Deptt. Holders</li> </ol>   |
| 28.04.2010        | Wednesday     | <ol style="list-style-type: none"> <li>1. <b>Annual day celebration.</b></li> <li>2. Parents Meeting.</li> <li>3. TDS and issue of form 16</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya</li> <li>2. Mr K K Metariya</li> <li>3. Mr. R Bala</li> </ol>   |
| 29.04.2010        | Thursday      | <ol style="list-style-type: none"> <li>1. Stock verification condemnation of items of departments.</li> <li>2. Resource room arrangement.</li> <li>3. Progress report of CMP.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>1. Deptt. Holders</li> <li>2. Mr. Kuldeep</li> <li>3. Mr. A K Shakya</li> </ol>   |
| 30.04.2010        | Friday        | <ol style="list-style-type: none"> <li>1. Assigning holiday homework to students.</li> <li>2. Half Day.</li> <li>3. Subject committee Meeting.</li> <li>4. Enrolment position.</li> <li>5. Checking of Financial matters.</li> <li>6. Duty of DDO Salary.</li> <li>7. Updating of Vidyalaya website</li> </ol> | <ol style="list-style-type: none"> <li>1. Subject Teachers</li> <li>2. Mr. K K Metariya</li> <li>3. Mr. Amit Saxena</li> <li>4. Principal</li> <li>5. Principal</li> <li>6. Mr. Amit Saxena</li> </ol> |

## MONTH WISE / DATE WISE ACTIVITIES

May, 2010

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>   | <b>In-charge / Responsibility/<br/>To be Organised by</b>                                 |
|-------------------|-----------------|---|---|
| 01.05.2010        | Saturday        | 1. Last working day.<br>2. Staff meeting- relieving TRS for inservice programme.<br>3. Project work, Homework to students.<br>4. Address & PH, Nos of Staff.<br>5. Sealing of department.<br>6. Labour Day.<br>7. First Submission of Articles for Vidyalaya Magazine | 1. All teachers.<br>2. All Subject teachers.<br>3. All Deptt. Holders.<br>4. Mr. Surjeet. |
| <b>02.05.2010</b> | <b>Sunday</b>   | <b>Summer Vacation Begins</b>   |   |
| 03.05.2010        | Monday          | 1. Submission of monthly report to RO/Demi Official report  | Mr. R Bala  |
| 04.05.2010        | Tuesday         | 1. Planning for maintenance and repair of Building/Furniture/White wash etc.  |   |
| 05.05.2010        | Wednesday       | 1. Quotation formalities can be done.<br>2. Closing Balance/Monthly statement SF & VVN to RO  | 1. Mr. R Bala.<br>2. Mr. R Bala   |
| 06.05.2010        | Thursday        | Deputation of teachers for Inservice course   | Principal   |
| 07.05.2010        | Friday          | Execution of maintenance work   |   |
| <b>08.05.2010</b> | <b>Saturday</b> | <b>Second Saturday</b>  |   |
| <b>09.05.2010</b> | <b>Sunday</b>   | <b>Mothers Day</b>  |   |
| 10.05.2010        | Monday          | Day to day official correspondence  | Mr. R Bala  |
| 11.05.2010        | Tuesday         |   |   |
| 12.05.2010        | Wednesday       |   |   |
| 13.05.2010        | Thursday        |   |   |
| 14.05.2010        | Friday          |   |   |
| 15.05.2010        | Saturday        | Checking of Financial matters   | Principal   |
| 16.05.2010        | Sunday          | Sunday  |   |
| 17.05.2010        | Monday          | Updating of website   | Mr. Amit Saxena   |
| 18.05.2010        | Tuesday         |   |   |
| 19.05.2010        | Wednesday       |   |   |
| 20.05.2010        | Thursday        |   |   |
| 21.05.2010        | Friday          |   |   |
| 22.05.2010        | Saturday        |   |   |
| <b>23.05.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 24.05.2010        | Monday          |   |   |
| 25.05.2010        | Tuesday         |   |   |
| 26.05.2010        | Wednesday       |   |   |
| 27.05.2010        | Thursday        | Buddha Purnima  |   |
| 28.05.2010        | Friday          |   |   |
| 29.05.2010        | Saturday        |   |   |
| <b>30.05.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 31.05.2010        | Monday          | 1. Checking of Financial matters.<br>2. Updation of website.<br>3. Duty as DDO  | 1. Principal.<br>2. Mr. Amit Saxena.<br>3. Principal                                      |

**MONTH WISE / DATE WISE ACTIVITIES**

**June, 2010**

| <b>Date</b>       | <b>Day</b>    | <b>Activity</b>  | <b>In-charge / Responsibility/<br/>To be Organised by</b>           |
|-------------------|---------------|--|---|
| 01.06.2010        | Tuesday       | 1. Result analysis of Class X & XII<br>2. Repair work continue   | 1. Mr. Ramesh Verma.  |
| 02.06.2010        | Wednesday     | 1. Admission to class XI.<br>2. Preparation and Finalization, Submission of Monthly report to RO   | 1. Mr. Amit Saxena.<br>2. Mr. R Bala                                |
| 03.06.2010        | Thursday      | Reply of Audit para (if any)   | 1. Mr. R Bala   |
| 04.06.2010        | Friday        | Preparation of action plan for better academic performance   | Mr. Ramesh Verma  |
| 05.06.2010        | Saturday      | Submission of closing balance/Monthly statement of SF/VVN to RO, World Environment Day   | Mr. R Bala  |
| <b>06.06.2010</b> | <b>Sunday</b> | <b>Sunday</b>  |   |
| 07.06.2010        | Monday        | Issue of Marksheet and Certificate   | Mr. Ramesh Verma  |
| 08.06.2010        | Tuesday       |  |   |
| 09.06.2010        | Wednesday     | Day to day official correspondence   | Mr. R Bala  |
| 10.06.2010        | Thursday      |  |   |
| 11.06.2010        | Friday        |  |   |
| <b>13.06.2010</b> | <b>Sunday</b> | <b>Sunday</b>  |   |
| 14.06.2010        | Monday        |  |   |
| 15.06.2010        | Tuesday       | Checking Financial matters   | Principal   |
| 16.06.2010        | Wednesday     | Updation of Website  | Mr. Amit Saxena   |
| 17.06.2010        | Thursday      | Finalisation of XI admission to various streams  | Mr. Amit Saxena   |
| 18.06.2010        | Friday        |  |   |
| 19.06.2010        | Saturday      |  |   |
| <b>20.06.2010</b> | <b>Sunday</b> | <b>Sunday</b>  |   |
| 21.06.2010        | Monday        | 1. School Re-Opens after Summer Vacation.<br>2. Submission of Diary by TRS.<br>3. Displaying students article in creative corner   | 1. All Sub Teachers.<br>2. Mr. Surjeet Kumar                        |
| 22.06.2010        | Tuesday       | 1. Submission of Holiday assignment by students.<br>2. Class wise Games & Sports   | Mr. Anil Shakya   |
| 23.06.2010        | Wednesday     | 1. Highlighting awarding students who performed commendably in morning assembly.<br>2. Community Lunch by Class I  | 1. Mr. Rahul Harshe.<br>2. Mr. A J Kadiyara                         |
| 24.06.2010        | Thursday      | <b>1. Announcement of FA1 Test and preparation their of.</b><br><b>2. Community lunch by II.</b><br><b>3. MPT Scout &amp; Guide activity</b>                                 | 1. Mr. Ramesh Verma.<br>2. Mr. Palak Kachhia.<br>3. Mr. Anil Shakya |
| 25.06.2010        | Friday        | 1. Group Dance(I-V).<br>2. Checking of Holiday HW assignments by Principal/HM.<br>3. House Meeting   | 1. Mr. Palak.<br>2. All Sub Teachers.<br>3. Mr. Surjeet Kumar.      |
| 26.06.2010        | Saturday      | 1. CCA Activity as per calendar.<br>2. Film Show II.<br>3. International Drug Abuse Day(Talk).<br>4. NAEP Advocacy Programme for the Parents of students of Classes IX – XII | 1. Mr. Surjeet Kumar.<br>2. Ms. Deep Mala.<br>3. Mr. Vinay Kumar.   |
| <b>27.06.2010</b> | <b>Sunday</b> | <b>Sunday</b>  |   |
| 28.06.2010        | Monday        | 1. Class leaders Meeting.<br>2. Modals Exhibition under CMP  | 1. Principal.<br>2. Mr. Kuldeep Singh.                              |

|            |           |   |   |
|------------|-----------|---|---|
| 29.06.2010 | Tuesday   | <ol style="list-style-type: none"> <li>1. Preparation for Youth Parliament Programme.</li> <li>2. Parents Meeting Primary I</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Mr. Kuldeep Singh</li> </ol>   |
| 30.06.2010 | Wednesday | <ol style="list-style-type: none"> <li>1. Last working day staff Meeting-Preparation for next month.</li> <li>2. Demo class by HM/Principal/ Sr. Tr.</li> <li>3. Subject committee Meeting.</li> <li>4. Parents meeting Secondary.</li> <li>5. Checking Finance matters.</li> <li>6. Duty as DDO.</li> <li>7. Updating of website.</li> <li>8. Advertisement for Admission at local level Second Round.</li> <li>9. Second and last submission of articles for Vidyalaya Magazine.</li> </ol> | <ol style="list-style-type: none"> <li>1. Principal.</li> <li>2. Principal.</li> <li>3. Subject Teachers.</li> <li>4. Mr. Surjeet Kumar.</li> <li>5. Principal.</li> <li>6. Principal.</li> <li>7. Mr. Amit Saxena.</li> <li>8. Mr. Amit Saxena.</li> <li>9. Mr. Surjeet Kumar</li> </ol> |

**MONTH WISE / DATE WISE ACTIVITIES**

**July, 2010**

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>   | <b>In-charge / Responsibility/<br/>To be Organised by</b>  |
|-------------------|-----------------|---|--|
| 01.07.2010        | Thursday        | <ol style="list-style-type: none"> <li><b>Sale of forms and registration (Except class XI).</b></li> <li>Doctors Day.</li> <li>FA1.</li> <li>MPT- Scout &amp; Guide activity.</li> <li>Collection of July to September fee (Q).</li> <li>Hospital visit Class V.</li> <li>MPT Scout &amp; Guide activity</li> </ol> | <ol style="list-style-type: none"> <li>Mr. Amit Saxena.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. Anil Shakya.</li> <li>Class teachers.</li> <li>Mr. Palak Kachhia.</li> <li>Mr. Anil Shakya.</li> </ol> |
| 02.07.2010        | Friday          | <ol style="list-style-type: none"> <li>Hindi Poem Recitation(I-V).</li> <li>FA1.</li> <li>Hindi calligraphy competition.</li> <li>MPT to RO</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Palak.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. Surjeet Kumar.</li> <li>Mr. R Bala.</li> </ol>   |
| 03.07.2010        | Saturday        | <ol style="list-style-type: none"> <li>English Poem Recitation(VI-XII).</li> <li><b>FA1.</b></li> <li><b>Monitoring of the conduct of the FA1.</b></li> <li>Submission of monthly report to RO.</li> <li>Film show to Class III</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Surjeet Kumar.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. R Bala.</li> <li>Mr. Anil Kumar</li> </ol>                                |
| <b>04.07.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 05.07.2010        | Monday          | <ol style="list-style-type: none"> <li>FA1.</li> <li>Class teacher meeting.</li> <li><b>Submission of Closing Balance/monthly statement of VVN &amp; SF.</b></li> <li>Library week (5<sup>th</sup> July to 9<sup>th</sup> July)</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Ramesh Verma.</li> <li>Mr K K Metariya.</li> <li>Mr. R Bala</li> <li>Mr. Sunil Kamle.</li> </ol>  |
| 06.07.2010        | Tuesday         | <ol style="list-style-type: none"> <li>FA1.</li> <li><b>Preparation of SC/SSC Exhibition – Discussion etc.</b></li> <li><b>Submission of quarterly report.</b></li> <li><b>Weak students parent meeting.</b></li> <li>Community Lunch under CMP</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Ramesh Verma</li> <li>Mr. K K Metariya.</li> <li>Mr. V K Saini.</li> <li>Mr. R Bala.</li> <li>Mr. K K Metariya.</li> <li>Mr. Kuldeep Singh.</li> </ol>      |
| 07.07.2010        | Wednesday       | <ol style="list-style-type: none"> <li>FA1.</li> <li>Youth Parliament Compt. At Vidyalaya level.</li> <li><b>Submission of Quarterly report(VVN Ac).</b></li> <li>Library committee meeting</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Ramesh Verma.</li> <li>Mr. Surjeet Kumar.</li> <li>Mr. R Bala.</li> <li>Mr. Sunil Kamle.</li> </ol>   |
| 08.07.2010        | Thursday        | <ol style="list-style-type: none"> <li><b>PTA Meeting for class X &amp; XII.</b></li> <li>Community Lunch Cl III.</li> <li>MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. K K Metariya.</li> <li>Mr. Kuldeep Singh.</li> <li>Mr. Anil Shakya</li> </ol>   |
| 09.07.2010        | Friday          | <ol style="list-style-type: none"> <li>TRS Award nomination.</li> <li>English Calligraphy Group.</li> <li><b>Display of list of candidates for admission test (Class II Onwards, Display of list of candidate for Oral test (For class I).</b></li> <li>English Poem Recitation(I-V)</li> </ol>                     | <ol style="list-style-type: none"> <li>Mr. K K Metariya.</li> <li>Mr. Surjeet Kumar.</li> <li>Mr. Amit Saxena</li> <li>Mr. Palak</li> </ol>  |
| <b>10.07.2010</b> | <b>Saturday</b> | <b>Oral test for Class I<br/>Second Saturday</b>  | 1. Mr. Amit Saxena.  |
| <b>11.07.2010</b> | <b>Sunday</b>   | <b>Sunday<br/>World Population Day</b>  |  |
| 12.07.2010        | Monday          | <ol style="list-style-type: none"> <li><b>PTA Meeting for all the other classes.</b></li> <li>Assembly programme reformation meeting.</li> <li>Admission test (Class II Onwards)</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. K K Metariya.</li> <li>Mr. Rahul Harshe.</li> <li>Mr. Amit Saxena</li> </ol>  |

|                   |               |   |   |
|-------------------|---------------|---|---|
| 13.07.2010        | Tuesday       | <ol style="list-style-type: none"> <li>1. <b>Proof reading final shape to Vidyalaya Patrika.</b></li> <li>2. Completion of service records/ Service book.</li> <li>3. World Population Day talk.</li> <li>4. By Using Thermocoal making different article copm.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Mr. R Bala</li> <li>3. Mr. Vinay Kumar</li> </ol>  |
| 14.07.2010        | Wednesday     | Supervision of classes by Principal   | Principal   |
| 15.07.2010        | Thursday      | <ol style="list-style-type: none"> <li>1. Checking of Financial Matters.</li> <li>2. Film Show Cl. III.</li> <li>3. Last date for submission of Question Papers of I Unit Test by the teachers.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Mr. Anil Kumar.</li> <li>3. All Sub Teachers.</li> <li>4. Mr. Anil Shakya</li> </ol>  |
| 16.07.2010        | Friday        | <ol style="list-style-type: none"> <li>1. Updating Vidyalaya website.</li> <li>2. Drawing competition programme.</li> <li>3. <b>Declaration of list for admission (Class II onwards).</b></li> <li>4. Solo Song(I-V)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena</li> <li>2. Mr. Surjeet Kumar</li> <li>3. Mr. Amit Saxena.</li> <li>4. Mr. Palak M Kachhia</li> </ol>   |
| 17.07.2010        | Saturday      | <ol style="list-style-type: none"> <li>1. Preparation of children for Games &amp; Sports activities of Regional level.</li> <li>2. Preparation of printing of First UT.</li> <li>3. Group Song Competetion.</li> <li>4. Declaration of list of candidates for admission in class I.</li> <li>5. Admission of class II.</li> <li>6. Hindi Poem Recitation(VI-XII)</li> </ol> | <ol style="list-style-type: none"> <li>1. Mr. Anil Shakya.</li> <li>2. Mr. Ramesh Verma</li> <li>3. Mr. Surjeet Kumar.</li> <li>4. Mr. Amit Saxena</li> <li>5. Mr. Amit Saxena.</li> <li>6. Mr. Surjeet Kumar.</li> </ol> |
| <b>18.07.2010</b> | <b>Sunday</b> | <b>Sunday</b>   |   |
| 19.07.2010        | Monday        | <ol style="list-style-type: none"> <li>1. Preparation children for S&amp;G for regional level.</li> <li>2. Social Sc Exhibition at school level.</li> <li>3. Admission (Class II Onwards)</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Palak M Kachhia.</li> <li>2. Mr. V K Saini.</li> <li>3. Mr. Amit Saxena.</li> </ol>   |
| 20.07.2010        | Tuesday       | Publication of Vidyalaya Patrika,   | Mr. Surjeet Kumar   |
| 21.07.2010        | Wednesday     | <ol style="list-style-type: none"> <li>1. <b>Remedial class starts during morning assembly.</b></li> <li>2. Dereservation of Quota(21<sup>st</sup> July to 25<sup>th</sup> July)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Amit Saxena.</li> </ol>   |
| 22.07.2010        | Thursday      | <ol style="list-style-type: none"> <li>1. Medical checkup students First Round.</li> <li>2. Remedial Class plan for Jr. Students</li> </ol>   | <ol style="list-style-type: none"> <li>1.</li> <li>2. Mr. Kuldeep Singh</li> </ol>  |
| 23.07.2010        | Friday        | <ol style="list-style-type: none"> <li>1. Fancy Dress Competition(I-V).</li> <li>2. CCE Activities</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Palak M Kachhia.</li> <li>2. Mr. Ramesh Verma</li> </ol>  |
| 24.07.2010        | Saturday      | <ol style="list-style-type: none"> <li>1. Solo Song(VI-XII).</li> <li>2. CCA As per schedule.</li> <li>3. First UT.</li> <li>4. CCE activities</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Mr. Surjeet Kumar.</li> <li>3. Mr. Ramesh Verma.</li> <li>4. Mr. Ramesh Verma.</li> </ol>  |
| <b>25.07.2010</b> | <b>Sunday</b> | <b>Sunday</b>   |   |
| 26.07.2010        | Monday        | <b>I Unit Test / FA1(26 July-31 July)</b>   | Mr. Ramesh Verma  |
| 27.07.2010        | Tuesday       | <b>Science Ex. At Vidyalaya level</b>   | Mr. K K Metariya  |
| 28.07.2010        | Wednesday     | Meeting of science teacher for further improvement of models  | Mr. K K Metariya  |
| 29.07.2010        | Thursday      | <ol style="list-style-type: none"> <li>1. Prepration for participation in regional level Sc. Exhibition.</li> <li>2. MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2. Mr. Anil Shakya</li> </ol>  |
| 30.07.2010        | Friday        | <ol style="list-style-type: none"> <li>1. Hindi calligraphy comp. (Jr.).</li> <li>2. Checking of Financial matters</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Principal</li> </ol>   |
| 31.07.2010        | Saturday      | <ol style="list-style-type: none"> <li>1. Last working day, Staff Meeting &amp; Subject committee meeting.</li> <li>2. Demo Class by Principal/HM/ SMT.</li> <li>3. Duty as DDO. Website updating.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2. Principal.</li> <li>3. Principal</li> </ol>   |

**MONTH WISE / DATE WISE ACTIVITIES**

**Aug, 2010**

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>   | <b>In-charge / Responsibility/ To be Organised by</b>  |
|-------------------|-----------------|---|--|
| <b>01.08.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 02.08.2010        | Monday          | <ol style="list-style-type: none"> <li><b>1. Advertisement for Admission at local level.</b></li> <li>Sale of forms and registration (2<sup>nd</sup> Aug to 10<sup>th</sup> Aug).</li> <li>VMC 1<sup>st</sup> Week of August.</li> <li>Completion of service book.</li> <li>Medical Check up of Primary Classes</li> </ol>            | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena.</li> <li>2. Mr. R Bala.</li> <li>3. Mr. Kuldeep Singh.</li> <li>4. Mr. R Bala.</li> <li>5.</li> </ol>                                 |
| 03.08.2010        | Tuesday         | <ol style="list-style-type: none"> <li><b>1. Remedial Classes for X-XII/ Double Tiffin.</b></li> <li>Youth Parliament programme.</li> <li>Medical Check up of Primary Classes.</li> <li>MPR to RO</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Surjeet Kumar.</li> <li>3. Mr. Kuldeep Singh.</li> <li>4. Mr R Bala.</li> </ol>                                      |
| 04.08.2010        | Wednesday       | <ol style="list-style-type: none"> <li>1. Monthly reports.</li> <li>2. Medical Check up of Secondary</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. R Bala.</li> </ol>   |
| 05.08.2010        | Thursday        | <ol style="list-style-type: none"> <li>1. Visit to Post Office.</li> <li>2. Bank Classes I-III.</li> <li>3. Submission of the Diaries by the TRS.</li> <li>4. Medical Checkup of Secondary.</li> <li>5. Submission of closing balance/ Monthly statement of VVN &amp; SF to RO.</li> <li>6. MPT Scout &amp; Guide activity</li> </ol> | <ol style="list-style-type: none"> <li>1. Mr. Kuldeep Singh.</li> <li>2. Mr. Kuldeep Singh.</li> <li>3. All Sub Teachers.</li> <li>4. Mr. R Bala.</li> <li>5. Mr. Anil Shakya.</li> </ol>        |
| 06.08.2010        | Friday          | <ol style="list-style-type: none"> <li>1. Hindi Essay Writing(I-V).</li> <li>2. English Recitation Competetion Jr.</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Palak Kachhia.</li> <li>2. Mr. Palak Kachhia.</li> </ol>   |
| 07.08.2010        | Saturday        | <ol style="list-style-type: none"> <li>1. Extempore speech Hindi(VI-XII).</li> <li>2. CCA- Activity as per calendar.</li> <li>3. English Recitation Comp. Secondary.</li> <li>4. Day to day official correspondence</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Mr. Surjeet Kumar.</li> <li>3. Mr. Surjeet Kumar.</li> <li>4. Mr. R Bala.</li> </ol>                                    |
| <b>08.08.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 09.08.2010        | Monday          | <ol style="list-style-type: none"> <li>1. Librarians Day(Talk).</li> <li>2. Open House Meeting.</li> <li><b>3. Social Science Ex. At regional Level.</b></li> <li>4. PTA Meeting</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Sunil Kamle.</li> <li>2. Mr. K K Metariya.</li> <li>3. Mr. V K Saini.</li> <li>4. Mr. K K Metariya</li> </ol>                                      |
| 10.08.2010        | Tuesday         | <ol style="list-style-type: none"> <li><b>1. Approval for admission under the over and above rule.</b></li> <li>2. Health Check Up.</li> <li>3. Morning Assembly/Meeting of teachers-Guidance &amp; Counselling talk in assembly</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena.</li> <li>2.</li> <li>3. Mr. Rahul Harshe &amp; Mr. Sunil Kumar.</li> </ol>  |
| 11.08.2010        | Wednesday       | <ol style="list-style-type: none"> <li>1. Admission Under the over and above rule (11<sup>th</sup> Aug to 14<sup>th</sup> Aug).</li> <li>2. Health Check Up.</li> <li>3. One day Excursion for Primary children</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena.</li> <li>2.</li> <li>3. Mr. Kuldeep Singh</li> </ol>  |
| 12.08.2010        | Thursday        | <ol style="list-style-type: none"> <li><b>1. Display of list of candidate for admission test(Class II onwards).</b></li> <li>2. Display of list of candidates for oral test(For class I).</li> <li>3. Community lunch for Cl. IV.</li> <li>4. Preparation of Annual Budget.</li> <li>5. MPT Scout &amp; Guide activity</li> </ol>     | <ol style="list-style-type: none"> <li>1. Mr. Amit Saxena.</li> <li>2. Mr. Amit Saxena.</li> <li>3. Mr. Pradip Kaushik.</li> <li>4. Mr. Kuldeep Singh.</li> <li>5. Mr. Palak Kachhia.</li> </ol> |
| 13.08.2010        | Friday          | <ol style="list-style-type: none"> <li>1. English Essay Writing(I-V).</li> <li>2. Preparation for Independence day.</li> <li>3. House Board Decoration</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Palak Kachhia.</li> <li>2. Mr. K K Metariya.</li> <li>3. All Class Teachers.</li> </ol>  |
| <b>14.08.2010</b> | <b>Saturday</b> | <b>Second Saturday</b>  |  |
| <b>15.08.2010</b> | <b>Sunday</b>   | <b>Independence Day Sunday</b>  | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya</li> </ol>  |

|                   |               |  |   |
|-------------------|---------------|--|---|
| 16.08.2010        | Monday        | 1. Oral test for class I.<br>2. Website updating.<br>3. Dental check up(Primary)   | 1. Mr. Amit Saxena.<br>2. Mr. Amit Saxena.<br>3.  |
| 17.08.2010        | Tuesday       | <b>1. Admission test (Class II onwards 17<sup>th</sup> Aug to 18<sup>th</sup> Aug).</b><br>2. Financial checking.<br>3. Dental Check up Primary.<br>4. Role play on different topics (VI-IX) | 1. Mr. Amit saxena.<br>2. Principal.<br>3.<br>4. Mr. Vinay Kumar.   |
| 18.08.2010        | Wednesday     | <b>1. First PTA Meeting.</b><br>2. Dental Check up Secondary   | 1. Mr. K K Metariya.<br>2.  |
| 19.08.2010        | Thursday      | 1. Declaration of list of candidate for admission in class.<br>2. S.St Exhibition (At Vidyalaya level).<br>3. Dental Check up Secondary.<br>4. MPT Scout & Guide activity                    | 1. Mr. Amit Saxena.<br>2. Mr. V K Saini.<br>3.<br>4. Mr. Palak Kachhia  |
| 20.08.2010        | Friday        | 1. Declaration of list for admission(Class II onwards).<br>2. Admission of class I(20 <sup>th</sup> Aug to 21 <sup>st</sup> Aug).<br>3. Hindi Skit (I-V).<br>4. Film show Cl. IV             | 1. Mr. Amit Saxena.<br>2. Mr. Amit Saxena.<br>3. Mr. Palak Kachhia.<br>4. Mr. Pradip Kaushik.                       |
| 21.08.2010        | Saturday      | 1. Extempore Speech English (VI-XII).<br>2. Science Ex at Cluster level.<br>3. CCA activity.<br>4. Group Dance activity  | 1. Mr. Surjeet Kumar.<br>2. Mr. K K Metariya.<br>3. Mr. Surjeet Kumar.<br>4.  |
| <b>22.08.2010</b> | <b>Sunday</b> | <b>Sunday</b>  |   |
| 23.08.2010        | Monday        | Visit to R & O Flight by Classes IX-XII  | 1. Mr. Surjeet Kumar  |
| 24.08.2010        | Tuesday       | 1. Rakshabandhan.<br>2. <b>Sc. Exhibition at Regional level</b>  |   |
| 25.08.2010        | Wednesday     | 1. Football (Secondary)/ Dodge ball (Primary).<br>2. FA2-CCE.<br>3. Rajya Puraskar Testing Camp by KVS(25 to 29)   | 1. Mr. Anil Shakya.<br>2. Mr. Ramesh Verma<br>3. Mr. Palak Kachhia  |
| 26.08.2010        | Thursday      | 1. Volleyball (Secondary).<br>2. FA2.<br>3. Community Lunch Cl. IV.<br>4. MPT Scout & Guide activity   | 1. Mr. Palak Kachhia.<br>2. Mr. Ramesh Verma.<br>3. Mr. Pradip.<br>4. Mr. Palak Kachhia.                            |
| 27.08.2010        | Friday        | 1. Carrom (Primary).<br>2. Drawing Competition(I-V).<br>3. FA2.<br>4. House master Captain Meeting   | 1. Mr. Kuldeep Singh.<br>2. Mr. Palak Kachhia.<br>3. Mr. Ramesh Verma.<br>4. Mr. Surjeet Kumar                      |
| 28.08.2010        | Saturday      | 1. NAEP Poster Making Competition (IX-XII).<br>2. FA2.<br>3. Community Lunch Cl. IV.<br>4. Board Class Parents Meeting   | 1. Mr. Vinay Kumar.<br>2. Mr. Ramesh Verma.<br>3. Mr. Pradip.<br>4. Mr. K K Metariya                                |
| <b>29.08.2010</b> | <b>Sunday</b> | <b>National Sports Day, Sunday</b>   |   |
| 30.08.2010        | Monday        | 1. Cricket (Secondary).<br>2. Youth Parliament-Reg Level.<br>3. Celebration of Sanskrit Day  | 1. Mr. Anil Shakya.<br>2. Mr. Surjeet Kumar.<br>2. Mr. Surjeet Kumar  |
| 31.08.2010        | Tuesday       | 1. Balloon Fight (Primary).<br>2. Chess (Secondary).<br>3. Distribution of Study Materials.<br>4. Month End Subject Committee Meeting.<br>5. Staff Meeting                                   | 1. Mr. Kuldeep Singh.<br>2. Mr. Anil Shakya.<br>3. Mr. Ramesh Verma.<br>4. Mr. K K Metariya.<br>5. Mr. K K Metariya |

**MONTH WISE / DATE WISE ACTIVITIES**

**September, 2010**

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>   | <b>In-charge / Responsibility/<br/>To be Organised by</b>   |
|-------------------|-----------------|---|---|
| 01.09.2010        | Wednesday       | <ol style="list-style-type: none"> <li><b>Last Date of Submission of II Unit Test Question Papers by the Teachers.</b></li> <li>Day to day official correspondence.</li> <li>Sample checking of notebooks by the Principal</li> </ol> | <ol style="list-style-type: none"> <li>Mr. Ramesh Verma.</li> <li>Mr. R Bala.</li> </ol>  |
| 02.09.2010        | Thursday        | <ol style="list-style-type: none"> <li>Excursion to near by place Secondary.</li> <li>MPR Preparation.</li> <li>MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. Surjeet Kumar.</li> <li>Mr. R Bala.</li> <li>Mr. Palak Kachhia.</li> </ol>                         |
| 03.09.2010        | Friday          | <ol style="list-style-type: none"> <li>English Calligraphy(I-V).</li> <li>Film show V</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Palak Kachhia.</li> <li>Mr. Anil Kumar</li> </ol>  |
| 04.09.2010        | Saturday        | <ol style="list-style-type: none"> <li>Hindi Debate(VI-XII).</li> <li>Teachers Day Celebration.</li> <li>Monthly report to RO.</li> <li>Community Lunch V</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Surjeet Kumar.</li> <li>Mr. K K Metariya.</li> <li>Mr. R Bala.</li> <li>Mr. Anil Kumar.</li> </ol> |
| <b>05.09.2010</b> | <b>Sunday</b>   | <b>Sunday, Teachers Day</b>   |   |
| 06.09.2010        | Monday          | <ol style="list-style-type: none"> <li>Submission of closing Balance/Monthly statement of VVN/SF to RO.</li> <li>Tritiya Sopan Testing Camp(Regional level)</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. R Bala.</li> <li>Mr. Palak Kachhia.</li> </ol>   |
| 07.09.2010        | Tuesday         | <ol style="list-style-type: none"> <li>Science Exhibition (At Vidyalaya Level).</li> <li>Board Class Parent Meet</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. K K Metariya.</li> <li>Mr. K K Metariya.</li> </ol>  |
| 08.09.2010        | Wednesday       | <b>PTA Meeting- Counselling of Parents</b>  |   |
| 09.09.2010        | Thursday        | <ol style="list-style-type: none"> <li>Scout &amp; Guide Camp.</li> <li>Games/Sports Class wise(Jr.).</li> <li>MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Palak Kachhia.</li> <li>Mr. Kuldeep Singh.</li> <li>Mr. Palak Kachhia</li> </ol>                   |
| 10.09.2010        | Friday          | <ol style="list-style-type: none"> <li>Hindi Calligraphy(I-V).</li> <li>Planning &amp; celebration of Sports Day by 20<sup>th</sup> Oct.</li> <li>Group song comp. (Pr.)</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. Palak Kachhia.</li> <li>Mr. Anil Shakya.</li> <li>Mr. Palak Kachhia</li> </ol>                     |
| <b>11.09.2010</b> | <b>Saturday</b> | <b>Idul Fitre/Ramjan, Second Saturday</b>   |   |
| <b>12.09.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 13.09.2010        | Monday          | Summative Assessment  | Mr. Ramesh Verma  |
| 14.09.2010        | Tuesday         | <ol style="list-style-type: none"> <li>Hindi Divas (Hindi Pakhwada Begins).</li> <li>Celebration of Hindi Fortnight.</li> <li>Collection of CBSE Fees for Cl. X &amp; XII</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Amar Pal Singh.</li> <li>Mr. A P Singh</li> <li>Class Teachers</li> </ol>                          |
| 15.09.2010        | Wednesday       | <ol style="list-style-type: none"> <li>Engineer's Day (Talk).</li> <li>Financial Checking.</li> <li>2<sup>nd</sup> Unit Test</li> </ol>   | <ol style="list-style-type: none"> <li>Principal</li> <li>Mr. Ramesh Verma</li> </ol>   |
| 16.09.2010        | Thursday        | <ol style="list-style-type: none"> <li>Ozone Day Talk.</li> <li>Updation of website.</li> <li>2<sup>nd</sup> UT.</li> <li>MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. Amit saxena.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. Palak Kachhia</li> </ol>                      |
| 17.09.2010        | Friday          | <ol style="list-style-type: none"> <li>Hindi Antakshari(I-V).</li> <li><b>Conduct of VMC Meeting, 2<sup>nd</sup> UT</b></li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Palak Kachhia.</li> <li>Mr. Kuldeep Singh.</li> </ol>  |
| 18.09.2010        | Saturday        | <ol style="list-style-type: none"> <li>English Debate(VI-XII).</li> <li>2<sup>nd</sup> UT</li> </ol>  | <ol style="list-style-type: none"> <li>Mr. Surjeet Kumar</li> <li>Mr. Ramesh Verma.</li> </ol>  |
| <b>19.09.2010</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 20.09.2010        | Monday          | <ol style="list-style-type: none"> <li><b>II Unit Test / FA 2 (20 Sep- 25 Sep).</b></li> <li>Summative Assesment 1.</li> <li>2<sup>nd</sup> UT</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. Ramesh Verma.</li> <li>Mr. Ramesh Verma.</li> <li>Mr. Ramesh Verma</li> </ol>                      |
| 21.09.2010        | Tuesday         | <ol style="list-style-type: none"> <li>Grand Parents Day celebration Under CMP</li> <li>Summative Assesment 1.</li> </ol>   | <ol style="list-style-type: none"> <li>Mr. Kuldeep Singh.</li> <li>Mr. Ramesh Verma.</li> </ol>   |

|                   |               |  |  |
|-------------------|---------------|--|--|
|                   |               | 3. 2 <sup>nd</sup> UT  | 3. Mr. Ramesh Verma.   |
| 22.09.2010        | Wednesday     | 1. Summative Assessment 1.<br>2. Essay Competetion   | 1. Mr. Ramesh Verma.<br>2. Mr. Surjeet Kumar   |
| 23.09.2010        | Thursday      | 1. Summative Assessment 1.<br>2. Community Lunch Cl V.<br>3. MPT Scout & Guide activity  | 1. Mr. Ramesh Verma.<br>2. Mr. Anil Kumar<br>3. Mr. Palak Kachhia  |
| 24.09.2010        | Friday        | 1. Summative Assessment 1.<br>2. Solo Song Comp(Pr.)   | 1. Mr. Ramesh Verma.<br>2. Mr. Palak Kachhia   |
| 25.09.2010        | Saturday      | 1. Summative Assessment 1.<br>2. Film Show V   | 1. Mr. Ramesh Verma..<br>2. Mr. Anil Kumar   |
| <b>26.09.2010</b> | <b>Sunday</b> | <b>World Heart Day<br/>Sunday</b>  |  |
| 27.09.2010        | Monday        | 1. Inter House Athletics Meet(Secondary & Primary).<br>2. Regional level Sports Meet   | 1. Mr. Anil Shakya.<br>2. Mr. Anil Shakya  |
| 28.09.2010        | Tuesday       | <b>1. Maths Olympiad Exam.</b><br>2. Last Day of Hindi Pakhwada.<br>3. Monthly test for Cl. XII.<br>4. By using paper making different types of articles Comp (VI-IX) or Electrical Gadget making Comp(VII-XII)                                    | 1. Mr. Ramesh Verma.<br>2. Mr. A P Singh.<br>3. Mr. Ramesh Verma.<br>4. Mr. Vinay Kumar.   |
| 29.09.2010        | Wednesday     | PTA Meeting for classes X-XII  |  |
| 30.09.2010        | Thursday      | <b>1. Last date of admission with the approval of Chairman.</b><br>2. Open House.<br>3. Last working day.<br>4. Staff Meeting.<br>5. Updation of website.<br>6. Duty as DDO.<br>7. Checking of Financial Matters.<br>8. MPT Scout & Guide activity | 1. Mr. Ramesh Verma.<br>2. Mr. K K Metariya.<br>4. Mr. K K Metariya<br>5. Mr. Amit Saxena<br>6. Principal<br>7. Principal<br>8. Mr. Palak Kachhia. |

**MONTH WISE / DATE WISE ACTIVITIES**

**October, 2010**

| <b>Date</b>       | <b>Day</b>      | <b>Activity</b>  | <b>In-charge / Responsibility/<br/>To be Organised by</b>                |
|-------------------|-----------------|--|--|
| 01.10.2010        | Friday          | 1. Extempore Speech English(I-V).<br>2. Gandhi Jayanti Celebration – Bhajan.<br>3. PTA Meeting for Primary   | 1. Mr. Palak Kachhia.<br>2. Mr. K K Metariya.<br>3. Mr. K K Metariya.    |
| 02.10.2010        | Saturday        | Gandhi Jayanti   |  |
| <b>03.10.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |  |
| 04.10.2010        | Monday          | <b>1. PTA Meeting for all classes- Report Card distribution.</b><br>2. MPR to RO   | 1. Mr. K K Metariya.<br>2. Mr. R Bala                                    |
| 05.10.2010        | Tuesday         | <b>1. LOC- CBSE is Finalised and sent.</b><br>2. Collection of third quarterly fees.<br>3. Submission of Monthly statement/ Closing balance of VVN/SF  | 1. Mr. Ramesh Verma.<br>2. Class Teachers.<br>3. Mr. R Bala.             |
| 06.10.2010        | Wednesday       |  |  |
| 07.10.2010        | Thursday        | 1. World Postal Day.<br>2. Submission of all monthly/Quarterly reports.<br>3. Field trip cl. IV.<br>4. MPT Scout & Guide activity  | 1.<br>2. Mr. R Bala.<br>3. Mr. Pradip.<br>4. Mr. Palak Kachhia           |
| 08.10.2010        | Friday          | 1. Air Force Day.<br>2. Extempore speech Hindi(I-V).<br>3. Solo Dance  | 1.<br>2. Mr. Palak Kachhia.<br>3. Mr. Surjeet Kumar.                     |
| <b>09.10.2010</b> | <b>Saturday</b> | <b>Second Saturday</b>   |  |
| <b>10.10.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |  |
| 11.10.2010        | Monday          | 1. Film Show under CMP.<br>2. <b>After School hours Board Classes Start</b>  | 1. Mr. Kuldeep Singh.<br>2. Mr. Ramesh Verma                             |
| 12.10.2010        | Tuesday         | 1. Autumn Break Holidays.<br>2. HW Assignments for all classes.<br>3. Poster making Comp (VI-IX)1. Stay away from drugs, 2. Save Electricity, 3. Books are men's best friend, 4. Each one teaches one. | 1.<br>2. Subject Teachers.<br>3. Mr. Vinay Kumar                         |
| 13.10.2010        | Wednesday       | <b>Autumn Break Starts<br/>(10 Days)</b>   |  |
| 14.10.2010        | Thursday        |  |  |
| 15.10.2010        | Friday          |  |  |
| 16.10.2010        | Saturday        |  |  |
| <b>17.10.2010</b> | <b>Sunday</b>   |  |  |
| 18.10.2010        | Monday          |  |  |
| 19.10.2010        | Tuesday         |  |  |
| 20.10.2010        | Wednesday       |  |  |
| 21.10.2010        | Thursday        |  |  |
| 22.10.2010        | Friday          |  |  |
| 23.10.2010        | Saturday        | 1. School Re-Opens after Autumn Break.<br>2. NAEP topic STDs/HIV.<br>3. Fancy Dress Comp. Secondary.<br>4. Holiday HW assignment submission by students  | 1.<br>2. Mr. Vinay Kumar.<br>3. Mr. Surjeet Kumar<br>4. Subject Teachers |
| <b>24.10.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |  |
| 25.10.2010        | Monday          | Games & Sports activity (Pr)   | Mr. Kuldeep Singh  |
| 26.10.2010        | Tuesday         | 1. Monthly test for Cl. XII.<br>2. <b>Annual Sports Day</b>  | 1. Mr. Ramesh Verma.<br>2. Mr. Anil Shakya                               |
| 27.10.2010        | Wednesday       | Monthly test for Cl. XII,  | Mr. Ramesh Verma.  |
| 28.10.2010        | Thursday        | 1. Monthly test for Cl. XII.<br>2. Field Trip Cl. III.<br>3. MPT Scout & Guide activity  | 1. Mr. Ramesh Verma.<br>2.<br>3. Mr. Palak Kachhia                       |
| 29.10.2010        | Friday          | 1. English Reading Competition(I-V).   | 1. Mr. Palak Kachhia   |

|                   |               |   |   |
|-------------------|---------------|---|---|
|                   |               | 2. Action Song Comp.  | 2. Mr. Surjeet Kumar.   |
| 30.10.2010        | Saturday      | 1. English Essay Writing (VI-XII).<br>2. Debate comp. Secondary.<br>3. Staff Meeting.<br>4. Updation of website.<br>5. Duty as DDO.<br>6. Checking of Financial Matters | 1. Mr. Surjeet Kumar.<br>2. Mr. Surjeet Kumar.<br>3. Mr. K K Metariya.<br>4. Mr. Amit Saxena.<br>5. Principal<br>6. Principal |
| <b>31.10.2010</b> | <b>Sunday</b> | <b>Sunday</b>   |   |

**MONTH WISE / DATE WISE ACTIVITIES**

**November, 2010**

| <b>Date</b> | <b>Day</b> | <b>Activity</b> | <b>In-charge / Responsibility/</b> |
|-------------|------------|-----------------|------------------------------------|
|-------------|------------|-----------------|------------------------------------|

|                   |                 |  | <b>To be Organised by</b>   |
|-------------------|-----------------|--|---|
| 01.11.2010        | Monday          | 1. Day to day official correspondence.<br>2. Board Class Parents Meet  | 1. Mr. R Bala.<br>2. Mr. K K Metariya   |
| 02.11.2010        | Tuesday         | <b>1. PTA for Parents of Class X &amp; XII.</b><br><b>2. MPR to RO</b>   | 1. Mr. K K Meatriya.<br>2. Mr. R Bala   |
| 03.11.2010        | Wednesday       | 1. All class Monitors and Captain Meeting.<br>2. Power Point presentation & Demonstration (XI-XII) Students  | 1. Principal.<br>2. Mr. Amit saxena   |
| 04.11.2010        | Thursday        | <b>1. Monthly statement of closing balance/ Monthly statement of VVN/SF to RO.</b><br><b>2. E-content development &amp; Internet use-Teachers.</b><br><b>3. MPT Scout &amp; Guide activity</b> | 1. Mr. R Bala.<br>2. Mr. Amit saxena.<br>3. Mr. Palak Kachhia                                       |
| 05.11.2010        | Friday          | Deepawali  |   |
| 06.11.2010        | Saturday        | Govardhan Pooja  |   |
| <b>07.11.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |   |
| 08.11.2010        | Monday          | <b>1. FA3(For All Classes except CI, XII).</b><br><b>2. Flag Day Observation</b>   | 1. Mr. Ramesh Verma.  |
| 09.11.2010        | Tuesday         | <b>1. FA3(For All Classes except CI, XII).</b><br><b>2. Fancy Flower making Comp VI-IX</b>   | 1. Mr. Ramesh Verma.<br>2. Mr. Vinay Kumar  |
| 10.11.2010        | Wednesday       | <b>FA3(For All Classes except CI, XII),</b>  | Mr. Ramesh Verma.   |
| 11.11.2010        | Thursday        | 1. Chatt Puja.<br>2. <b>FA3(For All Classes except CI, XII).</b><br>3. National Education Day.<br>4. Film Show CI. I.<br>5. MPT Scout & Guide activity   | 1.<br>2. Mr. Ramesh Verma.<br>3.<br>4. Mr. A J Kadiyara.<br>5. Mr. Palak Kachhia                    |
| 12.11.2010        | Friday          | <b>1. FA3(For All Classes except CI, XII).</b><br><b>2. Solo Dance Competetion Jr, Mono acting Comp. Sr</b>  | 1. Mr. Ramesh Verma.<br>2. Mr. Palak  |
| <b>13.11.2010</b> | <b>Saturday</b> | <b>Second Saturday</b>   |   |
| <b>14.11.2010</b> | <b>Sunday</b>   | <b>Children's Day, Sunday</b>  |   |
| 15.11.2010        | Monday          | <b>1. Completion of Syllabus Classes X-XII.</b><br><b>2. Childrens Day celebration –Bal Mela</b>   | 1. Subject Teachers.<br>2. Mr. K K Metariya   |
| 16.11.2010        | Tuesday         | <b>Half Yearly exams(Date to be decided by RO Silchar)</b>   | Mr. Ramesh Verma.   |
| 17.11.2010        | Wednesday       | Id-UI-Juha   |   |
| 18.11.2010        | Thursday        | 1. Fire fighting Drill under CMP.<br>2. Film Show CI II.<br>3. MPT Scout & Guide activity  | 1. Mr. Kuldeep Singh.<br>2. Ms. Deep Mala.<br>3. Mr. Palak Kachhia                                  |
| 19.11.2010        | Friday          | 1. International Unity Day (Talk).<br>2. Group Dance Jr.   | 1.<br>2. Mr. Palak Kachhia  |
| 20.11.2010        | Saturday        | <b>1. PTA Meeting for all classes except XII.</b><br><b>2. Report Card distribution</b>  | 1. Mr. K K Metariya.<br>2. Mr. Ramesh Verma   |
| <b>21.11.2010</b> | <b>Sunday</b>   | <b>Guru Nanak Jayanti, Sunday</b>  |   |
| 22.11.2010        | Monday          | <b>Half Yearly Examination</b>   | 1. Mr. Ramesh Verma   |
| 23.11.2010        | Tuesday         | <b>Half Yearly Examination</b>   |   |
| 24.11.2010        | Wednesday       | <b>Half Yearly Examination, Educational tour cultural center under CMP</b>   | Mr. Ramesh Verma  |
| 25.11.2010        | Thursday        | <b>Half Yearly Examination</b>   | Mr. Ramesh Verma  |
| 26.11.2010        | Friday          | <b>Half Yearly Examination</b>   | Mr. Ramesh Verma  |
| 27.11.2010        | Saturday        | <b>Half Yearly Examination</b>   | Mr. Ramesh Verma  |
| <b>28.11.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |   |
| 29.11.2010        | Monday          | <b>Half Yearly Examination</b>   | Mr. Ramesh Verma  |
| 30.11.2010        | Tuesday         | <b>1. Half Yearly Examination.</b><br>2. Staff Meeting.<br>3. Updation of website.<br>4. Duty as DDO.<br>5. Checking of Financial Matters.   | 1. Mr. Ramesh Verma.<br>2. Mr. K K metariya.<br>3. Mr. Amit Saxena.<br>4. Principal<br>5. Principal |

|  |  |  |                           |
|--|--|--|---------------------------|
|  |  | 6. <b>PTA Meeting.</b><br>7. Subject Committee Meeting | 6. Mr K K Metariya.<br>7. |
|--|--|--|---------------------------|

**MONTH WISE / DATE WISE ACTIVITIES**

**December, 2010**

| <b>Date</b> | <b>Day</b> | <b>Activity</b> | <b>In-charge / Responsibility/</b> |
|-------------|------------|-----------------|------------------------------------|
|-------------|------------|-----------------|------------------------------------|

|                   |                 |  | <b>To be Organised by</b>  |
|-------------------|-----------------|--|--|
| 01.12.2010        | Wednesday       | 1. AIDS Awareness Day.<br>2. <b>2<sup>nd</sup> VMC Meeting (1<sup>st</sup> week of Dec).</b><br>3. <b>PTA Meeting for cl. XII.</b><br>4. <b>Five period TT to be introduced for Cl. XII.</b><br>5. Film Show Cl. III | 1.<br>2. Mr. Kuldeep Singh.<br>3. Mr. K K Metariya.<br>4. Mr. Ramesh Verma<br>5.             |
| 02.12.2010        | Thursday        | 1. Educational Tour.<br>2. Analysis of Half Yearly Results.<br>3. MPR to RO.<br>4. MPT Scout & Guide activity  | 1. Mr. Surjeet Kumar<br>2. Mr. Ramesh Verma<br>3. Mr. R Bala.<br>4. Mr. Palak Kachhia        |
| 03.12.2010        | Friday          | 1. Quiz Competition(I-V).<br>2. Monthly report to RO.<br>3. Pick and Act (Jr.)   | 1. Mr. Palak Kachhia<br>2. Mr. R Bala.<br>3. Mr. Palak Kachhia                               |
| 04.12.2010        | Saturday        | 1. Drawing Competition(VI-XII).  | 1. Mr. Surjeet Kumar.  |
| <b>05.12.2010</b> | <b>Sunday</b>   |  |  |
| 06.12.2010        | Monday          | 1. Sports week under CMP (6 <sup>th</sup> Dec to 10 <sup>th</sup> Dec).<br>2. MPT-S&G Activity.<br>3. Submission of closing balance/ Monthly statement of VVN/SF to RO   | 1. Mr. Kuldeep Singh.<br>2. Mr. Palak Kachhia.<br>3. Mr. R Bala                              |
| 07.12.2010        | Tuesday         | 1. Day to day official correspondence.<br>2. One hour class for Board Classes  | 1. Mr. R Bala.<br>2. Mr. Ramesh Verma  |
| 08.12.2010        | Wednesday       |  |  |
| 09.12.2010        | Thursday        | 1. Film Show Cl. III.<br>2. MPT Scout & Guide activity   | 1.<br>2. Mr. Palak Kachhia   |
| 10.12.2010        | Friday          | 1. Human Rights Day (Talk).<br>2. Story telling competition(I-V),<br>3. Parents teachers meeting.  | 1.<br>2. Mr. Palak Kachhia.<br>3. Mr. Kuldeep Singh  |
| <b>11.12.2010</b> | <b>Saturday</b> | <b>1. Scout &amp; Guide Camp.</b><br><b>2. Second Saturday.</b><br><b>3. Pratham &amp; Dwitiya Sopan Testing Camp</b>  | 1. Mr. Palak Kachhia<br>2. Mr. Palak Kachhia   |
| <b>12.12.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |  |
| 13.12.2010        | Monday          |  |  |
| 14.12.2010        | Tuesday         | 1. Financial Checking.<br>2. Soft toy making Comp(VI-IX, XI)   | 1. Principal.<br>2. Mr. Vinay Kumar  |
| 15.12.2010        | Wednesday       | <b>1. KVS Foundation Day Celebration.</b><br><b>2. Website updation</b>  | 1. Mr. K K Metariya.<br>2. Mr. Amit Saxena   |
| 16.12.2010        | Thursday        | <b>1. FA 3 (16 Dec-24 Dec).</b><br><b>2. Guidance &amp; Counselling session for Sr. Students.</b><br><b>3. MPT Scout &amp; Guide activity</b>  | 1. Mr. Ramesh Verma.<br>2. Mr. Sunil Kumar.<br>3. Mr. Palak Kachhia                          |
| 17.12.2010        | Friday          | Muharram   |  |
| 18.12.2010        | Saturday        | 1. NAEP topic Life Skills.<br>2. CCA programme.<br>3. English Elocation Comp(Sr.)  | 1. Mr. Vinay Kumar.<br>2. Mr. Surjeet Kumar<br>3. Mr. Surjeet Kumar                          |
| <b>19.12.2010</b> | <b>Sunday</b>   | <b>Sunday</b>  |  |
| 20.12.2010        | Monday          | <b>PTA Meeting for Classes X-XII</b>   | Mr. K K Metariya   |
| 21.12.2010        | Tuesday         | <b>Other classes Parents Meeting</b>   | Mr. K K Metariya   |
| 22.12.2010        | Wednesday       |  |  |
| 23.12.2010        | Thursday        | 1. Home assignment(Winter Break for all classes except X & XII).<br>2. Subject Committee Meeting.<br>3. Staff Meeting.<br>4. MPT Scout & Guide activity  | 1. Subject Teachers.<br>2. Mr. K K Metariya.<br>3. Mr. K K Metariya.<br>4. Mr. Palak Kachhia |
| 24.12.2010        | Friday          | <b>1. Winter Break (10 Days).</b>  |  |
| 25.12.2010        | Saturday        | <b>2. Special classes for X &amp; XII.</b>   |  |

|                   |               |  |  |
|-------------------|---------------|--|--|
| <b>26.12.2010</b> | <b>Sunday</b> | <b>3. VMC Meeting (II) to be conducted.</b><br><b>4. II Phase inservice course for various subjects- Trs Relieved.</b><br><b>5. Updating of Vidyalay website.</b><br><b>6. Duty as DDO</b> |  |
| 27.12.2010        | Monday        |  |  |
| 28.12.2010        | Tuesday       |  |  |
| 29.12.2010        | Wednesday     |  |  |
| 30.12.2010        | Thursday      |  |  |
| 31.12.2010        | Friday        |  |  |

**MONTH WISE / DATE WISE ACTIVITIES**

**January, 2011**

| <b>Date</b> | <b>Day</b> | <b>Activity</b> | <b>In-charge / Responsibility/<br/>To be Organised by</b> |
|-------------|------------|-----------------|---|
|-------------|------------|-----------------|---|

|                   |                 |   |  |
|-------------------|-----------------|---|--|
| 01.01.2011        | Saturday        | <b>Converting all Non Teaching aid into Teaching Periods</b>  | Mr. Ramesh Verma   |
| <b>02.01.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 03.01.2011        | Monday          | <ol style="list-style-type: none"> <li>1. School Re-Opens after Winter Break.</li> <li>2. FA 4.</li> <li>3. II Pre Board.</li> <li>4. MPR to RO</li> </ol>  | <ol style="list-style-type: none"> <li>1.</li> <li>2. Mr. Ramesh Verma.</li> <li>3. Mr. Ramesh Verma.</li> <li>4. Mr. R Bala.</li> </ol>                                       |
| 04.01.2011        | Tuesday         | <ol style="list-style-type: none"> <li>1. FA4.</li> <li>2. II Pre-Board</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Ramesh Verma.</li> </ol>   |
| 05.01.2011        | Wednesday       | <ol style="list-style-type: none"> <li>1. FA4.</li> <li>2. II Pre-Board.</li> <li>3. Submission of Monthly/Qtrl Report to RO.</li> <li>4. Five Period Time Table for classes X-XII</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Ramesh Verma.</li> <li>3. Mr R Bala.</li> <li>4. Mr. Ramesh Verma.</li> </ol>                      |
| 06.01.2011        | Thursday        | <ol style="list-style-type: none"> <li>1. FA4.</li> <li>2. II Pre-Board.</li> <li>3. Film Show IV.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Ramesh Verma.</li> <li>3. Mr. Pradip.</li> <li>4. Mr. Palak Kachhia</li> </ol>                     |
| 07.01.2011        | Friday          | <ol style="list-style-type: none"> <li>1. FA4.</li> <li>2. II Pre-Board.</li> <li>3. Fee Collection</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Ramesh Verma.</li> <li>2. Mr. Ramesh Verma.</li> <li>3. Class Teachers.</li> </ol>   |
| <b>08.01.2011</b> | <b>Saturday</b> | <ol style="list-style-type: none"> <li>1. S&amp;G activity.</li> <li>2. Second Saturday</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Palak Kachhia.</li> </ol>  |
| <b>09.01.2011</b> | <b>Sunday</b>   |   |  |
| 10.01.2011        | Monday          |   |  |
| 11.01.2011        | Tuesday         | <ol style="list-style-type: none"> <li>1. Special classes for weak students in XII Every day.</li> <li>2. Youth Day / Carrier Day (Talk)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2. Mr. Sunil Kumar</li> </ol>   |
| 12.01.2011        | Wednesday       | <b>Heritage day (Administrering Oath)</b>   | Principal  |
| 13.01.2011        | Thursday        | <ol style="list-style-type: none"> <li>1. Film Show.</li> <li>2. Completion of Service Book.</li> <li>3. Last Date for Submission of Question Papers of 3<sup>rd</sup> Unit Test by the Teachers.</li> <li>4. MPT Scout &amp; Guide activity</li> </ol> | <ol style="list-style-type: none"> <li>1.</li> <li>2. Mr. R Bala.</li> <li>3. Mr. Ramesh Verma.</li> <li>4. Mr. Palak Kachhia</li> </ol>                                       |
| 14.01.2011        | Friday          | Makar Sankranti/Pongal/Magh Bihu  |  |
| 15.01.2011        | Saturday        | <ol style="list-style-type: none"> <li>1. Prize distribution (CCA activities).</li> <li>2. Debate comp. in Hindi.</li> <li>3. Website updating.</li> <li>4. Quiz Contest (VI-XII).</li> <li>5. Army Day (Talk)</li> </ol>                               | <ol style="list-style-type: none"> <li>1. Mr. Surjeet Kumar.</li> <li>2. Mr. Surjeet Kuamr.</li> <li>3. Mr. Amit Saxena.</li> <li>4. Mr. Surjeet Kumar.</li> <li>5.</li> </ol> |
| <b>16.01.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 17.01.2011        | Monday          | <ol style="list-style-type: none"> <li>1. Distribution of Report Cards for all classes.</li> <li>2. PTA meeting.</li> <li>3. Financial checking.</li> <li>4. 2<sup>nd</sup> Alumni Meet</li> </ol>  | <ol style="list-style-type: none"> <li>1. Class Teachers.</li> <li>2. Mr. K K Metariya.</li> <li>3. Principal.</li> <li>4. Mr. Surjeet Kumar.</li> </ol>                       |
| 18.01.2011        | Tuesday         | <ol style="list-style-type: none"> <li>1. PTA Meeting with XII Parents.</li> <li>2. Medical Checkup of students (2<sup>nd</sup> Round).</li> <li>3. Model Renewable source of energy (VII-X)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2.</li> <li>3. Mr. Vinay Kumar.</li> </ol>  |
| 19.01.2011        | Wednesday       | <ol style="list-style-type: none"> <li>1. Film Show under CMP.</li> <li>2. Result analysis sent to RO</li> </ol>  | <ol style="list-style-type: none"> <li>1. Mr. Kuldeep Singh</li> <li>2. Mr. Ramesh Verma</li> </ol>  |
| 20.01.2011        | Thursday        | <ol style="list-style-type: none"> <li>1. PTA Meeting.</li> <li>2. Basant Panchami.</li> <li>3. MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2.</li> <li>3. Mr. Palak Kachhia</li> </ol>   |
| 21.01.2011        | Friday          | Solo Dance(I-V)   | Mr. Palak Kachhia  |
| 22.01.2011        | Saturday        | NAEP Guest Lecturer   | Mr. Vinay Kumar  |
| <b>23.01.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 24.01.2011        | Monday          |   |  |

|                   |               |  |  |
|-------------------|---------------|--|--|
| 25.01.2011        | Tuesday       | S&G Camp   | Mr. Palak Kachhia  |
| 26.01.2011        | Wednesday     | Celebration of Republic Day  | Mr. K K Metariya.  |
| 27.01.2011        | Thursday      | <ol style="list-style-type: none"> <li>1. <b>Board class Parent Meeting.</b></li> <li>2. MPT Scout &amp; Guide activity</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2. Mr. Palak Kachhia</li> </ol>   |
| 28.01.2011        | Friday        | Fancy Dress Comp(Jr.)  | 1. Mr. Palak Kachhia   |
| 29.01.2011        | Saturday      | <ol style="list-style-type: none"> <li>1. NAEP Quiz Contest(IX-XII).</li> <li>2. Celebration of Grand Parents Day.</li> <li>3. Fancy Dress Comp.(Sr.)</li> </ol>   | <ol style="list-style-type: none"> <li>1. Mr. Vinay Kumar.</li> <li>2. Mr. Kuldeep Singh.</li> <li>3. Mr. Surjeet Kumar.</li> </ol>  |
| <b>30.01.2011</b> | <b>Sunday</b> | <b>Sunday</b>  |  |
| 31.01.2011        | Monday        | <ol style="list-style-type: none"> <li>1. Month and subject committee meeting.</li> <li>2. Staff meeting.</li> <li>3. Updation of website.</li> <li>4. Duty as DDO.</li> <li>5. Checking of Financial Matters</li> </ol> | <ol style="list-style-type: none"> <li>1. Mr. K K Metariya.</li> <li>2. Mr. K K Metariya.</li> <li>3. Mr. Amit Saxena.</li> <li>4. Principal.</li> <li>5. Principal</li> </ol> |

### MONTH WISE / DATE WISE ACTIVITIES

#### February, 2011

| Date       | Day     | Activity   | In-charge / Responsibility/<br>To be Organised by |
|------------|---------|--|---|
| 01.02.2011 | Tuesday | 1. 3 <sup>rd</sup> Unit Test (1 <sup>st</sup> Feb- 6 <sup>th</sup> Feb). | 1. Mr. Ramesh Verma                               |

|                   |                 |   |   |
|-------------------|-----------------|---|---|
|                   |                 | 2. <b>XII Practical exam and sending of award list subsequently.</b><br>3. Printing of admission vouchers   | 2. Mr. Ramesh Verma.<br>3. Mr. Amit Saxena  |
| 02.02.2011        | Wednesday       | 1. <b>3<sup>rd</sup> VMC Meeting(1<sup>st</sup> Week of Feb).</b><br>2. XII Practical exam and sending of award list subsequently.<br>3. MPR to RO  | 1. Mr. Kuldeep Singh.<br>2. Mr. Ramesh Verma.<br>3. Mr. R Bala.                           |
| 03.02.2011        | Thursday        | 1. XII Practical exam and sending of award list subsequently.<br>2. Art & Craft Exhibition (Jr.).<br>3. Day to day official Correspondance.<br>4. MPT Scout & Guide activity              | 1. Mr. Ramesh Verma.<br>2. Mr. Vinay Kumar.<br>3. Mr. R Bala.<br>4. Mr. Palak Kachhia.    |
| 04.02.2011        | Friday          | 1. XII Practical exam and sending of award list subsequently.<br>2. Monthly report to RO  | 1. Mr. Ramesh Verma.<br>2. Mr. R Bala.  |
| 05.02.2011        | Saturday        | 1. XII Practical exam and sending of award list subsequently.<br>2. One act Play Comp.(SR).<br>3. Closing balance/ Monthly statement of VVN & SF to RO.<br>4. English Calligraphy(VI-XII) | 1. Mr. Ramesh Verma.<br>2. Mr. Surjeet Kumar.<br>3. Mr. R Bala<br>4. Mr. Surjeet Kumar    |
| <b>06.02.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 07.02.2011        | Monday          | 1. Artillery Show.<br>2. <b>Contractual TRS Interview (Teachers)</b>  | 1. Mr. Kuldeep Singh.<br>2. Mr. R Bala  |
| 08.02.2011        | Tuesday         | Contractual TRS Interview (Coach)   | Principal   |
| 09.02.2011        | Wednesday       | 1. Special Classes for students of class XII.<br>2. Practical exams of class X & XII  | 1. Mr. Ramesh Verma.<br>2. Mr. Ramesh Verma.  |
| 10.02.2011        | Thursday        | 1. Special Classes for students of class XII.<br>2. Film Show (PR).<br>3. MPT Scout & Guide activity  | 1. Mr. Ramesh Verma.<br>2. Mr. Kuldeep Singh<br>3. Mr. Palak Kachhia                      |
| 11.02.2011        | Friday          | 1. Special Classes for students of class XII.<br>2. Notification & Registration of admission of Class I.<br>3. Open work shop on crafts under CMP   | 1. Mr. Ramesh Verma.<br>2. Mr. Amit Saxena.<br>3. Mr. Kuldeep Singh                       |
| <b>12.02.2011</b> | <b>Saturday</b> | <b>Second Saturday</b>  |   |
| <b>13.02.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 14.0.2011         | Monday          | 1. Health Check Up.<br>2. Sending the award list- Last date.  | 1.<br>2. Mr. Ramesh Verma.  |
| 15.02.2011        | Tuesday         | 1. Health Check Up.<br>2. <b>Cubs &amp; Bulbul Utsav.</b><br>3. <b>Admission to class-I Process Begin.</b><br>4. Updating of website.<br>5. Distribution of admission forms               | 1.<br>2. Ms. Deep Mala.<br>3. Mr. Amit saxena<br>4. Mr. Amit Saxena<br>5. Mr. Amit Saxena |
| 16.02.2011        | Wednesday       | Health Check Up   |   |
| 17.02.2011        | Thursday        | 1. Film show II.<br>2. MPT Scout & Guide activity   |   |
| 18.02.2011        | Friday          | 1. <b>Completion of Syllabus (Class I-IX &amp; XI).</b><br>2. CCA & Film Show II  |   |
| 19.02.2011        | Saturday        | 1. <b>FA 4 (19<sup>th</sup> Feb – 24<sup>th</sup> Feb).</b><br>2. Farewell to Class XII Students.<br>3. CCA   |   |
| <b>20.02.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |   |
| 21.02.2011        | Monday          | <b>Distribution of admit cards for class XII</b>  |   |
| 22.02.2011        | Tuesday         | 1. Gardening(IX & X).<br>2. Celebration of Bedan Powell Birtday S&G   |   |
| 23.02.2011        | Wednesday       | Film Show III   |   |

|                   |               |   |  |
|-------------------|---------------|---|--|
| 24.02.2011        | Thursday      | MPT Scout & Guide activity  |  |
| 25.02.2011        | Friday        | Film Show IV  |  |
| 26.02.2011        | Saturday      | <b>Board Class Parent Meeting</b>   |  |
| <b>27.02.2011</b> | <b>Sunday</b> | <b>Sunday</b>   |  |
| 28.02.2011        | Monday        | <ol style="list-style-type: none"> <li>1. National Science Day.</li> <li>2. Month and staff Meeting Subject committee Meeting.</li> <li>3. Updation of website.</li> <li>4. Duty as DDO.</li> <li>5. Checking of Financial matters</li> </ol> |  |

**MONTH WISE / DATE WISE ACTIVITIES**

**March, 2011**

| <b>Date</b> | <b>Day</b> | <b>Activity</b>  | <b>In-charge / Responsibility/<br/>To be Organised by</b> |
|-------------|------------|--|---|
| 01.03.2011  | Tuesday    | <ol style="list-style-type: none"> <li>1. Session Ending Examination/ SA 2 (Date to be decided by RO Silchar).</li> <li>2. Film Show IV</li> </ol> |   |

|                   |                 |   |  |
|-------------------|-----------------|---|--|
| 02.03.2011        | Wednesday       | 1. CBSE AISSCE- 2011 Exam Begins.<br>2. Film Show V   |  |
| 03.03.2011        | Thursday        | Film Show V   |  |
| 04.03.2011        | Friday          | Printing of Students Diary  |  |
| 05.03.2011        | Saturday        | Monthly report to RO- Statement of closing balance/ Monthly statement of VVN/SF to RO   |  |
| <b>06.03.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 07.03.2011        | Monday          | Home Exam Begins for all the other classes  |  |
| 08.03.2011        | Tuesday         | 1. International Women's Day.<br>2. Evaluation work starts simultaneously   |  |
| 09.03.2011        | Wednesday       | <b>Preparation of Time Table for New Session</b>  |  |
| 10.03.2011        | Thursday        | Preparation of Broad sheet for GPF/CPF/PRAN/EWS   |  |
| 11.03.2011        | Friday          |   |  |
| <b>12.03.2011</b> | <b>Saturday</b> | <b>Second Saturday</b>  |  |
| <b>13.03.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 14.03.2011        | Monday          | Preparation of Time Table (2011-12)   |  |
| 15.03.2011        | Tuesday         | 1. <b>Various Committees Admission to class I process continuous.</b><br>2. Website updating  |  |
| 16.03.2011        | Wednesday       | 1. List of House masters/ Associate House Master.<br>2. Financial Checking  |  |
| 17.03.2011        | Thursday        | 1. Preparation of calendar or activities.<br>2. Preparing Annual Budget   |  |
| 18.03.2011        | Friday          | 1. Evaluation of Answer scripts goes on simultaneously  |  |
| 19.03.2011        | Saturday        | Class I Admission registration forms Classification verification works  |  |
| <b>20.03.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 21.03.2011        | Monday          | 1. World Forestry Day.<br>2. Last date for registration for class I admission(For other classes if vacancy exists).<br>3. Committees clubs for new session            |  |
| 22.03.2011        | Tuesday         | 1. World Water Day.<br>2. Class Teacher/Co-Class Teachers   |  |
| 23.03.2011        | Wednesday       | 1. Moderation of school result by the committee duly formed   |  |
| 24.03.2011        | Thursday        | 1. World TB Day.<br>2. Distribution of ACR Forms  |  |
| 25.03.2011        | Friday          | 1. Finalisation of Class I Admission Children are Admitted  |  |
| 26.03.2011        | Saturday        | Annual Tax Return   |  |
| <b>27.03.2011</b> | <b>Sunday</b>   | <b>Sunday</b>   |  |
| 28.03.2011        | Monday          |   |  |
| 29.03.2011        | Tuesday         | <b>Declaration of Results (I-IX &amp; XI) Text books details given to Students</b>  |  |
| 30.03.2011        | Wednesday       |   |  |
| 31.03.2011        | Thursday        | 1. Staff Meeting Detailing the staff the complete programme for next Academic Year.<br>2. Updation of Website.<br>3. Duty as DDO.<br>4. Checking of Financial matters |  |