**KENDRIYA VIDYALAYA NO.2,CRS,TIRUPATI**

**CALENDER OF ACTIVITIES**

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| **MONTH** | **ACTIVITY** |
| **APRIL 2018** | Welcome and Beginning of New Academic Session |
| Analysis and review of Home Examination results |
| Conduct of Annual Day |
| Vidyalaya Plan to be submitted to RO |
| Online Admission as per schedule |
| Reporting of APARs of staff(for the previous session) |
| Parent-Teachers’ Meet |
| Re verification of UBI Data and collection of fee for 1st Qtr |
| Issuing Student Diaries |
| Conduct of VMC Meeting, Preparation of Annual Accounts of School Fund & VVN |
| Operationalise House System & Introduction of Calendar of Activities   1. Academic b) CCA c) Sport Activities |
| Registration/Re-registration of BS&G unit |
| Submission of all due Quarterly Reports(before 7th)   * School Fund, VVN & contribution to Regional VVN Fund * Contribution to Regional Sports Control Board, BS & Fund * Rajbhasha Hindi * Enrolment Position & Progress Report CMP * Progress Report ICT & IT Returns |
| **JUNE 2018** | Repair/Maintenance work to continue |
| Resuming the normal work after vacation |
| Safety certificate of the building |
| Re-verification of UBI data |
| **JULY 2018** | Collection of fee for second quarter through UBI |
| Social Science and Science Exhibition at School level |
| Publication of Vidyalaya Patrika(before 31st July for the previous academic session |
| Complete/update service record of staff – Include details of Training undergone, if any |
| Prepare budge of school Fund & VVN |
| Constitution of School Council and P T A |
| **AUGUST 2018** | Completion of service books of staff |
| Parents – Teachers’ Meeting |
| Celebration of Independence Day |
| Celebration of Sanskrit Week |
| Social Science Exhibition at Regional Level |
| Investiture Ceremony for the class monitors, house and school captains/student council |
| **September 2018** | Celebration of Teachers’ Day |
| Celebration of Hindi Diwas and Hindi Pakhwada |
| KVS Junior Maths Olympiad |
| Staff Sanction Proposals for next session by 10th September |
| Primary Mini Sports Meet(Primary) and Annual Sports Day |
| **OCTOBER 2018** | Gandhi Jayanti Celebration/Grand Parents’ Day |
| Collection of fee for third quarter through UBI |
| Monitoring of progress of courses (Class X) |
| Special coaching classes for class X |
| Half yearly examinations / P.T - II |
| Vigilance Awareness week(ends 31st) |
| Submission of all dues quarterly reports(before 7th)   * Quarterly report of School Fund * Quarterly report of VVN |
| **November 2018** | Children’s Day celebration |
| National Educational Day ( 11th November) |
| Bal Diwas – Cluster Level CMP activities for Primary |
| Monitoring of basic amenities |
| Celebration of Foundation Day of BS & G on 7th Nov(Flag Day) |
| Parent Teacher Meeting |
| **December 2018** | First Pre-Board in the First week |
| Strategy for focused revision and follow up of pre board |
| Special classes for class X |
| K V S Foundation Day (15th December) |
| Regional Incentive Award Ceremony |
| Conduct of VMC Meeting |
| Assignment to students for Break |
| **JANUARY**  **2019** | Parent Teacher Meeting |
| Republic Day Celebration |
| Publishing advertisement to hold interviews for contractual appointments |
| Completion of service records/service books of staff – Updating details of Training undergone, if any |
| Submission of all quarterly reports before 7th   * Quarterly report of VVN * Contribution to regional VVN fund * Rajbhasha Hindi * Enrolment position * Progress report CMP * Progress report ICT * Income Tax Returns |
| Periodic Test II |
| Selection of Vidyalaya Team/Player |
| **February 2019** | Practical Exam of Class X |
| Notification and registration for admission to class 1st and other classes |
| Conduct interview for contractual appointments |
| Conduct of VMC meeting in first week |
| Cubs and Bulbul Utsav/Celebration of Thinking Day |
| Revision work for session ending examination and practice test for class X |
| Notice for Outsourcing services for next financial year |
| **MARCH 2019** | Board Exam and Session Ending Examination for all Classes |
| Printing of Student’s diaries and Teacher’s Diaries for next session |
| Planning for next session |
| Declaration of result |
| Admission to class as per KVS schedule |
| Framing of Time-Table for new session |
| Notification of committees & clubs for new session |
| Finalize the list of class teachers & Co-class teachers |
| Preparation of the calendar of C C A & sports activities |
| Preparation of annual VVN budge |
| Staff meeting |
| Provide Teacher’s diary, time table, attendance registers, receipt books to teachers for next session on 31st march |
| Closing account for the financial year |
| Distribution of APAR pro-forma |
| Preparation of panel for contractual appointment |
| Annual Income Tax Return |
| Submit GPF/CPF etc. Broad Sheet and EWS Accounts |
| Physical verification of stock |
| Monthly enrollment and ICT report |
| Addition of new admissions in UBI(Class 1) |
| Class one Admission |