

**DELHI PUBLIC SCHOOL ,Leh**  
**Academic Calendar**  
**2020-21**

|  | <b>APRIL 2020</b>   | <b>DATE</b>                           |
|--|---|---------------------------------------|
| <b>Scholastic –<br/>Academics</b>                                      | Staff Meeting   | 23.03.20                              |
|  | Attendance Registers & Log Books to be prepared by the CTs                |                                       |
|  | Distribution of Teachers Time Table & Class Time Table                    | 25.03.20                              |
|  | New Session begins for Classes Pre- Nursery – VIII                        | 09.04.20                              |
|  | Starting of Examination schedule for Class Pre-Nur to X                   | 15.05.20                              |
|  | Faculty Meeting of all Subjects (Classes Pre-Nur – X)                     | 30.03.20                              |
| <b>Co Scholastic /<br/>Cultural<br/>Activities/ Events</b>             | Special Assemblies to be organized on some of the following days:         |                                       |
|  | World Health Day  | 07.04.20                              |
|  | Baisakhi Celebration  | 10.04.20                              |
|  | World Heritage Day  | 18.04.20                              |
|  | Skipping Competition  | 20.04.20                              |
|  | International Earth Day   | 22.04.20                              |
|  | <b>HOUSE MEETING</b>  |                                       |
|  | Parents Orientation program ( New admission in all the classes)           |                                       |
|  | <b>SPORT:</b>   |                                       |
|  | I. Callisthenic exercise spot jumping with hand movement (Pre-Nur – II)   |                                       |
| II. Athletic event ( III – V)  |   |                                       |
| III. Cricket & Athletic event (VI – X)                                 |   |                                       |
| <b>Administrative/<br/>Managerial</b>                                  | <b>Agreements to be signed of the renewed Annual contracts</b>            |                                       |
|  | Allocation of Duties among teaching staff members for the session 2020-21 |                                       |
|  | Bus routes – Survey & Finalization  |                                       |
|  | RFID Cards to be rechecked & verified                                     |                                       |
|  | Water testing   |                                       |
|  | Safety & security Mock drills (Fire & Earth quake)                        |                                       |
|  | HOLIDAYS /-   |                                       |
|  | Saturdays – 04, 11, 18, 25  |                                       |
|  | Sundays – 05, 12, 19, 26  |                                       |
|  | Ram Navami  | 02.04.20                              |
|  | Mahavir Jayanti   | 06.04.20                              |
|  | Baisakhi  | 13.04.20                              |
|  | Ambedkar Jayanti  | 14.04.20                              |
|  | <b>Finance/ Accounts</b>  | Distribution of Fee slips to students |
| Fee collection of first Quarter for session 2020-21                    |   |                                       |
| Salary finalization & Distribution                                     |   |                                       |
| Submission of Income Tax, Sale Tax, Service Tax, ESIC & Annual Returns |   |                                       |
| <b>DPS Events</b>  | TEACHERS TRAINING PROGRAM   |                                       |
|  | Early Child Education Batch (X1X Phase – 1 ) Pre Primary                  |                                       |

|  | <b>May 2020</b>   | <b>DATE</b> |
|--|---|-------------|
| <b>Scholastic – Academics</b>                      | Teacher’s Workshop:<br>I) Using ICT<br>II) Remediation            |             |
|  | Faculty meeting of all subjects (Nur – X)                         | 02.05.20    |
|  | Examination Schedule (Pre-Nur to X)                               | 15.05.20    |
|  | Last working Day for classes Pre-Nur – X                          | 29.05.20    |
| <b>Co Scholastic / Cultural Activities/ Events</b> | Special Assemblies to be organized on some of the following days: |             |
|  | Labour Day  | 01.05.20    |
|  | Carom Competition (Inter – House)                                 | 05.05.20    |
|  | Mother’s Day  | 11.05.20    |
|  | Common Wealth Day   | 22.05.20    |
|  | Anti Tobacco Day  | 29.05.20    |
| <b>Administrative/ Managerial</b>                  | Repairing of furniture  |             |
|  | Cleaning of School Campus   |             |
|  | White Wash of the school building                                 |             |
|  | Cleaning of Water Tanks   |             |
|  | Transport Arrangements/ contracts renewel for the school buses    |             |
|  | Vehicle maintenance/ Insurance                                    |             |
|  | Taking Approvals for placing orders                               |             |
|  | Stock checking by the Admin & Accounts deptt.                     |             |
|  | <b>HOLIDAYS</b>   |             |
|  | Saturdays: 02, 09, 16, 23, 30                                     |             |
|  | Sundays: 03, 10, 17, 24, 31                                       |             |
|  | Budh Purnima  | 07.05.20    |
|  | Eid-UI-Fitr   | 25.05.20    |
| <b>Finance/ Accounts</b>                           | Internal Audit  |             |
|  | Salary finalization & Distribution                                |             |
|  | Follow up of Fee defaulters                                       |             |
| <b>DPS Events</b>                                  | Teachers Training Program   |             |
|  | Professional Development in education Management/BP/HM            |             |
|  | Workshop on early child hood by the teacher trainee               |             |

|                                   | <b>June 2020</b>  | <b>DATE</b> |
|-----------------------------------|---|-------------|
| <b>Scholastic – Academics</b>     | Faculty Meetings of all subjects                        | 01.06.20    |
|                                   | New staff Induction & Interviews                        | 02.06.20    |
|                                   | Summer Vacation for the entire school                   | 08.06.20    |
|                                   | School Office working                                   |             |
| <b>Administrative/ Managerial</b> | PTM – (Classes Pre-Nur to II)                           | 05.06.20    |
|                                   | PTM – (Classes III to X)                                | 06.06.20    |
|                                   | Supervision of white wash & painting of school building |             |
|                                   | Uniformity and Allocation of students furniture         |             |
|                                   | Allocation of staff room furniture                      |             |

|                              |   |  |
|------------------------------|---|--|
|                              | Water testing                                       |  |
|                              | <b>HOLIDAYS</b>                                     |  |
|                              | Saturdays: 06, 13, 20, 27                           |  |
|                              | Sundays: 07, 14, 21, 28                             |  |
|                              | Id-UI-Fitr  |  |
| <b>Finance/<br/>Accounts</b> | Salary Finalization & Distribution                  |  |
|                              | Preparation of Books of Accounts for Statuary Audit |  |
| <b>DPS Events</b>            | Teachers Training Programme:                        |  |
|                              | Workshop from Class Pre-Nur to II                   |  |
|                              | Workshop on Institutional planning                  |  |

|  | <b>July 2020</b>   | <b>DATE</b> |
|--|--|-------------|
| <b>Scholastic –<br/>Academics</b>                              | School reopens for the staff   | 18.07.20    |
|  | Staff & Faculty Meeting  | 18.07.20    |
|  | School reopens for all the classes   | 20.07.20    |
| <b>Co Scholastic /<br/>Cultural<br/>Activities/<br/>Events</b> | Special Assemblies to be organized on the some of the following days:  |             |
|  | World Population Day   | 11.07.20    |
|  | Workshop on Digital Classroom  | 23.07.20    |
|  | Basketball competition   | 26.07.20    |
|  | SPORT:-<br>i) Bowling and Frog jumping Pre-Nur – II<br>ii) Dodge and Throw ball, III – V<br>iii) Chess (Inter-House) VI-VIII |             |
|  | Raksha Bandhan   | 29.07.20    |
|  |  |             |
| <b>Administrative/<br/>Managerial</b>                          | Food and Water Testing   |             |
|  | Orientation Programs   |             |
|  | Mock Drill of Building Evaluations   |             |
|  | <b>HOLIDAYS</b>  |             |
|  | Saturdays – 04, 11, 18, 25   |             |
|  | Sundays – 05, 12, 19, 26   |             |
|  | Eid-UI-Azha  |             |
|  | Fee Collection of Second Quarter of the session 2020-21  | 31.07.20    |
| <b>Finance/<br/>Accounts</b>                                   | Statuary Audit   |             |
|  | Finalization of Quarterly Returns  |             |
|  | Teachers Training Programme  |             |
| <b>DPS Events</b>  | Early Childhood Education Batch XVIII (Phase 3) – Assessment/ Pre – Primary  |             |
|  | Social Science: Teaching Learning of Geography VI – X  |             |

|                                   | <b>August - 2020</b>                           | <b>DATE</b> |
|-----------------------------------|--|-------------|
| <b>Scholastic –<br/>Academics</b> | Faculty Meeting of all subjects (VI-X)         | 01.08.20    |
|                                   | Faculty Meeting of all subjects (Nursery – V)  | 08.08.20    |
|                                   | Faculty Meeting of Sports, Music & Dance, Arts | 31.08.20    |
|                                   | Schedule Test for Monday Test                  |             |

|  |   |          |
|--|---|----------|
| <b>Co Scholastic / Cultural Activities/ Events</b> | Special Assemblies to be organized on some of the following days:               |          |
|  | Celebration of Independence Week till 15 <sup>th</sup> August                   | 10.08.20 |
|  | International Youth Day   | 12.08.20 |
|  | Janam Ashtami   | 11.08.20 |
|  | Independence Day  | 14.08.20 |
|  |   |          |
| <b>Administrative/ Managerial</b>                  | Planning and implementation of Schedule of Teachers Day celebration etc.        |          |
|  | Medical check – up of students  |          |
|  | <b>HOLIDAYS</b>   |          |
|  | Saturdays – 01, 08, 15, 20, 29  |          |
|  | Sundays – 02, 09, 16, 23, 30  |          |
|  | Eid-UI-Azha   | 01.08.20 |
|  | Raksha Bandhan  | 03.08.20 |
|  | Janam Ashthami  | 12.08.20 |
|  | Independence Day  | 15.08.20 |
| <b>Finance/ Accounts</b>                           | Follow up of Fee Defaulters   |          |
|  | Salry Finalization & Distribution   |          |
| <b>DPS Events</b>                                  | On Line Submission of Teachers Data<br>Teachers Training Programme-             |          |
|  | Evaluation for Improving Pupil Performance (Group 3)/ I-VIII                    |          |
|  | Developing Language Skills – Enrichment Programme in English (Group 1) / VI – X |          |
|  | Strengthening Mathematics (V-X)   |          |
|  | Social Science: Teaching and Learning of Geography (Group 2) V-VIII             |          |

|  | <b>SEPTEMBER - 2020</b>   | <b>DATE</b> |
|--|---|-------------|
| <b>Scholastic – Academics</b>                      | Revision Classes after Syllabus completion                        |             |
|  | Discussion of Performance of Students in Exams with Principal     |             |
|  | Examination Schedule (Pre-Nur to X)                               | 18.09.20    |
| <b>Co Scholastic / Cultural Activities/ Events</b> | Special Assemblies to be organized on some of the following Days: |             |
|  | Teachers Day  | 05.09.20    |
|  | International Literacy Day  | 08.09.20    |
|  | International OZONE Day   | 16.09.20    |
|  | World Tourism Day   | 21.09.20    |
|  | SPORT   |             |
|  | Kick Ball, Tunnel ball/ Gallop (Pre-Nur – II)                     |             |
|  | Skipping, Athletic Event, Dodge Ball (III – V)                    |             |
| Athletic Event (VI – X)                            |   |             |
| <b>Administrative/ Managerial</b>                  | Food & Water Testing  |             |
|  | Planning & Process of Admissions for the Next Session (2020-21)   |             |
|  | Planning of rooms & furniture as per Admission Planning           |             |
|  | Printing of Registration Forms                                    |             |

|                              | <b>HOLIDAYS</b>   |          |
|------------------------------|---|----------|
|                              | Saturdays – 05, 12, 19, 26  |          |
|                              | Sundays – 06, 13, 20, 27  |          |
|                              | Maharaja Hari Singh Ji Birth Anniversary                                    | 23.09.20 |
|                              | Ashoora   | 29.09.20 |
| <b>Finance/<br/>Accounts</b> | Follow up of fee Defaulters   |          |
|                              | Salary Finalization & Distribution  |          |
| <b>DPS Events</b>            | Teachers Training Programme –   |          |
|                              | Learning of Science (Zonal) V-X   |          |
|                              | Evaluation for Improving Pupil Performance (Group 4) I-X                    |          |
|                              | Early Childhood Education (Zonal) Pre-Primary                               |          |
|                              | Developing Language Skills – Enrichment Programme in English (Group 2) VI-X |          |

|  | <b>OCTOBER - 2020</b>   | <b>DATE</b>            |
|--|---|------------------------|
| <b>Scholastic –<br/>Academics</b>                              | Faculty Meeting of all subjects (Nursery – X)                           | 01.10.20               |
|  | Staff Meeting   | 02.10.20               |
|  | Faculty Meeting of Science, Social Science & Hindi                      | 03.10.20               |
|  | Session begins for students after Half yearly                           | 05.10.20               |
|  | PTM from classes (Pre- Nur – II)  | 09.10.20               |
|  | PTM from classes (III to X)   | 10.10.20               |
|  | Dussehra Break  | 24.10.20 -<br>26.10.20 |
| <b>Co Scholastic /<br/>Cultural<br/>Activities/<br/>Events</b> | Special Assemblies to be organized on some of the following days:       |                        |
|  | Gandhi Jayanti  | 01.10.20               |
|  | World Animal welfare Day  | 04.10.20               |
|  | World Teachers Day  | 05.10.20               |
|  | Indian Air force Day  | 08.10.20               |
|  | National Post Day   | 10.10.20               |
|  | United Nation Day   | 24.10.20               |
|  | Tours & Travels – Excursion Trips for students of class V onwards       |                        |
|  | Grandparents Day for classes Nursery & Prep                             |                        |
|  | House Meetings  |                        |
|  | Sport:  |                        |
|  | Athletic Events & Trials (Pre Nur – II)                                 |                        |
|  | Skipping/Marching and Drill Exercises (III – V)                         |                        |
|  | Badminton, Football and Athletic Event (VI – X)                         |                        |
| <b>Administrative/<br/>Managerial</b>                          | Food & Water testing  |                        |
|  | Supervising & Follow up of traffic rules among students & staff members |                        |
|  | PTM: Classes Pre Nur – X  | 09.10.20 –<br>10.10.20 |
|  | Random checking of cleanliness of different blocks of school building   |                        |
|  | <b>HOLIDAYS</b>   |                        |
|  | Saturdays – 03, 10, 17, 24, 31  |                        |
|  | Sundays – 04, 11, 18, 25  |                        |

|                              |  |          |
|------------------------------|--|----------|
|                              | Gandhi Jayanti   | 02.10.20 |
|                              | Mahanavami   | 24.10.20 |
|                              | Dussehra   | 25.10.20 |
|                              | Eid-I-Milad-UI-Anbi  | 29.10.20 |
| <b>Finance/<br/>Accounts</b> | Fee collection of third Qtr of the Session 2020-21                 |          |
|                              | Salary Finalization & Distribution                                 |          |
| <b>DPS Events</b>            | Teacher Training Programme   |          |
|                              | Academic Enrichment Camp for Mathematics (Students) (Zonal) V-VIII |          |
|                              | Innovative Practices in Mathematics (Zonal)VI-X                    |          |

|  | <b>NOVEMBER 2020</b>  | <b>DATE</b>            |
|--|---|------------------------|
| <b>Scholastic –<br/>Academics</b>                              | Faculty Meeting of all subjects (Pre-Nur – II)  | 07.11.20               |
|  | Faculty Meeting of all subjects (III – X)   | 09.11.20               |
|  | Pooja Holidays  | 13.11.20 -<br>16.11.20 |
|  | Faculty Meeting of Sports, Music & Dance, Arts  | 30.11.20               |
| <b>Co Scholastic /<br/>Cultural<br/>Activities/<br/>Events</b> | Special Assemblies to be organized on some of the following days:   |                        |
|  | English Declamation   | 10.11.20               |
|  | National Education Day (Birthday of Maulana Abdul Kalam)  | 11.11.20               |
|  | Children’s Day & Diwali   | 12.11.20               |
|  | International Day for Elimination of violence against Women   | 25.11.20               |
|  | SPORT:<br>i) Annual Athletic Meet (Pre- Nur – II)<br>ii) Athletic Meet (III-V)<br>iii) Athletic Meet (VI – X) |                        |
| <b>Administrative/<br/>Managerial</b>                          | Food & water testing  |                        |
|  | <b>HOLIDAYS</b>   |                        |
|  | Saturdays: 07, 14, 21, 28   |                        |
|  | Sundays: 01, 08, 15, 22, 29   |                        |
|  | Diwali  | 14.11.20               |
| Guru Nanak Jayanti   | 30.11.20  |                        |
| <b>Finance/<br/>Accounts</b>                                   | Follow up of Fee Defaulters   |                        |
|  | Salary Finalization & Distribution  |                        |
| <b>DPS Events</b>  | Early Childhood Education – Convention (Mega Event) / In charges  |                        |

|                                     | <b>DECEMBER 2020</b>   | <b>DATE</b>            |
|-------------------------------------|--|------------------------|
| <b>Scholastic –<br/>Academics</b>   | Revision classes as per zero period schedule (Main subjects) |                        |
|                                     | Examination Schedule for Classes Pre-Nur to IX               | 14.12.20               |
|                                     | Schedule of Pre-Board-I (X)                                  | 16.12.20               |
|                                     | Winter break   | 31.12.20 -<br>14.01.21 |
| <b>Co Scholastic /<br/>Cultural</b> | Special Assembly on Christmas (Junior & Primary Wing)        |                        |
|                                     |  |                        |

|                                       |   |          |
|---------------------------------------|---|----------|
| <b>Activities/<br/>Events</b>         | SPORT:  |          |
|                                       | Drill Exercise & cricket (Pre-Nur – II), Drill Exercises & cricket (III-V)  |          |
|                                       | Cricket and basket ball (VI- IX)  |          |
|                                       | Workshop on drugs Abuse, stop bullying time management & Cyber Bucking  |          |
|                                       | Special Assemblies to be organized on some of the following days:   |          |
|                                       | Human Rights Day  | 10.12.20 |
|                                       | UNICEF Day  | 11.12.20 |
|                                       | Christmas   | 24.12.20 |
| <b>Administrative/<br/>Managerial</b> | Physical stock verification department I/C to submit the report   |          |
|                                       | Estimation of availability of various official documents for next session   |          |
|                                       | Printing of stationery related to Academics:<br>Attendance register, Class Log books, Faculty meeting register etc. |          |
|                                       | Printing of stationery related to accounts: Fee book etc  |          |
|                                       | Food & water Testing  |          |
|                                       | Safety & security Awareness Programs: Transport, campus on road   |          |
|                                       | Preparation for Renewal of contracts with outsourced Agencies on the basis of Report:                               |          |
|                                       | School canteen, Horticulture  |          |
|                                       | Security, Horse Riding, Housekeeping school clinic, Pest Management   |          |
|                                       | Various games coaches, School website   |          |
|                                       | Planning & Estimation of white wash & painting  |          |
|                                       | Text books Reviewing commences in faculty Meetings  |          |
|                                       | Compilation of vacancies of teaching staff  |          |
|                                       | Planning for Recruitment of teaching staff  |          |
|                                       | <b>HOLIDAYS</b>   |          |
|                                       | Saturdays: 05, 12, 19, 26   |          |
|                                       | Sundays: 06, 13, 20, 27   |          |
|                                       | Christmas   | 25.12.20 |
|                                       | Planning of School ALMANAC for the Next Session   |          |
|                                       | AMC of photocopier Machine  |          |
| <b>Finance/<br/>Accounts</b>          | Follow up of Fee Defaulters   |          |
|                                       | Preparation of Fee Structure for the Session 2020-21  |          |
|                                       | Internal Audit for first six months   |          |
|                                       | Reconciliation of Fee up to December  |          |
|                                       | Salary Finalization & Distribution  |          |
| <b>DPS Events</b>                     | Teacher Training Programme:   |          |
|                                       | Early Childhood Education (Batch XX) Pre-Primary  |          |
|                                       | Science and Math's Talent Examination Level – 2 (at nodal centers) VIII   |          |
|                                       | Developing language skills – Enrichment programme in English VI-VIII)   |          |

|  | <b>JANUARY 2021</b> | <b>DATE</b> |
|--|---------------------|-------------|
|  |                     |             |

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|--|--|---|
| <b>Scholastic – Academics</b>                        | School online classes initiated  | 15.01.21  |
|  | Project Presentation of Hindi & EVS  |   |
|  | Finalization of BOOK LIST for the Next Session (2020-21) along with required stationary  |   |
|  |  | 18.01.21  |
| <b>Co Scholastic / Cultural Activities/ Events</b>   | Special Assemblies to be organized on some of the following Days:  |   |
|  | National Youth Day   | 12.01.21  |
|  | Lohri  | 12.01.21  |
|  | Army Day   | 15.01.21  |
|  | Republic Day   | 25.01.21  |
|  | Martyrs Day & World Day of Peace   | 30.01.21  |
|  | House Meetings   |   |
|  |  |   |
|  |  |   |
|  |  | 23.10.21  |
| <b>Administrative/ Managerial</b>                    | Compilation of Physical Verification Reports   |   |
|  | Collection of Next Session Budget Estimation from all Department: <ul style="list-style-type: none"> <li>• Science, Comp. Sc, Maths, Transport, House Keeping, Horticulture</li> <li>• Security Library-with clear Demarcation of consumable and non-consumable heads</li> </ul> |   |
|  | Estimation of Furniture Requirement:   |   |
|  | For students and staff members as per class rooms & staff rooms  |   |
|  | Planning for procurement of furniture as per requirement for the Next Session  |   |
|  | Intimation /Display of Leave records of staff members  |   |
|  | Taking sanction/Permission:  |   |
|  | For recruitment of Teaching staff members from competent authorities   |   |
|  | Medical Check-Up Round – 2 for all the students  |   |
|  | Review of specially designed Assignment Booklets for classes III-VIII  |   |
|  | Finalization of Book List for the Next Session   |   |
|  | Re-Organization of Bus Routes for the Next Session on the basis of New Admissions  |   |
|  | Setting and Moderation of Question Papers for printing for FINAL Examination   |   |
|  | Printing of School Almanac   |   |
|  | <b>HOLIDAYS</b>  |   |
|  | Saturdays- 02, 09, 16, 23, 30  |   |
|  | Sundays- 03, 10, 17, 24, 31  |   |
|  | Lohri  | 13.01.21  |
|  | Republic Day   | 26.01.21  |
|  | <b>Finance/ Accounts</b>   | Fee collection of & Follow up of Fee Defaulters |
| Internal Audit for last Six months                   |  |   |
| Preparation of Books of Accounts for statutory Audit |  |   |
| Finalization of various Returns                      |  |   |



|                   |  |  |
|-------------------|--|--|
|                   | Inter Parties/ School Accounts Reconciliation                |  |
|                   | Utilization of Budget of FY 2021-21                          |  |
| <b>DPS Events</b> | Teachers Training Programme                                  |  |
|                   | Evaluation for Improving Pupil Performance (Group 65) I-VIII |  |

|  | <b>FEBRUARY 2021</b>  | <b>DATE</b> |
|--|---|-------------|
| <b>Scholastic – Academics</b>                      | Revision for board classes( X - XII)  |             |
|  |   | 06.02.21    |
| <b>Co Scholastic / Cultural Activities/ Events</b> | National Science Day  | 28.02.21    |
|  | SPORT: NIL  |             |
|  |   |             |
|  | Library & Reading Habits: <ul style="list-style-type: none"> <li>• Write about your favorite character – Class III</li> <li>• Write about the incident that you liked in story – class IV</li> <li>• Making book cover in class V</li> <li>• Making of Book – Mark in class VI</li> <li>• Comic Book making in group – Class VII &amp; VIII</li> <li>• Latest Books/ New arrivals are displayed</li> <li>• All racks are accessible</li> <li>• Books issued for 7 days at a time</li> </ul> |             |
| <b>Administrative/ Managerial</b>                  | Infrastructure planning for conduction of Final Examination   | 27.02.21    |
|  |   |             |
|  | Holidays  |             |
|  | Saturdays- 06, 13, 20, 27   |             |
|  | Sundays: 07, 14, 21, 28   |             |
|  | Guru Ravidas Jayanti  |             |
| <b>Finance/ Accounts</b>                           | Salary Finalization & Distribution  |             |
|  | Follow up of Fee Defaulters   |             |
| <b>DPS Events</b>                                  | Teachers Training Programme   |             |
|  | Evaluation for improving Pupil Performance (Group 7) I-X  |             |
|  | Seminar for HODs on Learning Hindi – VI-X   |             |
|  | Understanding The World of Science – VI-X   |             |

|  | <b>MARCH - 2021</b>   | <b>DATE</b> |
|--|---|-------------|
| <b>Scholastic – Academics</b>                      | Schedule for FINAL Examination  | 08.03.21    |
|  | Discussion Preparation of Marking Schemes                                   |             |
|  | Cross Evaluation Final Examination Answer Scripts                           | 20.03.21    |
|  | Result Discussions of different classes – Staggered                         | 25.03.21    |
|  | PTM for classes Pre – Nursery – II  | 26.03.21    |
|  | PTM for classes III – IX  | 27.03.21    |
| <b>Co Scholastic / Cultural Activities/ Events</b> | Special Assemblies to be organized on some of the following Days:<br>ONLINE |             |
|  | International Women’s Day   | 08.03.21    |
|  | Worlds consumer Rights Day  | 15.03.21    |
|  | World Forestry Day  | 21.03.21    |

|                                   |  |          |
|-----------------------------------|--|----------|
|                                   | World Water Day  | 22.03.21 |
|                                   | World TB Day   | 24.03.21 |
|                                   |  |          |
|                                   |  |          |
| <b>Administrative/ Managerial</b> | Class rooms Allocation for the next session  |          |
|                                   | Staff Rooms Re-Organization/ Allocation if required  |          |
|                                   | Signage's Re-Organization if required  |          |
|                                   | Ensuring availability of sufficient Books & Stationary items on book shop                  |          |
|                                   | Ensuring availability of sufficient uniform items  |          |
|                                   | Display of proper RATE LIST (authenticated from school Principal office) on both the shops |          |
|                                   | Preparing school campus for beginning of Next Session:                                     |          |
|                                   | Cleaning, Signage's, small repairment required etc   |          |
|                                   | Procurement of items like chalks, duster etc for the next session                          |          |
|                                   | Holidays- Mahashivratri  | 11.03.21 |
|                                   | Holi   | 29.03.21 |
|                                   | Saturday: 06, 13, 20, 27   |          |
|                                   | Sunday: 07, 14, 21, 28   |          |
| <b>Finance/ Accounts</b>          | Salary Finalization & Distribution   |          |
|                                   | Follow up of Fee Defaulters  |          |
| <b>DPS Events</b>                 | Teachers Training Programme:   |          |
|                                   | Evaluation for improving pupil Performance (Group 7) I-X                                   |          |
|                                   | Seminar for HODs on Learning Hindi – VI-X  |          |
|                                   | Understanding The World of Science – VI-X  |          |