



**KENDRIYA VIDYALAYA BODHAN  
ANNUAL ACADEMIC  
CALENDER  
SESSION-2023-24**

**APRIL**

1. Welcome and Beginning of New Academic Session
2. Analysis and review of Home Examination results
3. Conduct of Annual Day
4. Vidyalaya Plan to be submitted to RO
  5. Online admission as per schedule
6. Notification for committees & institutional planning
7. Reporting of APARs of staff (for the previous session)
8. Parent Teachers meet
9. Reverification of UBI Data and collection of fee for 1<sup>st</sup> Qtr
10. Issuing Student Diaries and Form-16
11. Conduct of VMC meeting, Preparation of
12. Operationalize House System & introduction,
  - (a) Academic
  - (b) CCA
  - (c) Sports Activities
13. Registration/Re-registration of Bharat Scouts & Guides unit
14. Submission of all due Quarterly reports
  - School fund, VVN & Contribution Regional VVN Fund
  - Rajbhasha Hindi

- Enrolment & Progress Report CMP
- Progress Report ICT & IT Returns

## MAY

### Principal's Planner

1. Assignments of students for vacation (Summer Closing Vidyalaya)
2. Planning for maintenance & repair work of building & furniture
3. Deputing teachers for In-Service Courses
4. Registration for admission to class II onwards
5. Result analysis of board classes and submission to RO
6. Adventure activities during summer vacation
7. Summer vacation

## JUNE

### Principal's Planner

1. Repair/maintenance work to continue
2. Resuming the normal work after vacation (Summer Closing Vidyalaya)
3. Safety certificate of the building
4. Re-verification of UBI data

## JULY

### Principal's Planner

1. Collection of fees for second quarter
2. Nomination for Teachers awards
3. Environment/plantation/book week
4. Social science and Science Exhibition at school level
5. Publication of Vidyalaya Patrika
6. Complete/update service record of Staff-Include details of training undergone, if any
7. Prepare budget of School Fund & V.V.N
8. Constitution of School Council and PTA

## AUGUST

### Principal's Planner

1. Completion of service books of staff
2. Parents-teachers meeting
3. Celebration of Independence Day
4. Celebration of Sanskrit Week
5. Social science exhibition at Regional level
6. Science exhibition at Regional level
7. Youth Parliament at RO level
8. Investiture Ceremony for the class monitors, house and school captains/student's council
9. Online CBSE registration (submission of fee for board classes)
10. Health check-up
12. Annual subscription of Bharat Scouts & Guides as per enrolment on 01.08.2023
13. Conduct of VMC meeting
14. Parents-Teacher Meeting
15. Academic Loss Compensation programme (ALCP) as per requirement
16. Periodic Test -I

## SEPTEMBER

### Principal's Planner

1. Celebration of Teachers Day
2. Celebration of Hindi Diwas and Pakhwada
3. KVS Junior Maths Olympiad
4. Staff Sanction Proposals for next session by 10<sup>th</sup> September
5. Primary Mini Sports Meet (Primary) and Annual Sports Day

## OCTOBER

### Principal's Planner

1. Gandhi Jayanti /Grand Parents Day Celebrations
2. Collection of fee for third quarter through UBI

4. Special classes for classes IX and X
5. Half Yearly examination
6. Vigilance Awareness Week (ends 31<sup>st</sup>)

### **NOVEMBER**

#### Principal's Planner

1. Children's Day celebration
2. National Education Day (11<sup>th</sup> November)
3. Bal Diwas-Cluster level CMP activities for Primary
4. Monitoring of basic amenities
5. Celebration of Foundation Day of BS&G on 7<sup>th</sup> Nov (Flag Day)
6. Parent Teacher meeting

### **December**

#### Principal's Planner

1. first Pre-Board for class X
2. Special classes for class IX and X.
3. National Energy Conservation Day.
4. K.V.S. Foundation Day (15<sup>th</sup> December)
5. Conduct of VMC meeting
6. Assignment to students for vacation (Winter Closing Vidyalaya)
7. Deputing teachers for Second Spell of In-Service Courses
8. Fire safety and other basic amenities
9. Winter vacation starts (Winter Closing Vidyalaya)
10. Re-verification of UBI data

### **JANUARY**

#### Principal's Planner

1. Second Pre-Board for class X, Periodic Assessment-2 classes III-IX (after 16 Jan)
2. Parent Teacher Meeting
3. Republic Day Celebration
4. Publishing advertisement to hold interviews for contractual appointments.

5. Completion of service records/service books of staff-Updating of details of Training Undergone, if any
6. Property returns GP -A&B staff
7. Submission of all quarterly reports Before 7<sup>th</sup>
  - Quarterly report of VVN
  - Contribution to regional VVN fund
    - Rajbhasha Hindi
  - a Enrolment position Progress report CMP
  - Progress report ICT
  - Income Tax Returns
8. Periodical test II
9. Selection of Vidyalaya Team

## February

### Principal's Planner


1. Practical exam of class X
2. Notification and registration for admission to class 1<sup>st</sup> and other classes
3. Conduct interview on actual appointments
4. Conduct of VMC meeting first week
5. Cubs and Bulbul Utsav/celebration of Thinking Day
6. Revision work for session ending examination and practice test for class X
7. Notice for outsourcing services for next financial year
8. Health check up
9. Revision of lease deed/building status
10. Vidyalaya level Sports will continue
11. Online admission starts

## MARCH

### Principal's Planner

1. Board Exam and Session Ending Examination for all classes
2. Printing of Students diaries and Teachers diaries for next session

3. Planning for the next session
4. Declaration of result
5. Admission to class as per KVS schedule
6. Framing of Time Table for new session
7. Notification of committees & clubs for new session
8. Finalise the list of class teachers & co-class teachers
9. Preparation of the calendar of C.C.A. & sports activities
10. Preparation of annual VVN budget
11. Staff meeting
12. Innovative/experimentation awards-report
13. Provide teacher's diary, time table, attendance registers, receipt books to teachers for next session on 31<sup>st</sup> March
14. Closing account for the financial year.
15. Distribution of APAR pro-form
16. Preparation of panel for contractual appointment
17. Annual Income Tax Returns
18. Submit GPF/CPF Broad Sheet and EWS Accounts.
19. Physical verification of stock
20. Monthly enrolment and ICT report
21. Addition of new admissions in UBI (class 1)
22. Class one admission

  
प्राचार्य  
Principal  
केन्द्रीय विद्यालय  
Kendriya Vidyalay  
बोधन, तेलंगणा  
Bodhan, Telangana