

# **GMSSSS POLICE LINE (143), AMBALA CITY**

## **Annual Academic Circular**

### **April**

- Welcoming of new academic session
- Result analysis of home exam and Action plan for new academic session
- Declaration of committee for school and academic planning
- Writing of APAR of Teachers and employees
- Fee collection for first quarter
- Distribution of school diaries to students and form 16 to teacher and employees
- Celebration of Annual day
- Preparation of students for different sport events and team events
- Registration of students to Bharat scout and guide

### **May**

- Distribution of (summer break /vacation ) homework to the students
- Annual planning for purchasing the items for school building and furniture.
- Arrangement of teachers for board duties and evaluation duties.
- List of Demand of In charges of different departments and arrangement of the purchase of material

### **June**

- Admission of class 11th
- Organising classes after summer vacation and checking of homework by teachers and the principal
- Building safety and fire safety certificate
- PTM for students.
- Yoga day celebration.

## July

- Fee collection
- Nomination for teacher's award
- Organisation of environment/ plantation/ book reading weeks
- Organisation of social science exhibition and science exhibition
- Entries of staff information and updation of Services books
- Organisation of PTM for academic session
- Organisation of regional sports meet and sending of students for the sports meet.
- Selection of heads of different houses

## August

- Organisation of first term examination(for summer schools)
- Arrangement of PTM
- Celebration of Independence day
- Organisation of Sanskrit week
- Organisation of regional level social science exhibition
- Organisation of regional level science exhibition
- Organisation of youth parliament
- Registration of student of class 9 to 12<sup>th</sup> in CBSE
- Health check-up of students

## September

- Organising teachers day
- Organising Hindi Diwas and Hindi Saptah / Pakhwada
- Proposal for teachers sanctioned Post
- Organising primary sports meet and annual sports day

## **October**

- Organising Gandhi Jayanti and Swachhta activity
- Fee collection for third quarter
- Analysis of completion of syllabus of class 10th and 12th
- Half yearly examination for summer schools
- Organising vigilance awareness week
- Celebration of National Unity Day

## **November**

- Organising children's day
- Organising National Education Day
- Analysis of basic facilities
- Organising flag day activities on Bharat scout guide establishment day
- Organising PTM meeting
- Analysis of syllabus completion for all classes
- Celebration of National

## **December**

- Conduct of first pre board in summer schools.
- Planning for Pre-board after result analysis of first Pre board and follow up
- PTM for class 10th and 12th
- Organising special classes for 10 &12 during winter Vacation
- Organisation National Energy conservation day (14-December)
- Organisation of regional incentive award
- Winter vacation and homework for winter vacation
- Sending teachers for second spell Inservice course
- Analysis of basic facilities in school

## **January**

- Second pre board for class 12th
- Second periodic test (PT-2) for classes 3rd to 11th.
- Organising Republic Day
- Organising PTM
- Completion of entries in service book of teachers / employee
- Result analysis of class 10th and 12<sup>th</sup>

## **February**

- Organization of Class-10 and 12 Practicals
- Organisation of cub and bulbul utsav / Thinking Day
- Organisation of 3rd revision/ pre board and revision for other classes
- Medical check-up of students
- Analysis of Vidyalaya building / land

## **March**

- Annual exams and board exams.
- Planning for next session
- Declaration of result
- Admission in class first
- Constitution of club and committees for next session
- Preparation of class teacher and co-class teacher
- Preparation of time table for next session
- Preparation of sports activity calendar
- Sending of innovation awards proposals
- Issuing time table teacher's diary and class register to the teachers on 31st March
- Closing of accounts on 31st March
- Distribution of APAR proforma
- Preparation of annual income tax details