

Vidya Vikas Education Society's
VIKAS HIGH SCHOOL, ENGLISH PRIMARY
Annual Planning 2023-2024

June:

- 1) School reopening, Pravesh Utsav, seating arrangement and cleanliness / Book Day Celebration.
- 2) Checking new catalogus with G.R. and checking B.C. and Minority students list.
- 3) Distribution of lesson notes, daily diaries, time table and observation books.
- 4) Collecting progress cards and L.C. of new students.
- 5) Collecting last years progress cards from the clerk.
- 6) Listing the names of students whose names are entered in catalogues.
- 7) Daily attendance writing to be done by Mrs. Neeta Adagale.
- 8) Primary teachers timing:
Monday to Friday 12.10 p.m. to 6.10 p.m. and Saturday 12.10p.m. to 4.30 p.m.
- 9) Writing addresses of the students in the catalogues.
- 10) Distribution of Library books and Issue books.
- 11) Submission of monthly planning of lessons, activities to H.M.
- 12) Selection of Students for NELTAS (Std.II to IV) and MPSP (Std.IV) Exam.
- 13) Parents' Meeting of Std I TO IV.
- 14) Distribution of Progress Cards and Cumulative Record books to the Class Teachers.
- 15) Formation of houses of Std I and distribution of P.T.uniform.
- 16) Formation of P.T.A. and SMC(Stds I to IV) for the academic year 2023-24.
- 17) Conducting UCMAS classes on Saturdays and Sundays.
- 18) Celebrating World Environment Day, Book Day and Father's Day.
- 19) Writing Syllabus and Daily Dairy.
- 20) Celebration of 'International Yoga Day'.

July :

- 1) Checking new admission forms and entering in G.R.
- 2) Electing Monitors and Prefects class wise.
- 3) Formation of school working committee and selecting the Head of each Department.
- 4) Writing names and addresses in progress cards.
- 6) Teachers' Meeting.
- 7) Tree Plantation.
- 8) Conducting Cub-Bulbul classes.
- 9) Conducting School Committee Meeting and School Management Committee Meeting.

August:

- 1) Observing Tilak's Death Anniversary.
- 2) Celebration of Independence Day, Raksha Bandhan, Gopalkala.
- 3) Submission of I Class Test Papers.
- 4) Conducting 1st Class Test.
- 5) Paper checking and preparation of result of First Class Test.
- 6) Information on Water Literacy.
- 7) Parent's Meeting of Std I to IV.

September:

- 1) Celebration of Teachers' Day.
- 2) PTA and SMC Meeting.
- 3) Submission of Assignment and Composition books (Std I/II).
- 4) Ganesh Festival Celebration.

October :

- 1) Celebration of Gandhi Jayanti/ Lal Bahadur Shastri Jayanti.
- 2) Submission of First Semester Exam Papers.
- 3) Submission of Assignment and Composition books (Std III/IV).
- 4) NELTAS Exam 1st Round.
- 5) Celebration of Saraswati Pooja.
- 6) Celebration of Reading Inspiration Day.
- 7) Preparation of Diwali Home Work.

November:

- 1) Celebration of National Education Day, Children's Day, Constitution Day.
- 2) Submission of First Semester Papers and result preparation.
- 3) Submission of Progress Card.
- 4) PTA/SMC Meeting.

December:

- 1) Annual Sports.
- 2) Christmas celebration.
- 3) Preparation of Annual Magazine.
- 4) Cub-Bulbul Melava.
- 5) Annual day.

January :

- 1) Celebration of Republic Day.
- 2) Inauguration of Annual Magazine.
- 3) Submission of Second Class Test Papers.
- 4) Conducting Second Class Test.
- 5) Haldi Kumkum celebration.

February:

- 1) Submission of Assignment and Composition books (Std I/II).
- 2) NELTAS Exam Grand Finale.
- 3) MPSP Exam.
- 4) Celebration of National Science Day, Marathi Rajbhasha Day & Shiv Jayanti.
- 5) Annual Prize Distribution.

March:

- 1) Submission of Assignment and Composition books (Std III/IV).
- 2) Submission of Second Semester Exam Papers and conducting Oral/Practical Exam.
- 3) PTA/SMC Meeting.
- 4) Celebration of Holi.

April:

- 1) Second Semester Examination.
- 2) Result Preparation/ Result Declaration.
- 3) Syllabus preparation of next academic year.

EXAM PLANNING 2023-24

I Class Test	:	2 nd Week of August.
I Semester Exam	:	4 th Week of October.
II Class Test	:	3 rd Week of January.
II Semester Exam	:	Last Week of March.

Note : The Headmistress has the right to make changes in the above mentioned planning.