

2020

Principal's Planner

1. Board Exam and Session Ending Examination for all classes
2. Printing of Student's diaries and Teacher's 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 Submission

13. Provide teacher's diary, time table, attendance registers, receipt books to teachers for next session on 31st March
14. Closing account for the financial year
15. Distribution of APAR pro-forma
16. Preparation of panel for contractual appointment
17. Annual Income Tax Return
18. Planning summer adventure activities
19. Submit GPF/CPF etc., Broad Sheet and EWS Accounts.
20. Physical verification of stock
21. Monthly enrolment and ICT report
22. Addition of new admissions in UBI (class 1)
23. Class one admission

March

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10th Holi

