

DELHI PUBLIC SCHOOL NAGBANI, Jammu – (West)

Academic Calendar

2020-21

	APRIL 2020	DATE
Scholastic – Academics	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
Co Scholastic / Cultural Activities/ Events	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
	HOUSE MEETING	
	Parents Orientation program (New admission in all the classes)	
	SPORT:	
	I. Callisthenic exercise spot jumping with hand movement (Pre-Nur – II)	
II. Athletic event (III – V)		
III. Cricket & Athletic event (VI – X)		
Administrative/ Managerial	Agreements to be signed of the renewed Annual contracts	
	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
	Finance/ Accounts	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		
DPS Events	TEACHERS TRAINING PROGRAM	
	Early Child Education Batch (X1X Phase – 1) Pre Primary	

	May 2020	DATE
Scholastic – Academics	Teacher’s Workshop: I) Using ICT 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
Co Scholastic / Cultural Activities/ Events	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
Administrative/ Managerial	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.	
	HOLIDAYS	
	Saturdays: 02, 09, 16, 23, 30	
	Sundays: 03, 10, 17, 24, 31	
	Budh Purnima	07.05.20
	Eid-UI-Fitr	25.05.20
Finance/ Accounts	Internal Audit	
	Salary finalization & Distribution	
	Follow up of Fee defaulters	
DPS Events	Teachers Training Program	
	Professional Development in education Management/BP/HM	
	Workshop on early child hood by the teacher trainee	

	June 2020	DATE
Scholastic – Academics	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	
Administrative/ Managerial	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	
	HOLIDAYS	
	Saturdays: 06, 13, 20, 27	
	Sundays: 07, 14, 21, 28	
	Id-UI-Fitr	
Finance/ Accounts	Salary Finalization & Distribution	
	Preparation of Books of Accounts for Statuary Audit	
DPS Events	Teachers Training Programme:	
	Workshop from Class Pre-Nur to II	
	Workshop on Institutional planning	

	July 2020	DATE
Scholastic – Academics	School reopens for the staff	18.07.20
	Staff & Faculty Meeting	18.07.20
	School reopens for all the classes	20.07.20
Co Scholastic / Cultural Activities/ Events	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:- i) Bowling and Frog jumping Pre-Nur – II ii) Dodge and Throw ball, III – V iii) Chess (Inter-House) VI-VIII	
	Raksha Bandhan	29.07.20
Administrative/ Managerial	Food and Water Testing	
	Orientation Programs	
	Mock Drill of Building Evaluations	
	HOLIDAYS	
	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
Finance/ Accounts	Statuary Audit	
	Finalization of Quarterly Returns	
	Teachers Training Programme	
DPS Events	Early Childhood Education Batch XVIII (Phase 3) – Assessment/ Pre – Primary	
	Social Science: Teaching Learning of Geography VI – X	

	August - 2020	DATE
Scholastic – Academics	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	

Co Scholastic / Cultural Activities/ Events	Special Assemblies to be organized on some of the following days:	
	Celebration of Independence Week till 15 th August	10.08.20
	International Youth Day	12.08.20
	Janam Ashtami	11.08.20
	Independence Day	14.08.17
	National Sports Day	
	SPORT: i) Dodge and Throw Ball (III-V) ii) Taekwondo (VI-X)	
Administrative/ Managerial	Planning and implementation of Schedule of Teachers Day celebration etc.	
	Medical check – up of students	
	HOLIDAYS	
	Saturdays – 01, 08, 15, 20, 29	
	Sundays – 02, 09, 16, 23, 30	
	Eid-Ul-Azha	01.08.20
	Raksha Bandhan	03.08.20
	Janam Ashthami	12.08.20
	Independence Day	15.08.20
Finance/ Accounts	Follow up of Fee Defaulters	
	Salry Finalization & Distribution	
DPS Events	On Line Submission of Teachers Data 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	

	SEPTEMBER - 2020	DATE
Scholastic – Academics	Revision Classes after Syllabus completion	
	Discussion of Performance of Students in Exams with Principal	
	Examination Schedule (Pre-Nur to X)	18.09.20
Co Scholastic / Cultural Activities/ Events	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)		
Administrative/ Managerial	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	

	HOLIDAYS	
	Saturdays – 05, 12, 19, 26	
	Sundays – 06, 13, 20, 27	
	Maharaja Hari Singh Ji Birth Anniversary	23.09.20
	Ashoora	29.09.20
Finance/ Accounts	Follow up of fee Defaulters	
	Salary Finalization & Distribution	
DPS Events	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	

	OCTOBER - 2020	DATE
Scholastic – Academics	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 - 26.10.20
Co Scholastic / Cultural Activities/ Events	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)		
Administrative/ Managerial	Food & Water testing	
	Supervising & Follow up of traffic rules among students & staff members	
	PTM: Classes Pre Nur – X	09.10.20 – 10.10.20
	Random checking of cleanliness of different blocks of school building	
	HOLIDAYS	
	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
Finance/ Accounts	Fee collection of third Qtr of the Session 2020-21	
	Salary Finalization & Distribution	
DPS Events	Teacher Training Programme	
	Academic Enrichment Camp for Mathematics (Students) (Zonal) V-VIII	
	Innovative Practices in Mathematics (Zonal)VI-X	

	NOVEMBER 2020	DATE
Scholastic – Academics	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 - 16.11.20
	Faculty Meeting of Sports, Music & Dance, Arts	30.11.20
Co Scholastic / Cultural Activities/ Events	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: i) Annual Athletic Meet (Pre- Nur – II) ii) Athletic Meet (III-V) iii) Athletic Meet (VI – X)	
Administrative/ Managerial	Food & water testing	
	HOLIDAYS	
	Saturdays: 07, 14, 21, 28	
	Sundays: 01, 08, 15, 22, 29	
	Diwali	14.11.20
	Guru Nanak Jayanti	30.11.20
Finance/ Accounts	Follow up of Fee Defaulters	
	Salary Finalization & Distribution	
DPS Events	Early Childhood Education – Convention (Mega Event) / In charges	

	DECEMBER 2020	DATE
Scholastic – Academics	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 - 14.01.21
Co Scholastic / Cultural	Special Assembly on Christmas (Junior & Primary Wing)	
	Local excursion trips class wise	

Activities/ Events	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
Administrative/ Managerial	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: 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	
	HOLIDAYS	
	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	
Finance/ Accounts	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	
DPS Events	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)	

	JANUARY 2021	DATE
Scholastic –	School reopens for the staff	12.01.21

Academics	School reopens for all the classes	14.01.21
	Project Presentation of Hindi & EVS	
	Finalization of BOOK LIST for the Next Session (2020-21) along with required stationary	
	Schedule for Pre Board – II class X	18.01.21
Co Scholastic / Cultural Activities/ Events	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	
	SPORT:	
	Tug of War (III-V)	
	Kho-Kho, Basket Ball(VI-VIII)	
	PTM for X Pre Board-I	23.10.21
	Administrative/ Managerial	Compilation of Physical Verification Reports
Collection of Next Session Budget Estimation from all Department: <ul style="list-style-type: none"> • Science, Comp. Sc, Maths, Transport, House Keeping, Horticulture • Security Library-with clear Demarcation of consumable and non-consumable heads 		
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		
HOLIDAYS		
Saturdays- 02, 09, 16, 23, 30		
Sundays- 03, 10, 17, 24, 31		
Lohri		13.01.21
Republic Day		26.01.21
Finance/ Accounts		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	
DPS Events	Teachers Training Programme	
	Evaluation for Improving Pupil Performance (Group 65) I-VIII	

	FEBRUARY 2018	DATE
Scholastic – Academics	Revision for classes(I - IX)	
	PTM for Pre Board-II	06.02.21
Co Scholastic / Cultural Activities/ Events	National Science Day	28.02.18
	SPORT:	
	Track & Field (II-V) Inter-House	
	Library & Reading Habits: <ul style="list-style-type: none"> • Write about your favorite character – Class III • Write about the incident that you liked in story – class IV • Making book cover in class V • Making of Book – Mark in class VI • Comic Book making in group – Class VII & VIII • Latest Books/ New arrivals are displayed • All racks are accessible • Books issued for 7 days at a time 	
Administrative/ Managerial	Infrastructure planning for conduction of Final Examination	
	Health check – Up of students	
	Holidays	
	Saturdays- 06, 13, 20, 27	
	Sundays: 07, 14, 21, 28	
	Guru Ravidas Jayanti	27.02.21
Finance/ Accounts	Salary Finalization & Distribution	
	Follow up of Fee Defaulters	
DPS Events	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	

	MARCH - 2021	DATE
Scholastic – Academics	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
Co Scholastic / Cultural Activities/ Events	Special Assemblies to be organized on some of the following Days:	
	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
	Annual Function (Nursery – X)	
	Tours & Travels – Excursion Trips for the next session	
Administrative/ Managerial	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	
Finance/ Accounts	Salary Finalization & Distribution	
	Follow up of Fee Defaulters	
DPS Events	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	