



THEME OF THE MONTH: ISSAC NEWTON
VALUE OF THE MONTH: BEING COMPASSIONATE

April 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1-NTWD-1	1-H-2	1-ID-3	4
Arrangement for safe drinking water and sanitization & Check Medical Supplies in School	Attendance Record to be Submitted in School Office daily	Submission of Sly. Break up, LPs with the School (Month April and May), Teachers to Prepare 1 st Special Assembly for Students	Staff Meeting &, Classroom setting, welcome letter, New session begins, TT, Checking of Medical Supplies, Tran. Rou.	GOOD FRIDAY	Investiture ceremony Welcome Party Investiture ceremony, Orientation PTM, MSG-4 & 5	
2-ID-5	3-ID-6	4-ID-7	5-ID-8	6-ID-9	7-ID-10	11
PYM along with Home study plan, Visitor Register check, Inspection of Teachers Diary, Regular Classes Starts	Handwriting improvement Plan Special Assembly: TOTM, SBU	Student Personal File Preparation Starts, Special Assembly- Shakespeare & William wordsworth Birthday Celebration & World Health Day	Height and Weight Measurement NC- II, Activity: Table Manners	Height and Weight Measurement III-VIII, MSG-13 & 15	HAC, LAP, LBI, Distribution of Salary, Principal Meeting	
8-ID-12	9-ID-13	2-H-14	10-ID-15	11-ID-16	12-ID-17	18
Students Personal File Records Complete, Visitor Register check, Inspection of Teachers Diary	Speech by Senior Students on Baisakhi in Assembly, Activity: Colour your imagination NC-II & Best out of Waste Card making - III-VIII, Spl. Assm. - Baisakhi	DR. B.R. AMBEDKAR JAYANTI & Baisakhi	Safety Drill, MSG-22		HAC, LAP, LBI, Principal Meeting	
13-ID-19	14-ID-20	3-H-21	15-ID-22	16-ID-23	17-ID-24	H-25
Visitor Register check, Inspection of Teachers Diary		RAM NAVMI	Special Assembly: VOTM & Earth Day, Activity: English Poem Recitation (NC-II) & Eng. Story Telling Comp. - III-VIII	Summer HW to prepared, MA	HAC, LAP, LBI, Principal Meeting, MA	MAHAVIR JAYANTI
18-ID-26	19-ID-27	20-ID-28	21-ID-29	22-ID-30		
Visitor Register check, Inspection of Teachers Diary, Student wise Growth Report Submission by CTs, MA	PYM for April to be Collected and Reviewed, MA	SCRS, MSG-3, Submission of Notes, MA	Summer HW to be reviewed, Letter to Parents Mother's Day Submission, MA	Height and Weight Graph to be shared with Parents, Staff Meeting, School Syllabus report, Inspection of School, MA		ID-22 H- 3 NTDW- 1 SUNDAY- 4

ABBREVIATION

ID- Instructional Day

SCRS- Sunshine Call Record Submission

TE- Term Exams

MSG- Message to Parents for Next Activity

H- Holiday

SBU- Soft Board Update

LAST DAY OF THE MONTH- MFC Updating of Class Display Boards

NTWD- Non-Teaching Working Day

MA- Monthly Assessment

PA- Periodic Assessment

PYM- Plan Your Month

TOTM- Theme of The Month

VOTM- Value of The Month

HAC-High Achiever Challenges

LAP-Low Achiever Plan

LBI- Library Book Issue



THEME OF THE MONTH: ALBERT EINSTEIN
VALUE OF THE MONTH: RESPONSIBILITY: RIGHTS AND DUTIES

May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1-ID-1	2
Attendance Record to be Submitted in School Office daily					PYM, along with Home study plan, Summer HW given for Print, Submission of LP (Jul & Aug), Principal Meeting	
2-ID-3	3-ID-4	4-ID-5	5-ID-6	6-ID-7	7-ID-8	9
Visitor Register check, Inspection of Teachers Diary, Summer Camp Plan, MSG-8	Handwriting improvement Plan Special Assembly: TOTM, SBU	Consent for Summer Camp from Parents	Height and Weight Measurement NC- II	Height and Weight Measurement III-VIII	HAC, LAP, LBI, Principal Meeting, Spl. Assm.- Mother's Day, Act: NC-II- card making, II-VIII- Photo Frame making	Mother's Day, Letter to Parent (Mother's Day)
8-ID-10	9-ID-11	10-ID-12	11-ID-13	1-H-14	12-ID-15	16
Visitor Register check, Inspection of Teachers Diary	MSG-15	Distribution of Salary	Summer Camp Plan & Summer HW Final & MSG 20	ID-UL-FITR	HAC, LAP, LBI, safety Drill, Principal Meeting	
13-ID-17	14-ID-18	15-ID-19	16-ID-20	17-ID-21	18-ID-22	23
Visitor Register check, Inspection of Teachers Diary	Question Paper submission for PA-1		Special Assembly: VOTM, MA, Act: Essay Writing - III- VIII & Poem Writing- NC-II	MSG-29(PTM) & 28, MA	HAC, LAP, LBI, Principal Meeting, MA	
19-ID-24	20-ID-25	2-H-26	21-ID-27	22-ID-28	1-NTWD-29	30
Visitor Register check, Inspection of Teachers Diary, MA	SCRS, MA	BUDH PURNIMA	PYM to be collected and reviewed, MA	HAC, LAP, LBI, PA-1 Q.P Final, Submission of Notes, Activity- Extempore NC-VIII	PTM-1, Book Fair in School, Principal Meeting	
23-ID-31						
Visitor Register check, Inspection of Teachers Diary, Height and Weight Graph to be shared with Parents, Staff Meeting,	School Syllabus report, Inspection of School, Distribution of Summer HW on 31/05/2021					ID-23 NTWD-1 H- 2 S- 5

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THEME OF THE MONTH: JAGDISH CHANDRA BOSE
VALUE OF THE MONTH: TEAM WORK

June 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1-NTWD-1	2-NTWD-2	3-NTWD-3	4-NTWD-4	5-NTWD-5	
Attendance Record to be Submitted in School Office daily	PYM Submission of LP (Sept & Oct.), Launch of Summer Camp.	Summer Camp., Stock Checking and Verification	Summer Camp., School Accounts Review, Library Record Check	Summer Camp.	Summer Camp., Letter to Parent (World Env. Day + Ocean Day)	
6-NTWD-7	7-NTWD-8	8-NTWD-9	9-NTWD-10	11	12	13
Summer Camp.	Summer Camp.	Summer Camp.	Summer Camp., Presentation Ceremony, Distribution of Salary	Principal Meeting, Summer Camp Review		
14	15	16	17	18	19	20
21	22	23	24	25	26	27
Letter to Parent (World Yoga day)						
28	29	30				
Staff Meeting, MSG-10, Letter to parents Population Day Submission, Evaluation of Notes for PA-1	Planning of welcoming of Students	Planning of classes after Summer Break				NTWD-9 S- 4

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THEME OF THE MONTH: NIKOLA TESLA
VALUE OF THE MONTH: HONESTY AND INTEGRITY

July 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1-ID-1	2-ID-2	3-ID-3	4
Attendance Record to be Submitted in School Office daily			School Reopens after Summer Break, HHW Submission, PYM Submission of LP (Nov. & Dec.), Tran. Rou. MSG-6 & 10	Handwriting improvement Plan, SBU, Recall and Review of Syllabus of Apr. & May, PA-1 Q.P Print	HAC, LAP, LBI, Uniform Review for Winter, Check Medical Supplies in School, Principal Meeting, Distribution of Notes & Admit card issue	
4-ID-5	5-ID-6	6-ID-7	7-ID-8	8-ID-9	9-ID-10	11
Visitor Register check, Inspection of Teachers Diary, PA-1 (I-VIII) starts, MSG 15 & 16	Special Assembly: TOTM	PA-1 (I-VIII)	Height and Weight Measurement NC- II	Height and Weight Measurement III-VIII, PA-1 (I-VIII)	HAC, LAP, LBI, Distribution of Salary, Principal Meeting, Spl. Assm.- World Population day	Letter to Parent (World Population day)
10-ID-12	11-ID-13	12-ID-14	13-ID-15	1-NTWD-16	14-ID-17	18
Visitor Register check, Inspection of Teachers Diary, PA-1 (I-VIII), MSG-22		PA-1 (I-VIII)	Uniform Review for Winter, Safety Drill	Harela Celebration Plantation & Elocution (Green Earth Clean Earth) NC-II- Tree Plantation	HAC, LAP, LBI, PA-1 (I-VIII), Principal Meeting	
15-ID-19	16-ID-20	1-H-21	17-ID-22	18-ID-23	19-ID-24	25
Visitor Register check, Inspection of Teachers Diary, PA-1 (I-VIII) ends	MSG-31(PTM)	EID AL-ADHA	Special Assembly: VOTM Act: Quiz comp: I-VIII Story Telling- NC-UKG	Result Submission PA-1	HAC, LAP, LBI, Principal Meeting	
20-ID-26	21-ID-27	22-ID-28	23-ID-29	24-ID-30	2-NTWD- 31	
Visitor Register check, Inspection of Teachers Diary	MSG-3	PYM to be collected and reviewed, SCRS	HAC, LAP, LBI, Submission of Notes	Height and Weight+ Student Growth Analysis Graph to be shared with Parents, Staff Meeting, PA-1 Result Review, School Syllabus report, Inspection of School	PTM- 2, Principal Meeting	ID-24 H-1 NTWD-2 S-4

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THEME OF THE MONTH: VIKRAM SARABHAI
VALUE OF THE MONTH: COURTESY

August 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
Attendance Record to be Submitted in School Office daily						
1-ID-2	2-ID-3	3-ID-4	4-ID-5	5-ID-6	6-ID-7	8
PYM, Visitor Register check, Inspection of Teachers Diary Submission of LP (Jan. & Feb.) MSG-15 & 16	Handwriting improvement Plan Special Assembly: TOTM, SBU, Performance and Speech, MSG-13	MSG-15, Letter to parents- ID Submission	Height and Weight Measurement NC- II	Height and Weight Measurement III-VIII	HAC, LAP, LBI, Principal Meeting	
7-ID-9	8-ID-10	9-ID-11	10-ID-12	11-ID-13	12-ID-14	NTWD-15
Visitor Register check, Inspection of Teachers Diary, Ind.D Practice	Ind.D Practice, Distribution of Salary, Distribution of Notes NC-UKG & Admit Card issue	MSG-21, Ind.D Practice	MSG-28, ID Practice	Ind.D Practice, Safety Drill	HAC, LAP, LBI, Ind.D Mock practice, Principal Meeting, MSG-21 & 26	Independence Day (Celebration), Letter to Parent
13-ID-16	14-ID-17	15-ID-18	1-H-19	16-ID-20	17-ID-21	H-22
Visitor Register check, Inspection of Teachers Diary, TERM -1 (NC-UKG)	MSG-26, TERM -1 (NC-UKG)	TERM -1 (NC-UKG)	MUHARRAM	TERM -1 (NC-UKG), SEA	HAC, LAP, LBI, MSG-2, Spl. Assm- Rakhi, Activity: rakhi Making- NC-VIII, TERM -1 (NC-UKG), Principal Meeting, SEA	RAKSHA BANDHAN
18-ID-23	19-ID-24	20-ID-25	21-ID-26	22-ID-27	23-ID-28	29
Visitor Register check, Inspection of Teachers Diary, MSG-28, SEA	SEA	PYM to be collected and reviewed, SCRS, MSG -2, Compilation and Tabulation of Marks- NC-UKG, SEA	Special Assembly: VOTM, Activity: Twist and Turn Origami- NC-II, Chinese Whispers- III-VIII, SEA	MSG-5&11, letter to Parents Teachers Day Submission, Submission of Notes & Submission of Report Cards NC-UKG	HAC, LAP, LBI, Height and Weight Graph+ Student Growth Analysis to be shared with Parents, Janamashtmi Celebration, Principal Meeting, Spl. Assm.- Janamashtmi & National Sports Day	
2-H-30	24-ID-31					
JANAMASHTMI	Visitor Register check, Inspection of Teachers Diary, SBU, Staff Meeting, School Syllabus report, Inspection of School					ID-24 S-3 NTWD-1 H-3

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THEME OF THE MONTH: HOMI JAHANGIR BHABHA
VALUE OF THE MONTH: GOOD BEHAVIOUR IN HUMAN INTERACTION

September 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1-ID-1	2-ID-2	3-ID-3	4-ID-4	1-NTDW-5
Attendance Record to be Submitted in School Office daily		PYM Submission of LP March, Revision, Letter to parents IDP- Submission	Handwriting improvement Plan Special Assembly: TOTM, SBU, Revision, Act: Hindi Poem Recitation- NC-II, Hasya Kavi Pratiyogita- III- VIII	Height and Weight Measurement NC- II, Revision, Notes Review	Height and Weight Measurement III-VIII, HAC, LAP, LBI, Revision, Principal Meeting, PTM -3 (NC- UKG)	Teachers Day Celebration, Letter to Parent
5-ID-6	6-ID-7	7-ID-8	8-ID-9	9-ID-10	10-ID-11	12
Visitor Register check, Inspection of Teachers Diary, Revision	Revision, Distribution of Notes and Admit Card Issue	Revision, MSG-16	Revision	Revision, TT for Winters Submission, Distribution of Salary	HAC, LAP, LBI, HYE-1 (I-VIII), Principal Meeting	
11-ID-13	2-NTDW-14	12-ID-15	3-NTWD-16	4-NTWD-17	13-ID-18	19
Visitor Register check, Inspection of Teachers Diary, HYE-2 (I-VIII) & correction, Spl. Assm.- Hindi Diwas Speech	MSG-22 & 24, Break & correction	HYE-3 (I-VIII) & correction	Break & correction, Activity: NC-UKG-Story Making Activity	Break & correction	HAC, LAP, LBI, HYE-4 (I-VIII), Principal Meeting, MSG- 24	
14-ID-20	5-NTWD-21	15-ID-22	6-NTWD-23	16-ID-24	17-ID-25	26
Visitor Register check, Inspection of Teachers Diary, HYE-5 (I-VIII) & correction	Break, Letter to Parents (Int. Day of peace) & correction	Special Assembly: VOTM, HYE-6 (I-VIII), correction	Break, MSG-2 & 4, Letter to parents (Gandhi Jayanti Submission), correction	PYM to be collected and reviewed, HYE-7 (I-VIII), Safety Drill, correction	HAC, LAP, LBI, SCRS, MSG-5, Principal Meeting	
18-ID-27	19-ID-28	20-ID-29	21-ID-30			
Visitor Register check, Inspection of Teachers Diary, Result Submission HYE	Preparation of Report Cards	Preparation of Report Cards, Submission of Notes	Height and Weight Graph to be shared with Parents, Staff meeting, Preparation of Report Cards, School Syllabus report, Inspection of School			ID-21 NTWD-6 S-3

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THEME OF THE MONTH: DR. A.P.J. ABDUL KALAM
VALUE OF THE MONTH: DISCIPLINE

October 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1-ID-1	1-NTWD-2	3
Attendance Record to be Submitted in School Office daily	ID-22 NTWD-1 S-5 H-3			PYM, Submission of Report Cards, HYE Result Review, Check Medical Supplies in School, LBI, MSG-5,7 &	GANDHI JAYANTI (Celebration), Principal Meeting, Letter to parents	
2-ID-4	3-ID-5	4-ID-6	5-ID-7	6-ID-8	7-ID-9	10
Visitor Register check, Inspection of Teachers Diary, PTM-3 HYE Result Distribution, Student Growth Analysis graph to be shared with parents	Handwriting improvement Plan Special Assembly: TOTM, SBU, Letter to Parents World Food Day submission		Height and Weight Measurement NC- II, Act: Stick Puppets- NC-II, Paper bag making- III-VIII	Height and Weight Measurement III-VIII, MSG- 12 & 14	HAC, LAP, LBI, Distribution of Salary, Principal Meeting, Spl. Assm. International Day of Girl Child	Day of International Girl Child
8-ID-11	9-ID-12	10-ID-13	11-ID-14	1-H-15	12-ID-16	17
Visitor Register check, Inspection of Teachers Diary	MSG-16 & 21, Act: Essay Writing III-VIII & Poem Writing- NC-II		Safety Drill, Spl Assm. Navratri & Dussehra	DUSSHERA	HAC, LAP, LBI, Principal Meeting, Letter to Parents (World Food Day) + Spl Assm. On👇	
13-ID-18	2-H-19	3-H-20	14-ID-21	15-ID-22	16-ID-23	24
Visitor Register check, Inspection of Teachers Diary, MSG- 27 & 30	EID-AL-MILAD	MAHARISHI VALMIKI JAYANTI	Special Assembly: VOTM Activity: Tell a tale- NC-II, Declamation- III-VIII, MA	PYM to be collected and reviewed, MA	HAC, LAP, LBI, Principal Meeting, MA	
17-ID-25	18-ID-26	19-ID-27	20-ID-28	21-ID-29	22-ID-30	31
Visitor Register check, Inspection of Teachers Diary, MA	SCRS, MA	Activity: Little Master Chef- NC-VIII, MA	MSG-1,2 & 3(DIWALI), Letter to Parents Diwali Submission	Height and Weight Graph to be shared with Parents, Submission of Notes	HAC, LAP, LBI, Staff meeting, School Syllabus report, Inspection of School, Principal Meeting, Activity: Halloween Party- NC-VIII	Halloween

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THEME OF THE MONTH: CHANDRASEKHARA VENKATA RAMAN
VALUE OF THE MONTH: CONFLICT RESOLUTION

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1-ID-1	2-ID-2	1-H-3	2-H-4	3-H-5	4-H-6	7
Handwriting improvement Plan, MSG-9, 13, 15 & 16, SBU, Activity: Diya/Candle Decoration	Letter to parents - Diwali, Spl. Assm. Diwali, UK Foundation Day	DIWALI BREAK	DIWALI	GOVERDHAN PUJA	DIWALI BREAK	Uttarakhand Foundation Day
3-ID-8	4-ID-9	5-ID-10	6-ID-11	7-ID-12	8-ID-13	14
Visitor Register check, Inspection of Teachers Diary	Special Assembly: TOTM, Distribution of Notes and Admit Card Issue NC-UKG	W. HH Formulation Starts, Distribution of Salary	Height and Weight Measurement NC- II	Height and Weight Measurement III-VIII	HAC, LAP, LBI, Principal Meeting	CHILDRENS' DAY, (Celebration)
9-ID-15	10-ID-16	11-ID-17	12-ID-18	5-H-19	13-ID-20	21
Visitor Register check, Inspection of Teachers Diary, Safety Drill	MSG-23, 25 & 26, TERM -2 (NC-UKG)	TERM -2 (NC-UKG)	TERM -2 (NC-UKG)	GURU NANAK JAYANTI	HAC, LAP, LBI, TERM - 2 (NC-UKG), Principal Meeting	
14-ID-22	15-ID-23	16-ID-24	17-ID-25	18-ID-26	19-ID-27	28
Visitor Register check, Inspection of Teachers Diary, TERM -2 (NC-UKG), MA	MSG-3 & 4, Activity- Jungle Party NC-II, Field Trip- III-VIII, MA	MA, Activity- Quiz- III-VIII & Story Telling NC-II	Special Assembly: VOTM, SCRS, Submission of Marks & Notes, MA	PYM to be collected and reviewed, Report Card Preparation, Field Trip- Visit to a Religious Place- NC-VIII, MA	HAC, LAP, LBI, Report Card Preparation NC-UKG, MSG-7, Principal Meeting, MA	
20-ID-29	21-ID-30					
Visitor Register check, Inspection of Teachers Diary, Report Card Printing	Height and Weight+ Student Growth Analysis Graph to be shared with Parents, Staff meeting, School Syllabus report, Inspection of School	Attendance Record to be Submitted in School Office daily	Arrangement for safe drinking water and sanitization			ID-21 H-5 S-4

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THEME OF THE MONTH: JOSEPH JOHN THOMSON
VALUE OF THE MONTH: RESPECT

December 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1-ID-1	2-ID-2	3-ID-3	4-ID-4	5
Attendance Record to be Submitted in School Office daily		School Accounts Review, Letter to Parents -Human Rights Day Submission		Handwriting improvement Plan Special Assembly: TOTM, SBU, MSG- 8, 9 & 14	HAC, LAP, LBI, PTM-4, Principal Meeting, Distribution of Notes and Admit Card issue PA-2	
5-ID-6	6-ID-7	7-ID-8	8-ID-9	9-ID-10	10-ID-11	12
Visitor Register check, Inspection of Teachers Diary	PA-2 Starts, Spl. Assm.- Indian Armed Forces Day	Winter HH Submission	Height and Weight Measurement NC- II, PA-2, Activity: Show and tell- NC-II, Debate- III-VIII,	Height and Weight Measurement III-VIII, Debate- III-VIII, Act: Show and tell- NC-II	HAC, LAP, LBI, PA-2, Distribution of Salary, Principal Meeting, Letter to Parents - Human Rights Day	
11-ID-13	12-ID-14	13-ID-15	14-ID-16	15-ID-17	16-ID-18	19
Visitor Register check, Inspection of Teachers Diary, PA-2	MSG-22,24 & 31, Safety Drill	PA-2	Book Sampling for New Session Starts	PA-2	HAC, LAP, LBI, Principal Meeting	
17-ID-20	18-ID-21	19-ID-22	20-ID-23	21-ID-24	1-H-25	26
Visitor Register check, Inspection of Teachers Diary, PA-2	School Diary and Calendar Preparation for New Session Begins	Submission of Marks PA-2, Spl. Assm- Ramanujan Day & VOTM	SCRS	PYM to be collected and reviewed, Letter to Parents HNY- Submission, Act: Fun with Shapes-NC-II & Maths Rangoli making- III-VIII	CHRISTMAS	
22-ID-27	23-ID-28	24-ID-29	25-ID-30	26-ID-31		
Visitor Register check, Inspection of Teachers Diary	W. HH Printing complete	PA-2 Result Review, Staff meeting & Admission Drive Initiates, School Syllabus report, Inspection of School	Height and Weight Graph to be shared with Parents, Letter to parents- national Youth Day & Notes submission	PTM-5, W. HH distribution, Student Growth Analysis Graph to be shared with Parents		ID-26 H-1 S-4

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THEME OF THE MONTH: STEPHEN HAWKING
VALUE OF THE MONTH: ACCEPTANCE FOR OTHERS

January 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1-H-1	2
Attendance Record to be Submitted in School Office daily					Winter Vacation Starts, MSG-14 & 15, Principal Meeting, Letter to Parents- HNY	
2-H-3	3-H-4	4-H-5	5-H-6	6-H-7	7-H-8	9
Winter Vacation AE-Q/P Prep starts,	Winter Vacation	Winter Vacation	Winter Vacation	Winter Vacation	Winter Vacation	
1-ID-10	2-ID-11	3-ID-12	4-ID-13	5-ID-14	6-ID-15	16
School Resumes after W.V., HHW Submission, SBU, Visitor Register check, Inspection of Teachers Diary, Distribution of Salary, MSG- 18	Height and Weight Measurement, Handwriting improvement Plan NC- II, HAC, LAP, LBI, Library Record Check	Height and Weight Measurement III-VIII, Check Medical Supplies in School, Letter to parents-national Youth Day Spl. Assm.	LOHRI, Book Sampling for Next Session Complete, Uniform Review for summers, letter to Parents 26 th January Submission, MSG-22	Makar Sakranti, School Diary and Calendar Preparation for New Session Complete, Safety Drill	HAC, LAP, LBI, AE Q/P Final Submission, Special Assembly: TOTM, Principal Meeting, Activity: Charitra Abhinay (Soliloquy)- NC-VIII	
7-ID-17	8-ID-18	9-ID-19	10-ID-20	11-ID-21	12-ID-22	23
Visitor Register check, Inspection of Teachers Diary,	MSG-28, Field Trip-V-VIII- Fire Station	26 th Jan Rehearsal	26 th Jan Rehearsal, Letter to Parents World Cancer Day- submission	26 th Jan Rehearsal	HAC, LAP, LBI, MSG-2, 26 th Jan Rehearsal, Principal Meeting, Spl. Assm. Netaji Subhash Chandra Bose	Netaji Subhash Chandra Bose Jayanti
13-ID-24	14-ID-25	1-NTWD-26	15-ID-27	16-ID-28	17-ID-29	30
Visitor Register check, Inspection of Teachers Diary, 26 th Jan Rehearsal, MA	SCRS, 26 th Jan Mock Practice, Full dress Rehearsal, MA	REPUBLIC DAY Celebration, letter to Parents 26 th January	PYM to be collected and reviewed, MA	Special Assembly: VOTM, Final Submission of Notes, MA	HAC, LAP, LBI, Height and Weight Graph to be shared with Parents, Principal Meeting, MA	
18-ID-31						
Visitor Register check, Inspection of Teachers Diary, Staff meeting, School Syllabus report (Sly. Complete for entire School), Inspection of School, MA						ID-18 NTWD- 1 H-7 S-5

ABBREVIATION

ID- Instructional Day
 SCRS- Sunshine Call Record Submission
 TE- Term Exams
 MSG- Message to Parents for Next Activity

H- Holiday
 SBU- Soft Board Update
 LAST DAY OF THE MONTH- MFC Updating of Class Display Boards
 NTWD- Non-Teaching Working Day

MA- Monthly Assessment
 PA- Periodic Assessment
 PYM- Plan Your Month
 TOTM- Theme of The Month
 VOTM- Value of The Month
 HAC-High Achiever Challenges
 LAP-Low Achiever Plan
 LBI- Library Book Issue



THEME OF THE MONTH: GALILEO GALILEI
VALUE OF THE MONTH: FRIENDSHIP

February 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1-ID-1	2-ID-2	3-ID-3	4-ID-4	5-ID-5	6
Attendance Record to be Submitted in School Office daily		Handwriting improvement Plan Special Assembly: TOTM, SBU	Height and Weight Measurement NC- II, MSG- 8, 11 & 15	Height and Weight Measurement III-VIII, Letter to Parents (World Cancer Day)	BASANT PANCHMI (Celebration) HAC, LAP, LBI, Principal Meeting	
6-ID-7	7-ID-8	8-ID-9	9-ID-10	10-ID-11	11-ID-12	13
Visitor Register check, Inspection of Teachers Diary, MSG 15	Review of Notes for Final term, Activity: Poetry writing Hindi- NC-II & English- III-VIII	Preparation of Sly. Breakup and LPs for upcoming session	Distribution of Salary, Preparation of Sly. Breakup and LPs for upcoming session	Preparation of Sly. Breakup and LPs for upcoming session, Activity: Yellow Day celebration & Puppet Show - NC-II	HAC, LAP, LBI, Principal Meeting	
12-ID-14	13-ID-15	14-ID-16	15-ID-17	16-ID-18	17-ID-19	20
Visitor Register check, Inspection of Teachers Diary, MSG-22	MSG-24 & 26, Safety Drill	Submission of LPs for April 2022	Sports Day-1	Sports Day-2	HAC, LAP, LBI, Principal Meeting, Sports Day-3 (Final), SEA	
18-ID-21	19-ID-22	20-ID-23	21-ID-24	22-ID-25	23-ID-26	27
Visitor Register check, Inspection of Teachers Diary, SEA	Field Trip-1-III- Post Office & IV- VIII- Police Station, SEA	SCRS, SEA	Special Assembly: VOTM, MSG-5, Letter to Parents Women's day- Submission, SEA	PYM to be collected and reviewed, SEA	HAC, LAP, LBI, Height and Weight Graph to be shared with Parents, Principal Meeting, Spl. Assm. National Science Day & Act: Project Exhibition- I-VIII	National Science Day
24-ID-28						
Visitor Register check, Inspection of Teachers Diary, Staff meeting, School Syllabus report, Inspection of School						ID-24 S-4

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LAST DAY OF THE MONTH- MFC Updating of Class Display Boards

NTWD- Non-Teaching Working Day

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VOTM- Value of The Month

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LAP-Low Achiever Plan



THEME OF THE MONTH: ALEXANDER GRAHAM BELL
VALUE OF THE MONTH: STRIVE FOR A BETTER LIFE

March 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1-H-1	1-ID-2	2-ID-3	3-ID-4	4-ID-5	6
Attendance Record to be Submitted in School Office daily	MAHASHIVRATRI	MSG-8	Handwriting improvement Plan Special Assembly: TOTM, SBU, Preparation of Admit Card and Notes for Final Distribution	Height and Weight Measurement NC- II, MSG-8 & 12	Height and Weight Measurement III-VIII, PTM-6 (Before AE), Distribution of Notes and Admit card Principal Meeting	
5-ID-7	6-ID-8	7-ID-9	8-ID-10	9-ID-11	10-ID-12	13
Visitor Register check, Inspection of Teachers Diary	Special Assembly: VOTM, Letter to Parents (Women's day)		Distribution of Salary		Annual Exam Starts AE-1, Principal Meeting	
11-ID-14	1-NTWD-15	12-ID-16	2-H-17	3-H-18	13-ID-19	20
Visitor Register check, Inspection of Teachers Diary, AE-2, correction	Break & Correction	AE-3, MSG-28	HOLI	HOLI	AE-4, Principal Meeting, correction	
14-ID-21	2-NTWD-22	16-ID-23	3-NTWD-24	4-NTWD-25	5-NTWD-26	27
Visitor Register check, Inspection of Teachers Diary, AE-5, correction	Break & Correction	AE-6	PYM to be collected and reviewed, cumulative sheet preparation NC - VIII, Correction & Report card printing	cumulative sheet preparation NC - VIII, Correction & Report card printing	SCRS, Report Card Final & Report card printing, Principal Meeting	
6-NTWD-28	7-NTWD-29	8-NTWD-30	9-NTWD-31			
PTM-7, AE Result Distribution, Student Growth Analysis Graph to be shared with Parents	Session (2021-2022) Review & AE Review	Plan for New Session	Visitor Register check, Inspection of Teachers Diary, Staff meeting, Inspection of School			ID-16 NTWD- 9 H-3 S-4

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