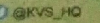
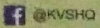


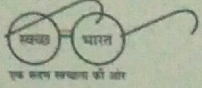
तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

# ACADEMIC CALENDAR 2019-20

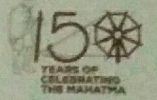
**KENDRIYA VIDYALAYA SANGATHAN**  
(AN AUTONOMOUS BODY UNDER MINISTRY OF HRD, GOVT OF INDIA)  
18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016  
Website : [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)







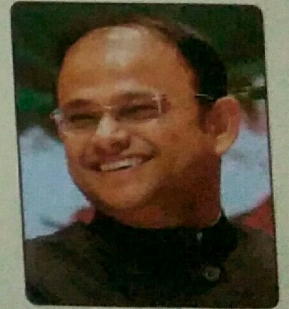
तत् त्वं पूषन् अपाङ्गु  
केन्द्रीय विद्यालय संगठन



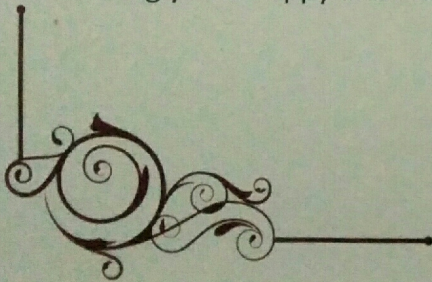
Dear Principals, Teachers & Officials,

We are sending this planner to facilitate your functioning as a key person in the entire structure of Kendriya Vidyalaya Sangathan. This planner encompasses a broad spectrum of responsibilities and is in tune with the deadlines. It requires you to look beyond the current monthly activities and be conscious of your long-term goals. This planner, I believe, shall enable you to move towards the desired accomplishments.

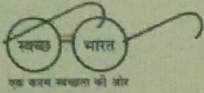
Wishing you a Happy and Fruitful Academic Session 2019-20,



**(Santosh Kumar Mall)**  
Commissioner, KVS







## MISSION

The Kendriya Vidyalayas have a four fold mission :

- \* To cater to the educational needs of children of transferable Central Government employees including Defence & Para-military personnel by providing a common programme of education.
- \* To pursue excellence and set the pace in the field of school education.
- \* To initiate and promote experimentation and innovations in education in collaboration with other bodies like Central Board of Secondary Education (CBSE) and National Council of Educational Research and Training (NCERT) etc.
- \* To develop the spirit of national integration and create a sense of "Indianness" among children.

## VISION

KVS envisions itself as a world class committed to continually empowering teachers to actualize inside out synergy in students and enable them to fulfill futuristic, societal, national and global needs and aspirations.

## Components to Logo

**Elements** - Rising sun, open book (books have been depicted in such a manner that they also give the impression of flying birds).

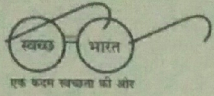
**Composition** - Symmetrical, radiating, dynamic, concentric.

**Symbolism** - Sun is energy, source of life. It symbolises wisdom, clarity, discipline & authority. Books stand for literacy, education, knowledge, information, accessibility, collection and independence. Flying birds are suggestive of freedom, migration, imagination, space, high altitude, lightness, fluency and mastery. Colours of National flag are symbolic of unity in diversity.

**Experience** - Glow, movement, dynamism, order, vibrancy, dissemination, rhythm concentration....

Colours of National Flag with its symbolism are suggestive of Sangathan's national spirit.





### Day Wise Check Points

- Check and sign the daily attendance register /
- Biometric attendance/School Expert System
- Check late coming of staff and students
- Ensure smooth conduct of morning assembly
- Supervision of:
  - (a) Class - room teaching
  - (b) Cleanliness, toilets, drinking water system, labs, library, field activities, fire safety
  - (c) Vice-Principals' diary/Teachers' daily diaries.
  - (d) Attend to parents, visitors, problems of staff & programme of KVS

### Month Wise Check Points

To send before 7th of every month:

- M.I.S. report
- P.I.S. report
- Fund requisition/ confirm salary receipt (before 3rd)
- Monthly statement of school funds
- D.O. report on school activities (before 5th)
- Enrolment position
- Staff vacancy position
- Conduct of faculty meetings and staff meeting.
- Reply to audit paras
- Updating of Vidyalaya website
- Disbursement of salary (regularise periods of leave/absence of staff/upload by 20th)
- ATR on Academic Supervision of Vidyalaya



### Financial Matters

- (a) Checking of cash books: school funds & V.V.N.
- (b) Checking of CS-11 (daily fee collection/UBI portal)
- (c) Regular maintenance of ledgers of VVN & School Fund
- (d) Regular maintenance of CS-54 & Consolidated



## Principal's Planner

1. Welcome and Beginning of New Academic Session
2. Analysis and review of Home Examination results
3. Conduct of Annual Day
4. Vidyalaya Plan to be submitted to RO
5. Online admission as per schedule
6. Notification for committees & institutional planning
7. Reporting of APARs of staff (for the previous session)
8. Parent-Teachers 'meet
9. Reverification of UBI Data and collection of fee for 1st Qtr
10. Issuing Student-Diaries and Form-16
11. Conduct of VMC Meeting, Preparation of Annual Accounts of School Fund & VVN
12. Conduct of Regional Sports Meet

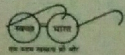
# 2019

13. Operationalize House System & Introduction of Calendar of Activities
  - (a) Academic (b) CCA (c) Sports Activities
14. Registration/Re-registration of Bharat Scouts & Guides unit
15. Submission of all due Quarterly Reports (before 7<sup>th</sup>)
  - School fund, VVN & contribution to Regional VVN Fund
  - Contribution to Regional Sports Control Board, BS & Fund
  - Rajbhasha Hindi
  - Enrolment Position & Progress Report CMP
  - Progress Report ICT & IT Returns

## APRIL

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				

17<sup>th</sup> Mahavir Jayanti  
19<sup>th</sup> Good Friday



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KV Paschim Vihar performs at Republic Day Parade 2019



  
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# 2019

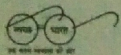
## Principal's Planner

1. Assignments to students for vacation (Summer Closing Vidyalayas)
2. Planning for maintenance & repair work of building & furniture
3. Deputing teachers for In-Service Courses
4. Registration for admission to class XI after declaration of board result
5. Result analysis of board classes and submission to RO
6. Adventure activities during summer vacation
7. Summer vacation starts (Summer Closing Vidyalayas)
8. Summer break for Winter Closing Vidyalayas

## May

SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

18<sup>th</sup> Buddha Purnima



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Newly Constructed Building of KV Chamrajnagar, Karnataka



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## Principal's Planner

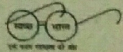
# 2019

1. Admission of class XI
2. Repair/maintenance work to continue
3. Resuming the normal work after vacation (Summer Closing Vidyalayas)
4. Safety certificate of the building
5. Submit proposals for MACP/ confirmation etc
6. Summer vacation ends (Summer Closing Vidyalayas)
7. Re-verification of UBI data
8. Periodic test 1 for winter stations

## June

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
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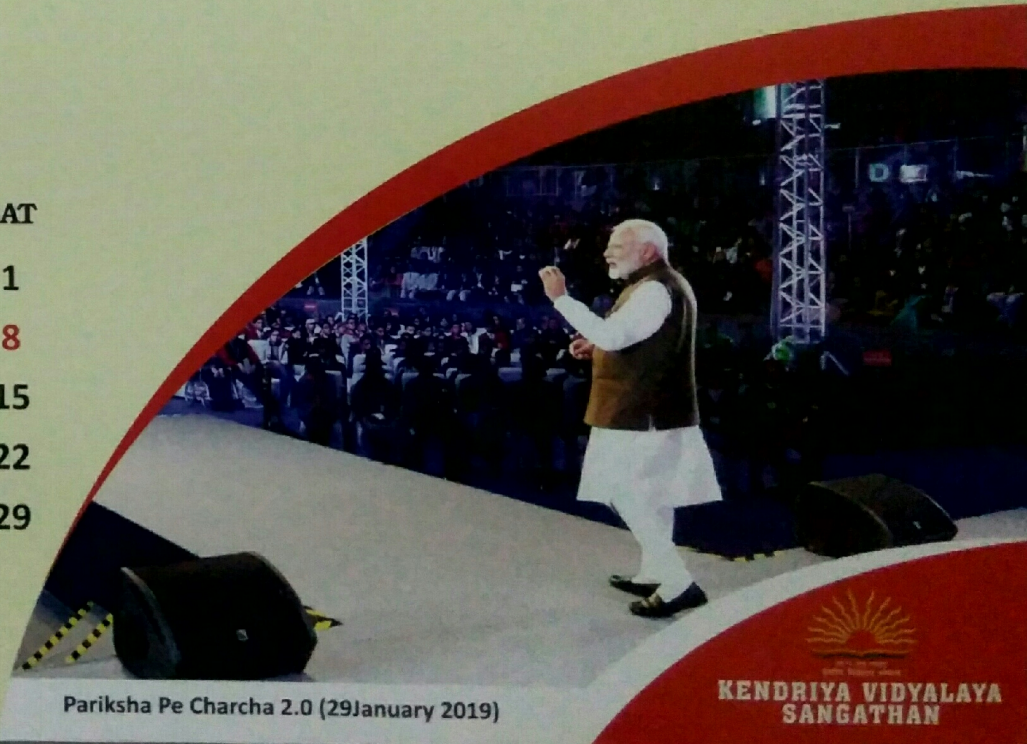
5<sup>th</sup> Id-ul-Fitr



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Pariksha Pe Charcha 2.0 (29 January 2019)



  
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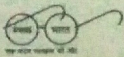
## Principal's Planner

# 2019

1. Collection of fee for second quarter through UBI
2. Nomination for Teacher's Awards
3. Environment / plantation / book week
4. Social science and Science Exhibition at school level
5. Publication of Vidyalaya Patrika (before 31st July for the previous academic session)
6. Complete/update service record of staff – Include details of Training undergone, if any
7. Prepare budget of school Fund & V.V.N and Parents' week
8. Constitution of School Council and P T A
9. Presentation of quarterly report (before 7th) of School fund & VVN, Regional Sports Control Board/Bharat Scouts & Guides fund, Rajbhasha Hindi, Students' Enrolment
10. National Sports Meet

## July

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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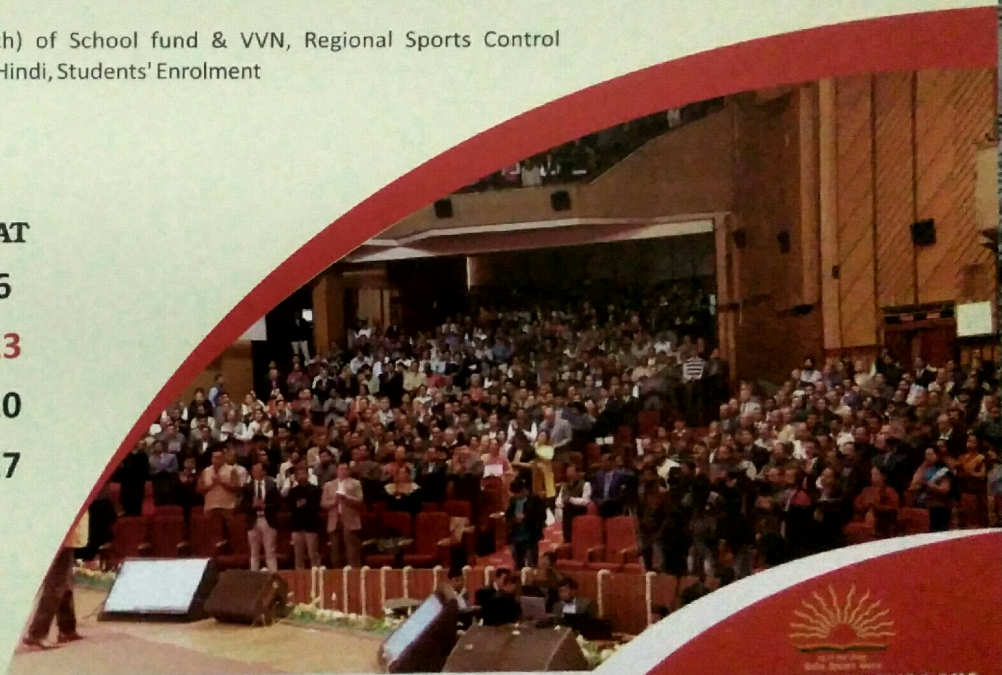


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KVS-NVS National Principals' Conference-2019  
(First Joint) 6-7 February 2019

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# 2019

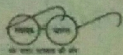
## Principal's Planner

1. Completion of service books of staff
2. Parents-Teachers' meeting
3. Celebration of Independence Day
4. Celebration of Sanskrit Week
5. Social science exhibition at Regional level
6. Science exhibition at Regional level
7. Youth Parliament at RO level
8. Awarding projects/assignments for the term
9. Investiture Ceremony for the class monitors, house and school captains/students council.
10. Online CBSE registration (submission of fee for board classes)
11. Health checkup
12. Annual subscription of Bharat Scouts & Guides as per enrolment on 01/08/2019
13. Conduct of VMC meeting
14. Parents – Teacher Meeting
15. Academic Loss Compensation programme (ALCP) as per requirement
16. Periodic test 1 for summer schools and Half Yearly for winter stations

## August

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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12<sup>th</sup> Id-ul-Zuha (Bakrid)  
15<sup>th</sup> Independence Day  
24<sup>th</sup> Janmashtami

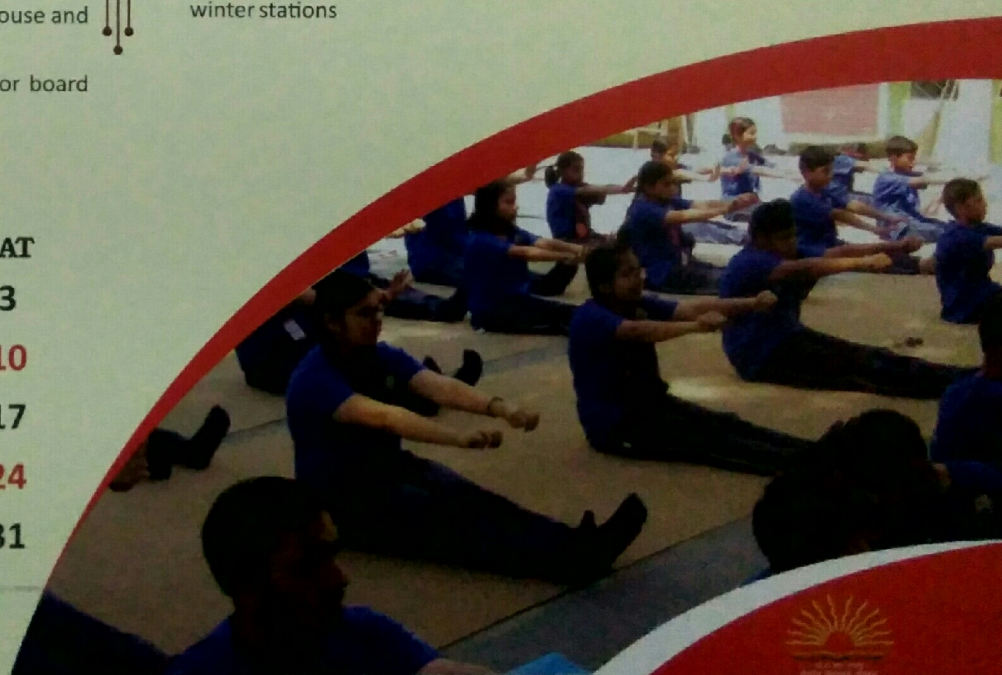


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Celebration of International Yoga Day in  
KV Kathmandu (21 June 2018)

  
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## Principal's Planner

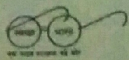
1. Celebration of Teachers' Day
2. Celebration of Hindi Diwas and Pakhwada
3. KVS Junior Maths Olympiad
4. Staff Sanction Proposals for next session by 10th September
5. Primary Mini Sports Meet (Primary) and Annual Sports Day

# 2019

## September

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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29	30					

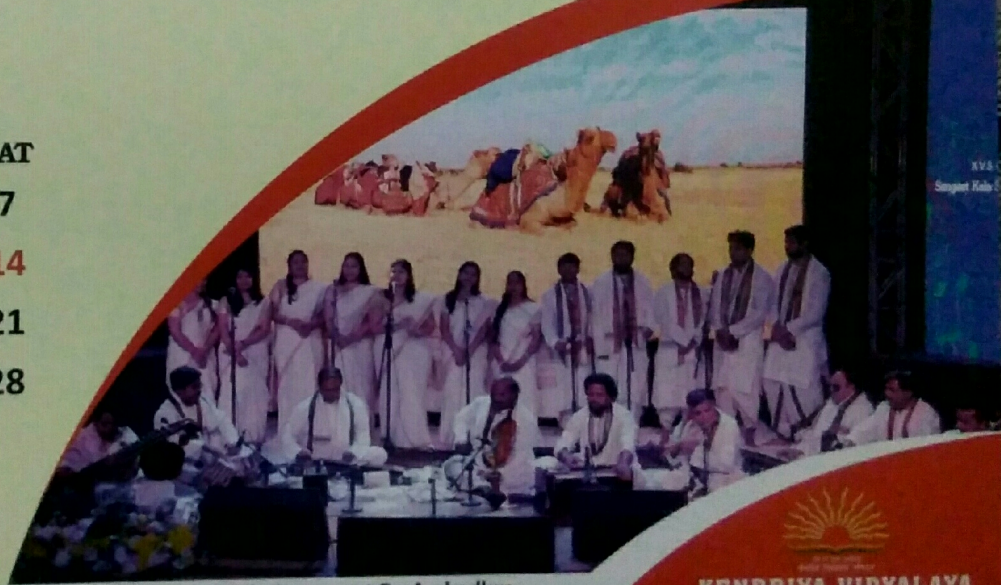
10<sup>th</sup> Muharram



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KVS-NVS Sangeet Kala Sangam at Dr. Ambedkar  
International Centre New Delhi (16-18 December 2018)



KENDRIYA VIDYALAYA  
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# 2019

## Principal's Planner

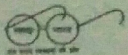
1. Gandhi Jayanti Celebration/Grand Parents' Day
2. Collection of fee for third quarter through UBI
3. Monitoring of progress of courses (X & XII)
4. Special coaching classes for X & XII
5. Half Yearly for Summer Stations and Pre-board for Winter Stations
6. Vigilance Awareness Week (ends 31<sup>st</sup>)
7. Submission of all dues quarterly reports (before 7<sup>th</sup>)
  - Quarterly report of school fund
  - Quarterly report of VVN

- Contribution to Regional Sports Control Board/ Bharat Scouts & Guides Fund
- Contribution to Regional VVN fund
- Rajbhasha Hindi Meeting
- Progress report CMP
- Autumn break (Winter Closing)

## October

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		

2<sup>nd</sup> Gandhi Jayanti  
8<sup>th</sup> Dussehra (Vijay Dashmi)  
27<sup>th</sup> Diwali



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KVS National Integration Camp-Ek Bharat Shreshth Bharat  
(31<sup>st</sup> October - 2<sup>nd</sup> November 2018)



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# 2019

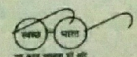
## Principal's Planner

1. Children's Day celebration
2. National Education Day (11th November)
3. Bal Diwas - Cluster Level CMP activities for Primary
4. Monitoring of basic amenities
5. Long winter vacation starts (Winter Closing Vidyalayas)
6. Celebration of Foundation Day of BS&G on 7th Nov (Flag Day)
7. Parent Teacher Meeting
8. Periodic test II for winter stations

## November

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

10<sup>th</sup> Milad-un-Nabi  
12<sup>th</sup> Guru Nanak's Birthday



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National Teacher's Award to Ms. N. Shesha Prasad of KV AFS, Begumpet Bengaluru (5<sup>th</sup> September 2018)

  
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# 2019

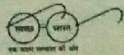
## Principal's Planner

1. First Pre-Board in the First week for summer stations
2. Strategy for focused revision and follow up of pre-board
3. Parents-Teachers' meeting for class XII
4. Special classes for class X & XII
5. National Energy Conservation Day (14th December)
6. K.V.S. Foundation Day (15th December)
7. Regional Incentive Award Ceremony
8. Conduct of VMC meeting
9. Assignment to students for vacation (Winter Closing Vidyalaya) / Break (Summer Closing Vidyalaya)
10. Deputing teachers for Second Spell of In-Service Courses
11. Fire safety and other basic amenities
12. Winter vacation starts (Winter Closing Vidyalaya) / Winter break starts (Summer Closing Vidyalaya)
13. Re-verification of UBI data

## December

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

25<sup>th</sup> Christmas Day



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Paryatan Parva celebrated in all the Vidyalayas (KV Perookada)



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# 2020

## Principal's Planner

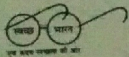
1. Second Pre-Board for class XII, Periodic Assessment -2 classes III- XI (after 16 Jan.)
2. Parent – Teacher Meeting
3. Republic Day Celebration
4. Publishing advertisement to hold interviews for contractual appointments.
5. Completion of service records/service books of staff – Updation of details of Training Undergone, if any
6. Property returns 'Gp'-A&B staff
7. Submission of all quarterly reports Before 7th
  - Quarterly report of VVN

- Contribution to regional VVN fund
  - Rajbhasha Hindi
  - Enrolment position
  - Progress report CMP
  - Progress report ICT
  - Income Tax Returns
8. Winter vacation ends (Winter Closing Vidyalayas)
  9. Periodical test II for Sumer Station
  10. Selection of Vidyalaya Team/Player – Vidyalaya Level Sport

## January

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

26<sup>th</sup> Republic Day



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KVS Bags FICCI India Sports Award 2018  
(25<sup>th</sup> October 2018)



KENDRIYA VIDYALAYA  
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# 2020

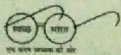
## Principal's Planner

1. Practical exam of class X and XII
2. Notification and registration for admission to class 1st and other classes
3. Printing of Brochures
4. Conduct interview for contractual appointments
5. Conduct of VMC meeting in first week
6. Cubs and Bulbul Utsav / celebration of Thinking Day
7. Revision work for session ending examination and Practice test for class X
8. Notice for outsourcing services for next financial year
9. Health check up
10. Revision of lease deed/building status
11. Winter vacation ends (Long Winter Vidyalayas)
12. Vidyalaya level Sports will continue
13. Online admission starts

## February

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

21<sup>st</sup> Maha Shivratri



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Seema Darshan Programme at Naval Area, Jamnagar



  
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SANGATHAN



# 2020

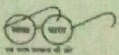
## Principal's Planner

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
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22	23	24	25	26	27	28
29	30	31				

10<sup>th</sup> Holi



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'Swachhata Hi Sewa' Drive in all the Kendriya Vidyalayas of the Country (15 September 2018)



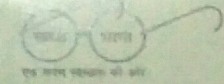
KENDRIYA VIDYALAYA  
SANGATHAN





तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

# 2019-20



**APRIL**

SUN	MON	TUE	WED	THU	FRI	SAT
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21	22	23	24	25	26	27
28	29	30				

**May**

SUN	MON	TUE	WED	THU	FRI	SAT
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**June**

SUN	MON	TUE	WED	THU	FRI	SAT
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23	24	25	26	27	28	29

**July**

SUN	MON	TUE	WED	THU	FRI	SAT
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28	29	30	31			

**August**

SUN	MON	TUE	WED	THU	FRI	SAT
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

SUN	MON	TUE	WED	THU	FRI	SAT
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22	23	24	25	26	27	28
29	30					

**October**

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		

**November**

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

**December**

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				

**January**

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	

**February**

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

**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				

• Gazetted Holidays

• Second Saturday

**KENDRIYA VIDYALAYA SANGATHAN**  
(AN AUTONOMOUS BODY UNDER MINISTRY OF HRD, GOVT OF INDIA)  
18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016  
Website : [www.kvsangathan.nic.in](http://www.kvsangathan.nic.in)