

DELHI PUBLIC SCHOOL

KNOWLEDGE PARK-V

GREATER NOIDA(WEST), DISTT. GAUTAM BUDH NAGAR, UTTAR PRADESH

ACADEMIC CALENDAR FOR THE SESSION 2021 - 2022

	APRIL 2021
Scholastic / Academics	Orientation Programme for New Admissions (Online) - 01.04.21 to 06.04.21
	Staff Meeting - 06.04.2021
	Enrichment Classes for NTSE Level II
	Attendance Registers and Log Books to be prepared by the HRTs - 07.04.21 & 08.04.21
	Distribution of Teachers Time Table & Class Time Tables - 07.04.21
	New Session Begins for classes VI-VIII (online) - 08.04.2021
	New Session Begins for Nursery - Prep (online) - 12.04.21
	New Session Begins for IX (online) - 27.04.21
	Starting of Class -Test Schedule (Monday Test) of First Term - 01.06.2021
	Faculty Meeting of all subjects - 07.04.2021 & 08.04.2021 (And as per the Schedule)
Info Sheet sent to parents of classes Nursery - IX	
Submission of Month wise Syllabus to be taught in the First Term [2021-22]	
Co Scholastic Activities / Events	Online special Assemblies to be organised on some of the following Days : World Heritage Day - 18.04.21 Earth Day - 22.04.21
	House Allotment of New Students admitted & New Teachers
	House Meetings after allotment
	Online Class assemblies for Orientation of new admissions & other important informations
	International Spell Bee - 2021
Administrative	Implementation of all Renewed Annual Contracts from 01.04.2021
	Allocation of Duties among teaching staff members for the session 2021-22 (06.04.21 - Staff Meeting Day)
	Water Testing : Certificate to be issued from GNIDA for Session 2021-22
	Safety & Security Mock Drills : To be conducted Block wise (Fire & Earthquake)
Finance / Accounts	Distribution of Fee Slips to Students for the First Qtr of Session 2021-22
	Fee Collection of First Qtr for Session 2021-22
	Salary Finalisation & Distribution for the month of April 2021
	Submission of Income Tax , ESIC & Annual Returns
	Submission of Monthly GST Returns
CBSE Compliance	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

MAY 2021

Scholastic / Academics Schedule	Teacher's Workshop : (Online) 1. Using ICT 2. Remediation
	Workshop on Multiple Intelligence for Teachers (Online)
	Workshop on Child's Rights Commission (Online)
	Workshop on How Children Learn(Online)
	Workshop on Elementary Education for Teachers (Online)
	HRDC DPS Society Workshop to be attended by the teachers subject wise(Online).
	PTM : Nursery - V (Online)
	Faculty Meeting of all subjects - As per the schedule circulated
	Info Sheet sent to parents of classes Nursery - IX
	Meeting of Subject Teachers from VI to IX
Co Scholastic Activities / Events	Special Assemblies to be organised on some of the following Days : Labour Day - 01.05.2021 Mothers' Day - 12.05.2021 Commonwealth Day - 24.05.2021
	HRDC : Academic Camp
	Nurture Nature - 13.05.21 to 22.05.21 (II to VIII)
	International Family Day - 15.05.21
	Repair of the School Building / Areas wherever required
	Cleaning of Water Tanks
	Cleaning of School Campus
	Transport Arrangements / Contracts Renewal for the School Buses
	Bus Routes - Survey & Finalization
	Vehicle Maintenance / Insurance
	Taking approvals for placing orders
	Stock Checking by the Admin & Accounts Deptt
Finance / Accounts	Internal Audit from December 2020 - March 2021
	Salary Finalisation & Distribution for the month of May 2021
	Follow up of Fee submission of First Qtr and reminders to Fee Defaulters
	Physical Verification of Fixed Assets for the Financial Year 2020-21
	Submission of Monthly GST Returns
CBSE Compliance	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

	Jun-21
Scholastic / Academics	New Staff Induction & Interviews
	Summer Vacation for the entire school (16.06.21- 07.07.21)
	HRDC Academic Camp
	School Office Working
Co Scholastic Activities/ Events	Joys of Learning - Special Assemblies (11th to 13th June) for Classes Nur-V
	Activity on Handmade Paper Bags (Classes IV & V)
	International Yoga Day (Activities done by students) 21st to 27th June
Administrative	Supervision of White Wash & Painting of School Building , if required at specified area
	Allocation of Staff room furniture
	Admission Tests of the Transfer Cases
	Cleaning of Water Coolers and Water Points in the school building
Finance / Accounts	Preparation of Books of Accounts for Statuary Audit [F.Y. 2020-21]
	Salary Finalisation & Distribution for the month of June 2021
	Submission of Monthly GST Returns
CBSE Compliance	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

JULY 2021	
Scholastic / Academics Schedule	STAFF MEETING & FACULTY MEETINGS - 05.07.2021 TO 8.07.2021
	Pre-Mid Term Tests for classes IX 02.08.21 - 13.08.2021
	Faculty Meeting of all subjects - As per schedule
	School Reopens for all the classes - 08.07.2021
	Remedial & Enrichment classes for classes VI to IX students
	Info Sheet sent to parents of classes Nursery - IX
	Enrichment Classes for NSO , UCO, KET , NSTSE , IMO , NTSE , SMTE & other competitive exams
	Online Special assemblies to be organised on some of the following Days :
	World Population Day - 11.07.2021 Parents' Day - 26.07.2021
	Joys of Learning (Special Assembly) for Classes VI to VIII (Online)
	Inter School National German Festival
	SPARSH - Workshop on Discipline , Adolescence & Aggression Management
Administrative	Food & Water Testing
	PTM : Classes VI - XII - 20.07.2021
	Mock Drill of Building Evacuation
Finance / Accounts	Fee Collection of Second QTR of the Session 2021-22
	Statuary Audit [F.Y. 2020-21] continued
	Finalization of Quaterly Returns
	Salary Finalisation & Distribution for the month of July 2021
	Submission of Monthly GST Returns
CBSE Compliance	Proforma Uploading of NTSE - First Stage
	Preparation of LOC (List Of Candidates) of Classes IX for ON-LINE Registration (2021-22)
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

AUGUST 2021	
Scholastic / Academics	Online Second Periodic Assignment Test
	Remedial & Enrichment classes for classes VI to IX students continued
	PTM(Online) : For the Classes Nursery - V
	Info Sheet sent to parents of classes Nursery -IX
	Faculty Meeting of all Subjects - As per schedule
Co Scholastic Events / Activities	Online Special Assemblies to be organised on some of the following Days : International Youth Day - 12.08.2021 Independence Day - 15.08.2021
	Senior Investiture Ceremony
	Science Week - Intra School Event
	SPARSH - Anger & Aggression , Stress Management
Administrative	MCM - August / September
	Food & Water Testing
	Design and Printing of School Prospectus for the session 2021- 22
	Health Check-up of students - First Round [2021-22]
Finance / Accounts	Follow up of Fee Defaulters of Second QTR
	Finalization of Audited Accounts from the F.Y. 2020-21
	Salary Finalisation & Distribution for the month of August 2021
	Reporting to DPSS about Bank Transactions
	Submission of Monthly GST Returns
CBSE Compliance	On Line Submission of Teachers Data on CBSE Portal for the session 2021-22
	On Line Registration on CBSE Portal of Classes IX for the Session 2020-21
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

SEPTEMBER 2021	
	Submission of Report : Syllabus covered in First Term
Scholastic / Academics	Revision Classes after Syllabus completion
	Long Assignments / UTS for Classes II - V : 13.09.21 to 23.09.21
	FIRST TERM EXAMINATION for Classes VI - IX : 13.09.21 to 23.09.21
	Discussion on Performance of Students in Summative Exams with Principal
	Info Sheet sent to parents of classes Nursery - IX
	PTM : Classes VI -IX
Co Scholastic Activities/ Evenets	Online Special Assemblies to be organised on some of the following Days :
	Teachers' Day - 5.09.21
	International Literacy Day - 08.09.21
	International OZONE Day - 16.09.21
	International Peace Day - 21.09.21
	World Tourism Day - 27.09.21
Science Exhibition Intra School Event	
SPARSH - Workshop on Behavioural Issues - Parenting & "NO" to Abusive Language	
Administrative	Teacher's Day Celebrations
	Food & Water Testing
	Planning & Process of Admissions for the Next Session [2021- 22]
	Planning of Rooms & Furniture as per Admission Planning for the session 2020 - 21
	Printing of Registration Forms
	To place winter uniforms as per requirement
Finance / Accounts	Follow up of Fee Defaulters of Second QTR
	Salary Finalisation & Distribution for the month of September 2021
	Submission of Monthly GST Returns
CBSE Compliance	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

OCTOBER 2021	
	Submission of Month wise Syllabus to be taught in the Second Term [2021-22]
Scholastic/ Academics	Remedial & Enrichment classes for classes VI-IX students continued
	Info Sheet sent to parents of classes Nursery - IX
	Schedule PTM : Classes Nursery - IX
	Faculty Meeting of all Subjects - As per schedule
Co Scholastic	AAROGYA - Baal Mela
	Online Special Assemblies to be organised on some of the following Days :
	International Day for the Elderly - 01.10.2021
	Gandhi Jayanti - 02.10.2021
	World Animal Welfare Day - 04.10.2021
	World Teachers' Day - 05.10.2021
	Indian Airforce Day - 08.10.2021
	World Food Day - 16.10.2021
	United Nation Day - 24.10.2021
	Activities/ Evenets
Inter School Computer Fest 2021	
Grandparents Day for Classes Nursery & Prep	
House Meetings : To plan and preparation for Inter House Events and Activities	
Inter DPS National Science Festival	
Inter DPS Western Vocal Music National Fest	
Administrative	Food & Water Testing
	Supervising & Followup of Traffic Rules among Students & Staff Members
	Random Checking of Cleanliness of different Blocks of School Building
Finance / Accounts	Fee Collection of Third QTR of the Session 2021-22
	Salary Finalisation & Distribution for the month of October 2021
	Submission of Monthly GST Returns
CBSE Compliance	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

NOVEMBER 2021	
Scholastic / Academics Schedule	Faculty Meeting of all Subjects - As per schedule
	Second Periodic Test - 08.11.21 to 24.11.21
	Info Sheet sent to parents of classes Nursery - IX
	Remedial & Enrichment classes for classes VI to IX students continued
Co Scholastic	Online Special Assemblies to be organised on some of the following Days : National Education Day (Birthday of Molana Abdul Kalam Azad) - 11.11.2021 Children's Day - 14.11.2021 International Day for Tourism - 16.11.2021 Universal Children's Day - 20.11.2021
	Activities / Events
Administrative	English Declamation VI - IX
	Scholars Badge Ceremony
	Worshops organised by NIE / HT Pace
	Inter DPS National Environment Festival
	Inter DPS Western Vocal Music Festival
Finance / Accounts	Food & Water Testing
	Freez the advertisement and collect quotations for placing the advertisement
	Follow up of Fee Defaulters of Third QTR
	Salary Finalisation & Distribution for the month of November 2021
CBSE Compliance	Submission of Monthly GST Returns
	Internal Audit for the First Six Months of 2021-22
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website
	Verification of LOC of students appearing in the CBSE Exams

	DECEMBER 2021
Scholastic/ Academics Schedule	Faculty Meeting of all Subjects - As per schedule
	Weekly Assignment Cycle continued
	PTM : Classes NUR to IX
	Info Sheet sent to parents of classes Nursery -IX
	Remedial & Enrichment classes for classes VI to IX students continued
	Revision Classes as per Zero Period schedule for main Subjects
	SMTE Classes for Class IX students
	DPSS - SMTE 2021
	SMTE Level - II
	Organising various competitive Exams IMO / SMTE / YLE / KET / NSO etc.
	Physical Education Exercises of class IX - Internal Grades for CBSE
	ART Education Test of class IX - Internal Grades for CBSE
	Maths Week 2021 for classes II - XI - An Intra School Event
	SPIC Macay
Special Assembly on Christmas [Junior Wing & Primary Wing]	
Career Counselling Session for Class IX students	
Special Assembly for Class VI students - Distribution of Appreciation Certificates	
Inter DPS National English Literary Festival	
Inter DPS National Classical Orchestra	
CBSE Nationals	
SPARSH - A Girls & Boys CLUB	
Workshop on Drug Abuse , Stop Bullying Time Management & Cyber Bullying	
Special Assemblies to be organised on some of the following Days :	
World AIDS Day - 1.12.2021	
Indian Navy Day - 4.12.2021	
Indian Armed Forces Day - 7.12.2021	
Christmas Day - 25.12.2021	
Co Scholastic Activities / Events	Health Check - up of students - Second Round [2021-22]
	Estimation of availability of various Official Documents for Next Session [2021-22]
	Printing of stationary related to Academics : Attendance Register, Class Log Books, Faculty Meeting Regtr etc.
	Printing of stationary related to Accounts : Fee Book etc.
	Printing of stationary related to Admin : TC Register, Scholar Register, Student Dossier, Admission Forms, 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 :
	* Bookshop , Tailor Shop, School Canteen, Hostel Canteen , Horticulture
	* Security, Horse Riding, House Keeping, School Clinic, Pest Management
	* Various Games Coaches, School Website
	Planning & Estimation of White wash & Painting if required
	Text Books Reviewing comences in Faculty Meetings and Sample Books: Observation for Next Session
	Compilation of vacancies of Teaching Staff & Non Teaching Staff for the next session i.e. 2021-22
	Planning for recruitment of Teaching Staff & Non Teaching Staff
	Planning of School ALMANAC for the Next Session i.e. 2021-22
Administrative	Follow up of Fee defaulters of Third QTR
	Preparation of Fee Structure for the Session 2021-22
	Preparation of Budget for the Financial Year 2021-22
	Internal Audit for the First Six Months of 2021-22 continued
	Reconciliation of Fee upto December 2021
	Salary Finalisation & Distribution for the month of December 2021
	Submission of Monthly GST Returns
Finance / Accounts	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

JANUARY 2022	
Revision Classes to be conducted during Winter Break for classes IX	
Scholastic / Academics Schedule	Submission of Report : Syllabus covered in Second Term
	Post Midterm Exam for Class IX- 10.01.22 to 17.01.22
	Second Periodic Test (Second Term) for Classes VI to VIII & Weekly Assignment for Primary
	Result Analysis of Pre-board exams and weekly Assignments
	Info Sheet sent to parents of classes Nursery - IX
	Practical Examinations commences
	Extra / Remedial Classes Classes of Class -VI to IX
	Weekly Test Cycle of Classes III -V
	Uploading of marks of Post Mid-Term Tests
	Conduct of Retest for classes- VI to XI (absentee cases)
	Sample Paper/ Assignments for Common Assessment Assignments for class V & VIII conducted by DPSS
	HM, Supervisor & Rep Meeting the parents of Low Achievers & differently abled cases
	Cousellor to discuss the progress report of cases under study with HM/ Supervisor/ Coordinators
	Finalization of BOOK LIST for the Next Session (2022-23) along with required stationary
	Orientation programme for parents of Class IX students
	Group photographs of all the classes for the academic session 2021-22
NSTSE - 2022	
Co Scholastic Activities / Events	Special Assemblies to be organised on some of the following Days : National Youth Day - 12.01.2022 - Skit presentation - Classes VI ,VII & VIII students National Voters Day - 25.01.2022 Republic Day - 26.01.2022 - Republic Day Celebrations
	Special Assemblies - Exam Stress Handling , Motivational Guidance for Outgoing Students
	SOCIAL SENSITIZATION - on Social issue in the neighbourhood - 26.01.2022
	Proficiency Award Ceremony organised through special assemblies
	Hindi Week
	Special Assembly - Lohri Festival
	AWARENESS - Road Safety workshop
	SCM - For Teaching & Non-Teaching Staff
	SPARSH - Workshop on Exam Fear & Stress , Time Management
	Library & Reading Habits :
Administrative	Compilation of Physical Verification Reports
	Collection of Estimated Budget for the Next Session - Department wise
	* Physics , Chemistry , Biology , Comp Sc, Maths , Transport , House Keeping, Horticulture,
	* Security , Library - with clear demarcation of consumable and non consumable heads
	Estimation of Furniture requirement :
	Planning for procurement of furniture as per requirement for the Next Session i.e. 2022-23
	Distribution of ACR forms among staff members
	Intimation / Display of Leave records of staff members
	Seeking Permission & Sanction :
	Review of specially designed Assignments for classes III - VIII
	Finalization of Book Lists for the Next Session i.e. 2022-23
	Reviewing of Services for Book shop & Tailor shop on the basis of session 2022-23
	Re-Organization of Bus Routes for the Next Session on the basis of New Admissions
	Question Papers Setting & Moderation for printing - SA-II Examination [2021-22]
	Editing & Printing of School Almanac for the session 2022 - 23
	Review of Smart Classes performance for the session
Organisation of Demo Classes - Recruitment of Teachers for the Next Session i.e. 2022-23	
Finance / Accounts	Fee Collection of 4th Quarter & Follow up of Fee Defaulters till Third QTR
	Internal Audit for Last Six Months continued
	Preparation of Books of Accounts for Statutory Audit [F.Y . 2022-23]
	Finalization of various Returns
	Inter Party / School Accounts Reconciliation
	Utilization of Budget of F.Y. 2022-23
	Salary Finalisation & Distribution for the month of January 2022
Submission of Monthly GST Returns	
CBSE Compliance	Sending teachers to conduct Board Practical Examinations at other schools as External Examiners
	Uploading of AISSCE and AISSE Time table on the school web site
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

FEBRUARY 2022	
Scholastic / Academics Schedule	CRA - 2022 in the first week
	Revision of Second Term Syllabus
	Long Assignments / UTS for Classes II - V
	SECOND TERM [Final Exams] for Classes VI - IX
	Info Sheet sent to parents of classes Nursery - IX
	Remedial classes for weak students of classes VI to IX Continued
	Enrichment Classes for bright students of Classes VI to IX continued ...
	Awareness - Important aspects of Board Examination : Understanding of various entries of Answer Scripts, Time Management & other important informations
	Board Admit Cards / Hall Tickets : To be given
	Collation of Students Academic Performance before the Final Examination [almost 70% of the Result]
	Remedial classes for weak students of class IX (after school stayback classes)
	Summative Assesment - II commences
	National Science Day
	Special Assemblies : Motivational & to deal with Examination Stress
	SPORT : Track & Field II - V (Inter House)
	SPARSH -Workshop on Self Grooming , Self Esteem & Media Literacy
Administrative	Library & Reading Habits - * Write about your favourite 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
	Infrastructure Planning for conduction of Summative Assessment Examination -
	Infrastructure Planning for Board Examination Centre : Block and Rooms allocation for Seating Arrangements, Arrangement of Toilets, Drinking water & Control Rooms
	MCM - February
	Planning of Provisional Admission of Class XI - Internal Students
CBSE Compliance	Proper information of Bus Routes plying : For Senior or Junior Bus Routes as per DATES & BLOCKS
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website
Finance / Accounts	Checking / Correction in the Hard Copy of LOC received from R/O Office Dehradun
	Salary Finalisation & Distribution for the month of February 2022
	Submission of Monthly GST Returns
	Follow up of Fee Defaulters till Fourth QTR

	MARCH 2022
Scholastic / Academics Schedule	SECOND TERM [Final Exams] for Classes VI - IX & XI : continued
	Long Assignments / UTS for Classes II - V : Continued
	Preparation for Quality & Error Free Evaluation of Second Term Examinations
	Tabulation of Marks : Preparation of Class wise Mark Registers & other Result Analysis Reports
	Open day for Classes VI - IX and XI - To show Answer Scripts of Second Term Exams to the students
	Info Sheet sent to parents of classes Nursery - V
	Result Discussions : Class wise Result Discussion with Principal
	REPORT CARDS PRINTING
	RESULT DECLARATIONS : Block Wise / Class Wise
Co Scholastic Activities/ Evenets	New Session [2022 - 23] Commences for Class XII
	Special Assemblies to be organised on some of the following Days :
	International Womens' Day - 08.03.22
	World Consumer Rights Day - 15.03.22
	World Forestry Day - 21.03.22
World Water Day - 22.03.22	
World TB Day - 24.03.22	
	Annual Function - Classes Nursery - Prep
Administrative	
	Class Rooms Allocation for the Next Session
	Staff Rooms Re-Organisation / Allocation if required
	Preparation of Signages : After Re-Organization if required
	Venue / Space allocation for Book shop & Talior shop
	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 , Signages, Small Repairment if reqd. etc.
	Procurement of items like Chalks, Dusters etc for the Next Session
Finance / Accounts	To ensure ready availability of documents like : School ALMANAC, Attendance Register, Class Log Book , Teacher's Diary etc.
	Salary Finalisation & Distribution for the month of March 2022
	Follow up of Fee Defaulters till Fourth QTR
CBSE Compliance	Submission of Monthly GST Returns
	Meeting of Heads of Departments to discuss the circulars uploaded on the CBSE website

