

KEANDRIYA VIDYALAYA NAD VISAKHAPATNAM (2017-18)

Work to be carried out On Saturday (Working by PRT's and HM)

S N o.	Date/Time	I & II Period	III & IV Period	V & VI Period	VII & VIII Period	
1	01/04/2017	Workshop on school readiness program for class I(in first period) followed by workshop on CMP and its implementation.(in the second period)	Workshop on New lesson plan as per back to basics annexure-1A &1B for each subject as well as topic for the month of April to June 2017.	RECESS	Workshop on New system of examinations and Report card(detailed deliberation on with planning entire session 2017-2018.	CCA: Planning and preparation for CCA(primary) calendar for the session, consulting CCA Coordinator/HM/Principal(A concrete planning required which should be displayed in the Notice Board making announcement in the morning assembly thereof, for student and to communicate same to the parents)
2	15/04/2017	New system of Examination Awareness programme for class iii parents briefing about it and its implementation	Demo lesson in Maths (3 rd period) and Hindi (4 th period).All teachers /HM to attend the same irrespective of the fact somebody teaches the subject or not. CCE Awareness programme for class iii parents briefing about CCE and its implementation	RECESS	Preparation of Worksheets/activity sheets and its printing. Worksheets and activity sheets prepared keeping the competency development of individual students as per B2B	Preparation of Worksheets/activity sheets and its printing. Worksheets and activity sheets prepared keeping the competency development of individual students as per B2B.
3	22/04/2017	Parents teacher interaction meeting for class 5 th (bridge	Parents teacher interaction meeting for class 5 th (bridge	RECESS	Planning for Vidyalaya Annual day	Workshop on holiday

		course assessment& New system o f Examination Awareness programme)	course assessment& New system o f Examination Awareness programme)		homework(for summer vacation from 04.5.2017 to 22.6.2017)
4	29/04/2017	Vidyalaya Annual day	Vidyalaya annual day	Vidyalaya annual day	Vidyalaya annual day
5	24/06/2017	Workshop on use of latest technology being used in education, updating oneself	Workshop on use of latest technology being used in education, updating oneself.	Assessment of the project/ assignment already given May and June correction/ assessment Summer vacation homework/assignment/ project.	Enlisting slow bloomers/average/bright students. School level CMP meeting feedback on implementation of planning and further planning for effective implementation thereof.
6	01/07/2017	Discussion / planning reparation of Question papers for PERIOD TEST-1 covering all aspects as per KVS guidelines	Discussion / planning reparation of Question papers for PERIOD TEST-1 covering all aspects as per KVS guidelines	Preparation of Worksheets/activity sheets and its printing. Worksheets and activity sheets prepared keeping the TLO development of individual students.	Maintenance arrangement and enriching resource room, primary class room and primary section. Planning for the decorating primary section with the painting, display etc. helping/motivating children in learning their surroundings and subjects. HM and Principal to take necessary action to procure/purchase required articles as per KVS norms.
7	15/07/2017	Meeting with Principal and discussion of individual case of students with Principal by	Workshop on development of Art and Craft Education, Physical and Health	Enlisting slow bloomers/average/bright students. . Maintenance of	Preparation of Worksheets/activity sheets and its printing. Worksheets

		putting up student's profile of each student of primary classes.	Education, Sanitation etc.	student's profile.	and activity sheets prepared keeping the TLO development of individual students
8	22/07/2017	Summing up/ compilation of PERIODIC TEST-1Marks/entry of records etc. for PT-1. Enlisting slow bloomers/average/bright students. Updating students profile and getting result of PT-1, getting ready for parents teacher meet next week.	Summing up/ compilation of PERIODIC TEST-1Marks/entry of records etc. for PT-1. Enlisting slow bloomers/average/bright students. Updating students profile and getting result of PT-1, getting ready for parents teacher meet next week.	Work shop on BALA	Workshop on BALA
9	29/07/2017	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded PT-1.	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded PT-1	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing SRP /CCE worksheet to the parents for the Classes 1 and 2	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing SRP /CCE worksheet to the parents for the Classes 1 and 2
10	05/08/2017	Preparation of Worksheets/activity sheets and its printing. Worksheets and activity sheets prepared keeping the TLO developmentof individual students.	Preparation of Worksheets/activity sheets and its printing. Worksheets and activity sheets prepared keeping the TLO development of individual students.	Work shop on puppet making	Work shop on puppet making
11	19/08/2017	Preparation of question papers for Half YEARLY (in the month of September 2017 by all teachers for all subjects taught. To overview/ check whether	Preparation of three sets of question papers for Half Yearly (in the month of September 2017 by all teachers for all subjects	Meeting with Principal and discussion of individual case of students with Principal by putting case of each student performance	Meeting with Principal and discussion of individual case of students with Principal by putting case of each student performance

		syllabus have been covered in the Question Paper or not/ Preparation of Blue print (to be distributed to all students and parents in advance).	taught. To overview/ check whether syllabus have been covered in the Question Paper or not/ Preparation of Blue print (to be distributed to all students and parents in advance).		
1 2	26/08/2017	Moderation of question papers of all subjects for Half Yearly (in the month of September 2017, to overview/ check whether all competencies have been incorporated in the Question Paper or not.	Meeting with Principal feedback on the work done till date, maintenance of minutes of meetings in teacher's record register. All teachers to show their day to day records to the Principal and Principal to interact to each teacher individually.	Compilation/Summing up of PT-1/Note book assessment /Subject enrichment in the result register.	Compilation/Summing up of PT-1/Note book assessment /Subject enrichment in the result register
1 3	16/09/2017	Correction of Half Yearly Papers	Correction of Half Yearly Papers	Preparation of Autumn break home work	Preparation of Autumn break home work
1 4	23/09/2016	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded Half Yearly/Term I, and necessary guidance to the parents for further improvement in his/her wards..	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded Half Yearly/Term I, and necessary guidance to the parents for further improvement in his/her wards.	. Workshop on professional growth/teachers growth	. Workshop on professional growth/teachers growth
1 5	07/10/2017	Parents teacher meetings with individual parent briefing of all	Parents teacher meetings with individual parent	Workshop on use of latest technology being used in	Planning for Grand parents day

		the details about students to the parents, showing answer sheets to the parents for the recently concluded SA I/Term I, and necessary guidance to the parents for further improvement in his/her wards.	briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded SA I/Term I, and necessary guidance to the parents for further improvement in his/her wards.	education, updating oneself.	
16	21/10/2017	Grand parents day	Grand parents day.	Grand parents day	Grand parents day
17	28/10/2017	In House model lesson preparation by each teacher followed by analytical discussion with each other, HM and Principal. It's for improvement and implementation.	Moderation of question papers of all subjects for FA III (on every Monday in the month of Nov.9 to 30 th Nov 2015), to overview/ check whether all competencies have been incorporated in the Question Paper or not.	Preparation of TLM/ICT/TAL/CAL/Worksheets/Activity Sheets etc. for each subject as well as topic for the next classes as per split up of syllabus. Planning for Revision Work by individual teacher for FA III.	Workshop on Puppetry, Origami, Vegetable printing, Drawing and Painting, Creative writing. Assessment of the project and assignment.
18	04/11/2017	Preparation for the Celebration of Children's Day, Excursion, Local Visit, Primary sports/Games,s etc.	Preparation for the Celebration of Children's Day, Excursion, Local Visit, Primary sports/Games, etc	Preparation of TLM/ICT/TAL/CAL/Worksheets/Activity Sheets etc. for each subject as well as topic for the next classes as per split up of syllabus in incorporating TLO.	Preparation of TLM/ICT/TAL/CAL/Worksheets/Activity Sheets etc. for each subject as well as topic for the next classes as per split up of syllabus in incorporating TLO.
19	18/11/2017	Cluster level Mini Sports/ Mini CCA	Cluster level Mini sports/ Mini CCA	Cluster level Mini sports/ Mini CCA	Cluster level Mini sports/ Mini CCA
2	25/11/2017	Compilation of CCE	Compilation of CCE	Demo lesson in EVS (5 th)	

0	7	grading/entry of CCE records etc. for FA-IV. Enlisting slow bloomers/average/bright students. Updating students' profile	grading/entry of CCE records etc. for FA-IV. Enlisting slow bloomers/average/bright students updating students' profile	period) and English (6 th period).All teachers/HM to attend the same irrespective of the fact somebody teaches the subject or not.	Demo lesson in Maths (7 th period) and Hindi (8 th period).All teachers /HM to attend the same irrespective of the fact somebody teaches the subject or not.
2 1	02/12/2017	Cub Bulbul utsav	Cub Bulbul utsav.	Cub Bulbul utsav	Cub Bulbul utsav
2 2	16/12/2017	Discussion/planning/setting/preparation of Question papers for PT-2 covering all aspects as per the KVS Guidelines. Preparation of Blue print thereof. (To be distributed to all students and parents in advance.	Discussion/planning/setting/preparation of Question papers for PT-2 covering all aspects as per the KVS Guidelines. Preparation of Blue print thereof. (To be distributed to all students and parents in advance.	Planning for the Projects/Assignments for Winter Break)from 24.12.2017 to 02.01.2017).	Planning for the Projects/Assignments for Winter Break)from 24.12.2017 to 02.01.2017).
2 3	6/01/2018	Correction of Holiday Homework(Winter Break)/ Project/Assignment etc.	Correction of Holiday Homework(Winter Break)/ Project/Assignment etc.	Demo lesson in EVS (5 th period) and English (6 th period).All teachers/HM to attend the same irrespective of the fact somebody teaches the subject or not.	Demo lesson in Maths (7 th period) and Hindi (8 th period).All teachers /HM to attend the same irrespective of the fact somebody teaches the subject or not.
2 4	20/01/2018	Summing up/ compilation of PERIODIC TEST-2Marks/entry of records etc. for PT-1.	Summing up/ compilation of PERIODIC TEST-2Marks/entry of records	Workshop on Green Vidyalaya	Workshop on Green Vidyalaya

		Enlisting slow bloomers/average/bright students. Updating students profile and getting result of PT-2, getting ready for parents teacher meet next week.	etc. for PT-2. Enlisting slow bloomers/average/bright students. Updating students profile and getting result of PT-2, getting ready for parents teacher meet next week		
25	27/01/2018	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded PT-2	Parents teacher meetings with individual parent briefing of all the details about students to the parents, showing answer sheets to the parents for the recently concluded PT-2		Parent teacher meeting for Class 1 &2
					Parent teacher meeting for Class 1 &2