

A “ Calendar of Activities” for Government Schools in Himachal Pradesh

I. Academic Year

(i)	Summer Closing Schools	1 st April and ending on 31 st March
(ii)	Winter Closing Schools	1 st April and ending on 31 st March

II. School Timing throughout the Year

(i)	Summer Closing Schools	9.00 AM to 3.00 PM
(ii)	Winter Closing Schools and those summer closing schools in the past observing the school timings on the analogy of winter schools.	10.00 AM to 4.00 PM

III. Vacation Schedule

I.	Summer Closing School(Except Kullu, Lahaul and Spiti Districts)	
(i)	Monsoon break: 25 th June to 30 th July	36 days
(ii)	Festival Break Starting from two days before Diwali upto six days	06 days
(iii)	Winter break 7 th January to 16 th January	10 days
	Total..	52 days

II. For Kullu District

(i)	Monsoon break: 20 th July to 10 th August	22 days
(ii)	Festival Break Starting from one day before Dussehra upto six days	06 days
(iii)	Winter break 1 st January to 24 th January	24 days
	Total..	52 days

III. For Lahaul and Spiti

(i)	Summer Break 17 th July to 27 th August	42 days
(ii)	Dussehra Break Starting one day before Dussehra upto 10 days	10 days
	Total..	52 Days
	Winter closing schools	
(i)	Monsoon Break : 21 th July to 30 th July	10 days
(ii)	Festival Break : Two days before Diwali upto 6 days	06 days
(iii)	Winter Break : 1 st January to 31 st February	36 days
	Total..	52 days
	Vacation Schedule for Kinnaur, Pangi and Bharmour (Tribal areas)	As in winter closing schools.

IV. Admission and Preparation of Time Table*

Sr.	Summer Closing Schools		Winter Closing Schools	
(i)	9 th to 10 th Classes	1 st April to 7 th April every year	9 th to 10 th Classes	1 st April to 7 th April every year
(ii)	+1 & +2 Classes (On 'Roll On' basis)	1 st April to 10 th April	+1 & +2 Classes (On 'Roll On' basis)	1 st April to 10 th April

* Teaching will start next day after regular admissions.

V. Monthly Class Tests, Terminal Test* and Annual Examinations*

(a)	Monthly Class Test	Summer Closing Schools	Winter Closing Schools
(i)	First	Last week of May	Last week of May
(ii)	Second	Last week of September	Last week of September
(iii)	Third	Last week of October	Last week of October
(iv)	Fourth	Last week of November	Last week of November
(b)	Terminal Tests	Summer Closing Schools	Winter Closing Schools
i	First	Last week of June	Last week of June
ii	Second	Last week of December	Last week of December
(c)	Annual Examinations	Summer Closing Schools	Winter Closing Schools
i	Annual Examinations	In the month of March	In the month of March
ii	Declaration of Annual Results (9 th and 11 th)	31 st March every Year	31 st March every Year

*Intimation of Progress report of the Students through Report Cards to be sent to Parents after each Terminal Examinations/Annual Examinations.

VI. Monthly Plan (Common for Summer and Winter Schools)

(i)	Expenditure Statement	First week of Every Month
(ii)	Monthly Teacher's Diary	Writing of monthly teaching plan in Teacher's Diary by teachers and Checking by Head of Institution
(iii)	Disposal of all communications	Weekly disposal of all communications received from Deputy Director/Directorate of Higher Education including sending Joining/Relieving of the staff.
(iv)	Co-curricular activities in houses	Co-curricular activities will be organised in each House in two periods to be kept together in the Time Table.
(v)	Inter- House competition	Once in Last week of every month
(vi)	Celebration of National, International and Social Relevance Days (*Suggestive List of Days attached as Annexure-v)	At least one day in a month (Compulsory Celebration/ Participation on Republic Day, Statehood Day, Independence day, Teachers Day, NCC/NSS/Scouts \$ Guides day at all levels).

VII. Quarterly Plan

(a) First Quarterly Plan (April-June):

Sl. No.	Summer Closing Schools	Winter Closing Schools
April		
(i)	1 st Quarterly Establishment Statement and information of surplus staff to be sent as per departmental norms to DDHE Office and Directorate.	1 st Quarterly Establishment Statement and information of surplus staff to be sent as per departmental norms to DDHE Office and Directorate.
(ii)	ACR's of Ministerial Cadre	ACR's of Ministerial Cadre
(iii)	Annual Statistical Data (1) Financial data as on 31 st March (2) Numerical data as on 31 st Sept. of previous year. Issue of Form 16 and TDS Statement on Form 24	Annual Statistical Data (1) Financial data as on 31 st March. (2) Numerical data as on 31 st Sept. of previous year. Issue of Form 16 and TDS Statement on Form 24
(iv)	Enrolment of students in Specific activities viz. NCC, NSS Scouts and Guides, Various clubs and Societies.	Enrolment of students in Specific activities viz. NCC, NSS Scouts and Guides, Various clubs and societies.
(v)	Preparation of school development plan for academic year and to be sent to DDHE office.	Preparation of school development plan for academic year and to be sent to DDHE Office.
(vi)	Distribution of Free Text Books	Distribution of Free Text Books
(vii)	Formation of Houses of students of all classes and students from NCC, NSS Scouts and Guides in one house only	Formation of Houses of students of all classes and students from NCC, NSS Scouts and Guides in one house only.
May		
(i)	Selection of Teams for sports/ other Activities	Selection of Teams for sports/ other Activities
June		
(i)	Formation of editorial Board for School Magazine and Initiative of Process for publishing school Magazine	Formation of editorial Board for School Magazine and Initiative of Process for publishing school Magazine
(ii)	First Half-Yearly meeting with DDHE and submission of write off cases to DDHE for verification related to Govt. funds beyond their (principals) powers.	First Half-Yearly meeting with DDHE and submission of write off cases to DDHE for verification related to Govt. funds beyond their (principals) powers.
(iii)	Constitution of SMC	Constitution of SMC

(b) Second Quarterly (July to September):

Sl. No.	Summer Closing Schools	Winter Closing Schools
July		
(i)	Submission of 2 nd Quarterly Established statement	Submission of 2 nd Quarterly Established statement
(ii)	TDS statement for first quarter to be filed at TIN centre	TDS statement for first quarter to be filed at TIN centre
(iii)	Review of construction related activities including repairs and activities on campus development	Review of construction related activities including repairs and activities on campus development

(iv)	Results of all classes to be sent to the concerned DDHE along with Board's Results in case of Board Classes.	Results of all classes to be sent to the concerned DDHE along with Board's Results in case of Board Classes.
August		
(i)	Demand for additional Budget/1 st excess Surrender statement	Demand for additional Budget/1 st excess Surrender statement
(ii)	Celebration/ Participation at Local level on 15 th August	Celebration/ Participation at Local level on 15 th August
September		
(i)	Submission of ACR's of Teachers	Submission of ACR's of Teachers
(ii)	Zonal and District Sports Tournaments, Children Science Congress	Zonal and District Sports Tournaments, Children Science Congress
(iii)	Distribution and filling of scholarship forms and consolidation of scholarship forms to be sent to DDHE(H)	Distribution and filling of scholarship forms and consolidation of scholarship forms to be sent to DDHE(H)
(iv)	Budget Estimates for the next year	Budget Estimates for the next year
(v)	General House Meeting of SMC	General House Meeting of SMC

C. Third Quarterly (October to December):

Sr. No.	Summer Closing School	Winter Closing School
October		
(i)	3 rd Quarterly Establishment Statement	3 rd Quarterly Establishment Statement
(ii)	Children Science Congress as District Level	Children Science Congress as District Level
(iii)	State Tournaments	State Tournaments
(iv)	Review of Action on Construction related activities including Repairs and Activities on campus development	Review of Action on Construction related activities including Repairs and Activities on campus development
(v)	2 nd Half-Yearly Meeting with DDHE and Review of right of case with DDHE for verification related to Govt. funds beyond their (Principals) Powers	2 nd Half-Yearly Meeting with DDHE and review of right of case with DDHE for verification related to Govt. funds beyond their (Principals) Powers
(vi)	TDS statement for 2 nd Quarter to be filled at TIN centre	TDS statement for 2 nd Quarter to be filled at TIN centre
(vii)	Filling of Examination Forms to be sent to H.P. Board of School Education	Filling of Examination Forms to be sent to H.P. Board of School Education
November		
(i)	Children Science conference at State level	Children Science conference at State level
(ii)	-----	Celebration of Annual Prize Distribution Function November/ December
December		
(i)	Children Science Congress at National Level	Children Science Congress at National Level /Celebration of Annual day.
(ii)	Demand of Additional Budget/2 nd Excess and surrender statement	Demand of Additional Budget/2 nd Excess and surrender statement
(iii)	Special NSS camp (if not held in July-August)	Special NSS camp (if not held in July-August)

d) Fourth Quarter (January to March):

Sl. No.	Summer Closing Schools	Winter Closing Schools
January		
(i)	4 th Quarterly Establishment Statement	4 th Quarterly Establishment Statement
(ii)	Celebration of Annual Prize Distribution Function in January/upto 15 th February	-----
(iii)	Celebration / Participation in Republic Day	Celebration/Participation in Republic Day
(iv)	Review of Action on construction related activities including repairs and campus development activities.	Review of Action on construction related activities including repairs and campus development activities.
(v)	TDS Statement for 3 rd Quarter to be filled at TIN centre	TDS Statement for 3 rd Quarter to be filled at TIN centre
February		
(i)	Finalisation of write-off cases purchased out of students funds and Govt. funds under their (Principal) Powers.	Finalisation of write- off cases purchased out of students funds and Govt. funds under their (Principal) Powers.
March		
(i)	Physical Verification of Stores, Labs., Library	Physical Verification of Stores, Labs., Library
(ii)	Completion of Financial transactions	Completion of Financial transactions
(iii)	Printing and Distribution of School Magazine.	Printing and Distribution of School Magazine.
(iv)	Annual Examination from 9 th to 12 th	Annual Examination from 9 th to 12 th
(v)	Declaration of Results 9 th and 10+1	Declaration of Results 9 th and 10+1
(vi)	General House Meeting of SMC	General House Meeting of SMC