



Vivek Techno School

Jaipur
CBSE Affiliation No.: 1730868
Regional No.: 16863

Bikaner
CBSE Affiliation No.: 1730736
Regional No.: 16663

Nagaur
CBSE Affiliation No.: 1730735
Regional No.: 16662

(An English Medium Day Boarding Co-Educational School)

VTSR /2023-24/ 87

Date :

Date: 10/01/2024

Academic Planner Session-2024-2025

Academic Planner /Calendar for Session 2024-25 (April-March), is as per following-

- Important Event session-2024-25 : ANX-1
 - Holiday list session 2024-25 : ANX-2
 - Institute Celebration- : ANX-3
 - Examination Schedule : ANX-4
 - Parent Teacher Meeting (PTM) Schedule : ANX-5
 - Event Calendar (Group wise) : ANX-6
 - Important Task list : ANX-7
 - Policies : ANX-8
- } Fixed for the session

Respective school branch to plan and get approved before 25th March 2024 (Anx- 6)
(The Provided list is suggestive) .Respective School Principal to issue separate notice
for conduction.

Anx -4,5 in case need to revise dates, approval be taken from head office.

A) Off Campus Events:

Comprising of workshop/Visits (Only educational)

:(ANX-6A)

Competition/ Quiz (Focus minimum 2 be planned for each class)

B) Inter School Competitions:(maximum 10 in the academic session for each group):(ANX-6B)

Online / Offline Mode

Technical & Academic competition for whole school.

C) House Wise Competition :

:(ANX-6C)

a) **Intra House Competition:** Class wise, academic and Non academic activities
(10 of each category conducted during the academic session).

b) **Inter House Competition:** To be conducted during Swatch Bharat Abhiyan in
the month of October comprising of academic and non academic (5 of each category).

c) *Mark will be awarded and best house will be awarded for the session.

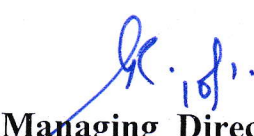
D) Celebrations:

:(ANX-6D)

To be organized in assembly as per the list of event given to be planned group wise.

a) Events/Important Theme days

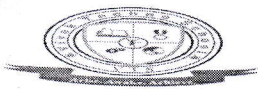
b) Assembly Theme


Managing Director
Vivek Techno School, Rajasthan

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Head Office: VTS , Sector-36, NRI Road, Jagatpura,Jaipur-303012(Raj.)

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Date: 29/12/2023

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a) **Intra House Competition:** Class wise, academic and Non academic activities (10 of each category conducted during the academic session).

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D) Celebrations:

:(ANX-6D)

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a) Events/Important Theme days

b) Assembly Theme


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ANX-1

IMPORTANT EVENT

Session 2024-2025

- *New session 2024-25
 - : School opens-7th Feb, (Wednesday), 2024 (X & XII)
 - : School opens-3rd April, (Wednesday), 2024 (Nursery-IX /XI)
 - : 11th May, 2024, Saturday (Project & homework)
 - : 13th May-31st May, 2024 (Closing ceremony 31st May, 2024)
 - : 13th May-30th June, 2024 (For Students)
 - : 3rd June -23th June, 2024 (Staff report on duty 24th June, 2024)
- *Before Summer Break PTM
- * Summer Camp
- *Summer Break
- *School Re-open after Summer Break : 1st July, 2024 (Monday)
- * Examinations
 - : I Quarter Exams: May 2024 (Classes Nursery-XII)
 - : Mid Term : September 2024 (Classes Nur-XII)
 - : II Quarter Exams : November 2024 (Classes -Nursery-XII)
 - : Pre-Board I Exams ; November 2024 (Classes X & XII)
 - : Pre-Board II Exams : December 2024 (Classes -X & XII)
 - : Annual Exam: January 2025 (IX-XI)
 - : Annual Exams : March 2025 (Classes Nursery-VIII)
- *Mid -Term Break (Diwali Break) - : 28th October-3rd November, 2024 (Student & Staff)
- *Winter Break : 31st December -15th January, 2025 (16 days, Student .)
(Staff will report on 8th January (9 days))
- *Last Teaching Day-Session(2024-2025) : 18th January 2025 (Classes IX& XI) (for students only)
: 25th February, 2025 (Classes Nursery to VIII)
- *Result (Session-2024-2025) : 8th Feb, 2025 (Classes IX & XI)
: 22nd March, 2025 (Classes Nursery to VIII)
- *New Session-(2024-2025) : 10th Feb. (Monday), 2025 (Classes X & XII)
- *Excursion/Educational Trip : 2nd April (Wednesday), 2025 (Nursery-IX & XI)
: Optional (Diwali Break,/Winter break/After annual exam)/Class wise starting from Classes III onwards
To be planned and approval taken 3 month prior to schedule.
- * Preparatory leave for board Class :X -15 days.
- * Preparatory leave for board Class :XII -1 month.


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List of HOLIDAYS for Session-2024-2025

S.No.	Occasion	Date	DAY	REMARKS
1	Good Friday	29 th March 2024	Friday	
2	Sheetla Ashtami	2 nd April 2024	Tuesday	
3	Ambedkar Jayanti	14 th April 2024	Sunday	
4	Ramnavmi	17 th April 2024	Wednesday	
5	Mahavir Jayanti	21 April 2024	Sunday	
6	Summer break	13 th May ,2024 to 30 June,2024		*Summer Camp 13 May -31 st May 2024. Staff Holidays 3June – 23 June 2024.
7	Rakshabandhan	19 th August,2024	Monday	
8	Janmashami	26 th August,2024	Tuesday	
9	Ganesh Chaturthi	7 th September,2024	Saturday	
10	Gandhi Jayanti	02 nd October,2024	Wednesday	
11	Navratrasathpana	3 rd October,2024	Thursday	
12	Navmi	11 th October,2024	Friday	
13	Dussehera	12 th October,2024	Saturday	
14	MID Term Break(Diwali Break)	28 th October-3 rd November 2024		6 days for Teaching staff 3 days for Non Teaching staff
15	GurunanakJayanti	15 th November, 2024	Friday	
16	Christmas	25 th December,2024	Wednesday	
17	Winter Break	30 th Dec 2024 to 10 th Jan 2025		12Days for student 10 days for Teaching staff
18	MakarSankranti	14 th January,2025	Monday	
19	Mahashivratri	26 th February 2025	Wednesday	
20	Holi	13 th ,14 th March,2025	Thursday & Friday	

(RH-Restricted Holidays as per Govt Holidays (Id-Ul-Fitr/Chetichand/Mohrram/Id-Ul-Zuha/Lohri/GurugovindsinghJayanti /Chhat Puja to be availed with approval)

Follow notice- Separate notice will be issued by Principal for admin staff & teaching staff. (For Summer /Diwali/Winter break)


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ANX-3

Institution Celebration at the School Campus

S.No.	Events	Date	Participation	Comments	Will be organized by
1	All Subjects Projects Exhibition	11 th May 2024	Group B & C	Subject wise Projects Academic	Group C
2	Investiture Ceremony / Founders Day / Science Exhibition	30 th July 2024	Group D & E	Attended by all students	Group E
3	Green Week	1 st August to 8 th August, 2024	Environment club & on 8 th award and special assembly	Plantation & Environmental activities	Group C
4	*Independence Day	15 August, 2024	Mandatory to attend		Group E
5	Indradhanush	10 August, 2024		Inter School Competition	Group A
6	Teachers day	5 September, 2024	All Groups will attend	staff, student act as a teacher	Group D
7	Annual Sports Day	November/December 2024	Group A&B Group C,D & E	All students	Group A to E
8	Annual Day- VivekUtsav-7	23 th October, 2024	Group A&B Group C,D & E	Annual Function to be plan in October, 2023	Group A&B, C, D, E
9	Republic day	26 January, 2025	Mandatory to attend	All Groups	Group B
10	Aashirwad Ceremony (passing Out Students)	20 th December 2024	IX, X/XI, XII Students	All in charges & Coordinators & students of group E	Group E
11	VTA Day	January -2025	All Groups	VTA Incharge to plan for a week to evaluated students and final to be performed during VTS Carnival/VTA Day	VTA Incharge
12	Annual Exhibition	March, 2025	All Groups	All students	Group-C & D
13	Carnival	Children's day/25 th December	All Groups	All students & Staff	VTS Staff

Remarks : Staff members be assigned duties for above events. Planning for event to be done in advance and complete report of event to be submitted.


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ANX-4

EXAMINATION SCHEDULE

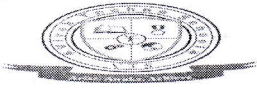
S.NO	Examination	Dates	Classes
1	I Quarterly (May,2024)	01.5.2024-07.5.2024	All classes
2	Tuesday Test Schedule to be prepared month wise as CPT schedule by group coordination covering course of each previous test. Request school Principal to issue notice quarter wise	All Tuesday of the Month (Monthly Notice will be issued) Students awarded in the consecutive assembly	All classes
3	Mid Term (September, 2024)	14.9.2024-28.9.2024	All classes
4	II Quarterly (November, 2024)	18.11.2024-23.11.2024	All classes
6	I Pre Board (November,2024)	16.11.2024 - 25.11.2024	Class-X,XII
7	II Pre Board (December,2024)	04.12.2024-16.12.2024	Class-X,XII
8	Annual (January,2025)	20.01.2025-31.1.2025	Class-IX,XI
9	Annual (February,2025)	28.2.2025- 12.03.2025	Nur-VIII

In case required individual institute may put request for the change in the month of April/October for the term.
Class X & XII : Schedule can be revised according to CBSE Guidelines.
Class XII Practical Exam in January , X & XII Board Exam in February as per CBSE notice .


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ANX-5

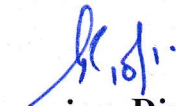
Parent Teacher Meeting

PTM to be conducted in the academic session are as follows (in case of change of dates or requirement for more PTM's during the academic session may be planned, by the respective school Incharge with approval).

S.No	Month & Date	Day	P.T.M. No.		Remarks
1	11 th May, 2024	Saturday	1	I Quarterly Result and Summer Camp Orientation, Project Exhibition of Group A,B,& C	For all classes
2	27 th July, 2024	Saturday	2	General PTM	For all classes
3	24 th August 2024	Saturday	3	CPT Result of April/May/July	For all classes
4	05 th October 2024	Saturday	4	Mid Term Result	For all classes
5	30 th November, 2024	Saturday	5	II Quarterly Result	For all classes
6	30 th November, 2024	Saturday	6	I Pre Board Result	Class X and XII
7	08 th Februry,2025	Saturday	7	Annual Result General PTM	Classes IX and XI Classes Nur to VIII
8	22 th March 2025	Saturday	8	Annual Result	Classes Nur to VIII
9	Board Result Session 2024-2025	Saturday	9	Board result felicitation /appreciation for students with parents.	X and XII

PTM day will be non working for students of that group. Students to be advice to come along with parents on PTM in regular school uniform.

School Principal can plan and issue notice if more PTM is to be Scheduled as per school requirement


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ANX-6A

A) OFF CAMPUS EVENTS(Few Suggested)

WORKSHOPS: To enrolls students for these if and when available near your school branches (either other school /private or government organization/NGO)

Maximum 5 in an academic year for the entire school.

1	Story Telling Group A&B	14	Kite Making Group C
2	Clay Modeling Group A&B	15	Safe and Unsafe Touch Group B&C
3	Self Defense Group C	16	How to control Anger
4	Road Safety Rules Group D	17	How to deal with examination stress
5	Flower Arrangement Group E	18	Joy of giving Group A&B
6	Career Counseling Group A&B	19	Yoga & Aerobics Group C&D
7	Paper Mache Group C	20	Spirituality Group E
8	Pottery Group D	21	Dining Manners Group A&B
9	Tie & Die Group D	22	Hygiene Group A&B
10	Puppet Making Group C	23	Gender awareness Group C
11	STSC and NTSC Group E	24	Road safety Group D& E
12	Robotics Group D	25	Marathon Group D& E
13	Cyber Security Group E	26	Environment issues Group D& E

Visit and Day Outings (for educational Learning)

1	Historical Monuments	12	Book Fair	Group C	
2	Nature Park	Group A&B	13	Press Visit	Group D&E
3	Bird Watching (lakes)	Group A&B	14	Orphanage	Group C
4	Industries/ Factory	Group E	15	Old age Home	Group D&E
5	Museum	Group A&B	16	Adventure Camp	Group D&E
6	Government Projects	Group E	17	Metro Station	Group A&B
7	Post Office	Group A&B	18	Railway Station	Group C
8	Dairy	Group C	19	Mall	Group A&B
9	Science Park	Group D	20	Haat Bazar	Group C
10	Zoo	Group A&B	21	Biological Park	Group D
11	Temple	Group A&B			

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ANX-6B

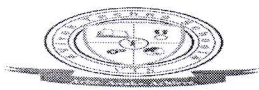
B) INTER SCHOOL COMPETITIONS

School needs to enroll its students.

S.No.	Month	Competition/Event	Participants class	Incharges
1	May	KVPY	May 2022 Classes XI & XII	Mr.Prateek
2	September (I to X)	IGKO	Classes I-X	Mr. Deepak
	October	IEO		
	November	NSO		
	December	IMO		
	December/ January	NCO/ICO		
3	August/ September	NTSE	Classes IX-X	
4	August/ September	STSC	Class-X	Mr.Yuvraj
5		Green Olympiad- Teri CBSE	Classes I-X	Ms.Nikita
6	As per CBSE calendars	CBSE –Academic competition Zonal / Regional/Nationals		Ms.Nikita
7		Spell Bee (Invitation receives on mail- Humming Bird)	Classes I-V	Ms Swati
8		Hindi Olympiad	Classes VI-X	Ms.Usha Thapar
9		Quiz, Debate, Elocution, Declamation etc.	School to ensure maximum 5 Such participation	Ms.Mahima
10	November/ December	NMMS National means cum merit Scholarship(Central Govt.)	Classes IX-XII	Ms.Sumitra
11	January	Inspire Award (State Govt.)	January Classes IX to XII	Ms.Anjana
12	January	MTSE Maths talent search Examination (Central Govt.)	Application April Classes III to IX Exam January	Ms.Sumitra

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ANX-6C

C) House Wise Competition

a) Intra House Competition

b) Inter House Competitions

S.No.	Activity	Types of Activity
1	Dance	Classic
		Western
2	Music	Vocal
		Poetry Recitation
		Instrument
3	Drama	SKIT
		Play
		Magic Art
		Fancy Dress
		Mime Art
4	Art & Craft	Paper Craft
		Rakhi Making
		Rangoli Making
		School Decoration
		Card Making
		Flower Decoration
		Diya Decoration
		Logo Making
		Drawing and Colouring
		5
Handwriting		
Debates		
Favorite Author		
Elocution		
Spell Bee		
Story Writing		
Quiz		
Declamation		
6	Sports	Cricket
		Football
		Chess
		Volley ball
		Carom
		Badminton
		Basket ball
		Taekwondo
		Kabaddi
		Athletics (100m, 200m, 400m, Hurdles, etc)

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D) Celebrations: (Suggested)

ANX-6

S.No.	Festivals	S.No.	Important Day	S.No.	Class Time
1	Lohri	1	New Year	1	Safe Unsafe Touch
2	MakarSakranti	2	World Hindi Divas	2	What make me special
3	BasantPanchmi	3	Army Day	3	Happiness
4	Holi	4	Martyrs Day	4	Safety
5	Guru Purnima	5	Environment Day	5	Honesty
6	Janmanstmi	6	World Health Day	6	Sharing
7	Rakhi	7	Heritage Day	7	Cleanliness
8	Ganesh Chaturthi	8	Earth Day	8	Control Anger
9	Dashaura	9	Worker Day	9	Person I love most
10	Diwali	10	Mother 's Day	10	5 wishes
11	Christmas	11	Anti Tobacco Day	11	Joy of giving
		12	Yoga Day	12	Rainbow
		13	Christmas Day		

Incharges:

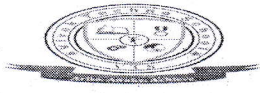
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Ms.Portia

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ANX-7

Task list will be reviewed before and after every major event or holidays to make school functioning more systematic and better.

Task to be Done By:- Accounts

S.No	Task
1	Updation of Tuition Fee
2	Updation of Transport Fee
3	Updation of Student list
4	Left Student list and their dues
5	Updation of Student list
6	Staff list as per CBSE norms
7	Fee reconciliation
8	Audit of accounts
9.	Excel Sheet for the 4 th qtr. Feedue

Task to be Done By:- Admission Cell

S.No	Task
10	Student personal Document updation Class Nur- V Class VI-X
11	Update of student files RTE File Updation (Student wise & Bill Clear)
12	Excel sheet class wise as per document given
13	Stock audit of Admission Martial
14	Admission Planning

Task to be Done By:- Admin Office

S.No	Task
1	All central notices for academic session 2024-25
2	Staff service file
3	Staff personal file
4	Academic Planner 2022-23
5	Booklet of All formats compilation area wise
6	All notices assembled branch wise & central (File)
7	RTE Site updation student wise
8	CBSE staff list updation OASIS
9	E-Mail boxes updation as per labels
10	Stock record of Admin cell
11	All files of affiliation sequences year wise
12	Leave Record
13	VSSS/ATL LAB Almirah to be organize & proper set up
14	Computer Lab Set up & Backup from all offices

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Head Office: VTS , Sector-36, NRI Road, Jagatpura,Jaipur-303012(Raj.)

Website:www.vivektechno.ac.in | E-mail: info@vivektechno.ac.in | Ph.:7297844886



Vivek Techno School

Jaipur
CBSE Affiliation No.: 1730868
Regional No.: 16863

Bikaner
CBSE Affiliation No.: 1730736
Regional No.: 16663

Nagaur
CBSE Affiliation No.: 1730735
Regional No.: 16662

(An English Medium Day Boarding Co-Educational School)

VTSR/ /

Date :

WR

Task to be Done By:- Teaching Staff

Day-1	1. All student documentation record updating in attendance register through student file 2. Fee Reconciliation of their classes with accounts	All Group	
Day-2	1. Stock Registers and infrastructure audit 2. Book Review and recordation for session 22-23 Compilation of hand book		
Day-3	1. PT-3 and annual question paper 2. Result :- Compilation of internal marks 3. Compilation of file record & Saturday report 4. Planning of Jan /Feb/ March Academic and Activity (Plan + Budget) 5. Syllabus Planner (Jan/Feb/March) 6. Revision Planning 7. Note Book Checking 8. Class Decoration		

Task to be Done By:- Fourth Class Staff

S.No	Task	Name	Sign
1	Cleaning of school	All Fourth Class Staff	
2	Arrangement of furniture		
3	Removing of un-wanted material from cupboards		
4	Manure & fertilizer of all back area garden & Flower plants		
5	Cleaning of Pantry area & Mess area		

Task to be Done By:- VTA Staff

S.No	Task	Name	Sign
1	Preparation of grounds and requirements 1. Basketball 2. Football 3. Taekwondo		
2	Preparation of rooms		
3	Plan of VTA assessment -Jan/feb 1. Certificate 2. Trophy 3. Inter houses matches		
4	Republic day planning		
5	Stock verification of individual field		
6	Helping Accounts for fee reconciliation		
7	Books & Notebook Audit (Types Of Notebook)		


Managing Director
Vivek Techno School, Rajasthan

Copy to: Hon'able Chairman, Director, Principals, Vice Principal, All Staff, All Notice Boards, Office File(J/N/B.)