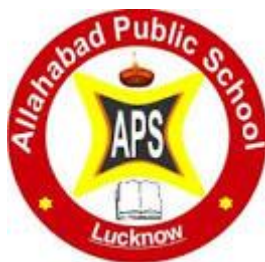


ALLAHABAD PUBLIC SCHOOL, LUCKNOW



ANNUAL PEDAGOGICAL PLAN (Session- 2023-24)

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

APRIL, 2023

Scholastic/
Academics

Staff Meeting- 03.04.2023

Attendance Registers/ sheets and Log Books to be prepared by the Teachers & signed by Principal/ V.P.

Distribution of Teachers Time Table & Class Time Tables

New Session begins for classes Pre-primary to X & XII -03.04.2023

Department Meeting - 08.04.2023

Co Scholastic/Cultural Activities / Events

Special Assemblies to be organised on some of the following Days :

Prize Distribution to Class Toppers - 01.04.2023

Eid Celebration - 21.04.2023

Show & Tell Competition - Pre-Primary to V on

JAM - VI to VIII

Pool party & drawing competition - Pre-primary.

Welcome Week (Ice cream party and fun filled activities) (Pre- Primary & I - II)

Earth Day Celebrations - Colour Splash (Nur), Spray painting (Prep), My first play dough experience (PG)

Art and Craft: The Three R's - Reuse, Recycle, Recreate (Class -I & II)

SPORTS : Run and pick (Pre Primary), Fun Race Competition (Class I & II)

English Transcription Competition, Hindi Transcription Competition (Class III -V)

Inter-House Hindi Solo Recitation Competition, (Class V)

Earth Day Celebration (Topic: Harmonizing with Nature)

Club Activities - Environmental, Indoor/Outdoor Sports, Dance, Beauty & Wellness, Hindi/English Dramatics, Jewellery making, Face painting/ Tattoo, Instrumental/Vocal Music

Administrative /
Managerial

Agreements to be signed of the renewed Annual Contracts

Allocation of Duties among teaching staff members for the session 2023 - 24 (03.04.23 - staff meeting day)

Drinking Water Testing & Cleaning

Safety & Security Mock Drills - Block wise (Under Disaster Management Plan)

Parent/ Grand Parent Orientation Programme - Pre-Primary

	Holidays
	04- Mahaveer Jayanti, 07 - Good Friday, 14- Ambedkar Jayanti, 22- Eid Ul Fitr
Finance / Accounts	Distribution of fee slips & fee collection.
	Finalization of Fee Concession cases for the session 2023 - 24
	Submission of Income Tax , Sales Tax, Service Tax, ESIC & Annual returns
CBSE Compliance	Approval from CBSE for repetition of students in class X & XII (Session 2023-24 who dropped board exam in session 2022-23)
Events	Teachers Training Programme -
	Capacity Building Program on Life Skill by CBSE attended by our two staff - 08.04.2023
	Training of all staff on above CBP by our trained staff - 15.04.2023
	Capacity Building Program on NEP- 2020 by CBSE attended by our two staff - 25.04.2023

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

MAY, 2023

Scholastic/Academics	Signing of Attendance register, Log books, Worksheets & Planners
	Department meeting of all subjects (Nur - V) - 17.05.2023
	Last working day for classes Pre-primary - 19.05.2023
	Last working day for classes I to XI - 31.05.2023
	Provisional admission of class XI and beginning of classes - 01.05.2023
	First cycle Ubit Test - I for classes Pre-primary to X & XII - (10.05.2023 - 16.05.2023)
	PTM for classes Pre-Nursery on 20.05.2023
	PTM for classes I to XII on 27.05.2023
	Board Result Analysis for classes X & XII
	Inspection of copies of class I to XII
Meeting of class XII & X Subject Teachers	
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Labour Day : - 01.05.2023
	Distribution of Olympiad (2022-23)Certificates & medals : - 10.05.2023
	Mother's Day : - 13.05.2023
	Pre Primary - Pop corn & Movie Party , Pool Party.
	Healthy Tiffin Competition for mothers, Show & Tell (Classes I & II)
	Trip to water park , classes I to XII on 30.05.2023
	SPORTS : Tug of War (Pre Primary), Drawing Competition for I to V, Drawing Competition (Pre-Primary)
	Club Activities - Environmental, Indoor/Outdoor Sports, Dance, Beauty & Wellness, Hindi/English Dramatics, Jewellery making, Face painting/ Tattoo, Instrumental/Vocal Music
Finance / Administrative / Managerial	Reporting of Furniture
	White wash of school building
	Cleaning of water Tank & School Campus
	Taking approvals for placing orders/ Stock Checking by the Admin and Accounts Deptt.
	Staff Club Party
Finance / Accounts	Internal Audit
	Salary Finalisation & Distribution
	Follow up of Fee Defaulters

	Collection and Evaluation of Summer Holiday Homework
	Faculty meeting to finalise remedial students
	Faculty meeting of Sports, Music & Dance, Arts - 07.08.2023 (After School to plan for teacher's Day) 7.08.2023
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	World Population Day : - 11.07.2023
	Pre Primary - Mango Party, Paper tearing & Pasting, Solo dance, Rhymes
	Vanamahotsav celebration by planting saplings : Classes I to V : 08.07.2023
	Solo Dance Competition for Classes IX to XII
	Introduction of Robotics Clases for classes VI to XII
	SPORTS: Chess , Carrom & Rubucs Cube competition for classes VI to VIII
	Club Activities - Environmental, Indoor/Outdoor Sports, Dance, Beauty & Wellness, Hindi/English Dramatics, Jewellery making, Face painting/ Tattoo, Instrumental/Vocal Music
Administrative / Managerial	Food & Water testing
	Orientation Programs
	Mock Drill of Building Evacuation (Under Disaster Management Plan)
	Faculty meeting of Sports, Music & Dance, Arts - 01.08.2023 (plan for Investiture Ceremony)
	Holidays 29- Muharram
Finance / Accounts	Fee collection
	Statutory Audit
	Finalization of Quaterly Returns
CBSE Compliance	Distribution of forms to collect student's details for CBSE registration in class IX & XI
Events	Teachers Training Programme -
	Art Integration CBP by CBSE on 08.07.2023
	Training of all mathematics staff on above CBP by our trained staff

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

AUGUST, 2023

Scholastic/ Academics	Sec cycle Ubit Test - I for classes Pre-primary to XII - (01.08.2023 - 07.08.2023)
	Faculty meeting of all Subjects (Nursery - XII) - 26.08.2023
	Faculty meeting of Sports, Music & Dance, Arts - 07.08.2023 (After School to plan for teacher's Day)
	Surprise Inspection of copies
Co Scholastic/Cultural Activities / Events	Special Assemblies to be organised on some of the following Days :
	Independence Day : -15.08.2023 - Independence day celebration & Investiture Ceremony
	National Sports Day : -29.08.2023
	Pre Primary - Flag making, Rakhi making, Fancy Dress, Cooking without fire
	Fancy Dress Competition for classes I to V, Group Dance competition for classes VI to VIII, Singing competition for classes IX to XII
	Club Activities - Environmental, Indoor/Outdoor Sports, Dance, Beauty & Wellness, Hindi/English Dramatics, Jewellery making, Face painting/ Tattoo, Instrumental/Vocal

	Music
	Sports : Tug of War competition for Vi to VIII, Kho Kho competition for Classes IX to XII, Athletics for I to V
Administrative / Managerial	Planning and implementation of schedule of Teacher's day Celebration etc.
	Food & Water Testing
	PTM : Classes Nursery -XII 19.08.2023
	Health Check-up of students
	Holidays 15 - Independence Day, 31 - Raksha Bandhan
Finance / Accounts	Follow up of fee defaulters
	Finalization of Audited Accounts
	Salary Finalisation & Distribution
CBSE Compliance	Preparation of LOC (List of Candidates) of Classes IX & XI for online Registration (2238-24)
Events	Teachers Training Programme -
	As per CBP Schedule as and when scheduled by CBSE

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

SEPTEMBER, 2023

Scholastic/ Academics	Revision classes after syllabus completion
	MID TERM EXAMS (12.09.2023 to 22.09.2023)
	Discussion on low performers of MID TERM Exam.
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Teacher's Day : -05.09.2023
	Pre Primary - Teacher's day celebration, Janmashtami celebration, Red day celebration, Dramatics
	Hindi Divas Celebrations : -Story telling competition for classes I to V, Hasya Kavita from classes VI to VIII, Hind Debate from classes IX to XII
	Faculty meeting for Planning for preparation of Annual Sports Day and preparation of practice schedules.
	Club Activities - Environmental, Indoor/Outdoor Sports, Dance, Beauty & Wellness, Hindi/English Dramatics, Jewelry making, Face painting/ Tattoo, Instrumental/Vocal Music
Administrative / Managerial	Food & Water Testing
	Planning and process of Admission for the next Session (2024-25)
	Planning of rooms & Furniture as per Admission planning
	PTM on 30.09.2023
	Holidays 7 - Janmashtami, 28 - Eid e Milad
Finance / Accounts	Follow up of Fee Defaulters
	Salary Finalisation & Distribution

CBSE Compliance	Preparation of LOC (List of Candidates) of Classes IX & XI for online Registration (2023-24) continues...
	Online Submission of Teachers Data (As per CBSE Intimation)
	Online Registration of Classes IX & XI for the Session 2023-24 (As per CBSE Intimation)
Events	Teachers Training Programme -
	As per CBP Schedule as and when scheduled by CBSE

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

OCTOBER, 2023

	Faculty meeting of all subjects (Nursery - XII) - 07.10.2023
	Department meeting on 10.10.2023 (After School)
	Preparation of fresh list of remedial students
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Dussehra Celebration -21.10.2023
	Pre Primary - Dussehra Celebration , Diya & Candle decoration, Clay activity
	Excursion to the Zoo (Formative Activity - I), Happy Feet - Inter Class Group Dance Competition (Class I)
	Ravan Making Competition for classes VI to VIII, English Essay competition for classes I to V, English Debate competition IX to XII
	G.K.Olympiad on 10.10.2023 for classes I to X, English Olympiad on 12.10.2023 for classes I to X, Hindi Olympiad on 14.10.2023 for classes I to X
	SPORTS: Preliminary rounds for Annual Sports Day Scheduled for 19.11.2023
Finance /Administrative / Managerial Accounts	Food & Water testing
	Supervision & Follow-up of Traffic Rules among Students & Staff members
	Random Checking of cleanliness of different Blocks of School Building
	Holidays
	02 - Mahatama Gandhi Jayanti, 23- Navami, 24 - Dussehra, 28- Valmiki Jayanti
CBSE Compliance	Fee Collection of Third Qtr of the Session 2023-24
	Salary Finlisation & Distribution
Events	Online Submission of Teachers Data (As per CBSE Intimation) continues...
	Online Registration of Classes IX & XI for the Session 2023-24 (As per CBSE Intimation) continues...
	Online Verification of Registration of Classes X & XII for AISSCE - 2024
Events	Teachers Training Programme -
	As per CBP Schedule as and when schedulednd by CBSE

NOVEMBER, 2023

Scholastic/ Academics	Faculty meeting of all subjects (VI - XII) -04.11.2023
	Pre-Board I for X & XII from 01.11.2023 to 10.11.2023
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Children's Day & Diwali -11.11.2023
	Annual Sports Day 26.11.2023
	Collectionn of Outstation School Trip Money from 16.11.2023
	Pre Primary - Children's day party, Sports competition, Halloween Party
	Art and Craft : Clay Modeling Competition (I and II)
	Diya Making & Candle decoration Competition for classes VI to VIII, Rangoli making Competition for classes IX to XII
	Science Olympiad on 21.11.2023 for classes I to X, Computer Olympiad on 24.11.2023 for classes I to X, Mathematics Olympiad on30.11.2023 for classes I to X,
Administrative / Managerial	Food & Water testing
	PTM : Classes X & XII -18.11.2023
	Holidays
	(13 to 15) - Deepawali, 24 - Guru Teg Bahadur Shahid Diwas, 27 - Guru Nanak Jayanti
Finance / Accounts	Follow up of Fee Defaulters
	Salary Finalisation & Distribution
CBSE Compliance	Online Verification of Registration of Classes X & XII for AISSCE - 2023 continues...
Events	Teachers Training Programme -
	As per CBP Schedule as and when scheduled by CBSE

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

DECEMBER, 2023

Scholastic/ Academics	Pre-Board & Pre-Final exams for classes Pre-primary to XII - 11.12.2023 to 22.12.23
	Pre-Board Practical exam from 23.12.2023 to 28.12.2023
	Syllabus finalisation for next session Entrance Test and question paper making duty allocation.
	Faculty meeting fortnightly (Wednesday & Friday after school stayback)
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Christmas -23.12.2023
	Pre Primary - Christmas Party, Show & Tell, Thumb painting activity, Cotton pasting activity
	SPORTS - Lemon Race (Pre Primary)
	Commerce Olympiad for class XI on 12.12.2023
tra tiv e M an	Physical Stock Verification - Incharge to submit the report

	PTM : Classes Pre-primary to XIII on 02.12.2023 & on 30.12.2023
	Farewell for class XII on 31.12.2023
	Printing of Stationary related to Academics, Administration & Accounts
	Safety & Security awareness Programs : Transport, Campus, On Road
	Preparation for renewal of contracts with outsourced Agencies on the basis of review
	Planning and Estimation of White wash & Painting / Food and Water Testing
	Text books reviewing commences in faculty meetings and sample books : Observation for next Session
	Compilation of Vacancies of teaching Staff & Planning for recruitment.
	Planning of School ALMANAC for the next session
	Photo shoot for outgoing Class XII
	Holidays
	25 - Christmas
Finance / Accounts	Preparation of Fee Structure for the Session 2024-25
	Preparation of Budget for the Financial year 2024-25
	Internal Audit for first six months
	Reconciliation of Fee upto December & Follow up of Fee Defaulters
	Salary Finalisation & Distribution
CBSE Compliance	Internal Grades compilation of Class XII & X- Ready for Uploading
	Scheduling for Board Practical Exam as per CBSE intimation
	Internal Marks(20 Marks) compilation of Class X - Ready for Uploading
Events	Teachers Training Programme -
	Early Childhood Education (Batch XX) / Pre-primary
	Science and Maths Talent Examination Level - 2 (at nodal centres) / IX

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

JANUARY, 2024

	Winter vacation from 01.01.2024 to 06.01.2024
Scholastic/ Academics	Board Practical Examinations commences
	Extra / Remedial Classes of Class XII & X
	Pre-Board III for classes X & XII from 08.01.2024 to 13.01.2024
	Collection of entrance exam question paper.
	Faculty meetings fortnightly : Wednesday - Languages, Maths, Commerce & Computer Science Friday - Science, Social Science, Hindi & Sanskrit
Co Scholastic/Cultural Activities /Events	Special Assemblies to be organised on some of the following Days :
	Republic Day -26.01.2024
	Pre Primary - Yoga Activity, Handwriting Competition
	Spell Bee for (Class III-V), Interhouse group singing competition (VI to XII)
	Social Sc. Olympiad for classes I to X on 18.01.2024
Out station trip for classes IX to XII from 01.01.2024 to 05.01.2024	
Administrative / Managerial	Compilation of physical verification reports
	Collection of next session Budget Estimation from all Departments with clear Demarcation of consumable and non consumable heads
	Estimation & Planning for Procurement of Furniture: For students & staff Members as per class rooms & staff rooms
	PTM : Class Nursery to XII on 20.01.2024 OR 27.01.2024 (depending on Board Practical

	schedule)
	Distribution of ACR Forms among staff members
	Taking sanction / permission : for recruitment of teaching staff members from competent authorities
	Finalization of Book list for the next Session (2024-2025) along with required stationary
	Reviewing of service for book shop & uniform shop on the basis of session 2024-25
	Setting & Moderation of question Papers for printing for Annual Examination
	Printing of School Almanac
	Organisation of Demo classes - recruitment of teachers for next Session
	Entrance Exams for Admission to session 2024-25
	Holidays
	26 - Republic Day, 15- Makar Sankranti, 17- Guru Gobind Singh Jayanti, 25- Hazrat Ali Birthday
Finance / Accounts	Fee collection of 4th Quarter & Follow up of Fee Defaulters
	Internal Audit for last six months
	Preparation of Books of Accounts for Statutory Audit
	Finalization of various Returns
	Inter Party / School Accounts Reconciliation
	Utilization of Budget of FY 2023-24
CBSE Compliance	Uploading of Board Practical Marks as per schedule of conduct of CBSE Practical Exams
	Uploading of Internal Grades for Class XII students
	Sending teachers to conduct Board Practical Examinations at other schools as External Examiners
Events	Teachers Training Programme -

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

FEBRUARY, 2024

Scholastic/Academics	Division of students based on Performers & Non-performers
	Faculty meeting to plan on conduct of classes for various category of students to face the Annual Exam.
	Remedial classes for weak students of class X & XII
	Enrichment Classes for bright students of class X & XII continued...
	Surprise Tests
	Awareness - Important aspects of Board Examination : Answer Scripts, Time Management, UFM rules etc.
	Board Admit Cards - Hall Tickets - to be given
	Revision for all classes
	Final Examination commences
Co Scholastic/Cultural Activities /Events	Pre Primary - Movie Show

Administrative / Managerial	Infrastructure Planning for conduction of Assessment Examination-
	Infrastructure Planning for Board Examination Centre : Block and Rooms allocation for seating arrangements, arrangements of Toilets, Drinking water & Control Rooms
	Planning of Provisional Admission of class XI - Internal students
	Entrance Exams for Admission to session 2024-2025
	Demo for recruitment of new Faculty
	Holidays

Finance / Accounts	Salary Finalisation & Distribution
	Follow up of Fee Defaulters
CBSE Compliance	Checking / Correction : Hard Copy of LOC of Class X & XII received from Regional Office
Events	Teachers Training Programme -
	As per CBP Schedule as and when scheduled by CBSE

ALLAHABAD PUBLIC SCHOOL DEWA ROAD CHINHAT LUCKNOW

MARCH, 2024

Scholastic/Academics	Final Examination continues...
	Cross Evaluation of Final Examination Answer Scripts
	Result Discussion of non - performers
	Scheduling of Re-Exam
	Open day for classes VI- IX and XI to show answer Script of Final Examination to the students
	Result Declarations
	New Session Commences for all classes except class XI
	Annual Prize Distribution Ceremony
Co Scholastic/Cultural Activities / Events	Special Assemblies to be organised on some of the following Days :
	Holi Celebration - 23.03.2024
	Science Exhibition and Robotics Display - 16.03.2023
Administrative / Managerial	Class Rooms Allocation for the next Session
	Staff Rooms Re- Organisation / Allocation if required
	PTM for report card distribution- 16.03.2023
	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, Dustors etc for the next session
	To ensure availability of Document like : School ALMANAC, Attendance Register, Class Log Book etc.
	Staff Club Party
	Final Interview for recruitment of Faculty
	Publishing of School Magazine/ Newsletter
	Holidays
	8 - Mahashivratri, 25,26 - Holi
Finance / Accounts	Salary Finalisation & Distribution
	Follow up of Fee Defaulters
CBSE Compliance	
Events	Teachers Training Programme -
	As per CBP Schedule as and when scheduled by CBSE