

Calendar for Government Schools in Himachal Pradesh

I. Academic Year

i.	Summer Closing Schools	1 st April to 31 st March Next Year
ii.	Winter Closing Schools including Lahaul & Sipiti	16 th February to 15 th February Next Year

II. School Timings throughout the Year

i.	Summer Closing Schools (Except for Lahaul & Sipiti)	9 a.m. to 3p.m.
ii.	Winter Closing Schools and those summer closing schools where timings are 10 a. m. to 4 p.m. through out the year	10 a.m. to 4 p.m.

III. .Vacations

Sr.	Summer Closing Schools	Period	Winter Closing Schools	Period
i.	Spring Break (Except L & S)	1 st April to 6 th April	Monsoon Break including Tribal area	19 th Aug. to 24 th Aug.
ii.	Spring Break (For L & S)	1 st April to 15 April	Winter Vacations (except Tribal area)	1 st January to 15 th February
iii.	Summer Vacations(Except Kullu) Summer Vacations (For Kullu) Summer Vacation (For L & S) Dushera Break (For Kullu,L & S)	16 th July to 24 th August 16 th July to 18 th August 16 th July to 15 th August One Week as per Dushera	Winter Vacation (For Tribal area Viz. Kinnaur, Pangi, Bharmour)	1 st January to 25 th February * *Holidays on Second Saturday are not allowed.
iv.	Winter Break	26 th Dec. to 31 st Dec.		

IV. Admissions and Preparation of Time Table*

Sr.	Summer Closing Schools		Winter Closing Schools	
i.	6 th to 8 th & 10 th Classes	7 th April to 16 th April	6 th to +1 Classes	16 th Feb. to 25 th Feb.
ii.	9 th Class (on 'Roll On' basis)	7 th April to 16 th April		
iii.	+1&+2 Classes(on 'Roll On'basis)	16 th April to 25 th April	+2 Class (on 'Roll On' basis)	16 th April to 25 th April

*Teaching will start next day after regular admissions.

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

a). Monthly Class Test		Summer Closing Schools	Winter Closing Schools
i.	First	Last week of May	Second week of May
ii.	Second	Last week of June	Last week of June
iii.	Third	Last week of Sept./First week of Oct.	Last week of July
iv	Fourth	First week of Nov.	Last week of August.
v	Fifth	Last week of Jan./First week of Feb.	Third week of Dec. (Only for +1 & +2 Classes)
b) Terminal Tests		Summer Closing Schools	Winter Closing Schools

i	First	Last week of August	Last week of June
ii	Second	Second/Third Week of Dec.	First week of November

c) Annual Examination		Summer Closing Schools	Winter Closing Schools
i	Annual	Second week of March	Second week of Dec.
ii.	Declaration of Annual Results	31 st March every Year	31 st December every Year

***Intimation of Progress of the Students through Report Cards to be Send to Parents after each Terminal Test/Annual Exam.**

V1 . Monthly Plan(Common for Summer & Winter schools)

i	Expenditure Statement	First week of Every Month
ii	Writing of week-wise monthly teaching plan in teachers Diary by teachers and Checking by Head of Institutions.	First week of every month
iii	Weekly disposal of all communications received from Deputy Directorate and Directorate of Education including sending Joining /Relieving of the staff.	Every week
iv	Co-Curricular activities of each House in two Co curricular activities (CCA) Periods to be kept together in the Time Table.	Once in every week
v	Inter-House competition	Once in Last week of every month
vi	Celebration of National, International & Social Relevance Days (*Suggestive List of Days attached as Annexure-I)	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 Level.

V11. Quarterly Plan

a). First Quarter (April-June)

Sr.	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 & Directorate	1 st Quarterly Establishment Statement and Information of Surplus Staff to be sent as per departmental norms to DDHE Office & Directorate
ii	A C R's of Ministerial Cadre	A C R's of Ministerial Cadre
iii	Annual Statistical Data (1) Financial data as on 31 st March (2) Numerical data as on 30 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 30 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 & Guides, various clubs and Societies.	Enrolment of students in Specific activities viz. NCC,NSS Scouts & 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	
vii.	Formation of Houses of students of all Classes with students Viz. students from NCC,NSS Scouts & Guides in each house.	Formation of Houses of students of all Classes with students Viz. students from NCC,NSS Scouts & Guides in each house.

viii.	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
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.	Distribution and Filling of Scholarships Forms	Distribution and Filling of Scholarships Forms
iii.	Constitution of PTA	Constitution of PTA

b) Second Quarter (July to September)

Sr.	Summer Closing Schools	Winter Closing Schools
July		
i.	Submission of 2 nd Quarterly Establishment Statement and Budget Estimates for the next Year.	Submission of 2 nd Quarterly Establishment Statement and Budget Estimates for the next Year.
ii.	TDS statement for first quarter to be filed at TIN center	TDS statement for first quarter to be filed at TIN center
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 A C R's of Teachers	Submission of A C R's of Teachers
.ii.	Zonal and Distt. Sports Tournaments, Children Science Congress	Zonal and Distt. Sports Tournaments, Children Science Congress
iii.	Consolidation of Scholarships Forms and to be sent to DDE(H)	Consolidation of Scholarships Forms and to be sent to DDE(H)
iv.	Filling of Examination Forms to H.P. Board of School Examination.	Filling of Examination Forms to H.P. Board of School Examination.

c). Third Quarter (October to December)

Sr.	Summer Closing Schools	Winter Closing Schools
October		
i.	3 rd Quarterly Establishment Statement	3 rd Quarterly Establishment Statement
ii.	Children Science Congress at Distt. Level	Children Science Congress at Distt. 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 write off cases with DDHE for verification related to Govt. funds beyond their (Principals) powers.	2 nd Half Yearly Meeting with DDHE and review of write off cases with DDHE for verification related to Govt. funds beyond their (Principals) powers.
vi.	TDS statement for second quarter to be filed at TIN center	TDS statement for second quarter to be filed at TIN center
vii.		Special NSS Camp
November		
i.	Children Science Congress at State Level	Children Science Congress at State Level
ii.		Celebration of Annual day .
December		
i	Children Science Congress at National level	Children Science Congress at National level
ii	PTA Meeting (General House)	PTA Meeting (General House)
iii	Demand of Additional Budget//2 nd Excess & Surrender Statement	Demand of Additional Budget /2 nd Excess & Surrender Statement
iv	Special NSS Camp (if not held in July/August)	Finalization of Write off cases purchased out of students funds and Govt. funds under their (Principals) powers2 nd Half Yearly Meeting with DDHE and review of write off cases with DDHE for verification related to Govt. funds beyond their (Principals) powers..

d). Fourth Quarter (January to March)

Sr.	Summer Closing Schools	Winter Closing Schools
January		
i	4 th Quarterly Establishment Statement	4 th Quarterly Establishment Statement
ii	Celebration of Annual Day in January/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 third quarter to be filed at TIN center	TDS statement for third quarter to be filed at TIN center
February		
i.	Finalization of Write off cases purchased out of students funds and Govt. funds under their(Principals) powers .	Distribution of free text books.
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.

**Important International, National and State Days
are to be celebrated every year in schools**

Sr.	Important Day	Date And Month
1	International Day	12 th January
2	Statehood Day	25 th January
3	Republic Day	26 th January
4	Martyr Day/Anti Leprosy Day	30 th January
5	World Wet land Day	2 nd February
6	National Science Day	28 th February
7	International Women Day	8 th March
8	World Water Day	20 th March
9	Martyr Day	23 rd March
10	World Health Day	7 th April
11	Himachal Day	15 th April
12	Earth Day	22 nd April
13	International Red Cross Day	8 th May
14	World Anti Tobacco Day	31 st May
15	World Environment Day	5 th June
16	Anti Drugs Day	26 th June
17	World Population Day	11 th July
18	Independence Day	15 th August
19	Sadbhavana Diwas	20 th August
20	Sports Day	29 th August
21	Teachers Day	5 th September
22	International literacy Day	8 th September
23	Hindi Day	14 th September
24	World Peace Day	15 th September
25	International Female Child Day	23 rd September
26	National Service Scheme (NSS) Day	24 th September
27	International Voluntary Blood Donation Day	1 st October
28	Gandhi Jayanti/ Lal Bahadur Shastri Jayanti	2 nd October
29	World protection Day	6 th October
30	United Nations Organization (UNO) Day	24 th October
31	Bharat Scouts and Guides (B S &G) Day	7 th November
32	Children Day	14 th November
33	National Integration Day	19 th November
34	Anti Violence Women Day	25 th November
35	World Handicapped Day	30 th November
36	World AIDS Day	1 st December
37	Army Flag Day	7 th December
38	World Human Right Day	10 th December

No- EDN-H (21) B(1) School Calendar -General-
Director of Higher Education
Himachal Pradesh

Dated Shimla - 171001 the September 16, 2008

To

1. All the Deputy. Directors of Higher Education in the Pradesh,
2. All the Principals of Govt. Senior Secondary Schools in the Pradesh.

Subject:- Calendar for Government Schools.

Memo :-

It is to inform you that for proper management of schools and to bring improvement in the standard of education, it was under active consideration of the Deptt. to formulate a Calendar of Activities to be undertaken during the whole academic/financial year in the institutions.

In this regard, the department has undertaken the exercise in formulation of Calendar for Govt. schools incorporating therein various activities to be undertaken by the schools. It was the endeavour of the department that all activities for management of schools in all spheres should be incorporated in the said Calendar. The calendar attached herewith encompasses the minimum activities which are expected to be carried out in the school. The more can be incorporated further in this calendar if needed.

You are therefore, requested to ensure the implementation of the Calendar in the institution in its true spirit and submit the compliance report as envisaged in the calendar.

Sd/-
Director of Higher Education
Himachal Pradesh

Endst. No. Even Dated : Shimla-171001, September 16,. 2008.

Copy for information to:-

1. The Principal Secretary (Higher Education) to the Govt. of H.P. Shimla-170002.
2. The Director, Elementary Education, H.P. Shimla-171001.
3. Guard File.

Sd/-
Director of Higher Education
Himachal Pradesh