KANCHANPUR GOVT.ENGLISH MEDIUM HS SCHOOL
KANCHANPUR,NORTH TRIPURA

ACADEMIC PLAN AND ACTIVITY CALENDER 2026-27

CALENDER OF ACTIVITIES 2026=27

Sl no	Activity	Purpose	Time schedule	Monitoring / Evaluation
1	School Time table	Preparation of school time table for all levels giving special focus on Classes X & XII and its proper implementation.	March-2026	Academic Leader/Principal
2	Remedial Teaching	Remedial classes for Nursery to class III and class VIII/ IX/ XI	March-2026	Subject teachers/ TIC(pry)/Principal
3	Subject committee meeting	Regular meeting for academic excellence	4th Week of every month	Subject heads/Principal/Academic convener
4	Distribution of text books for elementary level	Receive from Inspector of schools and distribution	April-May	Academic convener /principal/ Library convener
5	Guidance to Bright children	Career counseling session for bright children	June & December	Principal/ Expert in the field
6	Analysis of Internal exam & board exam result	Analysis in school level and the same to be sent to vidyajyoti cell	April and June	Academic convener & principal at school level
7	Curriculum and Syllabus	Preparation of Class and subject wise split syllabus for all exams.	March	Academic convener/Subject teacher/principal
8	ID Cards	Handing over of ID cards to Students	July/August	Class teacher/House Master

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9	Assembly	To organize with news/ value education/ announcement/ Patriotic Song/National anthem etc.	Daily	House Master (1 house/week)
10	Running MDM	Smooth running of MDM maintaining cleanliness and hygiene with checking of availability of soap/hand wash in place	Daily	Sagarika chakma/Simantini Chakma /Aaya/TIC/ Dipti Debnath/Kanika Nama
11	**Examination**			
(i)	Periodic Test	Conducting periodic Test	PT-I July(III-X) and August(XI) PT-2 September(IX-X)January(III-VIII XI)	Subject teacher and Exam convener
(ii)	Half yearly	As per schedule of Central Exam unit	Sept-October	Subject teacher and Exam convener
(iii)	Annual Exam	As per schedule of Central Exam unit	February-March (III-VIII & IX XI)	Subject teacher and Exam convener
(iv)	Pre board Exam-I for X /XII	As per schedule of Central Exam unit	Nov--Dec	Subject teacher and Exam convener
(v)	Pre board Exam-II for X /XII	As per schedule of Central Exam unit	Dec—January 27	Subject teacher and Exam convener
(vi)	Monthly Tests for X/XII	As per schedule of School	May/June/October	Subject teacher and Exam convener
12	**Co-Curricular Activities**			
	Finalization of CCA schedule.	Finalization of inter house activities and celebration of important days	Planned in March for the year.	House master/principal
12A	**Primary Section:**			
(i)	Story telling	To motivate students to story telling	July	Sagarika Chakma and others
(ii)	Drawing	To develop free hand drawing	April	Art instructor along with Music, Dance instructor

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(iii)	Calligraphy	To develop writing skill	July	Biplob nath/ Simantini chakma/Biswajit Sarkar/Pintu Das
(iv)	Music	To develop singing skill along with rhythm	August	Music instructor along with Art/Dance
(v)	Recitation	To encourage students to recite with correct pronunciation	August	Biplob Nath/Krishna Debnath/Chaitali chakraborty
(vi)	Dance	To develop physical and aesthetic skill	November	TIC and Cultural convener/Music/Art/Dance instructor
(vii)	Fency dress competition	To learn to imitate the mannerism of any community	Nov	TIC and Cultural convener/Music/Art/Dance instructor
(viii)	Cooking without fire	To inculcate creativity in making salad etc	June & October	TIC and Cultural convener/Music/Art/Dance instructor
(ix)	Food Festival	To organize and to promote cultural awareness, encourage healthy eating habit, foster teamwork	November	Biswajit Sarkar/ Biplob nath
12B	**Secondary & Sr.Secondary**			
(i)	Dance	Group,solo and classical/semi classical, folk with special focus Kala Utsav	April & July	Dance Instructor along with other instructor
(ii)	Music	Solo song,Group song on EBSB paired state and patriotic song	July & August	Music Instructor along with other instructor
(iii)	Elocution	To enhance the speaking skill in English	July / Nov	Chaitali Chakraborty/ Dipti Debnath/Biswajit Sarkar/Pintu Das
(iv)	Poetry recitation	Hindi/English	August / Sept	Kanchan Pal/Pintu Das
(v)	Participation in activities	Quiz/ Debate etc	May / July /Sept /Nov	Biplob Nath/Rupak Bhattacharje/ Tiny Bhawmik/ Sujoy chakraborty

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13	**Games & Sports**			
13A	**Primary**			
i)	Annual Sports	To finalize the talents in various sports and to provide award	April	TIC & Physical Instructor
13B	**Secondary & Sr.secondary**			
i)	House wise competition(Athletics/Team games)	To organize various sports to find out talents in the field	April to December	House master &Physical Instructor
ii)	Annual Sports	To finalize the talents in various sports and to provide award	April	Physical Instructor
iii)	Participation in games	Badminton/Judu/Krusher etc	As per schedule of Sub-division/District/State/National	Physical Instructor
14	**Other programmes**			
i)	Parent-Teacher meeting	To discuss issues for academic development of student.	Every month for X/XII and for other classes at the end of PT/half yearly/Annual Examination	All concern teachers/principal/ Exam convener
ii)	Parents grooming sessions	To discuss issues of child nurturing for holistic development.	April/October	Nurse-cum- counselor /Special Educator/Principal
iii)	World environment Day	To celebrate the day of environment importance	5th June	Convener Eco-club
iv)	Science Exhibition	To organize exhibition and preparation for next level	August/September	Convener Science club
v)	Kala utsav	For participation in district level programme	As per schedule of authority	Convener Cultural committee
vi)	Annual Day	To celebrate in grand way showing school achievements	April/May	Cultural committee with all staffs
Vii)	Mock drill and awareness of disaster	To organize awareness/drills and to keep the students	Every last Friday of Month	Nodal officer of D/M committee

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Viii)	Festivals & Important Days	To celebrate Days and organize competition on those days	15th August/26th September/9th May/ 23rd & 26th January etc	House master
IX)	Health check up	To conduct two health check up and to intimate parents	April & October	Nurse-cum-Counselor/Health & Hygiene ambasador
X)	Awareness programme of Balika Utkarsha Manchch	To organize the awareness programmes /Activity for upliftment of girls of IX- XII with various issues.	April/June/August/October/ December/February	Balika Utkarsh Manchah
XI)	Awareness programme of Prahari Club	To organize the awareness programmes /activity on HIV/AIDS and Drugs	May/July/Sept/Nov/January/ March	Prahari Club
XII)	Regular activity of NSS	To organize regular activities for habituating students in activities at school and society	April to March	Programme Officer NSS
Xiii)	Sessions on scientific Development	To organize and to keep the students updated with the knowledge	May/August/September/March	Secretary Science Club/Principal
XIV)	Sessions on Global politics	To organize and to keep the students updated with the Global knowledge	May/August/Sept/March	JD/ND/SC/Principal
15	**Miscellaneous Activities**			
i)	Expert talks	To conduct career counseling for X & XII	April & December	Saktidhar Purkayastha
ii)	Workshops /Training for faculty	To organize the training programme for enhancement of competency of faculty	April/July/October/December	TIC / Principal
iii)	Proposal for National level award to teachers	To motivate the teachers to initiate self proposal for National award	As per schedule of authority.	Secretary teacher council/Principal
iv)	Assessment of Learning level	To organize assessment for enhancing learning level of students	April to March	Nurse-cum-counselor/Special educator
iv)	Mental well being	To organize activities for mental well being of students	April to March on every Monday	Nurse- cum-counselor/Academic convener/Principal

Sl no	Activity	Achievement Target	Time Schedule	Monitoring / Evaluation
16	**Maintanance of School**			
(i)	Campus cleanliness	To maintain and give new look of the school campus	Daily	Cleaner/ NSS programme officer/ cleaning committee/ Gr—D/Aaya
(ii)	Toilets	To maintain proper cleanliness of toilets	Daily	Sweeper /monitor by cleaning committee
(iii)	Drinking water	To check availability of drinking water and periodical checking of its purity	Daily for availability/ check in every 6 month	Gr-D/ Aaya/ Nripendra Das,PGT
(iv)	Keeping flower pots maintain	To keep the pots maintain and good looks	Daily	Programm Officer NSS/ cleaner
(v)	Installations of extinguishers/Electrical fittings/ sound system	To keep proper maintained of installations	1st /2nd and 15th /16th working day of every month	Sujoy Chakraborty/ Sunny Bhaumik
(vi)	School safety and security	To keep the students safe and secure	Daily	Gate keeper of both sections in day time and night guard.
(vii)	NIPUN Corner and ABL	To maintain NIPUN corner and ABL for its proper use	Daily	3 nos Aaya
(Viii)	Computer Lab clean & update	For proper use of the computer Lab	Daily	Rajdeep Nath ,VT
(ix)	Maintenance and cleanliness of Board room	To use the room for board activity as and when reqiure	Daily	Jayanta Das,PGT
(x)	Maintaining Principal room/cultural room/	To keep the room clean and useable	Daily	Renuka Chakma,DRW
(xl)	Maintaining Staff room	To keep the room clean and funcationing of all accessories along with availability of water and hand wash.	Daily	Saktidhar Purkayastha,PGT
(xii)	Maintaining SMART boards/ Laptops/pads etc	To keep functional all boards	Daily	Rajdeep Nath/Jayanta Das
(xiii)	Maintaining Exam Room	To maintain records and to keep the exam room clean and functional	Daily	Prantosh Das,Achinta Bhattacharjee

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(xiv)	Maintaining Science Lab	To keep laboratory clean and funcational	Daily	Rupak Bhattacharjee/Saktidhar purkayasth/Tiny Bhawmik
(XV)	Maintaining Office room	To keep the room clean and with proper orientation	Daily	Lalpienglal Halam, Jayanta Reang
(XVI)	Maintanance of class room	To keep the classroom clean and in order	Daily	Class teacher/Cleaner
(XVII)	Maintanance of Library	To keep the clean clean and in order	Daily	Librarian/Cleaner
(Xviii)	Stipend	Proper implementation of stipend scheme	As per notification of authority	Lalpienglal Halam/ jayanta Reng
(XIX)	UDISE	To proper updation of udise 2026-27	As per notification	All class teachers
(XX)	Birth day celebration	For encouraging students	Every working Day in assembly	All class teacher

15/3/2026

(Narendra Kumar Das)
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