

GANDHI PUBLIC SCHOOL

CBSE Affiliated K - 12 (Science and Commerce) Day cum Residential
Gurukul

GIET University Campus, Gunupur-765022



MY ACADEMIC CALENDAR 2023 - 2024

Name :

Designation :

Class :

MY ACADEMIC PLANNER: 2023-24

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. Personal Memoranda

1. Employee's Full name : _____
2. Father's / Husband's name : _____
3. Date Of Joining In Gandhi Public School : _____
4. a. Educational Qualifications : _____
 b. Designation : _____ c. Sex : _____ d. Marital status : _____
 e. Email address : _____
 f. Landline no : _____ g. Mobile no : _____
5. Permanent residential address : _____
 (full address with pin code) _____

6. Present residential address : _____
 full address with pin code) _____

7. Date of birth :
8. Caste : _____ Religion : _____ Mother tongue : _____
9. Classes & subjects taught : _____
10. In-service education (seminar/training / workshop Attended) during last 3 years (2018-19, 2019-20,2021-21):

S. No.	Date of Seminar/ training/workshop		Venue/Place of Seminar/ Training Workshop	Subject/theme of Seminar/ Training/Workshop
	From	To		
1				
2				
3				
4				

11. KYC Details :

a. Pan No	b. Aadhar No	C. Epfo No

Signature of the Employee with Date:

2. ABOUT THE ACADEMIC PLANNER

Significance:

- ◆ "My academic planner" is a complete document which reflects the activities of the teachers scholastic and Co-scholastic areas.
- ◆ It also acts as a reference to the efforts and achievements of the teacher throughout the academic Year.
- ◆ It reminds the teacher of the decisions taken in various meetings which need to be implemented
- ◆ It is a permanent record of achievements and shortcomings
- ◆ It should be preserved neatly and securely.

Lesson Plan

- ◆ Planning is essential for the successful Implementation of work.
- ◆ Planning for the transaction of the units of curriculum Demands a deep study of the topics to locate the Teaching points, the concepts, the values inherent, the Possible activities to supplement the teaching and assignments to reinforce the learning objectives and The learning outcomes.
- ◆ Hence lesson plan should be prepared in advance, After a deep study of the topic, taking all aspects of the lesson or unit.
- ◆ Homework and class work as recorded in the lesson plan must find a place in the student's diary of the concerned class.

Submission of Academic Planner

- ◆ The teacher must submit the academic planner every Week to the supervisor without fail.
- ◆ All the entries should be completed.
- ◆ The planner should be carried to the classroom every day.
- ◆ It should be carried to all the meetings and the minutes of the meetings to be written down
- ◆ The teacher must submit the academic planner to The supervisor / principal before he/she goes on long Leave / transfer / resignation and at the end of the Session.
- ◆ It should be written and maintained with all earnestness and regularity.
- ◆ The supervisors will check the academic planner and maintain a record of submission and non submission of The planner in time with other remarks and submit a report to the principal at the end of the session.

3. TEACHER - A ROLE MODEL

“A teacher is like a candle, it consumes itself to light The way for others”

A teacher holds a unique place In the life of a child. She/he is a great stimulus to bring change and qualities that will help a child to stand out and shine. Spread awareness about the mission & vision of education in a school amongst one and all.

Vision

Every child is unique and gifted. Individual talent needs to be honest and nurtured to Extent.

Mission

To create excellent human beings by providing holistic education to all the students a perfect blend blend of traditional wisdom of our ancient sages and latest technology based key to attain the required goal.

Role of a Teacher

1. To be a friend, mentor and counsellor to all under one charge.
2. To be a bridge between home, school & outside world.
3. To practice what is preached to lead by example,
4. To provide wholesome knowledge as per curriculum and beyond it by adopting innovative teaching tools and techniques
5. To be a harbinger of change in every aspect of student's life, personal or professional
6. To keep personal biases/preferences away from professional life.
7. To ensure total parental satisfaction by maintaining a proper link with parents and updating them regularly with their child's performance and behaviour.
8. To update oneself and quest for continuous self improvement by means of self study and various in-service programmes.
9. To analyse one's strengths, weaknesses, opportunities and threats (swot) in order to keep abreast with changing times.
10. To create a congenial student friendly environment in the school, enhancing total personal development And ensuring smooth transaction of knowledge & life skills.



CLASS TIME TABLE & TEACHER'S TIME TABLE

Period	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Time								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

CLASS TIME TABLE & TEACHER'S TIME TABLE

Period	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
Time								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

14.

WEEKLY PLAN

Subject : 1. _____

2. _____

From _____ to _____ Holidays : _____

Period	1 st		2 nd		3 rd		4 th		5 th		6 th		7 th		8 th	
Day	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic	Cls & Sec	Sub-topic
Monday																
Tuesday																
Wednesday																
Thursday																
Friday																
Saturday																
Remarks																

Please use red ink for the use of free period.

Signature of the teacher with Date

Signature of the in-charge / H.M / Principal with Date

15. MINUTES OF THE MEETINGS

Brief synopsis of subject committee meetings, supervisor's meetings & staff meetings with dates.

Date of Month

Date of Month

Date of Month

30. ACADEMIC YEAR 2023-24

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

GANDHI PUBLIC SCHOOL, GUNUPUR

Office Order No. GPS/2023/01

Date: 01/04/2023

HOLIDAY LIST FOR THE SESSION 2023-24

Sl.	Name of the Festival/ Commemorative Occasion	Dates(s) of Celebration/ Observation	No. of Days Excluding Sunday	Day
1	Maha Vishuva Sankranti & Dr.B.R Ambedkar Jayanti	14.04.2023	01	Friday
2	Good Friday	07.04.2023	01	Friday
3	Id Ul Fitre	22.04.2023	01	Saturday
4	Summer Vacation	16. 05.2023 - 04.06.2023	17	Tuesday Sunday
5	RathaYatra	20.06.2023	01	Tuesday
6	BahudaYatra	28.06.2023	01	Wednesday
7	Id Ul Juha	29.06.2023	01	Thursday
8	Muharam	29.07.2023	01	Friday
10	Rakshya Bandhan	30.08.2023	01	Wednesday
11	Janmastami	06.09.2023	01	Wednesday
12	Ganesh Puja	19.09.2023	01	Tuesday
13	Mahalaya	14.10.2023	01	Saturday
14	Puja Vacation	21.10.2023 30.10.2023	08	Saturday Monday
15	Kartik Purnima	27.11.2023	01	Monday
16	X Mas Holidays	25.12.2023	01	Monday
17	New Year Day	01.01.2024	01	Monday
18	MakarSankranti	13.01.2024- 15.01.2024	02	Saturday & Monday
19	Republic Day	26.01.2024	01	Thursday
20	Saraswati Puja	14.02.2024	01	Wednesday
21	MahaShivaratri	18.02.2024	01	Saturday
	Holi & Dola Purnima	07.03.2024	01	Thursday
	Total		45 Days	
Optional Holidays				
1	Last Monday Of Kartik			
2	Last Thursday Of Margasira			

OBSERVANCE LIST FOR THE SESSION 2022-23

Sl.	Commemorative Occasion	Observation Date	Day
1	Utkal Divas	01.04.2023	Saturday
2	Independence Day	15.8.2023	Tuesday
3	Teachers Day	05.09.2023	Tuesday
4	Mahatma Gandhi & Lal Bahadur Sastri Jayanti	02.10.2023	Monday
5	Children's Day	14.11.2023	Tuesday
6	Foundation Day	14.02.2024	Tuesday
7	Netaji Jayanti	23.01.2024	Monday
8	Republic Day	26.01.2024	Thursday

NB: As Deepabali and Kalipuja fall on Sundays, these days have not been included in the holiday list.

Principal

