



DES'S
SMT. MANDAKINI TONGAOKAR
ROTARY ENGLISH SCHOOL,
DONDAICHA, DHULE
Affiliated to CBSE, Delhi, Affiliation No: 1130298



School Code: 30234



ACADEMIC CALENDAR
2025-26

D.E.S's
SMT. MANDAKINI TONGAOKAR
ROTARY ENGLISH SCHOOL
 Affiliated to CBSE, New Delhi, Affiliation No.1130298

List of Holidays- 2025-26

Sr. No	Date	Day	Holiday
01	07.06.2025	Saturday	Bakri ID (Id-UL-Zuha)
02	06.07.2025	Sunday	Ashadi Ekadashi
03	06.07.2025	Sunday	Moharam
04	09.08.2025	Saturday	Raksha Bandhan
05	15.08.2025	Friday	Independence Day
06	16.08.2025	Saturday	Janmastami
07	27.08.2025	Wednesday	Ganesh Chathurti
08	05.09.2025	Friday	Eid e Milad
09	02.10.2025	Thursday*	Mahatma Gandhi Jayanti
10	02.10.2025	Thursday	Dussehra
DIWALI VACATION: 17/10/2025 (Friday) to 30/10/2025 Thursday)			
11	21.10.2025	Tuesday	Diwali (Laxmi Pujan)
12	22.10.2025	Wednesday	Bali Pratipada
13	05.11.2025	Wednesday	Guru Nanak Jayanti
14	25.12.2025	Thursday	Christmas
15	14.01.2026	Wednesday	Makar Sankranti
16	26.01.2026	Monday	Republic Day
17	15.02.2026	Sunday	Mahashivratri
18	19.02.2026	Thursday	Shivaji Maharaj Jayanti
19	04.03.2026	Wednesday	Holi
20	19.03.2026	Thursday	Gudi Padwa
21	20.03.2026	Friday	Ramzan -Id
22	26.03.2026	Thursday	Sriram Navami
23	31.03.2026	Tuesday	Mahavir Jayanti
24	03.04.2026	Friday	Good Friday
25	14.04.2026	Tuesday	Dr. Ambedkar Jayanti
SUMMER VACATION:17/04/2026 (Friday)to 07/06/2026 (Sunday)			
26	01/05/2026	Friday	Maharashtra Day
27	01/05/2026	Friday	Buddha Pornima

NB The above dates may subject to change as per CBSE or Zilla Parishad

SCHOOL BELL TIMING

Sr. No	Period	Timing	Duration (Min)
1	Assembly	07.40 a.m. – 08.00 a.m.	20
2	Meditation	8.00 a.m. – 08.05 a.m.	05
3	First Period	08.05 a.m. – 08.45 a.m.	40
4	Second Period	08.45 a.m. – 09.20 a.m.	35
5	Third Period	09.20.a.m.- 09.55 a.m.	35
6	Lunch Break	09.55 a.m. – 10.15 a.m.	20
7	Fourth period	10.15 a.m. – 10.55 a.m.	40
8	Fifth Period	10.55 a.m. – 11.30 a.m.	35
9	Sixth Period	11.30 a.m. – 12.05 p.m.	35
10	Short Break	12.05 p.m. – 12.15 p.m.	10
11	Seventh Period	12.15 p.m. – 12.55 p.m.	40
12	Eighth Period	12.55 p.m. – 1. 30 p.m.	35

Monthly Working Days: 2025-26

Sr. No.	Months	No. Working Days
1	April***	23***
2	June	24
3	July	27
4	August	22
5	September	25
6	October	14
7	November	24
8	December	26
9	January -2026	25
10	February-2026	23
11	March -2026	21
12	April -2026	24
13	May -2026	0
Total No. Working Days		255

Assessment

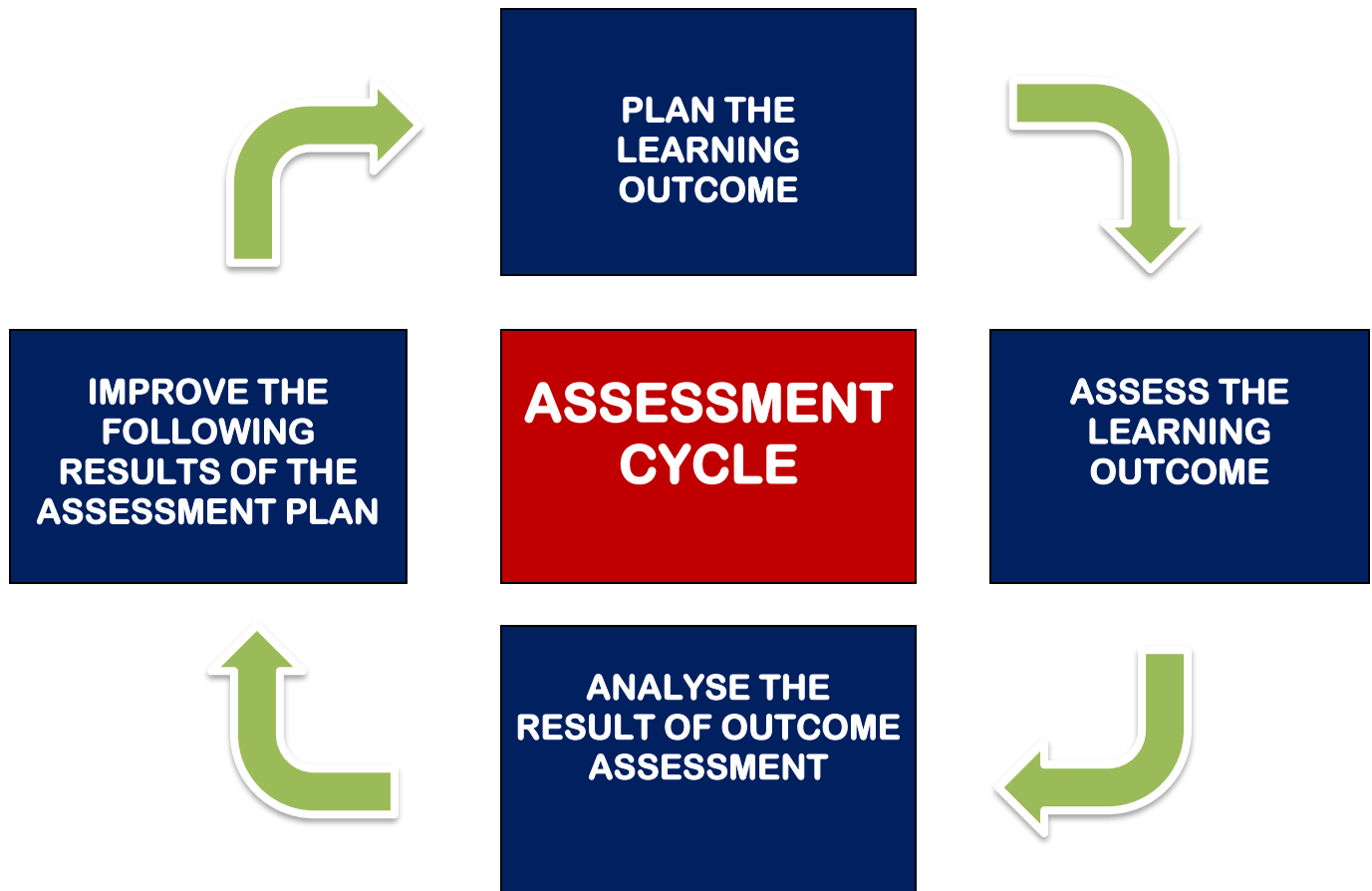
Assessment is very much an integral part of the learning process whereby a feedback is given to the children regarding their progress. There should be a well-designed plan by the teacher to impart knowledge to the children and simultaneously assess their progress.

Purposes of Assessment

The primary purpose of assessment is to improve students' learning and teachers' teaching as both respond to the information it provides. Assessment for learning is an ongoing process that arises out of the interaction between teaching and learning.

Process in Assessment

The Four Steps of the Assessment Cycle



ASSESSMENT TOOLS & RUBRICS

Subjects	Assessment Tools & Rubrics (Grade I- V)	Assessment Tools & Rubrics (Grade: VI-X)
ENGLISH	<ul style="list-style-type: none"> • Reading Assessments Oral Reading - Fluency & Accuracy Reading Comprehension. -Main Idea & Details • Writing Assessments Sentence Writing. - Completeness & Grammar Story Writing - Creativity & Grammar and Spelling Hand Writing - Neatness & Error free • Listening Assessments Listening Comprehension- Following Directions Answering Questions Dictation- Spelling & Listening Accuracy • Speaking Assessments Picture Description. Vocabulary & Clarity Oral Presentations. Content & Delivery • Quizzes and Tests Phonics and Vocabulary Quizzes. Grammar and Usage Tests. 	<ul style="list-style-type: none"> • Reading Assessments Literary Analysis- Understanding of Themes, Character Analysis & Literary Devices Comprehension Tests: Main Ideas and Details • Writing Assessments Essays: Creative writing Research Papers: Innovative ideas • Listening Assessments Listening Comprehension- Understanding & Response Accuracy Note-taking Exercises.- Relevance & Organization • Speaking Assessments Debates: Argument Clarity & Evidence Use Presentations: Content Mastery & Delivery • Quizzes and Tests Grammar and Vocabulary: Accuracy & Application Literature Quizzes Knowledge & Detail Recall
HINDI	<ul style="list-style-type: none"> • Reading and Recitation: Evaluate pronunciation, fluency, and comprehension. • Writing Exercises: Assess creative and formal writing skills. • Listening Comprehension: Dictation: Test spelling and listening skills • Speaking Picture Description. Vocabulary & Clarity Oral Presentations. Content & Delivery • Quizzes: Measure grammar and vocabulary proficiency 	<ul style="list-style-type: none"> • Reading and Recitation: Demonstrates deep understanding and critical analysis. • Writing Exercises: Assess creative and formal writing skills. • Listening Comprehension: Dictation: Test spelling and listening skills • Speaking Picture Description. Vocabulary & Clarity Oral Presentations. Content & Delivery • Quizzes: Measure grammar and vocabulary proficiency
MARATHI	<ul style="list-style-type: none"> • Oral Assessments: <ul style="list-style-type: none"> • Reading Aloud • Storytelling • Recitation • Written Assessments <ul style="list-style-type: none"> • Dictation • Creative Writing • Comprehension Questions. • Projects: <ul style="list-style-type: none"> • Language Projects • Class Participation: <ul style="list-style-type: none"> • Discussion Participation. • Homework Assignments: <ul style="list-style-type: none"> • Regular Homework 	<ul style="list-style-type: none"> • Oral Assessments: <ul style="list-style-type: none"> • Reading Aloud • Debates and Discussions • Recitation • Written Assessments: <ul style="list-style-type: none"> • Dictation • Essay Writing • Comprehension Questions • Letter Writing • Projects: <ul style="list-style-type: none"> • Research Projects • Creative Writing Projects • Class Participation: <ul style="list-style-type: none"> • Discussion Participation • Homework Assignments:

MATHS	<ul style="list-style-type: none"> • Problem Solving: Understanding of Concepts, Accuracy of Solutions, Method and Approach, Presentation and Clarity • Projects:- Relevance and Application, Accuracy Creativity and Innovation, Presentation • Oral Explanations: Clarity of Explanation, Understanding of Concepts, Use of Terminology, Response to Questions • Quizzes and Tests: • Worksheets and Homework: • Math Games and Activities: 	<ul style="list-style-type: none"> • Problem Solving: Understanding of Concepts, Accuracy of Solutions, Method and Approach, Presentation and Clarity • Projects& Assignment:- Relevance and Application, Accuracy Creativity and Innovation, Presentation • Oral Explanations: Clarity of Explanation, Understanding of Concepts, Use of Terminology, Response to Questions • Quizzes and Tests: • Worksheets and Homework: • Math Games and Interactive Activities: • Standardization Test
SCIENCE/EVS	<ul style="list-style-type: none"> • Worksheets and Written Assignments Simple quizzes, fill-in-the-blank, matching exercises, and short answer questions. • Observation and Anecdotal Records Teacher observations of student behaviour, • Projects and Hands-on Activities Simple projects like making a model, drawing a poster, or creating • Oral Assessments • Portfolios Collections of students' work over time, including drawings, writing samples, and project reports. • Peer and Self-Assessments Tools for students to reflect on their own work or give feedback to their classmates • Practical Demonstrations 	<ul style="list-style-type: none"> • Quizzes and Tests <ul style="list-style-type: none"> • Multiple Choice Questions (MCQs) • Short Answer Questions • Essay Questions • True/False Questions • Fill-in-the-Blank Questions • Lab Reports Assessment of students' ability to conduct experiments, record observations. • Projects and Assignments Research projects, model making, and creative assignments. • Presentations Oral presentations or PowerPoint • Practical Exams • Peer and Self-Assessments Tools for students to evaluate their own work or the work of their peers. • Portfolios A collection of students' work over time to show progress and learning.
SOCIAL SCIENCE	<ul style="list-style-type: none"> Quizzes and Tests: <ul style="list-style-type: none"> • Multiple Choice Questions (MCQs) • Short Answer Questions Projects: <ul style="list-style-type: none"> • Research Projects: • Presentations Class Participation: <ul style="list-style-type: none"> • Discussion Contributions: • Group Work: Assessing collaboration skills Homework Assignments: Performance Tasks: <ul style="list-style-type: none"> • Role Plays: • Debates

SYSTEM OF ASSESSMENT

Type of Assessment	Description of Assessments	Marks	Weightage	
Internal Assessment (20 Marks)	<u>Periodic Assessment</u>			
	<ul style="list-style-type: none"> • Pen & Paper Test 	40	05	
	<ul style="list-style-type: none"> • Multiple Assessment (Quiz, Oral Test, Class Test, discussion, Concept map, exit card, Visual expression etc. Class room activities) 	20	05	
	<u>Periodic Assessment</u>			10 marks
	<u>Portfolio</u>			
<ul style="list-style-type: none"> • (Class work, peer assessment, self-assessment achievements of student in the subject, reflections, narrations, Journals, etc.) 	Observation (05+05+05+05)	05		
<u>Subject Enrichment</u> To assess the concept clear of the subjects				
<ul style="list-style-type: none"> • Language: To develop effective listening and speaking skills. All four skills applicable- Language teacher will may use own method and parameter for the assessment of language • Maths & Science Practical works & Activities as per NCERT • Social Science Project & Map works and Activities as per NCERT 	Conducting Activities	05		
<u>Co-Internal Assessment</u>			10 Marks	

Term end Assessment (80 Marks)	Competency Based Questions – (50%) These can be in the form of Multiple-Choice Questions, Case- Based Questions, Source Based Integrated Questions or any other types Objective Type Questions – (20%)	40 +	80
	Subjective Type questions (30%) (Short Answer questions, Long Answer Questions) (Reduce to less no. of questions so that child will get enough time to give analytical & creative response)	16 + 24	
Term End Exam			80 Marks
Total Marks			100 Marks
School Based Assessment of Co-Scholastic Areas	Internally Assessed (on a 3 Point Scale)
Art Education		50	Grades Allotted
Health & Physical Education		50	
Work Experience		50	
Discipline		observation	

Numerical Marking to Grades

8 Point Grade Scale	
Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
0-32	E (failed)

3 Point Grade Scale	
Range	Grade
75-100	A
40-75	B
Below 40	C

Note:

- Scholastic Area is assessed on 8 point scale Grades.
- Co- Scholastic Area is assessed on 5 point scale Grades.

EXAMINATION SCHEDULES-2025-26

Month	Duration	Exam	Class
July	21.07.2025 to 28.07.2025	First Periodic Test	IX- X
Aug	19.08.2025 to 25.08.2025	First Periodic Test	I-VIII
Sept	08.09.2025 to 19.09.2025	Half Yearly Exam (PT)	IX-X
Oct	03.10.2025 to 15.10.2025	Half Yearly Exam	I-VIII
Nov	04.11.2025 to 12.11.2025	Second Periodic Test	X
Dec	13.12.2025 to 24.12.2025	Pre- Board Exam -1	X
Dec	15.12.2025 to 22.12.2025	Second periodic Test	IX
Jan	05.01.2026 to 10.01.2026	Second periodic Test	I-VIII
Jan	05.01.2026 to 17.01.2026	Pre- Board Exam-2	X
Jan	24.01.2026 to 31.01.2026	Pre- Board Exam-3	X
Mar	07.03.2026 to 21.03.2026	Annual Exam	VIII-IX
April	02.04.2026 to 15.04.2026	Annual Exam	I-VII

Internal Assessments Schedule

Months	Duration	Monthly Assessment	Mode of Assessment	Class
April	23.04.2025 to 30.04.2025	MT-01	Written	IX-X
June	23.06.2025 to 30.06.2025	MT-02	Written	IX-X
July	21.07.2025 to 26.07.2025	MT-01	Written	I-VIII
Sept	15. 09.2025 to 20.09.2025	MT-02	Oral	I-VIII
Nov	04.11.2025 to 12.11.2025	MT-03	Written	IX
Dec	04.12.2025 to 10.12.2025	MT-03	Written	I-VIII
Frb	16.02.2026 to 23.02.2026	MT-04	Oral/Written	I-IX

Parent Teacher Meet & Declaration of Result

Month	Date	Day	Exam	Class
Aug	Saturday	02.08.2025	First Periodic Test	IX-X
	Saturday	30.08.2025	First Periodic Test	I-VIII
Sept	Saturday	27.09.2025	Half Yearly Exam	IX-X
Nov	Monday	15.11.2025	Half Yearly Exam / PT-2	I-X
Jan	Saturday	03.01.2026	PT-2/ First Pre-Board Exam	IX-X
	Wednesday	17.01.2026	Second Periodic Test	I-VIII
Mar	Saturday	28.03.2026	Annual Exam	VIII-IX
April	Saturday	25.04.2026	Annual Exam	I-VII

Deadlines for Submission of Question Paper & Result 2025-26

Classes I – X

Sr. No	Name of Exam	Class	Date of Exam Commences	Last date to Submit Question Paper	Last date to Submit the Result
01	Periodic Test-01	IX- X	21.07.2025	10.07.2025	31.07.2025
02	Periodic Test-01	I-VIII	19.08.2025	05.08.2025	28.08.2025
03	HY Exam (PT)	IX-X	08.09.2025	31.08.2025	25.09.2025
04	HY Exam	I-VIII	03.10.2025	15.09.2025	10.11.2025
05	Periodic Test-02	X	04.11.2025	12.10.2025	14.11.2025
06	Pre- Board -01	X	13.12.2025	05.12.2025	30.12.2025
07	Periodic Test-02	IX	15.12.2025	05.12.2025	30.12.2025
08	Periodic Test-02	I-VIII	05.01.2026	15.12.2025	15.01.2026
09	Pre- Board -02	X	05.01.2026	31.12.2025	20.01.2026
10	Pre- Board -03	X	24.01.2026	15.12.2025	05.02.2026
11	Annual Exam	VIII-IX	07.03.2026	22.02.2026	26.03.2026
12	Annual Exam	I-VII	02.04.2026	15.03.2025	22.04.2026

Monthly Assessment- (MTs)

Sr. No	Name of Exam	Class	Date of Exam Commences	Last date to Submit Question Paper	Last date to Submit the Result
01	MT-01	IX-X	23.04.2025	19.04.2025	02.06.2025
02	MT-02	IX-X	23.06.2025	15.06.2025	05.07.2025
03	MT-01	I-VIII	21.07.2025	10.07.2025	30.07.2025
04	MT-02	I-VIII	15.09.2025	ORAL	22.09.2025
05	MT-03	IX	04.11.2025	14.10.2025	15.11.2025
06	MT-03	I-VIII	04.12.2025	20.11.2025	15.12.2025
07	MT-04	I-IX	16.02.2026	ORAL/Written	25.02.2026

Note Book & Subject Enrichment

	Activity	Class	From	To	Result Submission
Term - 01	Subject Enrichment	I-X	15.08.2025	10.09.2025	15.09.2025
	Note Book (Portfolio)	IX-X	01.09.2025	12.09.2025	15.09.2025
	Note Book (Portfolio)	I-VIII	22.09.2025	30.09.2025	05.10.2025
Term - 02	Subject Enrichment	X	22.10.2025	27.10.2025	20.11.2025
	Note Book (Portfolio)	X	10.12.2025	15.12.2025	18.12.2025
	SE & NB (Portfolio)	VIII-IX	01.01.2026	15.01.2026	31.01.2026
	Subject Enrichment	I-VII	15.02.2026	25.03.2026	30.03.2026
	Note Book (Portfolio)	I-VII	10.03.2026	17.03.2026	20.03.2026

NOTE

- All teachers are instructed to follow the deadlines strictly. No separate reminders will be given for the above-mentioned schedule.
- Two sets of question paper to be prepared for the scholastic subjects for the half yearly and Annual Exam.
- Date Sheets for the Tests / Exams will be circulated at least two weeks in advance from the respective commencement dates.

Month-Wise Co-Curricular Activities: 2025-26

Month	Date	Day	Activities	Class/ Group
June	14.06.2025	Saturday	Class Decoration Competition	Classes I-X
	28.06.2025	Saturday	Self Introduction / Paper Reading	G-1 & G-2
July	02.07.2025	Wednesday	Speech (English)	G-3
	05.07.2025	Saturday	Extempore	G-4
	09.07.2025	Wednesday	Story Telling (English)	G-1 & G-2
	12.07.2025	Saturday	Essay Writing (English)	G-3 & G-4
	19.07.2025	Saturday	Hand Writing / Short Speech	G-1 & G-2
	26.07.2025	Saturday	Quiz (General)	G-3
	30.07.2025	Wednesday	Debate	G-4
Aug	06.08.2025	Wednesday	Rakhi Making	G-1,2 & 3
	13.08.2025	Wednesday	RES- Dramebaz	G-1
	13.08.2025	Wednesday	Patriotic Song	G-2,3 & 4
	28.08.2025	Thursday	Solo Dance	G-4
	29.08.2025	Friday	Solo Dance	G-3
Sept	03.09.2025	Wednesday	Hindi Action Song	G-1
	06.09.2025	Saturday	Solo Dance	G-2
	10.09.2025	Wednesday	Solo Dance	G-1
	20.09.2025	Saturday	Hindi Quiz	G-3 & G-4
	24.09.2025	Wednesday	Hindi Kahani Lekhan	G-2
	27.09.2025	Saturday	Poem Recitation	G-1
	29.09.2025	Monday	Rongoli	G-2, 3 & 4
Oct	15.10.2025	Wednesday	Diya/ Lantern Making	G-1 to G-3
Nov	19.11.2025	Wednesday	Drawing & Painting	G-1 to G-4
Dec	03.12.2025	Wednesday	Salad Decoration	G-2 & 3
	11.12.2025	Thursday	RES- Master Chef	G-3 & 4
	17.12.2025	Wednesday	Greetings Card	G-2 & 3
Jan-25	13.01.2026	Saturday	Kite Making	G-1 & G2
	13.01.2026	Saturday	Kite Flying	G-3 & G-4

Month-Wise School Activities 2025-26

Educational Visits

Month	Date	Day	Activities	Class
July	15.07.2025	Tuesday	Visit to Police Station	IV
	18.07.2025	Friday	Visit to Tehsil Office	VII
	29.07.2025	Tuesday	Visit to Bank	V
Aug	05.08.2025	Tuesday	Visit to Court	IX
	22.08.2025	Friday	Visit to Industry	X
	26.08.2025	Tuesday	Visit to Post office	III
Sept	16.09.2025	Tuesday	Visit to Mall	II
	26.09.2025	Friday	Visit to Gram Panchayat	VI
Dec	05.12.2025	Friday	Visit to Municipality	VIII
	12.12.2025	Friday	Visit to Nursery Farm	I
PICNIC				
August	07.08.2025	Thursday	One day trip	VIII-X
Sept	06.09.2025	Saturday	One day Trip	V-VII
	10.09.2025	Wednesday	One day trip	III-IV
	17.09.2025	Wednesday	One day Trip	I-II
EXCURSION				
Dec	24.12.2025 to 27.12. 2025	Wednesday to Saturday	Four days trip	V-IX
SCOUT & GUIDE ACTIVITY				
Jan	22.11.2025	Saturday	One day Camp	VII-IX
Dec	06.12.2025	Saturday	One day Camp	I-VI

Olympiad Exams

Month	Date	Day	Name of Exam	Class
Sept	24.09.2025	Wednesday	SOF-ICSO	I-X
	25.09.2025	Thursday	SOF-IGKO	I-X
	26.09.2025	Friday	SOF-IEO	I-X
Nov	13.11.2025	Thursday	SOF-IMO	I-X
	14.11.2025	Friday	SOF- NSO	I-X
	20.11.2025	Thursday	SOF- ISSO	I-X
	21.11.2025	Friday	Mathematics (Silver Zone)	I-X
Dec	03.12.2025	Wednesday	Social Studies (Silver Zone)	I-X
	09.12.2025	Tuesday	Eng (Silver Zone)	I-X
	10.12.2025	Wednesday	Science (Silver Zone)	I-X
	11.12.2025	Thursday	Reasoning (Silver Zone)	I-X

Celebration of Important Days (Festivals)

Month	Date	Day	Activities	Class
June	21.06.2025	Saturday	International Yoga day	I- XI
Aug	08.08.2025	Friday	Raksha Bandhan	I- X
	14.08.2025	Thursday	Dahi Handi (Janmashtami)	I- X
	15.08.2025	Friday	Independence Day	I-XI
	27.08.2025	Wednesday	Ganesh Chaturthi	I- XI
Sept	04.09.2025	Thursday	Teachers Day	I- XI
	13.09.2025	Saturday	Hindi Divas	I- X
	30.09.2025	Tuesday	Dandiya (Navaratri)	I- XI
Oct	01.10.2025	Wednesday	Gandhi Jayanti	I- XI
	16.10.2025	Thursday	Diwali Celebration	I- XI
Nov	14.11.2025	Friday	Children's day	I- X
Dec	24.12.2025	Wednesday	Christmas	I- X
Jan	26.01.2026	Monday	Republic day	I- XI
Feb	07.02.2026 & 08.02.2026	Saturday & Sunday	Annual Gathering	I- XI
	08.02.2026	Sunday	Smt. Mandakini Tongaonkar B.A Celebration (Creativity Day)	I-XI
	19.02.2026	Thursday	Shivaji Jayanti	I-IX
	27.02.2026	Friday	Marathi day	I- IX
	28.02.2026	Saturday	Science day	I- XI
March	08.03.2026	Sunday	Women's Day	...

Sports & Games (Selection of Boys & Girls under 14 & 17)

Month	Date	Day	Events	Class/ Group
July	19.07.2025	Saturday	Cricket	V-XI (Boys)
	19.07.2025	Saturday	Kabaddi	V-XI (Girls)
Aug	02.08.2025	Saturday	Kho-Kho	V-XI (Boys)
	02.08.2025	Saturday	Kho-Kho	V-XI (Girls)
	23.08.2025	Saturday	Athletics & Games	I-IV (Boys & Girls)
Sept	27.09.2025	Saturday	Judo/Karate/Taekando	I-XI (concerned Students)
Nov	28.11.2025 & 29.11.2025	Friday & Saturday	Annual Sports	I-XI

OTHER IMPORTANT DAYS

Month	Date	Day	Activities
JULY	11-07-2025	Friday	World Population Day
	16-07-2025	Wednesday	World Snake Awareness Day
	23-07-2025	Wednesday	Bal Gangadhar Tilak Birth Anniversary
	26/07/2025	Saturday	Kargil Vijay Diwas
AUGUST	01-08-2025	Friday	Anna Bhau Sathe Birth Anniversary
	22-08.2025	Friday	Pola
	29-08-2025	Friday	National Sports Day
SEPT	07-09-2025	Sunday	Dr. Ravindranath Tongaonkar B.A.
	15-09-2025	Monday	Engineer's Day
OCT.	02-10-2025	Thursday	Mahatma Gandhi and Lal Bahadur Shastri B.A.
	06-10-2025	Monday	International Doctor's Day
	15-10-2025	Wednesday	A.P.J. Abdul Kalam B.A.
	31-10-2025	Friday	National Unity Day
	31-10-2025	Friday	Sardar Vallabhbhai Patel B.A.
Nov	14-11-2025	Friday	Children's Day
	26-11-2025	Wednesday	Indian Constitution Day
DEC.	01-12-2025	Monday	World AIDs Day
	07-12-2025	Sunday	Armed Forces Flag Day
	10-12-2025	Wednesday	Human Rights Day
	22-12-2025	Monday	National Maths Day
JAN.	03-01-2026	Saturday	Kranti Jyoti Savitribai Phule B.A.
	11 -17/01/2026	Saturday- Friday	Road Safety Week
	12-01-2026	Monday	Rajmata Jijau B.A.
			National Youth Day (Swami Vivekanand B.A.)
	23-01-2026	Friday	Subhash Chandra Bose B.A.
	30-01-2026	Friday	Martyr's Day
FEB.	08-02-2026	Saturday	Smt. Mandakini Tongaonkar B.A. (Creativity Day)
APRIL	11-04-2026	Saturday	Mahatma Jyotirao Phule B.A.

LIST OF COMMITTEE MEMBERS-2025-26

Sr. No.	Name of Committee	Teacher in-Charge	Work Profile
01	Time Table & Teachers Arrangement	Mr. Prashant Jadhav Mr. DM Patil	<ul style="list-style-type: none"> • Preparation of School Time Table • Maintenance of Substitution Register for the Teacher on leave • Ensure that no class should be lying vacant without teacher. • Looking after of the arrangement of setting any Programme / activities. • Arrangement for staff meeting and Demo class of teachers • Ensure that any circulars, notices to the parent have circulated.
02	Internal Examination	Mr. Prashant Jadhav Mrs. Harshali Rajput	<ul style="list-style-type: none"> • Fixation for date of Exam • Preparation of Date Sheet • Circulation of Notice related to Exam • Collection of QPs • Collection of Syllabus completion reports • Assignment of Exam Duties (by Principal only) • Preparation of seating arrangement. • Issue and receive of answer scripts. • Maintaining of Exam records. • Stock records of Answer sheets, supplements, Report cards. etc. • Any other duties related to Exam • Keeping Records of stocks related to academics
03	LEAD Education	Mrs. Lalita Girase Mr. Prashant Jadhav	<ul style="list-style-type: none"> • Coordinating with Lead team & Teachers • Giving Feedback of Teaching learning process • Arrangement of training for teachers • Looking after all sorts of evaluation by leads • Class observation for lead teachers. • Getting availability of books • Looking after update of learning device/tab etc.
05	Olympiad & Scholarship Exam.	Ms. Sucheta Patil Mrs. Gayatri Despande	<ul style="list-style-type: none"> • Fixation the Schedule of Exams • Circulation of notice. & Registration of Students • Arrangement of Exams • Receive & dispatch of Answer sheets • Declaration of result & distribution of certificates & medals. • Keeping record of future reference.
06	CCA	Mrs. Subhashree Bej Mrs. Mayuri Bhadane	<ul style="list-style-type: none"> • Circulation of Notice regarding Competition and criteria of selection & Theme etc. • Appointment of Judge and Guest • Making necessary arrangement of conducting the Activity. • Keeping Records of Participants & Winners. • Issuing of Certificate & Prizes

07	Educational Tours, Visits & Picnic	Mrs. Anjana Rajput Mr. Gopal Dhole	<ul style="list-style-type: none"> • Circulation of Notice regarding Visits • Seeking permission from the concerned authority. • Arrangement of Vehicle for the students. • Preparation of Thanks Letter. • Arrangement of Bouquet • Submission of Report
08	Cultural Activities	Mrs. Suvarna Mahajan Mrs. Lalita Wagh	<ul style="list-style-type: none"> • Arrangement of Cultural Activities (Celebration of National days, Teacher's day, other Important days)
09	Health Hygiene Club	Mrs. Pallavi Wagh Mrs. Chetna Tawade	<ul style="list-style-type: none"> • Looking after Cleanliness of students. • Checking of safe drinking water & sanitation. • Checking of food brought by the students • Arrangement of Medical Checking. • (at least once / Twice in year)
10	Science & Maths Club	Mr. Deepak Marathe Mr. Manglesh Joshi Mrs. Sucheta Patil Mrs. Shital Patil Mr. Subrat Shah	<ul style="list-style-type: none"> • Development of science teaching • Innovative teaching of Science • Conducting of Science Exhibition • Encourage students to participate in Science • Exhibition conducted by State/ CBSE.
11	Media	Mr. DM Patil Mr. Prashant Jadhav Mr. Vicky Batunge Mr. Dhanjay Shinde	<ul style="list-style-type: none"> • Clicking & taking photos & videos • Collecting of Photos of each activity • Arranging to take the photos of every Activity • Uploading Photos in website, Facebook, Instagram etc.
12	Discipline	Mrs. Anjana Rajput Mr. Gopal Dhole Mr. Rakesh Ishi Mr. Ajay Hazare Mr. DM Patil Mr. Jitendra Bhardwaj	<ul style="list-style-type: none"> • Checking the cleanliness- Hair & Nail cutting, • Checking of proper Uniform • Checking walking in different place in school premises • Checking of discipline at arrival & departure, at assembly or at any Programme
13	Scout & Guide	Mrs. Anjana Rajput Mr. Gopal Dhole Mr. Ajay Hajare	<ul style="list-style-type: none"> • Arranging all required activities • Ensure about proper class conducted • Arrangement of Trekking • Keeping all necessary records.
14	CBSE Training	Mr. Prashant Jadhav (STNC) Mrs. Shital Patil	<ul style="list-style-type: none"> • Ensure about all teachers are attending CBSE online training. • Coordinating all type of Training for teachers • Keeping records Training, Arrangements etc.
15	CBSE Activities	Mrs. Lalita Girase Mrs. Subhashree Bej	<ul style="list-style-type: none"> • Daily visit to CBSE Website- Academic Portal • Identify the CBSE activities instructed in the circular. • Select the activities to be conducted • Circulate the Notice & make necessary arrangement. • Submit the report.
15	Transport	Mr. Ajay Hazare Mr. Jitendra Bhardane Mrs. Anjana Rajput Mr. Gopal Dhole	<ul style="list-style-type: none"> • Looking after safe travelling of children • Coordination among parent & driver. • Looking after Timing, Problem solving etc. • Maintaining Records & meetings

16	House Master/ Mistress	BLUE: Mr. Deepak Marathe GREEN: Mrs. Kirti Shah YELLOW: Mrs. Lalita Wagh RED: Mrs. Shital Patil	<ul style="list-style-type: none"> • Selection of house captain & Activity Captain. • Collection the List of students. • Select and keep records of students for participating of any activities. • Collect of Result of every activity. • Arrangement of smooth conducting of Assembly. • Ensure all the students participate at least one Activity • Responsible for all-round development of House students (Academic, Sports & other activities, discipline) • Active participation of Assembly.
17	Sexual Harassment Committee/ POCSO Committee	Mrs. Anjana Rajput. Mrs. Suvarna Patil	<ul style="list-style-type: none"> • Create awareness among the student • Teach them good touch & Bad touch • Make awareness of POCSO Rules • Arrange orientation Programme on that • Show the video of KOMAL (CBSE) • Keep records of every child • Any other Programme that you want to do.
18	PTA	Mr. DM Patil Mrs. Urmila Patil	<ul style="list-style-type: none"> • Arrangement of PTA Meeting (at least 3/4 per AY) • Preparation of Agenda & Minutes • Keeping PTA meeting Records.
19	Display Board & Outer Decoration	Mr. Gopal Dhole Mr. Vishal Rajput	<ul style="list-style-type: none"> • Looking after the outer decoration • Maintaining of Display-Board (outside the class room) • Decoration for any program or Activities conducted in the school.
20	Rangoli Team	Ms. Nikita Jain Mrs. Joshana Girase Mrs. Rupali Parmar Mrs. Sulbha Rajput Mrs. Mayuri Bhadane Mrs. Bharati Wagh	<ul style="list-style-type: none"> • Arrangement of necessary requirement • Select the Theme according to the Function /Activity • Co-ordinate of concerned in-charges of the Programme/ Activity • Complete it before time.
20	Assembly	Mrs. Lalita Girase Mrs. Bharati Wagh	<ul style="list-style-type: none"> • Arrangement of all necessary requirements • Co-coordinating House In-charges & House Captains & Allotment of Houses
21	Class Room	All Class Teachers	<ul style="list-style-type: none"> • Looking after for all-round development of their respective classes. (Academic, Sports & other activities, discipline) • Cleanliness of students & classroom • Orderliness of classroom • Maintaining of class records • Decoration of Class & Display Board. • Ensure All the students participate at least two Activities

1. No in-charge will take any decision without permission of the principal.
2. Reporting to the Principal before & after of any event / decision.
3. Records to be maintained for Each Events by the In-charges

PRINCIPAL

DOCUMENTS & RECORDS TO BE SUBMITTED BY TEACHERS.

Sr. No	Name of Document	Update	Deadline	Remark
01	Syllabus Planner	Before commencement of New Academic year	End of first week after school reopens	
02	Monthly Planner	First day of every month	First day of every month	
03	Weekly Planner	Once in a week	Every Monday	
04	Daily Planner	Once in a week	Every Monday	
05	Attendance Register	Once in a month	Last Working day the month	
06	Remedial tracker	Once in a month	Last Working day the month	
07	Mark Register	Once in a month	Last Friday of every month	
08	Anecdotal Record	Every Month	Before PTM	
09	Work Sheet (Maths, Sci, SSc)	Twice in a Month	1 st & 3 rd Monday	
10	Work Sheet (Eng., Hindi, Mar,)	Twice in a Month	2 nd & 4 th Monday	
11	Daily Log Book	Everyday	Everyday before departure	
12	Register of Different Discipline (Various Committee)	Once in Every month	Last Working day of the month	
