

ACADEMIC CALENDAR

APRIL -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	MON	Birthdays of the month to be collected and be ready with 1 minute Video		
2	TUE	WORLD AUTISM DAY		
3	WED	Academic Year Begins	Schedule the activities for the month – 1 mega activity & other curricular activities	
4	THU	Result Analysis – X & XII CBSE PA II – Principals & Coordinators		
5	FRI		Handwriting Assessment	
6	SAT		Safety Day – Checking	
7	SUN	Holiday		
8	MON		Basic Assessment Test	DRT X & XII
9	TUE	Telugu New Year		
10	WED	Idul-Fitr		
11	THU	National Pet Day	KG – V Activity	
12	FRI			
13	SAT	Appreciation Certificates to be sent Basic Assessment Test – Analysis Meeting		
14	SUN	Holiday		
15	MON	Edu-Mentor – Follow up to begin		DRT X & XII
16	TUE		Toppers’ Meet – VI to VIII	
17	WED			
18	THU	World Heritage Day	Activity – VI to VIII	
19	FRI	Appreciation Certificates to be sent. Edu-Mentor Checking Academic Auditing		
20	SAT	Holiday	Summer Vacation – Students	
21	SUN	CREATIVITY & INNOVATION DAY		
22	MON	Induction – Pammal, Tambaram, JVK, Palanchur, Pnmle @ St Joseph, Poonamallee		
23	TUE	Induction – SJRS, Polivakam, Permabakam and Pallipatt @ Sriperumbudur		
24	WED	Induction – Vanur & Keezhathanur @ SJGS, Keezhathanur		
25	THU			Term I – X & XII
26	FRI			
27	SAT	Quiz /Debate Round 1 - Appreciation Certificates to be sent Edu-Mentor Checking		Term I – X & XII
28	SUN	Holiday		
29	MON			Term I – X & XII
30	TUE	Grammar Capsule Test –Plan- ECA Assessment of the month to be collected		
Working Days:14 –Students			Events/Programmes:	Total Working Days:14

ACADEMIC CALENDAR
MAY -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	WED	MAY DAY		
2	THU	Induction – Yagapuram, Annai Nagar, Eraiyur, Kodikottai, Trichy, Karaikal @ Trichy		Term I – X & XII
3	FRI	Induction – Tenkasi, Rajapalayam, Devarkulam, Tirunelveli, Aralvaimozhi & Manavalakurichi @ Tirunelveli		
4	SAT			Term I – X & XII
5	SUN	Holiday		
6	MON		Annual Holidays start for the Students X & XII	
7	TUE	Induction – Dharmapuri, Salem & Coimbatore – Online		
8	WED	Induction – Saswad, Nagaland & Danapur – Online		
9	THU			
10	FRI			
11	SAT	Result Analysis X & XII – Principals & Coordinators - Online Meeting		
12	SUN	Holiday		
13	MON			
14	TUE	MOTHERS' DAY		
15	WED			
16	THU			
17	FRI			
18	SAT	Holiday		
19	SUN	Holiday		
20	MON			
21	TUE			
22	WED			
23	THU	Principals & Campus Superiors Meeting @ DFT – CBSE		
24	FRI	Principals & Campus Superiors Meeting @ DFT – Matric		
25	SAT	X & XII Coordinators Online Meeting – CBSE & Matric		
26	SUN	Holiday		
27	MON		School Reopens for X & XII – Classes to start	
28	TUE	Training – JVK & Palanchur – Macmillan @ JVK (KG to VIII teachers) St. Joseph, Poonamallee – Oxford Polivakam – S Chand & Perambakam – Ratna Sagar		
29	WED	Training – Pallipatt – Cordova & Sriperumbudur – Madhuban		
30	THU	Training – Pammal & Tambaram @ Pammal – Oxford Vanur & Keezhathahur @ Keezhathanur – Macmillan		
31	FRI	Schedule the activities for the month of June – 1 mega activity & other curricular activities		
Working Days:			Events/Programmes:	Total Working Days:

ACADEMIC CALENDAR

JUNE -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	SAT	Birthdays of the month to be collected and be ready with 1-minute Video Coordinators' Meeting – Online (1 Chennai/North Region & 1 Southern Schools)		
		Training – Salem – Macmillan		
		Training – Coimbatore – Cordova		
		Training – Dharmapuri – Ratna Sagar		
		Training – Karaikal – Oxford		
2	SUN	Holiday		
3	MON	School Reopens		DRT X & XII
4	TUE			
5	WED	Environment Day - Activity I & II		
6	THU		Handwriting Assessment	
7	FRI	Safety Day – Checking & Topper's Meeting – VI to IX & XI		
8	SAT	Edu-Mentor Checking	Committee Meeting	
		Training – MVK & Aralvaimozhi @ MVK – Oxford		
		Training – Devarkulam & Tirunelveli @ Tirunelveli – Cordova		
		Training – Tenkasi & Rajapalayam @ Rajapalayam – Macmillan		
		Training – Kodikottai & Annai Nagar @ Kodikottai – S Chand		
		Training – Yagapuram, Eraiyur & Trichy @ Trichy – Madhuban		
9	SUN	Holiday		
10	MON			DRT X & XII
11	TUE			
12	WED	Anti-Child Labor Day - Activity [VI to VIII]		
13	THU			
14	FRI	Topper's Meeting – VI to IX & XI Appreciation Certificates to be sent. Edu-Mentor Checking		
15	SAT	Holiday		
16	SUN	Holiday		
17	MON	Bakrid		
18	TUE			DRT X & XII
19	WED	National Reading Day - Activity [Class III to V]		
20	THU			
21	FRI		Topper's Meeting VI to IX & XI	
22	SAT	Quiz /Debate Round 2 - Appreciation Certificates to be sent. Edu-Mentor Checking – Grammar Capsule Test - 1		
23	SUN	Holiday		
24	MON	CBSE Principals - Online Review Meeting – Cluster 1 MVK, ARL, TKS, RPM, YPM		
25	TUE	CBSE Principals - Online Review Meeting – Cluster 2 – ERYR, KKT, KKL, ANR, SLM		
26	WED	CBSE Principals – Online Review Meeting – Cluster 3 – SSD, DMR, LIRS, PVM, Grammar Capsule - Phase I		
27	THU	Schedule the activities for the month of July – 1 mega activity & other curricular activities		
		CBSE Principals – Online Review Meeting – Cluster 4 - JVK, SJRS, KAR, Pammal		
28	FRI	Topper's Meeting – VI to VIII , ECA Assessment of the month to be collected		
29	SAT	Appreciation Certificates to be sent Edu-Mentor Checking - LETS DOODLE - Art Competition – Academic Auditing		
30	SUN	Holiday		
Working Days:14 + 22			Events/Programmes:	Total Working Days: 36

ACADEMIC CALENDAR
JULY -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	MON	Birthdays of the month to be collected and be ready with 1-minute Video – National Doctors Day- Activity - KG to II		PA III – X & XII
2	TUE	Online Review Meeting – Matric – Chennai Schools		PA III – X & XII
3	WED	Online Review Meeting – Matric – Southern Schools		PA III – X & XII
4	THU			PA III – X & XII
5	FRI		Handwriting Assessment	PA III – X & XII
6	SAT	Safety Day – Checking - Appreciation Certificates to be sent. Edu-Mentor Checking - Topper’s Meeting VI to IX & XI		
7	SUN	Holiday		
8	MON			
9	TUE			PA - I
10	WED	CBSE – Principals & Coordinators’ Meeting – Result Analysis of PA III World Population Day - Activity - III to V		PA - I
11	THU			PA - I
12	FRI		Topper’s Meeting VI to IX & XI	PA - I
13	SAT	Committee Meeting - Appreciation Certificates to be sent Edu-Mentor Checking		PA - I DRT X & XII
14	SUN	Holiday		
15	MON	World Youth Skill Day - Activity - VI to VIII		
16	TUE			
17	WED	Muharram		
18	THU			
19	FRI	Topper’s Meeting – VI to IX & XI – CREATIVE CHRONICLES - Literary contest for classes I to VIII Appreciation Certificates to be sent. Edu-Mentor Checking		
20	SAT	Holiday		
21	SUN	Holiday		
22	MON			DRT X & XII
23	TUE			
24	WED			
25	THU			
26	FRI		Topper’s Meeting VI to IX & XI	
27	SAT	Quiz /Debate Round 3- Appreciation Certificates to be sent. Edu-Mentor Checking - Grammar capsule Test - 2		
28	SUN	Holiday		
29	MON	International Tiger Day-Activity - KG to VIII		
30	TUE		ECA Assessment of the month to be collected	
31	WED	Schedule the activities for the month of August – 1 mega activity & other curricular activities - Academic Auditing		
Working Days: 36 + 25			Events/Programmes:	Total Working Days: 61

ACADEMIC CALENDAR
AUGUST -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	THU	Birthdays of the month to be collected and be ready with 1 minute Video		
2	FRI		Topper’s Meeting VI to IX & XI Handwriting assessment	
3	SAT	Appreciation Certificates to be sent. Robotics/Coding – Competitions 1 (School Level)		
4	SUN	Holiday		
5	MON			PA IV – X & XII
6	TUE			PA IV – X & XII
7	WED		Safety Day – Checking	PA IV – X & XII
8	THU			PA IV – X & XII
9	FRI		Topper’s Meeting VI to IX & XI	PA IV – X & XII
10	SAT	Committee Meeting - Appreciation Certificates to be sent. Edu-Mentor Checking		
11	SUN	Holiday		
12	MON	World Elephant Day - Activity - KG to II		
13	TUE			
14	WED	CBSE – Principals & Coordinators’ Meeting – Online Result Analysis of PA IV		
15	THU	Independence Day		
16	FRI	Topper’s Meeting – VI to VIII - Appreciation Certificates to be sent. Edu-Mentor Checking		
17	SAT	Holiday		
18	SUN	Holiday		
19	MON	World Photography Day - Activity - VI to VIII		DRT X & XII
20	TUE			PA - II
21	WED			PA - II
22	THU			PA - II
23	FRI		Topper’s Meeting VI to IX & XI	PA - II
24	SAT	Appreciation Certificates to be sent - Edu-Mentor Checking FIT & FLAUNT - Fancy Dress Competition		PA - II
25	SUN	Holiday		
26	MON	Janmashtami		
27	TUE		Quiz /Debate Round 4	DRT X & XII
28	WED			
29	THU	<u>NATIONAL SPORTS DAY</u> <u>ACTIVITY - III to V</u>	ECA Assessment of the month to be collected	
30	FRI	Topper’s Meeting – VI to VIII, Schedule the activities for the month of September – 1 mega activity & other curricular activities - Academic Auditing		
31	SAT	Appreciation Certificates to be sent - Edu-Mentor Checking Grammar Capsule - Phase II		
Working Days: 61 + 24			Events/Programmes:	Total Working Days: 85

ACADEMIC CALENDAR
SEPTEMBER -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	SUN	Holiday		
2	MON	Birthdays of the month to be collected and be ready with 1 minute Video		DRT X & XII
3	TUE			
4	WED			
5	THU	TEACHERS' DAY		
6	FRI	Safety Day – Checking & Topper's Meeting VI to IX & XI. Appreciation Certificates. Edu-Mentor Checking		
7	SAT	Ganesh Chaturti		
8	SUN	Holiday		
9	MON	COGNITIVE NUMERATORS - Maths Quest		
10	TUE			
11	WED			
12	THU		Handwriting assessment	
13	FRI	Committee Meeting & Topper's Meeting VI to IX & XI Appreciation Certificates to be sent. Edu-Mentor Checking		
14	SAT	Hindi Diwas - Activity - III to VIII		
15	SUN	Holiday		
16	MON	Milad Nabi		
17	TUE			
18	WED	World Bamboo Day - Activity - I to V		
19	THU			TERM II – X & XII
20	FRI	Topper's Meeting - VI to IX & XI World Tourism Day - Activity - KG		I to IX & XI TERM I EXAMINATIONS
21	SAT	ECA Assessment of the month to be collected Edu-Mentor Checking		TERM II – X & XII
22	SUN	Holiday		
23	MON		TERM II – X & XII	“
24	TUE			“
25	WED		TERM II – X & XII	“
26	THU			“
27	FRI	Topper's Meeting VI to IX & XI	TERM II – X & XII	“
28	SAT	Edu-Mentor Checking		“
29	SUN	Holiday		
30	MON	Schedule the activities for the month of October – 1 mega activity & other curricular activities Academic Auditing		“
Working Days: 85 + 23			Events/Programmes:	Total Working Days: 108

ACADEMIC CALENDAR
OCTOBER -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	TUE	Term End Break	Birthdays of the month to be collected and be ready with 1 minute Video	
2	WED	Gandhi Jayanti		
3	THU			
4	FRI			
5	SAT	Review Meeting – Principals & Coordinators – Result Analysis		
6	SUN	Holiday		
7	MON	School Reopens	Safety Day – Checking	
8	TUE	Indian Air Force Day - Activity - VI to VIII		Revision Test – 1 X & XII - 33%
9	WED		Handwriting Assessment	
10	THU	Topper's Meeting VI to IX & XI		
11	FRI	Appreciation Certificates to be sent Edu-Mentor Checking		
12	SAT	Pooja Holidays		
13	SUN	Pooja Holidays		
14	MON			
15	TUE	Global Hand Washing Day - Activity - KG to II		
16	WED	World Food Day - Activity - III to V		
17	THU			
18	FRI	Topper's Meeting VI to IX & XI Appreciation Certificates to be sent. Edu-Mentor Checking		
19	SAT	SPECTERAL SCIENTISTS - Science Quest		
20	SUN	Holiday		
21	MON			
22	TUE			
23	WED			Revision Test – 2 X & XII - 33%
24	THU		Topper's Meeting VI to IX & XI	
25	FRI	Principals & Campus Superiors Meet @ DFT	Quiz /Debate Round 5	
			Appreciation Certificates. Edu-Mentor Checking	
26	SAT	Principals & Campus Superiors Meet @ DFT		
27	SUN	Holiday		
28	MON	Schedule the activities for the month of November – 1 mega activity & other curricular activities Century Day - KG Activity		
29	TUE	Grammar Capsule - Phase III, ECA Assessment of the month to be collected		
30	WED	Deepavali Holidays		
31	THU	Deepavali Holidays		
Working Days: 109 + 18			Events/Programmes:	Total Working Days: 127

ACADEMIC CALENDAR
NOVEMBER -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	FRI	Deepavali Holidays		
2	SAT	Deepavali Holidays		
3	SUN	Holiday		
4	MON	Birthdays of the month to be collected and be ready with 1-minute Video Handwriting Assessment		
5	TUE	Halloween Activity - KG		
6	WED			
7	THU	Safety Day – Checking National Cancer Awareness Day -Activity - VI to VIII		
8	FRI		Topper's Meeting VI to IX & XI	
9	SAT	Committee Meeting - Appreciation Certificates to be sent Edu-Mentor Checking. Robotics/Coding – Competitions 1 (Inter-School)		
10	SUN	Holiday		
11	MON		SPELLAGRINOS - Spelling Competition	Revision Test – 3 X & XII – last 34%
12	TUE			
13	WED	World Kindness Day - Activity - I to II		
14	THU	<u>CHILDREN'S DAY</u>		
15	FRI	Topper's Meeting VI to IX & XI Appreciation Certificates. Edu-Mentor Checking		
16	SAT	Holiday		
17	SUN	Holiday		
18	MON			
19	TUE	Result analysis – X & XII – comparison of 3 tests –online		PA - III
20	WED			PA - III
21	THU	World Television Day - Activity - III to V		PA - III
22	FRI		Topper's Meeting VI to IX & XI	PA - III
23	SAT	Appreciation Certificates to be sent Edu-Mentor Checking		PA - III
24	SUN	Holiday		
25	MON			Revision Test – 4 X & XII – 1 st 50%
26	TUE			
27	WED			
28	THU	Schedule the activities for the month of December – 1 mega activity & other curricular activities		
29	FRI	Topper's Meeting VI to IX & XI ECA Assessment of the month to be collected		
30	SAT	Quiz /Debate Round 6 - Appreciation Certificates to be sent. Edu-Mentor Checking Academic Auditing		
Working Days:127 + 23			Events/Programmes:	Total Working Days:150

ACADEMIC CALENDAR
DECEMBER -2024-25

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	SUN	Holiday		
2	MON	Birthdays of the month to be collected and be ready with 1-minute Video Handwriting Assessment		
3	TUE	Review meeting – Result Analysis X & XII		
4	WED	Wildlife Conservation Day -Activity - III to V		
5	THU	World Soil Day - Activity - KG to II		
6	FRI		Topper's Meeting VI to IX & XI	
7	SAT	Safety Day – Checking - Appreciation Certificates to be sent. Edu-Mentor Checking		
8	SUN	Holiday		
9	MON		Grammar Capsule - Phase IV	Revision Test – 5 X & XII – 2 nd 50%
10	TUE	Human Rights Day -Activity - VI to VIII		
11	WED			
12	THU			
13	FRI		Topper's Meeting VI to IX & XI	
14	SAT	Committee Meeting - Appreciation Certificates to be sent. Edu-Mentor Checking		
15	SUN	Holiday		
16	MON			
17	TUE	Review meeting – Result Analysis X & XII		
18	WED			
19	THU			
20	FRI	Topper's Meeting VI to IX & XI, ECA Assessment of the month to be collected		
21	SAT	Appreciation Certificates to be sent. Edu-Mentor Checking GLORIA - The Carols festival		
22	SUN	Holiday		
23	MON			Revision Test – 6 X & XII – FP 1
24	TUE	Christmas Holidays		
25	WED	Christmas		
26	THU	Christmas Holidays		
27	FRI			Revision Test – 6 X & XII – FP 1
28	SAT	Edu-Mentor Checking		Revision Test – 6 X & XII – FP 1
29	SUN	Holiday		
30	MON			Revision Test – 6 X & XII – FP 1
31	TUE	Schedule the activities for the month of January – 1 mega activity & other curricular activities		Revision Test – 6 X & XII – FP 1
Working Days: 150 + 23			Events/Programmes:	Total Working Days: 173

ACADEMIC CALENDAR
JANUARY -2025

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	WED	NEW YEAR		
2	THU	Birthdays of the month to be collected and be ready with 1 minute Video		
3	FRI		Topper's Meeting VI to IX & XI Handwriting Assessment	
4	SAT	Edu-Mentor Checking - Review meeting – Result Analysis X & XII		
5	SUN	Holiday		
6	MON			Revision Test – 7 X & XII – FP 2
7	TUE		Safety Day – Checking	Revision Test – 7 X & XII - FP 2
8	WED			Revision Test – 7 X & XII – FP 2
9	THU			Revision Test – 7 X & XII - FP 2
10	FRI		Topper's Meeting VI to IX & XI	Revision Test – 7 X & XII – FP 2
11	SAT	Committee Meeting - Appreciation Certificates to be sent. Edu-Mentor Checking		
12	SUN	Holiday		
13	MON			
14	TUE	Pongal		
15	WED	Thiruvalluvar Day		
16	THU			
17	FRI		Topper's Meeting VI to VIII,	
18	SAT	Edu-Mentor Checking	Review meeting – Result Analysis X & XII	
19	SUN	Holiday		
20	MON			Revision Test – 8 X & XII – FP 3
21	TUE			
22	WED			Revision Test – 8 X & XII – FP 3
23	THU	National Handwriting Day - Handwriting Contest - I to VIII		
24	FRI		Topper's Meeting VI to VIII,	Revision Test – 8 X & XII – FP 3
25	SAT	Edu-Mentor Checking	Appreciation Certificates to be sent	
26	SUN	Republic Day		
27	MON		Revision Test – 8 X & XII – FP 3	PA - IV
28	TUE			PA - IV
29	WED		Revision Test – 8 X & XII – FP 3	PA - IV
30	THU	ECA Assessment of the month to be collected Academic Auditing		PA - IV
31	FRI	Topper's Meeting – VI to VIII, Appreciation Certificates. Edu-Mentor Checking		PA - IV
Working Days: 173 + 23			Events/Programmes:	Total Working Days: 196

**ACADEMIC CALENDAR
FEBRUARY -2025**

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	SAT	Birthdays of the month to be collected and be ready with 1 minute Video		
		Review meeting – Result Analysis X & XII		
2	SUN	Holiday		
3	MON		Handwriting Assessment	Revision Test – 9 X & XII – FP 4
4	TUE			
5	WED			Revision Test – 9 X & XII – FP 4
6	THU			
7	FRI	Safety Day – Checking & Topper’s Meeting VI to VIII,		Revision Test – 9 X & XII – FP 4
8	SAT	Committee Meeting, Appreciation Certificates. Edu-Mentor Checking		
9	SUN	Holiday		
10	MON		Grammar Capsule - Phase V	Revision Test – 9 X & XII – FP 4
11	TUE			
12	WED			Revision Test – 9 X & XII – FP 4
13	THU			
14	FRI	Topper’s Meeting VI to VIII, Appreciation Certificates. Edu-Mentor Checking		
15	SAT	Holiday		
16	SUN	Holiday		
17	MON			
18	TUE	Review meeting – Result Analysis X & XII		
19	WED			
20	THU		Topper’s Meeting VI to VIII	
21	FRI	Principals & Campus Superiors Meeting @ DFT		
22	SAT	Principals & Campus Superiors Meeting @ DFT		
		Quiz /Debate Round 7, Appreciation Certificates. Edu-Mentor Checking SPARKLE - Skill display event - KG to II		
23	SUN	Holiday		
24	MON			
25	TUE			
26	WED			
27	THU		Academic Auditing	
28	FRI	Topper’s Meeting VI to VIII, ECA Assessment of the month to be collected		
Working Days: 196 + 23			Events/Programmes:	Total Working Days: 219

**ACADEMIC CALENDAR
MARCH -2025**

DATE	DAY	FUNCTIONS/ CELEBRATIONS	WORKS & EVENTS	EXAMINATIONS
1	SAT	Appreciation Certificates to be sent , Birthdays of the month to be collected and be ready with 1-minute Video. Edu-Mentor Checking		
2	SUN	Holiday		
3	MON		Handwriting Assessment	
4	TUE			
5	WED			
6	THU			
7	FRI	Safety Day – Checking & Topper’s Meeting VI to VIII KG Graduation Day		
8	SAT	Committee Meeting, Appreciation Certificates . Edu-Mentor Checking		
9	SUN	Holiday		
10	MON			
11	TUE			
12	WED			
13	THU			
14	FRI	Topper’s Meeting VI to IX & XI , ECA Assessment of the month to be collected. Edu-Mentor Checking Jubilation Day -Grades I to VIII		
15	SAT	Holiday		
16	SUN	Holiday		
17	MON			TERM II
18	TUE			EXAMINATIONS
19	WED			“
20	THU			“
21	FRI		Topper’s Meeting – VI to VIII	“
22	SAT			“
23	SUN	Holiday		
24	MON			“
25	TUE			“
26	WED			“
27	THU	Term End Break for students I to VIII		
28	FRI			
29	SAT			
30	SUN	Holiday		
31	MON	Idul Fitr		
Working Days:219 + 21			Events/Programmes:	Total Working Days: 240

Note: The calendar has 240 working days including examinations for the students. Refer to the calendar every day and follow the activities sincerely.

1. Follow the calendar of X & XII separately.
2. Classes for the grade IX and XI must be completed before the Pongal holidays of 2025. (X & XII of 2025-26). Educate the parents accordingly and convince them the importance of making results for their wards.
3. Breaks and other holidays will be communicated with the schools by DFT as and when required.
4. Follow the works to be done, that are mentioned in the calendar as per the given dates.
5. The in-charge schools for the activities such as quiz, debate, grammar capsule, ECA, spoken language, coding, robotics etc. shall coordinate with the schools and DFT in planning the events. The in-charge schools must have the plan for the year and send the communications to the schools for each event after receiving the approval of the Director of Schools.
6. Plan additional activities without affecting the examination days and common programmes given by DFT.
7. Contact DFT for organizing the activities scheduled by the Schools coordinating different events. Plan one activity in a month and share the details well in advance.
8. Coordinating schools shall have the activities ready with the requirements and get the approval of Director DFT.
9. Conduct all the examinations (CBSE) as per the dates given.
10. Prepare the statement of marks immediately after every test DRT, PAs and Terminals and study the progress that each student makes; find the required remedial action for improving the status.
11. Conduct PTMs within a week after the completion of every assessment & examination. Keep the records of the PTMs and feedback given by the parents and find the remedies for the apprehensions shared by the parents.

In-charges

1. Grammar Capsule – Tests and Announcements – Principal, Matric Poonamallee
2. Spoken Language Activities and Follow ups – Principal, Manavalakurichi
3. Competitions – Principal, Karaikal
4. English – Cambridge Certification – Principal, Annai Nagar
5. Debate – Principal, JVK
6. Quiz – Principal, Perambakam
7. ICT – Robotics, Coding – Competitions – Principal, Tenkasi
8. Physical Education – Principal, Rajapalayam
9. Art & Craft- Principal, Pallipatt
10. ECA - Principal, Pammal
11. Commerce – Principal, Don Bosco

Thank you

**With regards,
Director
DFT Schools**